



To: The Members of the Board of Supervisors, Dick Hadley, John Skorupan, Bruce Mazzoni, John Milius and Dave Root, and members of the community

From: Jerry A. Andree, Township Manager

Date: November 13, 2008

On behalf of all of the employees of Cranberry Township, who are among the finest in local government service, I am pleased to present the proposed 2009 Budget. The proposed budget continues to fund all of the programs and services our residents have come to expect from Cranberry Township. The budget is also absorbing the impact of the Butler County Real Estate Assessment Ratio Change from 75% to 100% of real estate values, holding the existing real estate tax millage rate at the same rate for the 6th year. Cranberry continues to receive the smallest share of the real estate tax that is levied by the Township, School District and the County. In 1993, the Township was receiving 11% of every real estate tax dollar paid, today, the Township is receiving around 8% of every real estate dollar paid. The following chart reflects the new millage rates that are being used in the 2009 Budget

| <u>FUND</u>  | <u>2008 MILLAGE</u> | <u>2009 MILLAGE</u> |
|--------------|---------------------|---------------------|
| General Fund | 10.7                | 8.03                |
| Library      | 1.0                 | .75                 |
| Fire         | 2.5                 | 1.87                |

Our ability to continue that trend is a testament to the progressive thinking of the Board of Supervisors in their willingness to make bold, decisive moves. The 2009 Budget is the most dramatic representation of that thinking when the funding from Dick's Sporting Goods, our partner sports associations and other business partners begin to off-set the majority of the debt costs associated with the construction of Graham Park, now known as Dick's Sporting Goods Sportsplex at Graham Park, at least for the next ten years. The investment into Graham Park is not only significant in assuring that Cranberry Township continues to attract and retain families it advances the partnership building that is so important in reinforcing our community's vision for a long term healthy future.

The Board of Supervisors are not only committed to making the bold, decisive moves that are needed to position this community for a bright future, the Board does not compromise its commitment to construct and maintain the core infrastructure this community needs to serve a growing community. Despite a significant increase in asphalt costs and state rulings that drove up the costs of maintaining roads, Cranberry Township was able to implement its roadway maintenance program. One of the most significant challenges facing local government is the reduction of state aid for maintaining our local roads. This was pointed out in the 2008 Budget message and continues to be a challenge. Sure, it is easy to say, just reduce or eliminate this service or that service, close the library a few extra hours a week, reduce maintenance on municipal property, reduce police patrols and rely more on state police, which is already covered by the taxes we pay to the state, which are nearly 14 times more than we pay to our local government, or we can continue to find the bold, decisive opportunities to that has resulted in Cranberry Township being one of the most desirable communities in the Commonwealth.

The most significant event in 2008 that validated the practices of this Township was the rerating of our financial status when Moody's raised our Rating to Aa3. This makes us one of a few select communities in Pennsylvania that have earned this rating. We are also just completing one of the most intensive and extensive reviews of who we are and where we are going. This is a makeover of our 1995 Plan, which was successfully implemented by the Board of Supervisors and was a major reason for landing the nation's largest economic development project that is currently under construction in our community. In addition, our residents have ranked us in the top 10% of the highest performing local governments in the nation. Those accomplishments were not the result of doing nothing, it was the result of bold, positive moves to position this community for success.

The format of the 2009 is continuing to evolve as we move toward a 100% program performance budget. The following is a brief Fund by Fund description of the various Funds that make up the Budget/

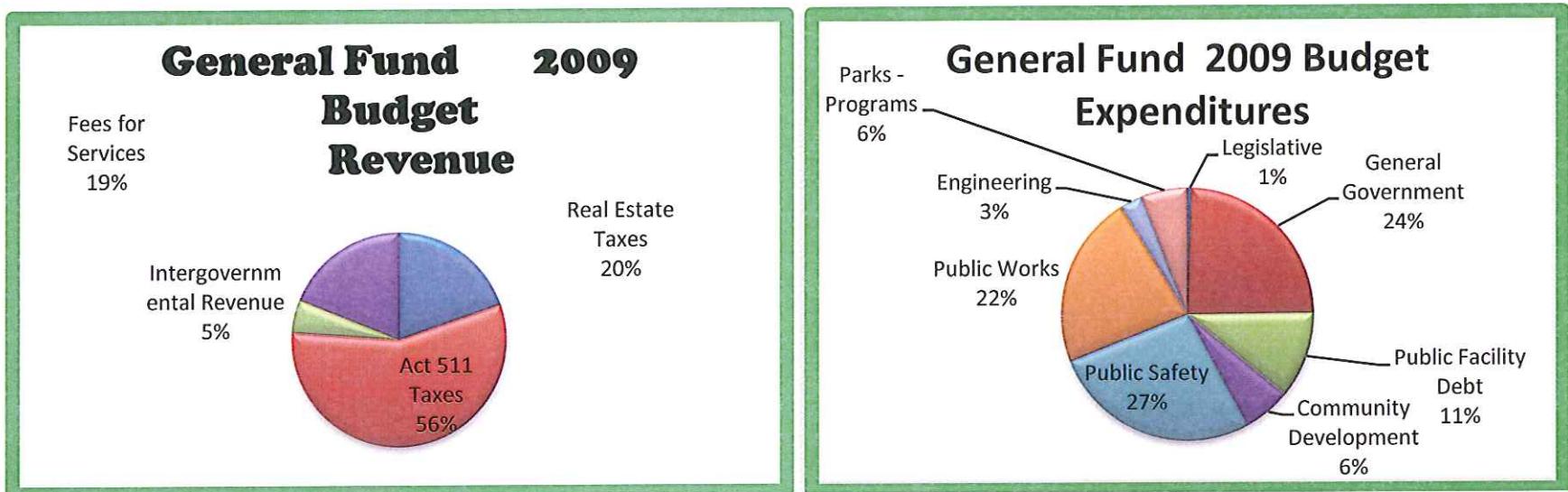
#### General Fund

The General Fund provides the funding for the core services of the Township, including general government, public safety, public works, parks and recreation, planning and community development, engineering and public facilities debt service. A few highlights of the General Fund are as follows:

- Reduces the General Fund millage from 10.7 mills to 8.03, a full 25% reduction from last year in response to the real estate assessment change from 75% of assessed valuation to 100% of assessed valuation. This budget does not propose to take advantage of any "windfall" allowances under the law, which permits a municipality to provide for a 5% growth in the revenue without a tax increase. This is despite a reduction in the assessments within the Township as a result of successful appeals of assessments.
- Completion of the Cranberry Plan and funding to begin implementing its recommendations
- Maintenance of all programs and services
- Full impact of the partnership with Dick's Sporting Goods, the Township's athletic associations and other business subsidizing nearly all of the new debt occurred for the new Dick Sporting Goods Sportsplex at Graham Park.

The General Fund also continues the practice of funding current expenses with current revenue and maintains a healthy Fund Balance. As previously mentioned, the Township's recent financial upgrade to Moody's Investor Rating Service of Aa3, is a validation of that practice. The following statement from the Moody's rating says it best, "The upgrade to Aa3 from A1 reflects the township's strong financial operations, as evidenced by ample reserves, a growing and diversifying tax base and a manageable debt burden."

The following charts provide an overview of the Revenue and Expenditures for 2009:



### Transportation Improvement East Fund

This Fund is for the receipt and expenditure of Transportation Impact Fees generated from development on the East side of US Route 19. The current fee is \$1,467.00 per trip. The Fund is used to finance transportation improvement projects on an approved Transportation Improvement Program,

### Transportation Improvement West Fund

This Fund is used for the receipt and expenditure of Transportation Impact Fees generated from development on the West side of US Route 19. The current fee is \$1,460.00 per trip. The Fund is used to finance transportation improvement projects on an approved Transportation Improvement Program.

### Recreation Fees Fund

This Fund is used for the receipt and expenditure of fees generated from the Fees-in-lieu of as provided for the Pennsylvanian Municipalities Planning Code. The current fee is \$1,050.00 per residential lot/unit. The fees are used to offset the costs of providing additional recreational facilities to meet the demands of a growing population.

### Developers Contributions

This Fund is used for the receipt and expenditure of contributions from developers from transportation improvements, in addition to any contributions associated with the Transportation Impact Fee program that are paid to the Transportation Improvement East or West Funds.

### State Liquid Fuels Fund

This Fund is used for the receipt and expenditure of funds received from the Commonwealth of Pennsylvania as the Township's share of the state tax on gasoline and diesel fuels.

### Library Fund

This Fund is used for the receipt and expenditure of funds generated from the dedicated real estate millage for the Cranberry Township Public Library. The millage rate is being reduced to .75 Mills in 2009 from the 1 mill levied in previous years, in response to the Butler County Change in the ratio change from 75% of 1969 values to 100% of 1969 values.

### Fire Operations

This Fund is used for the receipt and expenditure of a dedicated real estate millage for the operation of the Volunteer Fire Company. The millage rate is being reduced to 1.13 mills in 2009 from the 1.5 mills in previous years, in response to the Butler County change in the ratio change from 75% of 1969 values to 100% of 1969 values.

### Fire Capital

This Fund is used for the receipt and expenditure of a dedicated real estate millage for the capital equipment and facility needs of the Volunteer Fire Company. The millage rate is being reduced from 1 mill in previous years to .75 mills, in response to the Butler County change in the ration change from 75% of 1969 values to 100% of 1969 values.

### Sewer and Water Capital Fund

This Fund receives transfers directly from the Sewer and Water Operational funds to support the capital needs of the water and sewer systems.

### Township Transportation Improvement Program (TIP) Fund

This Fund is for the receipt and expenditure of Funds that may be collected to support transportation programs not on the official Transportation Improvement Program.

### Capital Improvement Fund

This Fund is for the receipt and expenditure of funds to support general purpose capital improvement projects for the Township.

### Water Fund

This Fund is for the receipt and expenditure of funds received from customers of the Township's water system. It is used to support the operational and capital needs to the water system.

### Sewer Fund

This Fund is for the receipt and expenditure of funds received from customers of the Township's sanitary sewer system. It is used to support the operational and capital needs of the sanitary sewer system.

### Solid Waste Fund

This Fund is for the receipt and expenditure of funds received from customers of the Township's Collection Connection- Solid Waster curbside collection program. It is used to support the operational needs of the program, including the payment of the contractor that provides for the collection and disposal of garbage, and appropriate reuse of recyclables and yard waste. The fees are being adjusted in 2009 to reflect increased contractor costs, increased costs of acquiring carts and to begin the gradual replacement of state grants that reward communities for their recycling efforts that will be expiring in 2010.

### Swimming Pool Fund

This Fund is for the receipt and expenditure of funds received from customers of the Cranberry Community Water Park. It is used to support the operations of the waterpark.

### Golf Course Fund

This Fund is for the receipt and expenditure of funds received from the users of the Cranberry Highland Golf Course facilities. It is used to support the operational, capital and debt service needs of the golf course.



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## Real Estate Tax

|  |                        | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10001200 3011  | REAL ESTATE CURRENT    | (2,507,014)    | (2,547,869)    | (2,631,010)                | -2,591,467  | 98.5%                             | (2,698,488)          |
| <p><i>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 29, 2008 Butler County has determined Cranberry's taxable assessed value to be \$342,908,604.</i></p> <p><i>The Butler County Department of Property and 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 10.65 mills in 2009. (8.03 - general purposes 1.87 - fire, and .75 - library)</i></p> <p><i>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 is currently in his last year of his third term. The collection rate for 2007 was 98%. Delinquent property taxes are collected by the Butler County Tax Claim Bureau.</i></p> <p><i>Township property taxes are billed March 1st. A discount of 2% may be taken if the taxes are paid on or before April 30. 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.</i></p> |                        |                |                |                            |             |                                   |                      |
| <p><i>Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31.</i></p> <p><i>(billed in/for 2008 but collected in 2009)</i></p>  |                        |                |                |                            |             |                                   |                      |
| 10001200 3012  | REAL ESTATE PRIOR YEAR | (20,295)       | (6,708)        | (13,000)                   | 0           | 0.0%                              | (13,000)             |



### Real Estate Tax

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10001200 3014 | REAL ESTATE DELINQUENT   | (25,770)       | (52,598)       | (25,000)                   | -53,872     | 215.5%                            | (31,000)             |
|               | <i>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.</i> |                |                |                            |             |                                   |                      |
| 10001200 3015 | REAL ESTATE INTERIM  | (18,142)       | (26,865)       | (20,000)                   | -20,784     | 103.9%                            | (20,000)             |
|               | <i>Interim tax billing for properties added to tax duplicate after January 2009.</i>   |                |                |                            |             |                                   |                      |
| Budget Total  | Real Estate Tax  | (2,571,220)    | (2,634,039)    | (2,689,010)                | (2719995)   |                                   | (2,762,488)          |


**Act 511 Taxes**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10001300 3120 | REAL ESTATE TRANSFER TAX   | (1,353,334)    | (1,339,553)    | (1,200,000)                | -949,190    | 79.1%                             | (1,070,000)          |
|               | <i>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%).</i>   |                |                |                            |             |                                   |                      |
| 10001300 3130 | EARNED INCOME TAX  | (4,289,550)    | (2,600,981)    | (4,400,000)                | -4,051,300  | 92.1%                             | (4,500,000)          |
|               | <i>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 rate is 1%, 1/2 of which is shared with the Seneca Valley School District. The Township contracts with Berkheimer Tax Administrator for the collection of current and delinquent taxes.</i>  |                |                |                            |             |                                   |                      |
| 10001300 3140 | BUSINESS PRIV/MERC   | (1,546,303)    | (1,683,463)    | (1,600,000)                | -1,819,376  | 113.7%                            | (1,700,000)          |
|               | <i>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). the tax is due on or before May 15 of each year. Cranberry Township contracts with Berkheimer Tax Administrator for the collection of this tax. The Township serves as the delinquent collector.</i> |                |                |                            |             |                                   |                      |
| 10001300 3150 | LOCAL SERVICE TAX  | (605,449)      | (700,277)      | (400,000)                  | -519,437    | 129.9%                            | (500,000)            |
|               | <i>The Local Services tax (LST) is assessed on all individuals who work within the Township. The Township imposes a \$52 tax with an exemption for individuals earning less than \$12,000 per year. This revenue source will fluctuate with the number of individuals employed in the Township and the \$12,000 exemption. Cranberry contracts with Berkheimer Tax Administrator for the collection of this tax.</i>                                   |                |                |                            |             |                                   |                      |



**CRANBERRY**  
• TOWNSHIP •

| Act 511 Taxes  | OTHER TAX     | 2006        | 2007        | 2008            | 2008      | % EXPENDED    | 2009 DEPT   |
|--|---------------|-------------|-------------|-----------------|-----------|---------------|-------------|
|  |               | ACTUAL      | ACTUAL      | ADJUSTED BUDGET | YTD       | FROM ADJUSTED | REQUEST     |
| 10001300 3160  | OTHER TAX     | 0           | (39)        | 0               | 0         | 0.0%          | 0           |
| <i>The Township eliminated the per capita tax many years ago.<br/>Berkheimer Tax Administrator still collects delinquent accounts.</i> |               |             |             |                 |           |               |             |
| Budget Total   | Act 511 Taxes | (7,794,637) | (6,324,313) | (7,600,000)     | (7339302) |               | (7,770,000) |



|  |                             | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD     | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|-----------------------------|------------------|------------------|----------------------------|-----------------|-----------------------------------|----------------------|
| <b>Licenses and Permits</b>  |                             |                  |                  |                            |                 |                                   |                      |
| 10001400 3210  | BUSINESS LICENSES           | (252,774)        | (294,390)        | (280,000)                  | -318,123        | 113.6%                            | (300,000)            |
| <p><i>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 September 2005, expires in February 2010. Consolidated Communications agreement was executed July, 2007 and expires in July 2015. The current franchise agreements provide for a 5% fee based on revenues generated on cable TV services only. Internet services revenues are excluded.</i></p> |                             |                  |                  |                            |                 |                                   |                      |
| 10001400 3220  | NONBUSINESS PERMITS         | 0                | 0                | (2,000)                    | -2,880          | 144.0%                            | 0                    |
| <b>Budget Total</b>  | <b>Licenses and Permits</b> | <b>(252,774)</b> | <b>(294,390)</b> | <b>(282,000)</b>           | <b>(321003)</b> |                                   | <b>(300,000)</b>     |



| Interest and Rents  |  | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD     | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|------------------|------------------|----------------------------|-----------------|-----------------------------------|----------------------|
| 10001500 3410       | INTEREST   | (254,233)        | (353,701)        | (207,980)                  | -211,850        | 101.9%                            | (195,000)            |
|                     | <i>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.</i> |                  |                  |                            |                 |                                   |                      |
| 10001500 3421       | TENANT RENT  | 0                | 0                | 0                          | -6,747          | 0.0%                              | (33,526)             |
|                     | <i>Cranberry Twp Chamber of Commerce - \$7,210 (exp. 12/31/09)<br/>Real Estate Tax Collector - \$2,016 (exp. 12/31/09)<br/>State Senator - \$7,770 (exp. 12/31/10)<br/>State Representative - \$8,730 (exp. 11/30/10)<br/>Butler County (Senior Center) - \$7,800</i>  |                  |                  |                            |                 |                                   |                      |
| <b>Budget Total</b> | <b>Interest and Rents</b>  | <b>(254,233)</b> | <b>(353,701)</b> | <b>(207,980)</b>           | <b>(218597)</b> |                                   | <b>(228,526)</b>     |



|  |                     | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|---------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| <b>Intergovernmental Revenue</b>   |                     |                |                |                            |             |                                   |                      |
| 10001600 3551  | STATE PENSION AID   | (413,862)      | (455,308)      | (455,282)                  | -455,645    | 100.1%                            | (455,600)            |
| <p><i>On an annual basis the Commonwealth of Pennsylvania allocates funds to be used for the support of the police and 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.</i></p> |                     |                |                |                            |             |                                   |                      |
| 10001600 3552  | FIREMANS RELIEF AID | (220,521)      | (219,396)      | (220,000)                  | -226,089    | 102.8%                            | (220,000)            |
| <p><i>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.</i></p>   |                     |                |                |                            |             |                                   |                      |
| 10001600 3555  | LIQUOR LICENSES     | (7,500)        | (7,800)        | (7,800)                    | -6,900      | 88.5%                             | (6,900)              |
| <p><i>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 23 establishments with liquor licenses.</i></p>   |                     |                |                |                            |             |                                   |                      |



### Intergovernmental Revenue

|   |                                  | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD     | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|----------------------------------|------------------|------------------|----------------------------|-----------------|-----------------------------------|----------------------|
| 10001600 3561   | PUBLIC UTILITY TAX               | (16,261)         | (16,431)         | (16,000)                   | -15,769         | 98.6%                             | (15,800)             |
| <p><i>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.</i></p> |                                  |                  |                  |                            |                 |                                   |                      |
| <b>Budget Total</b>   | <b>Intergovernmental Revenue</b> | <b>(658,144)</b> | <b>(698,934)</b> | <b>(699,082)</b>           | <b>(720173)</b> |                                   | <b>(698,300)</b>     |


**Misc Revenue and Transfers**

|                     |  | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|------------------|------------------|----------------------------|----------------|-----------------------------------|----------------------|
| 10001700 3651       | SALE PUBLIC & ADMIN SVS  | (28,607)         | (28,642)         | (22,000)                   | -20,807        | 94.6%                             | (22,000)             |
|                     | <i>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.</i>   |                  |                  |                            |                |                                   |                      |
| 10001700 3855       | OTHER MISC REVENUE   | (23,520)         | (45,100)         | (55,000)                   | 17,003         | 43.0%                             | (55,000)             |
|                     | <i>The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.</i>   |                  |                  |                            |                |                                   |                      |
| 10001700 3872       | CONTRIBUTION & DONATION  | 0                | (30,000)         | 0                          | 0              | 0.0%                              | (347,000)            |
|                     | <i>Contributions from Dick's Sporting Goods and Cranberry Township athletic associations for Graham Park.</i>  |                  |                  |                            |                |                                   |                      |
| 10001700 3910       | SALE OF FIXED ASSETS   | 0                | (21,185)         | 0                          | 0              | 0.0%                              | 0                    |
|                     | <i>From time to time the Township sells assets such as police cars either by auction or a direct sale.</i>   |                  |                  |                            |                |                                   |                      |
| 10001700 3922       | TRANSFER FROM S&W  | (80,000)         | (80,000)         | (80,000)                   | 0              | 0.0%                              | (95,000)             |
|                     | <i>Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2009 is an \$95,000 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.</i> |                  |                  |                            |                |                                   |                      |
| 10001700 3950       | REFUND PRIOR YR EXPEND   | (59,973)         | (92,485)         | 0                          | -25,586        | 0.0%                              | (30,000)             |
|                     | <i>At times the Township receives refunds of expenditures made in the prior year.</i>  |                  |                  |                            |                |                                   |                      |
| <b>Budget Total</b> | <b>Misc Revenue and Transfers</b>  | <b>(192,099)</b> | <b>(297,412)</b> | <b>(157,000)</b>           | <b>(29390)</b> |                                   | <b>(549,000)</b>     |



| Human Resources |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|-----------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10002200 3868   | REIMBMNT FOR INS   | 0              | 0              | 0                          | -7,030      | 0.0%                              | (15,000)             |
|                 | <i>Full time Township employees contribute a percentage of medical insurance premiums based on their salary.</i> |                |                |                            |             |                                   |                      |
| Budget Total    | Human Resources  | 0              | 0              | 0                          | (7030)      |                                   | (15,000)             |



| Land Development |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|------------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003100 3619    | BOND RELEASE FEE  | (19,000)       | (17,100)       | (12,000)                   | -19,100     | 159.2%                            | (12,000)             |
|                  | <i>All new developments are required to post financial securities (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 securities. 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 \$100 for requests related to sewer and water facilities, plus actual costs of engineer's inspections; and, \$250 for requests related to storm water/roads facilities, plus actual costs of engineer's inspections.</i> |                |                |                            |             |                                   |                      |
| 10003100 3620    | LIQUOR LICENSE TRANSFER   | (500)          | 0              | (500)                      | -1,500      | 300.0%                            | (1,000)              |
|                  | <i>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. The fee is \$500 per application.</i>   |                |                |                            |             |                                   |                      |
| 10003100 3621    | CONDITIONAL USE FEE   | 0              | 0              | (4,000)                    | -5,500      | 137.5%                            | (4,000)              |
|                  | <i>Conditional Use Fees like site plan/subdivision review fees are charged for new development 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 \$500 per application.</i>   |                |                |                            |             |                                   |                      |



## Land Development

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003100 3622 | ZONING HEARING BOARD FEE  | 0              | 0              | (1,500)                    | -2,250      | 150.0%                            | (1,500)              |
|               | <i>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 \$250 for residential applications and \$500 for non-residential applications and is intended to cover the cost associated with processing the application.</i>   |                |                |                            |             |                                   |                      |
| 10003100 3623 | ORDINANCE ADMENTMENT FEE  | 0              | 0              | 0                          | -500        | 0.0%                              | (500)                |
|               | <i>Amendments to the Township zoning ordinance can be requested by individuals or companies interested in ordinance changes. Once accepted, a request for amendment will follow a standard review process. Typical amendments include requests to rezone property. A fee of \$500 is charged to applicants and is intended to cover the costs associated with processing the application.</i>   |                |                |                            |             |                                   |                      |
| 10003100 3625 | SITE PLAN SUBDIVISION REV   | 0              | 0              | (120,000)                  | -127,250    | 106.0%                            | (100,000)            |
|               | <i>Site plan and subdivision review fees are those charged for new development applications with each new or revised application for development being required to pay a fee. The amount of the fees 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 annually based on size, type, and quantity of new and revised development applications received by the Township.</i> |                |                |                            |             |                                   |                      |



| Land Development   |                         | 2006     | 2007     | 2008               | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|-------------------------|----------|----------|--------------------|-------------|-----------------------------------|----------------------|
|  |                         | ACTUAL   | ACTUAL   | ADJUSTED<br>BUDGET |             |                                   |                      |
| 10003100 3627  | SALE CODES & ORDINANCES | 0        | 0        | (600)              | -245        | 40.8%                             | (200)                |
| <p><i>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></p> |                         |          |          |                    |             |                                   |                      |
| Budget Total   | Land Development        | (19,500) | (17,100) | (138,600)          | (158840)    |                                   | (119,200)            |


**Code Enforcement**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003200 3220 | NON BUSINESS LICENSE   | (1,795)        | (1,660)        | 0                          | 0           | 0.0%                              | (2,000)              |
|               | <i>Road opening permits are issued when it is necessary to "open cut" a Township road or right-of-way( typically utility companies). This is designed to cover the cost of inspection and to ensure that the road is restored once the work has been completed. The most recent Township fee resolution describes all permit fees.</i>   |                |                |                            |             |                                   |                      |
| 10003200 3611 | BUILDING PERMIT  | (684,440)      | (598,554)      | (530,000)                  | -1,701,273  | 321.0%                            | (400,000)            |
|               | <i>All non-residential building permit applications require a plan review and approval for compliance with the Township's building codes. This review includes non-residential building/structure, electrical, mechanical, and plumbing plan review(s). The building plan review fee is separate from the building permit fee and is intended to cover the costs of the plan review process only. Building permit fees are intended to cover application, inspection, and processing costs of new structures. The fee is calculated at .0015 X estimated construction value.</i> |                |                |                            |             |                                   |                      |
| 10003200 3612 | ELECTRICAL PERMIT  | (6,440)        | (6,580)        | (5,000)                    | -5,520      | 110.4%                            | (5,000)              |
|               | <i>Permit fee charged for the administrative review of all non-residential and residential electrical building permits and the required inspections.</i>   |                |                |                            |             |                                   |                      |
| 10003200 3613 | FIRE BLDG PERMITS  | (1,653)        | 0              | (12,000)                   | -7,686      | 64.1%                             | (10,000)             |
|               | <i>Permit fee charged for the administrative review of the fire protection building permit application and the required inspections. Fire prevention building permit applications are \$150 and include the installation, enlargement, alteration, and repair of sprinkler systems, fire detection systems, commercial exhaust suppression systems, and related fire safety devices.</i>   |                |                |                            |             |                                   |                      |
| 10003200 3614 | FIRE PREVENTION PERMIT   | (15,745)       | (24,605)       | (10,000)                   | -13,033     | 130.3%                            | (12,000)             |
|               | <i>Permit fee charged for the administrative review of fire prevention permit applications and the required Township inspections. Fire prevention permit applications include annual system testing and assembly occupancy inspections. Fees range from \$25 to \$100 per year.</i>  |                |                |                            |             |                                   |                      |


**Code Enforcement**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003200 3615 | SEPTIC SYST PERMIT<br><br><i>Fee for on-lot septic permit applications which include the site testing, application review, and permit approval.</i>   | (2,790)        | (1,500)        | (1,500)                    | -580        | 38.7%                             | (1,500)              |
| 10003200 3616 | SIGN PERMIT FEE<br><br><i>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 \$100, for building signs \$75.00, and for panel replacements \$25.</i> | (7,225)        | (6,500)        | (4,500)                    | -5,650      | 125.6%                            | (4,000)              |
| 10003200 3617 | GRADING PERMIT<br><br><i>The Township reviews applications for grading permits to ensure compliance with the Township grading ordinance. The fee is based on the size of the disturbance. For 0-5 acres disturbed the fee is \$200, for over 5 acres disturbed the fee is \$300.</i>  | (2,400)        | (3,900)        | (4,500)                    | -2,800      | 62.2%                             | (2,500)              |
| 10003200 3618 | CERTIFICATE OF OCCUP<br><br><i>At the time a home or business is occupied by a new owner a certificate of occupancy is issued after an inspection indicating compliance with Township regulations.</i>  | (9,549)        | (7,410)        | (2,700)                    | -6,751      | 250.0%                            | (3,000)              |
| 10003200 3621 | CONDITIONAL USE FEE<br><br><i>inactive account (moved to 1000-3100-3621)</i>  | (3,450)        | (6,000)        | 0                          | 0           | 0.0%                              | 0                    |
| 10003200 3622 | ZONING HEAR BOARD FEES<br><br><i>inactive account ( moved to 1000-3100-3622)</i>  | (3,100)        | (2,660)        | 0                          | 0           | 0.0%                              | 0                    |
| 10003200 3623 | ORDINANCE AMEDN FEE<br><br><i>inactive account (moved to 1000-3100-3623)</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10003200 3624 | BOARD OF APPEALS FEE<br><br><i>Appeals from provisions of the building codes are reviewed by the Building Code Board of Appeals as required by the state-wide building code. Application fees for building and fire code appeals are as follows:<br/>Residential -\$125<br/>Commercial -\$250</i>                               | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |



|                  |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|------------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| Code Enforcement |   |                |                |                            |             |                                   |                      |
| 10003200 3626    | BDLG PLAN REVIEW  | (81,244)       | (101,670)      | (70,000)                   | -172,747    | 246.8%                            | (35,000)             |
|                  | <i>All non-residential building permit applications require a plan review and approval for compliance with the Township's building codes. This review includes non-residential building/structure, electrical, mechanical, and plumbing plan review(s). The building plan review fee is separate from the building permit fee and is intended to cover the costs of the plan review process only. Building permit fees are intended to cover application, inspection, and processing costs of new structures. This fee is calculated at .0015 X estimated construction value.</i> |                |                |                            |             |                                   |                      |
| Budget Total     | Code Enforcement  | (819,829)      | (761,039)      | (640,200)                  | (1916040)   |                                   | (475,000)            |



Police Operations

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10004110 3220 | NON BUSINESS LICENSE   | (3,060)        | (2,980)        | (3,500)                    | -3,050      | 87.1%                             | (3,500)              |
|               | <i>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 or transient retail business. Fees are \$10 per day, \$60 per week, or \$150 per month.</i> |                |                |                            |             |                                   |                      |
| 10004110 3311 | STATE POLICE   | (23,027)       | (24,835)       | (23,000)                   | -10,123     | 44.0%                             | (23,000)             |
|               | <i>The Commonwealth of Pennsylvania distributes a portion of all fines collected by the State Police to every municipality in the Commonwealth twice per year.</i>   |                |                |                            |             |                                   |                      |
| 10004110 3312 | CLERK OF COURTS  | (24,408)       | (27,965)       | (32,000)                   | -24,070     | 75.2%                             | (32,000)             |
|               | <i>Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.</i>  |                |                |                            |             |                                   |                      |
| 10004110 3313 | MOTOR VEHICLE CODE   | (47,332)       | (60,199)       | (48,000)                   | -44,579     | 92.9%                             | (48,000)             |
|               | <i>The Magisterial District Judge collects fines for violations of the PA Motor Vehicle Code. The typical revenue is 50% of the penalty portion of a traffic citation. Associated fees are usually more than the penalty portion of a traffic citation.</i>                    |                |                |                            |             |                                   |                      |
| 10004110 3314 | NON TRAFFIC VIOLATION  | (20,999)       | (15,773)       | (23,000)                   | -21,478     | 93.4%                             | (23,000)             |
|               | <i>The District Magistrate collects fines for criminal violations of the PA Crimes Code.</i>   |                |                |                            |             |                                   |                      |
| 10004110 3315 | LOCAL ORDINANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
|               | <i>Fines collected by the District Magistrate for violations of Township ordinances.</i>   |                |                |                            |             |                                   |                      |
| 10004110 3641 | SALE ACCIDENT REPORT   | (10,590)       | (15,067)       | (11,000)                   | -9,750      | 88.6%                             | (11,000)             |
|               | <i>A fee of \$15 is charged for each copy of a reportable accident report and \$5 for a non-reportable accident, which is provided (typically to insurance companies) by the Police Department.</i>  |                |                |                            |             |                                   |                      |



**Police Operations**

|                     |  | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD     | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|------------------|------------------|----------------------------|-----------------|-----------------------------------|----------------------|
| 10004110 3642       | FINGER PRINTS  | 0                | 0                | (1,000)                    | -75             | 7.5%                              | (1,000)              |
|                     | <i>Fee for fingerprinting nonresidents for noncriminal issues, i.e. jobs and adoption. \$10.00 first card and \$5.00 for each additional.</i>  |                  |                  |                            |                 |                                   |                      |
| 10004110 3643       | FALSE ALARMS   | (19,400)         | (27,650)         | (26,000)                   | -18,600         | 71.5%                             | (26,000)             |
|                     | <i>Fees of \$75, \$150, \$175 per occurrence are charged for false alarms that the police and/or fire department respond to. Pursuant to the false alarm ordinance and most current fee resolution.</i>                                |                  |                  |                            |                 |                                   |                      |
| 10004110 3644       | SCHOOL GUARD REIMB   | (7,849)          | (7,989)          | (8,000)                    | -6,809          | 85.1%                             | (8,000)              |
|                     | <i>The Seneca Valley School District reimburses the Township for one half of the cost of providing two school crossing guards.</i>   |                  |                  |                            |                 |                                   |                      |
| 10004110 3645       | SPECIAL POLICE SVS   | (322,389)        | (311,537)        | (245,000)                  | -265,752        | 108.5%                            | (280,000)            |
|                     | <i>Cranberry Township provides police services to Seven Fields Borough. The Borough pays 8% of the adjusted Township police budget which includes manpower and equipment but excludes the cost of facilities and facility support.</i> |                  |                  |                            |                 |                                   |                      |
| 10004110 3646       | RESTITUTION  | (5,144)          | (6,853)          | (7,500)                    | -8,584          | 114.5%                            | (7,500)              |
|                     | <i>Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.</i>  |                  |                  |                            |                 |                                   |                      |
| 10004110 3647       | Reimburse Police Salaries  | 0                | 0                | 0                          | 0               | 0.0%                              | (35,000)             |
|                     | <i>Contracted police services. Represents collected reimbursable salaries for construction details, drug and DUI Task Force etc.</i>   |                  |                  |                            |                 |                                   |                      |
| <b>Budget Total</b> | <b>Police Operations</b>   | <b>(484,198)</b> | <b>(500,848)</b> | <b>(428,000)</b>           | <b>(412870)</b> |                                   | <b>(498,000)</b>     |



# CRANBERRY TOWNSHIP

| PW Snow Removal   | WINTER SERV AGMNT | 2006     | 2007     | 2008            | 2008    | % EXPENDED    | 2009 DEPT |
|---|-------------------|----------|----------|-----------------|---------|---------------|-----------|
|   |                   | ACTUAL   | ACTUAL   | ADJUSTED BUDGET | YTD     | FROM ADJUSTED | REQUEST   |
| 10005110 3661   |                   | (18,030) | (19,869) | (20,000)        | -11,437 | 57.2%         | (20,000)  |
| <p><i>The Township offers winter services (snow plowing and spring street sweeping) to developments/developers which have private streets not yet accepted by the Township. This service is provided at the option of the developer. If the developer elects to take this service, they are required to enter into an agreement at the beginning of each winter season; otherwise developers are required to provide the service on their own. The fee charged to the developer is based on the number of lane miles of road and is intended to cover the costs of the Township in providing the service. The fee is approximately \$4,100 per lane mile.</i></p> |                   |          |          |                 |         |               |           |
| Budget Total  | PW Snow Removal   | (18,030) | (19,869) | (20,000)        | (11437) |               | (20,000)  |



P&R Operations

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006210 3422 | ROOM RENTAL   | (9,678)        | (7,245)        | (8,000)                    | -7,517      | 94.0%                             | (8,000)              |
|               | <i>The Parks and Recreation Department manages room rentals and reservations for the Municipal Center, year round. Rentals are offered on a first-come first-served basis on a sliding scale for residents, non-residents, non-profit/family, and business. These fees are included annually in the Township fee resolution. Rental agreements are issued giving exclusive use of the facility to the rental party for a specific day and time.</i>     |                |                |                            |             |                                   |                      |
| 10006210 3423 | SHELTERS  | (6,865)        | (8,070)        | (8,000)                    | -8,929      | 111.6%                            | (8,000)              |
|               | <i>The Parks and Recreation Department offers five picnic shelters for private rental between the months of May through September. Rentals are offered on a first-come first served basis on a sliding scale for residents, non-residents, non-profit/family, and business. Fees can be found in the most recent Township fee resolution. Rental agreements are issued giving exclusive use of the facility to the rental party for a specific day.</i> |                |                |                            |             |                                   |                      |
| 10006210 3681 | PROGRAM   | (185)          | (19,932)       | (207,640)                  | 3,288       | -1.6%                             | 0                    |
|               | <i>inactive account (program fees now distributed among Parks and Recreation cost centers)</i>  |                |                |                            |             |                                   |                      |
| 10006210 3683 | VENDING COMMISSIONS   | (3,381)        | (410)          | (4,000)                    | -2,491      | 0.0%                              | (3,000)              |
|               | <i>The Parks and Recreation Department has service agreements for soft drink and snack vending as a convenience to our customers. The Township realizes a small commission on vending machines.</i>   |                |                |                            |             |                                   |                      |



**P&R Operations**

|                     |  | 2006<br>ACTUAL  | 2007<br>ACTUAL  | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|-----------------|-----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 10006210 3684       | CHARGE FOR SERVICES  | 0               | 0               | (12,000)                   | -2,391         | 19.9%                             | (13,000)             |
|                     | <i>Under agreements with our athletic associations, the Township is reimbursed for electrical costs associated with field lighting and concession stands at Township park facilities. Reimbursement for this expense is calculated by using the Penn Power monthly bills for the exact charges per association. Field lighting is refined through a detailed report of lighting scheduled through our equipment scheduler, Musco Lighting.</i> |                 |                 |                            |                |                                   |                      |
| 10006210 3855       | MISCELLANEOUS  | 0               | (35)            | (500)                      | -5             | 1.0%                              | (500)                |
|                     | <i>Miscellaneous fees are collected for 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.</i>   |                 |                 |                            |                |                                   |                      |
| 10006210 3856       | OVER - SHORT   | (93)            | (38)            | (50)                       | 14             | -28.2%                            | (50)                 |
|                     | <i>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.</i>  |                 |                 |                            |                |                                   |                      |
| <b>Budget Total</b> | <b>P&amp;R Operations</b>  | <b>(20,201)</b> | <b>(35,730)</b> | <b>(240,190)</b>           | <b>(20422)</b> |                                   | <b>(32,550)</b>      |



**P&R Early Childhood Programs**

|   |                             | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|-----------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006220 3681   | PROGRAMS/LESSONS            | (56)           | (473)          | 0                          | -140,837    | 0.0%                              | (160,000)            |
| <p><i>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.</i></p> |                             |                |                |                            |             |                                   |                      |
| Budget Total  | P&R Early Childhood Program | (56)           | (473)          | 0                          | (140837)    |                                   | (160,000)            |



**P&R Youth Programs**

|  |                      | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|----------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006230 3681  | PROGRAM FEES/LESSONS | 0              | 0              | 0                          | -244,881    | 0.0%                              | (280,000)            |
| <p><i>The Youth Program Cost Center 6230 consists of revenue from programs for ages 6-12 including Camp Cranberry, After School Kids Club and our Youth Basketball League.</i></p> |                      |                |                |                            |             |                                   |                      |
| Budget Total   | P&R Youth Programs   | 0              | 0              | 0                          | (244881)    |                                   | (280,000)            |



**P&R Adult Programs**

|   |                    | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|--------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006240 3681   | PROGRAMS/LESSONS   | (294)          | (5,331)        | 0                          | -51,001     | 0.0%                              | (50,000)             |
| <i>Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness, and Organized Athletics.</i> |                    |                |                |                            |             |                                   |                      |
| Budget Total  | P&R Adult Programs | (294)          | (5,331)        | 0                          | (51001)     |                                   | (50,000)             |



**P&R Family Programs**

|  |                     | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|---------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006250 3681  | PROGRAMS/LESSONS    | (146)          | (538)          | 0                          | -5,881      | 0.0%                              | (6,000)              |
| <i>Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Morning with Mr. Bunny, Milk and Cookies with Santa and Friday Night Flicks.</i> |                     |                |                |                            |             |                                   |                      |
| Budget Total   | P&R Family Programs | (146)          | (538)          | 0                          | (5881)      |                                   | (6,000)              |



**P&R Teen Programs**

|   |                   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|-------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006260 3681   | PROGRAMS/LESSONS  | (4,905)        | (1,173)        | 0                          | -5          | 0.0%                              | (6,000)              |
| <p><i>Teen Programs Cost Center 6260 consists of revenue from programs for ages 13-18 such as Babysitter's Training, Teen Leadership Summer Camp and Teen Tennis.</i></p> |                   |                |                |                            |             |                                   |                      |
| Budget Total  | P&R Teen Programs | (4,905)        | (1,173)        | 0                          | (5)         |                                   | (6,000)              |

**P&R Senior Programs**

|               |                     | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006270 3681 | PROGRAMS/LESSONS    | 0              | 0              | 0                          | -135        | 0.0%                              | 0                    |
| Budget Total  | P&R Senior Programs | 0              | 0              | 0                          | (135)       |                                   | 0                    |



**P&R Community Events**

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006280 3681       | PROGRAM FEES/LESSONS   | 0              | 0              | 0                          | 0           | 0.0%                              | (10,000)             |
|                     | <i>Community Events cost Center 6280 includes Community Day, Light-Up Night and similar quality of life programs. The Township contribution to these programs includes planning, administration, labor, public safety, and facility maintenance. For Community Day, the township purchases a fireworks display. For Light-Up Night, the Township provides visits with Santa and small treats to make the night special for children and their parents. While sponsors, contributions, and donations are sought to offset expenses, most of the budgeted items are Township expenses.</i> |                |                |                            |             |                                   |                      |
| <b>Budget Total</b> | <b>P&amp;R Community Events</b>  | <b>0</b>       | <b>0</b>       | <b>0</b>                   | <b>0</b>    |                                   | <b>(10,000)</b>      |



**P&R Special Projects**

|  |                      | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD  | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|----------------------|----------------|----------------|----------------------------|--------------|-----------------------------------|----------------------|
| 10006295 3681  | PROGRAMS             | (130)          | 0              | (202,449)                  | -8,604       | 0.0%                              | 0                    |
| <i>Special Projects Cost Center 6295 will change from year to year and include park improvement projects in partnership with the public in general and various organizations specific to each project. Most recently, these included the Cranberry Rotary Dog Park, AE Skatepark and Municipal Center Landscaping and Gardens.</i> |                      |                |                |                            |              |                                   |                      |
| Budget Total   | P&R Special Projects | (130)          | 0              | (202,449)                  | (8604)       |                                   | 0                    |
| Grand Total:   |                      | (13,090,396)   | (11,944,889)   | (13,304,511)               | (14,326,442) | 104.0%                            | (13,980,064)         |


**Board of Supervisors**

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10001100 4013       | SALARIES BOARD   | 21,484         | 20,625         | 20,625                     | 18,047        | 87.5%                             | 20,625               |
|                     | <i>Compensation for the Township Board of Supervisors as per the Second Class Township Code. Compensation is calculated at an annual salary of \$4,125 per Supervisor (5).</i> |                |                |                            |               |                                   |                      |
| 10001100 4021       | FICA   | 1,643          | 1,435          | 1,579                      | 1,257         | 79.6%                             | 1,279                |
|                     | <i>The employer share of FICA is based on 6.20% of all salary/wages/overtime for all employees.</i>  |                |                |                            |               |                                   |                      |
| 10001100 4022       | MEDICARE   | 0              | 0              | 0                          | 23            | 0.0%                              | 299                  |
|                     | <i>The employer share of of Medicare is based on 1.45% of all salary/wages/overtime for all employees.</i>   |                |                |                            |               |                                   |                      |
| 10001100 4023       | WORKERS COMP   | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| 10001100 4051       | HOSPITALIZATION  | 32,040         | 35,839         | 34,225                     | 19,008        | 55.5%                             | 25,685               |
|                     | <i>Medical insurance for the Board of Supervisors as per the Second Class Township Code.</i>   |                |                |                            |               |                                   |                      |
| 10001100 4052       | VISION   | 429            | 358            | 393                        | 239           | 60.9%                             | 276                  |
|                     | <i>Vision insurance for the Board of Supervisors per the Second Class Township Code.</i>   |                |                |                            |               |                                   |                      |
| 10001100 4053       | DENTAL   | 2,521          | 2,352          | 2,565                      | 1,468         | 57.2%                             | 1,846                |
|                     | <i>Dental insurance for the Board of Supervisors as per the Second Class Township Code.</i>  |                |                |                            |               |                                   |                      |
| 10001100 5001       | OFFICE SUPPLIES  | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| 10001100 5002       | SUBSCRIPTIONS/BOOKS  | 130            | 2,500          | 14,600                     | 5,402         | 37.0%                             | 0                    |
| 10001100 5004       | MATERIALS/SUPPLIES   | 5,578          | 3,195          | 8,000                      | 3,021         | 37.8%                             | 8,000                |
| 10001100 5353       | EMPLOYEE MEETING /CONFER   | 0              | 0              | 0                          | 210           | 0.0%                              | 0                    |
| 10001100 5355       | CAREER DEVELOPMENT   | 6,101          | 8,245          | 10,000                     | 7,029         | 70.3%                             | 10,000               |
|                     | <i>Expenses related to educational opportunities for the Board of Supervisors.</i>   |                |                |                            |               |                                   |                      |
| 10001100 5356       | DUES & MEMBERSHIP  | 0              | 0              | 0                          | 0             | 0.0%                              | 10,000               |
|                     | <i>Expenses involved with membership in PSATS, Butler COG</i>  |                |                |                            |               |                                   |                      |
| <b>Budget Total</b> | <b>Board of Supervisors</b>  | <b>69,927</b>  | <b>74,549</b>  | <b>91,987</b>              | <b>55,705</b> |                                   | <b>78,010</b>        |



### Misc Expense and Transfers

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10001800 5446       | MISC EXPENSE   | 0              | 0              | 60,000                     | 3,473       | 5.8%                              | 27,900               |
|                     | <i>The miscellaneous account is used to record infrequently occurring expenditures or those not consistent with other types of expenditures.</i> |                |                |                            |             |                                   |                      |
| 10001800 6201       | TRANSFER TO CAPITAL  | 0              | 0              | 1,448,000                  | 0           | 0.0%                              | 980,000              |
|                     | <i>Transfer to the Capital Improvement Fund from fund balance of the General Fund for certain capital projects and purchases.</i>                |                |                |                            |             |                                   |                      |
| 10001800 6202       | TRANSFER TO TWP TIP  | 0              | 0              | 300,000                    | 0           | 0.0%                              | 0                    |
|                     | <i>Transfer to the Township TIP Fund from fund balance from the General Fund to fund certain road improvements.</i>                              |                |                |                            |             |                                   |                      |
| 10001800 6203       | TRANSFER TO ENTERPRISE FND   | 0              | 0              | 245,000                    | 0           | 0.0%                              | 245,000              |
|                     | <i>Transfer of General Fund fund balance to certain enterprise funds to assist with debt payments.</i>   |                |                |                            |             |                                   |                      |
| <b>Budget Total</b> | <b>Misc Expense and Transfers</b>  | <b>0</b>       | <b>0</b>       | <b>2,053,000</b>           | <b>3473</b> |                                   | <b>1,252,900</b>     |



Department: EXECUTIVE

Description and Responsibilities

This budget item supports the activities of the executive management team of the Township. The Team includes the Township Manager, two Assistant Township Managers, Chief Strategic Planning Officer, Executive Assistant to the Township Manager, Public Engagement Coordinator and Administrative Assistant for Planning & Operations. This executive management team is responsible for implementing the plans and policies of the Board of Supervisors and for providing the necessary expertise to assist the Board in their legislative functions.

2008 Accomplishments

1. Cranberry Plan/ Sustainability
2. StaffLines - New internal employee communications publication

2009 Goals

1. Oversee the continued implementation of program performance budgeting across all department functions
2. Focus on the completion and implementation of the Cranberry Plan to assure the operations of the Township are in alignment with the Board of supervisors

2009 Budget Highlights

1. Personnel costs.

Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 4    | 4    | 4    | 5    | 5    |
| No. of Part Time Employees | 1    | 1    | 1    | 2    | 2    |



| Executive     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10002100 4010 | SALARIES FULL TIME  | 216,988        | 84,167         | 308,807                    | 68,620      | 22.2%                             | 331,302              |
|               | <i>5 full-time employees<br/>J. Andree (70%), B. Bertoncello (70%), G. Moran<br/>D. McKee (70%), J. Trant</i>                                   |                |                |                            |             |                                   |                      |
| 10002100 4012 | SALARIES PART TIME  | 29,159         | 40,072         | 47,167                     | 69,305      | 146.9%                            | 43,354               |
|               | <i>2 part-time employees<br/>L. Rocco, J. Boren</i>   |                |                |                            |             |                                   |                      |
| 10002100 4015 | OVERTIME  | 2,666          | 2,782          | 3,200                      | 2,139       | 66.9%                             | 3,200                |
|               | <i>Overtime for 1 administrative assistant<br/>attendance at BOS meetings, etc.</i>   |                |                |                            |             |                                   |                      |
| 10002100 4021 | SOCIAL SECURITY   | 22,425         | 13,940         | 27,656                     | 16,381      | 59.2%                             | 23,427               |
|               | <i>The employer share of FICA is based on 6.2% of salaries/<br/>wages/overtime for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10002100 4022 | MEDICARE  | 0              | 0              | 0                          | 302         | 0.0%                              | 5,479                |
|               | <i>The employer share of Medicare is based on 1.45% of salaries/<br/>wages/overtime for all employees.</i>                                      |                |                |                            |             |                                   |                      |
| 10002100 4023 | WORKERS COMP  | 722            | 592            | 1,244                      | 279,470     | 22465.4%                          | 1,398                |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10002100 4041 | PENSION-NONUNIFORM  | 12,686         | 12,537         | 15,600                     | 186,684     | 1196.7%                           | 16,725               |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is<br/>based on 5% of salaries/wages/overtime for all full time<br/>employees.</i> |                |                |                            |             |                                   |                      |
| 10002100 4051 | HOSPITALIZATION   | 36,063         | 15,123         | 18,980                     | 17,773      | 93.6%                             | 22,292               |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10002100 4052 | VISION  | 411            | 273            | 438                        | 267         | 61.0%                             | 450                  |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10002100 4053 | DENTAL  | 2,824          | 1,784          | 2,758                      | 1,711       | 62.1%                             | 3,328                |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10002100 4054 | ICMA CONTRIBUTION   | 21,258         | 15,065         | 15,600                     | 17,119      | 109.7%                            | 16,725               |
|               | <i>The employer contribution to the 457 plan is based on 5% of<br/>salaries/wages/overtime for all full time employees.</i>                     |                |                |                            |             |                                   |                      |



| Executive     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10002100 4055 | DISABILITY INSURANCE  | 3,952          | 3,778          | 3,402                      | 3,209       | 94.3%                             | 3,462                |
|               | <i>Long term disability insurance for all full time employees.</i>                      |                |                |                            |             |                                   |                      |
| 10002100 4057 | LIFE INSURANCE  | 0              | 0              | 0                          | 151         | 0.0%                              | 1,807                |
|               | <i>Life insurance for all full time employees and certain part time employees.</i>      |                |                |                            |             |                                   |                      |
| 10002100 5001 | OFFICE SUPPLIES   | 29,364         | 25,372         | 27,000                     | 15,675      | 58.1%                             | 27,000               |
|               | <i>Office supplies for administration and other departments.</i>                        |                |                |                            |             |                                   |                      |
| 10002100 5002 | SUBSCRIPTIONS/BOOKS   | 0              | 0              | 0                          | 159         | 0.0%                              | 2,000                |
| 10002100 5004 | MATERIALS/SUPPLIES  | 17,729         | 13,988         | 24,500                     | 13,077      | 53.4%                             | 24,500               |
|               | <i>Reference material, first aid supplies, records management, film.</i>                |                |                |                            |             |                                   |                      |
| 10002100 5111 | PROFESSIONAL SVS  | 44,622         | 2,433          | 28,000                     | 6,476       | 23.1%                             | 15,000               |
|               | <i>consulting services.</i>   |                |                |                            |             |                                   |                      |
| 10002100 5133 | LEGAL SERVICE   | 61,407         | 53,023         | 60,000                     | 43,622      | 72.7%                             | 60,000               |
|               | <i>Legal fees for Township Solicitor.</i>   |                |                |                            |             |                                   |                      |
| 10002100 5230 | INFORMATION TECHNOLOGY  | 170,313        | 90,534         | 73,509                     | 0           | 0.0%                              | 96,696               |
|               | <i>Costs associated with IT support of administration.</i>                              |                |                |                            |             |                                   |                      |
| 10002100 5311 | TELEPHONE   | 9,634          | 7,303          | 11,000                     | 5,951       | 54.1%                             | 10,538               |
|               | <i>Telephone charges for administration</i>   |                |                |                            |             |                                   |                      |
| 10002100 5312 | CELL PHONES   | 1,195          | 1,385          | 3,000                      | 1,979       | 66.0%                             | 3,000                |
|               | <i>Cell phone reimbursement costs.</i>  |                |                |                            |             |                                   |                      |
| 10002100 5332 | EQUIPMENT RENT LEASE  | 7,768          | 7,607          | 0                          | 4,892       | 0.0%                              | 13,000               |
|               | <i>Copy machine maintenance agreement/ add'l copy charges postage meter maintenance</i> |                |                |                            |             |                                   |                      |
| 10002100 5351 | EMPLOYEE RECRUTING  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
|               | <i>Included under legal advertising</i>   |                |                |                            |             |                                   |                      |
| 10002100 5352 | EMPLOYEE MILAGE REIMB   | 0              | 0              | 0                          | 4           | 0.0%                              | 0                    |
| 10002100 5353 | EMPLOYEE MEETING /CONFER  | 0              | 0              | 0                          | 2,567       | 0.0%                              | 18,000               |



| Executive           |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10002100 5354       | EMPLOYEE TRAINING   | 0              | 0              | 0                          | 951           | 0.0%                              | 0                    |
| 10002100 5355       | EDUCATION   | 6,604          | 15,668         | 21,000                     | 8,819         | 42.0%                             | 3,000                |
|                     | <i>Conferences, training and tuition reimbursement.</i>                         |                |                |                            |               |                                   |                      |
| 10002100 5356       | DUES & MEMBERSHIP   | 18,031         | 21,388         | 20,000                     | 3,788         | 18.9%                             | 18,000               |
|                     | <i>APMM and ICMA membership, professional journals.</i>                         |                |                |                            |               |                                   |                      |
| 10002100 5361       | POSTAGE/SHIPPING  | 15,287         | 21,916         | 15,000                     | 19,717        | 131.4%                            | 15,000               |
|                     | <i>Postage costs for various Township mailings.</i>                             |                |                |                            |               |                                   |                      |
| 10002100 5363       | ADVERTISING EXPENSES  | 2,235          | 3,327          | 7,500                      | 3,752         | 50.0%                             | 7,500                |
|                     | <i>All legal notices for the Board of Supervisors and employee recruitment.</i> |                |                |                            |               |                                   |                      |
| 10002100 5364       | FUEL  | 2,730          | 2,833          | 3,000                      | 6,060         | 202.0%                            | 4,500                |
|                     | <i>Fuel for administrative fleet.</i>   |                |                |                            |               |                                   |                      |
| 10002100 5370       | MINOR EQUIPMENT/FURNTR  | 2,319          | 5,349          | 3,500                      | 1,300         | 37.1%                             | 3,500                |
|                     | <i>Purchase of miscellaneous furniture and equipment.</i>                       |                |                |                            |               |                                   |                      |
| 10002100 5446       | MISCELLANEOUS EXPENSE   | 8,707          | 6,919          | 0                          | 50            | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Executive</b>  | <b>747,099</b> | <b>469,158</b> | <b>741,861</b>             | <b>802923</b> |                                   | <b>794,183</b>       |



Department: HUMAN RESOURCES

Description and Responsibilities

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

2008 Accomplishments

1. Negotiated successfully a labor agreement with Teamsters, Local 538, Public Works Streets & Properties and Golf Course, 7/1/08-6/30/11.
2. Worked with broker to negotiate auxiliary and dental insurance contracts for 2009, saving approximately \$23,000 annually.
3. Recruited, interviewed and assisted in the hiring process for ten (10) full-time employees and one (1) part-time, regular employee during 2008.

2009 Goals

1. Implement the Human Resources module of the Munis Human Resources payroll system.
2. Develop and implement an Administrative Policy Manual for the Township.
3. Work with an appointed committee and utilize committee's recommendations to evaluate and revise, if necessary, the current Performance Evaluation system.

Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 2    | 2    | 2    | 3    | 3    |
| No. of Part Time Employees |      |      | 1    |      |      |



|                 |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|-----------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| Human Resources |  |                |                |                            |             |                                   |                      |
| 10002200 4010   | SALARIES FULL TIME   | 0              | 111,387        | 64,490                     | 108,345     | 168.0%                            | 100,466              |
|                 | <i>3 full time employees<br/>D. Cibella (60%), B. Donaldson (60%), S. Turner (60%)</i>   |                |                |                            |             |                                   |                      |
| 10002200 4012   | SALARIES PART TIME   | 0              | 33,153         | 43,056                     | 23,700      | 55.0%                             | 7,040                |
|                 | <i>intern for 16 weeks</i>   |                |                |                            |             |                                   |                      |
| 10002200 4015   | OVERTIME   | 0              | 403            | 500                        | 169         | 33.8%                             | 500                  |
| 10002200 4021   | SOCIAL SECURITY  | 0              | 11,513         | 8,795                      | 10,296      | 117.1%                            | 6,696                |
|                 | <i>The employer share of FICA is based on 6.2% of salaries/<br/>wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10002200 4022   | MEDICARE   | 0              | 0              | 0                          | 184         | 0.0%                              | 1,566                |
|                 | <i>The employer share of Medicare is based on 1.45% of salaries/<br/>wages/overtime for all employees.</i>                                     |                |                |                            |             |                                   |                      |
| 10002200 4023   | WORKERS COMP   | 0              | 225            | 398                        | 0           | 0.0%                              | 398                  |
|                 | <i>Workers' Compensation insurance for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10002200 4041   | PENSION NON-UNIFORM  | 0              | 0              | 3,249                      | 0           | 0.0%                              | 5,048                |
|                 | <i>The employer contribution to the Non-Uniform Pension Plan is<br/>based on 5% of salaries/wages/overtime of all full time<br/>employees.</i> |                |                |                            |             |                                   |                      |
| 10002200 4051   | HOSPITALIZATION  | 0              | 13,114         | 12,627                     | 11,483      | 90.9%                             | 14,946               |
|                 | <i>Medical insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10002200 4052   | VISION   | 0              | 157            | 158                        | 165         | 104.7%                            | 249                  |
|                 | <i>Vision insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10002200 4053   | DENTAL   | 0              | 942            | 1,026                      | 1,056       | 102.9%                            | 1,662                |
|                 | <i>Dental insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10002200 4054   | ICMA CONTRB  | 0              | 5,641          | 3,249                      | 5,168       | 159.1%                            | 5,048                |
|                 | <i>The employer contribution to the 457 plan is based on 5%<br/>of salaries/wages/overtime for all full time employees.</i>                    |                |                |                            |             |                                   |                      |
| 10002200 4055   | DISABILITY INSURANCE   | 0              | 195            | 200                        | 200         | 100.0%                            | 311                  |
|                 | <i>Long term disability insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |


**Human Resources**

|  |                       | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|-----------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10002200 4056  | MEDICAL DEDUCT ACCT   | 0              | 0              | 0                          | -2,263      | 0.0%                              | 0                    |
| 10002200 4057  | LIFE INSURANCE        | 0              | 0              | 0                          | 85          | 0.0%                              | 528                  |
| <i>Life insurance for all full time employees and certain part employees.</i>  |                       |                |                |                            |             |                                   |                      |
| 10002200 5001  | OFFICE SUPPLIES       | 0              | 0              | 0                          | 163         | 0.0%                              | 3,850                |
| 10002200 5002  | SUBSCRIPTIONS/BOOKS   | 0              | 0              | 0                          | 2,325       | 0.0%                              | 4,314                |
| <i>Books and software necessary to maintain currency in responsibilities of this office.</i>   |                       |                |                |                            |             |                                   |                      |
| 10002200 5004  | MATERIALS & SUPPLIES  | 0              | 6,389          | 17,241                     | 10,529      | 61.1%                             | 0                    |
| 10002200 5007  | SAFETY SUPPLIES       | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10002200 5111  | PROFESSIONAL SERVICES | 0              | 2,039          | 24,092                     | 1,486       | 6.2%                              | 31,775               |
| <i>This amount includes the following expenses:</i>  |                       |                |                |                            |             |                                   |                      |
| <i>Funds Township-wide training program in accordance with annual training strategy. Ongoing evaluation, assessment and development of all management/supervisory personnel in leadership methods and techniques, Periodic outside audit and evaluation of current wage &amp; salary program which maintains the accuracy and credibility of the Compensation program,</i> |                       |                |                |                            |             |                                   |                      |
| 10002200 5134  | OTHER SERVICES        | 0              | 0              | 0                          | 3,252       | 0.0%                              | 12,109               |
| <i>Amount includes the following expenses:</i>   |                       |                |                |                            |             |                                   |                      |
| <i>Employee Service Award Program,</i>   |                       |                |                |                            |             |                                   |                      |
| <i>Employee Wellness Program,</i>  |                       |                |                |                            |             |                                   |                      |
| 10002200 5136  | ADMISTRATIVE FEES     | 0              | 0              | 0                          | 0           | 0.0%                              | 13,328               |
| <i>Amount includes Benefit program outside Administrative fees as follows:</i>   |                       |                |                |                            |             |                                   |                      |
| <i>Flexible Spending Account,</i>  |                       |                |                |                            |             |                                   |                      |
| <i>Medical Deductible Reimbursement Account Fees &amp; Reimbursements,</i>   |                       |                |                |                            |             |                                   |                      |
| 10002200 5230  | INFORMATION TECH      | 0              | 16,729         | 39,414                     | 0           | 0.0%                              | 37,582               |
| <i>IT costs associated with HR</i>   |                       |                |                |                            |             |                                   |                      |
| 10002200 5311  | TELEPHONE SERVICES    | 0              | 0              | 0                          | 0           | 0.0%                              | 1,139                |



|  |                        | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|------------------------|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| <b>Human Resources</b>   |                        |                |                |                            |               |                                   |                      |
| 10002200 5352  | EMPLOYEE MILAGE REIMB  | 0              | 0              | 0                          | 0             | 0.0%                              | 244                  |
| 10002200 5354  | EMPLOYEE TRAINING      | 0              | 0              | 0                          | 0             | 0.0%                              | 1,200                |
| 10002200 5355  | EMP CAREER DEVELOP     | 0              | 6,912          | 1,444                      | 19,747        | 1367.6%                           | 0                    |
| 10002200 5356  | EMP DUES & MEMBERSHIP  | 0              | 7,194          | 5,976                      | 6,221         | 104.1%                            | 1,075                |
| <i>Membership in organizations that develop growth and skills in the profession.</i> |                        |                |                |                            |               |                                   |                      |
| 10002200 5370  | MINOR EQUIP & FURN     | 0              | 2,535          | 1,500                      | 0             | 0.0%                              | 1,565                |
| <b>Budget Total</b>  | <b>Human Resources</b> | <b>0</b>       | <b>218,527</b> | <b>227,415</b>             | <b>200049</b> |                                   | <b>252,639</b>       |



## Department: INFORMATION TECHNOLOGY

### Description and Responsibilities

The Information Technology (IT) Department retains complete budgetary responsibility for all centrally managed and department specific technology equipment, software, and initiatives. This includes everything from typical PCs, 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.

### 2008 Accomplishments

1. PC Replacements - All Township PCs were replaced with new machines running the Microsoft Windows Vista Operating System improving staff productivity
2. MUNIS Financial System - Conversion of previous financial system to MUNIS including accounts payable/receivable, general ledger as well as updating payroll and utility billing
3. GIS/GPS - Setup RTK Base Station and RTK Rover to collect data within 1.5 inch accuracy up to 15KM away from Municipal building. Upgraded to ArcGIS Server database and web mapping application.

### 2009 Goals

1. Utility Billing Software Implementation –Improve upon the financial and customer service capabilities for sewer, water, and trash service while working toward an online billing system.
2. GIS Enhancements - Creation of new Property Finder web site, integration of GIS with Hansen ERP system and development of mobile mapping software application
3. Virtualization and Consolidation - Continuing the process of virtualizing servers and storage to maximize the efficiency of Township infrastructure while consolidating resources

### 2009 Budget Highlights

1. Phone System Upgrades - Planning installation of central management console for all phone system nodes as well as new software for presence management and voice recognition
2. SCADA Upgrades - SCADA system hardware and software will be updated to latest technology as well as wireless access added for plant personnel
3. MUNIS HR Implementation - Addition of MUNIS HR module to integrate with MUNIS Payroll

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 4    | 4    | 4    | 4    | 6*   |
| No. of Part Time Employees | 2    | 2    | 2    | 2    | 2    |

\*The increase in IT staff to 6 full-time employees in 2009 is due to the GIS cost center moving to the IT department resulting in two positions moving from Engineering to IT. No new positions were created.



## Information Technology

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10002300 4010 | SALARIES FULL TIME   | 212,756        | 194,366        | 159,126                    | 148,009     | 93.0%                             | 324,360              |
|               | <i>6 full-time employees<br/>A. Osterrieder, C. Julkowski, A. Clemens, V. Grande, T. Book<br/>C. Crispen</i>         |                |                |                            |             |                                   |                      |
| 10002300 4012 | SALARIES PART TIME   | 15,955         | 22,554         | 48,654                     | 27,749      | 57.0%                             | 50,090               |
|               | <i>2 part time staff D. Cloutier, S. Schurer</i>   |                |                |                            |             |                                   |                      |
| 10002300 4015 | OVERTIME   | 0              | 0              | 2,200                      | 0           | 0.0%                              | 2,200                |
| 10002300 4021 | SOCIAL SECURITY  | 17,665         | 17,560         | 14,778                     | 14,107      | 95.5%                             | 23,353               |
|               | <i>The employer share of FICA is based on 6.2% of all salary/<br/>wages/overtime for all employees.</i>              |                |                |                            |             |                                   |                      |
| 10002300 4022 | MEDICARE   | 0              | 0              | 0                          | 296         | 0.0%                              | 5,462                |
|               | <i>The employer share of Medicare is based on 1.45% of all<br/>salary/wages/overtime for all employees.</i>          |                |                |                            |             |                                   |                      |
| 10002300 4023 | WORKERS COMP   | 684            | 588            | 728                        | 0           | 0.0%                              | 1,394                |
|               | <i>Workers' compensation costs for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10002300 4041 | PENSION NON-UNIFORM  | 9,970          | 10,615         | 10,499                     | 0           | 0.0%                              | 16,328               |
|               | <i>Non-uniform pension contribution is based on 5% of all<br/>salary/wages/overtime for all full time employees.</i> |                |                |                            |             |                                   |                      |
| 10002300 4051 | HOSPITALIZATION  | 36,623         | 35,487         | 26,709                     | 26,786      | 100.3%                            | 63,796               |
|               | <i>Medical insurance costs for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10002300 4052 | VISION   | 333            | 303            | 323                        | 255         | 78.9%                             | 678                  |
|               | <i>Vision insurance costs for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10002300 4053 | DENTAL   | 2,379          | 2,142          | 1,957                      | 1,842       | 94.1%                             | 4,228                |
|               | <i>Dental insurance costs for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10002300 4054 | ICMA CONTRB  | 6,401          | 5,779          | 10,499                     | 5,679       | 54.1%                             | 16,328               |
|               | <i>457 contribution is based on 5% of all salaries/wages/<br/>overtime for all full time employees.</i>              |                |                |                            |             |                                   |                      |
| 10002300 4055 | DISABILITY INSURANCE   | 617            | 593            | 494                        | 519         | 105.1%                            | 1,006                |
|               | <i>Long term disability insurance costs for all full time<br/>employees.</i>   |                |                |                            |             |                                   |                      |



## Information Technology

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10002300 4057 | LIFE INSURANCE   | 0              | 0              | 0                          | 207         | 0.0%                              | 1,848                |
|               | <i>Life insurance costs for all full time employees and certain part time employees.</i>   |                |                |                            |             |                                   |                      |
| 10002300 5001 | OFFICE SUPPLIES  | 3,985          | 36,336         | 7,000                      | 11,489      | 164.1%                            | 2,000                |
|               | <i>Funds miscellaneous office supplies for IT department staff</i>   |                |                |                            |             |                                   |                      |
| 10002300 5004 | MATERIALS & SUPPLIES   | 191,628        | 120,432        | 260,040                    | 68,487      | 26.3%                             | 10,000               |
|               | <i>Funds IT related supplies for all Township departments including keyboards, mice, USB drives, digital media, miscellaneous cabling (network, USB, Firewire, etc) and some software utilities.</i>   |                |                |                            |             |                                   |                      |
| 10002300 5111 | PROFESSIONAL SERVICES  | 13,056         | 9,723          | 46,500                     | 102,108     | 219.6%                            | 20,000               |
|               | <i>Funds consulting work needed for assistance with some IT related projects</i>   |                |                |                            |             |                                   |                      |
| 10002300 5121 | R&M EQUIPMENT  | 213,441        | 282,361        | 338,949                    | 238,960     | 70.5%                             | 394,475              |
|               | <i>Funds the maintenance on all Township software and hardware technology equipment and applications. The maintenance agreements are used to ensure high availability of all Township systems as well as keeping systems running on latest technologies and platforms.</i> |                |                |                            |             |                                   |                      |
| 10002300 5230 | INFORMATION TECH   | (797,165)      | (830,303)      | (977,360)                  | 1,315       | -0.1%                             | (1,240,856)          |
|               | <i>IT Chargeback account for reimbursement of IT support from all Township departments</i>   |                |                |                            |             |                                   |                      |
| 10002300 5311 | TELEPHONES   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10002300 5312 | CELL PHONES  | 3,418          | 2,935          | 3,904                      | 3,836       | 98.2%                             | 4,944                |
|               | <i>Funds the use of Smart Phones for IT staff to receive alerts and notifications from Township hardware and software applications. These alerts are used to perform preventative maintenance as well as to respond quickly to network problems.</i>                       |                |                |                            |             |                                   |                      |
| 10002300 5313 | INTERNET   | 0              | 0              | 0                          | 2,926       | 0.0%                              | 0                    |



## Information Technology

|                     |  | 2006<br>ACTUAL  | 2007<br>ACTUAL  | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|-----------------|-----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10002300 5354       | EMPLOYEE TRAINING  | 0               | 0               | 0                          | 4,574         | 0.0%                              | 28,000               |
|                     | <i>Funds continued staff development on core business products including Microsoft server applications, Hansen ERP system, database server management and reporting.</i>   |                 |                 |                            |               |                                   |                      |
| 10002300 5355       | EMP CAREER DEVELOP   | 9,160           | 15,553          | 45,000                     | 23,949        | 53.2%                             | 10,000               |
|                     | <i>Funds continuing education for staff in accordance with the objectives of their position.</i>   |                 |                 |                            |               |                                   |                      |
| 10002300 5356       | EMPLOYEE DUES/MEMBERS  | 0               | 0               | 0                          | 0             | 0.0%                              | 360                  |
|                     | <i>Funds membership to knowledgebase and informational sites for staff use to research and troubleshoot technology.</i>  |                 |                 |                            |               |                                   |                      |
| 10002300 6124       | SOFTWARE   | 0               | 0               | 0                          | 1,102         | 0.0%                              | 37,025               |
|                     | <i>Funds all major software purchases for Township wide applications and network infrastructure. Requests for software purchases pertaining to individual departments are also funded from this account.</i>   |                 |                 |                            |               |                                   |                      |
| 10002300 6125       | INFRASTRUCTURE   | 0               | 0               | 0                          | 326           | 0.0%                              | 222,981              |
|                     | <i>Funds all hardware and infrastructure purchases for the IT department and fulfill needs for other departments. Examples of purchases from this account include computers, thin clients, servers, printers, wireless devices, network racks and cabling, telephones and network equipment.</i> |                 |                 |                            |               |                                   |                      |
| <b>Budget Total</b> | <b>Information Technology</b>  | <b>(59,095)</b> | <b>(72,977)</b> | <b>0</b>                   | <b>689299</b> |                                   | <b>0</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.

2008 Accomplishments

1. Successfully upgraded financial management software (MUNIS) to the latest version.
2. Began Conversion of Parks and Recreation, Engineering, Police, Community Development departments to Program Performance budget.
3. Trained staff on use of upgraded financial management software.

2009 Goals

1. Implementation of Hansen Utility Billing software.
2. Assist in the implementation of new Human Resources software.
3. Update Finance Department procedures and policies.
4. Convert remaining departments to Program Performance budget.

2009 Budget Highlights

1. Normal pay increases for staff.
2. Lower software maintenance costs.

Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 5    | 5    | 5    | 5    | 5    |
| No. of Part Time Employees | 0    | 0    | 0    | 1    | 0    |



## Finance

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10002400 4010 | SALARIES FULL TIME  | 82,393         | 96,891         | 106,196                    | 86,192      | 81.2%                             | 132,094              |
|               | <i>5 full-time employees<br/>V. Gleason (80%), B. Lang (60%), L. Coon (60%)<br/>K. Spuhler (60%), C. Beers (100% S &amp; W and Solid Waste)</i> |                |                |                            |             |                                   |                      |
| 10002400 4012 | SALARIES PART TIME  | 0              | 0              | 0                          | 1,272       | 0.0%                              | 0                    |
| 10002400 4015 | OVERTIME  | 70             | 542            | 1,000                      | 4,930       | 493.0%                            | 1,000                |
| 10002400 4021 | SOCIAL SECURITY   | 6,609          | 8,100          | 8,200                      | 7,704       | 94.0%                             | 8,252                |
|               | <i>The employer share of FICA is based on 6.2% of salaries<br/>wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10002400 4022 | MEDICARE  | 0              | 0              | 0                          | 134         | 0.0%                              | 1,930                |
|               | <i>The employer share of Medicare is based on 1.45% of<br/>salaries/wages/overtime for all employees.</i>                                       |                |                |                            |             |                                   |                      |
| 10002400 4023 | WORKERS COMP  | 223            | 243            | 371                        | 0           | 0.0%                              | 493                  |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10002400 4041 | PENSION NON-UNIFORM   | 3,062          | 4,229          | 5,360                      | 0           | 0.0%                              | 6,655                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is<br/>based on 5% of salaries/wages/overtime for all full time<br/>employees.</i> |                |                |                            |             |                                   |                      |
| 10002400 4051 | HOSPITALIZATION   | 18,618         | 25,555         | 24,302                     | 22,403      | 92.2%                             | 31,381               |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10002400 4052 | VISION  | 240            | 300            | 303                        | 275         | 90.8%                             | 360                  |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10002400 4053 | DENTAL  | 1,462          | 1,943          | 1,967                      | 1,566       | 79.6%                             | 2,401                |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10002400 4054 | ICMA CONTRB   | 2,519          | 4,858          | 5,360                      | 4,857       | 90.6%                             | 6,655                |
|               | <i>The employer contribution to the 457 plan is based on 5%<br/>of salaries/wages/overtime for all full time employees.</i>                     |                |                |                            |             |                                   |                      |
| 10002400 4055 | DISABILITY INSURANCE  | 254            | 329            | 329                        | 294         | 89.4%                             | 409                  |
|               | <i>Long term disability insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |



| Finance             |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10002400 4057       | LIFE INSURANCE   | 0              | 0              | 0                          | 93            | 0.0%                              | 694                  |
|                     | <i>Life insurance for all full time employees and certain part time employees.</i> |                |                |                            |               |                                   |                      |
| 10002400 5001       | OFFICE SUPPLIES  | 0              | 0              | 0                          | 678           | 0.0%                              | 2,000                |
| 10002400 5004       | MATERIALS & SUPPLIES   | 2,978          | 4,741          | 5,000                      | 5,525         | 110.5%                            | 3,500                |
|                     | <i>supplies/bank charges</i>   |                |                |                            |               |                                   |                      |
| 10002400 5112       | ACCOUNTING & AUDIT   | 32,863         | 28,534         | 30,000                     | 54,644        | 182.1%                            | 30,000               |
|                     | <i>costs associated with annual audit</i>  |                |                |                            |               |                                   |                      |
| 10002400 5230       | INFORMATION TECH   | 72,238         | 63,283         | 119,507                    | 0             | 0.0%                              | 98,004               |
|                     | <i>costs associated with IT support of finance.</i>                                |                |                |                            |               |                                   |                      |
| 10002400 5311       | TELEPHONE SERVICES   | 1,125          | 1,077          | 1,200                      | 924           | 77.0%                             | 2,563                |
| 10002400 5353       | EMPLOYEE MEETING /CONFER   | 0              | 0              | 0                          | 42            | 0.0%                              | 5,000                |
| 10002400 5354       | EMPLOYEE TRAINING  | 0              | 0              | 0                          | 739           | 0.0%                              | 1,000                |
| 10002400 5355       | EMP CAREER DEVELOP   | 2,533          | 3,124          | 6,500                      | 3,628         | 55.8%                             | 1,000                |
|                     | <i>GFOA/MUNIS and misc. training</i>   |                |                |                            |               |                                   |                      |
| 10002400 5356       | EMP DUES & MEMBERSHIP  | 350            | 540            | 500                        | 370           | 74.0%                             | 500                  |
|                     | <i>GFOA &amp; PA GFOA dues</i>   |                |                |                            |               |                                   |                      |
| <b>Budget Total</b> | <b>Finance</b>   | <b>227,537</b> | <b>244,288</b> | <b>316,095</b>             | <b>196362</b> |                                   | <b>335,891</b>       |



## Department: COMMUNICATIONS

### Description and Responsibilities

This budget supports the two part-time employees with primary roles of communications and special events, including a Director of Communications and an Administrative Assistant. These positions are responsible for preparing all publications, documents and the websites that support Township operations and Township initiatives.

### 2008 Accomplishments

1. Upgraded website using technology of vendor Civic Plus
2. Provided extensive communications support for comprehensive planning process
3. Developed community brand message platform.

### 2009 Goals

1. Standardize video production and distribution schedule using Channels 10 & 50
2. Begin implementation of Cranberry community brand/identity plan
3. Expand cooperation with external partners: SVSD, Chamber, businesses, churches, etc

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees |      |      |      |      |      |
| No. of Part Time Employees |      |      |      | 2    | 2    |



|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| Communications      |  |                |                |                            |               |                                   |                      |
| 10002500 4012       | SALARIES PART TIME<br><br><i>2 part time employees P. Longini, C. Marzock<br/>32 hours per week each</i>                         | 0              | 0              | 48,000                     | 31,632        | 65.9%                             | 86,362               |
| 10002500 4021       | SOCIAL SECURITY<br><br><i>The employer share of FICA is based on 6.2% of salaries<br/>wages/overtime for all employees.</i>      | 0              | 0              | 5,967                      | 2,361         | 39.6%                             | 5,355                |
| 10002500 4022       | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of salaries<br/>wages/overtime for all employees.</i>        | 0              | 0              | 0                          | 59            | 0.0%                              | 1,253                |
| 10002500 4023       | WORKERS COMP<br><br><i>Workers' Compensation insurance for all employees.</i>  | 0              | 0              | 270                        | 0             | 0.0%                              | 320                  |
| 10002500 4057       | LIFE INSURANCE<br><br><i>Life insurance for all full time employees and certain part<br/>time employees.</i>                     | 0              | 0              | 0                          | 23            | 0.0%                              | 132                  |
| 10002500 5004       | MATERIALS AND SUPPLIES   | 0              | 0              | 0                          | 28            | 0.0%                              | 1,000                |
| 10002500 5111       | PROFESSIONAL SERVICES<br><br><i>Contracted services that includes website design, e-commerce<br/>photography, graphic design</i> | 113,357        | 116,627        | 87,556                     | 48,668        | 55.6%                             | 44,500               |
| 10002500 5230       | INFROMATION TECH SVS<br><br><i>Costs associated with IT support of Communications.</i>   | 0              | 0              | 0                          | 0             | 0.0%                              | 47,413               |
| 10002500 5311       | TELEPHONES   | 0              | 0              | 0                          | 0             | 0.0%                              | 854                  |
| 10002500 5352       | EMPLOYEE MILAGE REIMB  | 0              | 0              | 0                          | 57            | 0.0%                              | 500                  |
| 10002500 5354       | EMPLOYEE TRAINING  | 0              | 0              | 0                          | 0             | 0.0%                              | 2,500                |
| 10002500 5361       | POSTAGE & SHIPPING<br><br><i>Mailing 4 newsletters</i>   | 0              | 0              | 0                          | 1,585         | 0.0%                              | 6,500                |
| 10002500 5362       | PRINTING<br><br><i>quarterly newsletters, special brochures,</i>   | 5,338          | 8,225          | 24,000                     | 20,188        | 84.1%                             | 24,000               |
| 10002500 5371       | COMMUNITY OUTREACH   | 7,500          | 7,500          | 0                          | 0             | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Communications</b>  | <b>126,194</b> | <b>132,353</b> | <b>165,793</b>             | <b>104600</b> |                                   | <b>220,689</b>       |

## **Long Term Debt - Cranberry Township**

| Name of Issue                              | Date of Issue | Amount of Issue | Term of Issue | Interest Rate | Purpose of Issue   |
|--|---------------|-----------------|---------------|---------------|--|
| PENNVEST Loan                              | 3/22/1990     | 444,000         | 20 years      | 2.012-3.999%  | Rochester Road Water Line and Well 9   |
| Promissory Note (CTVFD Relief Assoc.)      | 10/1/2008     | 447,796         | 10 years      | 3.00%         | purchase of fire rescue truck  |
| General Obligation Bonds, Series B of 2001 | 11/20/2001    | 28,255,000      | 25 years      | 3.0-5.0%      | refinance of S&W Auth. Rev. bonds (upgrade of Brush Creek Treatment Plant)                         |
| General Obligation Bonds, Series C of 2001 | 11/20/2001    | 6,060,000       | 20 years      | 2.2-5.0%      | PW Center, tower fire truck, Public Safety expansion, Graham Farm Acquisition                      |
| General Obligation Bonds, Series 2003      | 2/12/2003     | 3,420,000       | 7 years       | 1.3-3.0%      | refinance 98/92/89 issues (original municipal center, Park Fire Station, road improvements)        |
| General Obligation Bonds, Series A of 2003 | 6/5/2003      | 7,885,000       | 14 years      | 1.9-3.95%     | refinance 98/96 issues (North Boundary Park, pumper truck, Powell Road, renovation to mun. center) |
| General Obligation Bonds, Series B of 2003 | 6/5/2003      | 1,535,000       | 23 years      | 2.0-4.55%     | complete Public Safety expansion, park development   |
| Taxable Note - 2005                        | 11/14/2005    | 400,000         | 4 years       | 0%            | acquisition of Lindner property  |
| Guaranteed Revenue Bonds, Series 2006      | 5/1/2006      | 9,415,000       | 25 years      | 3.5-4.48%     | refinance 2001 issue (construction of Cranberry Highlands Golf Course)                             |
| General Obligation Bonds, Series 2008      | 5/15/2008     | 9,995,000       | 17 years      | 3.0-4.0%      | Graham Park construction, municipal center alterations   |


**Debt Services**

|                     |  | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|------------------|------------------|----------------------------|----------------|-----------------------------------|----------------------|
| 10002600 5414       | GO SERIES C 2001<br><br><i>portion of principal and interest for 2001 Series C bonds<br/>PW Center, tower fire truck, PS expansion, Graham Park<br/>acquisition</i>  | 422,056          | 424,676          | 425,168                    | 573,266        | 134.8%                            | 425,860              |
| 10002600 5415       | GO SERIES 2003<br><br><i>partial interest and principal payments for 92/98 bonds<br/>refinanced in 2003<br/>original municipal center, Park fire station, road<br/>improvements</i>                                | 487,795          | 471,391          | 493,655                    | 8,187          | 1.7%                              | 498,250              |
| 10002600 5416       | GO SERIES A 2003<br><br><i>portion of the annual principal and interest payments of<br/>96/98 bonds refinanced in 2003<br/>North Boundary Park, pumper truck, Powell Road,<br/>renovations to municipal center</i> | 247,341          | 323,416          | 323,370                    | 201,608        | 62.3%                             | 322,010              |
| 10002600 5417       | GO SERIES B 2003<br><br><i>annual principal and interest for 2003 Series B bonds<br/>PS expansion, Graham Park development</i>   | 106,603          | 120,454          | 109,253                    | 567,522        | 519.5%                            | 107,603              |
| 10002600 5420       | 2008 GO BONDS<br><br><i>principal and interest for GO Bonds Series 2008<br/>Graham Park construction, municipal center alterations</i>   | 0                | 0                | 0                          | 0              | 0.0%                              | 406,083              |
| 10002600 5430       | PAYING AGENT<br><br><i>annual fees for 2001, 2003, 2006, and 2008 bonds</i>  | 7,650            | 6,050            | 8,500                      | 4,300          | 50.6%                             | 8,500                |
| 10002600 5431       | DISC REFUND BOND   | 0                | 0                | 0                          | 0              | 0.0%                              | 0                    |
| 10002600 5432       | PAYMENTS ESCROW  | 0                | 0                | 0                          | 0              | 0.0%                              | 0                    |
| 10002600 5433       | DISC ON GO BONDS   | 0                | 0                | 0                          | 0              | 0.0%                              | 0                    |
| 10002600 5434       | INTEREST EXPENSE   | 0                | 0                | 0                          | 0              | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Debt Services</b>   | <b>1,271,445</b> | <b>1,345,988</b> | <b>1,359,946</b>           | <b>1354884</b> |                                   | <b>1,768,306</b>     |



## Department: TAX COLLECTION

### Description and Responsibilities

This program provides for the collection of Real Estate and Act 511 Taxes as levied by the Township. It encompasses the compensation and minor expenses of the elected Real Estate Tax Collector as well as the commissions paid to Berkheimer, the appointed collector of Act 511 taxes. It also supports the full-time Tax Administrator position whose major duties include the identification, collection and reporting of delinquent Mercantile Business Privilege taxes; researching and reporting on all new businesses to be added to the tax roles, as well as tracking and monitoring collections and assisting in resolving taxpayer reporting and compliance questions and concerns.

### 2008 Accomplishments

1. Township collected nearly \$100,000 in MBP taxes to date. (\$45,000 delinquent and \$55,000 current forwarded to Berkheimer)
2. Successfully utilized the District Court as final step for either failure to file or failure to pay delinquent MBP taxes. All 6 court cases filed with District Magistrate received favorable judgements totaling approx. \$20,000.

### 2009 Goals

1. Increased emphasis and focus on identifying and capturing delinquent EIT
2. Improve compliance through education, information and enforcement

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 1    | 1    | 1    | 1    | 1    |
| No. of Part Time Employees | 1    | 1    | 1    | 1    | 1    |



|                       |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|-----------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| <b>Tax Collection</b> |  |                |                |                            |             |                                   |                      |
| 10002700 4010         | SALARIES FULL TIME   | 42,848         | 44,275         | 46,372                     | 39,213      | 84.6%                             | 48,147               |
|                       | <i>1 employee<br/>J. Lichina</i>   |                |                |                            |             |                                   |                      |
| 10002700 4012         | SALARIES-PART TIME   | 0              | 0              | 0                          | 0           | 0.0%                              | 35,000               |
|                       | <i>RE Tax Collector per Res. 2005-08</i>   |                |                |                            |             |                                   |                      |
| 10002700 4021         | SOCIAL SECURITY  | 6,128          | 6,236          | 5,045                      | 5,400       | 107.0%                            | 5,155                |
|                       | <i>The employer share of FICA is based on 6.2% of all salaries/<br/>wages/overtime for all employees.</i>                  |                |                |                            |             |                                   |                      |
| 10002700 4022         | MEDICARE   | 0              | 0              | 0                          | 93          | 0.0%                              | 1,206                |
|                       | <i>The employer share of Medicare is based on 1.45% of all<br/>salaries/wages/overtime for all employees.</i>              |                |                |                            |             |                                   |                      |
| 10002700 4023         | WORKERS COMP   | 111            | 106            | 166                        | 0           | 0.0%                              | 178                  |
|                       | <i>Workers' Compensation costs for all employees with the<br/>exception of the RE Tax Collector.</i>                       |                |                |                            |             |                                   |                      |
| 10002700 4041         | PENSION NON-UNIFORM  | 1,972          | 2,100          | 2,319                      | 0           | 0.0%                              | 2,408                |
|                       | <i>The Non-Uniform Pension contribution is based on 5% of all<br/>salaries/wages/overtime for all full time employees.</i> |                |                |                            |             |                                   |                      |
| 10002700 4051         | HOSPITALIZATION  | 11,271         | 12,375         | 11,923                     | 10,793      | 90.5%                             | 13,730               |
|                       | <i>Medical insurance costs for full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10002700 4052         | VISION   | 131            | 131            | 131                        | 120         | 91.4%                             | 138                  |
|                       | <i>Vision insurance costs for full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10002700 4053         | DENTAL   | 840            | 850            | 855                        | 769         | 89.9%                             | 855                  |
|                       | <i>Dental insurance costs for full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10002700 4054         | ICMA CONTRB  | 2,143          | 2,215          | 2,319                      | 1,977       | 85.2%                             | 2,408                |
|                       | <i>The 457 contribution is based on 5% of all salaries/wages/<br/>overtime for full time employees.</i>                    |                |                |                            |             |                                   |                      |
| 10002700 4055         | DISABILITY INSURANCE   | 128            | 145            | 144                        | 121         | 83.8%                             | 150                  |
|                       | <i>Long term disability insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |



### Tax Collection

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 10002700 4057       | LIFE INSURANCE  | 0              | 0              | 0                          | 39             | 0.0%                              | 253                  |
|                     | <i>Life insurance costs for full time and certain part time employees.</i>  |                |                |                            |                |                                   |                      |
| 10002700 5001       | OFFICE SUPPLIES   | 516            | 246            | 500                        | 125            | 25.1%                             | 500                  |
| 10002700 5004       | GENERAL OPER EXP  | 3,158          | 4,052          | 39,725                     | 2,723          | 6.9%                              | 6,000                |
|                     | <i>Butler County processing of real estate tax bills - \$3000.</i>  |                |                |                            |                |                                   |                      |
| 10002700 5230       | INFORMATION TECH  | 0              | 3,704          | 5,176                      | 0              | 0.0%                              | 6,843                |
|                     | <i>Costs associated with IT support of Tax Collection.</i>  |                |                |                            |                |                                   |                      |
| 10002700 5311       | TELEPHONE SERVICES  | 0              | 0              | 600                        | 0              | 0.0%                              | 285                  |
| 10002700 5343       | INSURANCE BOND  | 1,665          | 0              | 1,900                      | 0              | 0.0%                              | 1,900                |
|                     | <i>tax collector's bond - Twp. share</i>  |                |                |                            |                |                                   |                      |
| 10002700 5352       | EMPLOYEE MILAGE REIMB   | 0              | 0              | 0                          | 0              | 0.0%                              | 350                  |
| 10002700 5354       | EMPLOYEE TRAINING   | 0              | 0              | 0                          | 497            | 0.0%                              | 1,700                |
|                     | <i>Conf/Mtg Registration, lodging, mileage &amp; misc. expenses<br/>Real Estate Tax Collector (500) &amp; Twp. Tax Admin (1200)</i> |                |                |                            |                |                                   |                      |
| 10002700 5355       | EMP CAREER DEVELOP  | 0              | 1,360          | 3,200                      | 764            | 23.9%                             | 1,200                |
|                     | <i>Tuition reimbursement for Twp. Tax Admin.</i>  |                |                |                            |                |                                   |                      |
| 10002700 5356       | EMP DUES & MEMBERSHIP   | 0              | 170            | 150                        | 60             | 40.0%                             | 150                  |
|                     | <i>LITA, PEITOA, PBPMTC</i>   |                |                |                            |                |                                   |                      |
| 10002700 5451       | REAL ESTATE PC COLLECT  | 35,096         | 35,000         | 35,000                     | 30,288         | 86.5%                             | 0                    |
| 10002700 5452       | COMM-BUS PREV/MERC  | 30,405         | 34,321         | 33,600                     | 36,925         | 109.9%                            | 35,700               |
|                     | <i>Commission rate of 2.1% of collections paid to Berkheimer<br/>Tax Administrator - Business Privilege/Mercantile Tax</i>          |                |                |                            |                |                                   |                      |
| 10002700 5453       | COMM-LOCAL SERVICE TAX  | 12,735         | 6,581          | 8,400                      | 10,857         | 129.3%                            | 10,500               |
|                     | <i>Commission rate of 2.1% of collections paid to Berkheimer<br/>Tax Administrator - Local Services Tax</i>                         |                |                |                            |                |                                   |                      |
| 10002700 5454       | COMM-EARNED INCOME  | 60,607         | 66,179         | 60,900                     | 58,253         | 95.7%                             | 65,250               |
|                     | <i>Commission rate of 1.45% of collections paid to Berkheimer<br/>Tax Administrator - Earned Income Tax</i>                         |                |                |                            |                |                                   |                      |
| <b>Budget Total</b> | <b>Tax Collection</b>   | <b>209,755</b> | <b>220,045</b> | <b>258,425</b>             | <b>199,057</b> |                                   | <b>240,006</b>       |



## Department: INSURANCE EXPENSES

### Description and Responsibilities

This program includes the majority of insurance expenses related to protecting the Township's assets and business practices and operations. Also included are Management/Investment services for the Non-uniformed Pension plan, actuarial services for the Police pension plan, as well as the UPMC Employee Assistance (EAP) expenses.

### 2009 Goals

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

### 2009 Budget Highlights

1. Increased premium costs to include Graham Park coverages.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees |      |      |      |      |      |
| No. of Part Time Employees |      |      |      |      |      |



|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| <b>Insurance</b>    |   |                |                |                            |               |                                   |                      |
| 10002800 4024       | UNEMPLOYMENT COMP<br><i>PSATS Unemployment Group Trust 1% of first \$8,000 per employee</i>   | 44,970         | 57,589         | 46,000                     | 23,351        | 50.8%                             | 46,000               |
| 10002800 4043       | PENSION ADMINSTRATIVE<br><i>LeTort investment management fees for non-uniform<br/>LeTort administrative services for non-uniform<br/>Mockenhaupt Associates actuarial work for police pension</i> | 31,390         | 19,422         | 22,000                     | 18,917        | 86.0%                             | 22,000               |
| 10002800 4056       | EMP ASSISTANCE PROG<br><i>UPMC Employee Assistance Program</i>  | 3,600          | 3,600          | 4,000                      | 3,300         | 82.5%                             | 4,000                |
| 10002800 5341       | INSURANCE PREMIUM<br><i>Gen. Twp liability, umbrella, public officials liability<br/>2/3 pollution, empl.practices</i>  | 149,279        | 153,488        | 163,000                    | 155,067       | 95.1%                             | 185,000              |
| 10002800 5342       | CLAIMS EXPENSE  | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| <b>Budget Total</b> |   | <b>229,238</b> | <b>234,099</b> | <b>235,000</b>             | <b>200635</b> |                                   | <b>257,000</b>       |



## Department: COMMUNITY DEVELOPMENT

### Description and Responsibilities

The Department of Community Development is responsible for the overall planning, land development and code enforcement functions of the Township. Operations include managing day to day requests and functions related to land development, zoning, subdivisions, plan review, permit issuance (building, sign, fire, grading, etc.) property maintenance and inspections related to permit issuance. The Department provides administrative and staff support to the Planning Advisory Commission, Zoning Hearing Board and Building & Fire Code Appeals Board in addition to the development related activities of the Board of Supervisors. The Department functions as the primary contact with the development, business and residential community as they relate to these services. The Department is comprised of 3 cost centers: 3100 - Land Development, 3200 Code Enforcement, 3300 - Planning.

### 2008 Accomplishments

1. Near completion of the Comprehensive Plan
2. Completed the Form Based Code initiative
3. Completed the re-zoning of several parcels to TND 1,2,3 (form based)
4. Westinghouse buildings (3) are under construction

### 2009 Goals

1. Complete the Corridor Enhancement Overlay ordinance
2. Complete the file room plan scanning
3. Complete the Freedom Road zoning/corridor analysis
4. Complete the Comprehensive Plan

### 2009 Budget Highlights

1. Create better separation of responsibility among the 3 cost centers
2. Perform an analysis of the Codes Vehicle Fleet
3. Customer Service has been removed from this cost center.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 9    | 9    | 9    | 7    | 7    |
| No. of Part Time Employees | 5    | 6    | 6    | 2    | 2    |



### Land Development

|               |   |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003100 4010 | SALARIES FULL TIME  |  | 291,454        | 337,127        | 320,739                    | 361,053     | 112.6%                            | 108,071              |
|               | <i>7 full-time employees</i>  |  |                |                |                            |             |                                   |                      |
|               | <i>N. Auer, (55%), R. Henshaw (60%), J. Musher (10%)</i>  |  |                |                |                            |             |                                   |                      |
|               | <i>E. Kaunert (20%), L. Miller (5%), J. Smith (5%)</i>  |  |                |                |                            |             |                                   |                      |
|               | <i>A. Hartwell (75%)</i>  |  |                |                |                            |             |                                   |                      |
| 10003100 4012 | SALARIES PART TIME  |  | 107,490        | 90,245         | 63,258                     | 77,872      | 123.1%                            | 4,111                |
|               | <i>2 part time employees</i>  |  |                |                |                            |             |                                   |                      |
|               | <i>V. Fleming (5%), D. Buskirk (5%)</i>   |  |                |                |                            |             |                                   |                      |
| 10003100 4013 | SAL BOARD & COMMISSIONS   |  | 3,290          | 3,290          | 9,500                      | 2,695       | 28.4%                             | 6,400                |
|               | <i>Planning Commission members (70%)</i>  |  |                |                |                            |             |                                   |                      |
|               | <i>Zoning Hearing Board members (60%)</i>   |  |                |                |                            |             |                                   |                      |
| 10003100 4015 | OVERTIME  |  | 6,587          | 2,042          | 4,000                      | 792         | 19.8%                             | 2,000                |
| 10003100 4021 | SOCIAL SECURITY   |  | 32,654         | 34,121         | 30,146                     | 34,951      | 115.9%                            | 7,731                |
|               | <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>                              |  |                |                |                            |             |                                   |                      |
| 10003100 4022 | MEDICARE  |  | 0              | 0              | 0                          | 624         | 0.0%                              | 1,808                |
|               | <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                         |  |                |                |                            |             |                                   |                      |
| 10003100 4023 | WORKERS COMP  |  | 2,047          | 1,914          | 2,294                      | 0           | 0.0%                              | 921                  |
|               | <i>Workers' Compensation insurance for all employees.</i>   |  |                |                |                            |             |                                   |                      |
| 10003100 4041 | PENSION NON-UNIFORM   |  | 15,048         | 16,021         | 15,467                     | 0           | 0.0%                              | 5,504                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all employees.</i> |  |                |                |                            |             |                                   |                      |
| 10003100 4051 | HOSPITALIZATION   |  | 54,360         | 50,376         | 47,277                     | 46,601      | 98.6%                             | 17,207               |
|               | <i>Medical insurance for all full time employees.</i>   |  |                |                |                            |             |                                   |                      |
| 10003100 4052 | VISION  |  | 707            | 730            | 773                        | 682         | 88.2%                             | 242                  |
|               | <i>Vision insurance for all full time employees.</i>  |  |                |                |                            |             |                                   |                      |
| 10003100 4053 | DENTAL  |  | 4,332          | 4,273          | 4,181                      | 3,104       | 74.2%                             | 1,456                |
|               | <i>Dental insurance for all full time employees.</i>  |  |                |                |                            |             |                                   |                      |



### Land Development

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003100 4054 | ICMA CONTRB  | 14,299         | 10,908         | 15,467                     | 16,810      | 108.7%                            | 5,504                |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                    |                |                |                            |             |                                   |                      |
| 10003100 4055 | DISABILITY INSURANCE   | 809            | 1,031          | 589                        | 1,102       | 187.2%                            | 341                  |
|               | <i>Long term disability insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10003100 4057 | LIFE INSURANCE   | 0              | 0              | 0                          | 112         | 0.0%                              | 587                  |
|               | <i>Life insurance for all full time employees and certain part time employees.</i>   |                |                |                            |             |                                   |                      |
| 10003100 5001 | OFFICE SUPPLIES  | 0              | 0              | 0                          | 314         | 0.0%                              | 3,250                |
| 10003100 5002 | SUBSCRIPTIONS/BOOKS  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,500                |
| 10003100 5004 | MATERIALS & SUPPLIES   | 4,473          | 16,717         | 23,600                     | 41,648      | 176.5%                            | 1,500                |
|               |  |                |                |                            |             |                                   |                      |
| 10003100 5007 | SAFETY SUPPLIES  | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10003100 5111 | PROFESSIONAL SERVICES  | 29,509         | 113,103        | 364,700                    | 89,557      | 24.6%                             | 15,000               |
|               | <i>Codification</i>  |                |                |                            |             |                                   |                      |
| 10003100 5114 | ENGINEER & ARCHITEC SVS  | 2,649          | 10,928         | 0                          | -7,514      | 0.0%                              | 0                    |
| 10003100 5133 | LEGAL SERVICES   | 35,867         | 17,514         | 40,000                     | 4,584       | 11.5%                             | 10,000               |
|               | <i>legal review not covered by developer's deposits, ordinance and amendment reviews, legal ads, developer agreements and bond reviews</i> |                |                |                            |             |                                   |                      |
| 10003100 5134 | OTHER SERVICES/FEES  | 0              | 0              | 0                          | 45          | 0.0%                              | 1,500                |
|               | <i>Recording, law library, BCPC</i>  |                |                |                            |             |                                   |                      |
| 10003100 5230 | INFORMATION TECH   | 54,701         | 101,120        | 59,331                     | 0           | 0.0%                              | 0                    |
|               | <i>costs associated with IT support of Community Development</i>   |                |                |                            |             |                                   |                      |
| 10003100 5311 | TELEPHONE SERVICES   | 2,021          | 1,849          | 0                          | 1,559       | 0.0%                              | 3,418                |
| 10003100 5312 | CELL PHONES  | 1,966          | 3,004          | 3,700                      | 3,201       | 86.5%                             | 2,100                |
| 10003100 5353 | EMPLOYEE MEETING /CONFER   | 0              | 0              | 0                          | 176         | 0.0%                              | 1,000                |



### Land Development

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 10003100 5354       | EMPLOYEE TRAINING   | 0              | 0              | 0                          | 55             | 0.0%                              | 0                    |
| 10003100 5355       | EMP CAREER DEVELOP  | 2,243          | 4,779          | 14,000                     | 10,532         | 75.2%                             | 4,000                |
| 10003100 5356       | EMP DUES & MEMBERSHIP   | 4,014          | 5,426          | 8,000                      | 2,133          | 26.7%                             | 0                    |
| 10003100 5362       | PRINTING  | 2,777          | 6,691          | 7,500                      | 3,984          | 53.1%                             | 2,000                |
| 10003100 5363       | LEGAL ADVERTISING   | 6,879          | 3,482          | 8,000                      | 4,408          | 55.1%                             | 5,000                |
|                     | <i>community development legal notices<br/>stenographic services for hearings</i> |                |                |                            |                |                                   |                      |
| 10003100 5364       | FUEL  | 3,250          | 3,216          | 4,000                      | 5,523          | 138.1%                            | 0                    |
| 10003100 5370       | MINOR EQUIP & FURN  | 2,078          | 5,427          | 0                          | 1,052          | 0.0%                              | 0                    |
|                     | <i>Misc. office furniture, department equipment for<br/>staff</i>                 |                |                |                            |                |                                   |                      |
| <b>Budget Total</b> | <b>Land Development</b>   | <b>685,503</b> | <b>845,334</b> | <b>1,046,522</b>           | <b>724,523</b> |                                   | <b>212,651</b>       |


**Code Enforcement**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003200 4010 | SALARIES FULL TIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 138,410              |
|               | <i>6 full time employees</i><br>R. Henshaw (15%), A. Hartwell (5%), J. Musher (80%)<br>L. Miller (85%), J. Smith (85%), N. Auer (40%)   |                |                |                            |             |                                   |                      |
| 10003200 4012 | SALARIES PART TIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 69,798               |
|               | <i>2 part time employees</i><br>V. Fleming (85%), D. Buskirk (85%)  |                |                |                            |             |                                   |                      |
| 10003200 4013 | SALARIES BOARD  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10003200 4015 | OVERTIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 2,000                |
| 10003200 4021 | SOCIAL SECURITY   | 0              | 0              | 0                          | 0           | 0.0%                              | 13,033               |
|               | <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10003200 4022 | MEDICARE  | 0              | 0              | 0                          | 0           | 0.0%                              | 3,048                |
|               | <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                                   |                |                |                            |             |                                   |                      |
| 10003200 4023 | WORKERS COMP  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,796                |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10003200 4041 | PENSION-NONUNIFORM  | 0              | 0              | 0                          | 0           | 0.0%                              | 7,020                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i> |                |                |                            |             |                                   |                      |
| 10003200 4051 | HOSPITALIZATION   | 0              | 0              | 0                          | 4,944       | 0.0%                              | 19,748               |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10003200 4052 | VISION  | 0              | 0              | 0                          | 21          | 0.0%                              | 306                  |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10003200 4053 | DENTAL INSURANCE  | 0              | 0              | 0                          | 355         | 0.0%                              | 2,045                |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10003200 4054 | ICMA CONTRIBUTION   | 0              | 0              | 0                          | 0           | 0.0%                              | 7,020                |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                 |                |                |                            |             |                                   |                      |


**Code Enforcement**

|  |                         | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|-------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003200 4055  | DISABILITY INSURANCE    | 0              | 0              | 0                          | 75          | 0.0%                              | 435                  |
| <i>Long term disability insurance for all full time employees.</i>                 |                         |                |                |                            |             |                                   |                      |
| 10003200 4057  | LIFE INSURANCE          | 0              | 0              | 0                          | 172         | 0.0%                              | 862                  |
| <i>Life insurance for all full time employees and certain part time employees.</i> |                         |                |                |                            |             |                                   |                      |
| 10003200 5001  | OFFICE SUPPLIES         | 0              | 0              | 0                          | 354         | 0.0%                              | 3,250                |
| 10003200 5002  | SUBSCRIPTIONS/BOOKS     | 0              | 0              | 0                          | 0           | 0.0%                              | 1,000                |
| 10003200 5004  | MATERIALS/SUPPLIES      | 0              | 0              | 0                          | 280         | 0.0%                              | 1,500                |
| 10003200 5111  | PROFESSIONAL SVS        | 0              | 0              | 0                          | 123         | 0.0%                              | 2,500                |
| <i>Sewage enforcement</i>  |                         |                |                |                            |             |                                   |                      |
| 10003200 5133  | LEGAL SERVICE           | 0              | 0              | 0                          | 0           | 0.0%                              | 2,500                |
| 10003200 5230  | INFORMATION TECHNOLOGY  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10003200 5311  | TELEPHONE               | 0              | 0              | 0                          | 74          | 0.0%                              | 0                    |
| 10003200 5312  | CELL PHONES             | 0              | 0              | 0                          | 0           | 0.0%                              | 1,600                |
| 10003200 5354  | EMPLOYEE TRAINING       | 0              | 0              | 0                          | 564         | 0.0%                              | 0                    |
| 10003200 5355  | EDUCATION               | 0              | 0              | 0                          | 179         | 0.0%                              | 4,000                |
| 10003200 5356  | DUES & MEMBERSHIP       | 0              | 0              | 0                          | 0           | 0.0%                              | 3,000                |
| 10003200 5362  | PRINTING                | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10003200 5363  | ADVERTISING EXPENSES    | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10003200 5364  | FUEL                    | 0              | 0              | 0                          | 542         | 0.0%                              | 6,000                |
| 10003200 6110  | PROPERTY                | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| <b>Budget Total</b>  | <b>Code Enforcement</b> | <b>0</b>       | <b>0</b>       | <b>0</b>                   | <b>7757</b> |                                   | <b>291,871</b>       |


**Planning**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003300 4010 | SALARIES FULL TIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 59,885               |
|               | <i>4 full time employees</i><br><i>R. Henshaw (25%), E. Kaunert (80%), A. Hartwell (20%)</i><br><i>N. Auer ( 5%)</i>                  |                |                |                            |             |                                   |                      |
| 10003300 4012 | SALARIES PART TIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 6,400                |
|               | <i>1 intern, 40 hrs./week, 16 weeks.</i>  |                |                |                            |             |                                   |                      |
| 10003300 4013 | SALARIES BOARD  | 0              | 0              | 0                          | 0           | 0.0%                              | 3,100                |
|               | <i>Planning Comm. members (30%)</i><br><i>Zoning Hearing Board members (40%)</i>  |                |                |                            |             |                                   |                      |
| 10003300 4015 | OVERTIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10003300 4021 | SOCIAL SECURITY   | 0              | 0              | 0                          | 0           | 0.0%                              | 4,302                |
|               | <i>The employer share of FICA is based on 6.2% of salaries<br/>wages/overtime for all employees.</i>                                  |                |                |                            |             |                                   |                      |
| 10003300 4022 | MEDICARE  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,006                |
|               | <i>The employer share of Medicare is based on 1.45% of<br/>salaries/wages/overtime for all employees.</i>                             |                |                |                            |             |                                   |                      |
| 10003300 4023 | WORKERS COMP  | 0              | 0              | 0                          | 0           | 0.0%                              | 548                  |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10003300 4041 | PENSION-NONUNIFORM  | 0              | 0              | 0                          | 0           | 0.0%                              | 2,994                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan<br/>is based on 5% of salaries/wages/overtime for all<br/>employees.</i> |                |                |                            |             |                                   |                      |
| 10003300 4051 | HOSPITALIZATION   | 0              | 0              | 0                          | 2,055       | 0.0%                              | 8,468                |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10003300 4052 | VISION  | 0              | 0              | 0                          | 22          | 0.0%                              | 107                  |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10003300 4053 | DENTAL  | 0              | 0              | 0                          | 162         | 0.0%                              | 546                  |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10003300 4054 | ICMA CONTRIBUTION   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,994                |
|               | <i>The employer contribution to the 457 plan is based on 5% of<br/>salaries/wages/overtime for all full time employees.</i>           |                |                |                            |             |                                   |                      |



|                     |  |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|--|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
|                     | Planning   |  |                |                |                            |               |                                   |                      |
| 10003300 4055       | DISABILITY INSURANCE   |  | 0              | 0              | 0                          | 62            | 0.0%                              | 186                  |
|                     | <i>Long term disability insurance for all full time employees.</i>                     |  |                |                |                            |               |                                   |                      |
| 10003300 4057       | LIFE INSURANCE   |  | 0              | 0              | 0                          | 93            | 0.0%                              | 315                  |
|                     | <i>Life insurance for all full time employees and for certain part time employees.</i> |  |                |                |                            |               |                                   |                      |
| 10003300 5001       | OFFICE SUPPLIES  |  | 0              | 0              | 0                          | 235           | 0.0%                              | 3,600                |
|                     | <i>phaser printer<br/>4050 printer<br/>daily operating supplies</i>                    |  |                |                |                            |               |                                   |                      |
| 10003300 5002       | SUBSCRIPTIONS/BOOKS  |  | 0              | 0              | 0                          | 0             | 0.0%                              | 1,500                |
| 10003300 5004       | MATERIALS/SUPPLIES   |  | 0              | 0              | 0                          | 5,150         | 0.0%                              | 1,500                |
|                     | <i>minor equipment/furniture</i>   |  |                |                |                            |               |                                   |                      |
| 10003300 5111       | PROFESSIONAL SVS   |  | 0              | 90,143         | 0                          | 221,257       | 0.0%                              | 65,000               |
|                     | <i>Parks Comprehensive Plan<br/>Redevelopment Plan</i>                                 |  |                |                |                            |               |                                   |                      |
| 10003300 5114       | ENGINEERING SERVICE  |  | 0              | 10,664         | 0                          | 0             | 0.0%                              | 0                    |
| 10003300 5133       | LEGAL SERVICE  |  | 0              | 38,595         | 0                          | 825           | 0.0%                              | 5,000                |
| 10003300 5230       | INFORMATION TECHNOLOGY   |  | 0              | 0              | 0                          | 0             | 0.0%                              | 134,820              |
| 10003300 5311       | TELEPHONE  |  | 0              | 0              | 0                          | 74            | 0.0%                              | 0                    |
| 10003300 5312       | CELL PHONES  |  | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| 10003300 5352       | EMPLOYEE MILAGE REIMB  |  | 0              | 0              | 0                          | 10            | 0.0%                              | 0                    |
| 10003300 5353       | EMPLOYEE MEETING /CONFER   |  | 0              | 0              | 0                          | 4,906         | 0.0%                              | 2,500                |
| 10003300 5354       | EMPLOYEE TRAINING  |  | 0              | 0              | 0                          | 914           | 0.0%                              | 0                    |
| 10003300 5355       | EDUCATION  |  | 0              | 0              | 0                          | 25            | 0.0%                              | 4,000                |
| 10003300 5356       | DUES & MEMBERSHIP  |  | 0              | 0              | 0                          | 348           | 0.0%                              | 3,000                |
| 10003300 5362       | PRINTING   |  | 0              | 128            | 0                          | 5,204         | 0.0%                              | 0                    |
| 10003300 5363       | ADVERTISING EXPENSES   |  | 0              | 0              | 0                          | 0             | 0.0%                              | 1,000                |
| 10003300 5364       | FUEL   |  | 0              | 0              | 0                          | 78            | 0.0%                              | 0                    |
| 10003300 6110       | PROPERTY   |  | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Planning</b>  |  | <b>0</b>       | <b>139,530</b> | <b>0</b>                   | <b>241421</b> |                                   | <b>317,771</b>       |


**Customer Service**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003400 4010 | SALARIES FULL TIME<br><br><i>25% for L. Engle, J. Iannarelli, N. Sikora</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 13,695               |
| 10003400 4012 | SALARIES PART TIME<br><br><i>25% for N. Hamilton, D. Phelan, M. Dawson</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 12,868               |
| 10003400 4015 | OVERTIME   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10003400 4021 | SOCIAL SECURITY<br><br><i>The employer share of FICA is based on 6.2% of all salary/wages/overtime for all employees.</i>                    | 0              | 0              | 0                          | 0           | 0.0%                              | 2,604                |
| 10003400 4022 | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.</i>                      | 0              | 0              | 0                          | 0           | 0.0%                              | 609                  |
| 10003400 4023 | WORKERS COMP<br><br><i>Workers' Compensation insurance for Customer Service employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 155                  |
| 10003400 4041 | PENSION-NONUNIFORM<br><br><i>Non-uniform pension contribution is based on 5% of all salaries/wages/overtime for all full time employees.</i> | 0              | 0              | 0                          | 0           | 0.0%                              | 1,457                |
| 10003400 4051 | HOSPITALIZATION<br><br><i>Medical insurance costs for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 7,212                |
| 10003400 4052 | VISION<br><br><i>Vision insurance costs for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 85                   |
| 10003400 4053 | DENTAL<br><br><i>Dental insurance costs for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 529                  |
| 10003400 4054 | ICMA CONTRIBUTION<br><br><i>457 contribution is based on 5% of all salaries/wages/overtime for all full time employees.</i>                  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,457                |
| 10003400 4055 | DISABILITY INSURANCE<br><br><i>Long term disability insurance costs for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 90                   |



## 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 basic questions, schedule services, and resolve problems. The CSC processes new utility (sewer, water, and/or trash) service applications, building and use permit applications, customer service requests, lien letter requests, deed transfer information, and collects payment for services.

### 2008 Accomplishments

1. Answer over 30,000 phone calls. Sold over 6,000 trash stickers. Processed over 800 lien letters, 1,800 service requests, 2,100 work orders, and 37,000 utility billing receipts.
2. Renovate the front counter area, increasing the work stations from three to four.

### 2009 Goals

1. Complete the implementation of the new Utility Billing software.
2. Provide automated services from the website.
3. Continued success with the Collection Connection Program.
4. Continue working with the US Census Bureau in preparation for Census 2010.

### 2009 Budget Highlights

1. Customer Service has separate budget/cost center.
2. Personnel costs

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 3    | 3    | 3    | 3    | 3    |
| No. of Part Time Employees | 2    | 3    | 3    | 3    | 3    |



| Customer Service    |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10003400 4057       | LIFE INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 204                  |
|                     | <i>Life insurance costs for full time and certain part time employees.</i>                                |                |                |                            |             |                                   |                      |
| 10003400 5001       | OFFICE SUPPLIES   | 0              | 0              | 0                          | 7           | 0.0%                              | 3,900                |
|                     | <i>Daily operating supplies.<br/>Mail room organizer</i>  |                |                |                            |             |                                   |                      |
| 10003400 5002       | SUBSCRIPTIONS/BOOKS   | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10003400 5004       | MATERIALS AND SUPPLIES  | 0              | 0              | 0                          | 75          | 0.0%                              | 0                    |
| 10003400 5111       | PROFESSIONAL SVS  | 0              | 0              | 0                          | 0           | 0.0%                              | 700                  |
| 10003400 5121       | R&M EQUIPMENT   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,600                |
| 10003400 5230       | INFORMATION TECHNOLOGY  | 0              | 0              | 0                          | 0           | 0.0%                              | 32,425               |
|                     | <i>IT costs related to Customer Service.</i>  |                |                |                            |             |                                   |                      |
| 10003400 5311       | TELEPHONES  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,709                |
| 10003400 5351       | EMPLOYEE RECRUTING  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10003400 5354       | EMPLOYEE TRAINING/CONF  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,000                |
|                     | <i>American Water Works Association Customer Service Conference<br/>AWWA PA Section Annual Conference</i> |                |                |                            |             |                                   |                      |
| 10003400 5355       | EDUCATION   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,000                |
| 10003400 5356       | DUES & MEMBERSHIP   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,000                |
|                     | <i>Notary re-appointment fees</i>   |                |                |                            |             |                                   |                      |
| <b>Budget Total</b> | <b>Customer Service</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>                   | <b>82</b>   |                                   | <b>87,799</b>        |



## Department: Public Safety/Police Operations

### Description and Responsibilities

The Police Department provides law enforcement protection for the Township and Seven Fields Borough (under contract). The 28 officers in the department perform patrol, traffic, investigative, community relations and education, training, and management functions. Of the 28 sworn officers, 24 work patrol or traffic. Two perform management and support functions and two are detectives.

The department supervises school crossing guards and provides for animal control services through contract with a private service (Triangle Pet).

The Director of Public Safety manages the Police Department and supervises the Fire Company Administrative Assistant. The Director also coordinates with the leadership of the Cranberry Township Volunteer Ambulance Corps. The Director provides administrative and budgetary support to the Emergency Management Coordinator.

### 2008 Accomplishments

1. Completed the implementation of the new computer aided dispatch system and purchased 13 computers for in-car use to access the system.
2. Participated in the state-wide aggressive driving and heavy truck inspection programs.
3. Completed the remarking of police units for higher visibility.

### 2009 Goals

1. Equip all marked police units with video recorders with Federal grant monies.
2. Management training for newly promoted shift supervisors, additional DARE officers to be trained in anticipation of St. Kilian adding the DARE program.
3. Purchase of crash investigation software for the traffic unit.

### 2009 Budget Highlights

1. The major impacts to the 2009 budget are from personnel, insurance, and fuel costs which continue to rise.
2. Three vehicles need to be purchased and equipped to replace aging units.
- 3.

### Staffing Levels

|                            | 2005                                    | 2006                                    | 2007                                    | 2008                                    | 2009                                    |
|----------------------------|---|---|---|---|---|
| No. of Full Time Employees | 24 police, 1 Director, 2 administrative | 28 police, 1 Director, 2 administrative | 28 police, 1 Director, 2 administrative | 28 police, 1 director, 3 administrative | 28 police, 1 Director, 3 administrative |
| No. of Part Time Employees | 4                                       | 4                                       | 3                                       | 2                                       | 2                                       |



| Police Operations |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|-------------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10004110 4010     | SALARIES FULL TIME<br><br><i>J. Schueler, R. Hawk, L. Lowry, B. Wyzkoski</i>  | 105,970        | 117,136        | 100,296                    | 112,500     | 112.2%                            | 195,866              |
| 10004110 4011     | SALARIES UNIFORM<br><br><i>Lt., Sgt, 6 Corporals, and 20 patrol officers.</i>   | 1,644,860      | 1,785,969      | 1,792,449                  | 1,644,015   | 91.7%                             | 1,814,508            |
| 10004110 4012     | SALARIES PART TIME<br><br><i>R. Piroth, P. Kauffman - school guards<br/>One half of cost is reimbursed by SVSD.<br/>E. Calik, C. Jacky - clerical</i> | 14,934         | 11,727         | 43,347                     | 13,496      | 31.1%                             | 46,388               |
| 10004110 4015     | OVERTIME<br><br><i>Usually related to arrest processing for serious crime or to man the desk during vacations.</i>                                    | 655            | 2,397          | 2,000                      | 1,241       | 62.0%                             | 2,000                |
| 10004110 4016     | OVERTIME UNIFORM<br><br><i>Meet minimum staffing of at least 3 officers.<br/>Late calls and arrests</i>   | 155,706        | 162,821        | 120,000                    | 119,670     | 99.7%                             | 120,000              |
| 10004110 4021     | SOCIAL SECURITY<br><br><i>The employer share of FICA is based on 6.2% of all salary/wages/overtime of all employees.</i>                              | 159,263        | 173,854        | 168,959                    | 152,332     | 90.2%                             | 146,764              |
| 10004110 4022     | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.</i>                             | 0              | 0              | 0                          | 2,786       | 0.0%                              | 34,324               |
| 10004110 4023     | WORKERS COMP<br><br><i>Workers' Compensation insurance costs for all employees.</i>   | 76,537         | 77,106         | 120,370                    | 0           | 0.0%                              | 136,345              |
| 10004110 4032     | LONGEVITY<br><br><i>Longevity payments to uniformed employees as per the most current CBA.</i>  | 26,574         | 30,351         | 32,255                     | 32,856      | 101.9%                            | 29,118               |
| 10004110 4033     | COURT/HEARING<br><br><i>Overtime required by court appearances. 3 hour minimum dictated for all off-duty court appearances.</i>                       | 50,240         | 60,185         | 57,000                     | 48,041      | 84.3%                             | 57,000               |



|                   |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|-------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| Police Operations |  |                |                |                            |             |                                   |                      |
| 10004110 4034     | HOLIDAYS   | 58,393         | 59,015         | 132,768                    | 46,535      | 35.0%                             | 102,292              |
|                   | <i>Holiday pay for uniformed employees as per the most current CBA.</i>  |                |                |                            |             |                                   |                      |
| 10004110 4041     | PENSION NON-UNIFORM  | 7,089          | 7,547          | 5,115                      | 0           | 0.0%                              | 9,894                |
|                   | <i>Non-uniform pension contribution is based on 5% of all salary/wages/overtime.</i>   |                |                |                            |             |                                   |                      |
| 10004110 4042     | PENSION UNIFORM  | 263,674        | 275,231        | 271,197                    | 271,197     | 100.0%                            | 274,389              |
|                   | <i>Per 2009 MMO, Resolution 2008-73</i>  |                |                |                            |             |                                   |                      |
| 10004110 4051     | HOSPITALIZATION  | 257,279        | 325,034        | 321,157                    | 260,301     | 81.1%                             | 333,378              |
|                   | <i>Medical insurance costs for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10004110 4052     | VISION   | 3,213          | 3,572          | 3,440                      | 3,255       | 94.6%                             | 3,905                |
|                   | <i>Vision insurance costs for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10004110 4053     | DENTAL   | 19,105         | 21,815         | 21,042                     | 18,876      | 89.7%                             | 24,951               |
|                   | <i>Dental insurance costs for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10004110 4054     | ICMA CONTRB  | 24,321         | 34,988         | 9,379                      | 8,204       | 87.5%                             | 9,894                |
|                   | <i>Contribution to 457 Plan is based on 5% of salary/wages/overtime of all full time non-uniform employees.</i>  |                |                |                            |             |                                   |                      |
| 10004110 4055     | DISABILITY INSURANCE   | 5,006          | 5,813          | 5,685                      | 5,116       | 90.0%                             | 6,103                |
|                   | <i>Long term disability insurance costs for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10004110 4057     | LIFE INSURANCE   | 0              | 0              | 0                          | 1,394       | 0.0%                              | 8,470                |
|                   | <i>Life insurance costs for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10004110 5001     | OFFICE SUPPLIES  | 3,374          | 3,621          | 3,500                      | 3,159       | 90.3%                             | 3,800                |
|                   | <i>Toners, print cartridges, pens, paper, file folders, misc. office supplies.</i>   |                |                |                            |             |                                   |                      |
| 10004110 5004     | MATERIALS & SUPPLIES   | 15,504         | 17,593         | 19,000                     | 11,284      | 70.3%                             | 9,000                |
|                   | <i>Lab work, vehicle towing, film, film processing, flares, batteries, evidence packaging, and all misc. expenses. 2009 separated Community Outreach \$10,000 into it's own account.</i> |                |                |                            |             |                                   |                      |



| Police Operations |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|-------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10004110 5111     | PROFESSIONAL SERVICES  | 15,876         | 15,623         | 18,000                     | 20,623      | 76.7%                             | 16,000               |
|                   | <i>Vehicle and ENRAD calibrations, office equipment maintenance, including the fuming hood.<br/>Drug and alcohol testing for DUI</i> |                |                |                            |             |                                   |                      |
| 10004110 5121     | R&M EQUIPMENT  | 1,588          | 910            | 3,000                      | 3,451       | 115.0%                            | 3,500                |
|                   | <i>Pays for radio, siren, and emergency light system maintenance not performed by Township mechanics.</i>                            |                |                |                            |             |                                   |                      |
| 10004110 5122     | R&M VEHICLES   | 2,861          | (2,647)        | 21,000                     | 25,254      | 120.3%                            | 30,000               |
|                   | <i>Car washing fees, cleaning materials, and misc supplies.<br/>Repair/Maint of police vehicles.</i>                                 |                |                |                            |             |                                   |                      |
| 10004110 5133     | LEGAL SERVICES   | 8,080          | 21,653         | 20,000                     | 1,723       | 8.6%                              | 15,000               |
|                   | <i>Police related litigation.</i>  |                |                |                            |             |                                   |                      |
| 10004110 5230     | INFORMATION TECH   | 127,137        | 120,744        | 163,859                    | 333         | 0.2%                              | 197,402              |
|                   | <i>Costs associated with IT support of Police Department.</i>  |                |                |                            |             |                                   |                      |
| 10004110 5311     | TELEPHONE SERVICES   | 6,081          | 6,197          | 6,000                      | 5,129       | 85.5%                             | 20,000               |
|                   | <i>Telephone expenses</i>  |                |                |                            |             |                                   |                      |
| 10004110 5312     | CELL PHONES  | 16,126         | 14,470         | 16,000                     | 14,194      | 88.7%                             | 16,000               |
|                   | <i>Covers CDMA (digital) connectivity to the cars as well as the cell phones.</i>  |                |                |                            |             |                                   |                      |
| 10004110 5313     | INTERNET   | 0              | 0              | 0                          | 160         | 0.0%                              | 0                    |
| 10004110 5341     | INSURANCE PREMIUM  | 20,607         | 23,677         | 27,171                     | 21,479      | 79.1%                             | 27,000               |
|                   | <i>Law enforcement liability insurance</i>   |                |                |                            |             |                                   |                      |
| 10004110 5353     | EMPLOYEE MEETING /CONFER   | 0              | 0              | 0                          | 0           | 0.0%                              | 1,000                |
|                   | <i>Covers local conferences and seminars registration fees.</i>  |                |                |                            |             |                                   |                      |
| 10004110 5354     | EMPLOYEE TRAINING  | 0              | 0              | 0                          | 897         | 0.0%                              | 15,000               |
|                   | <i>Covers costs for employee training.</i>   |                |                |                            |             |                                   |                      |
| 10004110 5355     | EMP CAREER DEVELOP   | 10,683         | 15,247         | 20,000                     | 6,103       | 30.5%                             | 5,000                |
|                   | <i>Tuition reimbursement for approved higher education leading to a certification or degree.</i>                                     |                |                |                            |             |                                   |                      |



|                          |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--------------------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| <b>Police Operations</b> |   |                |                |                            |             |                                   |                      |
| 10004110 5356            | EMP DUES & MEMBERSHIP   | 1,579          | 1,463          | 1,800                      | 1,269       | 70.5%                             | 1,800                |
|                          | <i>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.</i>   |                |                |                            |             |                                   |                      |
| 10004110 5357            | CLOTHING & UNIFORMS   | 7,031          | 10,797         | 30,000                     | 25,107      | 60.2%                             | 30,000               |
|                          | <i>Funds \$600.00 per year for officers per contract. Cost of protective vests every five years, 5 in 2009. Uniform and equipment for new officers. Possibility of 3 retirements in 2009, requiring the purchase of uniforms and vests for new hires.</i> |                |                |                            |             |                                   |                      |
| 10004110 5362            | PRINTING  | 0              | 127            | 0                          | 1,159       | 0.0%                              | 0                    |
|                          | <i>Printing costs for major projects (hiring) and police reports.</i>   |                |                |                            |             |                                   |                      |
|                          | <i>Printing costs for major projects (hiring) and police reports.</i>   |                |                |                            |             |                                   |                      |
| 10004110 5364            | FUEL  | 48,305         | 57,035         | 58,000                     | 73,107      | 126.0%                            | 75,000               |
|                          | <i>Police fleet fuel.</i>   |                |                |                            |             |                                   |                      |
| 10004110 5370            | MINOR EQUIP & FURN  | 26,198         | 20,391         | 24,000                     | 16,225      | 67.6%                             | 8,000                |
|                          | <i>2009- replace chairs in the Shift Supervisor office and administration. Purchase/replace minor equipment as needed.</i>  |                |                |                            |             |                                   |                      |
| 10004110 5371            | COMMUNITY OUTREACH  | 0              | 0              | 0                          | 50          | 0.0%                              | 10,000               |
|                          | <i>DARE, community projects, crime prevention, Purchase of flyers and brochures used in crime prevention programs.</i>  |                |                |                            |             |                                   |                      |
| 10004110 6020            | FURNITURE LESS THAN 5000  | 0              | 0              | 0                          | 493         | 0.0%                              |                      |



| Police Operations  |                      | 2006      | 2007      | 2008               | 2008<br>YTD | % EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|----------------------|-----------|-----------|--------------------|-------------|--------------------------------|----------------------|
|  |                      | ACTUAL    | ACTUAL    | ADJUSTED<br>BUDGET |             |                                |                      |
| 10004110 6122  | VEHICLES             | 0         | 0         | 0                  | 0           | 0.0%                           | 79,500               |
| <p><i>Replace 3 vehicles, two 4 wheel drive, one Crown Vic. Vehicles are replaced at approx. 100,000 miles. All vehicles will meet the milage requirement in 2009. Vehicles to be replaced are units 460 (Crown Vic), 468 and 469 (4 wheel drive units). Estimated 3% increase over 2008 prices.</i></p> |                      |           |           |                    |             |                                |                      |
| 10004110 6123  | FURNITURE & FIXTURES | 0         | 74,415    | 76,000             | 71,287      | 93.8%                          |                      |
| <p><i>Major furniture purchases.</i></p>   |                      |           |           |                    |             |                                |                      |
| Budget Total   | Police Operations    | 3,184,708 | 3,556,642 | 3,714,789          | 3066192     |                                | 3,919,591            |



Department: ANIMAL SERVICES

Description and Responsibilities

Private entities are contracted to control pet populations in the Township and to respond to resident complaints about domestic animals. The service is also tasked with capturing pets running at large.

The service employee also collects money from the Commonwealth for disposing of abandoned domestic animals. These claims are then forwarded directly to the Township.

2008 Accomplishments

1. Entered into a new five year contract with Triangle Pet for animal control service.

Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees |      |      |      |      |      |
| No. of Part Time Employees |      |      |      |      |      |


**Animal Services**

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD  | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|--------------|-----------------------------------|----------------------|
| 10004120 5111       | PROFESSIONAL SERVICES   | 14,300         | 11,760         | 17,000                     | 13,120       | 77.2%                             | 19,100               |
|                     | <i>Pays for all animal control services provided by Triange Pet under contract.</i> |                |                |                            |              |                                   |                      |
| <b>Budget Total</b> | <b>Animal Services</b>  | <b>14,300</b>  | <b>11,760</b>  | <b>17,000</b>              | <b>13120</b> |                                   | <b>19,100</b>        |



| Fire Police   |             | 2006                 | 2007   | 2008     | 2008  | %   | 2009 DEPT |
|---|-------------|----------------------|--------|----------|-------|-----|-----------|
|   |             | ACTUAL               | ACTUAL | ADJUSTED | YTD   |     |           |
|   |             |                      |        |          |       |     |           |
| 10004130  | 5004        | MATERIALS & SUPPLIES | 2,481  | 1,511    | 2,000 | 958 | 47.9%     |
| <i>Pays costs associated with Fire Police Operations -- uniform items, flares, radios, and misc. equipment.</i> |             |                      |        |          |       |     |           |
| Budget Total  | Fire Police |                      | 2,481  | 1,511    | 2,000 | 958 | 2,000     |



## Department: FIRING RANGE

### Description and Responsibilities

This cost center provides for ammunition and equipment to operate the Police Weapons Training Program. Funds are used to purchase bullets, targets, weapon cleaning supplies, construction materials, and range equipment. Officers have 3 firearms trainings per year.

### 2009 Goals

1. Applied for a Public Safety grant to enhance our communications.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees |      |      |      |      |      |
| No. of Part Time Employees |      |      |      |      |      |


**Firing Range**

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10004140 5004       | MATERIALS & SUPPLIES  | 7,143          | 8,212          | 11,000                     | 6,707       | 61.0%                             | 11,000               |
|                     | <i>Includes ammunition for three yearly trainings, qualification, night fire, and nonlethal munitions training.</i> |                |                |                            |             |                                   |                      |
|                     | <i>Pays for range upkeep, targets, cleaning supplies, and targeting systems.</i>                                    |                |                |                            |             |                                   |                      |
| <b>Budget Total</b> | <b>Firing Range</b>   | <b>7,143</b>   | <b>8,212</b>   | <b>11,000</b>              | <b>6707</b> |                                   | <b>11,000</b>        |



Department: EMERGENCY MANAGEMENT

Description and Responsibilities

This cost center funds the materials, supplies, equipment, and expenses related to the operation of emergency radios for the Emergency Operations Center.

Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees |      |      |      |      |      |
| No. of Part Time Employees |      |      |      |      |      |


**Emergency Management**

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10004150 5004       | MATERIALS & SUPPLIES   | 119            | 0              | 300                        | 0           | 0.0%                              | 300                  |
|                     | <i>Materials and supplies for the Emergency Operations Center.</i>                                     |                |                |                            |             |                                   |                      |
| 10004150 5370       | MINOR EQUIPMENT  | 150            | 0              | 700                        | 0           | 0.0%                              | 700                  |
|                     | <i>Pays expenses related to the operation of emergency radios and the Emergency Operations Center.</i> |                |                |                            |             |                                   |                      |
| <b>Budget Total</b> | <b>Emergency Management</b>  | <b>269</b>     | <b>0</b>       | <b>1,000</b>               | <b>0</b>    |                                   | <b>1,000</b>         |



Department: FIRE PROTECTION

Description and Responsibilities

This cost center pays for the Workers Compensation premiums for the Fire Company members, the information technology support from the Township, and the hydrant rental for 2 hydrants from West View Water. Additionally, this account is used to transfer intergovernmental state aid to the Fire Company's Relief Association.

Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees |      |      |      |      |      |
| No. of Part Time Employees |      |      |      |      |      |



|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
|                     | <b>Fire Protection</b>  |                |                |                            |                |                                   |                      |
| 10004230 4023       | WORKERS COMP<br><br><i>Volunteer fire company insurance premium.</i>  | 11,613         | 10,542         | 13,955                     | 0              | 0.0%                              | 16,849               |
| 10004230 5220       | ITRAGOV GENERAL SVS<br><br><i>Transfer of intergovernmental aid to volunteer fire dept. Relief Association.</i> | 220,521        | 219,396        | 220,000                    | 226,089        | 102.8%                            | 220,000              |
| 10004230 5230       | INFORMATION TECH<br><br><i>Cost of IT support from the Township.</i>  | 20,418         | 17,405         | 36,679                     | 0              | 0.0%                              | 40,829               |
| 10004230 5332       | EQUIP LEASE/RENTAL<br><br><i>Hydrant Rental - \$212.40/yr. per hydrant (2)</i>                                  | 418            | 425            | 425                        | 0              | 0.0%                              | 425                  |
| <b>Budget Total</b> | <b>Fire Protection</b>  | <b>252,971</b> | <b>247,768</b> | <b>271,059</b>             | <b>226,089</b> |                                   | <b>278,103</b>       |



## Department: AMBULANCE OPERATIONS

### Description and Responsibilities

Cranberry Volunteer Ambulance Corp is a non-profit corporation that provides emergency medical services and medical transportation services to the ill and injured in Cranberry Township. This cost center pays for the Workers Compensation premiums for the Ambulance Corp and contributes toward their fuel costs.

### 2008 Accomplishments

1. Recently passed Act 7 says that local government is responsible for the provisions of EMS service for their residents. The Township has always worked with the Ambulance Corp to assist them in providing the best possible service to the community. The Township provided a one time donation to the Corp to have an organizational assessment done. In the later part of 2008 the Ambulance Corp began having financial difficulties and the Township began meetings with the leadership of the Corp to help them through their financial crunch.
2. The Ambulance Corp has made significant changes in their operations and is showing signs of financial improvement.

### 2009 Goals

1. Continue working with the Ambulance Corp Leadership.
2. Assist the Ambulance Corp in the purchase of fuel.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees |      |      |      |      |      |
| No. of Part Time Employees |      |      |      |      |      |



|                      |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|----------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| Ambulance Operations |  |                |                |                            |             |                                   |                      |
| 10004310 4023        | WORKERS COMP                             | 2,213          | 2,009          | 2,405                      | 0           | 0.0%                              | 1,800                |
|                      | <i>unit cost of ambulance service</i>    |                |                |                            |             |                                   |                      |
| 10004310 5364        | FUEL                                     | 0              | 0              | 0                          | 9,877       | 0.0%                              | 24,000               |
|                      | <i>Township contribution toward fuel</i> |                |                |                            |             |                                   |                      |
| Budget Total         | Ambulance Operations                     | 2,213          | 2,009          | 2,405                      | 9877        |                                   | 25,800               |



## Department: WINTER MAINTENANCE – SNOW REMOVAL

### Description and Responsibilities

The Public Works Operations Department performs snow removal and de-icing operations on 110.15 centerline miles of Township roads including over 240 cul-de-sacs and all Township facilities parking lots.

### 2008 Accomplishments

1. Awarded the Continuing Salt Storage Excellence Award from the Salt Institute of America for our containment system for the magnesium chloride tank
2. Mixed Geomelt (beet juice) with 45 tons of salt to be used as a demo to conserve salt

### 2009 Goals

1. Install and program automated spreaders in all the remaining snow removal vehicles capable of utilizing the technology
2. Set and manage the salt and anti skid application rates
3. Continue 16 hours education for operators in snow removal operations yearly

### 2009 Budget Highlights

1. Second contract year renewal with Cargill saved the Township tens of thousands of dollars with our contract price at \$42.93 per ton. The Township's closest alternative contract through the North Hills COG came in at \$104 / ton. The materials account increase represents the Township's opportunity to realize a substantial savings by purchasing 8000 tons in 2009 at the reduced rate on the Cargill contract.

### Routes & Drivers

|                    | 2005 | 2006 | 2007 | 2008 | 2009 |
|--------------------|------|------|------|------|------|
| No. of Snow Routes | 12   | 12   | 12   | 12   | 12   |
| No. of Drivers     | 12   | 13   | 13   | 13   | 16   |



|                        |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|------------------------|---|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| <b>PW Snow Removal</b> |   |                |                |                            |                |                                   |                      |
| 10005110 4010          | SALARIES FULL TIME<br><i>5% of all streets and properties full-time wages</i>   | 11,574         | 59,499         | 35,000                     | 23,020         | 65.8%                             | 44,880               |
| 10005110 4012          | SALARIES PART TIME<br><i>part-time labor for snow/ice control</i>   | 0              | 0              | 1,000                      | 0              | 0.0%                              | 0                    |
| 10005110 4015          | OVERTIME  | 16,801         | 48,678         | 40,000                     | 40,543         | 101.4%                            | 50,000               |
| 10005110 4021          | SOCIAL SECURITY   | 2,277          | 8,678          | 5,814                      | 5,092          | 87.6%                             | 0                    |
| 10005110 4022          | MEDICARE  | 0              | 0              | 0                          | 6              | 0.0%                              | 0                    |
| 10005110 4054          | ICMA CONTRB   | 1,394          | 5,266          | 3,800                      | 3,085          | 81.2%                             | 0                    |
| 10005110 5004          | MATERIALS & SUPPLIES<br><i>New equipment for winter maintenance. Examples include spreaders, plows, controls, etc.</i>  | 5,349          | 16,929         | 25,000                     | 17,505         | 70.0%                             | 25,750               |
| 10005110 5111          | PROFESSIONAL SERVICES<br><i>Contracted winter maintenance in the event of heavy snow.</i>   | 656            | 1,801          | 3,000                      | 4,026          | 134.2%                            | 5,000                |
| 10005110 5121          | R&M EQUIPMENT<br><i>Vehicle and equipment repair related to winter maintenance activities. Examples of work include damaged spreaders and plows, liquid tank repairs, etc.</i>  | 3,577          | 5,144          | 8,000                      | 6,047          | 75.6%                             | 8,000                |
| 10005110 5355          | EMP CAREER DEVELOP<br><i>Snow and ice control training held annually prior to winter maintenance season.</i>  | 1,857          | 26             | 3,000                      | 0              | 0.0%                              | 3,000                |
| 10005110 5365          | SALT AND ANTI SKID<br><i>Primary account for bulk salt, anti-skid and magnesium chloride w/ rust inhibitor. Purchases are made for salt through the SHACOG bid. Winter maintenance is performed according the Township's snow and ice control plan as the elements dictate.</i> | 0              | 87,512         | 240,000                    | 178,583        | 74.4%                             | 312,000              |
| <b>Budget Total</b>    | <b>PW Snow Removal</b>  | <b>43,485</b>  | <b>233,534</b> | <b>364,614</b>             | <b>277,908</b> |                                   | <b>448,630</b>       |



## Department: TRAFFIC AND COMMUNICATIONS

### Description and Responsibilities

The Traffic Signal and Communications Division performs maintenance operations on 33- traffic signals, 2- school zones flasher and all other electronic traffic control devises; as well as, over 10 miles of fiber optic plant utilized for Township communications and traffic control. The Division also assists in all electrical issues with the Township's facilities.

### 2008 Accomplishments

1. Received the 1st Annual Energy Conservation Award from the Ohio River Watershed Celebration for promoting LED Traffic Signal Bulbs.
2. Went operational on an Inter-Municipal Traffic Signal Operations agreement with Seven Fields Borough and Adams Township. This agreement, one of the first of its kind in Pa allows Cranberry to operate signals in 4 different Municipalities that are located in 2 Counties and 2 Penn DOT Transportation Districts.
3. Brought the balance of Cranberry Townships Signal Cabinets up to the NEMA TS II Standard with a cabinet upgrade at the Freedom/ Powell Intersection

### 2009 Goals

1. Expand the Traffic Signal Preventative Maintenance Plan
2. Develop current signal specifications to complement the Township Growth plan
3. Engineer an area wide Fiber Optic plan that allows for more efficient township communications
4. Complete the design and implement a more efficient coordination plan for the Traffic network.

### 2009 Budget Highlights

1. Material costs will remain a fluid item in 2009
2. Energy cost issues in 2009 will create the need for more Energy Conservation in operation philosophy and equipment

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 1    | 1    | 1    | 1    | 2    |
| No. of Part Time Employees | 0    | 0    | 0    | 0    | 1    |



**PW Traffic Signals & Communications**

|               |   |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005120 4010 | SALARIES FULL TIME  |  | 47,538         | 48,372         | 44,974                     | 43,629      | 97.0%                             | 68,602               |
|               | <i>1 full time employee - per CBA M. McKinney</i>   |  |                |                |                            |             |                                   |                      |
|               | <i>1 new full time Util 2 1/2 year.</i>   |  |                |                |                            |             |                                   |                      |
| 10005120 4012 | SALARIES PART TIME  |  | 0              | 0              | 0                          | 0           | 0.0%                              | 7,826                |
|               | <i>1 seasonal employee for 30 wks. (32 hrs. per week)</i>   |  |                |                |                            |             |                                   |                      |
| 10005120 4015 | OVERTIME  |  | 12,444         | 12,702         | 12,000                     | 14,681      | 122.3%                            | 12,000               |
| 10005120 4021 | SOCIAL SECURITY   |  | 4,818          | 4,955          | 4,358                      | 4,602       | 105.6%                            | 5,706                |
|               | <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  |  |                |                |                            |             |                                   |                      |
| 10005120 4022 | MEDICARE  |  | 0              | 0              | 0                          | 80          | 0.0%                              | 1,335                |
|               | <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                                   |  |                |                |                            |             |                                   |                      |
| 10005120 4023 | WORKERS COMP  |  | 2,853          | 2,736          | 3,156                      | 0           | 0.0%                              | 5,402                |
|               | <i>Workers' Compensation insurance for all employees.</i>   |  |                |                |                            |             |                                   |                      |
| 10005120 4041 | PENSION NON-UNIFORM   |  | 2,667          | 2,840          | 2,849                      | 0           | 0.0%                              | 4,211                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i> |  |                |                |                            |             |                                   |                      |
| 10005120 4051 | HOSPITALIZATION   |  | 10,707         | 13,292         | 11,975                     | 11,130      | 92.9%                             | 19,708               |
|               | <i>Medical insurance for all full time employees.</i>   |  |                |                |                            |             |                                   |                      |
| 10005120 4052 | VISION  |  | 131            | 131            | 118                        | 120         | 101.4%                            | 207                  |
|               | <i>Vision insurance for all full time employees.</i>  |  |                |                |                            |             |                                   |                      |
| 10005120 4053 | DENTAL  |  | 840            | 850            | 770                        | 769         | 99.9%                             | 1,385                |
|               | <i>Dental insurance for all full time employees.</i>  |  |                |                |                            |             |                                   |                      |
| 10005120 4054 | ICMA CONTRB   |  | 2,999          | 3,068          | 2,849                      | 2,894       | 101.6%                            | 4,211                |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                 |  |                |                |                            |             |                                   |                      |
| 10005120 4055 | DISABILITY INSURANCE  |  | 144            | 246            | 139                        | 140         | 100.6%                            | 224                  |
|               | <i>Long term disability insurance for all full time employees.</i>  |  |                |                |                            |             |                                   |                      |



**PW Traffic Signals & Communications**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005120 4057 | LIFE INSURANCE   | 0              | 0              | 0                          | 22          | 0.0%                              | 190                  |
|               | <i>Life insurance for all full time employees and certain part time employees.</i>   |                |                |                            |             |                                   |                      |
| 10005120 5001 | OFFICE SUPPLIES  | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10005120 5004 | MATERIALS AND SUPPLIES   | 0              | 0              | 0                          | 2,671       | 0.0%                              | 55,000               |
|               | <i>Traffic supplies consist of parts and materials to maintain 33 traffic signals and related hardware ( leds, replacement bulbs, mechanical hardware)</i> |                |                |                            |             |                                   |                      |
| 10005120 5007 | SAFETY EQUIP   | 216            | 0              | 500                        | 136         | 27.2%                             | 500                  |
| 10005120 5111 | PROFESSIONAL SERVICES  | 16,655         | 15,417         | 17,500                     | 14,930      | 85.3%                             | 0                    |
| 10005120 5114 | ENGINEERING & ARCHITECT SV   | 0              | 0              | 0                          | 1,707       | 0.0%                              | 0                    |
| 10005120 5121 | R&M EQUIPMENT  | 2,002          | (4,657)        | 7,500                      | 2,284       | 30.5%                             | 7,500                |
|               | <i>Examples include traffic timers, BIU's, etc. Also for calibrating testing equipment.</i>  |                |                |                            |             |                                   |                      |
| 10005120 5124 | MAINTENANCE CONTRACT   | 0              | 0              | 0                          | 179         | 0.0%                              | 20,000               |
|               | <i>Locating contract for the Township's 14 miles of fiber and over 7 miles of conduit. This is a contracted service.</i>                                   |                |                |                            |             |                                   |                      |
| 10005120 5134 | OTHER SERVICES   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005120 5312 | CELL PHONES  | 612            | 97             | 600                        | 0           | 0.0%                              | 1,200                |
| 10005120 5321 | ELECTRICITY  | 17,988         | 25,543         | 21,000                     | 24,642      | 117.3%                            | 27,500               |
|               | <i>Electric service for all traffic signals. Based upon annual usage and 6% increase for market adjustment.</i>  |                |                |                            |             |                                   |                      |
| 10005120 5354 | EMPLOYEE TRAINING  | 0              | 0              | 0                          | 230         | 0.0%                              | 0                    |
| 10005120 5355 | EMP CAREER DEVELOP   | 3,412          | 1,500          | 3,500                      | 2,238       | 64.0%                             | 5,000                |
|               | <i>Signal certification, continuing education, training, seminars.</i>   |                |                |                            |             |                                   |                      |
| 10005120 5356 | EMPLOYEE DUES/MEMBERS  | 0              | 0              | 0                          | 248         | 0.0%                              | 0                    |
| 10005120 5364 | FUEL   | 921            | 1,236          | 1,000                      | 1,833       | 183.3%                            | 0                    |
| 10005120 5366 | ROAD MAINTENANCE SUPPLY  | 4,896          | 25,335         | 42,000                     | 21,455      | 51.1%                             | 0                    |



**PW Traffic Signals & Communications**

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10005120 5367       | SIGNS                                  | 151            | (419)          | 800                        | 179           | 22.4%                             | 1,000                |
| 10005120 5370       | FURNITURE & FIXTURES                   | 1,310          | 1,914          | 300                        | 1,493         | 497.7%                            | 0                    |
| <b>Budget Total</b> | <b>PW Traffic Signals &amp; Commur</b> | <b>133,305</b> | <b>155,157</b> | <b>177,888</b>             | <b>152491</b> |                                   | <b>249,207</b>       |



## Department: STREETS MAINTENANCE

### Description and Responsibilities

Implement repairs to roads, storm systems and signs on the Township's 110.15 miles of roads.

### 2008 Accomplishments

1. Catch basin repair work completed on roadways in anticipation of roadway resurfacing program
2. Base repairs and widening on Burke Rd and Hope Rd was completed before resurfacing
3. Roadside mowing and street sweeping programs were again successfully completed
4. Built a gravel road and parking lot for the Cranberry Rotary Dog Park
5. Resurfacing program completed nearly 7 miles of roadway
6. Restoration behind curbs and along roadways completed

### 2009 Goals

1. Develop long range, sustainable roadway resurfacing program for the entire system.
2. Further develop and enhance catch basin repair program in advance of resurfacing program.

### 2009 Budget Highlights

1. Asphalt prices
2. Continued rising diesel and gasoline prices

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 8    | 8    | 8    | 8    | 8    |
| No. of Part Time Employees | 0    | 0    | 0    | 1    | 0    |



**PW Street Maintenance**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005130 4010 | SALARIES FULL TIME  | 347,673        | 318,524        | 377,439                    | 306,915     | 81.3%                             | 372,405              |
|               | <i>8 full time - per CBA<br/>D. Christallino, R. Deemer, T. Karner,<br/>B. Manipole, F. Murcko, T. Sippel, L. Steeb, K. Walker</i>              |                |                |                            |             |                                   |                      |
| 10005130 4012 | SALARIES PART TIME  | 5,593          | 3,690          | 0                          | 0           | 0.0%                              | 0                    |
| 10005130 4015 | OVERTIME  | 5,264          | 5,023          | 15,000                     | 7,365       | 49.1%                             | 8,000                |
| 10005130 4021 | SOCIAL SECURITY   | 28,746         | 26,229         | 30,022                     | 24,755      | 82.5%                             | 24,800               |
|               | <i>Employer share of FICA is based on 6.2% of salaries/wages/<br/>overtime for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10005130 4022 | MEDICARE  | 0              | 0              | 0                          | 455         | 0.0%                              | 5,800                |
|               | <i>Employer share of Medicare is based on 1.45% of salaries/<br/>wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10005130 4023 | WORKERS COMP  | 18,968         | 17,245         | 21,740                     | 0           | 0.0%                              | 23,479               |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10005130 4041 | PENSION NON-UNIFORM   | 17,386         | 18,510         | 19,622                     | 0           | 0.0%                              | 20,000               |
|               | <i>The employer contribution to the Non-Uniform Pension Plan<br/>is based on 5% of salaries/wages/overtime for all full<br/>time employees.</i> |                |                |                            |             |                                   |                      |
| 10005130 4051 | HOSPITALIZATION   | 60,729         | 71,424         | 85,140                     | 66,999      | 78.7%                             | 87,706               |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10005130 4052 | VISION  | 776            | 776            | 910                        | 1,293       | 142.1%                            | 958                  |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005130 4053 | DENTAL  | 4,688          | 4,744          | 5,626                      | 4,710       | 83.7%                             | 6,074                |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005130 4054 | ICMA CONTRB   | 16,974         | 15,520         | 19,622                     | 14,721      | 75.0%                             | 20,000               |
|               | <i>The employer contribution to the 457 plan is based on 5%<br/>salaries/wages/overtime for all full time employees.</i>                        |                |                |                            |             |                                   |                      |
| 10005130 4055 | DISABILITY INSURANCE  | 959            | 1,016          | 1,170                      | 1,019       | 87.1%                             | 1,215                |
|               | <i>Long term disability insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |


**PW Street Maintenance**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005130 4057 | LIFE INSURANCE  | 0              | 0              | 0                          | 169         | 0.0%                              | 1,030                |
|               | <i>Life insurance for all full time employees and certain part time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005130 5001 | OFFICE SUPPLIES   | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10005130 5004 | MATERIALS AND SUPPLIES  | 0              | 0              | 0                          | 439         | 0.0%                              | 5,000                |
|               | <i>Hand tools and smaller power tools less than minor equipment budget.</i>   |                |                |                            |             |                                   |                      |
| 10005130 5007 | SAFETY EQUIP  | 1,039          | 1,377          | 1,500                      | 676         | 45.1%                             | 1,500                |
| 10005130 5111 | PROFESSIONAL SERVICES   | 60,136         | 56,485         | 77,700                     | 23,865      | 30.7%                             | 77,700               |
|               | <i>Contracted services that are not required to be bid examples include concrete work, surveying, landscaping.</i>  |                |                |                            |             |                                   |                      |
| 10005130 5121 | R&M EQUIPMENT   | 29,616         | 11,108         | 27,800                     | 8,785       | 31.6%                             | 27,800               |
|               | <i>Repairs of heavy and medium equipment examples include excavators, loaders, backhoe, roller, sweeper, boom mower.</i>  |                |                |                            |             |                                   |                      |
| 10005130 5230 | INFROMATION TECH SVS  | 0              | 0              | 0                          | 0           | 0.0%                              | 30,627               |
| 10005130 5311 | TELEPHONES  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,994                |
| 10005130 5312 | CELL PHONES   | 1,679          | 633            | 800                        | 363         | 45.4%                             | 2,000                |
| 10005130 5332 | EQUIP LEASE/RENTAL  | 5,168          | 4,894          | 12,000                     | 5,499       | 45.8%                             | 12,000               |
|               | <i>Equipment leased and rented for short and extended periods of time for larger projects or when not owned.</i>  |                |                |                            |             |                                   |                      |
| 10005130 5355 | EMP CAREER DEVELOP  | 508            | 637            | 3,000                      | 1,192       | 39.7%                             | 3,000                |
|               | <i>Employee safety and education training for roadway safety, drainage management, asphalt management and equipment training.</i>                                     |                |                |                            |             |                                   |                      |
| 10005130 5357 | CLOTHING  | 0              | 0              | 0                          | 80          | 0.0%                              | 7,144                |
|               | <i>Uniform service and cleaning for streets employees.</i>  |                |                |                            |             |                                   |                      |
| 10005130 5366 | ROAD MAINTENANCE SUPPLY   | 246,571        | 200,503        | 276,000                    | 224,983     | 81.5%                             | 276,000              |
|               | <i>Purchase and installation of stone, pipe and asphalt base repairs. Purchases are made through SHACOG Commodity pricing which is competitively bid each spring.</i> |                |                |                            |             |                                   |                      |



**PW Street Maintenance**

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10005130 5367       | SIGNS  | 11,835         | 6,312          | 20,000                     | 9,804         | 49.0%                             | 20,000               |
|                     | <i>Township takes advantage of the SHACOG Purchasing Alliance for its signs, posts and hardware. These are competitively bid and prices are favorable over the open market. Contract is awarded each spring.</i> |                |                |                            |               |                                   |                      |
| 10005130 5370       | MINOR EQUIP & FURN   | 4,925          | 1,889          | 5,500                      | 2,160         | 39.3%                             | 0                    |
| 10005130 6122       | VEHICLES   | 0              | 0              | 88,875                     | 0             | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>PW Street Maintenance</b>   | <b>869,234</b> | <b>766,541</b> | <b>1,089,466</b>           | <b>706416</b> |                                   | <b>1,036,732</b>     |



## Department: FACILITY MAINTENANCE

### Description and Responsibilities

Facilities Management is responsible for the management and maintenance of all Municipal buildings, grounds and equipment (with the exception of parks maintenance). This activity includes development and administration of all contracts and services related to Township facilities and ensuring they are performed to established goals and specifications.

### 2008 Accomplishments

1. Several repairs made to the Township fueling station for 10 year recertification as required by State and Federal codes
2. Remodeled Johnson School House; primarily outside wood replacement around windows and floor boards, as well as replaced handicap ramp
3. Resolved several heating and cooling issues at the Brush Creek Waste Water Treatment Plant (BCWWTP)

### 2009 Goals

1. Continue improvements to all facilities to reduce or eliminate the unnecessary use of electric, natural gas and water
2. Lighting sensors, timers and the elimination of all incandescent bulbs to help reduce electric consumption
3. The development of an acceptable temperature range policy will complement this effort.

### 2009 Budget Highlights

1. Reduced contractor dependence with in-house labor
2. Increased materials and supplies expenditures that would have otherwise been part of the contracted service
3. Instituted several Tier 1 and Tier 2 recommendations for sustainability initiatives

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 2    | 2    | 2    | 3    | 3    |
| No. of Part Time Employees | 0    | 1    | 1    | 1    | 1    |


**PW Facility Maintenance**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005140 4010 | SALARIES FULL TIME<br><br><i>J. Moran, W. Huber (80%) per CBA<br/>G. Beltz (80%)</i>   | 85,294         | 84,529         | 82,473                     | 69,904      | 84.8%                             | 110,925              |
| 10005140 4012 | SALARIES PART TIME   | 4,972          | 8,211          | 3,500                      | 14,431      | 412.3%                            | 0                    |
| 10005140 4015 | OVERTIME   | 1,118          | 1,528          | 1,200                      | 2,189       | 182.4%                            | 1,000                |
| 10005140 4021 | SOCIAL SECURITY<br><br><i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  | 7,334          | 7,624          | 7,052                      | 6,793       | 96.3%                             | 7,302                |
| 10005140 4022 | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>  | 0              | 0              | 0                          | 121         | 0.0%                              | 1,708                |
| 10005140 4023 | WORKERS COMP<br><br><i>Workers' Compensation insurance for all employees.</i>  | 4,649          | 4,085          | 5,106                      | 0           | 0.0%                              | 6,912                |
| 10005140 4041 | PENSION NON-UNIFORM<br><br><i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i> | 3,991          | 4,249          | 4,434                      | 0           | 0.0%                              | 5,888                |
| 10005140 4051 | HOSPITALIZATION<br><br><i>Medical insurance for all full time employees.</i>   | 1,218          | 10,157         | 13,818                     | 15,262      | 110.5%                            | 21,297               |
| 10005140 4052 | VISION<br><br><i>Vision insurance for all full time employees.</i>   | 131            | 117            | 119                        | 173         | 145.4%                            | 220                  |
| 10005140 4053 | DENTAL<br><br><i>Dental insurance for all full time employees.</i>   | 840            | 772            | 770                        | 1,220       | 158.4%                            | 1,476                |
| 10005140 4054 | ICMA CONTRB<br><br><i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime of all full time employees.</i>                          | 1,866          | 3,334          | 4,434                      | 2,504       | 56.5%                             | 5,888                |
| 10005140 4055 | DISABILITY INSURANCE<br><br><i>Long term disability insurance for all full time employees.</i>   | 256            | 275            | 271                        | 340         | 125.4%                            | 362                  |


**PW Facility Maintenance**

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10005140 5321       | ELECTRICITY   | 77,045         | 98,617         | 96,800                     | 107,931       | 111.5%                            | 123,000              |
|                     | <i>Based on annualized actual use plus a 6% increase for market adjustment.</i>   |                |                |                            |               |                                   |                      |
| 10005140 5322       | NATURAL GAS   | 44,774         | 36,781         | 42,400                     | 38,586        | 91.0%                             | 48,000               |
|                     | <i>Based on actual use with a 10% increase for market adjustment.</i>   |                |                |                            |               |                                   |                      |
| 10005140 5323       | WATER   | 9,178          | 7,912          | 9,300                      | 3,892         | 41.9%                             | 9,600                |
|                     | <i>Based on actual usage plus 3% increase.</i>  |                |                |                            |               |                                   |                      |
| 10005140 5324       | SEWER   | 3,634          | 4,572          | 4,200                      | 3,290         | 78.3%                             | 4,400                |
|                     | <i>Based on actual use plus average for last quarter.</i>   |                |                |                            |               |                                   |                      |
| 10005140 5325       | TRASH SERVICE   | 3,750          | 3,689          | 2,680                      | 3,510         | 131.0%                            | 2,800                |
|                     | <i>Disposal services for municipal center.</i>  |                |                |                            |               |                                   |                      |
| 10005140 5352       | EMPLOYEE MILAGE REIMB   | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| 10005140 5355       | EMP CAREER DEVELOP  | 0              | 1,663          | 2,500                      | 15            | 0.6%                              | 3,000                |
|                     | <i>Seminars and training classes to increase in-house efficiencies-reduce the dependency on outside contracted services-card access system-new camera system, training, energy/sustainability seminars.</i> |                |                |                            |               |                                   |                      |
| 10005140 5364       | FUEL  | 1,178          | 1,435          | 1,230                      | 1,863         | 151.5%                            | 1,500                |
|                     | <i>Maintenace of jeep and facility manager vehicle.</i>   |                |                |                            |               |                                   |                      |
| 10005140 5370       | MINOR EQUIPMENT/FURNITURE   | 0              | 0              | 0                          | 311           | 0.0%                              | 0                    |
| 10005140 6123       | FURNITURE & FIXTURES  | 644            | 1,912          | 0                          | 1,480         | 0.0%                              | 750                  |
|                     | <i>Shelving for housekeeping closets and a three drawer file cabinet.</i>   |                |                |                            |               |                                   |                      |
| <b>Budget Total</b> | <b>PW Facility Maintenance</b>  | <b>445,978</b> | <b>491,277</b> | <b>410,637</b>             | <b>520263</b> |                                   | <b>449,172</b>       |



## Department: FLEET MAINTENANCE

### Description and Responsibilities

Fleet operations provide preventative maintenance and repair on all Township vehicles and equipment.

### 2008 Accomplishments

1. Utilized bulk purchasing for various commodities savings.
2. Maintained minimal replacement parts and accessories needed for repairs, increasing inventory efficiencies.
3. Executed timely and responsive repairs to pending service requests and work orders.

### 2009 Goals

1. Develop an advanced user-friendly interface for more efficient data entry and retrieval of managed assets.
2. Develop superior data communication between service and fuel entries to ensure all vehicles continue to receive the highest level of service attention.
3. Increase fuel efficiencies by maintaining proper air pressure in tires, evaluate more fuel efficient or Hybrid vehicles.

### 2009 Budget Highlights

1. Escalating costs associated with petroleum based products may see a substantial cost increase.
2. Shipping costs on ordered items for delivery saw a slight increase in 2008. Costs associated with transporting goods are expected to continue to increase.
3. Increasing size of fleet with the growth of township service provided.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 2    | 2    | 2    | 3    | 3    |
| No. of Part Time Employees | 1    | 1    | 1    | 0    | 0    |



**PW Fleet Maintenance**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005150 4010 | SALARIES-FULLTIME<br><br><i>60% D. Malinski, J. Puryear, J. Traficante</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 83,240               |
| 10005150 4012 | SALARIES-PART TIME   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005150 4015 | OVERTIME   | 0              | 0              | 0                          | 0           | 0.0%                              | 3,000                |
| 10005150 4021 | SOCIAL SECURITY TAX<br><br><i>The employer share of FICA is based 6.2% of all salaries/wages/overtime for all employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 5,619                |
| 10005150 4022 | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,314                |
| 10005150 4023 | WORKERS COMP<br><br><i>Workers' Compensation insurance for all employees.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 5,319                |
| 10005150 4041 | PENSION NON UNIFORM<br><br><i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of all salaries/wages/overtime for all full time employees.</i> | 0              | 0              | 0                          | 0           | 0.0%                              | 4,531                |
| 10005150 4051 | HOSPITALIZATION<br><br><i>Medical insurance costs for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 18,074               |
| 10005150 4052 | VISION INSURANCE<br><br><i>Vision insurance costs for all full time employees.</i>   | 0              | 0              | 0                          | 38          | 0.0%                              | 205                  |
| 10005150 4053 | DENTAL INSURANCE<br><br><i>Dental insurance costs for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 1,269                |
| 10005150 4054 | 457 CONTRIBUTIONS<br><br><i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all employees.</i>                                 | 0              | 0              | 0                          | 0           | 0.0%                              | 4,531                |
| 10005150 4055 | DISABILITY INSURANCE<br><br><i>Long term disability insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 272                  |
| 10005150 4056 | EMPLOYEE ASSISTANCE PRO  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |


**PW Fleet Maintenance**

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD  | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|--------------|-----------------------------------|----------------------|
| 10005150 4057       | LIFE INSURANCE   | 0              | 0              | 0                          | 0            | 0.0%                              | 0                    |
|                     | <i>Life insurance costs for all full time employees and certain part time employees.</i>   |                |                |                            |              |                                   |                      |
|                     | <i>Life insurance costs for all full time employees and certain part time employees.</i>   |                |                |                            |              |                                   |                      |
| 10005150 5001       | OFFICE SUPPLIES  | 0              | 0              | 0                          | 0            | 0.0%                              | 500                  |
| 10005150 5002       | SUBSCRIPTIONS/BOOKS  | 0              | 0              | 0                          | 0            | 0.0%                              | 500                  |
|                     | <i>Repair manuals for older equipment.</i>   |                |                |                            |              |                                   |                      |
| 10005150 5004       | MATERIALS AND SUPPLIES   | 0              | 0              | 0                          | 0            | 0.0%                              | 13,000               |
|                     | <i>Bulk materials for vehicle maintenance. Examples include motor oil, gear oil, grease, fluids, parts, etc.</i>   |                |                |                            |              |                                   |                      |
| 10005150 5007       | SAFETY SUPPLIES  | 0              | 0              | 0                          | 182          | 0.0%                              | 500                  |
| 10005150 5111       | PROFESSIONAL SERVICES  | 0              | 0              | 0                          | 550          | 0.0%                              | 35,000               |
|                     | <i>Vehicle and equipment repair not performed in-house. Examples include transmissions, severe body work, undercoating, bedliners, etc.</i>                      |                |                |                            |              |                                   |                      |
| 10005150 5121       | R&M EQUIPMENT  | 0              | 0              | 0                          | 40           | 0.0%                              | 0                    |
| 10005150 5122       | R&M VEHICLES   | 0              | 0              | 0                          | 10,864       | 0.0%                              | 80,700               |
|                     | <i>All vehicle related repairs and maintenance for all departments. Examples include brakes, tires, wipers, seat repairs, body work minor, windshields, etc.</i> |                |                |                            |              |                                   |                      |
| 10005150 5312       | CELL PHONES  | 0              | 0              | 0                          | 0            | 0.0%                              | 1,350                |
| 10005150 5354       | EMPLOYEE TRAINING  | 0              | 0              | 0                          | 0            | 0.0%                              | 4,000                |
|                     | <i>Certifications, education and training seminars.</i>  |                |                |                            |              |                                   |                      |
| 10005150 5356       | EMPLOYEE DUES/MEMBERS  | 0              | 0              | 0                          | 0            | 0.0%                              | 600                  |
|                     | <i>APWA membership and dues subscriptions.</i>   |                |                |                            |              |                                   |                      |
| 10005150 5370       | MINOR EQUIPMENT/FURNITURE  | 0              | 0              | 0                          | 194          | 0.0%                              | 7,000                |
|                     | <i>Minor equipment for vehicle repairs. Examples include wheel weights, tire equipment, patches, etc.</i>  |                |                |                            |              |                                   |                      |
| <b>Budget Total</b> | <b>PW Fleet Maintenance</b>  | <b>0</b>       | <b>0</b>       | <b>0</b>                   | <b>11867</b> |                                   | <b>270,754</b>       |



## Department: PARKS MAINTENANCE

### Description and Responsibilities

The Parks Division conducts maintenance operations on Cranberry's Community Park, North Boundary Park and Graham Park. Operation includes turf maintenance, playground, pool, planting islands, and grass cutting.

### 2008 Accomplishments

1. Added two full time personnel to the Parks Maintenance staff
2. Additional certifications were attained for fertilization and other applications
3. Added parking bollards to Jaycee's parking lot and added new Rotary Dog Park at the Community Park
4. Managed a drop seed contract for all three sports complexes at Graham Park

### 2009 Goals

1. Develop a detailed tracking program of all park facilities for maintenance and materials used at those facilities
2. Continue to provide a high degree of safe playing surfaces and facilities
3. Monitor and adjust irrigation program for most efficient operational use

### 2009 Budget Highlights

1. Agricultural supplies are the single largest impact item to the Parks Maintenance budget. Prices have varied in a very volatile way for commodities containing urea.
2. Work will shift from construction to maintenance for Graham Park throughout the year as items are completed and the priorities change. The maintenance budget reflects this change.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 2    | 3    | 3    | 5    | 5    |
| No. of Part Time Employees | 9    | 9    | 10   | 10   | 16   |


**PW Parks Maintenance**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005160 4010 | SALARIES FULL TIME   | 126,409        | 122,008        | 191,090                    | 155,711     | 81.5%                             | 217,523              |
|               | <i>5 full time employees - per CBA</i><br><i>B. Miller, J. Gerrich, B. McVeigh</i><br><i>G. Osterreider, R. Gall</i>                   |                |                |                            |             |                                   |                      |
| 10005160 4012 | SALARIES PART TIME   | 75,829         | 62,208         | 70,000                     | 78,264      | 111.8%                            | 112,200              |
|               | <i>maint. of all Twp. grounds and parks</i><br><i>15 seasonal</i>  |                |                |                            |             |                                   |                      |
| 10005160 4015 | OVERTIME   | 6,402          | 3,269          | 7,500                      | 11,352      | 151.4%                            | 15,000               |
| 10005160 4021 | SOCIAL SECURITY  | 16,466         | 14,819         | 20,545                     | 18,805      | 91.5%                             | 22,082               |
|               | <i>The employer share of FICA is 6.2% of salaries/wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10005160 4022 | MEDICARE   | 0              | 0              | 0                          | 384         | 0.0%                              | 0                    |
|               | <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                                  |                |                |                            |             |                                   |                      |
| 10005160 4023 | WORKERS COMP   | 9,962          | 9,334          | 14,878                     | 0           | 0.0%                              | 20,905               |
|               | <i>Workers' Compensation insurance for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10005160 4041 | PENSION NON-UNIFORM  | 6,248          | 6,652          | 9,928                      | 0           | 0.0%                              | 12,198               |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime of all full time employees.</i> |                |                |                            |             |                                   |                      |
| 10005160 4051 | HOSPITALIZATION  | 26,238         | 30,752         | 46,809                     | 29,511      | 63.0%                             | 34,398               |
|               | <i>Medical insurance for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10005160 4052 | VISION   | 323            | 323            | 517                        | 324         | 62.6%                             | 479                  |
|               | <i>Vision insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10005160 4053 | DENTAL   | 1,924          | 1,947          | 3,061                      | 2,362       | 77.2%                             | 3,305                |
|               | <i>Dental insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10005160 4054 | ICMA CONTRB  | 6,607          | 6,228          | 9,928                      | 6,412       | 64.6%                             | 12,198               |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime of all full time employees.</i>                 |                |                |                            |             |                                   |                      |
| 10005160 4055 | DISABILITY INSURANCE   | 391            | 439            | 592                        | 503         | 85.0%                             | 710                  |
|               | <i>Long term disability insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |


**PW Parks Maintenance**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005160 4057 | LIFE INSURANCE  | 0              | 0              | 0                          | -11         | 0.0%                              | 602                  |
|               | <i>Life insurance for all full time employees and certain part time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005160 5004 | MATERIALS AND SUPPLIES  | 0              | 0              | 0                          | 1,650       | 0.0%                              | 55,000               |
|               | <i>Materials and supplies related to the maintenance of all parks, concession buildings, playgrounds, amphitheatre, restrooms, fields, and bleachers.</i>                               |                |                |                            |             |                                   |                      |
| 10005160 5005 | CLEANING SUPPLIES   | 3,782          | 5,757          | 7,700                      | 2,116       | 27.5%                             | 7,700                |
|               | <i>Cleaning supplies and paper products for parks' restrooms and garbage maintenance supplies.</i>  |                |                |                            |             |                                   |                      |
| 10005160 5006 | AGRICULTURAL SUPPLIES   | 24,528         | 24,341         | 60,000                     | 21,856      | 36.4%                             | 85,000               |
|               | <i>All agricultural supplies for park grounds and municipal grounds including landscaped traffic islands.</i>   |                |                |                            |             |                                   |                      |
| 10005160 5007 | SAFETY EQUIP  | 127            | 307            | 0                          | 1,253       | 0.0%                              | 0                    |
| 10005160 5111 | PROFESSIONAL SERVICES   | 7,628          | 10,562         | 24,000                     | 11,533      | 48.1%                             | 19,000               |
|               | <i>Contracted mulch blowing for traffic islands, municipal building, fire stations and parks. Contracted painting and tree removal.</i>   |                |                |                            |             |                                   |                      |
| 10005160 5121 | R&M EQUIPMENT   | 6,110          | 6,591          | 20,250                     | 6,289       | 31.1%                             | 20,000               |
|               | <i>Equipment purchase and replacements under \$4,000, including mowers, tractors, trailers, spreaders, etc.</i>   |                |                |                            |             |                                   |                      |
| 10005160 5123 | R&M FACILITY MAINT  | 22,897         | 25,283         | 54,200                     | 8,876       | 16.4%                             | 14,000               |
|               | <i>Grounds maintenance and repair supplies. Examples include tennis court building roof, painting, inside restroom repairs, winterizing restrooms, major repairs irrigation repairs</i> |                |                |                            |             |                                   |                      |
| 10005160 5124 | MAINTENANCE CONTRACT  | (2,447)        | 4,995          | 14,000                     | 12,434      | 88.8%                             | 0                    |
| 10005160 5312 | CELL PHONES   | 757            | 255            | 480                        | 100         | 20.9%                             | 1,800                |
| 10005160 5321 | ELECTRICITY   | 21,390         | 28,592         | 53,750                     | 28,073      | 52.2%                             | 0                    |
| 10005160 5323 | WATER   | 18,416         | 4,349          | 21,000                     | 9,312       | 44.3%                             | 0                    |
| 10005160 5324 | SEWER   | 2,307          | 2,228          | 2,500                      | 1,683       | 67.3%                             | 0                    |



|  |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|--|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| <b>PW Parks Maintenance</b>              |  |                |                |                            |               |                                   |                      |
| 10005160 5325                            | TRASH SERVICE<br><br><i>Refuse pickup for parks and grounds.</i>   | 4,735          | 2,590          | 7,300                      | 6,499         | 89.0%                             | 14,000               |
| 10005160 5332                            | EQUIP LEASE/RENTAL<br><br><i>Equipment rentals such as edger, lifts, chippers, blowers.</i>                              | 4,971          | 5,772          | 7,500                      | 3,388         | 45.2%                             | 7,500                |
| 10005160 5355                            | EMP CAREER DEVELOP<br><br><i>Turf training, license renewals, continuing education for parks management maintenance.</i> | 748            | 543            | 1,450                      | 2,648         | 182.6%                            | 3,500                |
| 10005160 5370                            | MINOR EQUIP & FURN   | 4,328          | 13,741         | 500                        | 11,469        | 2293.8%                           | 0                    |
| <b>Budget Total PW Parks Maintenance</b> |  | <b>397,076</b> | <b>393,886</b> | <b>649,478</b>             | <b>439294</b> |                                   | <b>679,100</b>       |



## Department: PUBLIC WORKS ADMINISTRATION

### Description and Responsibilities

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

### 2008 Accomplishments

1. Successfully negotiated Teamsters contract with Streets, Parks, Fleet and Facility employees.
2. Coordinating Sustainability recommendations throughout the Public Works operation.
3. Implored resources from across the Department to help construct and maintain Graham Park

### 2009 Goals

1. Coordinate and develop a Public Works Safety Program complemented by a formal Safety Policies and Procedures Manual.
2. Continuing to manipulate Hansen for maximum efficiencies will remain a high priority. Attention will continue to focus on fleet maintenance and an added focus will be on parks maintenance with the addition of Graham Park.
3. Emphasizing outreach and education through the Department's website. Special attention will be given to weekly operating schedules and relevant news and information on the Department.

### 2009 Budget Highlights

1. Petroleum based commodities are relatively low amid the 3rd Qtr 2008. This budget reflects expected volatility in the oil industry to continue to impact the 2009 Budget.
2. Centralization of the utilities, and contracted services for the Department are the primary impact for the Administrative Cost Center.
3. Both regular and diesel fuel for the Department have been placed in this cost center.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 5    | 5    | 5    | 6    | 6    |
| No. of Part Time Employees | 1    | 2    | 2    | 1    | 2    |



|                   |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|-------------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| PW Administration |   |                |                |                            |             |                                   |                      |
| 10005170 4010     | SALARIES FULL TIME  | 161,296        | 175,968        | 232,431                    | 175,605     | 75.6%                             | 125,623              |
|                   | <i>3 full-time employees<br/>J. Dailey (50%), W. Beighley, B. Osterreider (50%)</i>   |                |                |                            |             |                                   |                      |
| 10005170 4012     | SALARIES PART TIME  | 31,573         | 14,291         | 25,705                     | 9,908       | 38.5%                             | 5,959                |
|                   | <i>C. Dunn (25%)</i>  |                |                |                            |             |                                   |                      |
| 10005170 4015     | OVERTIME  | 360            | 0              | 3,900                      | 0           | 0.0%                              | 0                    |
| 10005170 4021     | SOCIAL SECURITY   | 15,455         | 15,394         | 19,129                     | 15,244      | 79.7%                             | 8,158                |
|                   | <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10005170 4022     | MEDICARE  | 0              | 0              | 0                          | 267         | 0.0%                              | 1,908                |
|                   | <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                                   |                |                |                            |             |                                   |                      |
| 10005170 4023     | WORKERS COMP  | 11,737         | 10,722         | 12,165                     | 0           | 0.0%                              | 6,323                |
|                   | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10005170 4041     | PENSION NON-UNIFORM   | 9,768          | 10,400         | 11,817                     | 0           | 0.0%                              | 6,281                |
|                   | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i> |                |                |                            |             |                                   |                      |
| 10005170 4051     | HOSPITALIZATION   | 39,931         | 49,452         | 39,085                     | 35,464      | 90.7%                             | 23,911               |
|                   | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10005170 4052     | VISION  | 488            | 539            | 470                        | 405         | 86.1%                             | 276                  |
|                   | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005170 4053     | DENTAL  | 3,242          | 3,380          | 2,881                      | 2,664       | 92.5%                             | 1,519                |
|                   | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005170 4054     | ICMA CONTRB   | 7,978          | 7,454          | 11,817                     | 8,789       | 74.4%                             | 6,281                |
|                   | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                 |                |                |                            |             |                                   |                      |
| 10005170 4055     | DISABILITY INSURANCE  | 591            | 799            | 720                        | 485         | 67.3%                             | 389                  |
|                   | <i>Long term disability insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |


**PW Administration**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005170 4057 | LIFE INSURANCE   | 0              | 0              | 0                          | 140         | 0.0%                              | 677                  |
|               | <i>Life insurance for all full time employees and certain part time employees.</i>   |                |                |                            |             |                                   |                      |
| 10005170 5001 | OFFICE SUPPLIES  | 1,812          | 792            | 6,350                      | 1,530       | 24.1%                             | 6,000                |
|               | <i>Office and administrative support supplies for Public Works Administrative staff. Pricing is reviewed regularly for most competitive pricing available from a variety of sources.</i> |                |                |                            |             |                                   |                      |
| 10005170 5004 | MATERIALS & SUPPLIES   | 2,874          | 5,613          | 20,000                     | 3,043       | 15.2%                             | 0                    |
| 10005170 5005 | CLEANING SUPPLIES  | 2,400          | 1,087          | 0                          | 1,784       | 0.0%                              | 2,600                |
|               | <i>Paper products and cleaning supplies for PW facility.</i>   |                |                |                            |             |                                   |                      |
| 10005170 5006 | AGRICULTURAL SUPPLIES  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005170 5007 | SAFETY EQUIP   | 70             | 222            | 1,000                      | 764         | 76.4%                             | 3,500                |
|               | <i>Department wide expenses associated with safety program.</i>  |                |                |                            |             |                                   |                      |
| 10005170 5111 | PROFESSIONAL SERVICES  | 32,153         | 22,442         | 61,000                     | 59,208      | 97.1%                             | 18,000               |
|               | <i>Public Works facilities contracts for the following types: HVAC, pest control, cleaning contracts, security, etc.</i>   |                |                |                            |             |                                   |                      |
| 10005170 5121 | R&M EQUIPMENT  | 4,879          | 253            | 0                          | 0           | 0.0%                              | 0                    |
| 10005170 5122 | R&M VEHICLES   | 44,597         | 29,413         | 80,710                     | 29,014      | 35.9%                             | 0                    |
| 10005170 5123 | R&M FACILITY MAINT   | 10,149         | 10,953         | 1,900                      | 8,710       | 458.4%                            | 2,000                |
|               | <i>Misc. maint. &amp; repairs associated with PW facility grounds. PW Facility maintenance &amp; repair supplies.</i>  |                |                |                            |             |                                   |                      |
| 10005170 5124 | MAINTENANCE CONTRACTS  | 0              | 0              | 0                          | 0           | 0.0%                              | 13,000               |
|               | <i>Contracts not covered under the professional services account.</i>  |                |                |                            |             |                                   |                      |


**PW Administration**

|   |                          | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|--------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005170 5132   | JANITORIAL SERVICES      | 0              | 0              | 0                          | 1,105       | 0.0%                              | 0                    |
| 10005170 5230   | INFORMATION TECH         | 67,687         | 78,954         | 56,858                     | 0           | 0.0%                              | 53,030               |
| <i>Costs associated with IT support of Public Works</i>   |                          |                |                |                            |             |                                   |                      |
| 10005170 5311   | TELEPHONE SERVICES       | 2,500          | 2,129          | 0                          | 1,904       | 0.0%                              | 4,272                |
| <i>Based upon actual use.</i>   |                          |                |                |                            |             |                                   |                      |
| 10005170 5312   | CELL PHONES              | 1,206          | 1,331          | 2,639                      | 1,856       | 70.3%                             | 1,700                |
| <i>Includes all Public Works (non-S&amp;W) cell phone expenses.</i>   |                          |                |                |                            |             |                                   |                      |
| 10005170 5321   | ELECTRICITY              | 14,464         | 19,035         | 30,000                     | 10,701      | 35.7%                             | 15,000               |
| <i>Public Works electric service actual use with 6% increase for market adjustment.</i>   |                          |                |                |                            |             |                                   |                      |
| 10005170 5322   | NATURAL GAS              | 11,119         | 10,723         | 20,000                     | 2,670       | 13.3%                             | 20,000               |
| <i>Public Works facility natural gas service. Based upon actual use and 10% increase for market adjustment.</i>   |                          |                |                |                            |             |                                   |                      |
| 10005170 5323   | WATER                    | 0              | 0              | 0                          | 0           | 0.0%                              | 1,000                |
| 10005170 5324   | SEWER                    | 2,393          | 1,167          | 3,000                      | 670         | 22.3%                             | 1,000                |
| <i>Public Works facility sewer service.</i>   |                          |                |                |                            |             |                                   |                      |
| 10005170 5325   | TRASH SERVICE            | 2,358          | 1,467          | 2,800                      | 980         | 35.0%                             | 1,200                |
| 10005170 5332   | EQUIPMENT LEASES         | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005170 5353   | EMPLOYEE MEETING /CONFER | 0              | 0              | 0                          | 54          | 0.0%                              | 0                    |
| 10005170 5354   | EMPLOYEE TRAINING        | 0              | 0              | 0                          | 60          | 0.0%                              | 0                    |
| 10005170 5355   | EMP CAREER DEVELOP       | 1,492          | 703            | 4,000                      | 3,122       | 78.1%                             | 4,750                |
| <i>LTAP, PSATS, APMM, APWA, various LGA seminars<br/>Skill building courses for admin. staff (Web, MS Office)</i>   |                          |                |                |                            |             |                                   |                      |
| 10005170 5356   | EMP DUES & MEMBERSHIP    | 729            | 396            | 1,100                      | 689         | 62.6%                             | 0                    |
| 10005170 5357   | CLOTHING & UNIFORMS      | 6,510          | 8,394          | 2,679                      | 4,273       | 159.5%                            | 0                    |
| 10005170 5364   | FUEL                     | 27,194         | 31,895         | 500                        | 54,575      | 10915.0%                          | 65,000               |
| <i>Vehicle and equipment fuel for streets, fleet, parks,<br/>traffic, admin, facilities (includes fuel for codes, eng,<br/>planning, and other admin personnel)</i> |                          |                |                |                            |             |                                   |                      |



**PW Administration**

|                     |                          | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--------------------------|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10005170 5370       | MINOR EQUIP & FURN       | 12,224         | 14,842         | 0                          | 5,331         | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>PW Administration</b> | <b>531,232</b> | <b>530,210</b> | <b>654,656</b>             | <b>442260</b> |                                   | <b>399,357</b>       |



Department: ENGINEERING

**Description and Responsibilities**

The Engineering Department provides engineering support to all Township departments. The Department provides support in plan design, preparation, bids, specifications and construction management for new Township assets and infrastructure. The Department includes the Township Engineer, which oversees the technical design reviews and bond releases for all proposed developments within the township. Additionally, the Township Engineer oversees the construction of all township infrastructures. The Department is responsible for managing and coordinating all consulting engineering services provided to the Township as well as managing federal and state permit requirements of the Township.

5210 Contract Administration Cost Center-This cost center is associated with all planning/design/construction management of projects associated with the engineering department.

5220 Plan Review and Inspection Cost Center-This cost center is associated with engineering activities associated with the land development process.

5240 Resident Support Cost Center-This cost center is associated with customer service support to Cranberry Township Residents with regards to stormwater, traffic, sewer, and stormwater issues.

**2008 Accomplishments**

1. Managed the construction of Graham Park
2. Managed the construction of the West Water Tank Rehabilitation
3. Managed the public bidding of Thirty Nine (39) township projects, services and procurements

**2009 Goals**

1. Complete the design of the Northwest Connector
2. Manage the construction of the Ehrman Road Extension
3. Design and Bid the Municipal Solid Waste Contract
4. Design and Bid a pump station to replace the Commonwealth Pump Station.

**2009 Budget Highlights**

1. The Transportation Improvements Plan is budgeted to start in 2009.
2. A comprehensive coordination plan for township traffic signal infrastructure
3. The design and construction of the joint driveway with St. Ferdinand's church

**Staffing Levels**

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 6    | 7    | 6    | 6    | 4    |
| No. of Part Time Employees | 7    | 4    | 5    | 1    | 1    |


**Eng Contract Administration**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005210 4010 | SALARIES FULL TIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 50,824               |
|               | <i>4 full time employees<br/>J. Kratsas (20%), T. Zinkham (35%), L. Meeder (10%),<br/>D. McVeigh (25%)</i>                                      |                |                |                            |             |                                   |                      |
| 10005210 4012 | SALARIES PART TIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 40,945               |
|               | <i>K. Balko - Graham Park Inspector (13 wks)<br/>Intern (16 wks)</i>  |                |                |                            |             |                                   |                      |
| 10005210 4015 | OVERTIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10005210 4021 | SOCIAL SECURITY   | 0              | 0              | 0                          | 0           | 0.0%                              | 5,721                |
|               | <i>The employer share of FICA is based on 6.2% of salaries/<br/>wages/overtime for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10005210 4022 | MEDICARE  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,338                |
|               | <i>The employer share of Medicare is based on 1.45% of<br/>salaries/wages/overtime for all employees.</i>                                       |                |                |                            |             |                                   |                      |
| 10005210 4023 | WORKERS COMP  | 0              | 0              | 0                          | 0           | 0.0%                              | 820                  |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10005210 4041 | PENSION NON-UNIFORM   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,567                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan<br/>is based on 5% of salaries/wages/overtime for all full time<br/>employees.</i> |                |                |                            |             |                                   |                      |
| 10005210 4051 | HOSPITALIZATION   | 0              | 0              | 0                          | 4,543       | 0.0%                              | 11,292               |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10005210 4052 | VISION  | 0              | 0              | 0                          | 27          | 0.0%                              | 126                  |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005210 4053 | DENTAL  | 0              | 0              | 0                          | 343         | 0.0%                              | 832                  |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005210 4054 | ICMA CONTRB   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,567                |
|               | <i>The employer contribution to the 457 plan is based on 5% of<br/>salaries/wages/overtime for all full time employees.</i>                     |                |                |                            |             |                                   |                      |
| 10005210 4055 | DISABILITY INSURANCE  | 0              | 0              | 0                          | 66          | 0.0%                              | 158                  |
|               | <i>Long term disability insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |


**Eng Contract Administration**

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD  | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|--------------|-----------------------------------|----------------------|
| 10005210 4057       | LIFE INSURANCE   | 0              | 0              | 0                          | 115          | 0.0%                              | 268                  |
|                     | <i>Life insurance for all full time employees and certain part time employees.</i> |                |                |                            |              |                                   |                      |
| 10005210 5001       | OFFICE SUPPLIES  | 0              | 0              | 0                          | 105          | 0.0%                              | 0                    |
| 10005210 5004       | MATERIALS & SUPPLIES   | 0              | 0              | 0                          | 476          | 0.0%                              | 12,000               |
|                     | <i>Office Equipment &amp; Supplies</i>   |                |                |                            |              |                                   |                      |
| 10005210 5007       | SAFETY SUPPLIES  | 0              | 0              | 0                          | 0            | 0.0%                              | 0                    |
| 10005210 5111       | PROFESSIONAL SERVICES  | 0              | 0              | 0                          | 3,862        | 0.0%                              | 75,000               |
|                     | <i>Partial Payment to the TIP Program</i>  |                |                |                            |              |                                   |                      |
|                     | <i>General Engineering Consulting</i>  |                |                |                            |              |                                   |                      |
|                     | <i>Traffic Signal Coordination</i>   |                |                |                            |              |                                   |                      |
| 10005210 5133       | LEGAL SERVICES   | 0              | 0              | 0                          | 0            | 0.0%                              | 1,000                |
|                     | <i>Miscellaneous Legal Services</i>  |                |                |                            |              |                                   |                      |
| 10005210 5134       | OTHER SERVICES   | 0              | 0              | 0                          | 313          | 0.0%                              | 0                    |
| 10005210 5230       | INFORMATION TECH   | 0              | 0              | 0                          | 0            | 0.0%                              | 60,796               |
|                     | <i>IT costs associated with Engineering.</i>                                       |                |                |                            |              |                                   |                      |
| 10005210 5311       | TELEPHONE SERVICES   | 0              | 0              | 0                          | 83           | 0.0%                              | 1,424                |
| 10005210 5312       | CELL PHONES  | 0              | 0              | 0                          | 0            | 0.0%                              | 2,075                |
|                     | <i>Cell phone reimbursements for Department</i>                                    |                |                |                            |              |                                   |                      |
| 10005210 5354       | EMPLOYEE TRAINING  | 0              | 0              | 0                          | 64           | 0.0%                              | 0                    |
| 10005210 5355       | EMP CAREER DEVELOP   | 0              | 0              | 0                          | 540          | 0.0%                              | 7,000                |
|                     | <i>Employee Continueing Education</i>  |                |                |                            |              |                                   |                      |
| 10005210 5356       | EMP DUES & MEMBERSHIP  | 0              | 0              | 0                          | 0            | 0.0%                              | 1,650                |
|                     | <i>Professional Organization Memberships and Trade Magazines</i>                   |                |                |                            |              |                                   |                      |
| 10005210 5364       | FUEL   | 0              | 0              | 0                          | 295          | 0.0%                              | 0                    |
| 10005210 6123       | FURNITURE & FIXTURES   | 0              | 0              | 0                          | 0            | 0.0%                              | 2,000                |
|                     | <i>Miscellaneous office fixtures</i>   |                |                |                            |              |                                   |                      |
| <b>Budget Total</b> | <b>Eng Contract Administration</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>                   | <b>10832</b> |                                   | <b>280,903</b>       |



### Eng Plan & Review Inspections

|               |   |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005220 4010 | SALARIES FULL TIME  |  | 140,133        | 114,377        | 228,773                    | 105,322     | 46.0%                             | 40,215               |
|               | <i>2 full time employees</i>  |  |                |                |                            |             |                                   |                      |
|               | <i>J. Kratsas (40%), T. Zinkham (20%)</i>   |  |                |                |                            |             |                                   |                      |
| 10005220 4012 | SALAIRES - PART TIME  |  | 11,802         | 25,952         | 34,594                     | 40,417      | 116.8%                            | 0                    |
| 10005220 4015 | OVERTIME  |  | 0              | 134            | 500                        | 230         | 46.1%                             | 0                    |
| 10005220 4021 | SOCIAL SECURITY   |  | 12,441         | 11,861         | 20,186                     | 11,812      | 58.5%                             | 2,492                |
|               | <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  |  |                |                |                            |             |                                   |                      |
| 10005220 4022 | MEDICARE  |  | 0              | 0              | 0                          | 218         | 0.0%                              | 583                  |
|               | <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                                   |  |                |                |                            |             |                                   |                      |
| 10005220 4023 | WORKERS COMP  |  | 1,022          | 775            | 2,193                      | 0           | 0.0%                              | 359                  |
|               | <i>Workers' Compensation insurance for all employees.</i>   |  |                |                |                            |             |                                   |                      |
| 10005220 4041 | PENSION NON-UNIFORM   |  | 6,911          | 7,357          | 11,463                     | 0           | 0.0%                              | 2,010                |
|               | <i>The employer contribution to the Non-Uniform Pension plan is based on 5% of salaries/wages/overtime for all full time employees.</i> |  |                |                |                            |             |                                   |                      |
| 10005220 4051 | HOSPITALIZATION   |  | 29,465         | 29,248         | 50,311                     | 21,087      | 41.9%                             | 7,883                |
|               | <i>Medical insurance for all full time employees.</i>   |  |                |                |                            |             |                                   |                      |
| 10005220 4052 | VISION  |  | 353            | 320            | 581                        | 267         | 45.9%                             | 84                   |
|               | <i>Vision insurance for all full time employees.</i>  |  |                |                |                            |             |                                   |                      |
| 10005220 4053 | DENTAL  |  | 2,245          | 2,356          | 3,724                      | 1,392       | 37.4%                             | 555                  |
|               | <i>Dental insurance for all full time employees.</i>  |  |                |                |                            |             |                                   |                      |
| 10005220 4054 | ICMA CONTRB   |  | 6,137          | 4,952          | 11,463                     | 5,212       | 45.5%                             | 2,010                |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                 |  |                |                |                            |             |                                   |                      |
| 10005220 4055 | DISABILITY INSURANCE  |  | 365            | 400            | 1,287                      | 290         | 22.5%                             | 125                  |
|               | <i>Long term disability insurance for all full time employees.</i>  |  |                |                |                            |             |                                   |                      |



### Eng Plan & Review Inspections

|  |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|---|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10005220 4057  | LIFE INSURANCE                          | 0              | 0              | 0                          | 0             | 0.0%                              | 212                  |
| <i>Life insurance for all full time employees and certain part time employees.</i> |   |                |                |                            |               |                                   |                      |
| 10005220 5004  | MATERIALS & SUPPLIES                    | 9,080          | 7,142          | 21,100                     | 3,873         | 18.4%                             | 0                    |
| 10005220 5007  | SAFETY EQUIP                            | 441            | 0              | 0                          | 137           | 0.0%                              | 500                  |
| <i>Safety equipment for engineering personnel</i>                                  |   |                |                |                            |               |                                   |                      |
| 10005220 5111  | PROFESSIONAL SERVICES                   | 27,638         | 44,654         | 76,100                     | 87,162        | 80.3%                             | 10,000               |
| 10005220 5114  | ENGINEERING & ARCHITECT SV              | 0              | 0              | 0                          | 5,645         | 0.0%                              | 0                    |
| 10005220 5133  | LEGAL SERVICES                          | 0              | 145            | 2,000                      | 549           | 27.5%                             | 500                  |
| <i>Legal fees associated with right-of-way and PADOT agreements</i>                |   |                |                |                            |               |                                   |                      |
| 10005220 5230  | INFORMATION TECH                        | 48,188         | 78,312         | 88,153                     | 0             | 0.0%                              | 0                    |
| 10005220 5311  | TELEPHONE SERVICES                      | 1,391          | 1,443          | 0                          | 1,107         | 0.0%                              | 0                    |
| 10005220 5312  | CELL PHONES                             | 1,477          | 1,756          | 2,600                      | 2,946         | 113.3%                            | 0                    |
| 10005220 5355  | EMP CAREER DEVELOP                      | 5,518          | 2,267          | 13,000                     | 698           | 5.4%                              | 0                    |
| 10005220 5356  | EMP DUES & MEMBERSHIP                   | 0              | 513            | 1,800                      | 472           | 26.2%                             | 2,000                |
| 10005220 5364  | FUEL                                    | 1,795          | 1,808          | 2,000                      | 1,961         | 98.0%                             | 0                    |
| 10005220 5370  | MINOR EQUIP & FURN                      | 2,197          | 1,822          | 31,500                     | 30,873        | 98.0%                             | 0                    |
| <b>Budget Total</b>  | <b>Eng Plan &amp; Review Inspection</b> | <b>308,598</b> | <b>337,595</b> | <b>603,328</b>             | <b>321670</b> |                                   | <b>69,528</b>        |


**Eng Resident Support**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005240 4010 | SALARIES FULL TIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 40,198               |
|               | <i>4 full time employees<br/>J. Kratsas (30%), T. Zinkham (10%), L. Meeder (10%)<br/>D. McVeigh (15%)</i>                                       |                |                |                            |             |                                   |                      |
| 10005240 4012 | SALARIES PART TIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005240 4015 | OVERTIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005240 4021 | SOCIAL SECURITY   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,493                |
|               | <i>The employer share of FICA is based on 6.2% of salaries/<br/>wages/overtime for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10005240 4022 | MEDICARE  | 0              | 0              | 0                          | 0           | 0.0%                              | 583                  |
|               | <i>The employer share of Medicare is based on 1.45% of salaries/<br/>wages/overtime for all employees.</i>                                      |                |                |                            |             |                                   |                      |
| 10005240 4023 | WORKERS COMP  | 0              | 0              | 0                          | 0           | 0.0%                              | 360                  |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10005240 4041 | PENSION NON-UNIFORM   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,010                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is<br/>based on 5% of salaries/wages/overtime for all full time<br/>employees.</i> |                |                |                            |             |                                   |                      |
| 10005240 4051 | HOSPITALIZATION   | 0              | 0              | 0                          | 0           | 0.0%                              | 8,481                |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10005240 4052 | VISION  | 0              | 0              | 0                          | 0           | 0.0%                              | 91                   |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005240 4053 | DENTAL  | 0              | 0              | 0                          | 0           | 0.0%                              | 602                  |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10005240 4054 | ICMA CONTRB   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,010                |
|               | <i>The employer contribution to the 457 plan is based on<br/>5% of salaries/wages/overtime for all full time<br/>employees.</i>                 |                |                |                            |             |                                   |                      |
| 10005240 4055 | DISABILITY INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 125                  |
|               | <i>Long term disability insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |


**Eng Resident Support**

|  |                             | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|-----------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10005240 4057  | LIFE INSURANCE              | 0              | 0              | 0                          | 0           | 0.0%                              | 212                  |
| <i>Life insurance for all full time employees and certain part time employees.</i> |                             |                |                |                            |             |                                   |                      |
| 10005240 5001  | OFFICE SUPPLIES             | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005240 5004  | MATERIALS & SUPPLIES        | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10005240 5111  | PROFESSIONAL SERVICES       | 0              | 0              | 0                          | 0           | 0.0%                              | 2,000                |
| 10005240 5133  | LEGAL SERVICES              | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10005240 5230  | INFORMATION TECH            | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005240 5311  | TELEPHONE SERVICES          | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005240 5312  | CELL PHONES                 | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005240 5355  | EMP CAREER DEVELOP          | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 10005240 5356  | EMP DUES & MEMBERSHIP       | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10005240 5364  | FUEL                        | 0              | 0              | 0                          | 0           | 0.0%                              | 2,000                |
| 10005240 6123  | FURNITURE & FIXTURES        | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| <b>Budget Total</b>  | <b>Eng Resident Support</b> | <b>0</b>       | <b>0</b>       | <b>0</b>                   | <b>0</b>    |                                   | <b>62,665</b>        |



## Department: PARKS AND RECREATION

### Description and Responsibilities

The Cranberry Township Department of Parks and Recreation creates Community through People Parks and Programs. Our services strengthen our community's image and sense of place through parks, recreational facilities, programs and events for our residents. We foster human development through programs that promote social, intellectual, physical and emotional well-being. Ultimately, Parks and Recreation facilitate community problem solving through programmed and self-facilitated opportunities.

### 2008 Accomplishments

1. Persevered in a year filled with challenges to our programming and service base including the school district work stoppage, expanded Community Day and the general economic downturn.
2. Completed and opened the much appreciated and heavily used Cranberry Rotary Club Dog Park.
3. Secured partnership agreements with Dick's Sporting Goods and the Butler County Tourism and Convention Bureau in the amount of \$2,230,000 for development of Graham Park.

### 2009 Goals

1. Complete and open Graham Park, and secure lease agreements with the community athletic associations to provide community service and reduce debt service.
2. Maintain high level of program and services, but tightly control expenses.
3. Introduce at least three new programming services/themes for our popular summer camps and after school programs.

### 2009 Budget Highlights

1. This budget reflects reductions in every Cost Center with the goal of reaching the target of seventy-five percent earned revenue.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 3.5  | 3.5  | 3.5  | 3.5  | 3.5  |
| No. of Part Time Employees | 67   | 82   | 85   | 86   | 86   |

\*One full time employee split between the Swimming Pool and Parks and Recreation.


**P&R Operations**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006210 4010 | SALARIES FULL TIME  | 152,214        | 152,935        | 164,625                    | 138,488     | 84.1%                             | 114,271              |
|               | <i>3 full time employees<br/>M. Diehl, P. Kovach (50%), C. Border (50%)</i>   |                |                |                            |             |                                   |                      |
| 10006210 4012 | SALARIES PART TIME  | 117,734        | 132,311        | 440,290                    | 118,154     | 26.5%                             | 49,413               |
|               | <i>Customer Service, Site Supervisors, Play Center Staff</i>  |                |                |                            |             |                                   |                      |
| 10006210 4015 | OVERTIME  | 2,402          | 3,314          | 4,000                      | 1,888       | 47.2%                             | 2,500                |
| 10006210 4021 | SOCIAL SECURITY   | 21,362         | 22,729         | 39,926                     | 19,678      | 49.3%                             | 10,148               |
|               | <i>The employers share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.</i>                                   |                |                |                            |             |                                   |                      |
| 10006210 4022 | MEDICARE  | 0              | 0              | 0                          | 297         | 0.0%                              | 2,374                |
|               | <i>The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.</i>                                   |                |                |                            |             |                                   |                      |
| 10006210 4023 | WORKERS COMP  | 22,701         | 23,733         | 28,913                     | 0           | 0.0%                              | 9,608                |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10006210 4041 | PENSION NON-UNIFORM   | 7,110          | 7,569          | 8,233                      | 0           | 0.0%                              | 5,713                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i> |                |                |                            |             |                                   |                      |
| 10006210 4051 | HOSPITALIZATION   | 14,220         | 17,232         | 22,732                     | 18,996      | 83.6%                             | 11,803               |
|               | <i>Medical Insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10006210 4052 | VISION  | 319            | 331            | 397                        | 324         | 81.5%                             | 203                  |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10006210 4053 | DENTAL  | 907            | 1,060          | 1,492                      | 1,376       | 92.2%                             | 864                  |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10006210 4054 | ICMA CONTRB   | 6,650          | 7,283          | 7,811                      | 7,208       | 92.3%                             | 5,713                |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                 |                |                |                            |             |                                   |                      |


**P&R Operations**

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 10006210 4055       | DISABILITY INSURANCE   | 461            | 520            | 511                        | 457            | 89.3%                             | 354                  |
|                     | <i>Long term disability insurance for all full time employees.</i>           |                |                |                            |                |                                   |                      |
| 10006210 4057       | LIFE INSURANCE   | 0              | 0              | 0                          | 143            | 0.0%                              | 601                  |
|                     | <i>Life insurance for all full time employees.</i>                           |                |                |                            |                |                                   |                      |
| 10006210 5001       | OFFICE SUPPLIES  | 5,630          | 3,980          | 8,000                      | 4,068          | 50.8%                             | 5,000                |
| 10006210 5004       | MATERIALS & SUPPLIES   | 42,438         | 30,670         | 83,500                     | 18,992         | 22.7%                             | 5,000                |
|                     | <i>Supplies for programs/parks/senior center program support for seniors</i> |                |                |                            |                |                                   |                      |
| 10006210 5111       | PROFESSIONAL SERVICES  | 3,062          | 2,665          | 0                          | 2,689          | 0.0%                              | 3,000                |
| 10006210 5123       | R&M FACILITY MAINT   | 10,485         | 7,003          | 2,500                      | 479            | 19.2%                             | 0                    |
|                     | <i>Furniture and equipment for department and programs</i>                   |                |                |                            |                |                                   |                      |
| 10006210 5230       | INFORMATION TECH   | 63,582         | 69,340         | 66,908                     | 0              | 0.0%                              | 81,064               |
|                     | <i>Costs associated with IT support of Parks and Recreation</i>              |                |                |                            |                |                                   |                      |
| 10006210 5311       | TELEPHONE SERVICES   | 2,323          | 2,361          | 2,500                      | 2,017          | 80.7%                             | 3,702                |
| 10006210 5312       | CELL PHONES  | 1,177          | 1,147          | 1,700                      | 1,223          | 71.9%                             | 1,200                |
| 10006210 5331       | BUILDING RENTAL  | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| 10006210 5351       | EMP RECRUITING   | 0              | 1,992          | 3,100                      | 326            | 10.5%                             | 1,000                |
| 10006210 5354       | EMPLOYEE TRAINING  | 0              | 0              | 0                          | 0              | 0.0%                              | 2,500                |
| 10006210 5355       | EMP CAREER DEVELOP   | 5,705          | 3,408          | 10,000                     | 3,666          | 36.7%                             | 1,000                |
|                     | <i>Training and tuition reimbursement</i>                                    |                |                |                            |                |                                   |                      |
| 10006210 5356       | EMP DUES & MEMBERSHIP  | 884            | 1,085          | 1,750                      | 545            | 31.1%                             | 1,500                |
| 10006210 5362       | PRINTING   | 26,252         | 25,222         | 16,800                     | 16,517         | 98.3%                             | 0                    |
|                     | <i>Program brochures fall/winter/summer</i>                                  |                |                |                            |                |                                   |                      |
| 10006210 5364       | FUEL   | 453            | 380            | 650                        | 437            | 67.2%                             | 500                  |
| 10006210 5370       | MINOR EQUIPMENT/FURNITURE  | 0              | 0              | 0                          | 0              | 0.0%                              | 2,500                |
| 10006210 6115       | BUILDING IMPROVEMENTS  | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>P&amp;R Operations</b>  | <b>508,071</b> | <b>518,270</b> | <b>916,338</b>             | <b>358,423</b> |                                   | <b>321,531</b>       |



**P&R Early Childhood Programs**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006220 4010 | SALARIES-FULLTIME   | 0              | 0              | 0                          | 0           | 0.0%                              | 4,046                |
|               | <i>P. Kovach (10%)</i>  |                |                |                            |             |                                   |                      |
| 10006220 4012 | SALARIES PART TIME  | 0              | 0              | 0                          | 21,758      | 0.0%                              | 90,022               |
|               | <i>Administrative Program Support, Customer Service, Site Site Supervisor, (3) Preschool Aides, (3) Preschool Teachers Early Childhood Program Instructors.</i> |                |                |                            |             |                                   |                      |
| 10006220 4021 | SOCIAL SECURITY TAX   | 0              | 0              | 0                          | 1,830       | 0.0%                              | 5,832                |
| 10006220 4022 | MEDICARE  | 0              | 0              | 0                          | 140         | 0.0%                              | 0                    |
|               | <i>The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.</i>   |                |                |                            |             |                                   |                      |
|               | <i>The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10006220 4023 | WORKERS COMP  | 0              | 0              | 0                          | 0           | 0.0%                              | 5,521                |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10006220 4041 | PENSION NON UNIFORM   | 0              | 0              | 0                          | 0           | 0.0%                              | 202                  |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for full time employees.</i>                             |                |                |                            |             |                                   |                      |
| 10006220 4051 | HOSPITALIZATION   | 0              | 0              | 0                          | 0           | 0.0%                              | 100                  |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10006220 4052 | VISION INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 14                   |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10006220 4053 | DENTAL INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 27                   |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10006220 4054 | 457 CONTRIBUTIONS   | 0              | 0              | 0                          | 0           | 0.0%                              | 202                  |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/benefits for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10006220 4055 | DISABILITY INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 13                   |
|               | <i>Long term disability insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10006220 4057 | LIFE INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 22                   |
|               | <i>Life insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |



### P&R Early Childhood Programs

|  |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD  | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|--|----------------|----------------|----------------------------|--------------|-----------------------------------|----------------------|
| 10006220 5004  | MATERIALS/SUPPLIES                     | 25,623         | 12,079         | 0                          | 7,536        | 0.0%                              | 18,000               |
| 10006220 5111  | PROFESSIONAL SERVICES                  | 0              | 0              | 0                          | 6,298        | 0.0%                              | 15,000               |
| <i>Provides budget for payment to Independent program instructors for services rendered.</i> |  |                |                |                            |              |                                   |                      |
| 10006220 5351  | EMPLOYEE RECRUTING                     | 0              | 0              | 0                          | 0            | 0.0%                              | 250                  |
| 10006220 5354  | EMPLOYEE TRAINING                      | 0              | 0              | 0                          | 0            | 0.0%                              | 500                  |
| 10006220 5356  | EMPLOYEE DUES/MEMBERS                  | 0              | 0              | 0                          | 0            | 0.0%                              | 150                  |
| 10006220 5362  | PRINTING                               | 0              | 0              | 0                          | 0            | 0.0%                              | 1,800                |
| <b>Budget Total</b>  | <b>P&amp;R Early Childhood Program</b> | <b>25,623</b>  | <b>12,079</b>  | <b>0</b>                   | <b>37561</b> |                                   | <b>143,065</b>       |



**P&R Youth Programs**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006230 4010 | SALARIES-FULLTIME<br><br><i>2 full time employees, P. Kovach (10%), K. Yocum (60%)</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 26,068               |
| 10006230 4012 | SALARIES-PART TIME<br><br><i>Administrative Program Support, Program Support, Site Supervisors, Camp Cranberry Staff, After School Staff, Youth Program Instructors.</i> | 0              | 0              | 0                          | 156,885     | 0.0%                              | 135,999              |
| 10006230 4015 | OVERTIME   | 0              | 0              | 0                          | 0           | 0.0%                              | 1,000                |
| 10006230 4021 | SOCIAL SECURITY TAX<br><br><i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  | 0              | 0              | 0                          | 9,695       | 0.0%                              | 10,048               |
| 10006230 4022 | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>  | 0              | 0              | 0                          | 55          | 0.0%                              | 2,350                |
| 10006230 4023 | WORKERS COMP<br><br><i>Workers' Compensation insurance for all employees.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 9,513                |
| 10006230 4041 | PENSION NON UNIFORM<br><br><i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i>       | 0              | 0              | 0                          | 0           | 0.0%                              | 1,303                |
| 10006230 4051 | HOSPITALIZATION<br><br><i>Medical insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 7,273                |
| 10006230 4052 | VISION INSURANCE<br><br><i>Vision insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 97                   |
| 10006230 4053 | DENTAL INSURANCE<br><br><i>Dental insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 581                  |
| 10006230 4054 | 457 CONTRIBUTIONS<br><br><i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                         | 0              | 0              | 0                          | 0           | 0.0%                              | 1,303                |
| 10006230 4055 | DISABILITY INSURANCE<br><br><i>Long term disability insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 81                   |



**P&R Youth Programs**

|  |                               | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|-------------------------------|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10006230 4057  | LIFE INSURANCE                | 0              | 0              | 0                          | 0             | 0.0%                              | 137                  |
| <i>Life insurance for all full time employees and certain part time employees.</i> |                               |                |                |                            |               |                                   |                      |
| 10006230 5004  | MATERIALS/SUPPLIES            | 65,509         | 80,465         | 0                          | 42,376        | 0.0%                              | 28,250               |
| 10006230 5111  | PROFESSIONAL SERVICES         | 0              | 0              | 0                          | 817           | 0.0%                              | 25,000               |
| 10006230 5312  | CELL PHONES                   | 0              | 0              | 0                          | 0             | 0.0%                              | 500                  |
| 10006230 5354  | EMPLOYEE TRAINING             | 0              | 0              | 0                          | 0             | 0.0%                              | 1,600                |
| 10006230 5357  | CLOTHING                      | 0              | 0              | 0                          | 0             | 0.0%                              | 500                  |
| 10006230 5362  | PRINTING                      | 0              | 0              | 0                          | 0             | 0.0%                              | 1,800                |
| <b>Budget Total</b>  | <b>P&amp;R Youth Programs</b> | <b>65,509</b>  | <b>80,465</b>  | <b>0</b>                   | <b>209828</b> |                                   | <b>253,403</b>       |



**P&R Adult Programs**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006240 4010 | SALARIES-FULLTIME<br><br><i>2 full time employees<br/>P. Kovach (10%), K. Yocum (10%)</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 7,716                |
| 10006240 4012 | SALARIES-PART TIME<br><br><i>Administrative Program Support, Program Support,<br/>Site Supervisor, Adult Program Instructors.</i>  | 0              | 0              | 0                          | 45,561      | 0.0%                              | 35,104               |
| 10006240 4021 | SOCIAL SECURITY TAX<br><br><i>The employer share of FICA is based on 6.2% of salaries/<br/>wages/overtime for all employees.</i>   | 0              | 0              | 0                          | 2,513       | 0.0%                              | 2,655                |
| 10006240 4022 | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of<br/>of salaries/wages/overtime for all employees.</i>   | 0              | 0              | 0                          | 33          | 0.0%                              | 621                  |
| 10006240 4023 | WORKERS COMP<br><br><i>Workers' Compensation insurance for all employees.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 2,513                |
| 10006240 4041 | PENSION NON UNIFORM<br><br><i>The employer contribution to the Non-Uniform Pension Plan<br/>is based on 5% of salaries/wages/overtime for all full time<br/>employees.</i> | 0              | 0              | 0                          | 0           | 0.0%                              | 386                  |
| 10006240 4051 | HOSPITALIZATION<br><br><i>Medical insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 1,295                |
| 10006240 4052 | VISION INSURANCE<br><br><i>Vision insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 28                   |
| 10006240 4053 | DENTAL INSURANCE<br><br><i>Dental insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 119                  |
| 10006240 4054 | 457 CONTRIBUTIONS<br><br><i>The employer contribution to the 457 plan is based on 5% of<br/>salaries/wages/overtime for all full time employees.</i>                       | 0              | 0              | 0                          | 0           | 0.0%                              | 386                  |
| 10006240 4055 | DISABILITY INSURANCE<br><br><i>Long term disability insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 24                   |


**P&R Adult Programs**

|  |                               | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD  | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|-------------------------------|----------------|----------------|----------------------------|--------------|-----------------------------------|----------------------|
| 10006240 4057  | LIFE INSURANCE                | 0              | 0              | 0                          | 0            | 0.0%                              | 41                   |
| <i>Life insurance for all full time employees and certain part time employees.</i> |                               |                |                |                            |              |                                   |                      |
| 10006240 5004  | MATERIALS/SUPPLIES            | 5,021          | 3,176          | 0                          | 3,088        | 0.0%                              | 0                    |
| 10006240 5351  | EMPLOYEE RECRUTING            | 0              | 0              | 0                          | 0            | 0.0%                              | 250                  |
| 10006240 5354  | EMPLOYEE TRAINING             | 0              | 0              | 0                          | 0            | 0.0%                              | 500                  |
| 10006240 5356  | EMPLOYEE DUES/MEMBERS         | 0              | 0              | 0                          | 0            | 0.0%                              | 100                  |
| 10006240 5362  | PRINTING                      | 0              | 0              | 0                          | 0            | 0.0%                              | 1,800                |
| <b>Budget Total</b>  | <b>P&amp;R Adult Programs</b> | <b>5,021</b>   | <b>3,176</b>   | <b>0</b>                   | <b>51194</b> |                                   | <b>53,538</b>        |



**P&R Family Programs**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006250 4010 | SALARIES-FULLTIME<br><br><i>2 full time employees, P. Kovach (10%), K. Yocum (10%)</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 7,716                |
| 10006250 4012 | SALARIES-PART TIME<br><br><i>Administrative Program Support, Program Support, Site Supervisors, Family Program Instructors.</i>                                    | 0              | 0              | 0                          | 175         | 0.0%                              | 6,597                |
| 10006250 4021 | SOCIAL SECURITY TAX<br><br><i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 887                  |
| 10006250 4022 | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 208                  |
| 10006250 4023 | WORKERS COMP<br><br><i>Workers's Compensation insurance for all employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 840                  |
| 10006250 4041 | PENSION NON UNIFORM<br><br><i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i> | 0              | 0              | 0                          | 0           | 0.0%                              | 386                  |
| 10006250 4051 | HOSPITALIZATION<br><br><i>Medical insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 1,295                |
| 10006250 4052 | VISION INSURANCE<br><br><i>Vision insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 28                   |
| 10006250 4053 | DENTAL INSURANCE<br><br><i>Dental insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 119                  |
| 10006250 4054 | 457 CONTRIBUTIONS<br><br><i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                   | 0              | 0              | 0                          | 0           | 0.0%                              | 386                  |
| 10006250 4055 | DISABILITY INSURANCE<br><br><i>Long term disability insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 24                   |
| 10006250 4057 | LIFE INSURANCE<br><br><i>Life insurance for all full time employees and certain part time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 41                   |



**P&R Family Programs**

|                     |                                | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--------------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006250 5004       | MATERIALS/SUPPLIES             | 5,678          | 7,567          | 0                          | 3,540       | 0.0%                              | 2,250                |
| 10006250 5362       | PRINTING                       | 0              | 0              | 0                          | 0           | 0.0%                              | 1,800                |
| <b>Budget Total</b> | <b>P&amp;R Family Programs</b> | <b>5,678</b>   | <b>7,567</b>   | <b>0</b>                   | <b>3715</b> |                                   | <b>22,577</b>        |



**P&R Teen Programs**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006260 4010 | SALARIES-FULLTIME   | 0              | 0              | 0                          | 0           | 0.0%                              | 3,670                |
|               | <i>1 full time employee, K. Yocum (10%)</i>   |                |                |                            |             |                                   |                      |
| 10006260 4012 | SALARIES-PART TIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 5,517                |
|               | <i>Administrative Program Support, Program Support, Site Supervisors, Teen Program Instructors.</i>                                     |                |                |                            |             |                                   |                      |
| 10006260 4021 | SOCIAL SECURITY TAX   | 0              | 0              | 0                          | 0           | 0.0%                              | 570                  |
|               | <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10006260 4022 | MEDICARE  | 0              | 0              | 0                          | 0           | 0.0%                              | 133                  |
|               | <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                                   |                |                |                            |             |                                   |                      |
| 10006260 4023 | WORKERS COMP  | 0              | 0              | 0                          | 0           | 0.0%                              | 540                  |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 10006260 4041 | PENSION NON UNIFORM   | 0              | 0              | 0                          | 0           | 0.0%                              | 184                  |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i> |                |                |                            |             |                                   |                      |
| 10006260 4051 | HOSPITALIZATION   | 0              | 0              | 0                          | 0           | 0.0%                              | 1,195                |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 10006260 4052 | VISION INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 14                   |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10006260 4053 | DENTAL INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 92                   |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10006260 4054 | 457 CONTRIBUTIONS   | 0              | 0              | 0                          | 0           | 0.0%                              | 184                  |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                 |                |                |                            |             |                                   |                      |
| 10006260 4055 | DISABILITY INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 12                   |
|               | <i>Long term disability insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 10006260 4057 | LIFE INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 20                   |
|               | <i>Life insurance for all full time employees and certain part time employees.</i>  |                |                |                            |             |                                   |                      |



**P&R Teen Programs**

|                     |                              | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|------------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006260 5004       | MATERIALS/SUPPLIES           | 1,761          | 801            | 0                          | 0           | 0.0%                              | 1,000                |
| 10006260 5362       | PRINTING                     | 0              | 0              | 0                          | 0           | 0.0%                              | 1,800                |
| <b>Budget Total</b> | <b>P&amp;R Teen Programs</b> | <b>1,761</b>   | <b>801</b>     | <b>0</b>                   | <b>0</b>    |                                   | <b>14,931</b>        |



### P&R Senior Programs

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006270 4010       | SALARIES-FULLTIME  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10006270 4012       | SALARIES-PART TIME   | 0              | 0              | 0                          | 0           | 0.0%                              | 5,017                |
|                     | <i>Administrative Program Support, Program Support, Site Supervisors.</i>  |                |                |                            |             |                                   |                      |
| 10006270 4021       | SOCIAL SECURITY TAX  | 0              | 0              | 0                          | 0           | 0.0%                              | 311                  |
|                     | <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>                           |                |                |                            |             |                                   |                      |
| 10006270 4022       | MEDICARE   | 0              | 0              | 0                          | 0           | 0.0%                              | 73                   |
|                     | <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                      |                |                |                            |             |                                   |                      |
| 10006270 4023       | WORKERS COMP   | 0              | 0              | 0                          | 0           | 0.0%                              | 295                  |
|                     | <i>Workers' Compensation insurance for all employees.</i>  |                |                |                            |             |                                   |                      |
| 10006270 4041       | PENSION NON UNIFORM  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10006270 4051       | HOSPITALIZATION  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10006270 4052       | VISION INSURANCE   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10006270 4053       | DENTAL INSURANCE   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10006270 4054       | 457 CONTRIBUTIONS  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10006270 4055       | DISABILITY INSURANCE   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 10006270 5111       | PROFESSIONAL SERVICES  | 0              | 0              | 0                          | 0           | 0.0%                              | 5,000                |
|                     | <i>Includes internet services for center computers, program and activity independent service providers and assistance.</i> |                |                |                            |             |                                   |                      |
| 10006270 5362       | PRINTING   | 0              | 0              | 0                          | 0           | 0.0%                              | 1,800                |
| 10006270 5370       | MINOR EQUIPMENT/FURNITURE  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>P&amp;R Senior Programs</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>                   | <b>0</b>    |                                   | <b>12,496</b>        |



P&R Community Events

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006280 4010 | SALARIES-FULLTIME<br><br><i>2 full time employees, P. Kovach (10%), K. Yocom (10%)</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 7,716                |
| 10006280 4012 | SALARIES-PART TIME<br><br><i>Administrative Program Support, Program Support, Site Supervisors.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 10,194               |
| 10006280 4021 | SOCIAL SECURITY TAX<br><br><i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,110                |
| 10006280 4022 | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 260                  |
| 10006280 4023 | WORKERS COMP<br><br><i>Workers' Compensation insurance for all employees.</i>  | 0              | 0              | 0                          | 0           | 0.0%                              | 1,006                |
| 10006280 4041 | PENSION NON UNIFORM<br><br><i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i> | 0              | 0              | 0                          | 0           | 0.0%                              | 386                  |
| 10006280 4051 | HOSPITALIZATION<br><br><i>Medical insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 1,295                |
| 10006280 4052 | VISION INSURANCE<br><br><i>Vision insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 28                   |
| 10006280 4053 | DENTAL INSURANCE<br><br><i>Dental insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 119                  |
| 10006280 4054 | 457 CONTRIBUTIONS<br><br><i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                   | 0              | 0              | 0                          | 0           | 0.0%                              | 386                  |
| 10006280 4055 | DISABILITY INSURANCE<br><br><i>Long term disability insurance for all full time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 24                   |
| 10006280 4057 | LIFE INSURANCE<br><br><i>Life insurance for all full time employees and certain part time employees.</i>   | 0              | 0              | 0                          | 0           | 0.0%                              | 41                   |


**P&R Community Events**

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 10006280 5004       | MATERIALS AND SUPPLIES  | 0              | 0              | 0                          | 0             | 0.0%                              | 4,000                |
| 10006280 5111       | PROFESSIONAL SERVICES   | 0              | 0              | 0                          | 0             | 0.0%                              | 30,000               |
|                     | <i>Concerts in the Park-Performers, Sound and Lighting Services</i> |                |                |                            |               |                                   |                      |
|                     | <i>Performers and Storytellers for Special Events</i>               |                |                |                            |               |                                   |                      |
|                     | <i>Community Day Support</i>  |                |                |                            |               |                                   |                      |
|                     | <i>Santa for Light-up Night</i>                                     |                |                |                            |               |                                   |                      |
| 10006280 5134       | OTHER OPERATING SVS   | 13,179         | 12,626         | 0                          | 13,611        | 0.0%                              | 0                    |
|                     | <i>Community Day expenses - fireworks, busses, etc.</i>             |                |                |                            |               |                                   |                      |
|                     | <i>Additional costs anticipated for trash removal, public works</i> |                |                |                            |               |                                   |                      |
|                     | <i>portable lighting, and electrical needs.</i>                     |                |                |                            |               |                                   |                      |
| 10006280 5362       | PRINTING  | 0              | 0              | 0                          | 0             | 0.0%                              | 1,800                |
| <b>Budget Total</b> | <b>P&amp;R Community Events</b>                                     | <b>13,179</b>  | <b>12,626</b>  | <b>0</b>                   | <b>13,611</b> |                                   | <b>58,365</b>        |


**P&R Facility Maintenance**

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 10006290            | 5004 MATERIALS AND SUPPLIES   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,000                |
|                     | <i>Facility Maintenance Cost Center 6290 reflects the unique cost of maintaining the Gym Floor and Community Center. The gym floor is refinished every year, and the Community Center rooms require above average maintenance due to heavy use.</i> |                |                |                            |             |                                   |                      |
| 10006290            | 5111 PROFESSIONAL SERVICES  | 0              | 0              | 0                          | 0           | 0.0%                              | 4,000                |
|                     | <i>This line item pays for the gym floor refinisher.</i>  |                |                |                            |             |                                   |                      |
| <b>Budget Total</b> | <b>P&amp;R Facility Maintenance</b>   | <b>0</b>       | <b>0</b>       | <b>0</b>                   | <b>0</b>    |                                   | <b>6,000</b>         |



**P&R Special Projects**

|                     |                                 | 2006<br>ACTUAL    | 2007<br>ACTUAL    | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD       | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---------------------------------|-------------------|-------------------|----------------------------|-------------------|-----------------------------------|----------------------|
| 10006295 4010       | SALARIES-FULLTIME               | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 0                    |
| 10006295 4012       | SALARIES-PART TIME              | 0                 | 0                 | 0                          | 3,858             | 0.0%                              | 0                    |
| 10006295 4021       | SOCIAL SECURITY TAX             | 0                 | 0                 | 0                          | 29                | 0.0%                              | 0                    |
| 10006295 4022       | MEDICARE                        | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 0                    |
| 10006295 4023       | WORKERS COMP                    | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 0                    |
| 10006295 4041       | PENSION NON UNIFORM             | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 0                    |
| 10006295 4051       | HOSPITALIZATION                 | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 0                    |
| 10006295 4052       | VISION INSURANCE                | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 0                    |
| 10006295 4054       | 457 CONTRIBUTIONS               | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 0                    |
| 10006295 4055       | DISABILITY INSURANCE            | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 0                    |
| 10006295 4057       | LIFE INSURANCE                  | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 0                    |
| 10006295 5362       | PRINTING                        | 0                 | 0                 | 0                          | 0                 | 0.0%                              | 1,800                |
| <b>Budget Total</b> | <b>P&amp;R Special Projects</b> | <b>0</b>          | <b>0</b>          | <b>0</b>                   | <b>3887</b>       |                                   | <b>1,800</b>         |
| <b>Grand Total:</b> |                                 | <b>10,325,438</b> | <b>11,221,980</b> | <b>15,381,702</b>          | <b>11,664,935</b> | <b>71.4%</b>                      | <b>15,200,064</b>    |



## TIP East Fund

### **Description of Fund:**

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. (Estimated 12/31/08 Fund Balance = \$4,000,000)



## Tip East

|  |                        | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD        | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|------------------------|------------------|------------------|----------------------------|--------------------|-----------------------------------|----------------------|
| 21108510 3410  | INTEREST EARNING       | (122,450)        | (181,540)        | (100,000)                  | -102,001           | 102.0%                            | (80,000)             |
| <i>Interest on investments.</i>  |                        |                  |                  |                            |                    |                                   |                      |
| 21108510 3855  | MISCELLANEOUS REV      | 0                | (45,539)         | 0                          | 0                  | 0.0%                              | 0                    |
| 21108510 3872  | CONTRIBUTIONS          | (353,314)        | (339,066)        | (600,000)                  | -1,830,544         | 305.1%                            | (200,000)            |
| <i>Fee paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.</i> |                        |                  |                  |                            |                    |                                   |                      |
| 21108510 3921  | TRANSFER FROM GEN FUND | 0                | 0                | 0                          | 0                  | 0.0%                              | 0                    |
| 21108510 3922  | TRANSFER FROM OTHER    | 0                | 0                | 0                          | 0                  | 0.0%                              | (45,386)             |
| <i>Annual payment for trash carts from Solid Waste Fund.</i>   |                        |                  |                  |                            |                    |                                   |                      |
| 21108510 9998  | MISC REV CLSD          | (5,430)          | 0                | 0                          | 0                  | 0.0%                              | 0                    |
| <b>Budget Total</b>  | <b>Tip East</b>        | <b>(481,195)</b> | <b>(566,145)</b> | <b>(700,000)</b>           | <b>(1932545)</b>   |                                   | <b>(325,386)</b>     |
| <b>Grand Total:</b>  |                        | <b>(481,195)</b> | <b>(566,145)</b> | <b>(700,000)</b>           | <b>(1,932,545)</b> | <b>276.1%</b>                     | <b>(325,386)</b>     |



| Tip East                                |                       | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|-----------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 21108510 5004                           | MATERIALS & SUPPLIES  | 202,010        | 2,400          | 600,000                    | 134,467     | 22.4%                             | 0                    |
| 21108510 5111                           | PROFESSIONAL SERVICES | 0              | 0              | 0                          | 138,419     | 0.0%                              | 0                    |
| 21108510 6125                           | INFRASTRUCTURE        | 0              | 0              | 0                          | 0           | 0.0%                              | 600,000              |
| <i>Ehrman/Garvin Connector project.</i> |                       |                |                |                            |             |                                   |                      |
| Budget Total                            | Tip East              | 202,010        | 2,400          | 600,000                    | 272,886     |                                   | 600,000              |
| Grand Total:                            |                       | 202,010        | 2,400          | 600,000                    | 272,886     | 45.5%                             | 600,000              |



## TIP West Fund

### **Description of Fund:**

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. (Estimated 12/31/08 Fund Balance = \$600,000)



| Tip West            |   | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|------------------|------------------|----------------------------|------------------|-----------------------------------|----------------------|
|                     |   |                  |                  |                            |                  |                                   |                      |
| 21118520 3410       | INTEREST EARNING  | (12,969)         | (19,415)         | (10,000)                   | -12,712          | 127.1%                            | (10,000)             |
|                     | <i>Interest earned on investments.</i>  |                  |                  |                            |                  |                                   |                      |
| 21118520 3872       | CONTRIBUTIONS   | (568,800)        | (475,214)        | (400,000)                  | -147,816         | 37.0%                             | (200,000)            |
|                     | <i>Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.</i> |                  |                  |                            |                  |                                   |                      |
| 21118520 3922       | TRANSFER FROM OTHER   | 0                | 0                | 0                          | 0                | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Tip West</b>   | <b>(581,769)</b> | <b>(494,629)</b> | <b>(410,000)</b>           | <b>(160,528)</b> |                                   | <b>(210,000)</b>     |
| <b>Grand Total:</b> |   | <b>(581,769)</b> | <b>(494,629)</b> | <b>(410,000)</b>           | <b>(160,528)</b> | <b>39.2%</b>                      | <b>(210,000)</b>     |



| Tip West                             |                            | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--------------------------------------|----------------------------|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 21118520 5004                        | MATERIALS & SUPPLIES       | 576,972        | 4,659          | 650,000                    | 31,985         | 4.9%                              | 0                    |
| 21118520 5114                        | ENGINEERING & ARCHITECT SV | 0              | 0              | 0                          | 7,949          | 0.0%                              | 0                    |
| 21118520 6125                        | INFRASTRUCTURE             | 0              | 0              | 0                          | 0              | 0.0%                              | 800,000              |
| <i>North West Connector project.</i> |                            |                |                |                            |                |                                   |                      |
| 21118520 9999                        | CLOSED EXPENDITURE ACCT    | 85,270         | 104,322        | 0                          | 64,486         | 0.0%                              | 0                    |
| <b>Budget Total</b>                  | <b>Tip West</b>            | <b>662,242</b> | <b>108,981</b> | <b>650,000</b>             | <b>104,420</b> |                                   | <b>800,000</b>       |
| <b>Grand Total:</b>                  |                            | <b>662,242</b> | <b>108,981</b> | <b>650,000</b>             | <b>104,420</b> | <b>14.8%</b>                      | <b>800,000</b>       |



## Recreation Fees Fund

### **Description of Fund:**

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. (Estimated 12/31/08 Fund Balance = \$175,000)



|   |                        | 2006<br>ACTUAL   | 2007<br>ACTUAL  | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|------------------------|------------------|-----------------|----------------------------|------------------|-----------------------------------|----------------------|
| <b>Recreation Fees</b>  |                        |                  |                 |                            |                  |                                   |                      |
| <i>Interest earned on investments.</i>  |                        |                  |                 |                            |                  |                                   |                      |
| 21128530 3410   | INTEREST EARNING       | (90)             | (2,364)         | (1,500)                    | -278             | 18.6%                             | (500)                |
| 21128530 3854   | TRANSFER FROM GEN FUND | 0                | 0               | 0                          | 0                | 0.0%                              | 0                    |
| 21128530 3872   | CONTRIBUTIONS          | (55,000)         | (58,550)        | (75,000)                   | -159,850         | 213.1%                            | (30,000)             |
| <i>Fees paid by new developments in lieu of recreational land dedication.</i>       |                        |                  |                 |                            |                  |                                   |                      |
| 21128530 9998   | MISC REV CLSD          | (68,318)         | 0               | 0                          | 0                | 0.0%                              | 0                    |
| <i>contribution from S&amp;W Capital for PW Facility<br/>1st of 4 Note payments</i> |                        |                  |                 |                            |                  |                                   |                      |
| <b>Budget Total</b>   | <b>Recreation Fees</b> | <b>(123,407)</b> | <b>(60,914)</b> | <b>(76,500)</b>            | <b>(160,128)</b> |                                   | <b>(30,500)</b>      |
| <b>Grand Total:</b>   |                        | <b>(123,407)</b> | <b>(60,914)</b> | <b>(76,500)</b>            | <b>(160,128)</b> | <b>209.3%</b>                     | <b>(30,500)</b>      |



## Developers' Contributions

### **Description of Fund:**

This fund was established to hold developers' contributions for specific transportation projects. (Estimated 12/31/08 Fund Balance = \$1,120,000)


**Developers Contributions**

|                     |   | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|------------------|------------------|----------------------------|------------------|-----------------------------------|----------------------|
| 21148540 3410       | INTEREST  | (54,768)         | (44,890)         | (25,000)                   | -26,531          | 106.1%                            | (20,000)             |
|                     | <i>Interest earnings on investments.</i>  |                  |                  |                            |                  |                                   |                      |
| 21148540 3855       | MISC REVENUE  | 0                | (45,539)         | (25,000)                   | 0                | 0.0%                              | (45,386)             |
|                     | <i>Annual payment for purchase of trash carts from Solid Waste Fund.</i>                        |                  |                  |                            |                  |                                   |                      |
| 21148540 3872       | CONTRIBUTIONS   | (492,537)        | (62,071)         | 0                          | -170,735         | 0.0%                              | (75,000)             |
|                     | <i>St. Ferdinands \$22,500, Rite Aid \$45,000, Bellevue Park \$4,000, Orchard Park \$3,500.</i> |                  |                  |                            |                  |                                   |                      |
| 21148540 9998       | MISC REVENUE CLSD   | 0                | 0                | 0                          | 0                | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Developers Contributions</b>   | <b>(547,305)</b> | <b>(152,500)</b> | <b>(50,000)</b>            | <b>(197,266)</b> |                                   | <b>(140,386)</b>     |
| <b>Grand Total:</b> |   | <b>(547,305)</b> | <b>(152,500)</b> | <b>(50,000)</b>            | <b>(197,266)</b> | <b>394.5%</b>                     | <b>(140,386)</b>     |



|                                 |                                 | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------------------|---------------------------------|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| <b>Developers Contributions</b> |                                 |                |                |                            |               |                                   |                      |
| 21148540 5446                   | MISC EXPENDITURES               | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| 21148540 5447                   | MISCELLANEOUS REFUNDS           | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| 21148540 6111                   | RIGHT OF WAY PURCHASE           | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| 21148540 6125                   | INFRASTRUCTURE                  | 988,964        | 1,250          | 50,000                     | 0             | 0.0%                              | 8,000                |
| <i>Marshall Road project.</i>   |                                 |                |                |                            |               |                                   |                      |
| 21148540 6202                   | INTERFUND TRANSFERS             | 0              | 0              | 0                          | 0             | 0.0%                              | 0                    |
| 21148540 9999                   | MISC EXPENSE CLSD               | 797            | 376            | 0                          | 18,453        | 0.0%                              | 0                    |
| <b>Budget Total</b>             | <b>Developers Contributions</b> | <b>989,761</b> | <b>1,626</b>   | <b>50,000</b>              | <b>18453</b>  |                                   | <b>8,000</b>         |
| <b>Grand Total:</b>             |                                 | <b>989,761</b> | <b>1,626</b>   | <b>50,000</b>              | <b>18,453</b> | <b>36.9%</b>                      | <b>8,000</b>         |



## State Liquid Fuels Fund

### **Description of Fund:**

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 typically uses these funds for an annual street resurfacing program as well as road equipment purchases. (Estimated 12/31/08 Fund Balance = 0)



|                    |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| State Liquid Fuels |  |                |                |                            |             |                                   |                      |
| 23108550 3410      | INTEREST   | (23,716)       | (20,012)       | (15,000)                   | -9,140      | 60.9%                             | (8,000)              |
|                    | <i>Interest earnings on investments.</i>                                   |                |                |                            |             |                                   |                      |
| 23108550 3553      | LIQUID FUELS TAX   | (496,552)      | (516,556)      | (577,017)                  | -572,305    | 99.2%                             | (557,454)            |
|                    | <i>Liquid fuels allocation (551,574) and turnback maintenance (5,880).</i> |                |                |                            |             |                                   |                      |
| Budget Total       | State Liquid Fuels   | (520,269)      | (536,568)      | (592,017)                  | (581,445)   |                                   | (565,454)            |
| Grand Total:       |  | (520,269)      | (536,568)      | (592,017)                  | (581,445)   | 98.2%                             | (565,454)            |



|   |                           | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|---------------------------|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| <b>State Liquid Fuels</b>                           |                           |                |                |                            |                |                                   |                      |
| 23108550 5366                                       | CONTRACTED MAINTENANCE    | 705,010        | 565,843        | 592,017                    | 167,925        | 28.4%                             | 565,454              |
| <i>Annual contracted road resurfacing projects.</i> |                           |                |                |                            |                |                                   |                      |
| 23108550 5447                                       | REFUND FROM GENERAL FUND  | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| 23108550 6117                                       | PAVING                    | 0              | 0              | 0                          | 375,638        | 0.0%                              | 0                    |
| 23108550 9999                                       | MISC EXPENSE CLSD         | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| <b>Budget Total</b>                                 | <b>State Liquid Fuels</b> | <b>705,010</b> | <b>565,843</b> | <b>592,017</b>             | <b>543,562</b> |                                   | <b>565,454</b>       |
| <b>Grand Total:</b>                                 |                           | <b>705,010</b> | <b>565,843</b> | <b>592,017</b>             | <b>543,562</b> | <b>91.8%</b>                      | <b>565,454</b>       |



## Library Fund

### **Description of Fund:**

Cranberry Township supports the Cranberry Public Library with .75 mill of real estate tax annually. Telephone, electric, and janitorial expenses are 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. (Estimated 12/31/08 Fund Balance = \$50,000)


**Library**

|                     |   | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|------------------|------------------|----------------------------|------------------|-----------------------------------|----------------------|
| 24106100 3011       | REAL ESTATE CURRENT<br><br><i>.75 mill @ \$342,909 (98% collection)</i>   | (233,920)        | (236,634)        | (246,357)                  | -242,200         | 98.3%                             | (252,038)            |
| 24106100 3012       | REAL ESTATE PRIOR YEAR<br><br><i>Prior year taxes collected by tax collector<br/>billed in/for 2008 but collected in 2009</i> | (1,894)          | (627)            | (2,000)                    | 0                | 0.0%                              | (2,000)              |
| 24106100 3014       | REAL ESTATE DELINQUENT<br><br><i>Delinquent property tax collected by Butler County<br/>Tax Claim Bureau</i>                  | (2,881)          | 0                | (2,000)                    | 0                | 0.0%                              | (2,000)              |
| 24106100 3015       | REAL ESTATE INTERIM<br><br><i>Interim tax billing for properties added to tax duplicate<br/>after January 2009.</i>           | (1,696)          | (2,511)          | (2,000)                    | -1,942           | 97.1%                             | (2,000)              |
| 24106100 3410       | INTEREST INCOME<br><br><i>Interest income on investments.</i>   | (9,625)          | (8,201)          | (6,000)                    | -2,893           | 48.2%                             | (5,500)              |
| 24106100 9998       | MISC REVENUE CLSD   | 0                | 0                | 0                          | 0                | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Library</b>  | <b>(250,016)</b> | <b>(247,973)</b> | <b>(258,357)</b>           | <b>(247,036)</b> |                                   | <b>(263,538)</b>     |
| <b>Grand Total:</b> |   | <b>(250,016)</b> | <b>(247,973)</b> | <b>(258,357)</b>           | <b>(247,036)</b> | <b>95.6%</b>                      | <b>(263,538)</b>     |


**Library**

|   |                       | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|-----------------------|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 24106100 5132   | JANITORIAL SERVICE    | 3,300          | 3,380          | 4,000                      | 3,267          | 81.7%                             | 3,000                |
| <i>Includes the daily cleaning of library as well as carpet and windows on a quarterly basis.</i> |                       |                |                |                            |                |                                   |                      |
| 24106100 5230   | INFROMATION TECH SVS  | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| 24106100 5311   | TELEPHONE SERVICES    | 758            | 714            | 650                        | 685            | 105.3%                            | 900                  |
| 24106100 5321   | ELECTRICITY           | 20,577         | 18,070         | 23,000                     | 20,285         | 88.2%                             | 21,000               |
| 24106100 5445   | CONTRIBUTIONS         | 218,580        | 218,950        | 227,650                    | 227,600        | 100.0%                            | 237,891              |
| <i>Three payments as follows:</i>   |                       |                |                |                            |                |                                   |                      |
| May 2009  | 79,297                |                |                |                            |                |                                   |                      |
| Aug. 2009   | 79,297                |                |                |                            |                |                                   |                      |
| Nov. 2009   | 79,297                |                |                |                            |                |                                   |                      |
| 24106100 6115   | BUILDING IMPROVEMENTS | 196            | 0              | 0                          | 0              | 0.0%                              | 0                    |
| 24106100 6123   | FURNITURE & FIXTURES  | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| 24106100 9999   | MISC EXPENSE CLSD     | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| <b>Budget Total</b>   | <b>Library</b>        | <b>243,411</b> | <b>241,114</b> | <b>255,300</b>             | <b>251,836</b> |                                   | <b>262,791</b>       |
| <b>Grand Total:</b>   |                       | <b>243,411</b> | <b>241,114</b> | <b>255,300</b>             | <b>251,836</b> | <b>98.6%</b>                      | <b>262,791</b>       |



## Department: FIRE OPERATIONS – COMPANY AND BRIDGAGE

### Description and Responsibilities

This fund receives 1.12 mils of the 1.87 mils of real estate tax dedicated to support the Cranberry Township Volunteer Fire Company. This fund provides the financial resources to support the operational needs of the Company. The Fire Company has 54 volunteer Brigade members who provide fire protection, rescue services, community relations, educational training, and day-to-day management operations for the Township. There are an additional 37 members who belong to the company side who serve in support functions. The Fire Company responds with other fire companies in surrounding communities as part of our mutual aid agreements. The Fire Company has five volunteers who serve as Fire Policemen. They respond to incidents to assist the Fire Company and the Police Department. One full-time Fire Company Administrative Assistant is employed by the Township to coordinate the daily activities of the Fire Company and to assist the volunteers with the administrative duties. The Fire Company is dispatched by the Butler County 9-1-1 Center. The Fire Company operates and maintains two stations. Haine Station, the administrative center, is located on Haine School Road. The Park Station is located on Route 19. The Fire Company possesses 11 major fire vehicles: One aerial, three engines, one rescue, one brush truck, two squads, and three incident command vehicles.

### 2008 Accomplishments

1. The Fire Company took delivery of a new KME rescue truck to replace the 1992 KME
2. Repairs made at both stations to upgrade the rest rooms.
3. Improvements were made to the Fire Memorial at the Haine Station.

### 2009 Goals

1. Celebrate the 50<sup>th</sup> anniversary of the Fire Company.
2. Increased community outreach to include fire extinguisher training with the recently purchased fire extinguisher simulator.
3. Install computers in the three command vehicles for preplanning.

### 2009 Budget Highlights

1. Increase in fuel costs.
2. Increase in benefit costs for the fire administrative assistant.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 1    | 1    | 1    | 1    | 1    |
| No. of Part Time Employees |      |      |      |      |      |


**Fire Operations Company**

|                     |   | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|------------------|------------------|----------------------------|------------------|-----------------------------------|----------------------|
| 24204210 3011       | REAL ESTATE CURRENT   | (350,974)        | (354,944)        | (369,536)                  | -363,293         | 98.3%                             | (376,377)            |
|                     | <i>1.12 mills @ \$342,909 (98% collection)</i>  |                  |                  |                            |                  |                                   |                      |
| 24204210 3013       | REAL ESTATE PRIOR YEAR  | (2,841)          | (940)            | (2,000)                    | 0                | 0.0%                              | (2,000)              |
|                     | <i>Prior year real estate tax collected by the tax collector<br/>(billed in/for 2008 but collected in 2009)</i> |                  |                  |                            |                  |                                   |                      |
| 24204210 3014       | REAL ESTATE DELINQUENT  | (4,201)          | 0                | (3,500)                    | 0                | 0.0%                              | (3,500)              |
|                     | <i>Delinquent property tax collected by Butler County Tax<br/>Claim Bureau</i>                                  |                  |                  |                            |                  |                                   |                      |
| 24204210 3015       | REAL ESTATE INTERIM   | (2,543)          | (3,766)          | (3,000)                    | -2,914           | 97.1%                             | (3,000)              |
|                     | <i>Interim tax billing for properties added to tax duplicate<br/>after January 2009.</i>                        |                  |                  |                            |                  |                                   |                      |
| 24204210 3410       | INTEREST INCOME   | (15,538)         | (15,793)         | (10,000)                   | -5,814           | 58.1%                             | (8,000)              |
|                     | <i>Interest on investments.</i>   |                  |                  |                            |                  |                                   |                      |
| 24204210 3510       | FEDERAL GRANTS  | 0                | 0                | 0                          | 0                | 0.0%                              | 0                    |
| 24204210 3950       | REFUND PRIOR YR EXP   | 0                | 0                | 0                          | 0                | 0.0%                              | 0                    |
| 24204210 9998       | MISC REVENUE CLOSED   | 0                | 0                | 0                          | 0                | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Fire Operations Company</b>  | <b>(376,098)</b> | <b>(375,443)</b> | <b>(388,036)</b>           | <b>(372,021)</b> |                                   | <b>(392,877)</b>     |
| <b>Grand Total:</b> |   | <b>(376,098)</b> | <b>(375,443)</b> | <b>(388,036)</b>           | <b>(372,021)</b> | <b>95.9%</b>                      | <b>(392,877)</b>     |


**Fire Operations Company**

|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 24204210 4010 | SALARIES FULL TIME  | 34,375         | 36,451         | 38,105                     | 33,268      | 87.3%                             | 39,760               |
|               | <i>1 full time employee, M. Nanna</i>   |                |                |                            |             |                                   |                      |
| 24204210 4021 | SOCIAL SECURITY   | 2,761          | 2,881          | 2,916                      | 2,561       | 87.8%                             | 2,465                |
|               | <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 24204210 4022 | MEDICARE  | 0              | 0              | 0                          | 47          | 0.0%                              | 577                  |
|               | <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                                   |                |                |                            |             |                                   |                      |
| 24204210 4023 | WORKERS COMP  | 1,695          | 1,617          | 2,111                      | 0           | 0.0%                              | 147                  |
|               | <i>Workers' Compensation insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 24204210 4041 | PENSION NON-UNIFORM   | 1,585          | 1,688          | 1,905                      | 0           | 0.0%                              | 1,988                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i> |                |                |                            |             |                                   |                      |
| 24204210 4051 | HOSPITALIZATION   | 12,133         | 12,404         | 12,023                     | 10,820      | 90.0%                             | 13,730               |
|               | <i>Medical insurance for full time employees.</i>   |                |                |                            |             |                                   |                      |
| 24204210 4052 | VISION  | 151            | 131            | 131                        | 109         | 83.1%                             | 138                  |
|               | <i>Vision insurance for full time employees.</i>  |                |                |                            |             |                                   |                      |
| 24204210 4053 | DENTAL  | 881            | 850            | 855                        | 769         | 89.9%                             | 923                  |
|               | <i>Dental insurance for full time employees.</i>  |                |                |                            |             |                                   |                      |
| 24204210 4054 | ICMA CONTRB   | 1,719          | 1,823          | 1,905                      | 1,663       | 87.3%                             | 1,988                |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for full time employees.</i>                     |                |                |                            |             |                                   |                      |
| 24204210 4055 | DISABILITY INSURANCE  | 103            | 116            | 118                        | 103         | 87.2%                             | 124                  |
|               | <i>Long term disability insurance for full time employees.</i>  |                |                |                            |             |                                   |                      |
| 24204210 4057 | LIFE INSURANCE  | 0              | 0              | 0                          | 32          | 0.0%                              | 209                  |
|               | <i>Life insurance for full time employees and certain part time employees.</i>  |                |                |                            |             |                                   |                      |


**Fire Operations Company**

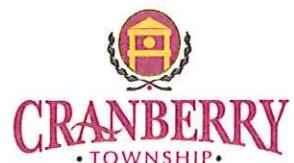
|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 24204210 5001 | OFFICE SUPPLIES  | 2,244          | 1,679          | 3,000                      | 2,154       | 71.8%                             | 3,000                |
|               | <i>General office supplies, cartridges, paper, folders etc.<br/>for two stations.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5004 | MATERIALS & SUPPLIES   | 34,054         | 47,955         | 54,400                     | 29,663      | 54.5%                             | 13,500               |
|               | <i>Day to day fire operations<br/>NFPA testing on apparatus<br/>testing of ladders, tower<br/>maintenance and testing of SCBA compressor<br/>maintenance and testing of SCBA facepieces<br/>photo record of fire calls, training and company functions<br/>discs for digital camera<br/>annual awards &amp; membership meeting</i> |                |                |                            |             |                                   |                      |
| 24204210 5005 | CLEANING SUPPLIES  | 386            | 1,104          | 1,500                      | 1,176       | 78.4%                             | 1,500                |
|               | <i>General cleaning supplies for 2 fire stations,</i>  |                |                |                            |             |                                   |                      |
| 24204210 5007 | SAFETY   | 6,115          | 5,708          | 5,500                      | 1,605       | 29.2%                             | 0                    |
| 24204210 5111 | PROFESSIONAL SERVICES  | 0              | 16,241         | 16,300                     | 21,252      | 130.4%                            | 9,000                |
|               | <i>Contracted services for pest control, overhead<br/>bay doors, sprinkler testing, preventative maintenance.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5112 | ACCOUNTING & AUDITING SVS  | 0              | 0              | 0                          | 0           | 0.0%                              | 6,000                |
|               | <i>Professional audit of company funds.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5121 | R&M EQUIPMENT  | 51,320         | 40,445         | 36,500                     | 30,186      | 82.7%                             | 8,500                |
|               | <i>Maintenance of pagers, portable radios, mobile radios and<br/>base radios.<br/>Maintenance of fire apparatus, inspections, body repairs<br/>tune-ups/tires.</i>   |                |                |                            |             |                                   |                      |
| 24204210 5122 | R&M VEHICLES   | 15,006         | 1,006          | 13,500                     | 620         | 4.6%                              | 0                    |
| 24204210 5123 | R&M FACILITY MAINT   | 13,584         | 15,837         | 19,000                     | 14,886      | 78.3%                             | 19,000               |
|               | <i>Maintenance of both fire stations including general repairs,<br/>contracted maint. items including HVAC, alarm systems<br/>sprinkler system, etc.</i>   |                |                |                            |             |                                   |                      |
| 24204210 5132 | JANITORIAL SERVICES  | 0              | 0              | 0                          | 644         | 0.0%                              | 4,500                |
|               | <i>Janitorial service for two fire stations.</i>   |                |                |                            |             |                                   |                      |


**Fire Operations Company**

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 24204210 5134 | OTHER OPERATING SVS  | 3,571          | 4,008          | 4,500                      | 2,921       | 64.9%                             | 6,000                |
|               | <i>Operating expenses not covered by specific expenditure items. Program to promote fire safety in schools and through out the township at special events.</i> |                |                |                            |             |                                   |                      |
| 24204210 5230 | INFORMATION TECH   | 20,523         | 20,523         | 2,546                      | 0           | 0.0%                              | 0                    |
| 24204210 5311 | TELEPHONE SERVICES   | 9,018          | 9,761          | 7,350                      | 8,217       | 111.8%                            | 7,717                |
|               | <i>Telephone services for two stations.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5312 | CELL PHONES  | 4,038          | 2,272          | 4,000                      | 2,192       | 54.8%                             | 4,200                |
|               | <i>Cell phones service for vehicles and officers.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5321 | ELECTRICITY  | 16,303         | 24,904         | 24,000                     | 24,419      | 101.7%                            | 25,200               |
|               | <i>Electric service at both stations.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5322 | NATURAL GAS  | 3,626          | 3,316          | 5,556                      | 3,805       | 68.5%                             | 5,834                |
|               | <i>Gas service at two stations.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5323 | WATER  | 1,660          | 6,854          | 2,550                      | 2,207       | 86.6%                             | 2,677                |
|               | <i>Water usage at two stations plus quarterly sprinkler charge at the Park Station.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5324 | SEWER  | 1,104          | 1,333          | 1,550                      | 900         | 58.0%                             | 1,627                |
|               | <i>Sewage service for two stations.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5325 | TRASH SERVICE  | 1,355          | 1,423          | 1,215                      | 1,386       | 114.1%                            | 1,276                |
|               | <i>Trash collection at two stations including dumpster service.</i>  |                |                |                            |             |                                   |                      |
| 24204210 5332 | EQUIPMENT LEASES   | 0              | 0              | 0                          | 192         | 0.0%                              | 3,700                |
|               | <i>Service and maintenance for copying machines at two stations.</i>   |                |                |                            |             |                                   |                      |
| 24204210 5341 | INSURANCE PREMIUM  | 19,098         | 19,660         | 24,000                     | 20,990      | 87.5%                             | 24,000               |
|               | <i>Insurance for Fire Company.</i>   |                |                |                            |             |                                   |                      |


**Fire Operations Company**

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 24204210 5351       | EMPLOYEE RECRUTING  | 22,305         | 20,653         | 24,000                     | 9,349          | 39.0%                             | 24,000               |
|                     | <i>Physicals for new members. Recruiting materials, 14,000 points retention program, newspaper ads, info. packets/flyers.</i> |                |                |                            |                |                                   |                      |
| 24204210 5353       | EMPLOYEE MEETING /CONFER  | 0              | 0              | 0                          | 3,372          | 0.0%                              | 12,000               |
|                     | <i>Annual awards meeting for the entire company. Present company awards to members.</i>                                       |                |                |                            |                |                                   |                      |
| 24204210 5355       | EMP CAREER DEVELOP  | 19,635         | 14,057         | 25,000                     | 13,327         | 53.3%                             | 0                    |
| 24204210 5356       | EMP DUES & MEMBERSHIP   | 2,417          | 1,557          | 2,000                      | 1,876          | 93.8%                             | 0                    |
| 24204210 5357       | CLOTHING & UNIFORMS   | 4,047          | 7,077          | 10,000                     | 5,786          | 57.9%                             | 8,000                |
|                     | <i>Purchase and maintain dress uniforms.</i>  |                |                |                            |                |                                   |                      |
| 24204210 5364       | FUEL  | 8,347          | 11,625         | 10,000                     | 15,717         | 157.2%                            | 0                    |
| 24204210 5370       | MINOR EQUIP & FURN  | 421            | 6,763          | 8,500                      | 1,406          | 16.5%                             | 0                    |
| 24204210 5371       | COMMUNITY OUTREACH  | 0              | 0              | 0                          | 2,070          | 0.0%                              | 5,000                |
|                     | <i>Safety materials and hand outs for safety programs businesses, pre-school, organizations.</i>                              |                |                |                            |                |                                   |                      |
| 24204210 5451       | RE COMMISSION COLLECT   | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| 24204210 6115       | BUILDING IMPROVEMENTS   | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| 24204210 6123       | FURNITURE & FIXTURES  | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Fire Operations Company</b>  | <b>315,581</b> | <b>343,721</b> | <b>366,536</b>             | <b>283,194</b> |                                   | <b>258,280</b>       |


**Fire Operations Brigade**

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 24204220 5004       | MATERIALS AND SUPPLIES  | 0              | 0              | 0                          | 3,364          | 0.0%                              | 22,500               |
|                     | <i>Minor equipment and supplies.</i>  |                |                |                            |                |                                   |                      |
| 24204220 5121       | R&M EQUIPMENT   | 0              | 0              | 0                          | 155            | 0.0%                              | 6,000                |
|                     | <i>Repair/purchase/maintenance of radios,<br/>(batteries, chargers)</i>   |                |                |                            |                |                                   |                      |
| 24204220 5122       | R&M VEHICLES  | 0              | 0              | 0                          | 1,865          | 0.0%                              | 30,000               |
|                     | <i>Repair/maintenance of fire vehicles, and pumps.</i>  |                |                |                            |                |                                   |                      |
| 24204220 5134       | OTHER SERVICES  | 0              | 0              | 0                          | 7,184          | 0.0%                              | 35,000               |
|                     | <i>Replacement/testing of expendable items as per<br/>National Fire Protection Assoc., ladders/hoses/pumps/<br/>air compressor, aerial,<br/>Self Contained Breathing App. (SCBA) testing.</i> |                |                |                            |                |                                   |                      |
| 24204220 5354       | EMPLOYEE TRAINING   | 0              | 0              | 0                          | 878            | 0.0%                              | 25,000               |
|                     | <i>Outside training classes/conferences.</i>  |                |                |                            |                |                                   |                      |
| 24204220 5356       | EMPLOYEE DUES/MEMBERS   | 0              | 0              | 0                          | 0              | 0.0%                              | 2,500                |
|                     | <i>Fees for membership in professional organizations.</i>   |                |                |                            |                |                                   |                      |
| 24204220 5357       | CLOTHING  | 0              | 0              | 0                          | 0              | 0.0%                              | 5,500                |
|                     | <i>Replace damaged bunker gear, gloves, boots, and hoods.</i>   |                |                |                            |                |                                   |                      |
| 24204220 5364       | FUEL  | 0              | 0              | 0                          | 0              | 0.0%                              | 20,000               |
|                     | <i>Fuel for fire vehicles.</i>  |                |                |                            |                |                                   |                      |
| 24204220 5370       | MINOR EQUIP & FURN  | 17,599         | 19,998         | 22,500                     | 10,229         | 45.5%                             | 0                    |
| <b>Budget Total</b> | <b>Fire Operations Brigade</b>  | <b>17,599</b>  | <b>19,998</b>  | <b>22,500</b>              | <b>23,675</b>  |                                   | <b>146,500</b>       |
| <b>Grand Total:</b> |   | <b>333,179</b> | <b>363,719</b> | <b>389,036</b>             | <b>306,869</b> | <b>75.9%</b>                      | <b>404,780</b>       |



## Fire Capital

### **Description of Fund:**

The Fire Capital Fund receives .75 mill of the 1.87 real estate tax mills dedicated to support the Cranberry Township Volunteer Fire Company. This .75 mill is earmarked to support large capital needs in support of the fire service. (Estimated 12/31/08 Fund Balance - \$290,000)


**Fire Capital**

|                     |  | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|------------------|------------------|----------------------------|------------------|-----------------------------------|----------------------|
| 31008570 3011       | REAL ESTATE CURRENT  | (233,920)        | (236,634)        | (246,358)                  | -242,200         | 98.3%                             | (252,038)            |
|                     | <i>.75 mill = \$342,909 (98% collection)</i>   |                  |                  |                            |                  |                                   |                      |
| 31008570 3012       | REAL ESTATE PRIOR YEAR   | (1,894)          | (627)            | (2,000)                    | 0                | 0.0%                              | (2,000)              |
|                     | <i>Prior year real estate tax collected by the tax collector.<br/>(billed in/for 2008 but collected in 2009)</i> |                  |                  |                            |                  |                                   |                      |
| 31008570 3014       | REAL ESTATE DELINQUENT   | (2,881)          | 0                | (2,000)                    | 0                | 0.0%                              | (2,000)              |
|                     | <i>Delinquent property tax collected by Butler County Tax<br/>Claim Bureau.</i>                                  |                  |                  |                            |                  |                                   |                      |
| 31008570 3015       | REAL ESTATE INTERIM  | (1,696)          | (2,511)          | (2,000)                    | -1,942           | 97.1%                             | (2,000)              |
|                     | <i>Interim tax billing for properties added to tax duplicate<br/>after January 2009.</i>                         |                  |                  |                            |                  |                                   |                      |
| 31008570 3410       | INTEREST EARNING   | (14,983)         | (11,354)         | (7,000)                    | -6,376           | 91.1%                             | (7,000)              |
|                     | <i>Interest earned on investments.</i>   |                  |                  |                            |                  |                                   |                      |
| 31008570 3855       | MISCELLANEOUS REV  | (11,864)         | 0                | 0                          | 0                | 0.0%                              | 0                    |
| 31008570 3930       | PROCEEDS GO BOND   | 0                | 0                | 0                          | 0                | 0.0%                              | 0                    |
| 31008570 9998       | MISC REVEUNE CLSD  | 0                | 0                | 0                          | -447,796         | 0.0%                              | 0                    |
|                     | <i>transfer from Fire Fund</i>   |                  |                  |                            |                  |                                   |                      |
| <b>Budget Total</b> | <b>Fire Capital</b>  | <b>(267,238)</b> | <b>(251,126)</b> | <b>(259,358)</b>           | <b>(698,315)</b> |                                   | <b>(265,038)</b>     |
| <b>Grand Total:</b> |  | <b>(267,238)</b> | <b>(251,126)</b> | <b>(259,358)</b>           | <b>(698,315)</b> | <b>269.2%</b>                     | <b>(265,038)</b>     |


**Fire Capital**

|                     |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 31008570 5123       | R&M FACILITY MAINT   | 0              | 0              | 0                          | 0              | 0.0%                              | 20,000               |
|                     | <i>Repair pads at Park Station.</i>  |                |                |                            |                |                                   |                      |
| 31008570 5410       | 2008 PROMISSORY NOTE   | 0              | 0              | 0                          | 12,972         | 0.0%                              | 51,887               |
|                     | <i>Annual payment to CTVFC Relief Association for new rescue truck loan.</i> |                |                |                            |                |                                   |                      |
| 31008570 5411       | PEMA LOAN  | 8,494          | 8,494          | 4,248                      | 3,539          | 83.3%                             | 0                    |
| 31008570 5414       | GO SERIES C 2001   | 0              | 0              | 0                          | 40,000         | 0.0%                              | 40,000               |
|                     | <i>Partial bond payment for Quint.</i>                                       |                |                |                            |                |                                   |                      |
| 31008570 5415       | GO SERIES 2003   | 109,956        | 110,000        | 110,000                    | 70,000         | 63.6%                             | 60,000               |
|                     | <i>Partial bond payment for Park Fire Station construction.</i>              |                |                |                            |                |                                   |                      |
| 31008570 5416       | GO SERIES A 2003   | 0              | 0              | 0                          | 0              | 0.0%                              | 10,000               |
|                     | <i>Partial bond payment for pumper.</i>                                      |                |                |                            |                |                                   |                      |
| 31008570 5434       | INTEREST EXPENSE   | 0              | 0              | 0                          | 0              | 0.0%                              | 0                    |
| 31008570 5446       | MISC EXPENSE   | 0              | 0              | 0                          | 0              | 0.0%                              | 10,000               |
| 31008570 5451       | REFUND PRIOR YEAR  | 0              | 252            | 0                          | 0              | 0.0%                              | 0                    |
| 31008570 6114       | BUILDING   | 23,878         | 0              | 0                          | 0              | 0.0%                              | 0                    |
| 31008570 6122       | VEHICLES   | 15,680         | 0              | 147,118                    | 527,796        | 358.8%                            | 0                    |
| 31008570 9999       | CLOSED EXPENDITURE ACCT  | 298,339        | 20,090         | 0                          | 0              | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Fire Capital</b>  | <b>456,347</b> | <b>138,837</b> | <b>261,366</b>             | <b>654,307</b> |                                   | <b>191,887</b>       |
| <b>Grand Total:</b> |  | <b>456,347</b> | <b>138,837</b> | <b>261,366</b>             | <b>654,307</b> | <b>250.3%</b>                     | <b>191,887</b>       |



## Sewer and Water Capital Fund

### **Description of Fund:**

The Sewer and Water Capital Fund is funded from the fund balances from the Sewer and Water (operational) Funds. This fund was established to provide for capital improvement needs of the sewer and water systems. (Estimated 12/31/08 Fund Balance = \$700,000)



|   |                       | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|-----------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| Water Capital   |                       |                |                |                            |             |                                   |                      |
| <i>Interest on investments.</i>                         |                       |                |                |                            |             |                                   |                      |
| 32005610 3410   | INTEREST EARNING      | 0              | (55,085)       | (30,000)                   | -7,975      | 26.6%                             | (9,000)              |
| 32005610 3854   | WATER LINE EXTENSION  | 0              | (16,146)       | 0                          | -7,134      | 0.0%                              | 0                    |
| 32005610 3855   | MISCELLANEOUS REVENUE | 0              | (75,000)       | 0                          | 0           | 0.0%                              | 0                    |
| 32005610 3922   | TRANSFER FROM OTHER   | 0              | 0              | (679,000)                  | 0           | 0.0%                              | (125,000)            |
| <i>Transfer from Sewer and Water operational funds.</i> |                       |                |                |                            |             |                                   |                      |
| Budget Total  | Water Capital         | 0              | (146,230)      | (709,000)                  | (15109)     |                                   | (134,000)            |



|   |                           | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|---------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| <b>Sewer Capital</b>                                      |                           |                |                |                            |             |                                   |                      |
| 32005620 3410   | INTEREST                  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 32005620 3922   | TRANSFER FROM OTHER FUNDS | 0              | 0              | (679,000)                  | 0           | 0.0%                              | (190,000)            |
| <i>Transfer from Sewer &amp; Water operational funds.</i> |                           |                |                |                            |             |                                   |                      |
| <b>Budget Total</b>                                       | <b>Sewer Capital</b>      | 0              | 0              | (679,000)                  | 0           |                                   | (190,000)            |
| <b>Grand Total:</b>                                       |                           | 0              | (146,230)      | (1,388,000)                | (15,109)    | 1.1%                              | (324,000)            |



|  |                        | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| Water Capital                          |                        |                |                |                            |             |                                   |                      |
| 32005610 4021                          | SOCIAL SECURITY        | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 32005610 5111                          | PROFESSIONAL SERVICES  | 0              | 0              | 0                          | 82,208      | 0.0%                              | 0                    |
| 32005610 5134                          | OTHER OPERATING SVS    | (24,102)       | 160,990        | 906,500                    | 191,038     | 21.1%                             | 125,000              |
| <i>Various water capital projects.</i> |                        |                |                |                            |             |                                   |                      |
| 32005610 6122                          | VEHICLES               | 0              | 0              | 0                          | 115,107     | 0.0%                              | 0                    |
| 32005610 6125                          | INFRASTRUCTURE         | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 32005610 6203                          | TRANSFER TO ENTERPRISE | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 32005610 9999                          | MISC EXPENSE CLSD      | 457,700        | 552,137        | 0                          | 101,349     | 0.0%                              | 0                    |
| Budget Total                           | Water Capital          | 433,598        | 713,126        | 906,500                    | 489702      |                                   | 125,000              |



|  |                       | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|-----------------------|------------------|------------------|----------------------------|----------------|-----------------------------------|----------------------|
| <b>Sewer Capital</b>                   |                       |                  |                  |                            |                |                                   |                      |
| 32005620 5111                          | PROFESSIONAL SERVICES | 0                | 0                | 0                          | 2,120          | 0.0%                              | 0                    |
| 32005620 5134                          | OTHER OPERARTING SVS  | (589,677)        | 374,663          | 451,500                    | 57,765         | 12.8%                             | 190,000              |
| <i>Various sewer capital projects.</i> |                       |                  |                  |                            |                |                                   |                      |
| 32005620 6122                          | VEHICLES              | 0                | 0                | 0                          | 8,556          | 0.0%                              | 0                    |
| 32005620 6125                          | INFRASTRUCTURE        | 0                | 0                | 0                          | 0              | 0.0%                              | 0                    |
| <b>Budget Total</b>                    | <b>Sewer Capital</b>  | <b>(589,677)</b> | <b>374,663</b>   | <b>451,500</b>             | <b>68441</b>   |                                   | <b>190,000</b>       |
| <b>Grand Total:</b>                    |                       | <b>(156,080)</b> | <b>1,087,789</b> | <b>1,358,000</b>           | <b>558,143</b> | <b>41.1%</b>                      | <b>315,000</b>       |



## Township Transportation Improvement Program (TIP) Fund

### **Description of Fund:**

The Township TIP Fund was created to reserve township funds for transportation impact fee improvement projects that require a direct contribution from the Township. There is a requirement in state law that requires the municipality to contribute funds in certain cases where impact fees are being used. (Estimated 12/31/08 Fund Balance = \$0)



## Township TIP

|                     |                        | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|------------------------|------------------|------------------|----------------------------|----------------|-----------------------------------|----------------------|
| 33008560 3410       | INTEREST EARNING       | (6,487)          | (8,344)          | (2,000)                    | -7,983         | 399.2%                            | 0                    |
| 33008560 3872       | CONTRIBUTIONS          | (27,683)         | 0                | 0                          | 0              | 0.0%                              | 0                    |
| 33008560 3921       | TRANSFER FROM GEN FUND | (150,000)        | (150,000)        | (300,000)                  | 0              | 0.0%                              | 0                    |
| 33008560 9998       | CLOSED REVENUE ACCOUNT | 0                | 0                | 0                          | 0              | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Township TIP</b>    | <b>(184,171)</b> | <b>(158,344)</b> | <b>(302,000)</b>           | <b>(7983)</b>  |                                   | <b>0</b>             |
| <b>Grand Total:</b> |                        | <b>(184,171)</b> | <b>(158,344)</b> | <b>(302,000)</b>           | <b>(7,983)</b> | <b>2.6%</b>                       | <b>0</b>             |



| Township TIP        |                         | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|-------------------------|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 33008560 6125       | INFRASTRUCTURE          | (703)          | 0              | 500,000                    | 310,121        | 62.0%                             | 0                    |
| 33008560 9999       | CLOSED EXPENDITURE ACCT | 703            | 0              | 0                          | 0              | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Township TIP</b>     | <b>0</b>       | <b>0</b>       | <b>500,000</b>             | <b>310,121</b> |                                   | <b>0</b>             |
| <b>Grand Total:</b> |                         | <b>0</b>       | <b>0</b>       | <b>500,000</b>             | <b>310,121</b> | <b>62.0%</b>                      | <b>0</b>             |



## Capital Improvement Fund

### **Description of Fund:**

The Capital Improvement Fund was established to fund general purpose capital improvements for the Township. Typically this fund is financed by the fund balance from the General Fund. (Estimated 12/31/08 Fund Balance = \$0)



|  |                                    | 2006<br>ACTUAL     | 2007<br>ACTUAL     | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|------------------------------------|--------------------|--------------------|----------------------------|------------------|-----------------------------------|----------------------|
| <b>Capital Improvement Revenue</b>     |                                    |                    |                    |                            |                  |                                   |                      |
| 34006401 3410                          | INTEREST INCOME                    | (13,755)           | (30,084)           | (15,000)                   | -17,179          | 114.5%                            | (10,000)             |
| <i>Interest earned on investments.</i> |                                    |                    |                    |                            |                  |                                   |                      |
| 34006401 3852                          | DONATIONS                          | 0                  | 0                  | (20,000)                   | 0                | 0.0%                              | 0                    |
| 34006401 3855                          | MISCELLANEOUS REVENUE              | (299,138)          | (130,492)          | 0                          | -400,000         | 0.0%                              | 0                    |
| 34006401 3921                          | TRANS FROM GENERAL FUND            | (1,150,000)        | (1,706,400)        | (1,448,000)                | 0                | 0.0%                              | (980,000)            |
| <i>Transfer from the General Fund.</i> |                                    |                    |                    |                            |                  |                                   |                      |
| <b>Budget Total</b>                    | <b>Capital Improvement Revenue</b> | <b>(1,462,893)</b> | <b>(1,866,976)</b> | <b>(1,483,000)</b>         | <b>(417,179)</b> |                                   | <b>(990,000)</b>     |
| <b>Grand Total:</b>                    |                                    | <b>(1,462,893)</b> | <b>(1,866,976)</b> | <b>(1,483,000)</b>         | <b>(417,179)</b> | <b>28.1%</b>                      | <b>(990,000)</b>     |



|   |                            | 2006<br>ACTUAL | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|----------------------------|----------------|------------------|----------------------------|----------------|-----------------------------------|----------------------|
| 34006410 5004   | MATERIALS AND SUPPLIES     | 0              | 0                | 0                          | 35,176         | 0.0%                              | 0                    |
| 34006410 5111   | GRAHAM PARK DEVELOP        | 3,240          | 638,908          | 1,093,000                  | 1,773,247      | 162.2%                            | 50,000               |
| <i>Graham Park development.</i>   |                            |                |                  |                            |                |                                   |                      |
| 34006410 5134   | OTHER SERVICES             | 0              | 0                | 0                          | 8              | 0.0%                              | 0                    |
| 34006410 5321   | ELECTRICITY                | 0              | 0                | 0                          | 92             | 0.0%                              | 0                    |
| 34006410 5332   | EQUIPMENT LEASES           | 0              | 0                | 0                          | 11,215         | 0.0%                              | 0                    |
| 34006410 5363   | ADVERTISING                | 0              | 0                | 0                          | 398            | 0.0%                              | 0                    |
| 34006410 5418   | DEBT SERVICE               | 222,870        | 228,870          | 0                          | 0              | 0.0%                              | 0                    |
| 34006410 5419   | TAXABLE NOTE LINDER PROPTY | 0              | 0                | 0                          | 0              | 0.0%                              | 100,000              |
| <i>Annual debt payment for the cost of purchasing the Lindner property.</i> |                            |                |                  |                            |                |                                   |                      |
| 34006410 6111   | PARK LAND ACQUISITION      | 104,858        | 0                | 0                          | 0              | 0.0%                              | 0                    |
| 34006410 6112   | PARK DEVELOP & IMPROVE     | 1,243          | 0                | 0                          | 0              | 0.0%                              | 0                    |
| 34006410 9999   | MISC EXPENSE CLSD          | 398,731        | 180,557          | 0                          | 45,331         | 0.0%                              | 0                    |
| <b>Budget Total</b>   |                            | <b>730,942</b> | <b>1,048,335</b> | <b>1,093,000</b>           | <b>1865465</b> |                                   | <b>150,000</b>       |



|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD    | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|----------------|-----------------------------------|----------------------|
| 34006420 6123 | MUNICIPAL CTR EQUIP  | 16,546         | 160,311        | 0                          | 214,519        | 0.0%                              | 200,000              |
|               | <i>Miscellaneous capital improvements to the municipal center.</i> |                |                |                            |                |                                   |                      |
|               | <b>Budget Total</b>  | <b>16,546</b>  | <b>160,311</b> | <b>0</b>                   | <b>214,519</b> |                                   | <b>200,000</b>       |



|   |                             | 2006<br>ACTUAL | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|-----------------------------|----------------|------------------|----------------------------|------------------|-----------------------------------|----------------------|
| 34006430 4021   | SOCIAL SECURITY EXPENDITURE | 0              | 0                | 0                          | 0                | 0.0%                              | 0                    |
| 34006430 5111   | PROFESSIONAL SERVICES       | 0              | 90,928           | 45,000                     | 114,266          | 253.9%                            | 300,000              |
| <i>Financial &amp; HR software upgrades and installation.</i> |                             |                |                  |                            |                  |                                   |                      |
| 34006430 6121   | PUBLIC WORKS EQUIPMENT      | 14,754         | 0                | 0                          | 0                | 0.0%                              | 0                    |
| 34006430 6122   | VEHICLE REPLACEMENT         | 91,033         | 0                | 585,000                    | 144,364          | 24.7%                             | 330,000              |
| <i>Various vehicle replacements.</i>                          |                             |                |                  |                            |                  |                                   |                      |
| <b>Budget Total</b>   |                             | <b>105,786</b> | <b>90,928</b>    | <b>630,000</b>             | <b>258,629</b>   |                                   | <b>630,000</b>       |
| <b>Grand Total:</b>   |                             | <b>853,274</b> | <b>1,299,573</b> | <b>1,723,000</b>           | <b>2,338,614</b> | <b>135.7%</b>                     | <b>980,000</b>       |



| Water Fund Revenue            |  | 2008 Budget        | 2009 Budget        |
|-------------------------------|--|--------------------|--------------------|
| <b>Revenue</b>                |  |                    |                    |
| Interest Income               |  | \$65,000           | \$65,000           |
| Water Meter Revenue           |  | \$3,352,150        | \$3,590,800        |
| Tap Fees                      |  | \$370,000          | \$400,000          |
| Deduct Meter Charges          |  | \$0                | \$15,000           |
| Lease Revenue                 |  | \$85,000           | \$85,000           |
| Fire Line Charges             |  | \$113,000          | \$120,000          |
| Application Fees              |  | \$6,000            | \$5,000            |
| Misc. Income                  |  | \$15,000           | \$19,000           |
| Penalties                     |  | \$22,000           | \$23,000           |
| Charge for Services           |  | \$0                | \$0                |
| <b>Total Revenue</b>          |  | <b>\$4,028,150</b> | <b>\$4,322,800</b> |
| Water Fund Expenditures       |  | 2008 Budget        | 2009 Budget        |
| <b>Programs</b>               |  |                    |                    |
| Distribution Sys. Maintenance |  | \$361,667          | \$427,252          |
| Service Requests              |  | \$81,084           | \$165,439          |
| Pump Stations and Tanks       |  | \$193,335          | \$127,831          |
| New Development Inspection    |  | \$22,842           | \$40,181           |
| System Support                |  | \$607,129          | \$539,449          |
| Billing                       |  | \$321,705          | \$218,682          |
| Water Purchase                |  | \$2,200,000        | \$2,600,000        |
| Debt                          |  | \$31,094           | \$31,094           |
| Transfers To Capital/GF       |  | \$30,000           | \$172,872          |
| <b>Total Expenditures</b>     |  | <b>\$3,848,856</b> | <b>\$4,322,800</b> |



## Water Fund

| Program and Activities                        |  | 2008 Budget      | 2009 Budget      |
|---|--|------------------|------------------|
| <b><i>Distribution System Maintenance</i></b> |  |                  |                  |
| Pipe Line Maintenance                         |  | \$178,180        | \$189,986        |
| Leak Check Program                            |  | \$19,108         | \$20,252         |
| Water Quality                                 |  | \$41,691         | \$32,823         |
| Meter Testing Program                         |  | \$8,820          | \$16,627         |
| PA One Call                                   |  | \$23,330         | \$39,437         |
| Hydrant Maintenance / Valve Maintenance       |  | \$46,000         | \$94,779         |
| Flushing Program                              |  | \$44,539         | \$33,348         |
| Sub Total                                     |  | <b>\$361,667</b> | <b>\$427,252</b> |
| Percent of Total Fund                         |  | 9%               | 10%              |
| <b><i>Service Requests</i></b>                |  |                  |                  |
| Meter Service                                 |  | \$29,910         | \$77,185         |
| Service Requests                              |  | \$13,334         | \$37,215         |
| Construction Meter Service                    |  | \$5,308          | \$19,890         |
| Water Tap                                     |  | \$30,326         | \$26,010         |
| Existing Structure Repair Inspections         |  | \$2,206          | \$5,138          |
| Sub Total                                     |  | <b>\$81,084</b>  | <b>\$165,439</b> |
| Percent of Total Fund                         |  | 2%               | 4%               |
| <b><i>Pump Stations and Tanks</i></b>         |  |                  |                  |
| Operations & Maintenance                      |  | \$193,335        | \$127,831        |
| Sub Total                                     |  | <b>\$193,335</b> | <b>\$127,831</b> |
| Percent of Total Fund                         |  | 5%               | 3%               |
| <b><i>New Development Inspection</i></b>      |  |                  |                  |
| New Structure Inspection                      |  | \$18,137         | \$35,153         |
| New Development Inspection (site)             |  | \$4,705          | \$5,028          |
| Sub Total                                     |  | <b>\$22,842</b>  | <b>\$40,181</b>  |
| Percent of Total Fund                         |  | 1%               | 1%               |

|                                |  |                    |                    |
|--------------------------------|--|--------------------|--------------------|
| <b>System Support</b>          |  |                    |                    |
| Vehicle Maintenance            |  | \$61,669           | \$61,855           |
| Administration                 |  | \$308,822          | \$375,825          |
| Training                       |  | \$38,157           | \$32,346           |
| GIS/Water Model                |  | \$23,614           | \$26,588           |
| Information Technology         |  | \$54,697           | \$0                |
| Facility Maintenance           |  | \$14,512           | \$18,084           |
| SCADA                          |  | \$6,250            | \$4,750            |
| Operations Engineering         |  | \$99,407           | \$20,000           |
| <b>Sub Total</b>               |  | <b>\$607,129</b>   | <b>\$539,449</b>   |
| <b>Percent of Total Fund</b>   |  | <b>16%</b>         | <b>12%</b>         |
| <b>Program and Activities</b>  |  | <b>2008 Budget</b> | <b>2009 Budget</b> |
| <b>Billing</b>                 |  |                    |                    |
| Account Management             |  | \$98,655           | \$47,173           |
| Meter Reading                  |  | \$56,423           | \$50,761           |
| Customer Service Requests      |  | \$166,628          | \$120,748          |
| <b>Sub Total</b>               |  | <b>\$321,705</b>   | <b>\$218,682</b>   |
| <b>Percent of Total Fund</b>   |  | <b>8%</b>          | <b>5%</b>          |
| <b>Water Purchase</b>          |  |                    |                    |
| Water Purchase                 |  | \$2,200,000        | \$2,600,000        |
| <b>Sub Total</b>               |  | <b>\$2,200,000</b> | <b>\$2,600,000</b> |
| <b>Percent of Total Fund</b>   |  | <b>57%</b>         | <b>60%</b>         |
| <b>Debt</b>                    |  |                    |                    |
| Interest Payment               |  | \$0                | \$0                |
| Principal Payment              |  | \$31,094           | \$31,094           |
| <b>Sub Total</b>               |  | <b>\$31,094</b>    | <b>\$31,094</b>    |
| <b>Percent of Total Fund</b>   |  | <b>1%</b>          | <b>1%</b>          |
| <b>Transfers To Capital/GF</b> |  |                    |                    |
| Transfers To Capital/GF        |  | \$30,000           | \$172,872          |
| <b>Sub Total</b>               |  | <b>\$30,000</b>    | <b>\$172,872</b>   |
| <b>Percent of Total Fund</b>   |  | <b>1%</b>          | <b>4%</b>          |
| <b>Total Water Fund</b>        |  | <b>\$3,848,856</b> | <b>\$4,322,800</b> |



## Sewer Fund

| Sewer Fund Revenue         | 2008 Budget        | 2009 Budget        |
|----------------------------|--------------------|--------------------|
| <b>Revenue</b>             |                    |                    |
| Interest Income            | \$90,000           | \$90,000           |
| Sewer Meter Revenue        | \$4,572,340        | \$4,520,000        |
| Tap Fees                   | \$360,000          | \$400,000          |
| Deduct Meter Charges       | \$0                |                    |
| Marshall Twp. Debt         | \$56,620           | \$56,620           |
| Marshall Twp. Revenue      | \$290,000          | \$280,000          |
| New Sewickley Twp. Revenue | \$20,000           | \$19,000           |
| Application Fees           | \$6,000            | \$6,000            |
| Misc. Income               | \$0                | \$10,000           |
| Penalties                  | \$20,000           | \$23,000           |
| Charge for Services        | \$0                | \$0                |
| <b>Total Revenue</b>       | <b>\$5,414,960</b> | <b>\$5,404,620</b> |

| Sewer Fund Expenditures     | 2008 Budget        | 2009 Budget        |
|-----------------------------|--------------------|--------------------|
| <b>Programs</b>             |                    |                    |
| Treatment Plant             | \$1,896,490        | \$1,999,288        |
| Collection Sys. Maintenance | \$298,647          | \$306,055          |
| New Development Inspection  | \$24,335           | \$31,278           |
| Service Requests            | \$17,247           | \$11,639           |
| System Support              | \$852,315          | \$732,663          |
| Billing                     | \$106,504          | \$68,414           |
| Lift Stations               | \$182,522          | \$111,731          |
| Debt                        | \$1,888,275        | \$1,902,980        |
| Transfers To Capital/GF     | \$148,624          | \$240,571          |
| <b>Total Expenditure</b>    | <b>\$5,414,959</b> | <b>\$5,404,620</b> |



| <b>Sewer Fund</b>                    |  |             |             |
|--------------------------------------|--|-------------|-------------|
| Program and Activities               |  | 2008 Budget | 2009 Budget |
| <b>Treatment Plant</b>               |  |             |             |
| Operations                           |  | \$898,696   | \$1,056,178 |
| Maintenance                          |  | \$350,494   | \$261,617   |
| Bio Solids                           |  | \$351,628   | \$378,606   |
| Odor                                 |  | \$198,672   | \$183,492   |
| Industrial Pretreatment              |  | \$97,001    | \$119,395   |
| Sub Total                            |  | \$1,896,490 | \$1,999,288 |
| Percent of Total Fund                |  | 35%         | 37%         |
| <b>Collection System Maintenance</b> |  |             |             |
| Pipe Line Maintenance                |  | \$138,289   | \$120,397   |
| Infiltration & Inflow                |  | \$135,580   | \$150,924   |
| PA One Call                          |  | \$24,778    | \$34,734    |
| Sub Total                            |  | \$298,647   | \$306,055   |
| Percent of Total Fund                |  | 6%          | 6%          |
| <b>New Development Inspection</b>    |  |             |             |
| New Structure Inspection             |  | \$23,235    | \$30,040    |
| New Development Inspection (site)    |  | \$1,100     | \$1,238     |
| Sub Total                            |  | \$24,335    | \$31,278    |
| Percent of Total Fund                |  | 0%          | 1%          |
| <b>Service Requests</b>              |  |             |             |
| Existing Structure Inspections       |  | \$3,198     | \$4,121     |
| Sewer Clog / Odor                    |  | \$14,049    | \$7,518     |
| Sub Total                            |  | \$17,247    | \$11,639    |
| Percent of Total Fund                |  | 0%          | 0%          |

| <b>Sewer Fund cont.</b>        |  |                     |                     |
|--------------------------------|--|---------------------|---------------------|
| <b>System Support</b>          |  |                     |                     |
| Fats, Oils, Greases (FOG)      |  |                     |                     |
| Vehicle Maintenance            |  | \$67,690            | \$61,782            |
| Administration                 |  | \$423,875           | \$398,173           |
| GIS/Sewer Model                |  | \$53,514            | \$6,588             |
| Facility Maintenance           |  | \$7,215             | \$44,333            |
| Training                       |  | \$42,496            | \$32,346            |
| Information Technology         |  | \$54,697            | \$0                 |
| SCADA                          |  | \$5,250             | \$9,440             |
| Operations Engineering         |  | \$197,578           | \$180,000           |
| <b>Sub Total</b>               |  | <b>\$852,315</b>    | <b>\$732,663</b>    |
| <b>Percent of Total Fund</b>   |  | <b>16%</b>          | <b>14%</b>          |
| <b>Program and Activities</b>  |  | <b>2008 Request</b> | <b>2009 Request</b> |
| <b>Billing</b>                 |  |                     |                     |
| Account Management             |  | \$91,107            | \$49,371            |
| Sewer Flow Meter Readings      |  | \$15,397            | \$19,043            |
| <b>Sub Total</b>               |  | <b>\$106,504</b>    | <b>\$68,414</b>     |
| <b>Percent of Total Fund</b>   |  | <b>2%</b>           | <b>1%</b>           |
| <b>Lift Stations</b>           |  |                     |                     |
| Operations & Maintenance       |  | \$182,522           | \$111,731           |
| <b>Sub Total</b>               |  | <b>\$182,522</b>    | <b>\$111,731</b>    |
| <b>Percent of Total Fund</b>   |  | <b>3%</b>           | <b>2%</b>           |
| <b>Debt</b>                    |  |                     |                     |
| Interest Payment               |  | \$1,058,275         | \$1,027,980         |
| Principle Payment              |  | \$830,000           | \$875,000           |
| <b>Sub Total</b>               |  | <b>\$1,888,275</b>  | <b>\$1,902,980</b>  |
| <b>Percent of Total Fund</b>   |  | <b>35%</b>          | <b>35%</b>          |
| <b>Transfers To Capital/GF</b> |  |                     |                     |
| Transfers To Capital/GF        |  | \$148,624           | \$240,571           |
| <b>Sub Total</b>               |  | <b>\$148,624</b>    | <b>\$240,571</b>    |
| <b>Percent of Total Fund</b>   |  | <b>3%</b>           | <b>4%</b>           |
| <b>Total Sewer Fund</b>        |  | <b>\$5,414,960</b>  | <b>\$5,404,620</b>  |



## Solid Waste Fund

### **Description of Fund:**

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 that 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.

This Fund receives the quarterly fees that are collected by the Township for this service, as well as all grants and performance incentives earned through our recycling efforts. The fees and grants collected are used to pay the costs associated with this program. This Fund also supports the entire municipal solid waste program provided by the Township to serve all the residents of the Township.

The program is entering the fifth and final year of the current contract with Vogel Disposal Services.

The 2009 rates are being adjusted in response to increased costs in the final year of the contract, increased cost to purchase carts and in preparation of receiving no additional recycling performance grants in 2010 due to the state program coming to an end.

| <u>Service</u> | <u>2008 Monthly Rates</u> | <u>2009 Monthly Rates</u> |
|----------------|---------------------------|---------------------------|
| 96 gal cart    | \$15.36                   | \$16.82                   |
| 64 gal cart    | \$14.72                   | \$16.16                   |
| 38 gal cart    | \$14.21                   | \$15.64                   |
| Bag service    | \$12.44                   | \$13.87                   |

(Estimated 12/31/08 Fund Balance = \$449,300)



|                     |  | 2006<br>ACTUAL     | 2007<br>ACTUAL     | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD        | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|--------------------|--------------------|----------------------------|--------------------|-----------------------------------|----------------------|
| 63107010 3410       | INTEREST EARNING   | (33,731)           | (33,087)           | (18,000)                   | -5,360             | 29.8%                             | (6,000)              |
|                     | <i>Interest earnings on investment.</i>                            |                    |                    |                            |                    |                                   |                      |
| 63107010 3540       | GRANTS   | (543,040)          | (184,228)          | (165,000)                  | -266,838           | 161.7%                            | (165,000)            |
|                     | <i>Performance Grant awarded by DEP.</i>                           |                    |                    |                            |                    |                                   |                      |
| 63107010 3570       | LOCAL GRANTS   | 0                  | 0                  | (130,000)                  | 0                  | 0.0%                              | 0                    |
| 63107010 3671       | FEES FOR SERVICES  | (1,309,125)        | (1,638,373)        | (1,437,747)                | -1,336,370         | 92.9%                             | (1,608,711)          |
|                     | <i>Revenue from quarterly payments from solid waste customers.</i> |                    |                    |                            |                    |                                   |                      |
| 63107010 3809       | PENALTIES  | (9,944)            | (10,600)           | (10,000)                   | -10,260            | 102.6%                            | (9,400)              |
|                     | <i>Penalty collections from customers who pay late.</i>            |                    |                    |                            |                    |                                   |                      |
| 63107010 3855       | MISCELLANEOUS REV  | (30,312)           | (31,407)           | (5,000)                    | -30,219            | 484.9%                            | (28,000)             |
|                     | <i>Sale of craft bags and bag tags.</i>                            |                    |                    |                            |                    |                                   |                      |
| 63107010 9998       | CLOSED REVENUE ACCT  | 0                  | 0                  | 0                          | 0                  | 0.0%                              | 0                    |
| <b>Budget Total</b> |  | <b>(1,926,152)</b> | <b>(1,897,695)</b> | <b>(1,765,747)</b>         | <b>(1649047)</b>   |                                   | <b>(1,817,111)</b>   |
| <b>Grand Total:</b> |  | <b>(1,926,152)</b> | <b>(1,897,695)</b> | <b>(1,765,747)</b>         | <b>(1,649,047)</b> | <b>93.1%</b>                      | <b>(1,817,111)</b>   |



|               |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 63107010 4010 | SALARIES FULL TIME  | 92,697         | 95,849         | 81,978                     | 85,008      | 103.7%                            | 77,538               |
|               | <i>7 full time employees</i><br><i>C. Beers (30%), D. McVeigh (20%), L. Meeder (30%),</i><br><i>J. Kratsas, (5%), L. Engle (30%), J. Iannarelli (30%),</i><br><i>N. Sikora (30%).</i> |                |                |                            |             |                                   |                      |
| 63107010 4012 | SALAIRES - PART TIME  | 3,938          | 0              | 24,359                     | 0           | 0.0%                              | 15,414               |
|               | <i>3 part time employees</i><br><i>N. Hamilton (30%), D. Phelan (30%), M. Dawson (30%)</i>  |                |                |                            |             |                                   |                      |
| 63107010 4015 | OVERTIME  | 0              | 0              | 0                          | 130         | 0.0%                              | 0                    |
| 63107010 4021 | SOCIAL SECURITY   | 7,478          | 8,279          | 8,103                      | 7,139       | 88.1%                             | 5,538                |
|               | <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 63107010 4022 | MEDICARE  | 0              | 0              | 0                          | 133         | 0.0%                              | 1,295                |
|               | <i>The employer share of Medicare is based 1.45% of salaries/wages/overtime for all employees.</i>  |                |                |                            |             |                                   |                      |
| 63107010 4023 | WORKERS COMPENSATION  | 209            | 257            | 453                        | 0           | 0.0%                              | 331                  |
|               | <i>Workers' Compensation insurance for all employees.</i>   |                |                |                            |             |                                   |                      |
| 63107010 4041 | PENSION NON UNIFORM   | 3,046          | 3,242          | 4,099                      | 0           | 0.0%                              | 3,696                |
|               | <i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 63107010 4051 | HOSPITALIZATION   | 13,113         | 18,881         | 16,489                     | 16,764      | 101.7%                            | 19,054               |
|               | <i>Medical insurance for all full time employees.</i>   |                |                |                            |             |                                   |                      |
| 63107010 4052 | VISION  | 196            | 222            | 214                        | 190         | 88.6%                             | 218                  |
|               | <i>Vision insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 63107010 4053 | DENTAL  | 1,233          | 1,379          | 1,318                      | 1,264       | 95.9%                             | 1,277                |
|               | <i>Dental insurance for all full time employees.</i>  |                |                |                            |             |                                   |                      |
| 63107010 4054 | ICMA CONTRB   | 3,906          | 4,039          | 4,099                      | 4,533       | 110.6%                            | 3,696                |
|               | <i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>   |                |                |                            |             |                                   |                      |



|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 63107010 4055 | DISABILITY INSURANCE   | 225            | 278            | 254                        | 253         | 99.7%                             | 229                  |
|               | <i>Long term disability insurance for all full time employees.</i>                     |                |                |                            |             |                                   |                      |
| 63107010 4057 | LIFE INSURANCE   | 0              | 0              | 215                        | 77          | 35.8%                             | 468                  |
|               | <i>Life insurance for all full time employees and certain part time employees.</i>     |                |                |                            |             |                                   |                      |
| 63107010 5004 | MATERIALS & SUPPLIES   | 4,900          | 14,077         | 61,000                     | 7,493       | 12.3%                             | 8,000                |
|               | <i>Purchase of craft bags and bag tags.</i>  |                |                |                            |             |                                   |                      |
| 63107010 5111 | PROFESSIONAL SERVICES  | 1,288,370      | 1,221,324      | 1,299,756                  | 1,240,610   | 95.4%                             | 1,420,625            |
|               | <i>Monthly payments to Vogel for contracted trash service.</i>                         |                |                |                            |             |                                   |                      |
| 63107010 5113 | MANAGEMENT CONSULTING  | 0              | 0              | 5,000                      | 0           | 0.0%                              | 20,000               |
|               | <i>Consulting for developing and awarding new solid waste contract. (October 2009)</i> |                |                |                            |             |                                   |                      |
| 63107010 5230 | INFORMATION TECH   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 63107010 5354 | EMPL TRAINING  | 399            | 125            | 2,000                      | 1,459       | 73.0%                             | 4,000                |
| 63107010 5356 | EMPL DUES/MEMBERSHIP   | 95             | 3,313          | 350                        | 125         | 35.7%                             | 300                  |
| 63107010 5361 | POSTAGE / SHIPPING   | 8,452          | 4,690          | 5,000                      | 4,560       | 91.2%                             | 5,000                |
|               | <i>Partial postage costs for mailing quarterly solid waste service bills.</i>          |                |                |                            |             |                                   |                      |
| 63107010 5362 | PRINTING   | 8,811          | 9,950          | 10,000                     | 7,423       | 74.2%                             | 10,000               |
|               | <i>Printing costs associated with solid waste program brochures and bills.</i>         |                |                |                            |             |                                   |                      |
| 63107010 5363 | LEGAL ADVERTISING  | 3,254          | 7,740          | 6,000                      | 10,324      | 172.1%                            | 1,000                |
| 63107010 5434 | INTEREST EXPENSE   | 10,860         | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 63107010 6010 | ASSETS LESS \$5000   | 14,999         | 43,722         | 0                          | 0           | 0.0%                              | 45,000               |
|               | <i>Annual cart replacement costs.</i>  |                |                |                            |             |                                   |                      |
| 63107010 6123 | FURNITURE AND FIXTURES   | 0              | 0              | 125,000                    | 0           | 0.0%                              | 0                    |
| 63107010 6124 | SOFTWARE   | 7,127          | 68,767         | 18,000                     | 0           | 0.0%                              | 65,000               |
|               | <i>Costs associated with new billing software implementation.</i>                      |                |                |                            |             |                                   |                      |
| 63107010 6181 | DEBT PRINCIPAL   | 0              | 91,077         | 91,078                     | 0           | 0.0%                              | 90,772               |
|               | <i>Debt payment for original cart purchase.</i>  |                |                |                            |             |                                   |                      |



|                     |                      | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|----------------------|------------------|------------------|----------------------------|------------------|-----------------------------------|----------------------|
| 63107010 6204       | TRANSFER TO GEN FUND | 0                | 0                | 0                          | 0                | 0.0%                              | 0                    |
| <b>Budget Total</b> |                      | <b>1,473,308</b> | <b>1,597,212</b> | <b>1,764,765</b>           | <b>1387738</b>   |                                   | <b>1,798,451</b>     |
| <b>Grand Total:</b> |                      | <b>1,473,308</b> | <b>1,597,212</b> | <b>1,764,765</b>           | <b>1,387,738</b> | <b>78.6%</b>                      | <b>1,798,451</b>     |



## Department: SWIMMING POOL FUND

### Description and Responsibilities

The Cranberry Community Waterpark is a dynamic facility responding to the changing needs of the community. This facility is family friendly with zero depth entry, lap pool, diving well, slides, sand play, spray pad, sand volleyball, full concession, locker rooms, and much more. Programming ranges from American Red Cross Learn to Swim lessons to scuba, and water aerobics to night swims. Popular after season programs are dog swims and fishing. Public swim sessions average more than 70,000 swimmers per season. (Estimated 12/31/08 Fund Balance = \$110,000)

### 2008 Accomplishments

1. Persevered in a season of challenges that directly impacted membership sales and daily admissions, especially the school district work stoppage. For school students and their families, summer was reduced from the normal three months to two which impacted membership sales by approximately 20%.
2. Increased the concession sales profit to 20% from 4% the prior year through tighter control of purchases, inventory and staff hours.
3. Managed overall expenses to balance with income for the year by adjusting daily admission fees, and being more diligent in reducing daily staffing when conditions allowed.

### 2009 Goals

1. Continue and expand cost saving practices implemented in 2008.
2. Restore membership sales lost in past year due to extended school year by marketing the value of membership over daily admissions.
3. Improve daily onsite management through training and oversight of best practice decision making.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 0.5  | 0.5  | 0.5  | 0.5  | 0.5  |
| No. of Part Time Employees | 90   | 95   | 100  | 100  | 100  |

\*One full time employee split between the Swimming Pool and Parks and Recreation.


**Swimming Pool Operations**

|                     |  | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD     | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|--|------------------|------------------|----------------------------|-----------------|-----------------------------------|----------------------|
| 64106810 3410       | INTEREST EARNING   | (13,459)         | (6,960)          | (8,000)                    | -2,717          | 34.0%                             | (3,500)              |
|                     | <i>Interest income on investments.</i>                               |                  |                  |                            |                 |                                   |                      |
| 64106810 3422       | ROOMS/FACILITY RENTAL  | (1,320)          | 0                | (1,500)                    | -1,424          | 94.9%                             | (1,500)              |
|                     | <i>This line item reflects Birthday Party rentals.</i>               |                  |                  |                            |                 |                                   |                      |
| 64106810 3424       | DECKS  | 0                | 0                | 0                          | 0               | 0.0%                              | 0                    |
|                     | <i>This reflects private party rentals of the pool Sun Decks.</i>    |                  |                  |                            |                 |                                   |                      |
| 64106810 3685       | MEMBERSHIP   | (246,183)        | (256,046)        | (250,000)                  | -201,542        | 80.6%                             | (250,000)            |
|                     | <i>Individual and Family Memberships for the Community Waterpark</i> |                  |                  |                            |                 |                                   |                      |
| 64106810 3691       | ADMISSIONS   | (138,585)        | (135,265)        | (140,000)                  | -158,286        | 113.1%                            | (150,000)            |
| 64106810 3855       | MISCELLANEOUS REV  | (482)            | (377)            | (300)                      | -1,613          | 537.8%                            | (300)                |
| 64106810 3921       | TRANSFER FROM GEN FUND   | (150,000)        | (150,000)        | (150,000)                  | 0               | 0.0%                              | (150,000)            |
|                     | <i>Transfer from general fund to cover debt service payment.</i>     |                  |                  |                            |                 |                                   |                      |
| 64106810 9998       | MISC REVENUE CLSD  | 0                | 0                | 0                          | 0               | 0.0%                              | 0                    |
| <b>Budget Total</b> | <b>Swimming Pool Operations</b>                                      | <b>(550,029)</b> | <b>(548,648)</b> | <b>(549,800)</b>           | <b>(365582)</b> |                                   | <b>(555,300)</b>     |


**Swimming Pool Concessions**

|  |                           | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|---------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 64106830 3692  | CONCESSIONS               | (109,060)      | (104,801)      | (120,000)                  | -98,752     | 82.3%                             | (120,000)            |
| <i>This is the operation of the Pool Concession Stand Revenue.</i> |                           |                |                |                            |             |                                   |                      |
| Budget Total   | Swimming Pool Concessions | (109,060)      | (104,801)      | (120,000)                  | (98752)     |                                   | (120,000)            |



### Swimming Pool Program

|  |                              | 2006<br>ACTUAL   | 2007<br>ACTUAL   | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD      | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|------------------------------|------------------|------------------|----------------------------|------------------|-----------------------------------|----------------------|
| 64106840 3681  | PROGRAMS/LESSONS             | (1,351)          | (1,235)          | (40,000)                   | -43,090          | 0.1%                              | (40,000)             |
| <i>This line item reflects the operation of our learn to swim and other pool programs.</i> |                              |                  |                  |                            |                  |                                   |                      |
| 64106840 9998  | MISC REVENUE CLSD            | 0                | 0                | 0                          | 0                | 0.0%                              | 0                    |
| <b>Budget Total</b>  | <b>Swimming Pool Program</b> | <b>(1,351)</b>   | <b>(1,235)</b>   | <b>(40,000)</b>            | <b>(43,090)</b>  |                                   | <b>(40,000)</b>      |
| <b>Grand Total:</b>  |                              | <b>(660,440)</b> | <b>(654,684)</b> | <b>(709,800)</b>           | <b>(507,424)</b> | <b>65.4%</b>                      | <b>(715,300)</b>     |



| Swimming Pool Operations |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--------------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 64106810 4010            | SALARIES FULL TIME<br><br><i>1 full time employee, C. Border (50%)</i>   | 43,432         | 37,319         | 22,896                     | 39,706      | 173.4%                            | 24,812               |
| 64106810 4012            | SALARIES PART TIME<br><br><i>Operational managers, guest relation, lifeguards.</i>   | 160,482        | 186,783        | 199,053                    | 163,670     | 82.2%                             | 139,850              |
| 64106810 4015            | OVERTIME   | 2,828          | 2,574          | 2,500                      | 3,813       | 152.5%                            | 1,000                |
| 64106810 4021            | SOCIAL SECURITY<br><br><i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>  | 18,151         | 20,079         | 20,169                     | 18,119      | 89.8%                             | 10,210               |
| 64106810 4022            | MEDICARE<br><br><i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>  | 0              | 0              | 0                          | 27          | 0.0%                              | 2,388                |
| 64106810 4023            | WORKERS COMPENSATION<br><br><i>Workers' Compensation insurance for all employees.</i>  | 11,626         | 11,574         | 14,606                     | 0           | 0.0%                              | 9,665                |
| 64106810 4024            | UNEMPLOYEMENT COMP   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106810 4041            | PENSION NON UNIFORM<br><br><i>The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for full time employees.</i> | 1,055          | 1,123          | 1,144                      | 0           | 0.0%                              | 1,241                |
| 64106810 4051            | HOSPITALIZATION<br><br><i>Medical insurance for all full time employees.</i>   | 5,638          | 6,213          | 4,934                      | 5,426       | 110.0%                            | 6,865                |
| 64106810 4052            | VISION<br><br><i>Vision insurance for all full time employees.</i>   | 65             | 65             | 66                         | 54          | 82.4%                             | 69                   |
| 64106810 4053            | DENTAL<br><br><i>Dental insurance for all full time employees.</i>   | 420            | 425            | 344                        | 385         | 111.8%                            | 462                  |
| 64106810 4054            | ICMA CONTRB<br><br><i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>                     | 0              | 338            | 1,144                      | 1,019       | 89.0%                             | 1,241                |
| 64106810 4055            | DISABILITY INSURANCE<br><br><i>Long term disability insurance for all full time employees.</i>   | 67             | 75             | 72                         | 65          | 90.3%                             | 77                   |



### Swimming Pool Operations

|               |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 64106810 4057 | LIFE INSURANCE   | 0              | 0              | 0                          | 20          | 0.0%                              | 130                  |
|               | <i>Life insurance for all full time employees and for certain part time employees.</i>   |                |                |                            |             |                                   |                      |
| 64106810 5004 | MATERIALS & SUPPLIES   | 10,209         | 8,458          | 22,250                     | 17,257      | 77.6%                             | 7,500                |
|               | <i>First aid supplies, wristbands, office supplies, suntan lotion, Employee licenses/certifications, credit card charges bank charges, misc. fees.</i> |                |                |                            |             |                                   |                      |
| 64106810 5008 | CHEMICALS  | 23,200         | 27,231         | 30,000                     | 25,026      | 83.4%                             | 0                    |
|               | <i>All pool chemicals.</i>   |                |                |                            |             |                                   |                      |
| 64106810 5123 | R&M FACILITY MAINT   | 70,281         | 28,404         | 19,800                     | 45,017      | 227.4%                            | 0                    |
|               | <i>Acid wash pool, misc. painting, misc. repairs. winterization of pool and repairs to the concession stand.</i>                                       |                |                |                            |             |                                   |                      |
| 64106810 5230 | INFORMATION TECH   | 29,462         | 26,051         | 25,687                     | 0           | 0.0%                              | 27,199               |
|               | <i>Costs associated with IT support of the operation of the waterpark.</i>   |                |                |                            |             |                                   |                      |
| 64106810 5311 | TELEPHONE  | 1,149          | 238            | 500                        | 194         | 38.7%                             | 3,348                |
| 64106810 5312 | CELL PHONES  | 389            | 331            | 0                          | 0           | 0.0%                              | 0                    |
| 64106810 5321 | ELECTRICITY  | 21,382         | 28,204         | 30,000                     | 30,142      | 100.5%                            | 34,000               |
|               | <i>Electricity for pumphouse and bathhouse.</i>  |                |                |                            |             |                                   |                      |
| 64106810 5323 | WATER  | 16,934         | 17,980         | 17,000                     | 10,509      | 61.8%                             | 17,000               |
| 64106810 5324 | SEWER  | 21,819         | 23,071         | 22,000                     | 14,798      | 67.3%                             | 18,000               |
| 64106810 5325 | TRASH REMOVAL  | 737            | 755            | 2,000                      | 1,170       | 58.5%                             | 2,000                |
| 64106810 5351 | EMPLOYEE RECRUITING  | 3,078          | 3,790          | 4,500                      | -610        | -13.6%                            | 5,000                |
|               | <i>Employee recruiting includes advertising and flyers distributed in local schools as well as newspaper ads.</i>                                      |                |                |                            |             |                                   |                      |
| 64106810 5357 | EMPL CLOTHING/UNIFORMS   | 2,672          | (727)          | 1,000                      | -1,087      | -108.7%                           | 1,000                |
|               | <i>Employees reimburse twp. for swimsuits and percentage of total uniform cost.</i>  |                |                |                            |             |                                   |                      |


**Swimming Pool Operations**

|                     |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD   | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------|---|----------------|----------------|----------------------------|---------------|-----------------------------------|----------------------|
| 64106810 5361       | POSTAGE / SHIPPING  | 70             | 0              | 1,000                      | 0             | 0.0%                              | 1,000                |
|                     | <i>Postage for memberships and advertising.</i>   |                |                |                            |               |                                   |                      |
| 64106810 5362       | PRINTING  | 3,114          | 473            | 3,000                      | 0             | 0.0%                              | 3,000                |
|                     | <i>Promotional information for swimming pool facility, programs and special events including share of Recreational Program Guide.</i> |                |                |                            |               |                                   |                      |
| 64106810 5370       | MINOR EQUIP/FURNITURE   | 6,655          | 9,117          | 11,000                     | 5,233         | 47.6%                             | 6,000                |
|                     | <i>Flowers/landscaping, misc. pool equip., misc. repairs</i>  |                |                |                            |               |                                   |                      |
| 64106810 5416       | GO SERIES A 2003  | 0              | 0              | 0                          | 0             | 0.0%                              | 150,000              |
|                     | <i>Partial debt payment for bond issue for pool construction.</i>   |                |                |                            |               |                                   |                      |
| 64106810 5434       | INTEREST EXPENSE  | 73,901         | 150,000        | 150,000                    | 150,000       | 100.0%                            | 0                    |
| 64106810 6123       | FURNITURE & FIXTURES  | 2,083          | 7,418          | 0                          | 0             | 0.0%                              | 0                    |
|                     | <i>This includes deck chairs, guard umbrellas and similar pieces.</i>   |                |                |                            |               |                                   |                      |
| 64106810 6182       | DEPRECIATION EXPENSE  | 101,972        | 0              | 0                          | 0             | 0.0%                              | 0                    |
| 64106810 9999       | MISC EXPENSE CLSD   | 142            | 0              | 0                          | 41            | 0.0%                              | 0                    |
|                     | <i>New account for 1998.</i>  |                |                |                            |               |                                   |                      |
|                     | <i>Shuttle Bus for residents to take to pool during specific hours.</i>   |                |                |                            |               |                                   |                      |
|                     | <i>Mats for restrooms, towels for concession stand.</i>   |                |                |                            |               |                                   |                      |
|                     | <i>Health insurance, life insurance, pension, deferred comp. dental, vision for aquatics director.</i>                                |                |                |                            |               |                                   |                      |
|                     | <i>Workman's Comp. insurance for all pool employees.</i>  |                |                |                            |               |                                   |                      |
| <b>Budget Total</b> | <b>Swimming Pool Operations</b>   | <b>633,014</b> | <b>597,363</b> | <b>606,665</b>             | <b>530013</b> |                                   | <b>473,057</b>       |



### Swimming Pool Maintenance

|  |                        | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|--|------------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 64106820 4010  | SALARIES-FULLTIME      | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106820 4012  | SALARIES-PART TIME     | 0              | 0              | 0                          | 0           | 0.0%                              | 28,750               |
| <i>Percentage of Operational managers, all exp. of maintenance coordinator, attendants.</i>                                  |                        |                |                |                            |             |                                   |                      |
| 64106820 4015  | OVERTIME               | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 64106820 4021  | SOCIAL SECURITY TAX    | 0              | 0              | 0                          | 0           | 0.0%                              | 1,783                |
| <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>                             |                        |                |                |                            |             |                                   |                      |
| 64106820 4022  | MEDICARE               | 0              | 0              | 0                          | 0           | 0.0%                              | 417                  |
| <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                        |                        |                |                |                            |             |                                   |                      |
| 64106820 4023  | WORKERS COMP           | 0              | 0              | 0                          | 0           | 0.0%                              | 1,688                |
| <i>Workers' Compensation insurance for all employees.</i>  |                        |                |                |                            |             |                                   |                      |
| 64106820 4041  | PENSION NON UNIFORM    | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106820 4051  | HOSPITALIZATION        | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106820 4052  | VISION INSURANCE       | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106820 4053  | DENTAL INSURANCE       | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106820 4054  | 457 CONTRIBUTIONS      | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106820 4055  | DISABILITY INSURANCE   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106820 4057  | LIFE INSURANCE         | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106820 5004  | MATERIALS AND SUPPLIES | 0              | 0              | 0                          | 8           | 0.0%                              | 5,000                |
| <i>Trash bags, tissue paper, hand soap.<br/>Misc. hardware for sinks, showers<br/>sand play toys or other small repairs.</i> |                        |                |                |                            |             |                                   |                      |
| 64106820 5005  | CLEANING SUPPLIES      | 0              | 0              | 0                          | 0           | 0.0%                              | 1,000                |
| <i>All cleaning supplies including brooms, mops, soaps.</i>  |                        |                |                |                            |             |                                   |                      |
| 64106820 5008  | CHEMICALS              | 0              | 0              | 0                          | 0           | 0.0%                              | 30,000               |
| <i>Swimming Pool Chemicals to maintain Water Quality</i>   |                        |                |                |                            |             |                                   |                      |



|                           |   | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------------|---|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| Swimming Pool Maintenance |   |                |                |                            |             |                                   |                      |
| 64106820 5111             | PROFESSIONAL SERVICES   | 0              | 0              | 0                          | 4,456       | 0.0%                              | 20,000               |
|                           | <i>Startup and winterizing charges for cleaning and performing a mechanical check of all systems prior to opening. At the end of the season, the lines are cleared and winterized. Heat Pump maintenance, Slide resurfacing, and third party repairs.</i> |                |                |                            |             |                                   |                      |
| 64106820 5121             | R&M EQUIPMENT   | 0              | 0              | 0                          | -7,651      | 0.0%                              | 15,000               |
|                           | <i>Pump overhaul and maintenance, electrical panels and parts for lighting.</i>   |                |                |                            |             |                                   |                      |
| 64106820 5364             | FUEL  | 0              | 0              | 0                          | 0           | 0.0%                              | 50                   |
| Budget Total              | Swimming Pool Maintenance   | 0              | 0              | 0                          | 1270        |                                   | 104,188              |



### Swimming Pool Concessions

|   |                       | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|-----------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 64106830 4010   | SALARIES-FULLTIME     | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106830 4012   | SALARIES PART TIME    | 31,948         | 37,207         | 36,135                     | 30,167      | 83.5%                             | 34,375               |
| <i>Percentage of Operational managers, concession coordinator, attendants.</i>  |                       |                |                |                            |             |                                   |                      |
| 64106830 4015   | OVERTIME              | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| 64106830 4021   | SOCIAL SECURITY TAX   | 0              | 0              | 0                          | 0           | 0.0%                              | 2,131                |
| <i>The employer share of FICA is based on 6.2% of salaries/wages/overtime for all employees.</i>                                    |                       |                |                |                            |             |                                   |                      |
| 64106830 4022   | MEDICARE              | 0              | 0              | 0                          | 0           | 0.0%                              | 498                  |
| <i>The employer share of Medicare is based on 1.45% of salaries/wages/overtime for all employees.</i>                               |                       |                |                |                            |             |                                   |                      |
| 64106830 4023   | WORKERS COMP          | 0              | 0              | 0                          | 0           | 0.0%                              | 2,018                |
| <i>Workers' Compensation insurance for all employees.</i>   |                       |                |                |                            |             |                                   |                      |
| 64106830 4041   | PENSION NON UNIFORM   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106830 4051   | HOSPITALIZATION       | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106830 4052   | VISION INSURANCE      | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106830 4053   | DENTAL INSURANCE      | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106830 4054   | 457 CONTRIBUTIONS     | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106830 4055   | DISABILITY INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106830 4057   | LIFE INSURANCE        | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106830 5005   | CLEANING SUPPLIES     | 0              | 0              | 0                          | 0           | 0.0%                              | 300                  |
| <i>Cleaning supplies specifically for the Concession Dish washing, stainless steel cleaner for counters, hand soaps and towels.</i> |                       |                |                |                            |             |                                   |                      |
| 64106830 5111   | PROFESSIONAL SERVICES | 0              | 0              | 0                          | 0           | 0.0%                              | 300                  |
| <i>Bar Towel supplies</i>   |                       |                |                |                            |             |                                   |                      |
| 64106830 5121   | R&M EQUIPMENT         | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
| <i>Annual concession equipment check and maintenance.</i>   |                       |                |                |                            |             |                                   |                      |



|                           |  | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---------------------------|--|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| Swimming Pool Concessions |  |                |                |                            |             |                                   |                      |
| 64106830 5354             | EMPLOYEE TRAINING  | 0              | 0              | 0                          | 0           | 0.0%                              | 500                  |
|                           | <i>Safe serve food handing training, first aid training, and food prep training.</i>   |                |                |                            |             |                                   |                      |
| 64106830 5368             | COST OF GOODS  | 62,387         | 62,877         | 67,000                     | 48,417      | 72.3%                             | 67,000               |
|                           | <i>All food and paper products to operate the concession stand from May-September.</i> |                |                |                            |             |                                   |                      |
| Budget Total              | Swimming Pool Concessions  | 94,336         | 100,084        | 103,135                    | 78,584      |                                   | 108,122              |



### Swimming Pool Program

|   |                       | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|-----------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 64106840 4010   | SALARIES-FULLTIME     | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106840 4012   | SALARIES PART TIME    | 0              | 0              | 0                          | 530         | 0.0%                              | 15,906               |
| <i>Percentage of Operational managers, plus water safety<br/>instructors training.</i>                    |                       |                |                |                            |             |                                   |                      |
| 64106840 4015   | OVERTIME              | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106840 4021   | SOCIAL SECURITY TAX   | 0              | 0              | 0                          | 0           | 0.0%                              | 987                  |
| <i>The employer share of FICA is based on 6.2% of salaries<br/>wages/overtime for all employees.</i>      |                       |                |                |                            |             |                                   |                      |
| 64106840 4022   | MEDICARE              | 0              | 0              | 0                          | 0           | 0.0%                              | 231                  |
| <i>The employer share of Medicare is based on 1.45% of salaries<br/>wages/overtime for all employees.</i> |                       |                |                |                            |             |                                   |                      |
| 64106840 4023   | WORKERS COMP          | 0              | 0              | 0                          | 0           | 0.0%                              | 934                  |
| <i>Workers' Compensation insurance for all employees.</i>   |                       |                |                |                            |             |                                   |                      |
| 64106840 4041   | PENSION NON UNIFORM   | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106840 4051   | HOSPITALIZATION       | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106840 4052   | VISION INSURANCE      | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106840 4053   | DENTAL INSURANCE      | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106840 4054   | 457 CONTRIBUTIONS     | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106840 4055   | DISABILITY INSURANCE  | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106840 4057   | LIFE INSURANCE        | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |
| 64106840 5004   | MATERIALS & SUPPLIES  | 588            | 1,660          | 0                          | 3,919       | 0.0%                              | 2,000                |
| <i>Aquatic program supplies such as water toys, kickboards, Red<br/>cross supplies.</i>                   |                       |                |                |                            |             |                                   |                      |
| 64106840 5111   | PROFESSIONAL SERVICES | 0              | 0              | 0                          | 0           | 0.0%                              | 2,000                |
| <i>American Red Cross certification fees for Learn to Swim,<br/>Lifeguarding, CPR, etc.</i>               |                       |                |                |                            |             |                                   |                      |
| 64106840 5351   | EMPLOYEE RECRUTING    | 0              | 0              | 0                          | 0           | 0.0%                              | 0                    |

**Swimming Pool Program**

|   |                       | 2006<br>ACTUAL | 2007<br>ACTUAL | 2008<br>ADJUSTED<br>BUDGET | 2008<br>YTD | %<br>EXPENDED<br>FROM<br>ADJUSTED | 2009 DEPT<br>REQUEST |
|---|-----------------------|----------------|----------------|----------------------------|-------------|-----------------------------------|----------------------|
| 64106840 5354   | EMPLOYEE TRAINING     | 0              | 0              | 0                          | 0           | 0.0%                              | 1,500                |
| <i>Water Safety Instructor Certification Training per American Red Cross.</i> |                       |                |                |                            |             |                                   |                      |
| Budget Total  | Swimming Pool Program | 588            | 1,660          | 0                          | 4448        |                                   | 23,558               |
| Grand Total:  |                       | 727,937        | 699,108        | 709,800                    | 614,315     | 85.4%                             | 708,925              |



## Department: GOLF COURSE FUND

### Description and Responsibilities

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

(Estimated 12/31/08 Fund Balance = \$175,000 and \$460,000 for debt)

### 2008 Accomplishments

1. Set new highs for non-golf banquet guests (4,436) and revenue (\$147,400).
2. Sold 535 pairs of golf shoes, grossing \$38,000 in revenue.
3. Set new high for revenue dollars per round of \$63.00.
4. Set new high for Golf Instruction revenue of \$35,000.

### 2009 Goals

1. 32,500 rounds of golf.
2. \$150,000 retail merchandise revenue.
3. Reduce weekend golfer GAP (actual golfers divided by booked golfers) by 3%.
4. Increase course utilization during soft times on tee sheets.

### 2009 Budget Highlights

1. No increase in golf rates. Proposing eliminating the 2p.m. special Monday-Thursday.
2. New pavilion will enhance and maximize outing and banquet capabilities and revenue.
3. In July 2009, Cranberry Highlands will host the West Penn Golf Association Public Links Golf Championship.

### Staffing Levels

|                            | 2005 | 2006 | 2007 | 2008 | 2009 |
|----------------------------|------|------|------|------|------|
| No. of Full Time Employees | 6.75 | 6    | 7    | 7    | 7    |
| No. of Part Time Employees | 63   | 51   | 50   | 50   | 45   |



| Golf Course                   | 2006 Actual        | 2007 Actual        | 2008 Budget        | 2008 Projected     | 2009 Request       |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Revenue</b>                |                    |                    |                    |                    |                    |
| Greens Fees                   | \$1,057,118        | \$1,128,848        | \$1,125,500        | \$1,090,000        | \$1,133,000        |
| Cart Rental Fees              | \$271,761          | \$274,628          | \$280,000          | \$217,000          | \$260,000          |
| Range Fees                    | \$16,494           | \$21,414           | \$22,000           | \$17,000           | \$22,000           |
| Golf Club Rental              | \$3,945            | \$6,002            | \$6,000            | \$5,700            | \$6,000            |
| Misc Revenue                  | \$446              | \$427              | \$500              | \$500              | \$500              |
| Merchandise                   | \$96,960           | \$107,762          | \$111,375          | \$133,000          | \$150,000          |
| Golf Instruction              | \$30,670           | \$26,605           | \$32,000           | \$35,000           | \$40,000           |
| Handicap Services             | \$3,975            | \$4,248            | \$4,500            | \$3,840            | \$4,500            |
| Grille Food Sales             | \$86,315           | \$99,611           | \$102,000          | \$93,000           | \$100,000          |
| Alcohol Sales                 | \$135,959          | \$149,042          | \$144,500          | \$136,000          | \$144,500          |
| Catered Food                  | \$116,553          | \$134,136          | \$130,000          | \$134,000          | \$140,000          |
| Room Rental                   | \$7,727            | \$9,833            | \$10,000           | \$11,200           | \$12,000           |
| Sponsorship                   | \$7,650            | \$250              | \$45,000           | \$10,667           | \$17,250           |
| Interest                      | \$20,203           | \$20,000           | \$20,000           | \$20,000           | \$20,000           |
| Transfer from General Fund    | \$95,000           | \$95,000           | \$95,000           | \$95,000           | \$95,000           |
| <b>Total Golf Course Fund</b> | <b>\$1,950,776</b> | <b>\$2,077,806</b> | <b>\$2,128,375</b> | <b>\$2,001,907</b> | <b>\$2,144,750</b> |

| Golf Course Fund              | 2008 Budget | 2008 YTD   | 2009 Request       |
|-------------------------------|-------------|------------|--------------------|
| <b>Programs</b>               |             |            |                    |
| Golf Operations               | \$0         | \$0        | \$369,608          |
| Food & Beverage Operations    | \$0         | \$0        | \$188,628          |
| System Support                | \$0         | \$0        | \$385,794          |
| Turfgrass Management          | \$0         | \$0        | \$475,168          |
| Equipment Maintenance         | \$0         | \$0        | \$97,523           |
| Debt Service                  | \$0         | \$0        | \$627,889          |
| Capital Program               | \$0         | \$0        | \$0                |
| <b>Total Golf Course Fund</b> | <b>\$0</b>  | <b>\$0</b> | <b>\$2,144,609</b> |

*Net Operating Balance* \$141



| Golf Course Fund                      |             |             |                  |  |
|---------------------------------------|-------------|-------------|------------------|--|
| Program and Activities                | 2008 Budget | 2008 YTD    | 2009 Request     |  |
| <b>Golf Operations</b>                |             |             |                  |  |
| Golf Shop Services                    | \$ -        | \$ -        | \$44,420         |  |
| Outside Services                      | \$ -        | \$ -        | \$29,118         |  |
| Carts                                 | \$ -        | \$ -        | \$96,118         |  |
| Range                                 | \$ -        | \$ -        | \$12,006         |  |
| Merchandise                           | \$ -        | \$ -        | \$92,548         |  |
| Lessons                               | \$ -        | \$ -        | \$25,474         |  |
| Golf Outings                          | \$ -        | \$ -        | \$69,924         |  |
| <b>Sub Total</b>                      | <b>\$ -</b> | <b>\$ -</b> | <b>\$369,608</b> |  |
| Percent of Total Fund                 |             |             | 17%              |  |
| <b>Food &amp; Beverage Operations</b> |             |             |                  |  |
| Grille                                | \$ -        | \$ -        | \$107,382        |  |
| Kitchen                               | \$ -        | \$ -        | \$8,403          |  |
| Banquet Facility                      | \$ -        | \$ -        | \$72,842         |  |
|                                       | \$ -        | \$ -        | \$0              |  |
|                                       | \$ -        | \$ -        | \$0              |  |
| <b>Sub Total</b>                      | <b>\$ -</b> | <b>\$ -</b> | <b>\$188,628</b> |  |
| Percent of Total Fund                 |             |             | 9%               |  |
| <b>System Support</b>                 |             |             |                  |  |
| Facility Maintenance                  | \$ -        | \$ -        | \$67,089         |  |
| Administration                        | \$ -        | \$ -        | \$222,583        |  |
| Information Technology                | \$ -        | \$ -        | \$42,611         |  |
| Training                              | \$ -        | \$ -        | \$12,373         |  |
| Infrastructure                        | \$ -        | \$ -        | \$16,137         |  |
| Vehicle Maintenance                   | \$ -        | \$ -        | \$25,000         |  |
| <b>Sub Total</b>                      | <b>\$ -</b> | <b>\$ -</b> | <b>\$385,794</b> |  |
| Percent of Total Fund                 |             |             | 18%              |  |
| <b>Turfgrass Management</b>           |             |             |                  |  |
| Greens Maintenance                    | \$ -        | \$ -        | \$127,610        |  |
| Tees Maintenance                      | \$ -        | \$ -        | \$60,281         |  |
| Fairways Maintenance                  | \$ -        | \$ -        | \$100,079        |  |
| Rough Maintenance                     | \$ -        | \$ -        | \$111,996        |  |
| Bunker Maintenance                    | \$ -        | \$ -        | \$44,448         |  |
| Irrigation/Pond Maintenance           | \$ -        | \$ -        | \$30,755         |  |
| <b>Sub Total</b>                      | <b>\$ -</b> | <b>\$ -</b> | <b>\$475,168</b> |  |
| Percent of Total Fund                 |             |             | 22%              |  |

| <b>Golf Course Fund Continued</b> |                               |                    |                 |                     |
|-----------------------------------|-------------------------------|--------------------|-----------------|---------------------|
|                                   | <b>Program and Activities</b> | <b>2008 Budget</b> | <b>2008 YTD</b> | <b>2009 Request</b> |
|                                   | Equipment Repair              | \$ -               | \$ -            | \$62,698            |
|                                   | Equipment PMI                 | \$ -               | \$ -            | \$34,824            |
|                                   |                               | \$ -               | \$ -            | \$0                 |
|                                   | <b>Sub Total</b>              | <b>\$ -</b>        | <b>\$ -</b>     | <b>\$97,523</b>     |
|                                   | <b>Percent of Total Fund</b>  |                    |                 | <b>5%</b>           |

|  | <b>Program and Activities</b>        | <b>2008 Budget</b> | <b>2008 YTD</b> | <b>2009 Request</b> |
|--|--------------------------------------|--------------------|-----------------|---------------------|
|  | <b><i>Debt Service</i></b>           |                    |                 |                     |
|  | Interest Payment                     | \$ -               | \$ -            | \$382,889           |
|  | Principle Payment                    | \$ -               | \$ -            | \$245,000           |
|  | <b>Sub Total</b>                     | <b>\$ -</b>        | <b>\$ -</b>     | <b>\$627,889</b>    |
|  | <b>Percent of Total Fund</b>         |                    |                 | <b>29%</b>          |
|  | <b><i>Capital Program</i></b>        |                    |                 |                     |
|  |                                      | \$ -               | \$ -            | \$ -                |
|  |                                      | \$ -               | \$ -            | \$ -                |
|  | <b>Sub Total</b>                     | <b>\$ -</b>        | <b>\$ -</b>     | <b>\$ -</b>         |
|  | <b>Percent of Total Fund</b>         |                    |                 |                     |
|  |                                      | \$ -               | \$ -            | \$ -                |
|  | <b>Sub Total</b>                     | <b>\$ -</b>        | <b>\$ -</b>     | <b>\$ -</b>         |
|  | <b>Percent of Total Fund</b>         |                    |                 |                     |
|  |                                      | \$ -               | \$ -            | \$ -                |
|  |                                      | \$ -               | \$ -            | \$ -                |
|  | <b>Sub Total</b>                     | <b>\$ -</b>        | <b>\$ -</b>     | <b>\$ -</b>         |
|  | <b>Percent of Total Fund</b>         |                    |                 |                     |
|  | <b><i>Total Golf Course Fund</i></b> |                    |                 | <b>\$2,144,609</b>  |