



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."

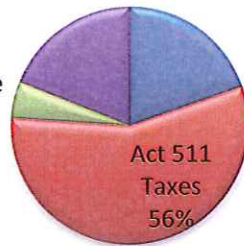


The following charts provide an overview of the Revenue and Expenditures for 2009:

### General Fund 2009 Budget Revenue

Fees for  
Services  
19%

Intergovernm  
ental Revenue  
5%



Real Estate  
Taxes  
20%

### General Fund 2009 Budget Expenditures

Parks -  
Programs  
6%

Engineering  
3%

Public Works  
22%

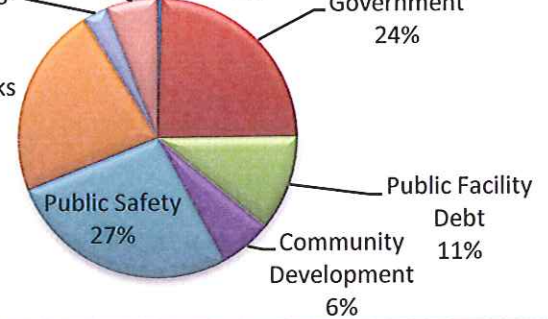
Legislative  
1%

General  
Government  
24%

Public Safety  
27%

Community  
Development  
6%

Public Facility  
Debt  
11%



#### 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 Pennsylvania 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.





## Table of Contents

<u>Revenue – Cost Centers</u>	<u>Page</u>
Real Estate	1 – R
Act 511	3 – R
Licenses and Permits	5 – R
Interests and Rents	6 – R
Intergovernmental Revenue	7 – R
Misc Revenue and Transfers	9 – R
Human Resources	10 – R
Land Development	11 – R
Code Enforcement	14 – R
Police Operations	17 – R
Public Works – Snow Removal	19 – R
Parks and Recreation – Operations	20 – R
Parks and Recreation – Early Childhood	22 – R
Parks and Recreation – Youth	23 – R
Parks and Recreation – Adult	24 – R
Parks and Recreation – Family	25 – R
Parks and Recreation – Teen	26 – R
Parks and Recreation – Senior	27 – R
Parks and Recreation – Community Events	28 – R
Parks and Recreation – Special Projects	29 – R

<u>Expenses - Cost Center</u>	<u>Page</u>
Board of Supervisors	1 - E
Misc Expenses and Transfers	2 - E
Executive	3 - E
Human Resources	6 - E
Information Technology	9 – E
Finance	12 - E
Communications	14 - E
Debt Service	15 - E
Tax Collection	16 - E
Insurance	18 – E
Land Development	19 - E
Code Enforcement	22 - E
Planning	24 - E
Customer Service	26 - E
Police Operations	28 – E
Animal Services	33 - E
Fire Police	34 - E
Firing Range	35 - E
Emergency Management	36 - E
Fire Protection	37 – E



<u>Expenses - Cost Center</u>	<u>Page</u>
Ambulance Operations	38 - E
Public Works – Snow Removal	39 - E
Public Works – Traffic Signals	40 - E
Public Works – Street Maintenance	43 - E
Public Works – Facility Maintenance	46 - E
Public Works – Fleet Maintenance	49 - E
Public Works – Parks Maintenance	51 - E
Public Works – Administration	54 – E
Engineering – Contract Administration	58 - E
Engineering – Plan Review/Inspections	60 - E
Engineering – Resident Support	62 - E
Parks and Recreation – Operations	64 - E
Parks and Recreation – Early Childhood	66 - E
Parks and Recreation – Youth	68 – E
Parks and Recreation – Adult	70 - E
Parks and Recreation – Family	72 - E
Parks and Recreation – Teen	74 - E
Parks and Recreation – Senior	76 - E
Parks and Recreation – Community Events	77 - E
Parks and Recreation – Facility Maintenance	79 - E
Parks and Recreation – Special Projects	80 - E



## Real Estate Tax

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>						
10001200 3012	REAL ESTATE PRIOR YEAR	(20,295)	(6,708)	(13,000)	0	0.0%	(13,000)
	<p><i>Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (billed in/for 2008 but collected in 2009)</i></p>						





## Real Estate Tax

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>						
<b>Budget Total</b>	<b>Real Estate Tax</b>	<b>(2,571,220)</b>	<b>(2,634,039)</b>	<b>(2,689,010)</b>	<b>(2719995)</b>		<b>(2,762,488)</b>



## Act 511 Taxes

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>						



Act 511 Taxes

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



## Licenses and Permits

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10001400 3210	BUSINESS LICENSES	(252,774)	(294,390)	(280,000)	-318,123	113.6%	(300,000)
	<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>						
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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10001500 3410	INTEREST	(254,233)	(353,701)	(207,980)	-211,850	101.9%	(195,000)
	<p><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></p>						
10001500 3421	TENANT RENT	0	0	0	-6,747	0.0%	(33,526)
	<p><i>Cranberry Twp Chamber of Commerce - \$7,210 (exp. 12/31/09)</i>  <i>Real Estate Tax Collector - \$2,016 (exp. 12/31/09)</i>  <i>State Senator - \$7,770 (exp. 12/31/10)</i>  <i>State Representative - \$8,730 (exp. 11/30/10)</i>  <i>Butler County (Senior Center) - \$7,800</i></p>						
<b>Budget Total</b>	<b>Interest and Rents</b>	<b>(254,233)</b>	<b>(353,701)</b>	<b>(207,980)</b>	<b>(218,597)</b>		<b>(228,526)</b>



## Intergovernmental Revenue

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>						
<b>Budget Total</b>	<b>Human Resources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(7030)</b>		<b>(15,000)</b>



## Land Development

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10003100 3619	BOND RELEASE FEE	(19,000)	(17,100)	(12,000)	-19,100	159.2%	(12,000)
	<p><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></p>						
10003100 3620	LIQUOR LICENSE TRANSFER	(500)	0	(500)	-1,500	300.0%	(1,000)
	<p><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></p>						
10003100 3621	CONDITIONAL USE FEE	0	0	(4,000)	-5,500	137.5%	(4,000)
	<p><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></p>						



## Land Development

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





## Code Enforcement

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10003200 3220	NON BUSINESS LICENSE	(1,795)	(1,660)	0	0	0.0%	(2,000)
	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.						
10003200 3611	BUILDING PERMIT	(684,440)	(598,554)	(530,000)	-1,701,273	321.0%	(400,000)
	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.						
10003200 3612	ELECTRICAL PERMIT	(6,440)	(6,580)	(5,000)	-5,520	110.4%	(5,000)
	Permit fee charged for the administrative review of all non-residential and residential electrical building permits and the required inspections.						
10003200 3613	FIRE BLDG PERMITS	(1,653)	0	(12,000)	-7,686	64.1%	(10,000)
	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.						
10003200 3614	FIRE PREVENTION PERMIT	(15,745)	(24,605)	(10,000)	-13,033	130.3%	(12,000)
	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.						



Code Enforcement		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10003200 3615	SEPTIC SYST PERMIT	(2,790)	(1,500)	(1,500)	-580	38.7%	(1,500)
	<i>Fee for on-lot septic permit applications which include the site testing, application review, and permit approval.</i>						
10003200 3616	SIGN PERMIT FEE	(7,225)	(6,500)	(4,500)	-5,650	125.6%	(4,000)
	<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>						
10003200 3617	GRADING PERMIT	(2,400)	(3,900)	(4,500)	-2,800	62.2%	(2,500)
	<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>						
10003200 3618	CERTIFICATE OF OCCUP	(9,549)	(7,410)	(2,700)	-6,751	250.0%	(3,000)
	<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>						
10003200 3621	CONDITIONAL USE FEE	(3,450)	(6,000)	0	0	0.0%	0
	<i>inactive account (moved to 1000-3100-3621)</i>						
10003200 3622	ZONING HEAR BOARD FEES	(3,100)	(2,660)	0	0	0.0%	0
	<i>inactive account ( moved to 1000-3100-3622)</i>						
10003200 3623	ORDINANCE AMEDN FEE	0	0	0	0	0.0%	0
	<i>inactive account (moved to 1000-3100-3623)</i>						
10003200 3624	BOARD OF APPEALS FEE	0	0	0	0	0.0%	0
	<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: Residential -\$125 Commercial -\$250</i>						



## Code Enforcement

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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>						
<b>Budget Total</b>	<b>Code Enforcement</b>	<b>(819,829)</b>	<b>(761,039)</b>	<b>(640,200)</b>	<b>(1916040)</b>		<b>(475,000)</b>



## Police Operations

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 VOLIATION	(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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>



## PW Snow Removal

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10005110 3661	WINTER SERV AGMNT	(18,030)	(19,869)	(20,000)	-11,437	57.2%	(20,000)
	<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>						
	<b>Budget Total PW Snow Removal</b>	<b>(18,030)</b>	<b>(19,869)</b>	<b>(20,000)</b>	<b>(11437)</b>		<b>(20,000)</b>



## P&R Operations

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





## P&R Youth Programs

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10006230 3681	PROGRAM FEES/LESSONS	0	0	0	-244,881	0.0%	(280,000)
<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>							
<b>Budget Total</b>	<b>P&amp;R Youth Programs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(244881)</b>		<b>(280,000)</b>



## P&R Adult Programs

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>						
<b>Budget Total</b>	<b>P&amp;R Adult Programs</b>	<b>(294)</b>	<b>(5,331)</b>	<b>0</b>	<b>(51001)</b>		<b>(50,000)</b>



## P&R Family Programs

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>						
<b>Budget Total</b>	<b>P&amp;R Family Programs</b>	<b>(146)</b>	<b>(538)</b>	<b>0</b>	<b>(5881)</b>		<b>(6,000)</b>



## P&R Teen Programs

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10006260 3681	PROGRAMS/LESSONS	(4,905)	(1,173)	0	-5	0.0%	(6,000)
<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>							
<b>Budget Total</b>	<b>P&amp;R Teen Programs</b>	<b>(4,905)</b>	<b>(1,173)</b>	<b>0</b>	<b>(5)</b>		<b>(6,000)</b>



**P&R Senior Programs**

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 off set 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 opportunites for the Board of Supervisors.</i>						
10001100 5356	DUES & MEMEBERSHIP	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>55705</b>		<b>78,010</b>



## Misc Expense and Transfers

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10002100 4010	SALARIES FULL TIME	216,988	84,167	308,807	68,620	22.2%	331,302
	<i>5 full-time employees J. Andree (70%), B. Bertoncello (70%), G. Moran 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 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 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/ 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 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 based on 5% of salaries/wages/overtime for all full time 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 salaries/wages/overtime for all full time employees.</i>						



## Executive

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 & MEMEBERSHIP	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		



## Human Resources

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10002200 4010	SALARIES FULL TIME	0	111,387	64,490	108,345	168.0%	100,466
	<i>3 full time employees</i>						
	<i>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/ 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 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 based on 5% of salaries/wages/overtime of all full time 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% 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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: 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: Employee Service Award Program, 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: Flexible Spending Account, 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



## Human Resources

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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 DEVELP	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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10002300 4010	SALARIES FULL TIME	212,756	194,366	159,126	148,009	93.0%	324,360
	<i>6 full-time employees</i>						
	<i>A. Osterrieder, C. Julkowski, A. Clemens, V. Grande, T. Book</i>						
	<i>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/</i>						
	<i>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</i>						
	<i>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</i>						
	<i>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/</i>						
	<i>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</i>						
	<i>employees.</i>						



## Information Technology

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 DEVELP	9,160	15,553	45,000	23,949	53.2%	10,000
	<i>Funds continuining 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 eqiupment.</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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10002400 4010	SALARIES FULL TIME	82,393	96,891	106,196	86,192	81.2%	132,094
	<i>5 full-time employees</i>						
	<i>V. Gleason (80%), B. Lang (60%), L. Coon (60%)</i>						
	<i>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 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 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 based on 5% of salaries/wages/overtime for all full time 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% 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 DEVELP	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



## Communications

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10002500 4012	SALARIES PART TIME	0	0	48,000	31,632	65.9%	86,362
	<i>2 part time employees P. Longini, C. Marzock 32 hours per week each</i>						
10002500 4021	SOCIAL SECURITY	0	0	5,967	2,361	39.6%	5,355
	<i>The employer share of FICA is based on 6.2% of salaries wages/overtime for all employees.</i>						
10002500 4022	MEDICARE	0	0	0	59	0.0%	1,253
	<i>The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.</i>						
10002500 4023	WORKERS COMP	0	0	270	0	0.0%	320
	<i>Workers' Compensation insurance for all employees.</i>						
10002500 4057	LIFE INSURANCE	0	0	0	23	0.0%	132
	<i>Life insurance for all full time employees and certain part time employees.</i>						
10002500 5004	MATERIALS AND SUPPLIES	0	0	0	28	0.0%	1,000
10002500 5111	PROFESSIONAL SERVICES	113,357	116,627	87,556	48,668	55.6%	44,500
	<i>Contracted services that includes website design, e-commerce photography, graphic design</i>						
10002500 5230	INFROMATION TECH SVS	0	0	0	0	0.0%	47,413
	<i>Costs associated with IT support of Communications.</i>						
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	0	0	0	1,585	0.0%	6,500
	<i>Mailing 4 newsletters</i>						
10002500 5362	PRINTING	5,338	8,225	24,000	20,188	84.1%	24,000
	<i>quarterly newsletters, special brochures,</i>						
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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10002600 5414	GO SERIES C 2001 <i>portion of principal and interest for 2001 Series C bonds PW Center, tower fire truck, PS expansion, Graham Park acquisition</i>	422,056	424,676	425,168	573,266	134.8%	425,860
10002600 5415	GO SERIES 2003 <i>partial interest and principal payments for 92/98 bonds refinanced in 2003 original municipal center, Park fire station, road improvements</i>	487,795	471,391	493,655	8,187	1.7%	498,250
10002600 5416	GO SERIES A 2003 <i>portion of the annual principal and interest payments of 96/98 bonds refinanced in 2003 North Boundary Park, pumper truck, Powell Road, renovations to municipal center</i>	247,341	323,416	323,370	201,608	62.3%	322,010
10002600 5417	GO SERIES B 2003 <i>annual principal and interest for 2003 Series B bonds PS expansion, Graham Park development</i>	106,603	120,454	109,253	567,522	519.5%	107,603
10002600 5420	2008 GO BONDS <i>principal and interest for GO Bonds Series 2008 Graham Park construction, municipal center alterations</i>	0	0	0	0	0.0%	406,083
10002600 5430	PAYING AGENT <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



## Tax Collection

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10002700 4010	SALARIES FULL TIME	42,848	44,275	46,372	39,213	84.6%	48,147
	<i>1 employee 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/ 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 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 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 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/ 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 Real Estate Tax Collector (500) &amp; Twp. Tax Admin (1200)</i>						
10002700 5355	EMP CAREER DEVELP	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, PEITOAC, PBPMTCA</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 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 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 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>199057</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					



Insurance		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10002800 4024	UNEMPLOYMENT COMP	44,970	57,589	46,000	23,351	50.8%	46,000
	<i>PSATS Unemployment Group Trust 1% of first \$8,000 per employee</i>						
10002800 4043	PENSION ADMINSTRATIVE	31,390	19,422	22,000	18,917	86.0%	22,000
	<i>LeTort investment management fees for non-uniform</i>						
	<i>LeTort administrative services for non-uniform</i>						
	<i>Mockenhaupt Associates actuarial work for police pension</i>						
10002800 4056	EMP ASSISTANCE PROG	3,600	3,600	4,000	3,300	82.5%	4,000
	<i>UPMC Employee Assistance Program</i>						
10002800 5341	INSURANCE PREMIUM	149,279	153,488	163,000	155,067	95.1%	185,000
	<i>Gen.Twp liability,umbrella, public officials liability</i>						
	<i>2/3 pollution, empl.practices</i>						
10002800 5342	CLAIMS EXPENSE	0	0	0	0	0.0%	0
<b>Budget Total</b>	<b>Insurance</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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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/</i>						
	<i>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</i>						
	<i>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</i>						
	<i>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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10003100 5354	EMPLOYEE TRAINING	0	0	0	55	0.0%	0
10003100 5355	EMP CAREER DEVELP	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 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 staff</i>						
<b>Budget Total</b>	<b>Land Development</b>	<b>685,503</b>	<b>845,334</b>	<b>1,046,522</b>	<b>724523</b>		<b>212,651</b>





## Code Enforcement

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10003200 4010	SALARIES FULL TIME	0	0	0	0	0.0%	138,410
	<i>6 full time employees</i>						
	<i>R. Henshaw (15%), A. Hartwell (5%), J. Musher (80%)</i>						
	<i>L. Miller (85%), J. Smith (85%), N. Auer (40%)</i>						
10003200 4012	SALARIES PART TIME	0	0	0	0	0.0%	69,798
	<i>2 part time employees</i>						
	<i>V. Fleming (85%), D. Buskirk (85%)</i>						
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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 & MEMEBERSHIP	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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10003300 4010	SALARIES FULL TIME	0	0	0	0	0.0%	59,885
	<i>4 full time employees</i>						
	<i>R. Henshaw (25%), E. Kaunert (80%), A. Hartwell (20%)</i>						
	<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>						
	<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</i>						
	<i>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</i>						
	<i>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</i>						
	<i>is based on 5% of salaries/wages/overtime for all</i>						
	<i>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</i>						
	<i>salaries/wages/overtime for all full time employees.</i>						



Planning		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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</i>						
	<i>4050 printer</i>						
	<i>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 ComprehensivePlan</i>						
	<i>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 & MEMEBERSHIP	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
Budget Total Planning		0	139,530	0	241421		317,771



## Customer Service

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





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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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.</i>						
	<i>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</i>						
	<i>AWWA PA Section Annual Conference</i>						
10003400 5355	EDUCATION	0	0	0	0	0.0%	2,000
10003400 5356	DUES & MEMEBERSHIP	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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10004110 4010	SALARIES FULL TIME <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 <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 <i>R. Piroth, P. Kauffman - school guards One half of cost is reimbursed by SVSD. E. Calik, C. Jacky - clerical</i>	14,934	11,727	43,347	13,496	31.1%	46,388
10004110 4015	OVERTIME <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 <i>Meet minimum staffing of at least 3 officers. Late calls and arrests</i>	155,706	162,821	120,000	119,670	99.7%	120,000
10004110 4021	SOCIAL SECURITY <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 <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 <i>Workers' Compensation insurance costs for all employees.</i>	76,537	77,106	120,370	0	0.0%	136,345
10004110 4032	LONGEVITY <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 <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



## Police Operations

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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. 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. 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 DEVELP	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>						





## Police Operations

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10004110 6122	VEHICLES	0	0	0	0	0.0%	79,500
	<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>						
10004110 6123	FURNITURE & FIXTURES	0	74,415	76,000	71,287	93.8%	
	<i>Major furniture purchases.</i>						
<b>Budget Total</b>	<b>Police Operations</b>	<b>3,184,708</b>	<b>3,556,642</b>	<b>3,714,789</b>	<b>3066192</b>		<b>3,919,591</b>



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





Department: FIRING RANGE

Description and Responsibilities

This cost center provides for ammunition and equipment to operate the Police Weapons Training Program. Funds are used to purchase bullets, targets, weapon cleaning supplies, construction materials, 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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					





## Fire Protection

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10004230 4023	WORKERS COMP	11,613	10,542	13,955	0	0.0%	16,849
	<i>Volunteer fire company insurance premium.</i>						
10004230 5220	ITRAGOV GENERAL SVS	220,521	219,396	220,000	226,089	102.8%	220,000
	<i>Transfer of intergovernmental aid to volunteer fire dept. Relief Association.</i>						
10004230 5230	INFORMATION TECH	20,418	17,405	36,679	0	0.0%	40,829
	<i>Cost of IT support from the Township.</i>						
10004230 5332	EQUIP LEASE/RENTAL	418	425	425	0	0.0%	425
	<i>Hydrant Rental - \$212.40/yr. per hydrant (2)</i>						
<b>Budget Total</b>	<b>Fire Protection</b>	<b>252,971</b>	<b>247,768</b>	<b>271,059</b>	<b>226089</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 a 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 finanacial crunch.
2. The Ambulance Corp has made significant changes in their operations and is showing signs of finanacial 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					



## Ambulance Operations

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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>						
<b>Budget Total</b>	<b>Ambulance Operations</b>	<b>2,213</b>	<b>2,009</b>	<b>2,405</b>	<b>9877</b>		<b>25,800</b>



## 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



## PW Snow Removal

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10005110 4010	SALARIES FULL TIME	11,574	59,499	35,000	23,020	65.8%	44,880
	<i>5% of all streets and properties full-time wages</i>						
10005110 4012	SALARIES PART TIME	0	0	1,000	0	0.0%	0
	<i>part-time labor for snow/ice control</i>						
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	5,349	16,929	25,000	17,505	70.0%	25,750
	<i>New equipment for winter maintenance. Examples include spreaders, plows, controls, etc.</i>						
10005110 5111	PROFESSIONAL SERVICES	656	1,801	3,000	4,026	134.2%	5,000
	<i>Contracted winter maintenance in the event of heavy snow.</i>						
10005110 5121	R&M EQUIPMENT	3,577	5,144	8,000	6,047	75.6%	8,000
	<i>Vehicle and equipment repair related to winter maintenance activities. Examples of work include damaged spreaders and plows, liquid tank repairs, etc.</i>						
10005110 5355	EMP CAREER DEVELP	1,857	26	3,000	0	0.0%	3,000
	<i>Snow and ice control training held annually prior to winter maintenance season.</i>						
10005110 5365	SALT AND ANTI SKID	0	87,512	240,000	178,583	74.4%	312,000
	<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>						
<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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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/</i>						
	<i>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</i>						
	<i>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</i>						
	<i>is based on 5% of salaries/wages/overtime for all full time</i>						
	<i>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%</i>						
	<i>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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 callibrating 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 DEVELP	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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 Townships 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10005130 4010	SALARIES FULL TIME	347,673	318,524	377,439	306,915	81.3%	372,405
	<i>8 full time - per CBA D. Christallino, R. Deemer, T. Karner, 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/ 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/ 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 is based on 5% of salaries/wages/overtime for all full 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% 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 DEVELP	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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>706,416</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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10005140 4010	SALARIES FULL TIME	85,294	84,529	82,473	69,904	84.8%	110,925
	<i>J. Moran, W. Huber (80%) per CBA G. Beltz (80%)</i>						
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	7,334	7,624	7,052	6,793	96.3%	7,302
	<i>The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.</i>						
10005140 4022	MEDICARE	0	0	0	121	0.0%	1,708
	<i>The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.</i>						
10005140 4023	WORKERS COMP	4,649	4,085	5,106	0	0.0%	6,912
	<i>Workers' Compensation insurance for all employees.</i>						
10005140 4041	PENSION NON-UNIFORM	3,991	4,249	4,434	0	0.0%	5,888
	<i>The employer contribution to the Non--Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.</i>						
10005140 4051	HOSPITALIZATION	1,218	10,157	13,818	15,262	110.5%	21,297
	<i>Medical insurance for all full time employees.</i>						
10005140 4052	VISION	131	117	119	173	145.4%	220
	<i>Vision insurance for all full time employees.</i>						
10005140 4053	DENTAL	840	772	770	1,220	158.4%	1,476
	<i>Dental insurance for all full time employees.</i>						
10005140 4054	ICMA CONTRB	1,866	3,334	4,434	2,504	56.5%	5,888
	<i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime of all full time employees.</i>						
10005140 4055	DISABILITY INSURANCE	256	275	271	340	125.4%	362
	<i>Long term disability insurance for all full time employees.</i>						





## PW Facility Maintenance

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



## PW Fleet Maintenance

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 B. Miller, J. Gerrich, B. McVeigh 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 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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



**PW Parks Maintenance**

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





## PW Administration

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10005170 4010	SALARIES FULL TIME	161,296	175,968	232,431	175,605	75.6%	125,623
	<i>3 full-time employees J. Dailey (50%), W. Beighey, 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 DEVELP	1,492	703	4,000	3,122	78.1%	4,750
	<i>LTAP, PSATS, APMM, APWA, various LGA seminars 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, traffic, admin, facilities (includes fuel for codes, eng, planning, and other admin personnel)</i>						



**PW Administration**

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10005210 4010	SALARIES FULL TIME	0	0	0	0	0.0%	50,824
	<i>4 full time employees J. Kratsas (20%), T. Zinkham (35%), L. Meeder (10%), 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) 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/ 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 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 is based on 5% of salaries/wages/overtime for all full time 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 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 DEVELP	0	0	0	540	0.0%	7,000
	<i>Employee Continuing 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10005220 4010	SALARIES FULL TIME	140,133	114,377	228,773	105,322	46.0%	40,215
	<i>2 full time employees 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 DEVELP	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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10005240 4010	SALARIES FULL TIME	0	0	0	0	0.0%	40,198
	<i>4 full time employees</i>						
	<i>J. Kratsas (30%), T. Zinkham (10%), L. Meeder (10%)</i>						
	<i>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/</i>						
	<i>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</i>						
	<i>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</i>						
	<i>based on 5% of salaries/wages/overtime for all full time</i>						
	<i>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</i>						
	<i>5% of salaries/wages/overtime for all full time</i>						
	<i>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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 DEVELP	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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
10006210 4010	SALARIES FULL TIME	152,214	152,935	164,625	138,488	84.1%	114,271
	<i>3 full time employees 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 DEVELP	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>358423</b>		<b>321,531</b>





## P&R Early Childhood Programs

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



## P&R Youth Programs

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



## P&R Adult Programs

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





**P&R Family Programs**

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





## P&R Community Events

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>13611</b>		<b>58,365</b>



## P&R Facility Maintenance

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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)





## Recreation Fees

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
21128530 3410	INTEREST EARNING	(90)	(2,364)	(1,500)	-278	18.6%	(500)
	<i>Interest earned on investments.</i>						
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 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>



## Developers Contributions

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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)





State Liquid Fuels		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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>						
<b>Budget Total</b>	<b>State Liquid Fuels</b>	<b>(520,269)</b>	<b>(536,568)</b>	<b>(592,017)</b>	<b>(581,445)</b>		<b>(565,454)</b>
<b>Grand Total:</b>		<b>(520,269)</b>	<b>(536,568)</b>	<b>(592,017)</b>	<b>(581,445)</b>	<b>98.2%</b>	<b>(565,454)</b>



## State Liquid Fuels

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



Library		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>						
	<i>May 2009 79,297</i>						
	<i>Aug. 2009 79,297</i>						
	<i>Nov. 2009 79,297</i>						
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 BRIDGADE

### 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 (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 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 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
24204210 4010	SALARIES FULL TIME	34,375	36,451	38,105	33,268	87.3%	39,760
	<i>I 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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. 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 NFPA testing on apparatus testing of ladders, tower maintenance and testing of SCBA compressor maintenance and testing of SCBA facepieces photo record of fire calls, training and company functions discs for digital camera 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 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 base radios. Maintenance of fire apparatus, inspections, body repairs 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, contracted maint. items including HVAC, alarm systems 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 DEVELP	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 saety 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>283194</b>		<b>258,280</b>



## Fire Operations Brigade

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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, (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 National Fire Protection Assoc., ladders/hoses/pumps/ air compressor, aerial, 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>23675</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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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. (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 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 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>(698315)</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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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)



## Water Capital

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
32005610 3410	INTEREST EARNING	0	(55,085)	(30,000)	-7,975	26.6%	(9,000)
	<i>Interest on investments.</i>						
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>						
<b>Budget Total</b>	<b>Water Capital</b>	<b>0</b>	<b>(146,230)</b>	<b>(709,000)</b>	<b>(15109)</b>		<b>(134,000)</b>



Sewer Capital		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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>	<b>0</b>	<b>0</b>	<b>(679,000)</b>	<b>0</b>		<b>(190,000)</b>
<b>Grand Total:</b>		<b>0</b>	<b>(146,230)</b>	<b>(1,388,000)</b>	<b>(15,109)</b>	<b>1.1%</b>	<b>(324,000)</b>



## Water Capital

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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 OPERARTING 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
<b>Budget Total</b>	<b>Water Capital</b>	<b>433,598</b>	<b>713,126</b>	<b>906,500</b>	<b>489702</b>		<b>125,000</b>



Sewer Capital		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>310121</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)



## Capital Improvement Revenue

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ourchasing 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>214519</b>		<b>200,000</b>



		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>258629</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>



<b>Water Fund</b>			
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
ServiceRequests		\$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
Sub Total		\$607,129	\$539,449
Percent of Total Fund		16%	12%
Program and Activities		2008 Budget	2009 Budget
<b>Billing</b>			
Account Management		\$98,655	\$47,173
Meter Reading		\$56,423	\$50,761
Customer Service Requests		\$166,628	\$120,748
Sub Total		\$321,705	\$218,682
Percent of Total Fund		8%	5%
<b>Water Purchase</b>			
Water Purchase		\$2,200,000	\$2,600,000
Sub Total		\$2,200,000	\$2,600,000
Percent of Total Fund		57%	60%
<b>Debt</b>			
Interest Payment		\$0	\$0
Principal Payment		\$31,094	\$31,094
Sub Total		\$31,094	\$31,094
Percent of Total Fund		1%	1%
<b>Transfers To Capital/GF</b>			
Transfers To Capital/GF		\$30,000	\$172,872
Sub Total		\$30,000	\$172,872
Percent of Total Fund		1%	4%
<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>



Sewer Fund			
Program and Activities		2008 Budget	2009 Budget
<b><i>Treatment Plant</i></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><i>Collection System Maintenance</i></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><i>New Development Inspection</i></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><i>Service Requests</i></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
Sub Total		\$852,315	\$732,663
Percent of Total Fund		16%	14%
Program and Activities		2008 Request	2009 Request
<b>Billing</b>			
Account Management		\$91,107	\$49,371
Sewer Flow Meter Readings		\$15,397	\$19,043
Sub Total		\$106,504	\$68,414
Percent of Total Fund		2%	1%
<b>Lift Stations</b>			
Operations & Maintenance		\$182,522	\$111,731
Sub Total		\$182,522	\$111,731
Percent of Total Fund		3%	2%
<b>Debt</b>			
Interest Payment		\$1,058,275	\$1,027,980
Principle Payment		\$830,000	\$875,000
Sub Total		\$1,888,275	\$1,902,980
Percent of Total Fund		35%	35%
<b>Transfers To Capital/GF</b>			
Transfers To Capital/GF		\$148,624	\$240,571
Sub Total		\$148,624	\$240,571
Percent of Total Fund		3%	4%
<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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>(1,649,047)</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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
63107010 4010	SALARIES FULL TIME	92,697	95,849	81,978	85,008	103.7%	77,538
	<i>7 full time employees</i>						
	<i>C. Beers (30%), D. McVeigh (20%), L. Meeder (30%),</i>						
	<i>J. Kratsas, (5%), L. Engle (30%), J. Iannarelli (30%),</i>						
	<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>						
	<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</i>						
	<i>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/</i>						
	<i>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</i>						
	<i>is based on 5% of salaries/wages/overtime for all full time</i>						
	<i>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</i>						
	<i>salaries/wages/overtime for all full time employees.</i>						



		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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	FUNITURE 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>							
<b>Budget Total</b>	<b>Swimming Pool Concessions</b>	<b>(109,060)</b>	<b>(104,801)</b>	<b>(120,000)</b>	<b>(98752)</b>		<b>(120,000)</b>



## Swimming Pool Program

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



## Swimming Pool Operations

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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.</i>						
	<i>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 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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.</i>						
	<i>Misc. hardware for sinks, showers</i>						
	<i>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>						



## Swimming Pool Maintenance

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
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
<b>Budget Total</b>	<b>Swimming Pool Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1270</b>		<b>104,188</b>



## Swimming Pool Concessions

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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>						



## Swimming Pool Concessions

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT REQUEST
64106830 5354	EMPLOYEE TRAINING	0	0	0	0	0.0%	500
	<i>Safe serve food handling 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>						
<b>Budget Total</b>	<b>Swimming Pool Concessions</b>	<b>94,336</b>	<b>100,084</b>	<b>103,135</b>	<b>78584</b>		<b>108,122</b>





## Swimming Pool Program

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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 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 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 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 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, Lifeguarding, CPR, etc.</i>						
64106840 5351	EMPLOYEE RECRUTING	0	0	0	0	0.0%	0



## Swimming Pool Program

		2006 ACTUAL	2007 ACTUAL	2008 ADJUSTED BUDGET	2008 YTD	% EXPENDED FROM ADJUSTED	2009 DEPT 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><i>Golf Operations</i></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
	Sub Total	\$ -	\$ -	\$369,608
	Percent of Total Fund			17%
	<b><i>Food &amp; Beverage Operations</i></b>			
	Grille	\$ -	\$ -	\$107,382
	Kitchen	\$ -	\$ -	\$8,403
	Banquet Facility	\$ -	\$ -	\$72,842
		\$ -	\$ -	\$0
		\$ -	\$ -	\$0
	Sub Total	\$ -	\$ -	\$188,628
	Percent of Total Fund			9%
	<b><i>System Support</i></b>			
	Facility Maintenance	\$ -	\$ -	\$67,089
	Adminitration	\$ -	\$ -	\$222,583
	Information Technology	\$ -	\$ -	\$42,611
	Training	\$ -	\$ -	\$12,373
	Infrastructure	\$ -	\$ -	\$16,137
	Vehicle Maintenance	\$ -	\$ -	\$25,000
	Sub Total	\$ -	\$ -	\$385,794
	Percent of Total Fund			18%
	<b><i>Turfgrass Management</i></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
	Sub Total	\$ -	\$ -	\$475,168
	Percent of Total Fund			22%



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

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