



**CRANBERRY**  
• TOWNSHIP •

# 2011 Budget



CRANBERRY TOWNSHIP  
**built for you.**

## **Highlights of the Proposed 2011 Budget**

**Respectfully Submitted by Jerry A. Andree, Township Manager**  
**November 23, 2010**  
**To the Board of Supervisors**

On behalf of the staff, I am respectfully submitting to the Board of Supervisors, for your consideration, the proposed 2011 Budget for Cranberry Township. The 2011 Budget reflects a 2% increase in current expenditures over the 2010 budget and a 2.6% increase in current revenue, which continues the solid financial practice of aligning current revenue with current expenses. Current revenue is revenue that will be collected in 2011 and does not include any funds accumulated over the previous years. Current expenses reflect on-going, established operating experiences, or those expenses necessary to maintain the current level of services provided by the Township, and all obligations and commitments of the Township, exclusive of Capital Improvement needs.

The proposed 2011 Budget continues all financial practices of the Board of Supervisors that has earned the Township a financial rating of Aa2 by Moodys Investor Services. That rating puts the Township in the top 1% of all municipalities in Pennsylvania. Municipalities with a high rating have total assessed valuations ten times that of Cranberry Township. In 2009, as part of a refinancing of existing debt, the Township was again carefully reviewed by Moodys, and while many municipalities across the state received downgrades, the rating of Cranberry Township was again confirmed. This high financial rating earns the Township significant benefits; the most important is the ability to borrow money at the very lowest possible interest rate. This solid financial rating is also reflective of the Board of Supervisors' ability to avoid the legacy costs associated with post-retirement health care and significant unfunded liabilities of defined benefit pension programs. First, the Township only provides one Defined Benefit Pension program, and that is the state mandated police pension program, and that is fully funded on an annual basis. All other pension programs are defined contribution. Secondly, the Township does not provide post-retirement health care benefits to its retiring employees.

The proposed Budget maintains the currently authorized Real Estate Tax Rates of 8.03 Mills for General Purposes, .75 Mills for Library, and 1.87 Mills for Fire. One Mill is equal to .001, which is multiplied by the assessment valuation of a property. For example, an average home is assessed at \$24,000.00, so for General Government purposes that property pays  $.00803 \times \$24,000 = \$192.72$ . The assessed valuation is based on 1969 values, which is established by Butler County. The water usage rate will stay at \$4.86 per thousand gallons used and the sewer usage rate will be \$5.67 per thousand gallons of water used. Rates for the Collection Connection will remain at the following monthly garbage rates, \$15.64 for a 35 gallon cart, \$16.16 for a 64 gallon cart and \$16.82 for a 96 gallon cart. Those rates will continue to include unlimited recycling, extended yard waste service and two weeks of curbside collection of Christmas trees.

The 2011 Budget fully implements Program Based Budgeting, or PBB. This practice provides transparency to the true cost of providing a service and allows for important policy level decision making by the Board of Supervisors. Traditionally, local governments in Pennsylvania undertake what is commonly called a line item budget, budgeting for material, supplies and personnel independently. The 2011 Budget provides for the final component to be included in PBB, which is the Police Department. Program Based Budgeting also provides the needed information to assure a program or activity is being provided in the most efficient manner possible.

The proposed 2011 Budget recognizes the increasing demand on our aging municipal facilities and provides for additional resources to fund one additional full-time employee to the Facilities Division with the Public Works Department. In addition, it provides for the support to implement an aggressive infrastructure improvement program in 2011 including the new Commonwealth Water Pump Station, Sewer Interceptor No. 1 Upgrade, Northwest Connector Project, Freedom Road Widening and Intersection Improvement Project, and the Pennsylvania Department of Transportation's Rt. 228/I-79 Ramp Project, which represents over \$17 Million worth of improvements. Specific funding provisions for each project will be developed at the project implementation phase and may include short and long term borrowing.

A few additional highlights of the proposed 2011 Budget include the following;

- Supports continuing aggressive planning efforts to prepare for a healthy and sustainable future pursuant to the Cranberry Plan
- Continues to support training, leadership development and skill development in our most important asset, our employees
- Continues to support initiatives to promote volunteerism and diversity in building partnerships with community organizations

The Board of Supervisors has established a clear standard of excellence that is to be upheld in all aspects of the Township. Accordingly, the staff of the Township has created four core areas that emphasize this accountability of excellence. The following are those core areas and the activities that are funded through the 2011 Proposed Budget;

- Customer Service – All employees will work together to provide superior customer service both internal to Township operations and in every interaction with our external customers
  - Enhanced service to our utility customers for weekend service, web based bill payment and individual tracking by the customer of their water use
  - Continued monitoring of our customer satisfaction performance
  - Continue integration of customer service responsibility to all components of our organization through the efforts of our Customer Relations Team
  - Additional web based applications for residents to request service from the Township
  - Enhance our capabilities to serve all components of our community, including the needs of the business community through on-line reporting capabilities and website presence

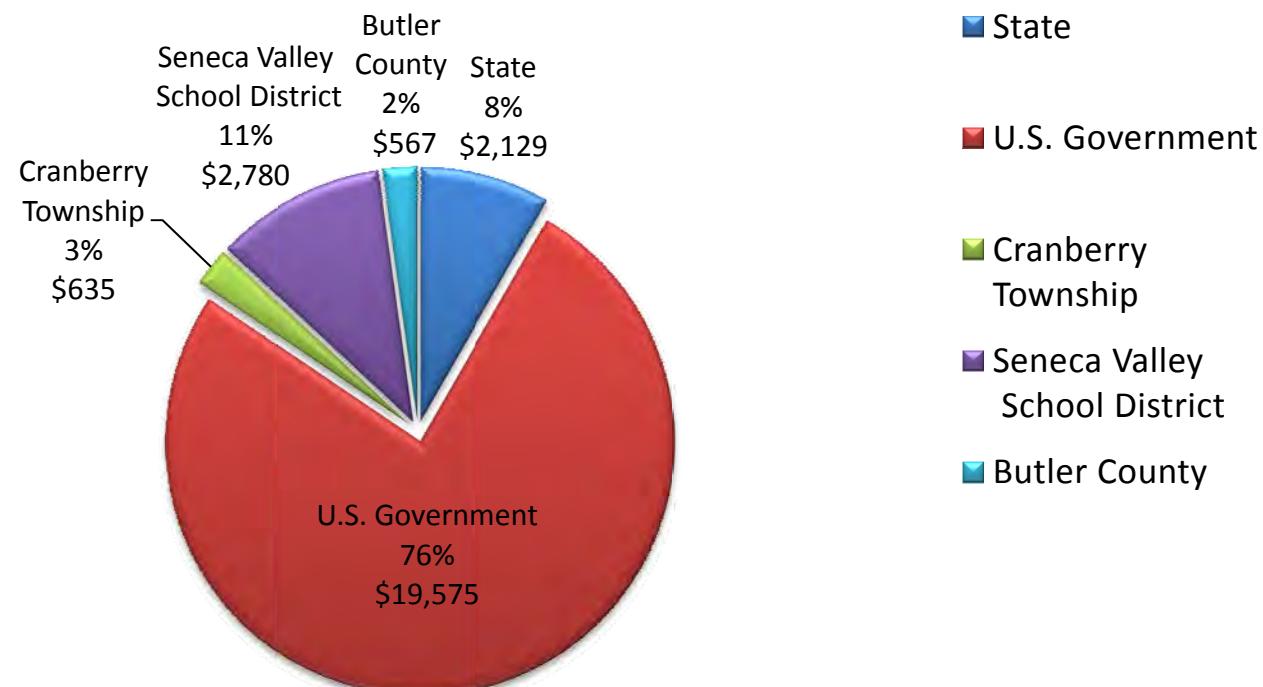
- Continue monitoring of our external programs and services to assure alignment with our residents and customers needs
- Efficiency – All employees will efficiently use financial, personnel and material resources to fulfill the Township's mission
  - Continuing our twice annual comprehensive water leak survey and repair program
  - Enhance the management of our over 5,000 Customer Service Requests we receive annually
  - Continue the efficient mapping and asset management through GIS/GPS
  - Continue our energy efficient efforts, including vehicle replacement, motors, lighting and IT equipment
  - Enhancement of our traffic management capabilities
  - Continuing implementation of appropriate methods to reduce use of resources, such as the paperless meeting agendas and packets
  - Continue employee wellness programs
- Safety – All employees are expected to create a safe work environment by making their own safety and the safety of others a top priority
  - Provide timely and accurate information to our public safety departments, linking to our on-line business reporting
  - Continue employee safety programs to assure employees return home safely
  - Continue implementation of audio and video devices in police vehicles
  - Enhance citizen awareness of using the 911 Answering system to alert agencies to public safety concerns

- Communications – All employees will be connected as a Township team, by sharing accurate and timely information through a variety of methods across the organization and the community
  - Continued appropriate use of social media
  - Enhancement of providing web based public information
  - Provide value added to the Township’s business on our website to compliment the businesses reporting required information through web based applications
  - Continue to enhance departmental reporting methods to assure timely and accurate information is available
  - Enhance the community’s understanding to access public safety services
  - Continue to implement activities to provide open, sincere and respectful dialogue opportunities with employees, residents and customers

To provide a perspective of how much of our residents’ income and property taxes go to Cranberry Township, and how that money is allocated in the General Fund, the following charts provide that illustration.

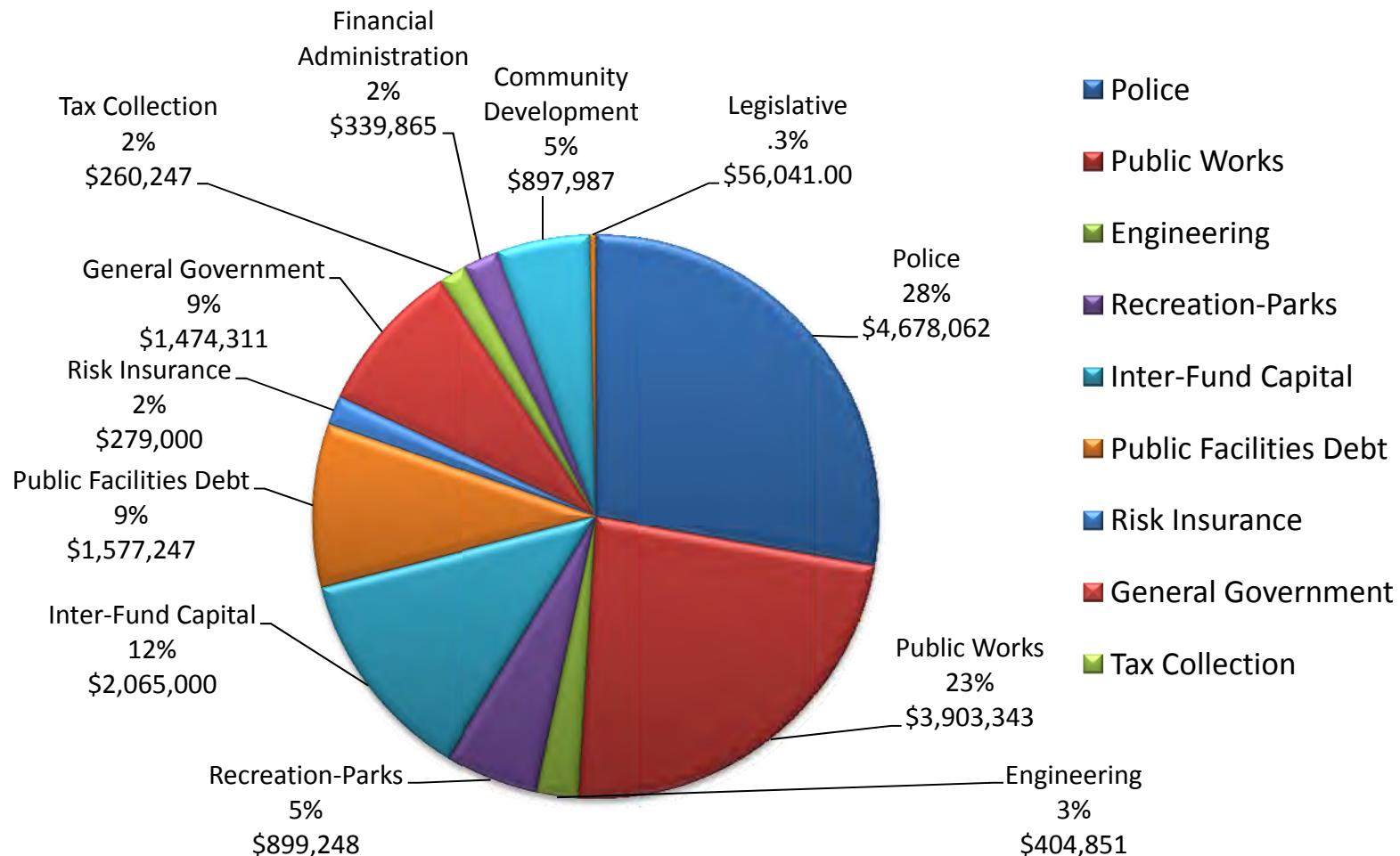
# Where Do My Income and Property Taxes Go?

## Paid to U.S. Government - Pennsylvania - Cranberry Township - Seneca Valley School District - Butler County



Source: Mytaxfreedomday.com - As of November 2010, Based on \$76,000 Income and \$24,000 Assessed Valuation

## General Fund Expenditures 2011



Procedurally, the Board of Supervisors will consider the tentative adoption of the 2011 Budget at their November 23, 2010 Board meeting. The Board previously reviewed the draft budget at a meeting held on Thursday, November 11, 2010 and immediately before the November 23 Board meeting. Following action of the Board, the Tentatively Adopted 2011 Budget will be made available for public comment. The Board will then consider the Final Adoption of the 2011 Budget at the Thursday, December 16, 2010 Board meeting. If adopted, the Budget will go into effect on Monday, January 1, 2011.

I invite every resident to review this proposed budget. If anyone has any questions, comments, or concerns, please contact me at 724.776.4806 ext 1108, by email at [Jerry.Andree@Cranberrytownship.org](mailto:Jerry.Andree@Cranberrytownship.org), or in person at the Municipal Center.

End of Highlights

General Fund-2011 Budget					
Revenue					
Department		Cost Center	2011 Budget		2010 Budget
Legislative					
	1200	Real Estate Taxes	2,828,484		2,774,915
	1300	Act 511 Taxes	8,620,000		8,490,000
	1400	Licenses & Permits	350,000		330,000
	1500	Interest & Rent	71,285		105,185
	1600	Intergovernmental Revenue	722,600		684,100
	1700	Misc. Revenue & Transfers	444,000		402,000
		<b>Total</b>	<b>13,036,369</b>		<b>12,786,200</b>
Human Resources					
	2200	Insurance Reimbursement	30,000		20,000
		<b>Total</b>	<b>30,000</b>		<b>20,000</b>
Debt Service					
	2600	Debt Offset Payments	136,103		128,604
		<b>Total</b>	<b>136,103</b>		<b>128,604</b>
Community Development					
	3100	Land Development	114,200		116,800
	3200	Code Enforcement	613,000		533,000
		<b>Total</b>	<b>727,200</b>		<b>649,800</b>
Public Safety					
	4110	Police Operations	533,630		519,800
		<b>Total</b>	<b>533,630</b>		<b>519,800</b>
Public Works					
	5110	Snow Removal	20,000		20,000
	5120	Municipal Maint. Agreements	10,400		
	5133	Street Signs	500		
	5160	Ballfield Lighting Reimb.	24,000		
		<b>Total</b>	<b>54,900</b>		<b>20,000</b>
Recreation					
	6210	Operations	16,500		31,000
	6220	Early Childhood Programs	165,000		165,000
	6230	Youth Programs	265,000		258,000
	6240	Adult Programs	57,000		50,000
	6250	Family Programs	5,000		3,000
	6260	Teen Programs	500		2,000
	6270	Senior Programs	-		-
	6280	Community Events	8,000		10,000
	6290	Facility Maintenance	-		-
	6295	Special Projects	-		-
		<b>Total</b>	<b>517,000</b>		<b>519,000</b>
<b>Total</b>			<b>15,035,202</b>		<b>14,643,404</b>

General Fund-2011 Budget Expenditures				
Department	Cost Center	2011 Budget	2010 Budget-Amended	
Legislative				
	1100 Board of Supervisors	56,041		67,660
	<b>Total</b>	<b>56,041</b>		<b>67,660</b>
General Government				
	2100 Executive	877,788		831,415
	2200 Human Resources	267,175		278,817
	2300 Information Technology	-		-
	2400 Finance	339,865		343,807
	2500 Communications	209,827		204,838
	2600 Debt Service	1,577,247		1,760,519
	2700 Tax Collection	260,247		258,140
	2800 Insurance	279,000		256,000
	<b>Total</b>	<b>3,811,149</b>		<b>3,933,536</b>
Community Development				
	3100 Land Development	311,657		294,982
	3200 Code Enforcement	405,382		392,642
	3300 Planning	180,948		170,502
	<b>Total</b>	<b>897,987</b>		<b>858,126</b>
Customer Service				
	3400 Customer Service	119,521		100,806
	<b>Total</b>	<b>119,521</b>		<b>100,806</b>
Public Safety				
	4111 Department Support	1,349,705		
	4112 Patrol	2,274,164		
	4113 Traffic	344,101		
	4114 Investigations	214,875		
	4115 Fleet	155,000		
	4120 Animal Services	19,100		
	4130 Fire Police	4,000		
	4140 Firing Range	11,000		
	4150 Emergency Management	1,000		
	4230 Fire Protection	283,317		
	4310 Ambulance Operations	21,800		
	<b>Total</b>	<b>4,678,062</b>		<b>4,493,982</b>
Public Works				
	5110 Snow Removal	459,818		
	5120 Traffic Signals & Maintenance	307,010		
	5131 Storm Water	255,231		
	5132 Road Maintenance	619,990		
	5133 Signs	235,504		
	5140 Facility Maintenance	500,615		
	5150 Fleet Maintenance	290,669		
	5160 Parks Maintenance	761,518		
	5170 Administration	472,988		
	<b>Total</b>	<b>3,903,343</b>		<b>3,735,294</b>
Engineering				
	5210 Contract Administration	264,608		258,151
	5220 Plan Review & Inspection	71,360		69,259
	5240 Resident Support	68,883		67,012
	<b>Total</b>	<b>404,851</b>		<b>394,422</b>
Recreation				
	6210 Operations	492,255		460,205
	6220 Early Childhood Programs	137,474		124,150
	6230 Youth Programs	173,912		208,330
	6240 Adult Programs	54,050		41,474
	6250 Family Programs	4,131		4,579
	6260 Teen Programs	426		2,040
	6270 Senior Programs	5,000		5,000
	6280 Community Events	26,000		35,000
	6290 Facility Maintenance	6,000		6,000
	6295 Special Projects	-		-
	<b>Total</b>	<b>899,248</b>		<b>886,778</b>
Miscellaneous				
	1800 Miscellaneous & Transfers	2,065,000		2,430,000
	<b>Total</b>	<b>2,065,000</b>		<b>2,430,000</b>
<b>Total</b>		<b>16,835,202</b>		<b>16,900,604</b>

Other Funds Summary-2011 Budget						
Fund#	Description	2011 Budget		2010 Budget (Revised)		
		Revenue	Expenditures	Revenue	Expenditures	
<b>Special Revenue Funds</b>						
2110	TIP East Fund	\$ 208,000.00	\$ 580,000.00	\$ 565,386.00	\$ 900,000.00	
2111	TIP West Fund	\$ 520,500.00	\$ 680,000.00	\$ 76,000.00	\$ 400,000.00	
2112	Recreation Fees	\$ 99,000.00	\$ 175,000.00	\$ 120,400.00	\$ -	
2114	Developers's Contributions	\$ 450,800.00	\$ 460,000.00	\$ 856,846.00	\$ 457,625.00	
2310	State Liquid Fuels	\$ 541,017.00	\$ 540,000.00	\$ 543,740.00	\$ 543,740.00	
2410	Library	\$ 263,310.00	\$ 263,310.00	\$ 260,292.00	\$ 260,292.00	
2420	Fire					
	4210 - Fire Operations-Company	\$ 391,769.00	\$ 253,269.00	\$ 389,250.00	\$ 252,194.00	
	4220 - Fire Operations-Brigade		\$ 138,500.00		\$ 138,500.00	
	Total	\$ 391,769.00	\$ 391,769.00	\$ 389,250.00	\$ 390,694.00	
<b>Capital Projects Funds</b>						
3100	Fire Capital	\$ 263,460.00	\$ 161,888.00	\$ 261,792.00	\$ 161,888.00	
3300	Township TIP	\$ 200.00	\$ 190,000.00	\$ 2,000.00	\$ 286,000.00	
3400	Capital Improvement					
	6401 - Revenue	\$ 1,800,350.00		\$ 2,789,200.00		
	6410 - Parks		\$ 447,500.00		\$ 120,000.00	
	6420 - Buildings & Grounds		\$ 239,500.00		\$ 334,200.00	
	6430 - General Services		\$ 1,076,000.00		\$ 2,335,000.00	
	Total	\$ 1,800,350.00	\$ 1,763,000.00	\$ 2,789,200.00	\$ 2,789,200.00	
<b>Enterprise Funds</b>						
6110	Water Operations	\$ 5,299,758.00	\$ 6,608,781.00	\$ 5,058,778.00	\$ 7,215,463.00	
6210	Sewer Operations	\$ 6,165,492.00	\$ 6,963,894.00	\$ 5,833,420.00	\$ 7,653,832.00	
6310	Solid Waste	\$ 1,798,175.00	\$ 1,790,624.00	\$ 1,678,711.00	\$ 1,608,715.00	
6410	Swimming Pool					
	6810-Operations	\$ 526,700.00	\$ 461,830.00	\$ 528,800.00	\$ 462,812.00	
	6820-Maintenance		\$ 91,765.00	\$ -	\$ 103,933.00	
	6830-Concessions	\$ 105,000.00	\$ 82,334.00	\$ 96,750.00	\$ 76,277.00	
	6840-Programs	\$ 50,000.00	\$ 43,852.00	\$ 40,000.00	\$ 22,528.00	
	Total	\$ 681,700.00	\$ 679,781.00	\$ 665,550.00	\$ 665,550.00	
6510	Golf Course	\$ 2,156,000.00	\$ 2,156,000.00	\$ 2,145,000.00	\$ 2,144,985.00	
	<b>Grand Total</b>	<b>\$ 20,639,531.00</b>	<b>\$ 23,404,047.00</b>	<b>\$ 21,246,365.00</b>	<b>\$ 25,477,984.00</b>	



## Real Estate Tax

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001200	3011	REAL ESTATE CURRENT	(2,610,160)	(2,653,330)	(2,711,915)	(2,680,857)	(2,753,484)

*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 Sept. 30, 2010 Butler County has determined Cranberry's taxable assessed value to be \$349,810,002.*

*The Butler County Department of Property & Revenue determines property market values and assesses property. Butler County has not reassessed property since 1969. The assessed valuation is the value used to generate the tax revenue and is based on 100% of the 1969 value. The Board of Supervisors of Cranberry Township determines the millage rate, which is 10.65 mills in 2011 (8.03-general purposes 1.87 fire and .75 library).*

*The real estate tax collector for Cranberry Township, Butler County and the Seneca Valley School District, pursuant to the Second Class Township Code, is P.J. Lynd, an elected official who serves a four year term, and is currently in his last year of his third term. The collection rate for 2009 was 98%. Delinquent property taxes are collected by the Butler County Tax Claim Bureau.*

*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.*



## Real Estate Tax

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001200	3012	REAL ESTATE PRIOR YEAR	0	(10,193)	(13,000)	(5,851)	(10,000)
		<i>Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2010 but collected in 2011)</i>					
10001200	3014	REAL ESTATE DELINQUENT	(42,463)	(56,814)	(30,000)	(61,448)	(50,000)
		<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	(23,567)	(9,922)	(20,000)	(11,901)	(15,000)
		<i>Interim tax billing for properties added to tax duplicate after January 2011.</i>					



## Act 511 Taxes

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001300	3120	REAL ESTATE TRANSFER TAX	(1,061,976)	(1,417,353)	(970,000)	(843,119)	(1,000,000)
		<i>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. The realty or deed transfer tax is collected at the time of</i>					
10001300	3130	EARNED INCOME TAX	(2,480,920)	(4,760,424)	(4,650,000)	(2,019,639)	(4,750,000)
		<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 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>					



## Act 511 Taxes

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001300	3140	BUSINESS PRIV/MERC	(1,780,616)	(2,071,369)	(1,880,000)	(1,702,762)	(1,880,000)
		<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 delinquent collector. 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	(627,588)	(1,219,863)	(990,000)	(461,532)	(990,000)
		<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>					



## Licenses and Permits

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001400	3210 BUSINESS LICENSES	(318,123)	(344,176)	(330,000)	(373,105)	(350,000)
	<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 2012. 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	(3,080)	0	0	0	0



## Interest and Rents

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001500	3410	INTEREST	(254,700)	(106,136)	(65,000)	(27,627)	(30,000)
		<i>The Township invests its available cash in various interest-bearing instruments and accounts. The types of investment options used generally include short and long-term investments with the Pennsylvania Local Government Trust (PLGIT). The amount earned each year fluctuates with the interest rate and the amount of cash available for investment. When interest rates are high, the Township enjoys favorable interest rates but as the prime rate falls, so do the rates on investments. Allowable investments are governed by the Second Class Township Code, and other laws of the Commonwealth.</i>					
10001500	3421	TENANT RENT	(29,169)	(43,294)	(40,185)	(35,544)	(41,285)
		<i>Cranberry Twp Chamber of Commerce \$13,725 (exp. 12/31/11) Real Estate Tax Collector \$2,160 (exp. 12/31/13) State Senator \$8,288 (proposed to exp. 12/31/14) State Representative \$9,312 (proposed to exp. 11/30/12) Butler County (Senior Center) \$7,800</i>					



## Intergovernmental Revenue

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001600	3551	STATE PENSION AID	(455,645)	(472,330)	(463,200)	(491,696)	(486,400)
		<i>On an annual basis the Commonwealth of Pennsylvania allocates funds to be used for the support of the police &amp; 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>					
10001600	3552	FIREMANS RELIEF AID	(226,089)	(196,568)	(198,000)	(221,249)	(210,000)
		<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>					



## Intergovernmental Revenue

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001600	3555	LIQUOR LICENSES	(6,900)	(8,700)	(6,900)	(9,300)	(8,700)
		<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 29 establishments with liquor licenses.</i>					
10001600	3561	PUBLIC UTILITY TAX	(15,769)	(16,695)	(16,000)	(18,313)	(17,500)
		<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>					



## Misc Revenue and Transfers

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001700	3422	ROOMS/FACILITY	0	(525)	0	(325)	0
10001700	3540	STATE GRANTS	0	(664,461)	0	0	0
10001700	3651	SALE PUBLIC & ADMIN SVS	(21,952)	(12,960)	(22,000)	(11,236)	(14,000)
		<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	15,864	(86,604)	(55,000)	(19,222)	(55,000)
		<i>The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.</i>					



## Misc Revenue and Transfers

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001700	3872	CONTRIBUTION & DONATION	0	(200,000)	(200,000)	(200,000)	(200,000)
		<i>Contributions from Dick's Sporting Goods for the naming rights to Graham Park, "Dick's Sporting Goods Sportsplex" Expires in 2018.</i>					
10001700	3910	SALE OF FIXED ASSETS	0	(1,617)	0	(15,661)	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)	(95,000)	(95,000)	0	(145,000)
		<i>Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2011 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	(57,049)	(32,333)	(30,000)	(54,441)	(30,000)
		<i>At times the Township receives refunds of expenditures made in the prior year.</i>					



## Human Resources

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
10002200	3868	REIMBMNT FOR INS	(8,318)	(18,573)	(20,000)	(33,058)	(30,000)

*Full time Township employees contribute a percentage of medical insurance premiums based on their salary.*



## Debt Services

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002600 3873	DEBT OFFSET PAYMENTS	0	(136,086)	(128,604)	(33,152)	(136,103)

*Payments from Athletic Associations for Graham Park debt.*

SVSA - 33,152

CTAA - 69,210.29

SVJFAC - 33,741



## Land Development

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	3619	BOND RELEASE FEE	(23,650)	(13,250)	(10,000)	(9,150)	(7,500)
		<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 inspection; and \$250 for requests related to roads/stormwater facilities, plus the actual costs of engineer's inspections.</i>					
10003100	3620	LIQUOR LICENSE TRANSFER	(2,000)	0	(500)	(500)	(500)
		<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>					



## Land Development

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	3621	CONDITIONAL USE FEE	(6,000)	(7,000)	(4,000)	(5,000)	(4,000)
		<i>Conditional Use Fees like site plan/subdivision review fees are charged for new development applications when the use is classified as a "conditional" use within the zoning ordinance. Conditional use applications have additional administrative and review steps associated with their processing beyond those of a normal site plan/subdivision application. The fees are structured to cover the additional costs associated with processing conditional use applications. The fee is \$500 per application.</i>					
10003100	3622	ZONING HEARING BOARD FEE	(2,250)	(1,500)	(1,500)	(1,250)	(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>					



## Land Development

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	3623	ORDINANCE ADMENTMENT FEE	(500)	0	(500)	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	(139,500)	(92,070)	(100,000)	(67,000)	(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

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100 3627	SALE CODES & ORDINANCES	(260)	(495)	(300)	(195)	(200)

*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.*



## Code Enforcement

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	3220	NON BUSINESS LICENSE	0	(1,240)	(1,000)	(1,710)	(1,000)
		<i>Road opening permits are issued when it is necessary to "open cut" a Township road or right-of-way (typically utility companies). This is designed to cover the cost of inspection and to ensure that the road is restored once the work has been completed. The most recent Township fee resolution describes all permit fees.</i>					
10003200	3611	BUILDING PERMIT		(1,855,029)	(771,252)	(450,000)	(664,839)
		<i>All non-residential building permit applications require a plan review and approval for compliance with the Township's building codes. This review includes non-residential building/structure, electrical, mechanical and plumbing plan review(s). The building plan review fee is separate from the building permit fee and is intended to cover the costs of the plan review process only. Building permit fees are intended to cover application, inspection and processing costs of new structures. The fee is calculated at .0015 x estimated construction value.</i>					
10003200	3612	ELECTRICAL PERMIT		(6,180)	(5,120)	(4,000)	(5,600)
		<i>Permit fee charged for the administrative review of all non-residential and residential electrical building permits and the required inspections.</i>					



## Code Enforcement

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	3613	FIRE BLDG PERMITS	(10,957)	(12,886)	(10,000)	(18,905)	(13,000)
		<i>Permit fee charged for the administrative review of the fire protection building permit application and the required inspections. Fire prevention building permit applications are \$150 and include the installation, enlargement, alteration and repair of sprinkler systems, fire detection systems, commercial exhaust suppression systems and related fire safety devices.</i>					
10003200	3614	FIRE PREVENTION PERMIT	(14,083)	(6,775)	(12,000)	(5,925)	(7,500)
		<i>Permit fee charged for the administrative review of fire prevention permit applications and the required Township inspections. Fire prevention permit applications include annual system testing and assembly occupancy inspections. Fees range from \$25 to \$100 per year.</i>					
10003200	3615	SEPTIC SYST PERMIT	(580)	(580)	(1,000)	(1,200)	(500)
		<i>Fee for on-lot septic permit applications which include the site testing, application review and permit approval.</i>					



## Code Enforcement

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	3616	SIGN PERMIT FEE	(6,275)	(5,000)	(4,000)	(5,150)	(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	(3,000)	(1,900)	(2,000)	(1,800)	(2,000)
		<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	(7,531)	(5,420)	(4,000)	(6,190)	(5,000)
		<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>					



## Code Enforcement

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	3624	BOARD OF APPEALS FEE		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:</i> <i>Residential - \$125</i> <i>Commercial - \$250</i>		
10003200	3626	BDLG PLAN REVIEW		(174,930)	(92,823)	(45,000)
				<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>		(61,038)
						(55,000)



## Police Operations

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	3220	NON BUSINESS LICENSE	(3,050)	(2,990)	(3,500)	(5,650)	0
		<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	(22,055)	(21,033)	(23,000)	(11,826)	0
		<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	(29,532)	(25,607)	(32,000)	(27,705)	0
		<i>Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.</i>					



## Police Operations

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	3313	MOTOR VEHICLE CODE	(52,275)	(55,042)	(48,000)	(24,497)	0
		<i>The Magisterial District Judge collects fines for violations of the PA Motor Vehicle Code. The typical revenue is 50% of the penalty portion of a traffic citation. Associated fees are usually more than the penalty portion of a traffic citation.</i>					
10004110	3314	NON TRAFFIC VIOLATION	(25,057)	(20,972)	(23,000)	(16,541)	0
		<i>The District Magistrate collects fines for criminal violations of the PA Crimes Code.</i>					
10004110	3315	LOCAL ORDINANCE	0	0	0	(410)	0
		<i>Fines collected by the District Magistrate for violations of Township ordinances.</i>					
10004110	3510	FEDERAL GRANTS	0	(15,240)	0	(52,194)	0



## Police Operations

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	3511	OTHER GRANTS	0	0	0	(1,526)	0
		<i>Grants received thru Federal and State agencies.</i>					
		<i>Grants from private companies.</i>					
10004110	3641	SALE ACCIDENT REPORT	(11,600)	(11,665)	(8,000)	(3,548)	0
		<i>A fee of \$15 is charged for each copy of a reportable accident report and \$.25 cent per page for a non-reportable accident, which is provided (typically by insurance companies to the Police Department. Revenue has dropped significantly in 2010 because of the lower fees government agencies can charge under the Right to Know Law.</i>					
10004110	3642	FINGER PRINTS	(75)	(1,060)	(1,000)	(1,030)	0
		<i>Fee for fingerprinting nonresidents for noncriminal issues, i.e. employment and adoption, \$10.00 for businesses located in the Township, \$35.00 to nonresidents. Non-resident fee increased in 2010 due to other PD's charging their residents more than Cranberry was charging non-residents.</i>					



## Police Operations

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	3643	FALSE ALARMS	(20,700)	(23,969)	(24,000)	(7,675)	0
		<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	(6,809)	(5,951)	(8,000)	(8,314)	0
		<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	(337,710)	(299,597)	(306,800)	(230,126)	0
		<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	(8,584)	(14,976)	(7,500)	(15,639)	0
		<i>Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.</i>					



## Police Operations

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110 3647	Reimburse Police Salaries	0	(54,667)	(35,000)	(67,895)	0

*Contracted police services. Represents collected reimbursable salaries for construction details, drug and DUI Task Force, etc.*



## Police Revenue

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004116	3220	NON BUSINESS LICENSE	0	0	0	0	(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. Fees are \$10 per day, \$60 per week, or \$150 per month</i>					
10004116	3311	STATE POLICE	0	0	0	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>					
10004116	3312	CLERK OF COURTS	0	0	0	0	(32,000)
		<i>Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.</i>					
10004116	3313	MOTOR VEHICLE CODE	0	0	0	0	(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 the traffic citation. Associated fees are usually more than the penalty portion of a traffic citation.</i>					



## Police Revenue

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004116	3314	NON TRAFFIC VOLIATION	0	0	0	(23,000)
			<i>The District Judge collects fines for criminal violations of the PA Crimes Code.</i>			
10004116	3315	LOCAL ORDINANCE	0	0	0	0
			<i>Fines collected by the District Judge for Township ordinance violations.</i>			
10004116	3511	OTHER GRANTS	0	0	0	0
10004116	3641	SALE ACCIDENT REPORT	0	0	0	(6,000)
			<i>A fee of \$15 is charged for each copy of a reportable crash report (typically to insurance companies). In 2008 PA enacted the Right-To Know-Law which significantly lowered fees police departments can charge for reports.</i>			



## Police Revenue

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004116	3642	FINGER PRINTS	0	0	0	(1,000)
						<i>Fee for fingerprinting nonresidents for noncriminal issues, i.e. jobs and adoption. Fee was increased to \$35.</i>
10004116	3643	FALSE ALARMS	0	0	0	(24,000)
						<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 the most current fee resolution.</i>
10004116	3644	SCHOOL GUARD REIMB	0	0	0	(8,000)
						<i>The Seneca Valley School District reimburses the Township for one half of the cost of providing two school crossing guards.</i>
10004116	3645	SPECIAL POLICE SVS	0	0	0	(317,630)
						<i>Cranberry Township provides police service to Seven Fields Borough. The Borough pays 7.5% of the adjusted Township police budget which includes manpower and equipment but excludes the cost of facilities and facility support.</i>



## Police Revenue

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004116	3646 RESTITUTION	0	0	0	0	(7,500)
	<i>Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.</i>					
10004116	3647 Reimburse Police Salaries	0	0	0	0	(40,000)
	<i>Contracted police services. Represents collected reimbursable salaries for construction details, drug and DUI Task Force etc.</i>					



## PW Snow Removal

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005110 3661	WINTER SERV AGMNT	(19,104)	(21,546)	(20,000)	(13,166)	(20,000)

*The Township offers winter services (snow plowing and spring street sweeping) to developments/developers which have private streets not yet accepted by the Township.*



## PW Traffic Signals & Communications

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005120 3662	7 FIELDS/ADAMS MAINT AGREEMNT	0	0	0	0	(10,400)



## PW Street Maintenance

### Revenue

	2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005130 3853      SALE OF STREET NAME SIGNS	0	(2,800)	0	(550)	0



## PW Signs

### Revenue

	2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005133 3853 SALE OF STREET NAME SIGNS	0	0	0	0	(500)



## PW Parks Maintenance

### Revenue

	2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005160 3663 BALLFIELD LIGHT REIMB	0	0	0	0	(24,000)



## P&R Operations

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006210	3422	ROOM RENTAL	(7,317)	(10,113)	(6,000)	(6,085)	(6,000)
		<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	(8,929)	(9,285)	(9,000)	(8,370)	(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	3683	VENDING COMMISSIONS	(2,912)	(2,731)	(2,500)	(2,500)	(2,000)
		<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

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006210	3684	CHARGE FOR SERVICES	(2,391)	0	(13,000)	0	0
		<i>Reimbursement for Field Light Electrical Service was incorrectly budgeted to this account in 2010. The correct account is 6290-Facility Maintenance -Fees for Services.</i>					
10006210	3855	MISCELLANEOUS	(5)	(13,868)	(500)	(5)	(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	18	(9)	0	45	0
		<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>					



## P&R Early Childhood Programs

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
10006220	3681	PROGRAMS/LESSONS	(155,771)	(164,179)	(165,000)	(147,675)	(165,000)

*The Early Childhood Cost Center 6220 consists of revenue from programs for ages 0-6 such as craft classes, music classes and our preschool program.*



## P&R Youth Programs

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006230 3681	PROGRAM FEES/LESSONS	(249,062)	(244,682)	(258,000)	(267,004)	(265,000)

*The Youth Program Cost Center 6230 consists of revenue from programs for ages 6-12 including Camp Cranberry, After School Kids Club and our Youth Basketball League.*



## P&R Adult Programs

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006240 3681	PROGRAMS/LESSONS	(54,453)	(58,543)	(50,000)	(56,597)	(57,000)

*Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.*



## P&R Family Programs

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
10006250	3681	PROGRAMS/LESSONS	(6,553)	(3,128)	(3,000)	(2,149)	(5,000)

*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.*



## P&R Teen Programs

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006260 3681	PROGRAM FEES/LESSONS	(5)	0	0	(90)	(500)

*Teen Programs Cost Center 6260 consists for revenue from programs for ages 13-18 such as Babysitting Training, Teen Leadership Summer Camp and Teen Tennis.*

*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.*



## P&R Senior Programs

### Revenue

	2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006270 3681 PROGRAMS/LESSONS	(135)	(235)	0	0	0



## P&R Community Events

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
10006280	3681	PROGRAM FEES/LESSONS	0	(5,000)	(10,000)	0	(8,000)
10006280	3852	CONTRIBUTIONS/DONATIONS	0	0	0	(2,000)	0



## P&R Facility Maintenance

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006290 3671	FEES FOR SERVICES	(9,270)	(3,447)	0	(23,903)	0

*Reimbursement for field lighting from Athletic Associations.*



## P&R Special Projects

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006295	3681					
	PROGRAMS					
		(8,604)	(2,116)	0	1,450	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 Cup Registrations and Discount Ski Tickets sold through the PA Park and Recreation Society. These funds are returned to the host non-profit.</i>				
<b>Grand Total:</b>		(13,382,884)	(16,747,087)	(14,641,404)	(11,189,665)	(15,035,202)



Department: **LEGISLATIVE**

**Description and Responsibilities**

This budget supports the five elected members of the Board of Supervisors. Supervisor compensation is based upon the Second Class Township Code, which establishes salary and benefits. Based upon the 2000 Census the annual salary is \$4,125.00. This budget also supports continuing education and fees of various legislative organizations.

**Staffing Levels**

	2007	2008	2009	2010	2011
No. of Full Time Employees					
No. of Part Time Employees	5	5	5	5	5



## Board of Supervisors

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001100	4013	SALARIES BOARD	19,766	22,172	20,625	17,703	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	1,356	1,375	1,279	1,061	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	46	321	299	248	299
		<i>The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.</i>					
10001100	4051	HOSPITALIZATION	19,269	25,301	16,339	14,256	14,771
		<i>Medical insurance for the Board of Supervisors per the Second Class Twp. Code and Resolution 2008-51.</i>					



## Board of Supervisors

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001100	4052	VISION	261	265	138	134	148
		<i>Vision insurance for the Board of Supervisors per the Second Class Twp. Code and Resolution 2008-51.</i>					
10001100	4053	DENTAL	1,468	1,706	980	1,071	919
		<i>Dental insurance for the Board of Supervisors per the Second Class Twp. Code and Resolution 2008-51,</i>					
10001100	5002	SUBSCRIPTIONS/BOOKS	5,402	2,500	0	0	0
10001100	5004	MATERIALS/SUPPLIES	3,021	1,331	8,000	179	5,000
10001100	5353	EMPLOYEE MEETING	440	25	0	0	0



## Board of Supervisors

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001100	5355	EMPLOYEE CAREER DEVELOPMENT	7,029	2,540	10,000	3,958	8,000
		<i>Expenses related to educational opportunities for the Board of Supervisors.</i>					
10001100	5356	DUES & MEMEBERSHIP	0	0	10,000	250	5,000
		<i>Expenses involved with memberships in PSATS, Butler COG</i>					



Department: MISC EXPENSE AND TRANSFERS

Description and Responsibilities

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

Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	0	0	0	0	0
No. of Part Time Employees	0	0	0	0	0



## Misc Expense and Transfers

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10001800	5446	MISC EXPENSE	60,268	10,960	20,000	5,317	20,000
10001800	6201	TRANSFER TO CAPITAL	955,766	994,387	2,165,000	0	1,800,000
10001800	6203	TRANSFER TO ENTERPRISE FND	245,000	245,000	245,000	0	245,000



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 and Administrative Assistant. 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.

**2010 Accomplishments**

1. Purchased the Township's first hybrid vehicles. Four Ford Escapes are now being utilized in the Fleet.
2. Completed the program budgeting across all department functions.
3. Completed the Municipal Center Town Square facelift and combined driveway with St. Ferdinand Church.
4. Implemented the On-line employment application process.
5. Facilitated completion of the Tax Office selection process with the Butler County Tax Collection Committee (BTCC).

**2011 Goals**

1. Focus on the implementation of the Cranberry Plan and sustainability projects.
2. Continue with initiatives started in 2010 including, efficiency, customer service, employee safety and wellness, employee communication and document management.
3. Continue to work extensively with the Butler County Tax Collection Committee towards full implementation of Act 32.

**2011 Budget Highlights**

1. Increase in professional services for document management initiatives.
2. Experiencing a 22% increase in health care costs.

**Staffing Levels**

	2007	2008	2009	2010	2011
No. of Full Time Employees	4	5	5	5	5
No. of Part Time Employees	1	1	2	1	1



## Executive

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002100	4010	SALARIES FULL TIME	171,269	369,582	339,584	224,755	378,285
		<i>5 full time employees J. Andree (70%), B. Bertoncello (70%), G. Moran (100%), D. McKee (70%), J. Trant (100%)</i>					
10002100	4012	SALARIES PART TIME	78,565	41,586	37,021	15,643	21,632
		<i>1 part time employee - L. Rocco (100%)</i>					
10002100	4015	OVERTIME	2,317	2,068	3,200	2,084	3,200
		<i>Overtime for attendance at BOS meetings, etc.</i>					
10002100	4021	SOCIAL SECURITY	17,868	24,579	22,636	21,452	24,995
		<i>The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.</i>					
10002100	4022	MEDICARE	829	5,921	5,294	5,077	5,850
		<i>The employer share of Medicare is based on 1.45% of salaries/ wages/overtime for all employees.</i>					



## Executive

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002100	4023	WORKERS COMP	1,075	1,273	1,351	1,379	1,400
		<i>Workers' Compensation insurance for all employees.</i>					
10002100	4041	PENSION-NONUNIFORM	15,617	16,694	17,139	12,689	18,914
		<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	18,017	48,361	26,337	52,475	57,785
		<i>Medical insurance for all full time employees.</i>					
10002100	4052	VISION	291	505	450	476	551
		<i>Vision insurance for all full time employees.</i>					
10002100	4053	DENTAL	1,711	3,405	3,528	3,402	3,355
		<i>Dental insurance for all full time employees.</i>					



## Executive

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002100	4054	ICMA CONTRIBUTION	19,923	39,666	17,139	26,601	18,914
		<i>The employer contribution to the 457 plan is based on 5% of salaries/wages/overtime for all full time employees.</i>					
10002100	4055	DISABILITY INSURANCE	3,209	4,098	3,481	3,816	4,200
		<i>Long term disability insurance for all full time employees.</i>					
10002100	4057	LIFE INSURANCE	151	1,884	1,851	2,173	1,861
		<i>Life insurance for all full time employees and certain part time employees.</i>					
10002100	5001	OFFICE SUPPLIES	15,733	10,563	18,000	10,536	12,000
		<i>Office supplies for administration and other departments.</i>					
10002100	5002	SUBSCRIPTIONS/BOOKS	159	17	2,000	169	1,500



## Executive

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002100	5004	MATERIALS/SUPPLIES	13,847	13,306	18,000	13,709	15,000
		<i>Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management</i>					
10002100	5111	PROFESSIONAL SVS	6,903	6,475	55,000	12,102	55,000
		<i>Consulting Services</i>					
10002100	5133	LEGAL SERVICE	52,708	79,848	65,000	39,722	65,000
		<i>Legal fees for the Township Solicitor and insurance company claim deductibles for legal defense.</i>					
10002100	5230	INFORMATION TECHNOLOGY	73,509	98,789	117,404	0	118,146
		<i>Costs associated with IT support of administration.</i>					
10002100	5311	TELEPHONE	7,037	12,881	0	48	0
		<i>Included under Information Technology</i>					



## Executive

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002100	5312	CELL PHONES	2,493	2,703	3,000	3,152	4,000
		<i>Cell phone reimbursement costs</i>					
10002100	5332	EQUIPMENT RENT LEASE	5,528	8,659	13,000	6,369	13,000
		<i>Copy machine and postage meter lease/maintenance agreements.</i>					
10002100	5351	EMPLOYEE RECRUTING	10	370	0	10	0
		<i>Included under Advertising Expenses</i>					
10002100	5352	EMPLOYEE MILAGE REIMB	4	25	0	7	0
10002100	5353	EMPLOYEE MEETING	2,801	5,146	10,000	10,342	12,000



## Executive

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002100	5354	EMPLOYEE TRAINING	1,001	3,086	10,000	6,259	10,000
		<i>mileage, etc.</i>					
		<i>Conferences &amp; training expenses for registration, lodging,</i>					
10002100	5355	EMPLOYEE CAREER DEVELOPMENT	9,355	6,633	0	(30)	0
		<i>Tuition reimbursements</i>					
10002100	5356	DUES & MEMBERSHIP	7,006	13,052	13,000	2,348	4,700
		<i>APMM, ICMA, PELRAS and other professional type memberships and journals.</i>					
10002100	5361	POSTAGE/SHIPPING	21,589	13,925	15,000	12,308	15,000
		<i>Postage costs for various Township mailings.</i>					
10002100	5363	ADVERTISING EXPENSES	3,836	1,376	5,000	571	3,500
		<i>All legal advertising for the Board of Supervisors and employee recruitment</i>					



## Executive

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002100	5364	FUEL	6,157	2,624	4,500	2,702	4,500
		<i>Fuel for administrative fleet.</i>					
10002100	5370	MINOR EQUIPMENT/FURNTR	1,300	0	3,500	75	3,500
		<i>Purchase of miscellaneous furniture and equipment.</i>					



Department: HUMAN RESOURCES

Description and Responsibilities

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

2010 Accomplishments

1. Completed the electronic employment application and applicant tracking system.
2. Completed 75% of Administration Policy and Procedures manual.
3. Worked with committee to revise performance review program.

2011 Goals

1. Complete implementation of Administration Policy & Procedures manual.
2. Implement the Munis Time and Attendance module.
3. Initiate external audit of salary administration program to ascertain if the data remains externally competitive and internally equitable.

Staffing Levels

	2006	2007	2008	2009	2010	2011
No. of Full Time Employees	2	2	3	3	3	3
No. of Part Time Employees		1				



## Human Resources

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002200	4010	SALARIES FULL TIME	131,455	103,827	102,978	86,273	105,309
		<i>3 full time employees D. Cibella (60%), B. Donaldson (60%), S. Turner (60%)</i>					
10002200	4012	SALARIES PART TIME	23,700	0	7,568	0	7,500
		<i>Intern for 16 weeks</i>					
10002200	4015	OVERTIME	169	188	500	377	0
10002200	4021	SOCIAL SECURITY	11,566	6,592	6,863	5,710	6,998
		<i>The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.</i>					
10002200	4022	MEDICARE	481	1,542	1,605	1,336	1,637
		<i>The employer share of Medicare is based on 1.45% of salaries/ wages/overtime for all employees.</i>					



## Human Resources

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002200	4023	WORKERS COMP	344	362	408	417	385
		<i>Workers' Compensation insurance for all employees.</i>					
10002200	4041	PENSION NON-UNIFORM	3,252	5,038	5,174	3,831	5,265
		<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	11,490	23,796	17,786	23,839	25,640
		<i>Medical insurance for all full time employees.</i>					
10002200	4052	VISION	189	238	249	222	266
		<i>Vision insurance for all full time employees.</i>					
10002200	4053	DENTAL	1,056	1,561	1,762	1,654	1,654
		<i>Dental insurance for all full time employees.</i>					



## Human Resources

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002200	4054	ICMA CONTRB	5,723	4,808	5,174	4,481	5,265
		<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	200	259	319	266	274
		<i>Long term disability insurance for all full time employees.</i>					
10002200	4057	LIFE INSURANCE	85	493	541	504	518
		<i>Life insurance for all full time and certain part time employees.</i>					
10002200	5001	OFFICE SUPPLIES	177	562	2,800	204	1,400
10002200	5002	SUBSCRIPTIONS/BOOKS	2,405	1,896	3,070	2,887	1,965
		<i>Books and software necessary to maintain current in responsibilities of this office.</i>					



## Human Resources

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002200	5004	MATERIALS & SUPPLIES	10,851	2,989	0	829	735
10002200	5111	PROFESSIONAL SERVICES	1,866	26,808	45,475	29,310	41,500
		<i>Funds Township-wide training program in accordance with annual training strategy. Ongoing evaluation, assessment and development of all management/supervisory personnel in leadership methods and techniques. Periodic outside audit and evaluation of current wage &amp; salary program which maintains the accuracy and credibility of the compensation program.</i>					
10002200	5134	OTHER SERVICES	3,469	6,893	13,818	8,566	10,400
		<i>Provides for Employee Service Awards Program and the Employee Wellness Program.</i>					
10002200	5136	ADMISTRATIVE FEES	0	0	11,300	0	0
		<i>Flexible Spending Account (FSA) and Medical Deductible Reimbursement Account fees and reimbursements</i>					



## Human Resources

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002200	5230	INFORMATION TECH	34,886	37,582	47,403	0	46,350
		<i>IT costs associated with HR</i>					
10002200	5311	TELEPHONE SERVICES	0	1,139	0	0	0
10002200	5352	EMPLOYEE MILAGE REIMB	0	11	244	22	244
10002200	5354	EMPLOYEE TRAINING	0	3,189	3,200	2,102	3,200
		<i>Conferences and training for continued staff development, currency and compliance.</i>					
10002200	5355	EMPLOYEE CAREER DEVELOPMENT	19,747	0	0	2	0



## Human Resources

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002200	5356	EMP DUES & MEMBERSHIP	6,221	545	580	470	670
		<i>Membership in organizations that develop growth and skills in the profession.</i>					
10002200	5370	MINOR EQUIP & FURN	527	453	0	0	0



## Department: INFORMATION TECHNOLOGY

### Description and Responsibilities

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

### 2010 Accomplishments

1. Online Job Application Software – Implemented online job application software to automate summer hiring process. Applications were filled out online and applicant information was automatically transferred into HR and time clock systems.
2. Traffic Operations Center – Worked with Public Works for creation of new TOC including new fiber optic network used for all Township communications and storage area network traffic. New network operating center was included in the TOC area for traffic equipment and to serve as a disaster recovery site.
3. Hansen Analysis – Worked with various departments to analyze business practices to streamline and update the Hansen software

### 2011 Goals

1. Document Management System – Completion of the configuration and implementation of a document management system for all Township department files. This system will correspond with the Pennsylvania Record and Disposition Schedule.
2. Phone System Upgrade – Replacement of existing phone system hardware to upgrade obsolete technology and provide additional functionality, software and ability to better manage the phone system operations
3. Client Software Enhancements – Upgrade of PCs to Windows 7 and Office 2010 and installation of unified communicator software for desktop sharing, chat, video conference and phone system integration

### 2011 Budget Highlights

1. The IT department will be working on several mobility solutions including Township wireless networks, unified communications and direct access for remote clients. Laptop purchases will be made out of the IT budget to further increase the use of mobile solutions.
2. The IT department will be promoting the use of SharePoint 2010 as an intranet solution to business processes, communications and centralization of content.
3. The IT department will be working with all other Township departments to connect software systems so that data is shared among the systems and to improve accuracy.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	4	4	6*	7	7
No. of Part Time Employees	2	2	2	1	1

\*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

Cost Center	Program and Activities	2009 Budget	2010 Budget	2011 Request
<b><i>Desktop Operations</i></b>				
2311	Computer Support	\$ 68,878.24	\$ 60,791.07	
2312	Terminal Services	\$ 28,593.00	\$ 39,063.96	
2313	Mobility	\$ 68,375.00	\$ 65,977.30	
2314	Phone System	\$ 87,159.00	\$ 87,229.29	
2315	Helpdesk / User Support	\$ 81,626.00	\$ 88,127.73	
2316	Printing	\$ 4,876.00	\$ 6,413.56	
	<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 339,507.24</b>	<b>\$ 347,602.91</b>
<b><i>G/S</i></b>				
2320	GPS	\$ 32,742.00	\$ 23,393.58	
2322	Mapping	\$ 35,302.00	\$ 25,537.58	
2323	GIS Systems	\$ 49,915.00	\$ 55,435.40	
	<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 117,959.00</b>	<b>\$ 104,366.56</b>
<b><i>Network Operations</i></b>				
2331	Network Management	\$ 94,063.00	\$ 103,363.78	
2332	Security	\$ 24,749.56	\$ 21,013.28	
2333	Server Management	\$ 131,904.08	\$ 193,045.78	
2334	Storage Area Network (SAN)	\$ 63,922.00	\$ 38,582.62	
2335	Communications	\$ 36,600.72	\$ 33,707.06	
2336	Internet	\$ 20,185.36	\$ 26,922.62	
	<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 371,424.72</b>	<b>\$ 416,635.14</b>
<b><i>Systems Management</i></b>				
2341	Database Management	\$ 37,904.04	\$ 38,829.90	
2342	Program Support	\$ 277,001.04	\$ 266,080.35	
2343	Business Analysis	\$ 60,021.00	\$ 47,633.91	
	<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 374,926.08</b>	<b>\$ 352,544.16</b>
<b><i>Projects and Development</i></b>				
2351	Project and Development	\$ 29,245.52	\$ 39,364.08	
2352	Development	\$ 21,987.44	\$ 32,343.74	
	<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 51,232.96</b>	<b>\$ 71,707.82</b>
	<b>Total</b>	<b>\$ 1,240,856.00</b>	<b>\$ 1,255,050.00</b>	<b>\$ 1,292,856.59</b>
<b><i>IT Chargeback</i></b>				
2361	Chargeback	\$ (1,240,856.00)	\$ (1,255,050.00)	\$ (1,292,856.59)
	<b>Sub Total</b>	<b>\$ (1,240,856.00)</b>	<b>\$ (1,255,050.00)</b>	<b>\$ (1,292,856.59)</b>
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</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.

2009 Accomplishments

1. Assisted IT department with conversion to a Program Performance budget.
2. Trained department heads and managers on Munis budget module.
3. Assisted in implementation new Human Resources software including Employee Self Service.
4. Assisted in completion of Sewer and Water rate study.

2010 Goals

1. Update Finance Department procedures and policies.
2. Convert remaining departments to Program Performance budget.
3. Implement GASB 54.

Staffing Levels

	2006	2007	2008	2009	2010
No. of Full Time Employees	5	5	5	5	5
No. of Part Time Employees	0	0	1	0	0



## Finance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002400	4010	SALARIES FULL TIME	106,906	132,663	135,396	107,934	137,409
		<i>5 full-time employees</i>					
		<i>V. Gleason (80%), B. Lang (60%), L. Coon (60%)</i>					
		<i>K. Wokutch (60%), C. Beers (100% S&amp;W and Solid Waste)</i>					
10002400	4012	SALARIES PART TIME	1,272	0	13,000	6,940	0
10002400	4015	OVERTIME	4,930	166	1,000	27	100
10002400	4021	SOCIAL SECURITY	8,648	8,456	8,458	7,892	8,520
		<i>The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.</i>					
10002400	4022	MEDICARE	355	1,978	1,978	1,846	1,992
		<i>The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.</i>					



## Finance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002400	4023	WORKERS COMP	321	449	505	516	469
		<i>Workers' Compensation insurance for all employees.</i>					
10002400	4041	PENSION NON-UNIFORM	5,366	6,642	6,821	5,050	6,870
		<i>The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.</i>					
10002400	4051	HOSPITALIZATION	22,415	31,044	37,343	37,287	40,087
		<i>Medical insurance for all full time employees.</i>					
10002400	4052	VISION	300	344	360	320	385
		<i>Vision insurance for all full time employees.</i>					
10002400	4053	DENTAL	1,519	2,282	2,545	2,390	2,390
		<i>Dental insurance for all full time employees.</i>					



## Finance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002400	4054	ICMA CONTRB	5,568	6,549	6,821	5,816	6,870
		<i>The employer contribution to the 457 plan based on 5% of salaries/wages/overtime for all full time employees.</i>					
10002400	4055	DISABILITY INSURANCE	294	333	419	345	357
		<i>Long term disability insurance for all full time employees.</i>					
10002400	4057	LIFE INSURANCE	93	634	711	656	676
		<i>Life insurance for all full time employees.</i>					
10002400	5001	OFFICE SUPPLIES	830	2,641	2,000	1,789	2,000
10002400	5004	MATERIALS & SUPPLIES	8,941	9,566	3,500	11,639	10,000
		<i>supplies/bank charges</i>					



## Finance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002400	5112	ACCOUNTING & AUDIT	54,803	37,635	38,000	37,896	38,000
<i>Partial costs associated with annual audit.</i>							
10002400	5230	INFORMATION TECH	119,507	98,004	74,884	0	74,040
<i>Costs associated with IT support of Finance.</i>							
10002400	5311	TELEPHONE SERVICES	1,077	2,563	2,563	0	0
10002400	5312	CELL PHONES	0	0	0	1,704	2,200
10002400	5353	EMPLOYEE MEETING	42	421	1,000	948	1,000



## Finance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002400	5354	EMPLOYEE TRAINING	739	4,783	5,000	87	5,000
10002400	5355	EMPLOYEE CAREER DEVELOPMENT	3,628	826	1,000	0	1,000
		<i>GFOA/MUNIS and misc. training.</i>					
10002400	5356	EMP DUES & MEMBERSHIP	470	475	500	375	500
		<i>GFOA &amp; GFOA-PA dues</i>					



## Department: COMMUNICATIONS

### Description and Responsibilities

This budget supports the three part-time employees with primary roles of communications and special events, including a Staff Writer, Public Engagement Coordinator and Administrative Assistant/Special Events. The positions are responsible for preparing all publications, documents, websites and other media communications that support Township operations and Township initiatives, including Township Administration, Collection Connection, Brush Creek Waste Water Treatment Plant and Cranberry Highlands.

### 2010 Accomplishments

1. Enhanced Board of Supervisors communications.
2. Rollout of updated Township public image.
3. Municipal Center facelift.
4. Enhanced Waterpark communications.
5. New employee welcome video, backflow prevention video and winter storm video.
6. Incorporating social media (Facebook, Nixle, Twitter, blogging) into communications efforts.

### 2011 Goals

1. Increased use of social media and Township webpage to communicate regularly with residents and businesses.
2. Support enhanced communications with the neighborhood associations.
3. Revitalize Collection Connection public image with a focus on increasing recycling volumes.
4. Township website design upgrade.

### 2011 Budget Highlights

1. Implementation of website redesign and functionality upgrades.
2. Integration of the Built for You public image in Township print materials.

Staffing Levels	2007	2008	2009	2010	2011
No. of Full Time Employees					
No. of Part Time Employees			2	3	3



## Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002500	4012	SALARIES PART TIME	39,210	83,958	56,886	46,995	57,961
10002500	4015	OVERTIME	0	81	0	478	0
10002500	4021	SOCIAL SECURITY	2,830	5,221	3,527	2,943	3,594
10002500	4022	MEDICARE	169	1,221	825	688	840
10002500	4023	WORKERS COMP	233	291	211	215	198



## Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002500	4055	DISABILITY INSURANCE	0	0	0	17	0
10002500	4057	LIFE INSURANCE	23	123	100	95	100
10002500	5004	MATERIALS AND SUPPLIES	227	1,150	3,000	2,095	2,500
10002500	5111	PROFESSIONAL SERVICES	54,328	32,943	44,500	42,759	48,000
10002500	5230	INFROMATION TECH SVS	32,056	47,413	60,689	0	56,034



## Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002500	5311	TELEPHONES	0	854	0	0	0
10002500	5312	CELL PHONES	235	677	600	450	600
10002500	5352	EMPLOYEE MILAGE REIMB	57	39	0	0	0
10002500	5353	EMPLOYEE MEETING /CONFER	0	0	0	62	500
10002500	5354	EMPLOYEE TRAINING	0	1,583	2,500	1,057	2,500



## Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002500	5361	POSTAGE & SHIPPING	4,761	8,376	7,000	6,456	9,000
10002500	5362	PRINTING	26,665	20,373	25,000	20,571	27,000
10002500	5371	COMMUNITY OUTREACH	0	0	0	0	1,000



### Long Term Debt - Cranberry Township

Name of Issue	Date of Issue	Amount of Issue	Term of Issue	Interest Rate	Purpose of Issue
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 2010	11/8/2010	4,470,000	12 years	.5-3%	refinance 2001 c (PW Center, tower fire truck, Public Safety expansion, Graham Farm Acquistion)
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
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

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002600	5414	GO SERIES 2010	215,000	425,805	415,923	191,968	411,414
<i>Portion of principal and interest for 2001 Series C bonds. (PW Center, tower fire truck, PS expansion, Graham Park acquisition)</i>							
10002600	5415	GO SERIES 2003	0	498,249	0	0	0
<i>Portion of principal and interest payments for 96/98 bonds refinanced in 2003. (North Boundary Park, pumper truck, Powell Road, renovations to municipal center)</i>							
10002600	5416	GO SERIES A 2003	159,668	321,851	834,660	834,658	658,095
<i>Principal and interest payments for 2003 Series B bonds. (PS expansion, Graham Park development)</i>							
10002600	5417	GO SERIES B 2003	525,000	107,599	105,953	105,953	109,055



## Debt Services

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002600	5420	2008 GO BONDS	0	390,186	395,483	395,483	390,183
<i>Principal and interest payments for GO Bonds Series 2008. (Graham Park construction, municipal center alterations)</i>							
10002600	5430	PAYING AGENT	6,650	6,900	8,500	6,000	8,500
<i>Annual fees for 2001, 2003, 2006, and 2008 bonds.</i>							



## 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. In addition, the elected tax collector is paid from this account and is reflected as a part-time employee.

### 2010 Accomplishments

1. Assisted in the development of and utilized results of the New Business Survey to update Hansen Business License and H.A. Berkheimer databases.
2. Assisted management in the Tax Office selection process of the Butler County Tax Collection Committee (BTCC.)

### 2011 Goals

1. Utilize Business Survey information relative to building ownership to increase MBP rental income receipts.
2. Continue to survey, gather and update both Hansen and Berkheimer databases.
3. Continue to work with management on the transitional and educational implementation of Act 32.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	1	1	1	1	1
No. of Part Time Employees	1	1	1	1	1



## Tax Collection

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002700	4010	SALARIES FULL TIME	45,948	47,393	49,351	40,975	50,565
		<i>1 employee - J. Lichina</i>					
10002700	4012	SALARIES-PART TIME	0	35,269	35,000	29,750	35,000
		<i>Real Estate Tax Collector compensation per Res. 2009-04</i>					
10002700	4015	OVERTIME	0	187	0	0	0
10002700	4021	SOCIAL SECURITY	6,143	5,292	5,284	4,492	5,217
		<i>The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.</i>					
10002700	4022	MEDICARE	267	1,238	1,236	1,051	1,220
		<i>The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.</i>					



## Tax Collection

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002700	4023	WORKERS COMP	143	162	182	186	287
		<i>Workers' Compensation costs for all employees with the exception of the Real Estate Tax Collector.</i>					
10002700	4041	PENSION NON-UNIFORM	2,321	2,403	2,468	1,827	2,457
		<i>The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.</i>					
10002700	4051	HOSPITALIZATION	10,793	13,525	16,339	14,255	16,963
		<i>Medical insurance costs for full time employees</i>					
10002700	4052	VISION	131	132	138	123	148
		<i>Vision insurance costs for full time employees.</i>					
10002700	4053	DENTAL	769	867	906	919	919
		<i>Dental insurance costs for full time employees.</i>					



## Tax Collection

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002700	4054	ICMA CONTRB	2,307	2,385	2,468	2,054	2,457
		<i>The 457 contribution is based on 5% of all salaries/wages/overtime for full time employees.</i>					
10002700	4055	DISABILITY INSURANCE	121	121	154	124	131
		<i>Long term disability insurance for all full time employees.</i>					
10002700	4057	LIFE INSURANCE	39	229	259	236	249
		<i>Life insurance costs for full time and certain part time employees.</i>					
10002700	5001	OFFICE SUPPLIES	206	279	500	186	500
10002700	5004	GENERAL OPER EXP	2,723	2,580	6,000	4,968	6,000
		<i>Butler County processing of real estate tax bills</i>					



## Tax Collection

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002700	5230	INFORMATION TECH	5,176	6,843	7,354	0	3,989
<i>Costs associated with IT support of Tax Collection.</i>							
10002700	5311	TELEPHONE SERVICES	0	285	0	0	0
10002700	5343	INSURANCE BOND	0	0	1,900	1,802	1,900
10002700	5352	EMPLOYEE MILAGE REIMB	302	224	350	228	350
10002700	5354	EMPLOYEE TRAINING	532	934	1,400	694	1,400



## Tax Collection

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002700	5355	EMPLOYEE CAREER DEVELOPMENT	764	233	1,200	401	1,200
10002700	5356	EMP DUES & MEMBERSHIP	60	100	150	50	150
10002700	5452	COMM-BUS PREV/MERC	37,797	41,699	38,850	36,146	39,480
		<i>2.1% commission rate to Berkheimer</i>					
		<i>Commission rate of 2.1% of collections paid to Berkheimer</i>					
		<i>Tax Administrator - Business Privilege/Mercantile Tax</i>					
10002700	5453	COMM-LOCAL SERVICE TAX	14,603	19,634	19,950	15,958	20,790
		<i>2.1% commission rate to Berkheimer</i>					
		<i>Commission rate of 2.1% of collections paid to Berkheimer</i>					
		<i>Tax Administrator - Local Services Tax</i>					



## Tax Collection

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002700	5454	COMM-EARNED INCOME	67,987	68,615	66,700	58,606
<i>1.45% commission rate to Berkheimer</i>						
<i>Commission rate of 1.45% of collections paid to Berkheimer</i>						
<i>Tax Administrator - Earned Income Tax</i>						



Department: INSURANCE EXPENSE

**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 Employee Assistance (EAP) expenses.

**2010 Accomplishments**

1. Reduced insurance premium costs by working with broker to obtain competitive package proposals.

**2011 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.

**Staffing Levels**

	2007	2008	2009	2010	2011
No. of Full Time Employees					
No. of Part Time Employees					



## Insurance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10002800	4024	UNEMPLOYMENT COMP	23,351	65,064	55,000	79,398	80,000
		<i>PSATS Unemployment Group Trust 1% of first \$8000 per employe</i>					
10002800	4043	PENSION ADMINSTRATIVE	21,267	19,652	24,000	22,700	22,000
		<i>LeTort investment management fees for non-uniform plan</i> <i>LeTort administrative services for non-uniform plan</i> <i>Mockenhaupt Benefits actuarial work for police plan</i>					
10002800	4056	EMP ASSISTANCE PROG	3,600	3,390	4,000	2,826	4,000
		<i>Employee Assistance Program</i>					
10002800	5341	INSURANCE PREMIUM	155,067	118,070	173,000	129,210	173,000
		<i>Gen Twp liability package, umbrella, fiduciary, trea. bond 2/3 public officials, employmt practices, pollution liab.</i>					



## 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.

### 2010 Accomplishments

1. Completed the enactment of the Streetscape Enhancement Overlay Rezonings
2. Completed the Freedom Road Rezonings and Comprehensive Plan update
3. Completed inspections and issued occupancy for Westinghouse buildings two, three and four

### 2011 Goals

1. Reinstitute the Fire Prevention program for annual inspections and get it back on track
2. Issue permits for grading and construction for the Cranberry Promenade
3. Continue work on Rezoning to TND Overlays of various parcels
4. Issue permits for construction in The Village of Cranberry Woods Phase 1
5. Achieve "full staffing" (\*1 hire yet to be done to achieve "8")

### 2011 Budget Highlights

1. Better use of "Detail" as appropriate in MUNIS
2. Better use of "Internal Text" as appropriate in MUNIS
3. All Community Development staff are now full time employees
4. More accurate budget projections based on previous history

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	9	7	7	8	8*
No. of Part Time Employees	6	2	2	0	0



## Land Development

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	4010	SALARIES FULL TIME	417,782	133,803	100,775	109,590	135,803
10003100	4012	SALARIES PART TIME	92,130	3,373	4,214	0	0
10003100	4013	SAL BOARD & COMMISSIONS	2,695	2,632	6,400	2,968	6,400
10003100	4015	OVERTIME	792	530	2,000	763	1,500
10003100	4021	SOCIAL SECURITY	39,492	9,097	6,000	7,378	8,817



## Land Development

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	4022	MEDICARE	1,688	2,127	1,350	1,726	2,062
10003100	4023	WORKERS COMP	1,983	839	700	715	836
10003100	4041	PENSION NON-UNIFORM	15,483	5,494	4,100	3,036	6,790
10003100	4051	HOSPITALIZATION	47,618	19,218	30,500	19,394	30,657
10003100	4052	VISION	706	221	242	182	312



## Land Development

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	4053	DENTAL	3,104	1,530	1,350	1,345	1,780
10003100	4054	ICMA CONTRB	19,567	6,705	4,100	5,614	6,790
10003100	4055	DISABILITY INSURANCE	1,102	200	250	204	320
10003100	4057	LIFE INSURANCE	112	383	450	387	668
10003100	5001	OFFICE SUPPLIES	964	2,224	3,500	2,696	5,000



## Land Development

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	5002	SUBSCRIPTIONS/BOOKS	0	643	1,500	177	1,000
10003100	5004	MATERIALS & SUPPLIES	41,745	653	1,000	213	1,000
10003100	5007	SAFETY SUPPLIES	0	150	500	276	500
10003100	5111	PROFESSIONAL SERVICES	97,716	13,896	20,000	21,326	20,000
10003100	5123	R&M FACILITY MAINT	0	0	1,500	0	0



## Land Development

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	5133	LEGAL SERVICES	7,333	28,388	20,000	20,850	23,000
10003100	5134	OTHER SERVICES/FEES	45	816	1,500	233	500
10003100	5230	INFORMATION TECH	59,331	0	63,551	0	46,522
10003100	5311	TELEPHONE SERVICES	1,674	3,418	0	0	0
10003100	5312	CELL PHONES	3,755	1,314	1,100	880	1,100



## Land Development

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	5353	EMPLOYEE MEETING	176	374	500	166	300
10003100	5354	EMPLOYEE TRAINING	254	0	2,000	2,389	2,000
10003100	5355	EMPLOYEE CAREER DEVELOPMENT	10,530	5,512	5,250	421	0
10003100	5356	EMP DUES & MEMBERSHIP	2,133	0	0	(700)	1,000
10003100	5357	CLOTHING	0	0	150	150	0



## Land Development

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003100	5362	PRINTING	3,984	112	4,000	1,272	1,500
10003100	5363	LEGAL ADVERTISING	4,660	3,572	6,000	12,342	5,000
10003100	5370	MINOR EQUIP & FURN	1,052	0	500	0	500



## Code Enforcement

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	4010	SALARIES FULL TIME	6,500	100,563	179,000	92,811	194,880
10003200	4012	SALARIES PART TIME	0	28,657	22,500	0	0
10003200	4015	OVERTIME	0	1,483	2,000	3,030	2,000
10003200	4021	SOCIAL SECURITY	0	8,414	11,300	6,554	12,082
10003200	4022	MEDICARE	0	1,968	2,700	1,533	2,826



## Code Enforcement

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	4023	WORKERS COMP	0	1,635	1,600	1,633	1,605
10003200	4041	PENSION-NONUNIFORM	0	7,007	7,196	5,328	9,744
10003200	4051	HOSPITALIZATION	5,589	27,679	28,810	32,499	63,964
10003200	4052	VISION	43	292	306	366	583
10003200	4053	DENTAL INSURANCE	355	2,643	2,168	2,803	3,617



## Code Enforcement

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	4054	ICMA CONTRIBUTION	0	5,110	7,196	4,593	9,744
10003200	4055	DISABILITY INSURANCE	75	354	446	378	506
10003200	4057	LIFE INSURANCE	172	726	820	703	959
10003200	5001	OFFICE SUPPLIES	980	1,990	2,500	1,233	0
10003200	5002	SUBSCRIPTIONS/BOOKS	270	333	2,200	1,764	500



## Code Enforcement

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	5004	MATERIALS/SUPPLIES	440	1,337	1,500	1,073	1,500
10003200	5111	PROFESSIONAL SVS	335	18,953	41,000	34,269	40,000
10003200	5123	R&M FACILITY MAINT	0	0	1,500	0	0
10003200	5133	LEGAL SERVICE	338	2,860	2,000	1,712	2,000
10003200	5230	INFORMATION TECHNOLOGY	0	0	63,551	0	46,522



## Code Enforcement

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	5312	CELL PHONES	0	0	600	1,333	2,100
10003200	5354	EMPLOYEE TRAINING	1,439	0	0	50	3,000
10003200	5355	EMPLOYEE CAREER DEVELOPMENT	179	4,516	0	1,493	0
10003200	5356	DUES & MEMBERSHIP	0	1,421	3,200	450	1,500
10003200	5357	CLOTHING	0	0	300	0	750



## Code Enforcement

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003200	5362	PRINTING	111	628	750	138	500
10003200	5363	ADVERTISING EXPENSES	0	170	3,500	4,749	1,500
10003200	5364	FUEL	686	3,297	4,000	1,841	3,000



## Planning

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003300	4010	SALARIES FULL TIME	1,075	49,376	53,000	35,142	35,265
10003300	4012	SALARIES PART TIME	0	0	6,560	19,141	0
10003300	4013	SALARIES BOARD	0	0	0	0	3,100
10003300	4015	OVERTIME	0	42	0	56	0
10003300	4021	SOCIAL SECURITY	0	3,148	4,410	3,544	2,379



## Planning

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003300	4022	MEDICARE	0	736	1,031	829	557
10003300	4023	WORKERS COMP	0	499	562	574	290
10003300	4041	PENSION-NONUNIFORM	0	2,988	3,069	2,272	1,763
10003300	4051	HOSPITALIZATION	2,066	13,485	9,100	11,282	15,945
10003300	4052	VISION	49	149	110	109	185



## Planning

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003300	4053	DENTAL	162	949	579	857	935
10003300	4054	ICMA CONTRIBUTION	0	2,431	3,069	1,645	1,763
10003300	4055	DISABILITY INSURANCE	62	132	191	121	92
10003300	4057	LIFE INSURANCE	93	250	323	231	174
10003300	5001	OFFICE SUPPLIES	905	623	2,000	125	1,000



## Planning

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003300	5002	SUBSCRIPTIONS/BOOKS	3	504	1,000	405	1,000
10003300	5004	MATERIALS/SUPPLIES	5,150	242	1,000	277	1,000
10003300	5111	PROFESSIONAL SVS	199,349	8,061	70,000	22,875	100,000
10003300	5133	LEGAL SERVICE	825	0	0	28	0
10003300	5230	INFORMATION TECHNOLOGY	0	134,820	0	0	0



## Planning

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003300	5353	EMPLOYEE MEETING	5,115	2,231	2,500	1,840	2,500
10003300	5354	EMPLOYEE TRAINING	634	969	5,000	5,072	6,000
10003300	5355	EMPLOYEE CAREER DEVELOPMENT	25	2,799	0	0	0
10003300	5356	DUES & MEMBERSHIP	573	3,635	3,000	4,044	4,000
10003300	5361	POSTAGE & SHIPPING	1,568	128	0	548	500



## Planning

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003300	5362	PRINTING	5,204	8,781	3,000	1,025	1,500
10003300	5363	ADVERTISING EXPENSES	1,592	844	1,000	0	500
10003300	5364	FUEL	78	0	0	33	500



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 issues. 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.

**2010 Accomplishments**

1. The CSC averages over 130 calls answered per day and directly answered over 30,000 phone calls for the year. We sold over 7,000 trash stickers, processed over 830 lien letters, 1,450 service requests, 1,900 work orders, and 35,000 utility billing transactions totaling over Seven Million dollars in charges.

**2011 Goals**

1. Continue to expand web based solutions and automated service options from the website enabling customers to conduct most business 24/7.
2. Continued success with the Collection Connection Program and expand options for e-waste and HHW.

**2011 Budget Highlights**

1. Customer Service has separate budget/cost center.

**Staffing Levels**

	2007	2008	2009	2010	2011
No. of Full Time Employees	3	3	3	3	3
No. of Part Time Employees	3	3	3	3	3



## Customer Service

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003400	4010	SALARIES FULL TIME	2,350	32,006	14,037	26,129	30,600
10003400	4012	SALARIES PART TIME	(13)	12,525	13,190	11,329	13,240
10003400	4015	OVERTIME	0	3	0	0	500
10003400	4021	SOCIAL SECURITY	157	2,761	2,669	2,475	2,718
10003400	4022	MEDICARE	37	646	624	579	636



## Customer Service

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003400	4023	WORKERS COMP	0	141	159	162	150
10003400	4041	PENSION-NONUNIFORM	0	1,454	1,493	1,105	1,530
10003400	4051	HOSPITALIZATION	0	6,828	8,582	7,820	8,361
10003400	4052	VISION	0	82	85	76	91
10003400	4053	DENTAL	0	511	561	542	542



## Customer Service

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003400	4054	ICMA CONTRIBUTION	81	1,521	1,493	1,379	1,530
10003400	4055	DISABILITY INSURANCE	0	75	92	80	80
10003400	4057	LIFE INSURANCE	0	189	209	193	151
10003400	5001	OFFICE SUPPLIES	237	1,581	2,000	1,027	1,500
10003400	5002	SUBSCRIPTIONS/BOOKS	0	17	500	0	250



## Customer Service

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003400	5004	MATERIALS AND SUPPLIES	75	76	500	133	500
10003400	5005	CLEANING SUPPLIES	0	0	250	0	250
10003400	5007	SAFETY SUPPLIES	0	0	250	115	250
10003400	5111	PROFESSIONAL SVS	0	272	500	0	250
10003400	5121	R&M EQUIPMENT	0	0	500	0	500



## Customer Service

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10003400	5230	INFORMATION TECHNOLOGY	25,798	32,425	47,610	0	47,892
10003400	5311	TELEPHONES	0	1,709	0	0	0
10003400	5351	EMPLOYEE RECRUITING	0	0	500	0	250
10003400	5354	EMPLOYEE TRAINING/CONF	0	87	3,500	3,879	6,500
10003400	5356	DUES & MEMBERSHIP	39	0	500	0	250



## Customer Service

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
10003400	5370	MINOR EQUIPMENT/FURNITURE	0	0	1,000	0	1,000



## 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.

### 2010 Accomplishments

1. Implemented programs made available through the 2009 Federal Technology Grant. These include the new Records Management Software (RMS) that provides officers with connectivity to the RMS while in patrol vehicles. The software also provides officers with access to databases in neighboring agencies using the same RMS; a condition of the grant funding.
2. Examined the feasibility of a Taser less lethal program and scheduled Taser instructor training for early 2011.
3. Drafted a new Police Officer Hiring Manual and began the process to hire one (1) officer.
4. Successfully obtained federal grant funding that will be used to provide the Seneca Valley School District with monies needed to secure school facilities and buses.

### 2011 Goals

1. Reorganization of the police management structure.
2. Further research the PLEAC Accreditation process and start the program.
3. Update and modify department policy and procedures.

### 2011 Budget Highlights

1. The major impacts to the 2011 budget are cost increases in personnel, uniform pension plan, and health insurance.
2. Two vehicles need to be purchased and equipped to replace aging units.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	28 police 1 director 2 administrative	28 police 1 director 3 administrative			
No. of Part Time Employees	3	2	2	2	2



## Police Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	4010	SALARIES FULL TIME	145,605	200,428	200,763	162,661	0
		<i>J. Schueler, R. Hawk, L. Iowry, B. Wyzkoski</i>					
10004110	4011	SALARIES UNIFORM	1,907,507	1,987,455	1,887,088	1,681,140	0
		<i>Lt, Sgt, 6 Corporals, and 20 patrol officers</i>					
10004110	4012	SALARIES PART TIME	18,311	34,617	47,548	31,687	0
		<i>P. Kaufman, Dave August- school guards One half of cost is reimbursed by SVSD E. Windhorst, C. Jacky- Clerical</i>					
10004110	4015	OVERTIME	1,353	777	2,000	1,178	0
		<i>Usually related to arrest processing for serious crimes or to man the desk during vacations.</i>					
10004110	4016	OVERTIME UNIFORM	137,548	163,652	120,000	145,457	0
		<i>Meet minimum staffing of at least 3 officers. Late calls and arrests.</i>					



## Police Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	4021	SOCIAL SECURITY	174,115	157,790	151,901	132,554	0
		<i>The employeeer share of FICA is based on 6.2% of all salary/wages/overtime of all employees.</i>					
10004110	4022	MEDICARE	7,880	36,902	35,525	31,001	0
		<i>The employeeer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.</i>					
10004110	4023	WORKERS COMP	104,046	124,150	141,117	144,059	0
		<i>Workers' Compensation insurance for all employees.</i>					
10004110	4032	LONGEVITY	32,856	29,120	30,283	29,791	0
		<i>Longevity payments to uniformed employees as per the most current Collective Bargaining Agreement.</i>					
10004110	4033	COURT/HEARING	52,320	48,251	57,000	27,771	0
		<i>Overtime required by court appearances. 3 hours minimum dictated for all off-duty court appearances.</i>					



## Police Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	4034	HOLIDAYS	70,831	82,970	80,000	35,120	0
		<i>Holiday pay for uniformed employees as per the most current Collective Bargaining Agreement.</i>					
10004110	4041	PENSION NON-UNIFORM	5,120	9,875	10,141	7,508	0
		<i>Non-uniform employees as per the most current Collective Bargaining Agreement.</i>					
10004110	4042	PENSION UNIFORM	271,197	274,389	388,351	382,807	0
		<i>Uniform pension contributions as per the 2009 MMO, Resolution 2009-44.</i>					
10004110	4051	HOSPITALIZATION	261,989	347,714	396,720	394,370	0
		<i>Medical Insurance costs for all full time employees.</i>					
10004110	4052	VISION	3,563	3,763	3,905	3,570	0
		<i>Vision insurance costs for all full time employees.</i>					



## Police Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	4053	DENTAL	18,876	24,546	26,448	26,341	0
		<i>Dental insurance costs for all full time employees.</i>					
10004110	4054	ICMA CONTRB	9,475	9,834	10,141	8,790	0
		<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	5,116	5,030	6,317	5,327	0
		<i>Long term disability insurance costs for all full time employees.</i>					
10004110	4057	LIFE INSURANCE	1,454	7,907	8,766	7,771	0
		<i>Life insurance costs for all full time employees.</i>					
10004110	5001	OFFICE SUPPLIES	3,159	3,365	3,800	2,678	0
		<i>Toners, print cartridges, pens, paper, file folders, misc. office supplies.</i>					



## Police Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	5004	MATERIALS & SUPPLIES	12,072	8,341	29,000	3,254	0
		<i>Lab work, vehicle towing, film processing, flares, batteries, evidence packaging, and misc. expenses. the IT budget. We will be using this money to purchase items that were planned in 2011. Radios, firearms.</i>					
10004110	5007	SAFETY SUPPLIES	0	0	1,000	0	0
		<i>Added in 2010. Used for materials and supplies to support the Township Safety Program.</i>					
10004110	5111	PROFESSIONAL SERVICES	20,273	7,742	24,000	21,325	0
		<i>Vehicle and ENRAD calibrations, office equipment maintenance, including the fuming hood. Drug and alcohol testing for DUI.</i>					
10004110	5121	R&M EQUIPMENT	5,103	15,393	3,500	50,791	0
		<i>Pays for radio, siren, and emergency light system maintenance not performed by Township mechanics.</i>					



## Police Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	5122	R&M VEHICLES	30,556	28,612	30,000	22,799	0
		<i>Car washing fees, cleaning materials, and misc. supplies. Repair and maintenance of police vehicles.</i>					
10004110	5133	LEGAL SERVICES	2,671	1,955	15,000	14,808	0
		<i>Police related litigation.</i>					
10004110	5230	INFORMATION TECH	164,192	197,636	221,358	0	0
		<i>Costs associated with IT support of the Police Department.</i>					
10004110	5311	TELEPHONE SERVICES	6,026	17,929	0	0	0
		<i>Telephone expenses.</i>					
10004110	5312	CELL PHONES	15,483	9,147	16,000	7,806	0
		<i>Covers CDMA (digital) connectivity to the cars as well as the cell phones.</i>					



## Police Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	5313	INTERNET	240	0	0	0	0
10004110	5341	INSURANCE PREMIUM	21,479	21,757	24,000	24,495	0
		<i>Law enforcement liability insurance.</i>					
10004110	5353	EMPLOYEE MEETING	0	487	1,000	0	0
		<i>Covers local conferences and seminars registration fees.</i>					
10004110	5354	EMPLOYEE TRAINING	897	3,477	15,000	5,819	0
		<i>Covers cost for employee training.</i>					
10004110	5355	EMPLOYEE CAREER DEVELOPMENT	6,706	0	10,000	740	0
		<i>Tuition reimbursement for approved higher education leading to a certification or degree. 2 employees have indicated they would be furthering their education in 2010.</i>					



## Police Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	5356	EMP DUES & MEMBERSHIP	1,439	1,520	1,800	980	0
		<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	37,989	5,355	30,000	25,233	0
		<i>Funds \$600.00 per year for officers per the Collective Bargaining Agreement. Funds replacement of protective vest every 5 years. 7 vests in 2010, 5 replacement, 2 new hires. Possibility of 2 or 3 retirements in 2010, requiring the purchase of new uniforms.</i>					
10004110	5362	PRINTING	1,159	64	0	509	0
		<i>Printing costs for major projects (hiring) and police reports</i>					
10004110	5364	FUEL	75,286	60,838	65,000	46,825	0
		<i>Police fleet fuel.</i>					



## Police Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004110	5370	MINOR EQUIP & FURN	17,017	6,802	8,000	1,484	0
		<i>Purchase/replace minor equipment as needed.</i>					
10004110	5371	COMMUNITY OUTREACH	50	8,082	10,000	218	0
		<i>Community projects, crime prevention. Purchase of flyers and brochures used in crime prevention programs.</i>					
10004110	6020	FURNITURE LESS THAN 5000	493	0	0	0	0
10004110	6122	VEHICLES	0	84,837	60,000	46,103	0
		<i>Repalce 2 police vehicles (Crown Victorias and equipment)</i>					
10004110	6123	FURNITURE & FIXTURES	71,287	0	0	0	0



## Police Department Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004111	4010	SALARIES-FULLTIME	0	0	0	0	208,853
		<i>Salaries for the Public Safety Director, Supervisor Police Administrative Services, 2 clerks.</i>					
10004111	4011	SALARIES-UNIFORM	0	0	0	0	161,772
		<i>Salary for the Lieutenant and Sergeant.</i>					
10004111	4012	SALARIES-PART TIME	0	0	0	0	49,043
		<i>Salaries for 2 part-time clerks and 2 school guards. One half the cost of the school guards is reimbursed by SVSD.</i>					
10004111	4015	OVERTIME	0	0	0	0	2,000
		<i>Usually related to arrest processing for serious crimes, assist with fingerprinting, and man the front desk during vacations.</i>					



## Police Department Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004111	4016	OVERTIME UNIFORM	0	0	0	0	2,000
		<i>For the Sergeant. Usually for call-outs for serious crimes crashes and community programs.</i>					
10004111	4021	SOCIAL SECURITY TAX	0	0	0	0	26,720
		<i>The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.</i>					
10004111	4022	MEDICARE	0	0	0	0	6,249
		<i>The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.</i>					
10004111	4023	WORKERS COMP	0	0	0	0	10,875
		<i>Workers' Compensation insurance for employees.</i>					



## Police Department Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004111	4032	LONGEVITY	0	0	0	0	3,930
		<i>For the Lieutenant and Sergeant. Longevity payments to uniformed employees as per the Collective Bargaining Agreement.</i>					
10004111	4033	COURT & HEARING PAY	0	0	0	0	500
		<i>For the Sergeant. Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.</i>					
10004111	4034	HOLIDAY PAY	0	0	0	0	2,865
		<i>For the Sergeant. Holiday pay for uniformed employees as per the Collective Bargaining Agreement.</i>					
10004111	4041	PENSION NON UNIFORM	0	0	0	0	10,442
		<i>Pension contributions for non-uniform employees. Director of Public Safety and 3 clerical positions.</i>					



## Police Department Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004111	4042	PENSION UNIFORM	0	0	0	0	381,814
		<i>For the Lieutenant and Sergeant. Uniform pension contributions as per the latest MMO.</i>					
10004111	4051	HOSPITALIZATION	0	0	0	0	88,107
		<i>Medical Insurance costs for full time employees.</i>					
10004111	4052	VISION INSURANCE	0	0	0	0	809
		<i>Vision Insurance costs for full time employees.</i>					
10004111	4053	DENTAL INSURANCE	0	0	0	0	4,925
		<i>Dental Insurance costs for full time employees.</i>					
10004111	4054	457 CONTRIBUTIONS	0	0	0	0	10,442
		<i>Contribution to the 457 Plan is based on 5% of salary/wages/overtime for all full time non-uniformed employees.</i>					



## Police Department Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004111	4055	DISABILITY INSURANCE	0	0	0	0	959
		<i>Long term disability insurance costs for full time employees.</i>					
10004111	4057	LIFE INSURANCE	0	0	0	0	1,953
		<i>Life Insurance costs for full time employees.</i>					
10004111	5001	OFFICE SUPPLIES	0	0	0	0	3,800
		<i>Toners, print cartridges, pens, paper, file folders, misc. office supplies.</i>					
10004111	5004	MATERIALS AND SUPPLIES	0	0	0	0	20,000
		<i>Lab work, vehicle towing, film processing, flares, batteries, evidence packaging, radios, misc. expenses.</i>					



## Police Department Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004111	5007	SAFETY SUPPLIES	0	0	0	0	7,300
		<i>Used for materials, supplies. Incentive program added 2011 to support the Township Safety Program (\$250.00 per officer).</i>					
10004111	5111	PROFESSIONAL SERVICES	0	0	0	0	24,000
		<i>Vehicle and ENRAD calibrations, office equipment maintenance, maintenance of fuming hood, x-ray machine, metal detector. Drug and alcohol testing.</i>					
10004111	5121	R&M EQUIPMENT	0	0	0	0	5,000
		<i>Pays for radio, siren, and emergency light systems maintenance not performed by Township mechanics.</i>					
10004111	5133	LEGAL SERVICES	0	0	0	0	25,000
		<i>Police related litigation and legal service.</i>					



## Police Department Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004111	5230	INFROMATION TECH SVS	0	0	0	0	221,597
		<i>Cost associated with IT support of the Police Department.</i>					
10004111	5312	CELL PHONES	0	0	0	0	14,950
		<i>Covers CDMA (digital) connectivity to the police vehicles as well cell phones for the Director and Lt.</i>					
10004111	5341	INSURANCE PREMIUMS	0	0	0	0	30,000
		<i>Law enforcement liability insurance.</i>					
10004111	5353	EMPLOYEE MEETING /CONFER	0	0	0	0	100
		<i>Covers local conferences and seminar registration.</i>					
10004111	5354	EMPLOYEE TRAINING	0	0	0	0	500
		<i>Covers cost of employee training.</i>					



## Police Department Support

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004111	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0
			<i>Tuition reimbursement for approved higher education leading to a certification or degree as per the Collective Bargaining Agreement.</i>			
10004111	5356	EMPLOYEE DUES/MEMBERS	0	0	0	1,200
			<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, Magloclen membership.</i>			
10004111	5357	CLOTHING	0	0	0	3,000
			<i>Funds \$600.00 per year for officers per the current Collective Bargaining Agreement. The amount is expected to increase with a new agreement in 2011 (est. \$800.00). Funds replacement of protective vest every 5 years (Lt. Meyer replacement \$900.00). Funds uniforms for administrative staff (\$500.00)</i>			



## Police Department Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004111	5362	PRINTING	0	0	0	0	1,000
		<i>Printing costs for major projects (hiring) and police reports.</i>					
10004111	5370	MINOR EQUIPMENT/FURNITURE	0	0	0	0	8,000
		<i>Purchase/repair minor equipment as needed.</i>					
10004111	5371	COMMUNITY OUTREACH	0	0	0	0	10,000
		<i>Community projects, crime prevention. Purchase of flyers and brochures used in crime prevention programs.</i>					
10004111	6020	FURNITURE LESS THAN 5000	0	0	0	0	0
10004111	6123	FURNITURE AND FIXTURES	0	0	0	0	0



## Police Patrol

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004112	4011	SALARIES-UNIFORM	0	0	0	0	1,444,020
		<i>Salary for 20 officers.</i>					
10004112	4016	OVERTIME UNIFORM	0	0	0	0	88,800
		<i>Meet minimum staffing of at least 3 officers. Late calls and arrests.</i>					
10004112	4021	SOCIAL SECURITY TAX	0	0	0	0	102,471
		<i>The employee share of FICA is based on 6.2% of all salary/wages/overtime for employees.</i>					
10004112	4022	MEDICARE	0	0	0	0	23,965
		<i>The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.</i>					
10004112	4023	WORKERS COMP	0	0	0	0	97,182
		<i>Workers' Compensation insurance for employees.</i>					



## Police Patrol

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004112	4032	LONGEVITY	0	0	0	0	19,022
		<i>Longevity payments to uniformed employees as per the Collective Bargaining Agreement.</i>					
10004112	4033	COURT & HEARING PAY	0	0	0	0	47,000
		<i>Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.</i>					
10004112	4034	HOLIDAY PAY	0	0	0	0	53,904
		<i>Holiday pay for uniformed employees as per the Collective Bargaining Agreement.</i>					
10004112	4042	PENSION UNIFORM	0	0	0	0	0
		<i>Uniform pension contributions as per the latest MMO.</i>					
10004112	4051	HOSPITALIZATION	0	0	0	0	315,725
		<i>Medical Insurance costs for full time employees.</i>					



## Police Patrol

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004112	4052	VISION INSURANCE	0	0	0	0	3,027
		<i>Vision Insurance costs for full time employees.</i>					
10004112	4053	DENTAL INSURANCE	0	0	0	0	18,121
		<i>Dental Insurance costs for full time employees.</i>					
10004112	4055	DISABILITY INSURANCE	0	0	0	0	3,755
		<i>Long term disability insurance costs for full time employees.</i>					
10004112	4057	LIFE INSURANCE	0	0	0	0	9,072
		<i>Life Insurance costs for full time employees.</i>					
10004112	5353	EMPLOYEE MEETING /CONFER	0	0	0	0	800
		<i>Covers local conferences and seminars registration fees.</i>					



## Police Patrol

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004112	5354	EMPLOYEE TRAINING	0	0	0	0	11,100
		<i>Covers cost for employee training.</i>					
10004112	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	5,000
		<i>Tuition reimbursement for approved higher education leading to a certification or degree as per the Collective Bargaining Agreement. 1 officer 2011.</i>					
10004112	5356	EMPLOYEE DUES/MEMBERS	0	0	0	0	200
		<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>					
10004112	5357	CLOTHING	0	0	0	0	31,000
		<i>Funds \$600.00 per year for officers per the Collective Bargaining Agreement. The amount is expected to increase with a new agreement in 2011 (est. \$800.00). Funds replace protective vest every 5 years. 4 replacements in 2011 at \$900.00 each, 2 new hires. Possibility 3 retirements in 2011. \$2300.00 to outfit a new officer + vest.</i>					



## Police Traffic

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004113	4011	SALARIES-UNIFORM	0	0	0	0	218,291
		<i>Salary for 4 officers.</i>					
10004113	4016	OVERTIME UNIFORM	0	0	0	0	18,000
		<i>Meet minimum staffing of at least 3 officers. Late calls, arrests, crash reconstruction.</i>					
10004113	4021	SOCIAL SECURITY TAX	0	0	0	0	15,724
		<i>The employee share of FICA is based on 6.2% of all salary/wages/overtime for employees.</i>					
10004113	4022	MEDICARE	0	0	0	0	3,716
		<i>The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.</i>					
10004113	4023	WORKERS COMP	0	0	0	0	15,069
		<i>Workers' Compensation insurance for employees.</i>					



## Police Traffic

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004113	4032	LONGEVITY	0	0	0	0	2,148
		<i>Longevity payments to uniformed employees as per the Collective Bargaining Agreement.</i>					
10004113	4033	COURT & HEARING PAY	0	0	0	0	9,690
		<i>Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement</i>					
10004113	4034	HOLIDAY PAY	0	0	0	0	8,159
		<i>Holiday pay for uniformed employees as per the Collective Bargaining Agreement.</i>					
10004113	4042	PENSION UNIFORM	0	0	0	0	0
		<i>Uniform pension contributions as per the latest MMO.</i>					
10004113	4051	HOSPITALIZATION	0	0	0	0	37,216
		<i>Medical Insurance costs for full time employees.</i>					



## Police Traffic

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004113	4052	VISION INSURANCE	0	0	0	0	366
		<i>Vision Insurance costs for full time employees.</i>					
10004113	4053	DENTAL INSURANCE	0	0	0	0	2,168
		<i>Dental Insurance costs for full time employees.</i>					
10004113	4055	DISABILITY INSURANCE	0	0	0	0	568
		<i>Long term disability insurance costs for full time employees.</i>					
10004113	4057	LIFE INSURANCE	0	0	0	0	1,296
		<i>Life Insurance costs for full time employees.</i>					
10004113	5353	EMPLOYEE MEETING /CONFER	0	0	0	0	140
		<i>Covers local conferences and seminars registration fees.</i>					



## Police Traffic

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004113	5354	EMPLOYEE TRAINING	0	0	0	0	2,250
		<i>Covers cost for employee training.</i>					
10004113	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	5,000
		<i>Tuition reimbursement for approved higher education leading to a certification or degree as per the Collective Bargaining Agreement. 1 officer 2011.</i>					
10004113	5356	EMPLOYEE DUES/MEMBERS	0	0	0	0	200
		<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>					



## Police Traffic

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004113	5357 CLOTHING	0	0	0	0	4,100

*Funds \$600.00 per year for officers per the Collective Bargaining Agreement. The amount is expected to increase with a new agreement in 2011 (est. \$800.00). 4 officers. Funds replacement of protective vests every 5 years, 1 in 2011 at \$900.00 each.*



## Police Investigations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004114	4011	SALARIES-UNIFORM	0	0	0	0	146,719
		<i>Salary for 2 officers.</i>					
10004114	4016	OVERTIME UNIFORM	0	0	0	0	11,000
		<i>Late calls, arrests, and investigations.</i>					
10004114	4021	SOCIAL SECURITY TAX	0	0	0	0	10,343
		<i>The employee share of FICA is based on 6.2% of all salary/wages/overtime for employees.</i>					
10004114	4022	MEDICARE	0	0	0	0	2,419
		<i>The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.</i>					
10004114	4023	WORKERS COMP	0	0	0	0	9,809
		<i>Workers' Compensation insurance for employees.</i>					



## Police Investigations

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004114	4032	LONGEVITY	0	0	0	3,617
		<i>Longevity payments to uniformed employees as per the Collective Bargaining Agreement.</i>				
10004114	4033	COURT & HEARING PAY	0	0	0	0
		<i>Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.</i>				
10004114	4034	HOLIDAY PAY	0	0	0	5,484
		<i>Holiday pay for uniformed employees as per the Collective Bargaining agreement.</i>				
10004114	4042	PENSION UNIFORM	0	0	0	0
		<i>Uniform pension contributions as per the latest MMO.</i>				



## Police Investigations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004114	4051	HOSPITALIZATION	0	0	0	0	18,674
		<i>Medical Insurance costs for full time employees.</i>					
10004114	4052	VISION INSURANCE	0	0	0	0	218
		<i>Vision Insurance costs for full time employees.</i>					
10004114	4053	DENTAL INSURANCE	0	0	0	0	1,248
		<i>Dental Insurance costs for full time employees.</i>					
10004114	4055	DISABILITY INSURANCE	0	0	0	0	405
		<i>Long term disability insurance costs for full time employees.</i>					
10004114	4057	LIFE INSURANCE	0	0	0	0	864
		<i>Life Insurance costs for full time employees.</i>					



## Police Investigations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004114	5312	CELL PHONES	0	0	0	0	1,050
		<i>Cost of cell phones for the detectives.</i>					
10004114	5353	EMPLOYEE MEETING /CONFER	0	0	0	0	100
		<i>Covers local conferences and seminars registration fees.</i>					
10004114	5354	EMPLOYEE TRAINING	0	0	0	0	1,125
		<i>Covers cost for employee training.</i>					
10004114	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	0
		<i>Tuition reimbursement for approved higher education leading to a certification or degree as per the Collective Bargaining Agreement.</i>					



## Police Investigations

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004114	5356	EMPLOYEE DUES/MEMBERS	0	0	0	200
			<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>			
10004114	5357	CLOTHING	0	0	0	1,600
			<i>Funds \$600.00 per year for officers per the current Collective Bargaining Agreement. The amount is expected increase with a new agreement in 2011 (est. \$800.00). Funds replacement of protective vest every 5 years. None for 2011.</i>			



## Police Fleet

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004115	5122	R&M VEHICLES	0	0	0	30,000
			<i>Car washing fees, sirens and emergency light system, maintenance not performed by Public Works, parts and supplies.</i>			
10004115	5364	FUEL	0	0	0	65,000
			<i>Police fuel.</i>			
10004115	6122	VEHICLES	0	0	0	60,000
			<i>Replace 2 police vehicles (Crown Victorias and equipment)</i>			



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.

2011 Budget Highlights

In 2008 entered into a five year contract.

Staffing Levels

Staffing Levels	2007	2008	2009	2010	2011
No. of Full Time Employees					
No. of Part Time Employees					



## Animal Services

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004120	5111 PROFESSIONAL SERVICES	15,670	15,180	19,100	11,590	19,100

*Pays for animal control services provided by Triangle Pet under contract.*



## Fire Police

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
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10004130	5004	MATERIALS & SUPPLIES	1,855	1,999	3,500	1,501	4,000
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*Pays for uniforms and supplies for the Fire Police.*

*The Fire Police est. an increase of 3 additional officers in 2011. 2011 added purchase of flares.*



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.

2011 Goals

1. Continue providing quality and innovative training.

Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees					
No. of Part Time Employees					



## Firing Range

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004140	5004 MATERIALS & SUPPLIES	8,101	9,818	11,000	4,274	11,000

*Includes ammunition for three yearly trainings, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies, and targeting systems.*



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

This is staffed by three volunteers.



## Emergency Management

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004150	5004	MATERIALS & SUPPLIES	0	248	300	11	300
<i>Materials and supplies for the Emergency Operations Center.</i>							
10004150	5370	MINOR EQUIPMENT	0	58	700	0	700
<i>Pays expenses related to the operation of emergency radios and the Emergency Operations Center.</i>							



## Department: FIRE PROTECTION

### Description and Responsibilities

This cost center pays for the Workers Compensation premiums for the Fire Company members, the information technology support form 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

	2007	2008	2009	2010	2011
No. of Full Time Employees	0	0	0	0	0
No. of Part Time Employees	0	0	0	0	0



## Fire Protection

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004230	4023	WORKERS COMP	12,062	15,342	17,000	17,354	25,500
		<i>Volunteer Fire Company insurance premium.</i>					
10004230	5220	ITRAGOV GENERAL SVS	226,089	196,568	198,000	221,249	210,000
		<i>Transfer of intergovernmental aid to volunteer fire dept. (Relief Assoc.)</i>					
10004230	5230	INFORMATION TECH	36,679	47,664	48,664	0	47,371
		<i>Cost of IT support from the Township.</i>					
10004230	5332	EQUIP LEASE/RENTAL	0	0	446	443	446
		<i>2 hydrants @ 223 ea. (rental from West View Water)</i>					



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.

2010 Accomplishments

1. Purchased a new ambulance to replace an aging unit.
2. Continued township involvement and direction has allowed the Ambulance Corp to continue to see increased financial stability.
3. The Ambulance Corp is now directly involved in the Health and Safety program along with Police and Fire

2011 Goals

1. Continue working with the Ambulance Corp Leadership.
2. Work with Ambulance Corp management on future long-term plans for facilities.

Staffing Levels

Staffing Levels	2007	2008	2009	2010	2011
No. of Full Time Employees					
No. of Part Time Employees					



## Ambulance Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10004310	4023	WORKERS COMP	2,079	1,639	1,800	1,838	1,800
		<i>Workers' Compensation insurance costs for volunteers.</i>					
10004310	5364	FUEL	8,516	14,189	20,000	13,590	20,000
		<i>Provides fuel assistance to the Cranberry Township Ambulance Corp.</i>					



## Department: WINTER MAINTENANCE – SNOW REMOVAL

### Description and Responsibilities

The Public Works Operations Department performs snow removal and de-icing operations on over 117.5 centerline miles of Township roads including over 289 cul-de-sacs and all Township facilities parking lots.

### 2010 Accomplishments

1. Utilized bulk purchasing arrangements through SHACOG and COSTARS to mitigate delivery and price risk.
2. Managed multiple contractors and resources through one of the worse winters on record.
3. Maximized road coverage by introducing shifts to the bargaining unit.
4. Reduced 12 man coverage to 8 man coverage making staff more available.

### 2011 Goals

1. Replace large wing plow.
2. Utilize salt blowers for stock piling material in storage facility.
3. Utilize Auto Vehicle Locating technology to increase operator efficiencies.
4. Install salt storage shed door to minimize exposure to elements and safeguard material.

### 2011 Budget Highlights

1. Township again entered into two winter maintenance material contracts this year through the Commonwealths DGS Costars and SHACOG. Township is obligated to purchase a minimum of 2700 tons from North American Salt at \$64.38 to meet the 60 % of the estimate of 4500 tons and may purchase up to 140% of the estimate, or 6,300 tons. The Township is also obligated to purchase a minimum of 2000 tons from North American Salt at \$ 60.66 to meet the 60 % of the DGS Costars agreement.
2. Auto Vehicle Locating (AVL) technology will increase operational efficiencies but reducing amount of times operators address routes during shift in labor, provide real time tracking of lane miles and material used and reduce plow down time after route was salted – allowing for longer action time of material. Communication with operators and public will be improved, as pinpointing of problems can be addressed in the field with realtime locating of operators.

### Routes & Drivers

	2007	2008	2009	2010	2011
No. of Snow Routes	12	12	12	12	12
No. of Drivers	13	13	16	16	18



## PW Snow Removal

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005110	4010	SALARIES FULL TIME	31,573	34,759	53,700	39,620	53,700
10005110	4012	SALARIES PART TIME	0	0	0	391	0
10005110	4015	OVERTIME	55,992	70,165	50,000	56,558	50,000
10005110	4021	SOCIAL SECURITY	6,647	6,728	6,000	6,199	6,429
10005110	4022	MEDICARE	369	1,585	1,300	1,450	1,504



## PW Snow Removal

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005110	4054	ICMA CONTRB	4,292	5,009	4,010	4,292	5,185
10005110	5004	MATERIALS & SUPPLIES <i>Computer repairs and replacement of automatic controls</i>	19,731	23,492	25,000	14,808	25,000
10005110	5111	PROFESSIONAL SERVICES	4,026	0	5,000	33,842	5,000
10005110	5121	R&M EQUIPMENT	6,258	5,552	8,000	15,445	10,000
10005110	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	3,000	0	3,000



## PW Snow Removal

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
10005110	5365	SALT AND ANTI SKID	178,583	256,579	312,000	330,292	300,000

*Winter maintenance material stock of rock salt and anti skid material*



## Department: TRAFFIC AND COMMUNICATIONS

### Description and Responsibilities

The Traffic Signal and Communication Division operates and maintains 33 existing and 2 new in construction, Township owned Traffic Signal Installations. Also maintained are 3 sets of School Zone/ Bus Flashers and any other electrically operated warning devise located in the Township. This Department also manages the logistics of 12.5 miles of Fiber Optic underground cabling, Broadband Wireless networks and 2 way radio systems in daily use by Township infrastructure.

### 2010 Accomplishments

1. Received Community Development Corporation of Butler County, Infrastructure Development Program Grant to upgrade the Traffic Operating System to a Central Based System, Centrac's by Econolite.
2. Upgraded 3 miles of the Township Fiber Optic Backbone along Rt 19.
3. Engineered and installed an electrical upgrade to the Municipal Center NOC to install a 30kw 3 Phase UPS.
4. Relocated the Traffic Operations Office to a new and improved Traffic Operations Center.

### 2011 Goals

1. Increase the Public Awareness of Cranberry Township's efforts to maintain efficient traffic patterns.
2. Formalize our Preventative Maintenance Plan as it relates to the Traffic Signal Infrastructure.
3. Continue to educate, engineer and implement energy efficient strategies and equipment throughout the Township owned facilities and equipment.

### 2011 Budget Highlights

1. Educate and certify full time laborer to IMSA Level I, Traffic Signal Technician.
2. Emphasis on technical education for new Centrac's traffic network.
3. High efficiency energy goals will continue to require capital efforts.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	1	1	1	2	2
No. of Part Time Employees	0	0	1	0	1



## PW Traffic Signals & Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005120	4010	SALARIES FULL TIME	50,969	52,409	110,000	67,269	92,758
10005120	4012	SALARIES PART TIME	0	12,708	7,800	11,263	0
10005120	4015	OVERTIME	15,949	22,286	5,000	21,221	12,000
10005120	4021	SOCIAL SECURITY	5,160	5,302	8,200	6,375	5,750
10005120	4022	MEDICARE	210	1,240	2,000	1,491	1,344



## PW Traffic Signals & Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005120	4023	WORKERS COMP	2,728	4,919	7,500	7,656	5,196
10005120	4041	PENSION NON-UNIFORM	2,852	4,203	6,300	4,664	4,882
10005120	4051	HOSPITALIZATION	11,130	13,296	30,000	26,920	22,446
10005120	4052	VISION	131	132	600	202	217
10005120	4053	DENTAL	769	867	2,000	1,608	1,248



## PW Traffic Signals & Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005120	4054	ICMA CONTRB	3,320	3,717	6,300	3,376	4,638
10005120	4055	DISABILITY INSURANCE	140	132	330	204	254
10005120	4057	LIFE INSURANCE	22	126	205	194	277
10005120	5001	OFFICE SUPPLIES	0	49	500	150	500
10005120	5004	MATERIALS AND SUPPLIES	9,735	28,520	60,000	41,806	65,000

*Signal and communication supplies*



## PW Traffic Signals & Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005120	5007	SAFETY EQUIP	136	455	1,500	1,368	2,000
		<i>New Safety Mandates requires additional equipment and suppli</i>					
10005120	5111	PROFESSIONAL SERVICES	15,207	(149)	5,000	9,424	7,500
		<i>Technical contractors such as Advanced Data; FCIS.</i>					
10005120	5114	ENGINEERING & ARCHITECT SV	1,707	0	3,000	0	1,750
		<i>New traffic initiatives require additional engineering</i>					
10005120	5121	R&M EQUIPMENT	2,320	2,870	5,000	2,766	5,000
		<i>Electronic equipment repairs not covered by warranties</i>					
10005120	5122	R&M VEHICLES	0	0	2,000	0	2,000
		<i>Annual Hydraulic inspection and associated testing</i>					



## PW Traffic Signals & Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005120	5123	R&M FACILITY MAINT	0	50	2,500	0	1,500
		<i>TOC facility maintenance and repairs</i>					
10005120	5124	MAINTENANCE CONTRACT	2,393	10,827	12,500	8,576	12,000
		<i>Contacted Services - Fiber locating</i>					
10005120	5132	JANITORIAL SERVICES	0	0	500	0	500
10005120	5134	OTHER SERVICES	0	0	0	0	0
10005120	5311	TELEPHONES	0	0	500	0	0



## PW Traffic Signals & Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005120	5312	CELL PHONES	0	514	500	770	2,000
		<i>Additional staffing and notification reqs for new traffic network will require staff to have more access.</i>					
10005120	5321	ELECTRICITY	30,338	23,702	20,000	19,840	20,000
		<i>Energy costs associated with traffic signal devices</i>					
10005120	5354	EMPLOYEE TRAINING	230	0	500	181	500
10005120	5355	EMPLOYEE CAREER DEVELOPMENT	2,238	2,375	5,000	0	4,500
10005120	5356	EMPLOYEE DUES/MEMBERS	248	183	500	333	250



## PW Traffic Signals & Communications

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005120	5357	CLOTHING	0	0	500	232	750
		<i>uniforms</i>					
10005120	5361	POSTAGE & SHIPPING	0	0	250	66	250
		<i>Postage and shipping expenses related to electronic repairs</i>					
10005120	5364	FUEL	1,887	1,238	1,000	1,428	2,500
10005120	5366	ROAD MAINTENANCE SUPPLY	21,455	(18,786)	0	(11,400)	11,000
		<i>Two vehicles designated for traffic work</i>					
10005120	5367	SIGNS	179	668	1,000	1,389	16,000
		<i>Replacement overhead signage for traffic</i>					



## PW Traffic Signals & Communications

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005120	5370 FURNITURE & FIXTURES	1,493	0	1,000	0	500



## Department: STREETS MAINTENANCE

### Description and Responsibilities

Constructs capital projects, initiates repairs to roads, storm systems and signs on the Township's 117.50 miles of roads.

### 2010 Accomplishments

1. Widened Powell Rd near Blue Ridge to enhance traffic control and build new center island.
2. Initiated crack sealing program.
3. Rebuilt and repaired catch basins in advance of the resurfacing program.
4. Rebuilt 2300 feet of Marshall Road in Marshall Heights.
5. Widened Municipal Building Drive and created diagonal parking in anticipation of the joint driveway.
6. Responded to multiple summer storm events and addressed several deficiencies including: Mirage Dr, Spring Dr, Deerfield Dr., Woodlawn Dr., Robinhood Dr., Wheatfield Dr., Valerie Dr., Clearbrook Plan and Monmouth Dr.
7. Completed phase two of three, of the Fox Run tree clearing initiative.
8. Began excavation of Graham Park pond.
9. Completed construction on Lindner Field parking area.
10. Addressed drainage from hillside at North Boundary Road near entrance to the park.

### 2011 Goals

1. Calculate resurfacing program estimates for earlier bid and constructing of program.
2. Prepare list of roadways for crack sealing program.
3. GPS and calculate retroreflectivity for remaining 50% of the Township.
4. Complete sign inventory for the Township roads.
5. Complete construction of the Graham Park pond.
6. Construct phase of the Municipal Building / St Ferdinand joint driveway.
7. Grade for sidewalk along Powell Rd at Blue Ridge
8. Develop spring stream inspection program.

### 2011 Budget Highlights

1. Heavy construction related projects will result in higher use of equipment rentals.
2. Contracted services such as flagging/camera work will be utilized for several projects.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	8	8	8	8	8
No. of Part Time Employees	0	0	0	0	0



## PW Street Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005130	4010	SALARIES FULL TIME	354,347	370,768	379,481	321,278	0
10005130	4012	SALARIES PART TIME	0	0	0	0	0
10005130	4015	OVERTIME	7,616	9,458	8,000	12,986	0
10005130	4021	SOCIAL SECURITY	27,862	24,808	25,271	21,747	0
10005130	4022	MEDICARE	1,182	5,802	5,910	5,086	0



## PW Street Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005130	4023	WORKERS COMP	18,792	21,379	23,925	24,424	0
10005130	4041	PENSION NON-UNIFORM	19,643	19,962	20,380	15,089	0
10005130	4051	HOSPITALIZATION	67,187	83,930	104,370	98,581	0
10005130	4052	VISION	1,369	920	958	856	0
10005130	4053	DENTAL	4,710	5,824	6,438	6,173	0



## PW Street Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005130	4054	ICMA CONTRB	17,068	19,057	20,380	16,722	0
10005130	4055	DISABILITY INSURANCE	1,019	1,002	1,238	1,039	0
10005130	4057	LIFE INSURANCE	169	957	1,050	994	0
10005130	5001	OFFICE SUPPLIES	0	67	1,000	399	0
10005130	5004	MATERIALS AND SUPPLIES	1,057	13,204	7,000	16,107	0
<i>misc traffic supplies (cones, markers, etc.), landscape supplies, truck tools and supplies, radio related supplies</i>							



## PW Street Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005130	5007	SAFETY EQUIP	1,005	1,524	2,400	1,254	0
		<i>safety training supplies</i>					
10005130	5111	PROFESSIONAL SERVICES	26,682	150,961	78,000	82,387	0
		<i>traffic control, inspection services (resurfacing pgm), 228 island services</i>					
10005130	5121	R&M EQUIPMENT	9,589	16,570	27,000	34,074	0
		<i>repairs to streets related equipment</i>					
10005130	5230	INFROMATION TECH SVS	28,019	30,627	0	0	0
10005130	5311	TELEPHONES	0	1,994	0	0	0



## PW Street Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005130	5312	CELL PHONES	449	516	2,000	903	0
		<i>cell phone reimbursements</i>					
10005130	5332	EQUIP LEASE/RENTAL	5,499	27,816	15,000	12,699	0
		<i>equipment rental for various pcs of equipment for streets and property related projects</i>					
10005130	5355	EMPLOYEE CAREER DEVELOPMENT	1,192	175	3,000	545	0
		<i>training for streets employees</i>					
10005130	5357	CLOTHING	220	0	3,600	815	0
		<i>contracted uniform service</i>					
10005130	5366	ROAD MAINTENANCE SUPPLY	231,154	365,585	250,000	342,898	0
		<i>Roadway repair and maintenance projects</i>					



## PW Street Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005130	5367	SIGNS	11,013	17,193	20,000	16,178	0
		<i>street sign and regulatory sign replacements and hardware</i>					
10005130	5370	MINOR EQUIP & FURN	2,460	1,609	2,200	1,110	0
10005130	6122	VEHICLES	0	0	0	0	0



## PW Storm Water

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005131	4010	SALARIES FULL TIME	0	0	0	0	120,582
10005131	4012	SALARIES PART TIME	0	0	0	0	0
10005131	4015	OVERTIME	0	0	0	0	0
10005131	4021	SOCIAL SECURITY	0	0	0	0	7,476
10005131	4022	MEDICARE	0	0	0	0	1,748



## PW Storm Water

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005131	4023	WORKERS COMP	0	0	0	0	6,866
10005131	4041	PENSION NON-UNIFORM	0	0	0	0	6,346
10005131	4051	HOSPITALIZATION	0	0	0	0	31,321
10005131	4052	VISION	0	0	0	0	300
10005131	4053	DENTAL	0	0	0	0	1,767



## PW Storm Water

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005131	4054	ICMA CONTRB	0	0	0	0	6,029
10005131	4055	DISABILITY INSURANCE	0	0	0	0	340
10005131	4057	LIFE INSURANCE	0	0	0	0	686
10005131	5001	OFFICE SUPPLIES	0	0	0	0	200
10005131	5004	MATERIALS AND SUPPLIES	0	0	0	0	2,500



## PW Storm Water

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005131	5007	SAFETY EQUIP	0	0	0	0	500
10005131	5111	PROFESSIONAL SERVICES	0	0	0	0	20,000
10005131	5121	R&M EQUIPMENT	0	0	0	0	7,000
10005131	5230	INFROMATION TECH SVS	0	0	0	0	0
10005131	5311	TELEPHONES	0	0	0	0	0



## PW Storm Water

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005131	5312	CELL PHONES	0	0	0	0	400
10005131	5332	EQUIP LEASE/RENTAL	0	0	0	0	3,150
10005131	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	800
10005131	5357	CLOTHING	0	0	0	0	720
10005131	5366	ROAD MAINTENANCE SUPPLY	0	0	0	0	35,000



## PW Storm Water

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005131	5367	SIGNS	0	0	0	500
10005131	5370	MINOR EQUIP & FURN	0	0	0	1,000
10005131	6122	VEHICLES	0	0	0	0



## PW Road Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005132	4010	SALARIES FULL TIME	0	0	0	0	250,143
10005132	4012	SALARIES PART TIME	0	0	0	0	0
10005132	4015	OVERTIME	0	0	0	0	0
10005132	4021	SOCIAL SECURITY	0	0	0	0	15,509
10005132	4022	MEDICARE	0	0	0	0	3,627



## PW Road Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005132	4023	WORKERS COMP	0	0	0	0	14,244
10005132	4041	PENSION NON-UNIFORM	0	0	0	0	11,278
10005132	4051	HOSPITALIZATION	0	0	0	0	55,429
10005132	4052	VISION	0	0	0	0	528
10005132	4053	DENTAL	0	0	0	0	3,179



## PW Road Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005132	4054	ICMA CONTRB	0	0	0	0	10,714
10005132	4055	DISABILITY INSURANCE	0	0	0	0	604
10005132	4057	LIFE INSURANCE	0	0	0	0	1,220
10005132	5001	OFFICE SUPPLIES	0	0	0	0	650
10005132	5004	MATERIALS AND SUPPLIES	0	0	0	0	6,500



## PW Road Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005132	5007	SAFETY EQUIP	0	0	0	0	1,625
10005132	5111	PROFESSIONAL SERVICES	0	0	0	0	30,000
10005132	5121	R&M EQUIPMENT	0	0	0	0	22,750
10005132	5230	INFROMATION TECH SVS	0	0	0	0	0
10005132	5311	TELEPHONES	0	0	0	0	0



## PW Road Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005132	5312	CELL PHONES	0	0	0	0	1,300
10005132	5332	EQUIP LEASE/RENTAL	0	0	0	0	10,250
10005132	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	600
10005132	5357	CLOTHING	0	0	0	0	2,340
10005132	5366	ROAD MAINTENANCE SUPPLY	0	0	0	0	172,250



## PW Road Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005132	5367	SIGNS	0	0	0	0	2,000
10005132	5370	MINOR EQUIP & FURN	0	0	0	0	3,250
10005132	6122	VEHICLES	0	0	0	0	0



## PW Signs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005133	4010	SALARIES FULL TIME	0	0	0	0	99,383
10005133	4012	SALARIES PART TIME	0	0	0	0	0
10005133	4015	OVERTIME	0	0	0	0	0
10005133	4021	SOCIAL SECURITY	0	0	0	0	6,162
10005133	4022	MEDICARE	0	0	0	0	1,440



## PW Signs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005133	4023	WORKERS COMP	0	0	0	0	5,660
10005133	4041	PENSION NON-UNIFORM	0	0	0	0	5,231
10005133	4051	HOSPITALIZATION	0	0	0	0	28,409
10005133	4052	VISION	0	0	0	0	258
10005133	4053	DENTAL	0	0	0	0	1,570



## PW Signs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005133	4054	ICMA CONTRB	0	0	0	0	4,970
10005133	4055	DISABILITY INSURANCE	0	0	0	0	280
10005133	4057	LIFE INSURANCE	0	0	0	0	566
10005133	5001	OFFICE SUPPLIES	0	0	0	0	150
10005133	5004	MATERIALS AND SUPPLIES	0	0	0	0	1,500



## PW Signs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005133	5007	SAFETY EQUIP	0	0	0	0	375
10005133	5111	PROFESSIONAL SERVICES	0	0	0	0	8,000
10005133	5121	R&M EQUIPMENT	0	0	0	0	5,250
10005133	5230	INFROMATION TECH SVS	0	0	0	0	0
10005133	5311	TELEPHONES	0	0	0	0	0



## PW Signs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005133	5312	CELL PHONES	0	0	0	0	300
10005133	5332	EQUIP LEASE/RENTAL	0	0	0	0	2,360
10005133	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	2,600
10005133	5357	CLOTHING	0	0	0	0	540
10005133	5366	ROAD MAINTENANCE SUPPLY	0	0	0	0	39,750



## PW Signs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005133	5367	SIGNS	0	0	0	0	20,000
10005133	5370	MINOR EQUIP & FURN	0	0	0	0	750
10005133	6122	VEHICLES	0	0	0	0	0



## 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.

### 2010 Accomplishments

1. Replaced 3 new hvac units at the municipal center.
2. Installed new traffic operations center and Network Operations Center hvac units.
3. Installed zone control system for tenant office space.
4. Replaced ballasts and most fixtures from T12 to T8 high efficiency.
5. Eliminated the majority of incandescent lights and replaced with compact florescents.

### 2011 Goals

1. Shorten outstanding service request and work order completion times with addition of full time employee.
2. Install solenoid valves in all pool shower rooms, reducing unnecessary water usage.
3. Install 3 heat pumps replacing inefficient gas units in old public works garage, treatment plant maintenance building and turf grass cold storage area.

### 2011 Budget Highlights

1. Reduce reliability on contracted PM services with addition of new facilities employee.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	2	3	3	2	3
No. of Part Time Employees	1	1	0	0	2



## PW Facility Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005140	4010	SALARIES FULL TIME	87,030	88,448	78,000	76,441	141,490
10005140	4012	SALARIES PART TIME	14,431	12,793	0	22,429	0
10005140	4015	OVERTIME	2,944	3,926	2,000	446	2,000
10005140	4021	SOCIAL SECURITY	7,969	6,880	5,040	6,433	8,846
10005140	4022	MEDICARE	396	1,609	1,240	1,504	2,078



## PW Facility Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005140	4023	WORKERS COMP	4,414	6,294	5,000	5,104	8,768
10005140	4041	PENSION NON-UNIFORM	4,439	5,877	4,000	2,962	8,010
10005140	4051	HOSPITALIZATION	16,262	7,394	13,300	9,812	44,143
10005140	4052	VISION	194	212	220	197	420
10005140	4053	DENTAL	1,220	1,310	1,565	1,470	2,613



## PW Facility Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005140	4054	ICMA CONTRB	3,392	4,570	4,000	3,822	7,124
10005140	4055	DISABILITY INSURANCE	340	199	250	207	391
10005140	4057	LIFE INSURANCE	84	303	340	317	742
10005140	5001	OFFICE SUPPLIES <i>papers, pens, pencils, planners</i>	0	0	50	28	50
10005140	5004	MATERIALS & SUPPLIES <i>equipment repair parts and supplies</i>	6,493	27,280	30,000	39,309	15,000



## PW Facility Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005140	5005	CLEANING SUPPLIES <i>restroom and kitchen supplies</i>	17,506	17,230	10,000	13,780	6,000
10005140	5007	SAFETY EQUIP <i>life safety supplies and materials</i>	303	768	1,055	404	1,500
10005140	5111	PROFESSIONAL SERVICES <i>services under signed contract</i>	93,516	35,938	12,000	29,065	4,000
10005140	5123	R&M FACILITY MAINT <i>materials and supplies over \$500 for repair and maintenance</i>	42,029	23,042	4,000	3,929	4,000
10005140	5124	MAINTENANCE CONTRACT <i>services provided under a signed contract agreement</i>	0	37,554	17,065	19,922	18,000



## PW Facility Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005140	5132	JANITORIAL SERVICES	16,038	69,949	74,406	49,779	53,485
		<i>Cleaning services provided through the bidding process</i>					
10005140	5230	INFORMATION TECH	10,231	9,872	0	0	0
		<i>software security agreement as required by Software House</i>					
10005140	5311	TELEPHONES	0	570	0	0	0
10005140	5312	CELL PHONES	686	210	1,200	1,090	1,700
		<i>cell phone reimbursement for Facilities Mngr. and maintenance techs.</i>					
10005140	5321	ELECTRICITY	124,383	97,135	100,005	91,954	100,005
		<i>Electrical billing for municipal building and complex</i>					



## PW Facility Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005140	5322	NATURAL GAS  <i>natural gas heating and domestic hot water for municipal complex</i>	53,180	40,153	50,000	25,348	50,000
10005140	5323	WATER	5,112	8,941	6,830	6,921	8,000
10005140	5324	SEWER	4,468	2,781	2,810	1,969	2,900
10005140	5325	TRASH SERVICE  <i>* trash and recycling service through WM</i>	3,740	3,002	3,000	861	1,500
10005140	5352	EMPLOYEE MILAGE REIMB  <i>reimbursement for expenses related to ongoing education credits for job related studies.</i>	0	0	50	0	50



## PW Facility Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005140	5354	EMPLOYEE TRAINING	0	0	0	0	0
10005140	5355	EMPLOYEE CAREER DEVELOPMENT	15	175	3,000	0	3,000
		<i>allowance for employee training and career development.</i>					
10005140	5357	CLOTHING	0	0	930	179	1,800
		<i>uniform contracted service</i>					
10005140	5364	FUEL	1,975	1,725	1,500	1,963	2,000
		<i>Gasoline and diesel fuel for the Facilities sprinter van and Explorer.</i>					
10005140	5370	MINOR EQUIPMENT/FURNITURE	401	1,556	500	1,189	500
		<i>specialty tool and equipment purchases necessary to perform maintenance and repairs that would otherwise need to be</i>					



## PW Facility Maintenance

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005140	6123					
	FURNITURE & FIXTURES	1,480	0	500	0	500



## Department: FLEET MAINTENANCE

### Description and Responsibilities

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

### 2010 Accomplishments

Retired several vehicles and replaced with the following vehicles in 2010.

Admin	Police	S&P	S/W Field	S/W Plant	IT	Eng
(1) 2011 Ford Escape Hybrid	(2) 2010 Ford Crown Vics	(1) 2011 Ford F250 4x4 (1) 2010 Gledhill Plow	(1) 2011 Ford Escape Hybrids	(1) 2011 Ford Escape Hybrid	(1) 2011 Ford Escape Hybrid	(1) 2010 Chevy 2500 4x4

1. Established a routine vehicle detailing program
2. Received first set of hybrids and trained mechanics on maintenance
3. Hydraulic and computer overhaul on CAT 318
4. 98 Freightliner rebushed suspension and rear springs
5. Resolved two F550 winter related transmission issues
6. Upgraded wash bay with commercial vac and hotsy washing system
7. Rebuilt hydraulics and transmission in parks mower

### 2011 Goals

1. Fully develop finer parameters for vehicle replacement plan by Department.
2. Continue to utilize Municibid for online auctioning of vehicles and equipment.
3. Incorporate Auto Vehicle Locating equipment usage for preventative maintenance and fuel usage.

### 2011 Budget Highlights

1. Streets and Fleet Manager to work towards Certified Fleet Manager certification through APWA.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	2	3	3	3	3
No. of Part Time Employees	1	0	0	0	.5



## PW Fleet Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005150	4010	SALARIES-FULLTIME	0	90,196	84,822	82,555	90,828
10005150	4012	SALARIES-PART TIME	0	0	0	1,029	6,000
10005150	4015	OVERTIME	0	1,689	3,000	1,157	3,000
10005150	4021	SOCIAL SECURITY TAX	0	4,268	5,726	5,499	5,632
10005150	4022	MEDICARE	0	998	1,339	1,286	1,317



## PW Fleet Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005150	4023	WORKERS COMP	0	4,843	5,420	5,533	5,172
10005150	4041	PENSION NON UNIFORM	0	4,522	4,617	3,418	4,780
10005150	4051	HOSPITALIZATION	0	16,172	21,508	18,100	21,014
10005150	4052	VISION INSURANCE	76	197	205	183	220
10005150	4053	DENTAL INSURANCE	0	1,227	1,345	1,301	1,300



## PW Fleet Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005150	4054	457 CONTRIBUTIONS	0	3,207	4,617	4,107	4,541
10005150	4055	DISABILITY INSURANCE	0	223	277	239	256
10005150	4056	EMPLOYEE ASSISTANCE PRO	0	0	0	0	0
10005150	4057	LIFE INSURANCE	0	213	234	228	517
10005150	5001	OFFICE SUPPLIES	0	8	500	76	500



## PW Fleet Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005150	5002	SUBSCRIPTIONS/BOOKS	0	0	500	0	3,500
		<i>Employee certification (by IMSA) for street signage</i>					
10005150	5004	MATERIALS AND SUPPLIES	568	7,370	13,000	3,489	13,500
10005150	5007	SAFETY SUPPLIES	182	235	900	313	3,125
		<i>Safety supplies for shop mechanics</i>					
10005150	5111	PROFESSIONAL SERVICES	550	8,009	35,000	8,960	35,000
10005150	5121	R&M EQUIPMENT	168	1,833	0	338	0



## PW Fleet Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005150	5122	R&M VEHICLES	15,298	42,002	81,000	45,719	81,000
10005150	5312	CELL PHONES	0	301	500	430	500
10005150	5354	EMPLOYEE TRAINING	0	100	4,000	6	4,000
10005150	5356	EMPLOYEE DUES/MEMBERS	0	0	600	34	600
10005150	5357	CLOTHING	0	0	1,367	189	1,367

*contracted uniform costs for three FT mechanics*



## PW Fleet Maintenance

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
10005150	5370	MINOR EQUIPMENT/FURNITURE	1,708	7,276	7,000	1,347	3,000



## 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.

### 2010 Accomplishments

1. Developed and incorporated a maintenance plan for traffic islands.
2. Utilized Hansen reporting for field scheduling and maintenance.
3. Pesticide application license attained by Graham Park Crew Leader
4. Toro mower purchase for Graham Park reduced mowing time dramatically – appx 18 hours / week.

### 2011 Goals

1. Develop more efficient program measures for agricultural supply applications.
2. Increase communication with sports organizations for turf management program coordination and support.
3. Pesticide application license to be acquired by one full time laborer at Graham Park.
4. Parks and School pesticide applicator license to be acquired by Graham Park Crew Leader and Parks laborer.
5. Continue to monitor and excel at irrigation program management throughout all complexes and common areas.
6. Increase timeliness and reduce costs for ornamental mulch installation.
7. Improve waterpark PM program.

### 2011 Budget Highlights

1. Reduce installation contracting costs of ornamental mulch.
2. Grounds Maintenance Manager will allow proactive management of overall parks maintenance.
3. New sprayer / utility vehicle to increase efficiency of spraying operations across all parks.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	3	5	5	6	6
No. of Part Time Employees	10	10	16	10	10
No. Seasonals				10	10



## PW Parks Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005160	4010	SALARIES FULL TIME	187,293	220,188	247,600	195,246	180,921
10005160	4012	SALARIES PART TIME	83,779	120,132	115,000	111,933	155,200
10005160	4015	OVERTIME	11,383	25,261	15,000	16,331	0
10005160	4021	SOCIAL SECURITY	21,093	23,279	24,100	20,615	20,840
10005160	4022	MEDICARE	934	5,419	5,200	4,821	4,874



## PW Parks Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005160	4023	WORKERS COMP	12,860	19,035	22,300	22,765	18,698
10005160	4041	PENSION NON-UNIFORM	9,939	12,175	13,700	10,143	9,522
10005160	4051	HOSPITALIZATION	29,544	31,755	52,900	43,693	45,020
10005160	4052	VISION	361	460	600	428	406
10005160	4053	DENTAL	2,362	3,223	4,500	3,416	2,459



## PW Parks Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005160	4054	ICMA CONTRB	7,702	8,551	13,700	13,807	9,046
10005160	4055	DISABILITY INSURANCE	503	587	824	628	507
10005160	4057	LIFE INSURANCE	(11)	558	720	600	1,025
10005160	5004	MATERIALS AND SUPPLIES	1,978	226,732	40,000	42,948	40,000
		<i>sports facilities, repairs to park structures and grounds including playgrounds</i>					
10005160	5005	CLEANING SUPPLIES	2,116	4,281	8,000	5,369	6,000
		<i>janitorial and cleaning supplies for all parks including toiletries, disinfectants, paper products, trash liners</i>					



## PW Parks Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005160	5006	AGRICULTURAL SUPPLIES	25,390	71,489	60,000	97,568	107,000
		<i>Turf grass and grounds agricultural supplies</i>					
10005160	5007	SAFETY EQUIP	1,360	1,177	1,500	1,225	4,000
		<i>gloves, hearing protection, eye protection, hard hats, vests first aid supplies</i>					
10005160	5111	PROFESSIONAL SERVICES	13,421	26,097	15,000	27,964	20,000
		<i>contracts and services with a signed contract resurface basketball and tennis courts \$25,000</i>					
10005160	5121	R&M EQUIPMENT	6,973	18,215	20,000	13,780	20,000
		<i>Parts and repairs for all parks maint power equipment</i>					



## PW Parks Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005160	5123	R&M FACILITY MAINT	8,876	1,967	14,000	3,609	14,000
		<i>Repairs to parks structures and facilities including restrooms, storage buildings, offices, grounds</i>					
10005160	5124	MAINTENANCE CONTRACT	12,434	5,045	3,500	1,670	3,500
		<i>Contracted services for repairs and maintenance on parks</i>					
10005160	5311	TELEPHONES	0	332	500	0	0
		<i>office phone at Graham Park office</i>					
10005160	5312	CELL PHONES	100	430	1,000	860	2,000
		<i>cell phone reimbursement of 2 crew leaders, 1 mgr</i>					
10005160	5321	ELECTRICITY	29,760	63,120	30,000	56,200	47,000



## PW Parks Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005160	5323	WATER	16,299	6,731	20,000	4,228	10,000
10005160	5324	SEWER	2,260	3,266	3,500	2,400	3,500
10005160	5325	TRASH SERVICE	7,016	13,902	14,000	10,122	14,000
10005160	5332	EQUIP LEASE/RENTAL <i>rental equipment for maint, const and traffic control</i>	3,388	19,251	5,000	6,319	7,500
10005160	5355	EMPLOYEE CAREER DEVELOPMENT	2,648	115	3,500	509	3,500



## PW Parks Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005160	5357	CLOTHING	0	0	3,500	566	3,500
10005160	5370	MINOR EQUIP & FURN	11,612	5,042	5,000	8,307	7,500

*equipment less than \$4,000  
weed trimmers, chain saws, blowers, hand tools*



## Department: PUBLIC WORKS ADMINISTRATION

### Description and Responsibilities

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

### 2010 Accomplishments

1. Dramatically reduced loss time accidents for the Dept and implemented Department Safety Incentive Program
2. Maintained additional resource tracking on Parks Maintenance within Hansen and excel to analyze resource management.

### 2011 Goals

1. Incorporate more drill-like safety training across the Divisions to emphasize real world safety issues.
2. Changes in traffic management through observation and winter maintenance with GPS will have a direct effect on administration in 2011. We expect to fine tune management of these changes and incorporate into our program policies in response.

### 2011 Budget Highlights

1. Electricity will remain the utility to watch in 2011. Penn Power will move from MISO to PJM that could entail some regulatory fees we cannot forecast. Pooled approach to electric purchasing remains the Township's best approach.
2. New commodity pricing for regular and diesel fuel was entered through SHACOG.
3. Part Time database management assistant becomes full time.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	5	6	6	6	7
No. of Part Time Employees	2	1	2	1	0



## PW Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005170	4010	SALARIES FULL TIME	210,279	127,824	128,764	104,856	71,513
10005170	4012	SALARIES PART TIME	9,064	5,657	6,108	5,336	0
10005170	4015	OVERTIME	0	142	300	0	0
10005170	4021	SOCIAL SECURITY	17,194	11,625	8,362	7,508	4,434
10005170	4022	MEDICARE	724	2,719	1,956	1,756	1,037



## PW Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005170	4023	WORKERS COMP	10,515	5,757	6,481	6,616	245
10005170	4041	PENSION NON-UNIFORM	11,829	6,269	6,438	4,767	3,576
10005170	4051	HOSPITALIZATION	35,476	25,004	28,454	27,082	18,463
10005170	4052	VISION	405	254	276	246	185
10005170	4053	DENTAL	2,664	1,311	1,610	1,688	1,149



## PW Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005170	4054	ICMA CONTRB	10,195	8,139	6,438	4,515	3,576
10005170	4055	DISABILITY INSURANCE	485	266	399	333	188
10005170	4057	LIFE INSURANCE	140	522	694	647	380
10005170	5001	OFFICE SUPPLIES	2,059	2,555	2,500	1,461	2,500
10005170	5004	MATERIALS & SUPPLIES	3,573	3,682	4,000	5,453	4,000



## PW Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005170	5005	CLEANING SUPPLIES	2,087	2,483	2,600	3,258	13,500
10005170	5006	AGRICULTURAL SUPPLIES	0	586	0	0	0
10005170	5007	SAFETY EQUIP	854	4,118	3,500	1,419	6,500
10005170	5111	PROFESSIONAL SERVICES	61,309	15,860	17,000	9,570	37,000
10005170	5121	R&M EQUIPMENT	0	0	1,000	16	1,000



## PW Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005170	5122	R&M VEHICLES	29,014	0	0	27	0
10005170	5123	R&M FACILITY MAINT	10,261	4,424	2,000	4,629	4,500
10005170	5124	MAINTENANCE CONTRACTS	0	7,567	13,000	3,987	35,000
		<i>signed contracted services split with s&amp;w</i>					
10005170	5132	JANITORIAL SERVICES	1,972	7,684	5,628	4,780	24,000
10005170	5230	INFORMATION TECH	56,858	53,076	110,514	0	123,842



## PW Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005170	5311	TELEPHONE SERVICES	2,298	4,685	1,000	0	0
10005170	5312	CELL PHONES	2,080	1,962	1,300	1,546	2,000
		<i>Directors monthly blackberry service</i>					
10005170	5321	ELECTRICITY	12,411	16,852	18,000	15,489	18,000
10005170	5322	NATURAL GAS	3,645	16,180	20,000	11,885	18,000
10005170	5323	WATER	199	745	1,200	549	1,200



## PW Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005170	5324	SEWER	961	1,015	1,200	651	1,200
10005170	5325	TRASH SERVICE	1,095	2,327	2,200	646	2,200
10005170	5332	EQUIPMENT LEASES	0	0	0	0	0
10005170	5353	EMPLOYEE MEETING /CONFER	104	627	500	859	3,000
10005170	5354	EMPLOYEE TRAINING	60	730	4,200	2,462	4,200



## PW Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005170	5355	EMPLOYEE CAREER DEVELOPMENT	3,122	1,777	0	0	0
10005170	5356	EMP DUES & MEMBERSHIP	689	312	1,100	361	1,100
10005170	5357	CLOTHING & UNIFORMS	5,916	11,103	0	6,074	0
10005170	5364	FUEL	62,712	59,325	65,000	41,924	65,000
10005170	5370	MINOR EQUIP & FURN	5,395	0	0	0	500



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 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. The Department includes the Township Engineer, which oversees the technical design reviews and bond releases for all proposed developments within 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.

2010 Accomplishments

1. Completed Landscape Construction of Ehrman-Garvin Connector
2. Completed the design of the Commonwealth Pump Station
3. Completed the design of the Executive Drive Waterline Upgrade
4. Managed the public bidding of Nineteen (19) township projects, services and procurements
5. Competed the Joint Driveway between St. Ferdinand's Church and the Cranberry Township Municipal Center

2011 Goals

1. Manage the Construction of the Municipal Driveway Signal
2. Manage the Construction of the Graham Park Drive Signal
3. Manage the Construction of the Commonwealth Pump Station
4. Manage the Construction of the Freedom Road (Haldeman Drive to Bucks Road) Roadway and Pedestrian Corridor
5. Manage the Completion of the Peters Road/Franklin Road Traffic Signal
6. Complete the Design and Begin Construction of the Northwest Connector Project

2011 Budget Highlights

1. The Transportation Improvements Plan Update is Planned for 2011
2. Municipal Driveway Signal
3. Northwest Connector
4. Graham Park Culvert Joint Permit
5. Freedom Road (Haldeman Drive to Bucks Road) Roadway and Pedestrian Corridor

Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	6	6	4	4	4
No. of Part Time Employees	5	1	1	2	1



## Eng Contract Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005210	4010	SALARIES FULL TIME	4,883	47,224	52,095	42,286	53,733
10005210	4012	SALARIES PART TIME	0	4,570	0	0	6,400
10005210	4015	OVERTIME	0	0	500	0	0
10005210	4021	SOCIAL SECURITY	0	3,441	5,864	2,930	3,331
10005210	4022	MEDICARE	0	805	1,371	698	779



## Eng Contract Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005210	4023	WORKERS COMP	0	747	841	863	183
10005210	4041	PENSION NON-UNIFORM	0	2,562	2,631	1,948	2,686
10005210	4051	HOSPITALIZATION	4,566	11,169	13,437	13,097	13,951
10005210	4052	VISION	53	119	126	111	133
10005210	4053	DENTAL	343	780	882	827	827



## Eng Contract Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005210	4054	ICMA CONTRB	0	2,426	2,631	2,281	2,686
10005210	4055	DISABILITY INSURANCE	66	132	162	135	140
10005210	4057	LIFE INSURANCE	115	251	275	257	264
10005210	5001	OFFICE SUPPLIES	105	0	1,300	967	600
10005210	5004	MATERIALS & SUPPLIES	582	1,105	200	275	1,000



## Eng Contract Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005210	5007	SAFETY SUPPLIES	0	0	700	0	500
10005210	5111	PROFESSIONAL SERVICES	4,617	66,874	108,750	33,556	113,995
10005210	5133	LEGAL SERVICES	0	0	1,000	15	500
10005210	5134	OTHER SERVICES	313	0	1,750	20	1,750
10005210	5230	INFORMATION TECH	0	60,796	52,642	0	51,256



## Eng Contract Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005210	5311	TELEPHONE SERVICES	210	1,424	1,424	0	1,424
10005210	5312	CELL PHONES	0	1,651	2,520	2,229	2,920
10005210	5354	EMPLOYEE TRAINING	774	0	6,000	374	5,000
10005210	5355	EMPLOYEE CAREER DEVELOPMENT	540	360	0	90	0
10005210	5356	EMP DUES & MEMBERSHIP	39	812	550	535	550



## Eng Contract Administration

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005210	5364	FUEL	354	1,288	0	2,660	0
10005210	6123	FURNITURE & FIXTURES	0	0	500	0	0



## Eng Plan & Review Inspections

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005220	4010	SALARIES FULL TIME	123,865	38,377	41,220	33,337	42,933
10005220	4012	SALARIES - PART TIME	48,222	12,506	0	3,665	0
10005220	4015	OVERTIME	230	240	0	0	0
10005220	4021	SOCIAL SECURITY	13,520	4,952	2,554	2,455	2,662
10005220	4022	MEDICARE	617	1,158	598	599	623



## Eng Plan & Review Inspections

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005220	4023	WORKERS COMP	1,896	327	368	376	146
10005220	4041	PENSION NON-UNIFORM	11,475	2,006	2,060	1,525	2,147
10005220	4051	HOSPITALIZATION	21,087	9,137	9,381	9,729	9,739
10005220	4052	VISION	267	93	84	86	89
10005220	4053	DENTAL	1,392	607	588	643	551



## Eng Plan & Review Inspections

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005220	4054	ICMA CONTRB	6,103	3,000	2,060	1,828	2,147
10005220	4055	DISABILITY INSURANCE	290	123	128	126	112
10005220	4057	LIFE INSURANCE	0	234	217	239	211
10005220	5004	MATERIALS & SUPPLIES	3,873	5	0	(350)	0
10005220	5007	SAFETY EQUIP	137	42	0	0	0



## Eng Plan & Review Inspections

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005220	5111	PROFESSIONAL SERVICES	95,168	7,732	10,000	2,564	10,000
10005220	5114	ENGINEERING & ARCHITECT SV	5,645	748	0	0	0
10005220	5133	LEGAL SERVICES	549	0	0	0	0
10005220	5230	INFORMATION TECH	88,153	0	0	0	0
10005220	5311	TELEPHONE SERVICES	1,153	0	0	0	0



## Eng Plan & Review Inspections

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005220	5312	CELL PHONES	3,444	145	0	0	0
10005220	5355	EMPLOYEE CAREER DEVELOPMENT	698	0	0	0	0
10005220	5356	EMP DUES & MEMBERSHIP	472	308	0	0	0
10005220	5364	FUEL	1,961	0	0	0	0
10005220	5370	MINOR EQUIP & FURN	30,873	0	0	0	0



## Eng Resident Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005240	4010	SALARIES FULL TIME	0	40,661	41,203	33,796	42,276
10005240	4012	SALARIES PART TIME	0	0	0	0	0
10005240	4015	OVERTIME	0	0	0	0	0
10005240	4021	SOCIAL SECURITY	0	2,498	2,555	2,217	3,018
10005240	4022	MEDICARE	0	584	598	537	706



## Eng Resident Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005240	4023	WORKERS COMP	0	328	369	377	166
10005240	4041	PENSION NON-UNIFORM	0	2,006	2,060	1,525	2,114
10005240	4051	HOSPITALIZATION	0	7,018	10,092	7,446	10,478
10005240	4052	VISION	0	73	91	68	96
10005240	4053	DENTAL	0	477	638	505	597



## Eng Resident Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005240	4054	ICMA CONTRB	0	1,913	2,060	1,800	2,114
10005240	4055	DISABILITY INSURANCE	0	86	128	89	110
10005240	4057	LIFE INSURANCE	0	165	217	169	208
10005240	5001	OFFICE SUPPLIES	0	0	0	0	0
10005240	5004	MATERIALS & SUPPLIES	0	55	0	0	0



## Eng Resident Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005240	5111	PROFESSIONAL SERVICES	0	532	5,000	1,240	5,000
10005240	5133	LEGAL SERVICES	0	0	0	0	0
10005240	5230	INFORMATION TECH	0	0	0	0	0
10005240	5311	TELEPHONE SERVICES	0	0	0	0	0
10005240	5312	CELL PHONES	0	0	0	0	0



## Eng Resident Support

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10005240	5355	EMPLOYEE CAREER DEVELOPMENT	0	0	0	0	0
10005240	5356	EMP DUES & MEMBERSHIP	0	0	0	0	0
10005240	5364	FUEL	0	169	2,000	0	2,000
10005240	6123	FURNITURE & FIXTURES	0	0	0	0	0



## Department: PARKS AND RECREATION

### Description and Responsibilities

The Cranberry Township Department of Parks & 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.

### 2010 Accomplishments

1. Achieved projected revenues and reduced expenses while offering high level of quality for programs and services.
2. Initiated a partnership with Little Linguists to offer language programs and training for staff.
3. Assisted the Cranberry Township Community Chest with management and operation of its Community Days event in Community Park.
4. In 2010, we served 15,240 participants in our Parks and Recreation programming and 62,770 guests at the Waterpark.

### 2011 Goals

1. Maintain a high level of programs and services, but continue to control expenses.
2. Improve communication and outreach to customers to promote and evaluate programs.
3. Develop new programming and opportunities for the community.

### 2011 Budget Highlights

1. This budget is projecting increased participation in Adult Programming highlighted by the Aerobics and Ballroom Dancing programs.
2. This budget reflects an emphasis on maintaining services and participation while increasing earned revenue.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	3.5	3.5	3.5	3.5	3.5
No. of Part Time Employees	85	86	86	85	85

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



## P&R Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006210	4010	SALARIES FULL TIME	167,508	119,525	177,630	147,705	182,075
		<i>3.5 Full Time Employees</i>					
		<i>M. Diehl, C.Border (50%) , P. Kovach, K.Yocum</i>					
10006210	4012	SALARIES PART TIME	129,514	33,633	61,070	59,750	73,349
		<i>Customer Service, Site Supervisors, Play Center Staff</i>					
10006210	4015	OVERTIME	1,977	0	500	60	0
10006210	4021	SOCIAL SECURITY	21,940	9,591	14,861	13,432	15,836
10006210	4022	MEDICARE	826	2,273	3,476	3,176	3,704



## P&R Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006210	4023	WORKERS COMP	24,992	8,749	14,070	14,363	13,760
10006210	4041	PENSION NON-UNIFORM	8,242	5,702	8,932	6,613	9,104
10006210	4051	HOSPITALIZATION	20,023	11,266	44,015	39,533	45,698
10006210	4052	VISION	356	195	410	296	440
10006210	4053	DENTAL	1,376	744	2,730	2,397	2,627



## P&R Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006210	4054	ICMA CONTRB	8,409	5,921	8,932	7,732	9,104
10006210	4055	DISABILITY INSURANCE	457	286	550	450	473
10006210	4057	LIFE INSURANCE	143	605	1,066	853	896
10006210	5001	OFFICE SUPPLIES	4,570	3,657	5,000	3,794	4,000
10006210	5004	MATERIALS & SUPPLIES	20,092	14,437	4,000	13,265	18,000

*Materials and Supplies includes Credit/Debit Card Charges.*



## P&R Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006210	5111	PROFESSIONAL SERVICES	2,938	6,171	20,000	3,956	5,000
<i>Debit Card and Credit Card Charges were budgeted to this account in 2010. The Correct account for these charges is 6210-5004</i>							
10006210	5230	INFORMATION TECH	66,908	81,064	72,663	0	72,689
10006210	5311	TELEPHONE SERVICES	2,378	4,467	0	0	0
10006210	5312	CELL PHONES	1,299	1,784	1,800	1,952	3,000
10006210	5351	EMP RECRUITING	326	0	1,000	0	1,000



## P&R Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006210	5354	EMPLOYEE TRAINING	0	748	2,500	1,202	1,500
10006210	5355	EMPLOYEE CAREER DEVELOPMENT	3,666	0	1,000	0	1,000
10006210	5356	EMP DUES & MEMBERSHIP	545	980	1,000	498	1,000
10006210	5362	PRINTING	17,606	12,186	10,000	14,765	25,000
<i>Printing and Distribution of Recreation Program Guides.</i>							
10006210	5364	FUEL	437	250	500	130	500



## P&R Operations

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006210	5370 MINOR EQUIPMENT/FURNITURE	0	351	2,500	(773)	2,500

*Purchase of folding chairs for Activity Rooms.  
Office Furniture needed for office renovations.*



## P&R Early Childhood Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006220	4010	SALARIES-FULLTIME	0	3,853	0	0	0
10006220	4012	SALARIES-PART TIME	34,578	78,802	80,000	59,488	91,300
10006220	4015	OVERTIME	0	27	0	0	0
10006220	4021	SOCIAL SECURITY TAX	2,625	5,128	5,000	3,688	5,661
10006220	4022	MEDICARE	325	1,199	1,200	863	1,324



## P&R Early Childhood Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006220	4023	WORKERS COMP	0	5,027	2,050	2,093	4,939
10006220	4041	PENSION NON UNIFORM	0	202	0	0	0
10006220	4051	HOSPITALIZATION	0	7	0	0	0
10006220	4052	VISION INSURANCE	0	13	0	0	0
10006220	4054	457 CONTRIBUTIONS	0	193	0	0	0



## P&R Early Childhood Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006220	4055	DISABILITY INSURANCE	0	10	0	1	0
10006220	4057	LIFE INSURANCE	0	25	0	2	0
10006220	5004	MATERIALS/SUPPLIES	8,475	9,295	14,000	10,680	12,000
10006220	5111	PROFESSIONAL SERVICES	6,548	22,170	21,000	14,165	21,000
10006220	5351	EMPLOYEE RECRUTING	0	0	250	0	250



## P&R Early Childhood Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006220	5354	EMPLOYEE TRAINING	0	0	500	0	500
10006220	5356	EMPLOYEE DUES/MEMBERS	0	0	150	0	500
10006220	5362	PRINTING	1,631	1,615	0	0	0



## P&R Youth Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006230	4010	SALARIES-FULLTIME	0	25,984	0	(461)	0
10006230	4012	SALARIES-PART TIME	161,651	100,744	135,000	88,938	105,000
10006230	4015	OVERTIME	0	337	1,000	948	1,000
10006230	4021	SOCIAL SECURITY TAX	9,990	7,919	8,400	5,591	6,510
10006230	4022	MEDICARE	124	1,852	2,000	1,308	1,522



## P&R Youth Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006230	4023	WORKERS COMP	0	8,662	6,080	6,207	5,680
10006230	4041	PENSION NON UNIFORM	0	1,301	0	0	0
10006230	4051	HOSPITALIZATION	0	7,072	0	0	0
10006230	4052	VISION INSURANCE	0	93	0	71	0
10006230	4053	DENTAL INSURANCE	0	520	0	0	0



## P&R Youth Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006230	4054	457 CONTRIBUTIONS	0	1,280	0	0	0
10006230	4055	DISABILITY INSURANCE	0	65	0	6	0
10006230	4057	LIFE INSURANCE	0	136	0	117	0
10006230	5004	MATERIALS/SUPPLIES	43,808	19,909	28,250	18,437	25,000
10006230	5111	PROFESSIONAL SERVICES	817	22,816	25,000	23,771	27,000



## P&R Youth Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006230	5312	CELL PHONES	0	0	500	0	500
10006230	5354	EMPLOYEE TRAINING	0	0	1,600	0	1,200
10006230	5357	CLOTHING	0	(180)	500	(224)	500
10006230	5362	PRINTING	1,595	1,615	0	0	0



## P&R Adult Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006240	4010	SALARIES-FULLTIME	0	7,705	0	(240)	0
10006240	4012	SALARIES-PART TIME	49,392	52,572	30,000	42,026	42,500
10006240	4015	OVERTIME	0	8	0	85	0
10006240	4021	SOCIAL SECURITY TAX	2,750	3,735	1,900	2,626	2,635
10006240	4022	MEDICARE	88	873	450	614	616



## P&R Adult Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006240	4023	WORKERS COMP	0	2,288	3,124	3,189	2,299
10006240	4041	PENSION NON UNIFORM	0	385	0	0	0
10006240	4051	HOSPITALIZATION	0	1,184	0	0	0
10006240	4052	VISION INSURANCE	0	27	0	0	0
10006240	4053	DENTAL INSURANCE	0	87	0	0	0



## P&R Adult Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006240	4054	457 CONTRIBUTIONS	0	375	0	0	0
10006240	4055	DISABILITY INSURANCE	0	19	0	3	0
10006240	4057	LIFE INSURANCE	0	49	0	4	0
10006240	5004	MATERIALS/SUPPLIES	3,573	2,439	5,000	2,289	5,000
10006240	5351	EMPLOYEE RECRUTING	0	0	250	0	250



## P&R Adult Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006240	5354	EMPLOYEE TRAINING	0	0	500	0	500
10006240	5356	EMPLOYEE DUES/MEMBERS	0	0	250	99	250
10006240	5362	PRINTING	1,487	1,615	0	0	0



## P&R Family Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006250	4010	SALARIES-FULLTIME	0	7,705	0	(240)	0
10006250	4012	SALARIES-PART TIME	328	3,915	1,000	0	1,000
10006250	4015	OVERTIME	0	8	0	0	0
10006250	4021	SOCIAL SECURITY TAX	9	719	62	0	62
10006250	4022	MEDICARE	2	168	15	0	15



## P&R Family Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006250	4023	WORKERS COMP	0	765	502	512	54
10006250	4041	PENSION NON UNIFORM	0	385	0	0	0
10006250	4051	HOSPITALIZATION	0	1,184	0	0	0
10006250	4052	VISION INSURANCE	0	27	0	0	0
10006250	4053	DENTAL INSURANCE	0	87	0	0	0



## P&R Family Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006250	4054	457 CONTRIBUTIONS	0	374	0	0	0
10006250	4055	DISABILITY INSURANCE	0	19	0	2	0
10006250	4057	LIFE INSURANCE	0	43	0	4	0
10006250	5004	MATERIALS/SUPPLIES	4,660	4,190	2,000	2,954	2,000
<i>Event supplies and refreshments for Morning with Mr. Bunny, Spookapalooza and Milk &amp; Cookies with Santa.</i>							
10006250	5111	PROFESSIONAL SERVICES	1,000	646	1,000	1,845	1,000



## P&R Family Programs

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006250	5362	PRINTING	1,451	1,615	0	0



## P&R Teen Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006260	4010	SALARIES-FULLTIME	0	3,656	0	(44)	0
10006260	4012	SALARIES-PART TIME	0	3,915	500	0	200
10006260	4015	OVERTIME	0	8	0	0	0
10006260	4021	SOCIAL SECURITY TAX	0	478	31	0	12
10006260	4022	MEDICARE	0	112	8	0	3



## P&R Teen Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006260	4023	WORKERS COMP	0	492	501	511	11
10006260	4041	PENSION NON UNIFORM	0	184	0	0	0
10006260	4051	HOSPITALIZATION	0	1,178	0	0	0
10006260	4052	VISION INSURANCE	0	13	0	0	0
10006260	4053	DENTAL INSURANCE	0	87	0	0	0



## P&R Teen Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006260	4054	457 CONTRIBUTIONS	0	181	0	0	0
10006260	4055	DISABILITY INSURANCE	0	9	0	1	0
10006260	4057	LIFE INSURANCE	0	24	0	2	0
10006260	5004	MATERIALS/SUPPLIES	0	0	1,000	0	200



## P&R Senior Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006270	4012	SALARIES-PART TIME	0	3,915	0	0	0
10006270	4021	SOCIAL SECURITY TAX	0	243	0	0	0
10006270	4022	MEDICARE	0	57	0	0	0
10006270	4023	WORKERS COMP	0	269	0	0	0
10006270	4055	DISABILITY INSURANCE	0	0	0	0	0



## P&R Senior Programs

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006270	4057	LIFE INSURANCE	0	6	0	5	0
10006270	5111	PROFESSIONAL SERVICES	0	3,000	5,000	3,000	5,000
10006270	5362	PRINTING	1,451	0	0	0	0
10006270	5370	MINOR EQUIPMENT/FURNITURE	0	0	0	0	0



## P&R Community Events

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006280	4010	SALARIES-FULLTIME	0	7,712	0	(240)	0
10006280	4012	SALARIES-PART TIME	0	7,831	0	0	0
10006280	4021	SOCIAL SECURITY TAX	0	961	0	0	0
10006280	4022	MEDICARE	0	225	0	0	0
10006280	4023	WORKERS COMP	0	916	0	0	0



## P&R Community Events

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006280	4041	PENSION NON UNIFORM	0	385	0	0	0
10006280	4051	HOSPITALIZATION	0	1,184	0	0	0
10006280	4052	VISION INSURANCE	0	27	0	0	0
10006280	4053	DENTAL INSURANCE	0	87	0	0	0
10006280	4054	457 CONTRIBUTIONS	0	374	0	0	0



## P&R Community Events

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006280	4055	DISABILITY INSURANCE	0	19	0	3	0
10006280	4057	LIFE INSURANCE	0	49	0	4	0
10006280	5004	MATERIALS AND SUPPLIES	0	11,458	10,000	3,864	5,000
10006280	5111	PROFESSIONAL SERVICES	0	17,496	25,000	14,725	21,000
10006280	5134	OTHER OPERATING SVS	13,611	0	0	30,015	0



## P&R Community Events

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006280	5362 PRINTING	1,451	28	0	0	0



## P&R Facility Maintenance

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
10006290	5004	MATERIALS AND SUPPLIES	0	0	2,000	0	2,000
10006290	5111	PROFESSIONAL SERVICES	0	3,300	4,000	0	4,000



## P&R Special Projects

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
10006295	5004					
	MATERIALS/SUPPLIES	11,301	46	0	214	0
	<i>Copyright License for Broadcast Music and concerts</i>					
	<b>Grand Total:</b>	<b>13,466,367</b>	<b>15,274,357</b>	<b>16,900,604</b>	<b>11,716,366</b>	<b>16,835,202</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.



## Tip East

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
21108510	3410	INTEREST EARNING	(141,123)	(92,049)	(30,000)	(23,265)	(15,000)
		<i>Interest earnings on investments.</i>					
21108510	3855	MISCELLANEOUS REV	0	0	0	0	0
21108510	3872	CONTRIBUTIONS	(1,836,392)	(446,677)	(490,000)	(82,820)	(193,000)
		<i>Fees 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
21108510	3922	TRANSFER FROM OTHER	0	0	(45,386)	0	0
		<i>Annual payment for trash carts from Solid Waste Fund.</i>					
<b>Grand Total:</b>			<b>(1,977,515)</b>	<b>(538,726)</b>	<b>(565,386)</b>	<b>(106,085)</b>	<b>(208,000)</b>



## Tip East

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
21108510	5004	MATERIALS & SUPPLIES	135,933	5,084	0	4,048	0
21108510	5111	PROFESSIONAL SERVICES	197,680	148,323	0	208,446	0
21108510	6125	INFRASTRUCTURE	0	325,083	900,000	386,016	580,000
<i>Franklin/Peters Ehrman/Rt. 19 traffic signal</i>							
<b>Grand Total:</b>			<b>333,612</b>	<b>478,490</b>	<b>900,000</b>	<b>598,510</b>	<b>580,000</b>



## 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.



## Tip West

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
21118520	3410	INTEREST EARNING		(16,033)	(3,073)	(3,000)	(474)	(500)
		<i>Interest earned on investments.</i>						
21118520	3872	CONTRIBUTIONS		(176,280)	(332,255)	(73,000)	(664,166)	(520,000)
		<i>Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.</i>						
21118520	3922	TRANSFER FROM OTHER	0	0	0	0	0	0
<b>Grand Total:</b>			<b>(192,313)</b>	<b>(335,328)</b>	<b>(76,000)</b>	<b>(664,640)</b>	<b>(520,500)</b>	



## Tip West

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
21118520	5004	MATERIALS & SUPPLIES	31,985	181	0	0	0
21118520	5114	ENGINEERING & ARCHITECT SV	88,749	166,631	0	84,612	0
21118520	6125	INFRASTRUCTURE <i>NW Connector, Heights Dr. Traffic Calming</i>	0	4,167	400,000	90,300	680,000
<b>Grand Total:</b>			<b>120,734</b>	<b>170,979</b>	<b>400,000</b>	<b>174,912</b>	<b>680,000</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.



## Recreation Fees

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
21128530	3410	INTEREST EARNING	(369)	(733)	(700)	(156)	(200)
		<i>Interest earned on investments.</i>					
21128530	3854	TRANSFER FROM GEN FUND	0	0	0	0	0
21128530	3872	CONTRIBUTIONS	(167,700)	(87,047)	(119,700)	(129,546)	(98,800)
		<i>Fees paid by developments in lieu of recreational land dedication.</i>					
<b>Grand Total:</b>			<b>(168,069)</b>	<b>(87,780)</b>	<b>(120,400)</b>	<b>(129,702)</b>	<b>(99,000)</b>



## Recreation Fees

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
21128530	5416	0	0	0	0	175,000
<b>Grand Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175,000</b>



## Developers' Contributions

### **Description of Fund:**

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



## Developers Contributions

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
21148540	3410	INTEREST	(37,025)	(21,565)	(20,000)	(3,061)	(3,000)
21148540	3855	MISC REVENUE	0	0	(45,386)	0	0
21148540	3872	CONTRIBUTIONS	(187,485)	(97,752)	(75,000)	(499,645)	(447,800)
<b>Grand Total:</b>			<b>(224,510)</b>	<b>(119,317)</b>	<b>(140,386)</b>	<b>(502,706)</b>	<b>(450,800)</b>



## Developers Contributions

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
21148540	5446	MISC EXPENDITURES	504	1,078	0	0	0
21148540	5447	MISCELLANEOUS REFUNDS	0	0	0	0	0
21148540	6111	RIGHT OF WAY PURCHASE	0	0	0	0	0
21148540	6125	INFRASTRUCTURE	18,453	0	8,000	84,248	460,000
		<i>Graham Park Signal, Marshall Rd., Ehrman Rd. Signal Freedom Road</i>					
21148540	6202	INTERFUND TRANSFERS	0	0	0	0	0
<b>Grand Total:</b>			<b>18,957</b>	<b>1,078</b>	<b>8,000</b>	<b>84,248</b>	<b>460,000</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.



## State Liquid Fuels

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
23108550	3410	INTEREST	(12,865)	(1,238)	(2,000)	(237)	(300)
<i>Interest earnings on investments.</i>							
23108550	3553	LIQUID FUELS TAX	(578,185)	(562,824)	(541,740)	(541,070)	(540,717)
<i>Liquid fuels allocation (534,837) and turnback maintenance (5,880)</i>							
<b>Grand Total:</b>			<b>(591,050)</b>	<b>(564,062)</b>	<b>(543,740)</b>	<b>(541,307)</b>	<b>(541,017)</b>



## State Liquid Fuels

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
23108550	5366	CONTRACTED MAINTENANCE	320,564	554,183	543,740	152,153	540,000
<i>Annual contracted road resurfacing projects.</i>							
23108550	5447	REFUND FROM GENERAL FUND	0	0	0	0	0
23108550	6117	PAVING	375,638	0	0	0	0
<b>Grand Total:</b>			<b>696,202</b>	<b>554,183</b>	<b>543,740</b>	<b>152,153</b>	<b>540,000</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.



# Library

## Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24106100	3011	REAL ESTATE CURRENT	(243,947)	(245,963)	(253,292)	(248,533)	(257,110)
		<i>.75 mill @ 349,810 (98% collection)</i>					
24106100	3012	REAL ESTATE PRIOR YEAR	0	(953)	(1,000)	(547)	(1,000)
		<i>Prior year taxes collected by the tax collector. (billed for/in 2010 but collected in 2011)</i>					
24106100	3014	REAL ESTATE DELINQUENT	(3,951)	(5,370)	(3,000)	0	(3,000)
		<i>Delinquent property tax collected by Butler county Tax Claim Bureau.</i>					
24106100	3015	REAL ESTATE INTERIM	(2,203)	(927)	(2,000)	(1,015)	(2,000)
		<i>Interim tax billing for properties added to the tax duplicate after January 2011.</i>					
24106100	3410	INTEREST INCOME	(4,122)	(1,143)	(1,000)	(150)	(200)
		<i>Interest income on investments.</i>					
<b>Grand Total:</b>			<b>(254,223)</b>	<b>(254,355)</b>	<b>(260,292)</b>	<b>(250,245)</b>	<b>(263,310)</b>



## Library

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24106100	4010	SALARIES-FULLTIME	0	221,473	0	205,136	0
24106100	4012	SALARIES-PART TIME	0	62,174	0	68,648	0
24106100	4021	SOCIAL SECURITY TAX	0	17,586	0	16,975	0
24106100	4022	MEDICARE	0	4,113	0	3,970	0
24106100	4059	403B	0	6,814	0	8,101	0



# Library

## Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24106100	5132	JANITORIAL SERVICE	3,582	3,780	3,000	724	3,000
<i>Includes the daily cleaning of the library as well as carpet and windows on a quarterly basis.</i>							
24106100	5230	INFROMATION TECH SVS	0	0	0	0	0
24106100	5311	TELEPHONE SERVICES	844	13	700	0	0
24106100	5321	ELECTRICITY	23,411	16,993	20,000	17,377	20,000
24106100	5445	CONTRIBUTIONS	227,600	237,891	236,592	157,728	240,310
<i>May 2011 80,103</i> <i>August 2011 80,103</i> <i>November 2011 80,103</i>							



## Library

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24106100	6115	BUILDING IMPROVEMENTS	1,500	9,000	0	200	0
24106100	6123	FURNITURE & FIXTURES	0	0	0	0	0
<b>Grand Total:</b>			<b>256,937</b>	<b>579,837</b>	<b>260,292</b>	<b>478,858</b>	<b>263,310</b>



#### Department: FIRE OPERATIONS – COMPANY AND BRIGADE

##### 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 52 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 30 members who belong to the company side who serve in support functions and an additional 27 ladies that assist 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 7 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.

##### 2010 Accomplishments

1. Recruited 5 new members
2. Held budget at 2009 levels
3. Increased preplanning of commercial properties
4. Increased fire safety and prevention outreach in the community
5. Increased participation in our current Health and Wellness Program for our members

##### 2011 Goals

1. Continue with recruitment and retention of members
2. Continue building capital fund.
3. Continue training and education efforts.

##### 2011 Budget Highlights

1. Held budget at 2009 level.

##### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	1	1	1	1	1
No. of Part Time Employees					



## Fire Operations Company

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	3011	REAL ESTATE CURRENT	(365,913)	(367,277)	(378,250)	(371,114)	(383,951)
		<i>1.12 mills @ \$349,810 (98% collection)</i>					
24204210	3012	REAL ESTATE PRIOR YEAR	0	(1,429)	(2,000)	(816)	(1,000)
		<i>Prior year real estate tax collected by the tax collector (billed in/for 2010 but collected in 2011)</i>					
24204210	3014	REAL ESTATE DELINQUENT	(5,927)	(8,055)	(3,500)	0	(3,500)
		<i>Delinquent property tax collected by Butler County Tax Claim Bureau.</i>					
24204210	3015	REAL ESTATE INTERIM	(3,304)	(1,384)	(3,000)	(1,516)	(3,000)
		<i>Interim tax billing for properties added to tax duplicate after January 2011.</i>					
24204210	3410	INTEREST INCOME	(7,852)	(1,653)	(2,500)	(212)	(318)
		<i>Interest on investments.</i>					



## Fire Operations Company

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	3510 FEDERAL GRANTS	0	0	0	0	0
24204210	3950 REFUND PRIOR YR EXP	0	0	0	(1,287)	0



## Fire Operations Brigade

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204220 3852	CONTRIBUTIONS/DONATIONS	0	0	0	(5,000)	0
<b>Grand Total:</b>		<b>(382,996)</b>	<b>(379,799)</b>	<b>(389,250)</b>	<b>(379,945)</b>	<b>(391,769)</b>



## Fire Operations Company

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	4010	SALARIES FULL TIME	38,056	39,508	40,754	35,277	41,712
		<i>Salary for Aministrative Assistant, M. Nanna</i>					
24204210	4021	SOCIAL SECURITY	2,866	2,483	2,527	2,163	2,586
		<i>The employeer share of FICA is based on 6.2% of salary.</i>					
24204210	4022	MEDICARE	119	581	591	506	605
		<i>The employeer share of Medicare is based on 1.45% of salary.</i>					
24204210	4023	WORKERS COMP	1,825	134	151	154	160
		<i>Workers' Compensation Insurance costs for employees.</i>					
24204210	4041	PENSION NON-UNIFORM	1,907	1,984	2,038	1,509	2,085
		<i>Non-uniform pension contribution is based on 5% of salary.</i>					



## Fire Operations Company

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	4051	HOSPITALIZATION	10,831	13,591	16,339	15,072	16,963
		<i>Medical Insurance costs.</i>					
24204210	4052	VISION	120	132	138	123	148
		<i>Vision insurance costs.</i>					
24204210	4053	DENTAL	769	867	978	919	919
		<i>Dental Insurance costs.</i>					
24204210	4054	ICMA CONTRB	1,903	1,975	2,038	1,764	2,085
		<i>Contribution to 457 Plan based on 5% of salary for full time employees.</i>					
24204210	4055	DISABILITY INSURANCE	103	100	126	104	108
		<i>Long term disability insurance for full time employees.</i>					



## Fire Operations Company

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	4057	LIFE INSURANCE	32	189	214	198	205
		<i>Life insurance costs for full time employees.</i>					
24204210	5001	OFFICE SUPPLIES	2,742	2,447	3,000	1,398	3,000
		<i>General office supplies, cartridges, paper, folders, etc. for 2 stations.</i>					
24204210	5004	MATERIALS & SUPPLIES	34,318	9,135	13,500	4,694	12,600
		<i>Day to day fire operations NFPA testing on apparatus, ladders, tower Maintenance and testing of SCBA compressor. Maintenance and testing of SCBA faceplates. Photo record of fire calls, training and company functions. Discs for digital cameras. Annual awards and membership meeting.</i>					
24204210	5005	CLEANING SUPPLIES	1,240	205	1,250	1,148	1,250
		<i>General cleaning supplies for 2 stations. Paper towels. Toilet tissue.</i>					



## Fire Operations Company

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	5007	SAFETY	1,605	0	0	0	0
24204210	5111	PROFESSIONAL SERVICES	23,559	11,271	9,000	9,878	9,000
		<i>Contracted services for pest control, overhead bay doors, Sprinkler testing, preventative maintenance.</i>					
24204210	5112	ACCOUNTING & AUDITING SVS	0	4,780	5,000	935	5,000
		<i>Professional audit of company funds.</i>					
24204210	5121	R&M EQUIPMENT	30,933	683	8,500	341	8,300
		<i>Maintennance of pagers, portable radios, mobile radios, and base stations.</i>					
		<i>Maintenance of fire apparatus, inspections, body repairs, tune-ups/tires.</i>					
24204210	5122	R&M VEHICLES	620	0	0	0	0



## Fire Operations Company

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	5123	R&M FACILITY MAINT	16,542	14,423	19,000	6,800	18,100
		<i>Maintenance of both stations including general repairs, contracted maint. items including HVAC, alarm systems, sprinkler system, etc.</i>					
24204210	5132	JANITORIAL SERVICES	984	4,080	0	0	4,500
		<i>Janitoral service for two fire stations.</i>					
24204210	5134	OTHER OPERATING SVS	4,443	3,920	6,000	4,041	5,000
		<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	2,546	0	0	0	0
		<i>Computer equipment software upgrades services for two stations.</i>					
24204210	5311	TELEPHONE SERVICES	9,793	3,317	5,000	0	0



## Fire Operations Company

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	5312	CELL PHONES	2,707	2,232	3,500	2,412	1,200
		<i>Cell phone service for vehicles and officers.</i>					
24204210	5321	ELECTRICITY	27,102	24,951	25,200	22,673	26,460
		<i>Electric service for two stations.</i>					
24204210	5322	NATURAL GAS	4,610	3,862	5,900	2,489	6,195
		<i>Gas service for two fire stations.</i>					
24204210	5323	WATER	2,957	2,572	2,250	1,831	2,363
		<i>Water service for two stations plus quarterly sprinkler charge at the Park Station.</i>					
24204210	5324	SEWER	1,217	757	1,100	421	1,155
		<i>Sewer service for two stations.</i>					



## Fire Operations Company

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	5325	TRASH SERVICE	1,496	1,339	1,400	336	1,470
<p><i>Trash collection at two stations including dumpster service.</i></p>							
24204210	5332	EQUIPMENT LEASES	192	3,545	3,700	2,704	3,700
<p><i>Service and maintenance of copying machines at two stations. Hydrant rental (two).</i></p>							
24204210	5341	INSURANCE PREMIUM	20,990	20,197	24,000	20,661	24,400
<p><i>Insurance for Fire Company.</i></p>							
24204210	5351	EMPLOYEE RECRUTING	23,283	21,658	24,000	9,935	25,000
<p><i>Physicals for new members. Recruiting materials, retention program, newspaper ads, information packets/flyers.</i></p>							
24204210	5353	EMPLOYEE MEETING	3,608	12,284	12,000	11,061	12,000
<p><i>Annual awards dinner for entire company. Present company awards to members.</i></p>							



## Fire Operations Company

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	5355	EMP CAREER DEVELOP	13,327	0	0	0	0
24204210	5356	EMP DUES & MEMBERSHIP	1,876	0	0	0	0
24204210	5357	CLOTHING & UNIFORMS	6,356	6,358	8,000	7,711	8,000
<i>Purchase and maintain dress uniforms.</i>							
24204210	5364	FUEL	16,136	0	0	0	0
24204210	5370	MINOR EQUIP & FURN	1,406	0	0	0	0



## Fire Operations Company

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204210	5371	COMMUNITY OUTREACH	2,070	6,206	5,000	4,788	7,000
		<i>Safety materials and hand outs for safety programs. Programs for businesses, pre-school, organizations.</i>					
24204210	6115	BUILDING IMPROVEMENTS	0	0	0	0	0
24204210	6123	FURNITURE & FIXTURES	0	0	0	0	0



## Fire Operations Brigade

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204220	5004	MATERIALS AND SUPPLIES	8,237	22,782	22,500	16,439	22,500
		<i>Minor equipment and supplies.</i>					
24204220	5121	R&M EQUIPMENT	6,378	5,322	6,000	4,202	6,000
		<i>Radio and pager repair and maintenance.</i>					
24204220	5122	R&M VEHICLES	6,482	39,931	30,000	22,024	30,000
		<i>Repair/maintenance fire vehicles and pumps.</i>					
24204220	5134	OTHER SERVICES	12,319	31,508	35,000	18,046	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	6,119	17,831	25,000	17,685	25,000
		<i>Outside training classes/conferences.</i>					



## Fire Operations Brigade

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
24204220	5356	EMPLOYEE DUES/MEMBERS	20	2,450	2,500	2,170	2,500
		<i>Fees for membership in professional organizations.</i>					
24204220	5357	CLOTHING	1,562	5,779	5,500	4,846	5,500
		<i>Replace damaged bunker gear, boots, gloves, and hoods.</i>					
24204220	5364	FUEL	0	9,737	12,000	7,489	12,000
		<i>Fuel for fire vehicles.</i>					
24204220	5370	MINOR EQUIP & FURN	10,229	0	0	0	0
<b>Grand Total:</b>			<b>368,538</b>	<b>357,106</b>	<b>390,694</b>	<b>266,946</b>	<b>391,769</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.



## Fire Capital

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
31008570	3011	REAL ESTATE CURRENT	(243,947)	(245,963)	(253,292)	(248,533)	(257,110)
		<i>.75 mill @ 349,810 (98% collection)</i>					
31008570	3012	REAL ESTATE PRIOR YEAR	0	(953)	(1,000)	(547)	(1,000)
		<i>Prior year real estate tax collected by the tax collector. (billed in/for 2010 but collected in 2011).</i>					
31008570	3014	REAL ESTATE DELINQUENT	(3,951)	(5,370)	(3,000)	0	(3,000)
		<i>Delinquent property tax collected by Butler County Tax Claim Bureau.</i>					
31008570	3015	REAL ESTATE INTERIM	(2,203)	(927)	(2,000)	(1,015)	(2,000)
		<i>Interim tax billing for properties added to tax duplicate after January 2011.</i>					
31008570	3410	INTEREST EARNING	(8,350)	(1,922)	(2,500)	(279)	(350)
		<i>Interest on investments.</i>					



## Fire Capital

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
31008570	3855	MISCELLANEOUS REV	0	(47,000)	0	0	
31008570	3930	PROCEEDS GO BOND	0	0	0	0	
<b>Grand Total:</b>			<b>(258,452)</b>	<b>(302,134)</b>	<b>(261,792)</b>	<b>(250,374)</b>	<b>(263,460)</b>



## Fire Capital

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
31008570	5123	R&M FACILITY MAINT	0	29,321	0	0	0
31008570	5410	2008 PROMISSORY NOTE	12,866	47,563	51,888	56,211	51,888
		<i>Annual payment to CTVFC Relief Association for new rescue truck loan.</i>					
31008570	5411	PEMA LOAN	3,522	0	0	0	0
31008570	5414	GO SERIES 2010	40,000	40,000	50,000	0	50,000
		<i>Partial bond payment for Quint.</i>					
31008570	5415	GO SERIES 2003	60,000	70,000	0	0	0



## Fire Capital

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
31008570	5416	GO SERIES A 2003	10,000	0	50,000	50,000	50,000
<i>Partial bond payment for pumper.</i>							
31008570	5434	INTEREST EXPENSE	4,447	0	0	0	0
31008570	5446	MISC EXPENSE	0	0	10,000	0	10,000
31008570	5451	REFUND PRIOR YEAR	0	0	0	0	0
31008570	6114	BUILDING	0	0	0	0	0



## Fire Capital

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
31008570	6122	527,796	0	0	0	0
<b>Grand Total:</b>		<b>658,631</b>	<b>186,884</b>	<b>161,888</b>	<b>106,211</b>	<b>161,888</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.



## Township TIP

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
33008560	3410	INTEREST EARNING		(10,030)	(1,471)	(2,000)	(162)
<i>Interest earnings on investments.</i>							
33008560	3872	CONTRIBUTIONS		0	0	0	0
33008560	3921	TRANSFER FROM GEN FUND		(300,000)	0	0	0
<b>Grand Total:</b>			<b>(310,030)</b>	<b>(1,471)</b>	<b>(2,000)</b>	<b>(162)</b>	<b>(200)</b>



## Township TIP

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
33008560	6125	INFRASTRUCTURE	408,946	0	286,000	65,517	190,000
		<i>Graham Park Drive traffic signal construction and design</i>					
<b>Grand Total:</b>			<b>408,946</b>	<b>0</b>	<b>286,000</b>	<b>65,517</b>	<b>190,000</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.



## Capital Improvement Revenue

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
34006401	3410	INTEREST INCOME		(17,616)	(1,126)	(2,000)	(233)	(350)
34006401	3852	DONATIONS		0	0	0	0	0
34006401	3855	MISCELLANEOUS REVENUE		(400,000)	(15,090)	(622,200)	(367,253)	0
		<i>Reimb. for traffic signal software (IPD Grant)</i>						
		<i>Reimb. for handicap ramps (DCED Grant)</i>						
		<i>Reimb. for rear sliding doors (DCED Grant)</i>						
34006401	3921	TRANS FROM GENERAL FUND		(1,205,766)	(980,000)	(2,165,000)	0	(1,800,000)
<b>Grand Total:</b>				<b>(1,623,382)</b>	<b>(996,216)</b>	<b>(2,789,200)</b>	<b>(367,486)</b>	<b>(1,800,350)</b>



## Capital Improvement Parks

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
34006410	5004	MATERIALS AND SUPPLIES	76,657	31,365	0	0	0
34006410	5111	GRAHAM PARK DEVELOP	1,684,995	277,931	0	0	0
34006410	5134	OTHER SERVICES	8	0	0	0	0
34006410	5321	ELECTRICITY	422	427	0	0	0
34006410	5332	EQUIPMENT LEASES	11,509	0	0	0	0



## Capital Improvement Parks

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
34006410	5363	ADVERTISING	398	0	0	0	0
34006410	5418	DEBT SERVICE	0	0	0	0	0
34006410	5419	TAXABLE NOTE LINDER PROPTY	100,000	99,866	0	0	0
34006410	6111	PARK LAND ACQUISITION	0	0	0	0	0
34006410	6112	PARK DEVELOP & IMPROVE	214	214	70,000	0	165,000
<i>Pool Repairs, Graham Park Upgrades</i>							



## Capital Improvement Parks

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
34006410	6121 EQUIPMENT	0	0	50,000	49,830	0
34006410	6122 VEHICLES	0	0	0	0	282,500

*Public Works Vehicles*



## Capital Improvement Building & Grounds

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
34006420	6123	256,931	56,976	334,200	264,969	239,500
<i>Municipal Center Renovations, etc.</i>						



## Capital Improvement General Services

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
34006430	4021	SOCIAL SECURITY EXPENDITURE	0	0	0	0	0
34006430	5111	PROFESSIONAL SERVICES	139,993	65,086	1,880,000	286,974	170,000
		<i>MUNIS Software Installation, Ambulance Building Design</i>					
34006430	6117	PAVING	0	0	270,000	68,129	200,000
		<i>Supplement to Annual Resurfacing Program</i>					
34006430	6121	PUBLIC WORKS EQUIPMENT	61,988	0	0	0	54,000
		<i>GPS for Snow Removal Equip., Drum Roller</i>					
34006430	6122	VEHICLE REPLACEMENT	144,364	281,192	185,000	93,098	0



## Capital Improvement General Services

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
34006430	6125					
	INFRASTRUCTURE	0	0	0	696,471	652,000
	<i>Freedom Road Improvements, Erhman Road Traffic Signal, Graham School road Improvements, Springfield Manor Ped. Bridge, Powell Rd. Sidewalk, Rt. 228 Islands, Walgreen Traffic Signal Mast Arms</i>					
<b>Grand Total:</b>		<b>2,477,477</b>	<b>813,057</b>	<b>2,789,200</b>	<b>1,459,470</b>	<b>1,763,000</b>



## Department: SEWER & WATER FIELD OPERATIONS

### Description and Responsibilities

Performs preventative and reactive maintenance on Township owned sanitary sewer collection and water distribution systems along with meter reading and customer service relating to sanitary sewer and water

### 2010 Accomplishments

1. Maintained a less than 10% unaccountable water loss
2. Utilized tenured employees to expedite flushing program with minimal overtime and no property damage.
3. Incorporated a second round of leak detections to detect leaks earlier.
4. Completed 70 miles of sanitary sewer right-of-way clearing using both in house and contract labor.
5. One Call notifications and work orders assigned to water crew leader closed in the field utilizing internet enabled laptops in truck.
6. Improved water access to Bellevue and Graham Park by looping water system.
7. Eliminated old, problematic 8" cast iron line along Dutilh and I-79

### 2011 Goals

1. Maintain a less than 10% unaccountable water loss
2. Test, repair and/or replace malfunctioning 1½ inch water meters
3. Develop valve operating program
4. Initiate Smoke/Dye testing program from pilot program to an annual program
5. Inspections vehicle utilizing wireless laptop to eliminate paper work orders and increasing data transfer.
6. Test approximately 35 meters that are 2" or larger sized.

### 2011 Budget Highlights

1. Leak detection program
2. Large meter testing program takes place in Fall 2011
3. Trailer mounted power valve operator/vac system equipment

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	11	11	11	11	11
No. of Part Time Employees	3	3	3	3	3



Water Fund Revenue	2010 Budget	2010 YTD	2011 Budget
<b>Revenue</b>			
Interest Income	\$40,000	\$13,150	\$15,000
Water Meter Revenue	\$4,301,778	\$4,386,392	\$4,495,358
Tap Fees	\$400,000	\$316,211	\$400,000
Deduct Meter Charges	\$12,000	\$6,860	\$12,000
Lease Revenue	\$100,000	\$113,793	\$119,000
Fire Line Charges	\$150,000	\$201,487	\$200,000
Application Fees	\$5,000	\$5,070	\$5,000
Misc. Income	\$19,000	\$21,623	\$20,000
Penalties	\$25,000	\$25,072	\$25,000
Waterline Extensions	\$6,000	\$5,948	\$6,000
Charge for Services	\$0	\$2,096	\$2,400
<b>Total Revenue</b>	<b>\$5,058,778</b>	<b>\$5,097,702</b>	<b>\$5,299,758</b>
Use of Fund Balance	\$2,156,684	\$0	\$ 1,309,023
<b>Total Available</b>	<b>\$7,215,462</b>	<b>\$5,097,702</b>	<b>\$6,608,781</b>
Water Fund Expenditures	2010 Budget	2010 YTD	2011 Budget
<b>Programs</b>			
Distribution Sys. Maintenance	\$501,783	\$366,511	\$431,870
Service Requests	\$87,365	\$74,923	\$106,346
Pump Stations and Tanks	\$185,500	\$153,472	\$153,490
New Development Inspection	\$29,838	\$29,294	\$51,034
System Support	\$656,925	\$480,463	\$834,649
Billing	\$364,729	\$255,949	\$374,392
Water Purchase	\$2,600,000	\$2,064,902	\$2,600,000
Debt	\$7,773	\$7,772	\$0
Transfers To General Fund	\$38,000	\$0	\$58,000
Capital Projects	\$2,743,550	\$317,552	\$1,999,000
<b>Total Expenditures</b>	<b>\$7,215,463</b>	<b>\$3,750,838</b>	<b>\$6,608,781</b>



Water Fund					
Cost Center	Program and Activities	2010 Budget	2010 YTD	2011 Budget Request	
	<b><i>Distribution System Maintenance</i></b>				
5411	Pipe Line Maintenance	\$194,969	\$154,334	\$158,605	
5412	Leak Check Program	\$20,965	\$27,863	\$31,934	
5413	Water Quality	\$44,447	\$37,994	\$39,194	
5414	Meter Testing Program	\$14,494	\$1,139	\$16,450	
5415	PA One Call	\$25,616	\$21,750	\$33,893	
5416	Hydrant Maintenance / Valve Maintenance	\$151,420	\$78,313	\$101,163	
5517	Flushing Program	\$49,872	\$45,118	\$50,631	
	<b>Sub Total</b>	<b>\$501,783</b>	<b>\$366,511</b>	<b>\$431,870</b>	
	<b>Percent of Total Fund</b>	<b>7%</b>	<b>10%</b>	<b>7%</b>	
	<b><i>Service Requests</i></b>				
5421	Meter Service	\$38,262	\$34,775	\$43,741	
5422	Service Requests	\$14,368	\$12,401	\$28,086	
5424	Water Tap	\$34,735	\$27,747	\$34,519	
	<b>Sub Total</b>	<b>\$87,365</b>	<b>\$74,923</b>	<b>\$106,346</b>	
	<b>Percent of Total Fund</b>	<b>1%</b>	<b>2%</b>	<b>2%</b>	
	<b><i>Pump Stations and Tanks</i></b>				
5431	Operations & Maintenance	\$185,500	\$153,472	\$153,490	
	<b>Sub Total</b>	<b>\$185,500</b>	<b>\$153,472</b>	<b>\$153,490</b>	
	<b>Percent of Total Fund</b>	<b>3%</b>	<b>4%</b>	<b>2%</b>	
	<b><i>New Development Inspection</i></b>				
5443	Inspections	\$29,838	\$29,294	\$51,034	
	<b>Sub Total</b>	<b>\$29,838</b>	<b>\$29,294</b>	<b>\$51,034</b>	
	<b>Percent of Total Fund</b>	<b>0%</b>	<b>1%</b>	<b>1%</b>	

Water Fund cont.					
Cost Center	Program and Activities	2010 Budget	2010 YTD	2011 Budget Request	
<b>System Support</b>					
5451	Vehicle Maintenance	\$76,049	\$69,204	\$69,801	
5452	Administration	\$263,894	\$345,064	\$429,286	
5453	Training	\$40,240	\$21,548	\$59,369	
5455	Information Technology	\$101,061	\$0	\$100,815	
5456	Facility Maintenance	\$50,408	\$41,905	\$66,817	
5458	Operations Engineering	\$125,273	\$2,742	\$108,561	
	<b>Sub Total</b>	<b>\$656,925</b>	<b>\$480,463</b>	<b>\$834,649</b>	
	<b>Percent of Total Fund</b>	<b>9%</b>	<b>13%</b>	<b>13%</b>	
<b>Billing</b>					
5461	Account Management	\$120,875	\$54,566	\$113,715	
5462	Meter Reading	\$64,784	\$54,495	\$71,962	
5463	Customer Service	\$179,070	\$146,888	\$188,715	
	<b>Sub Total</b>	<b>\$364,729</b>	<b>\$255,949</b>	<b>\$374,392</b>	
	<b>Percent of Total Fund</b>	<b>5%</b>	<b>7%</b>	<b>6%</b>	
<b>Water Purchase</b>					
5471	Water Purchase	\$2,600,000	\$2,064,902	\$2,600,000	
	<b>Sub Total</b>	<b>\$2,600,000</b>	<b>\$2,064,902</b>	<b>\$2,600,000</b>	
	<b>Percent of Total Fund</b>	<b>36%</b>	<b>55%</b>	<b>39%</b>	
<b>Debt</b>					
5481	Principal Payment (Penn Vest Loan)	\$7,773	\$7,772	\$0	
	<b>Sub Total</b>	<b>\$7,773</b>	<b>\$7,772</b>	<b>\$0</b>	
	<b>Percent of Total Fund</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	
<b>Transfers To General Fund</b>					
5492	Transfers To General Fund	\$38,000	\$0	\$58,000	
	<b>Sub Total</b>	<b>\$38,000</b>	<b>\$0</b>	<b>\$58,000</b>	
	<b>Percent of Total Fund</b>	<b>1%</b>	<b>\$0</b>	<b>1%</b>	
	<b>Total Operations</b>	<b>\$4,471,913</b>	<b>\$3,433,286</b>	<b>\$4,609,781</b>	
<b>Capital Projects</b>					
5495	Capital Projects	\$ 2,743,550	\$ 317,552	\$ 1,999,000	
	<b>Sub Total</b>	<b>\$2,743,550</b>	<b>\$317,552</b>	<b>\$1,999,000</b>	
	<b>Percent of Total Fund</b>	<b>38%</b>	<b>8%</b>	<b>30%</b>	
	<b>Total Water Fund</b>	<b>\$7,215,463</b>	<b>\$3,750,838</b>	<b>\$6,608,781</b>	



## Department: WASTEWATER TREATMENT PLANT

### Description and Responsibilities

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

### 2010 Accomplishments

1. Recertified lab accreditation.
2. Reduced loss time accidents.
3. Repaired fill, transfer feed sludge pumps.
4. Rebuilt and repainted valves at Wolf Run Pump Station
5. Constructed new shed for generator at Franklin Acres Pump Station

### 2011 Goals

1. Clean and paint secondary clarifier.
2. Analyze heater efficiency and optimize carbon medium selection for odor unit.
3. Outreach and educate on topic of Nutrient limits on plants
4. Successfully renew NPDES Part II Permit
5. Evaluate alternatives to ammonia generated from the press.

### 2011 Budget Highlights

1. Evaluate and repair main pump station valve.
2. Enhance skill based safety training.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	10	11	12	12	12
No. of Part Time Employees	2	2	2	2	2



## Department: PRE-TREATMENT

### Description and Responsibilities

Mitigation of undesired discharges to the sanitary sewer system, including but not limited to toxic substances, FOG (fats, oil and grease), and stormwater.

### 2010 Accomplishments

1. Maintained schedule of quarterly inspections at facilities under permit, issued 12 new permits, and conducted various enforcement activities including sending initial violation letters to 7 facilities and more formal notices of violations to 7 facilities to mitigate FOG discharges. Three facilities have repaired or are in the planning stages of repairing their grease interceptors, while five facilities have adopted better grease management plans.
2. Worked with the Sewer and Water Field crews and conducted several dye tests on residents homes to determine if storm water was entering the system; additionally, area wide testing on the storm system has began.
3. Expanded the public outreach and education program by hosting an informational booth at: Cranberry Township Community Expo, a Green World recycling event, and the Responsible Bathroom Tour.
4. Hansen has been updated so that inspections and fieldwork activites are scheduled more efficiently so that documentation is readily available.
5. Worked with the Planning Department to ensure that building plans were to be reviewed by the Pretreatment Adminstrator and that new occupants in Cranberry Township were given proper materials in the initial phase demonstrating the requirements of the FOG program.

### 2011 Goals

1. Complete issuance and maintain re-issuance of permits to Cranberry Township FOG facilities.
2. Introduce the Pretreatment Program to Social Media outlets and determine the outreach impact.
3. Seek opportunities to demonstrate to school children public education materials regarding the importance of program and introduce new educational efforts and enforcement activities on commercial facilities to further reduce FOG and other organic loading discharges.
4. Review CCTV data of sanitary lines for defects and determine locations for area wide inspections to alleviate storm water to enter the sanitary sewer system from private property.
5. Work with representatives from MTMSA to begin issuing permits to Marshall Township FOG facilities.
6. Continue to work with the Planning, and Engineering Department to ensure that all facilities proposing to build or occupy buildings in Cranberry Township are fully aware up front of all the requirements of the FOG program.

### 2011 Budget Highlights

1. Part Time Assistant becomes full time.

### Staffing Levels

	2008	2009	2010	2011
No. of Full Time Employees	1	1	1	2
No. of Part Time Employees	0	0	1	0



## Sewer Fund

Sewer Fund Revenue	2010 Budget	2010 YTD	2011 Budget
<b>Revenue</b>			
Interest Income	\$30,000	\$18,160	\$20,000
Sewer Meter Revenue	\$4,926,800	\$4,730,324	\$5,123,872
Tap Fees	\$400,000	\$305,961	\$400,000
Marshall Twp. Debt	\$56,620	\$28,310	\$56,620
Marshall Twp. Revenue	\$350,000	\$482,671	\$485,000
New Sewickley Twp. Revenue	\$20,000	\$19,066	\$20,000
Application Fees	\$5,000	\$5,040	\$5,000
Misc. Income	\$15,000	\$28,112	\$25,000
Penalties	\$30,000	\$28,005	\$30,000
Charge for Services	\$0	\$400	\$0
<b>Total Revenue</b>	<b>\$5,833,420</b>	<b>\$5,646,049</b>	<b>\$6,165,492</b>
Use of Fund Balance	\$1,820,410	\$225,408	\$798,402
<b>Total Available</b>	<b>\$7,653,830</b>	<b>\$5,871,457</b>	<b>\$6,963,894</b>
<b>Sewer Fund Expenditures</b>			
<b>Programs</b>			
Treatment Plant	\$2,245,445	\$2,025,730	\$2,429,280
Collection Sys. Maintenance	\$174,317	\$132,261	\$199,606
New Development Inspection	\$30,948	\$32,651	\$47,383
Service Requests	\$167,331	\$110,816	\$135,650
System Support	\$984,203	\$543,643	\$1,041,017
Billing	\$81,859	\$54,924	\$71,619
Lift Stations	\$167,009	\$130,433	\$150,784
Debt	\$1,920,168	\$1,920,061	\$1,924,555
Transfers To General Fund	\$57,000	\$0	\$87,000
Capital Projects	\$1,825,550	\$920,938	\$877,000
<b>Total Expenditure</b>	<b>\$7,653,830</b>	<b>\$5,871,457</b>	<b>\$6,963,894</b>



Sewer Fund		2010 Budget	2010 YTD	2011 Budget
Cost Center	Program and Activities			
<b>Treatment Plant</b>				
5511	Operations	\$1,077,954	\$1,068,094	\$ 1,260,698.00
5512	Maintenance	\$421,417	\$347,359	\$ 381,564.00
5513	Bio Solids	\$382,004	\$344,422	\$ 410,816.00
5514	Odor	\$234,104	\$174,389	\$ 189,135.00
5515	Industrial Pretreatment	\$129,966	\$91,466	\$ 187,067.00
	<b>Sub Total</b>	<b>\$2,245,445</b>	<b>\$2,025,730</b>	<b>\$ 2,429,280.00</b>
	<b>Percent of Total Fund</b>	<b>39%</b>	<b>41%</b>	<b>40%</b>
<b>Collection System Maintenance</b>				
5522	Infiltration & Inflow	\$147,499	\$110,167	\$ 165,829.00
5523	PA One Call	\$26,818	\$22,094	\$ 33,777.00
	<b>Sub Total</b>	<b>\$174,317</b>	<b>\$132,261</b>	<b>\$199,606</b>
	<b>Percent of Total Fund</b>	<b>3%</b>	<b>3%</b>	<b>3%</b>
<b>New Development Inspection</b>				
5533	Inspections	\$30,948	\$32,651	\$ 47,383.00
	<b>Sub Total</b>	<b>\$30,948</b>	<b>\$32,651</b>	<b>\$47,383</b>
	<b>Percent of Total Fund</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>
<b>Service Requests</b>				
5524	Sewer Clog / Odor	\$167,331	\$110,816	\$ 135,650.00
	<b>Sub Total</b>	<b>\$167,331</b>	<b>\$110,816</b>	<b>\$135,650</b>
	<b>Percent of Total Fund</b>	<b>3%</b>	<b>2%</b>	<b>2%</b>
<b>System Support</b>				
5551	Vehicle Maintenance	\$72,077	\$75,667	\$ 79,802.00
5552	Administration	\$484,481	\$372,535	\$ 455,009.00
5554	Facility Maintenance	\$44,626	\$33,791	\$ 69,516.00
5555	Training	\$44,031	\$39,376	\$ 98,814.00
5556	Information Technology	\$93,782	\$0	\$ 100,815.00
5558	Operations Engineering	\$245,206	\$22,274	\$ 237,061.00
	<b>Sub Total</b>	<b>\$984,203</b>	<b>\$543,643</b>	<b>\$1,041,017</b>
	<b>Percent of Total Fund</b>	<b>17%</b>	<b>11%</b>	<b>17%</b>



<b>Sewer Fund cont.</b>		<b>2010 Budget</b>	<b>2010 YTD</b>	<b>2011 Budget</b>
<b>Cost Center</b>	<b>Program and Activities</b>			
<b><i>Billing</i></b>				
5561	Account Management	\$67,716	\$50,549	\$ 60,015.00
5562	Sewer Flow Meter Readings	\$14,143	\$4,375	\$ 11,604.00
	<b>Sub Total</b>	<b>\$81,859</b>	<b>\$54,924</b>	<b>\$71,619</b>
	<b>Percent of Total Fund</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>
<b><i>Lift Stations</i></b>				
5571	Operations & Maintenance	\$167,009	\$130,433	\$ 150,784.00
	<b>Sub Total</b>	<b>\$167,009</b>	<b>\$130,433</b>	<b>\$150,784</b>
	<b>Percent of Total Fund</b>	<b>3%</b>	<b>3%</b>	<b>2%</b>
<b><i>Debt</i></b>				
5581	Interest Payment	\$995,168	\$995,161	\$ 959,555.00
5582	Principal Payment	\$925,000	\$924,900	\$ 965,000.00
	<b>Sub Total</b>	<b>\$1,920,168</b>	<b>\$1,920,061</b>	<b>\$1,924,555</b>
	<b>Percent of Total Fund</b>	<b>33%</b>	<b>39%</b>	<b>32%</b>
<b><i>Transfers To General Fund</i></b>				
5592	Transfers To General Fund	\$57,000	\$0	\$ 87,000.00
	<b>Sub Total</b>	<b>\$57,000</b>	<b>\$0</b>	<b>\$87,000</b>
	<b>Percent of Total Fund</b>	<b>1%</b>	<b>0%</b>	<b>1%</b>
<b><i>Total Operations</i></b>		<b>\$5,828,280</b>	<b>\$4,950,519</b>	<b>\$6,086,894</b>
<b><i>Capital Projects</i></b>				
5595		\$1,825,550	\$920,938	\$ 877,000
	<b>Sub Total</b>	<b>\$1,825,550</b>	<b>\$920,938</b>	<b>\$877,000</b>
	<b>Percent of Total Fund</b>	<b>24%</b>	<b>16%</b>	<b>13%</b>
<b>Total Sewer Fund</b>		<b>\$7,653,830</b>	<b>\$5,871,457</b>	<b>\$6,963,894</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 Collection Connection program service provider's contact was advertised for public bid according to the Municipal codes of Pennsylvania for an additional five years. Three competitive bids were received and the contract was awarded to Waste Management. The contact will be enforce from November 1, 2009 to October 31, 2014.

The 2011 rates are being held the same as 2010 in response to favorable public bidding pricing received in 2009, even though the budget needs to absorb increase costs to purchase carts and to pay the contractor. The General Assembly reauthorized the recycling fee that is paid at the landfill on trash that is deposited, however, they diverted most of those fees to other state needs, providing a much reduced revenue back to the communities. The Township is implementing recycling initiatives to increase participation rates and indirectly result in higher "rebates" from the state to offset those losses and to cover the cost of special collections and environmental events.

<u>Service</u>	<u>2008 Monthly Rates</u>	<u>2009 Monthly Rates</u>	<u>2010 Monthly Rates</u>	<u>2011 Monthly Rates</u>
96 gal cart	\$15.36	\$16.82	\$16.82	\$16.82
64 gal cart	\$14.72	\$16.16	\$16.16	\$16.16
38 gal cart	\$14.21	\$15.64	\$15.64	\$15.64
Bag service	\$12.44	\$13.87	\$13.87	\$13.87



## Solid Waste

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
63107010	3410	INTEREST EARNING	(6,687)	(4,068)	(4,000)	(506)	(1,000)
		<i>Interest earnings on investments.</i>					
63107010	3540	GRANTS	(266,838)	(222,167)	(25,000)	(228,307)	(110,000)
		<i>Performance Grant awarded by DEP.</i>					
63107010	3570	LOCAL GRANTS	0	0	0	0	0
63107010	3671	FEES FOR SERVICES	(1,583,799)	(1,598,770)	(1,608,711)	(1,634,220)	(1,645,175)
		<i>Revenue from quarterly payments from solid waste customers.</i>					
63107010	3809	PENALTIES	(11,248)	(13,545)	(11,000)	(11,101)	(12,000)
		<i>Penalty collections from customers who pay late.</i>					



## Solid Waste

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
63107010 3855	MISCELLANEOUS REV	(34,130)	(31,453)	(30,000)	(32,213)	(30,000)
	<i>Sale of craft bags and bag tags.</i>					
<b>Grand Total:</b>		<b>(1,902,700)</b>	<b>(1,870,003)</b>	<b>(1,678,711)</b>	<b>(1,906,346)</b>	<b>(1,798,175)</b>



## Solid Waste

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
63107010	4010	SALARIES FULL TIME	106,885	73,675	79,476	63,857	80,249
<p><i>7 full time employees</i></p> <p><i>C. Beers (30%), D. McVeigh (20%), L Meeder (30%)</i></p> <p><i>J. Kratsas (5%), L. Engle (30%), J. Iannarelli (30%)</i></p> <p><i>N. Sikora (30%)</i></p>							
63107010	4012	SALARIES - PART TIME	0	15,618	15,799	36,233	39,071
<p><i>6 part-time employees</i></p> <p><i>N. Hamilton (30%), D. Phelan (30%), M. Dawson (30%)</i></p> <p><i>P. Longini (20%), C. Marzock (20%), J. Boren (20%)</i></p>							
63107010	4015	OVERTIME	176	64	0	225	0
63107010	4021	SOCIAL SECURITY	8,016	6,016	5,676	6,555	7,398
<p><i>The employer share of FICA based on 6.2% of salaries/wages/overtime for all employees.</i></p>							



## Solid Waste

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
63107010	4022	MEDICARE	350	1,407	1,327	1,536	1,730
		<i>The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.</i>					
63107010	4023	WORKERS COMPENSATION	392	301	339	346	1,133
		<i>Workers' Compensation insurance for all employees.</i>					
63107010	4041	PENSION NON UNIFORM	4,103	3,689	3,788	2,805	4,012
		<i>The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.</i>					
63107010	4051	HOSPITALIZATION	16,775	18,471	22,674	19,443	22,882
		<i>Medical insurance for all full time employees.</i>					
63107010	4052	VISION	208	211	218	196	235
		<i>Vision insurance for all full time employees.</i>					



## Solid Waste

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
63107010	4053	DENTAL	1,264	1,350	1,309	1,431	1,431
<p><i>Dental insurance for all full-time employees.</i></p>							
63107010	4054	ICMA CONTRB	5,261	3,907	3,788	3,365	4,012
<p><i>The employer contribution to the 457 plan based on 5% of salaries/wages/overtime for all full time employees.</i></p>							
63107010	4055	DISABILITY INSURANCE	253	197	235	185	209
<p><i>Long term disability insurance for all full time employees.</i></p>							
63107010	4057	LIFE INSURANCE	77	430	480	437	587
<p><i>Life insurance for all full time employees and certain part time employees.</i></p>							
63107010	5004	MATERIALS & SUPPLIES	54,493	4,095	8,000	54,057	8,000
<p><i>Purchase of craft bags and bag tags.</i></p>							



## Solid Waste

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
63107010	5111	PROFESSIONAL SERVICES	1,356,457	1,385,665	1,299,532	1,088,240	1,386,960
		<i>Monthly payments to Waste Management for contracted trash service.</i>					
63107010	5113	MANAGEMENT CONSULTING	0	11,020	5,000	0	5,000
		<i>Consulting on solid waste contract matters.</i>					
63107010	5230	INFORMATION TECH	0	0	0	0	64,643
63107010	5354	EMPL TRAINING	1,654	846	2,000	1,307	2,000
		<i>Conferences and workshops.</i>					
63107010	5356	EMPL DUES/MEMBERSHIP	125	125	300	125	300



## Solid Waste

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
63107010	5361	POSTAGE / SHIPPING	5,475	7,093	5,000	4,334	7,000
		<i>Postage costs for mailing quarterly solid waste service bills.</i>					
63107010	5362	PRINTING	7,423	17,606	10,000	7,303	10,000
		<i>Printing costs associated with solid waste program brochures and bills.</i>					
63107010	5363	LEGAL ADVERTISING	10,717	2,024	3,000	5,410	3,000
63107010	5434	INTEREST EXPENSE	8,436	6,891	0	0	0
63107010	6010	ASSETS LESS \$5000	0	0	50,000	0	50,000
		<i>Annual cart replacement costs.</i>					



## Solid Waste

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
63107010	6122	VEHICLES	0	0	0	4,934	0
63107010	6123	FURNITURE AND FIXTURES	0	0	0	0	0
63107010	6124	SOFTWARE	0	0	0	0	0
63107010	6181	DEBT PRINCIPAL	0	0	90,772	0	90,772
<p><i>Debt payment for original cart purchase.</i></p>							
63107010	6204	TRANSFER TO GEN FUND	0	0	0	0	0
<b>Grand Total:</b>			<b>1,588,541</b>	<b>1,560,702</b>	<b>1,608,715</b>	<b>1,302,326</b>	<b>1,790,624</b>



## Department: SWIMMING POOL FUND

### Description and Responsibilities

The Cranberry Township 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 Cross Learn to Swim, to scuba and water aerobics, to night swims and the popular after season Puppy Plunge. Public swim sessions average more than 70,000 swimmers per season.

### 2010 Accomplishments

1. Met total revenue projections due to strong daily admission sales
2. Improved Operations Manual and staff training procedures
3. Initiated facilities improvements for 2011 season including repainting and restoration of floors in locker rooms.

### 2011 Goals

1. Continue to expand cost savings practices implemented over the past seasons.
2. Increase membership sales
3. Increase programming by offering private and semi-private instructions.

### 2011 Budget Highlights

1. This budget targets higher membership sales as a cost savings to residents who are frequent pool visitors.
2. Learn to Swim programming will be offered in both private and semi-private classes in response to customer feedback with anticipated increased participation.
3. Concession Menus and pricing based on customer surveys will result in improved concession returns.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	0.5	0.5	0.5	0.5	.5
No. of Part Time Employees	100	100	100	100	100

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



## Swimming Pool Operations

### Revenue

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106810	3410	INTEREST EARNING	(4,162)	(697)	(1,000)	(129)	(200)
		<i>Interest income on investments.</i>					
64106810	3422	ROOMS/FACILITY RENTAL	(1,404)	(320)	(500)	(1,980)	(1,500)
		<i>Birthday Party Rentals</i>					
		<i>Deck Rentals have been included in this amount</i>					
64106810	3424	DECKS	0	0	0	0	0
64106810	3685	MEMBERSHIP	(201,542)	(214,875)	(242,000)	(208,857)	(225,000)
		<i>Individual and Family Memberships for the Community Waterpark.</i>					
64106810	3691	ADMISSIONS	(158,286)	(126,077)	(135,000)	(172,629)	(150,000)
		<i>Daily admission fees for the Community Waterpark.</i>					



## Swimming Pool Operations

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106810	3855 MISCELLANEOUS REV	(1,613)	(197)	(300)	(306)	0
64106810	3921 TRANSFER FROM GEN FUND	(150,000)	(150,000)	(150,000)	0	(150,000)

*Transfer from General Fund to cover debt service payment.*



## Swimming Pool Concessions

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106830 3692	CONCESSIONS	(98,752)	(86,425)	(96,750)	(102,937)	(105,000)



## Swimming Pool Program

### Revenue

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST	
64106840	3681	PROGRAMS/LESSONS	(42,936)	(45,198)	(40,000)	(38,977)	(50,000)
		<i>Swim program due to the opportunity to register for private, or semi-private lessons next season. This was added following a Customer Satisfaction Survey at the end of the 2010 season.</i>					
<b>Grand Total:</b>			<b>(658,695)</b>	<b>(623,790)</b>	<b>(665,550)</b>	<b>(525,815)</b>	<b>(681,700)</b>



## Swimming Pool Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106810	4010	SALARIES FULL TIME	44,303	24,807	25,182	20,800	25,289
		<i>0.5 Full Time Employee Chris Border (50%)</i>					
64106810	4012	SALARIES PART TIME	163,670	121,827	130,000	146,914	140,000
		<i>Operational Managers, Lifeguards and Guest Relations</i>					
64106810	4015	OVERTIME	3,813	3,110	3,000	3,875	3,000
64106810	4021	SOCIAL SECURITY	18,294	9,164	9,659	10,600	8,680
64106810	4022	MEDICARE	68	2,174	2,433	2,507	2,030



## Swimming Pool Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106810	4023	WORKERS COMPENSATION	12,625	8,801	9,112	9,302	7,573
		<i>Workers' Compensation insurance for all employees.</i>					
64106810	4041	PENSION NON UNIFORM	1,145	1,239	1,259	932	1,264
64106810	4051	HOSPITALIZATION	5,432	6,795	8,170	7,288	8,482
64106810	4052	VISION	60	66	68	62	74
64106810	4053	DENTAL	385	434	489	460	460



## Swimming Pool Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106810	4054	ICMA CONTRB	1,168	1,220	1,259	1,126	1,264
64106810	4055	DISABILITY INSURANCE	65	62	78	59	66
64106810	4057	LIFE INSURANCE	20	118	132	112	124
64106810	5004	MATERIALS & SUPPLIES	16,284	3,669	7,500	9,279	7,500
64106810	5123	R&M FACILITY MAINT	43,526	897	1,000	4,981	1,000



## Swimming Pool Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106810	5230	INFORMATION TECH	25,687	27,199	26,471	0	25,224
64106810	5311	TELEPHONE	232	1,426	0	0	0
64106810	5312	CELL PHONES	0	0	0	0	0
64106810	5321	ELECTRICITY	32,431	28,975	34,000	26,283	30,000
64106810	5323	WATER	14,821	15,877	17,000	9,451	17,000



## Swimming Pool Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106810	5324	SEWER	20,816	21,528	18,000	5,421	18,000
64106810	5325	TRASH REMOVAL	1,170	1,206	2,000	0	2,000
64106810	5351	EMPLOYEE RECRUITING  <i>Drug Screening and Clearances for Waterpark Employees</i>	(610)	3,666	5,000	3,866	4,000
64106810	5357	EMPL CLOTHING/UNIFORMS	(1,037)	(555)	1,000	(21)	0
64106810	5361	POSTAGE / SHIPPING	0	298	1,000	5	0



## Swimming Pool Operations

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106810	5362	PRINTING	40	1,327	3,000	190	0
64106810	5370	MINOR EQUIP/FURNITURE	5,233	8,816	6,000	1,990	5,000
64106810	5416	GO SERIES A 2003	0	0	150,000	150,000	150,000
64106810	5434	INTEREST EXPENSE	71,319	69,409	0	0	0
64106810	6123	FURNITURE & FIXTURES	0	0	0	258	3,800



## Swimming Pool Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106820	4010	SALARIES-FULLTIME	0	0	0	0	0
64106820	4012	SALARIES-PART TIME	0	19,474	25,000	22,959	25,000
64106820	4015	OVERTIME	0	624	500	2,206	500
64106820	4021	SOCIAL SECURITY TAX	0	1,246	1,550	1,560	1,550
64106820	4022	MEDICARE	0	291	363	365	363



## Swimming Pool Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106820	4023	WORKERS COMP	0	1,537	1,470	1,501	1,352
64106820	4041	PENSION NON UNIFORM	0	0	0	0	0
64106820	4051	HOSPITALIZATION	0	0	0	0	0
64106820	4052	VISION INSURANCE	0	0	0	0	0
64106820	4053	DENTAL INSURANCE	0	0	0	0	0



## Swimming Pool Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106820	4054	457 CONTRIBUTIONS	0	0	0	0	0
64106820	4055	DISABILITY INSURANCE	0	0	0	0	0
64106820	4057	LIFE INSURANCE	0	0	0	0	0
64106820	5004	MATERIALS AND SUPPLIES	8	16,012	10,000	18,304	15,000
		<i>addition to odd hardware for minor repairs</i>					
64106820	5005	CLEANING SUPPLIES	0	0	1,000	0	0



## Swimming Pool Maintenance

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106820	5008	CHEMICALS	0	20,555	29,000	30,860	32,000
		<i>Changes in water quality management rules have lead to greater use of chemicals for water treatment.</i>					
64106820	5111	PROFESSIONAL SERVICES	4,530	38,684	20,000	18,392	15,000
		<i>summer start-up as well as winterizing at the end of season.</i>					
64106820	5121	R&M EQUIPMENT	307	995	15,000	3,071	1,000
64106820	5364	FUEL	0	0	50	0	0



## Swimming Pool Concessions

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106830	4010	SALARIES-FULLTIME	0	0	0	0
64106830	4012	SALARIES PART TIME	30,167	19,286	21,500	28,670
<i>31.5 hours per day for 90 days (99 days in season less 10% for inclement weather)</i>						24,000
<i>Average \$7.50 per hour for wages</i>						
64106830	4015	OVERTIME	0	976	500	223
64106830	4021	SOCIAL SECURITY TAX	0	1,256	1,302	1,791
64106830	4022	MEDICARE	0	294	305	419
						348



## Swimming Pool Concessions

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106830	4023	WORKERS COMP	0	1,838	1,270	1,296	1,298
64106830	4041	PENSION NON UNIFORM	0	0	0	0	0
64106830	4051	HOSPITALIZATION	0	0	0	0	0
64106830	4052	VISION INSURANCE	0	0	0	0	0
64106830	4053	DENTAL INSURANCE	0	0	0	0	0



## Swimming Pool Concessions

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106830	4054	457 CONTRIBUTIONS	0	0	0	0	0
64106830	4055	DISABILITY INSURANCE	0	0	0	0	0
64106830	4057	LIFE INSURANCE	0	0	0	0	0
64106830	5005	CLEANING SUPPLIES	0	83	300	0	0
<i>under the Maintenance Cost Center</i>							
64106830	5111	PROFESSIONAL SERVICES	6,122	1,732	300	1,886	1,000



## Swimming Pool Concessions

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106830	5121	R&M EQUIPMENT	0	102	1,300	501	500
64106830	5354	EMPLOYEE TRAINING	0	0	500	0	200
64106830	5368	COST OF GOODS	48,158	36,995	49,000	57,258	48,000
64106830	6123	FUNITURE AND FIXTURES	0	0	0	7,787	5,000

*ago. We will begin replacing equipment that has not performed well over the past season including food warmers, pizza ovens, table top coolers, etc.*



## Swimming Pool Program

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106840	4010	SALARIES-FULLTIME	0	0	0	0	0
64106840	4012	SALARIES-PART TIME	530	10,441	15,000	10,654	35,250
		<i>programs. Payback will be included in fees charged.</i>					
64106840	4015	OVERTIME	0	305	0	0	0
64106840	4021	SOCIAL SECURITY TAX	0	666	930	661	2,185
64106840	4022	MEDICARE	0	156	218	154	511



## Swimming Pool Program

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106840	4023	WORKERS COMP	0	850	880	898	1,906
64106840	4041	PENSION NON UNIFORM	0	0	0	0	0
64106840	4051	HOSPITALIZATION	0	0	0	0	0
64106840	4052	VISION INSURANCE	0	0	0	0	0
64106840	4053	DENTAL INSURANCE	0	0	0	0	0



## Swimming Pool Program

### Expense

			2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106840	4054	457 CONTRIBUTIONS	0	0	0	0	0
64106840	4055	DISABILITY INSURANCE	0	0	0	0	0
64106840	4057	LIFE INSURANCE	0	0	0	0	0
64106840	5004	MATERIALS & SUPPLIES	3,919	3,441	2,000	1,919	3,000
<i>Learn to Swim Program</i>							
64106840	5111	PROFESSIONAL SERVICES	0	1,781	2,000	1,524	1,000



## Swimming Pool Program

### Expense

		2008 ACTUAL	2009 ACTUAL	2010 ADJUSTED BUDGET	2010 YTD	2011 DEPT REQUEST
64106840	5351	EMPLOYEE RECRUTING	0	0	0	0
64106840	5354	EMPLOYEE TRAINING	0	0	1,500	840
<b>Grand Total:</b>		<b>574,700</b>	<b>543,173</b>	<b>665,550</b>	<b>631,437</b>	<b>679,781</b>



## 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.

### 2010 Accomplishments

1. Started to square tees. All the par 3's are complete.
2. Landscaped the shelter.
3. Maintained and brought the course through one of the most extreme heat stress summers.
4. Large stones were placed in the parking lot mulch beds to protect the course.
5. Upgraded and completed the sound system for the banquet room, grill and pavilion.  
This included wireless microphone capabilities in the pavilion and DVD capabilities in the grill.
6. Established Monthly Friday Night Dinner Series in the pavilion.
7. Established online surveys for daily fee players, outings and banquets.
8. Projecting increased golf outing revenue by 15% and banquet revenue by 20% over 2009.
9. Began Customer Appreciation Day specials (usually the day after a holiday).

### 2011 Goals

1. 32,500 rounds of golf. This will generate \$60,000-\$70,000 more revenue.
2. Finish squaring tees.
3. Re-certify golf course with Audubon International.
4. Install 4 drinking fountains on the golf course to replace the water jugs.
5. Make online tee times available to the public.

### 2011 Budget Highlights

1. No increase in golf rates for 2011. We will continue to offer \$40 senior discounts, early bird specials and resident discount opportunities.
2. Develop and implement an Outing & Event Business Plan.
3. Develop a marketing plan to include advertising and social media initiatives.

### Staffing Levels

	2007	2008	2009	2010	2011
No. of Full Time Employees	7	7	7	7	7
No. of Part Time Employees	50	50	45	40	40



## Golf Course Summary

Golf Course	2009 Actual	2010 Budget	2010 YTD	% From Adj.	2011 Request
<b>Revenue</b>					
Greens Fees	\$ 1,086,071.00	\$ 1,133,000.00	\$ 1,054,566.00	93.1%	\$ 1,123,000.00
Cart Rental Fees	\$ 232,133.00	\$ 257,000.00	\$ 255,264.00	99.3%	\$ 265,000.00
Range Fees	\$ 18,867.00	\$ 22,000.00	\$ 22,308.00	101.4%	\$ 23,000.00
Golf Club Rental	\$ 4,320.00	\$ 6,000.00	\$ 4,900.00	81.7%	\$ 5,500.00
Misc Revenue	\$ 3,542.00	\$ 1,750.00	\$ 1,807.00	103.3%	\$ 2,250.00
Merchandise	\$ 140,097.00	\$ 150,000.00	\$ 121,000.00	80.7%	\$ 150,000.00
Golf Instruction	\$ 28,778.00	\$ 35,000.00	\$ 26,278.00	75.1%	\$ 35,000.00
Handicap Services	\$ 4,245.00	\$ 4,500.00	\$ 4,610.00	102.4%	\$ 4,500.00
Grille Food Sales	\$ 87,617.00	\$ 105,000.00	\$ 100,582.00	95.8%	\$ 115,250.00
Alcohol Sales	\$ 133,785.00	\$ 145,000.00	\$ 156,646.00	108.0%	\$ 160,000.00
Catered Food	\$ 119,546.00	\$ 145,000.00	\$ 143,537.00	99.0%	\$ 150,000.00
Room Rental	\$ 11,789.00	\$ 12,000.00	\$ 11,550.00	96.3%	\$ 14,000.00
Sponsorship	\$ 8,617.00	\$ 18,000.00	\$ 11,991.00	66.6%	\$ 12,000.00
Interest	\$ 3,745.00	\$ 20,000.00	\$ 2,928.00	14.6%	\$ 1,500.00
Transfer from General Fund	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00	100.0%	\$ 95,000.00
<b>Total Golf Course Fund</b>	<b>\$ 1,978,152.00</b>	<b>\$ 2,149,250.00</b>	<b>\$ 2,012,967.00</b>	<b>93.7%</b>	<b>\$ 2,156,000.00</b>
<b>Golf Course Fund</b>					
<b>Programs</b>					
Golf Operations	\$ 369,606.00	\$ 357,042.00	\$ 313,302.00	87.7%	\$ 351,974.00
Food & Beverage Opearations	\$ 188,627.00	\$ 187,496.00	\$ 238,541.00	127.2%	\$ 200,527.00
System Support	\$ 385,544.00	\$ 396,366.00	\$ 298,208.00	75.2%	\$ 397,654.00
Turfgrass Management	\$ 475,171.00	\$ 477,419.00	\$ 471,001.00	98.7%	\$ 473,353.00
Equipment Maintenance	\$ 97,522.00	\$ 100,317.00	\$ 84,585.00	84.3%	\$ 103,254.00
Debt Service	\$ 627,889.00	\$ 628,794.00	\$ 628,539.00	100.0%	\$ 629,238.00
Capital Program	\$ -	\$ -	\$ 114,123.00		\$ -
<b>Total Golf Course Fund</b>	<b>\$ 2,144,359.00</b>	<b>\$ 2,147,434.00</b>	<b>\$ 2,148,299.00</b>	<b>100.0%</b>	<b>\$ 2,156,000.00</b>



## Golf Course Expenditures Detailed

Golf Course Fund				
Cost Center	Program and Activities	2010 Budget	2010 YTD	2011 Request
<b>Golf Operations</b>				
6311	Golf Shop Services	\$ 52,294.00	\$ 55,262.00	\$ 53,751.00
6312	Outside Services	\$ 26,860.00	\$ 25,429.00	\$ 27,551.00
6313	Carts	\$ 94,809.00	\$ 28,040.00	\$ 95,340.00
6314	Range	\$ 9,908.00	\$ 13,280.00	\$ 10,219.00
6315	Merchandise	\$ 86,477.00	\$ 105,803.00	\$ 76,350.00
6316	Lessons	\$ 24,916.00	\$ 24,647.00	\$ 25,501.00
6317	Golf Outings	\$ 61,778.00	\$ 60,841.00	\$ 63,262.00
	Sub Total	\$ 357,042.00	\$ 313,302.00	\$ 351,974.00
	Percent of Total Fund			16.33%
<b>Food &amp; Beverage Operations</b>				
6331	Grille	\$ 104,702.00	\$ 139,595.00	\$ 111,482.00
6332	Kitchen	\$ 6,602.00	\$ 14,770.00	\$ 6,733.00
6333	Banquet Facility	\$ 76,192.00	\$ 84,176.00	\$ 82,312.00
	Sub Total	\$ 187,496.00	\$ 238,541.00	\$ 200,527.00
	Percent of Total Fund			9.30%
<b>System Support</b>				
6341	Facility Maintenance	\$ 54,043.00	\$ 58,747.00	\$ 51,608.00
6342	Administration	\$ 293,231.00	\$ 195,652.00	\$ 295,584.00
6344	Training	\$ 16,045.00	\$ 9,198.00	\$ 17,318.00
6345	Infrastructure	\$ 15,297.00	\$ 15,093.00	\$ 15,394.00
6346	Vehicle Maintenance	\$ 17,750.00	\$ 19,518.00	\$ 17,750.00
	Sub Total	\$ 396,366.00	\$ 298,208.00	\$ 397,654.00
	Percent of Total Fund			18.44%
<b>Turfgrass Management</b>				
6361	Greens Maintenance	\$ 130,519.00	\$ 98,791.00	\$ 127,259.00
6362	Tees Maintenance	\$ 58,214.00	\$ 68,363.00	\$ 55,913.00
6363	Fairways Maintenance	\$ 104,416.00	\$ 93,273.00	\$ 102,641.00
6364	Rough Maintenance	\$ 115,788.00	\$ 126,757.00	\$ 120,398.00
6365	Bunker Maintenance	\$ 37,436.00	\$ 64,748.00	\$ 35,871.00
6366	Irrigation/Pond Maintenance	\$ 31,046.00	\$ 19,069.00	\$ 31,271.00
	Sub Total	\$ 477,419.00	\$ 471,001.00	\$ 473,353.00
	Percent of Total Fund			21.96%



## Golf Course Expenditures Detailed

Golf Course Fund				
Cost Center	Program and Activities	2010 Budget	2010 YTD	2011 Request
	<b><i>Equipment Maintenance</i></b>			
6381	Equipment Repair	\$ 64,183.00	\$ 48,438.00	\$ 65,702.00
6382	Equipment PMI	\$ 36,134.00	\$ 36,147.00	\$ 37,552.00
	Sub Total	\$ 100,317.00	\$ 84,585.00	\$ 103,254.00
	Percent of Total Fund			4.79%
	<b><i>Debt Service</i></b>			
6391	Sub Total	\$ 628,794.00	\$ 628,539.00	\$ 629,238.00
6392	Percent of Total Fund			29.19%
	<b><i>Capital Program</i></b>			
6395		\$ -	\$ 114,123.00	\$ -
		\$ -		\$ -
	Sub Total	\$ -	\$ 114,123.00	
	Percent of Total Fund			0.00%
		\$ -	\$ -	\$ -
	Sub Total	\$ -	\$ -	\$ -
	Percent of Total Fund			
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
	Sub Total	\$ -	\$ -	\$ -
	Percent of Total Fund			
	<b><i>Total Golf Course Fund</i></b>	\$ 2,147,434.00	\$ 2,148,299.00	\$ 2,156,000.00
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
	Sub Total	\$ -	\$ -	\$ -
	Percent of Total Fund			
	<b><i>Total Golf Course Fund</i></b>			\$ 2,156,000.00