

Cranberry Township

2015 Budget



CRANBERRY TOWNSHIP
built for you.



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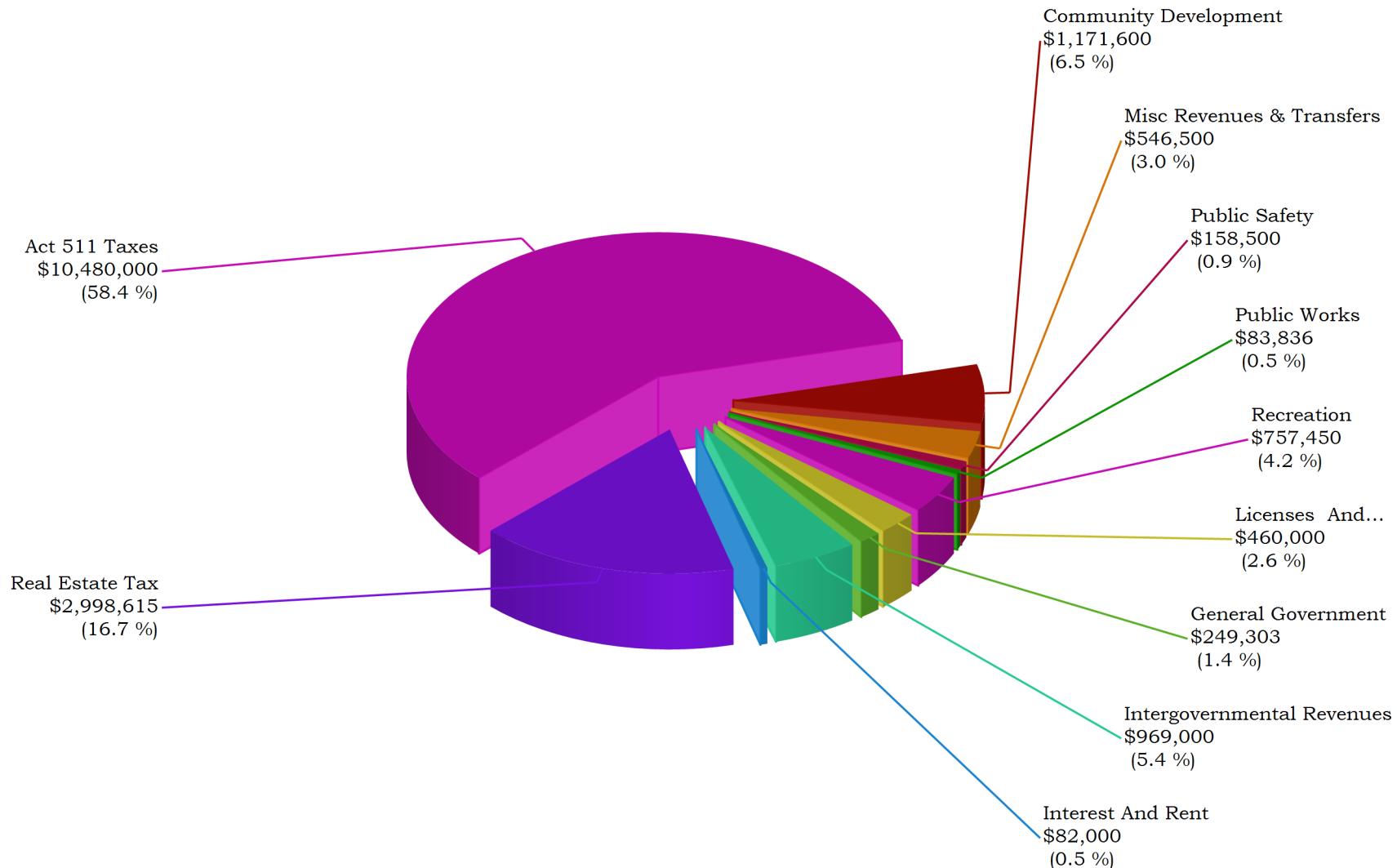
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2015 Proposed General Fund Revenues





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CRANBERRY TOWNSHIP built for you.

2015 Proposed General Fund Revenue of \$17,956,804

Department			
Cost Center	Description	2014 Revised Budget	2015 Budget
LEGISLATIVE			
1200	Real Estate Tax	2,953,653	2,998,615
1300	Act 511 Taxes	10,000,000	10,480,000
1400	Licenses and Permits	425,000	460,000
1500	Interest and Rent	92,697	82,000
1600	Intergovernmental Revenues	918,500	969,000
1700	Misc Revenues & Transfers	539,500	546,500
LEGISLATIVE Total		14,929,350	15,536,115
GENERAL GOVERNMENT			
2200	Human Resources	65,000	85,000
2300	INFORMATION TECHNOLOGY	9,500	28,200
2600	Debt Service	136,103	136,103
GENERAL GOVERNMENT Total		210,603	249,303
COMMUNITY DEVELOPMENT			
3100	Land Development	121,700	121,600
3200	Code Enforcement	1,121,500	1,050,000
COMMUNITY DEVELOPMENT Total		1,243,200	1,171,600
PUBLIC SAFETY			
4116	Police Revenue	521,467	158,500
PUBLIC SAFETY Total		521,467	158,500
PUBLIC WORKS			
5110	Snow Removal	17,500	29,336
5120	Traff, Sig, Signs, Comm	14,050	14,400
5133	Signs	500	100



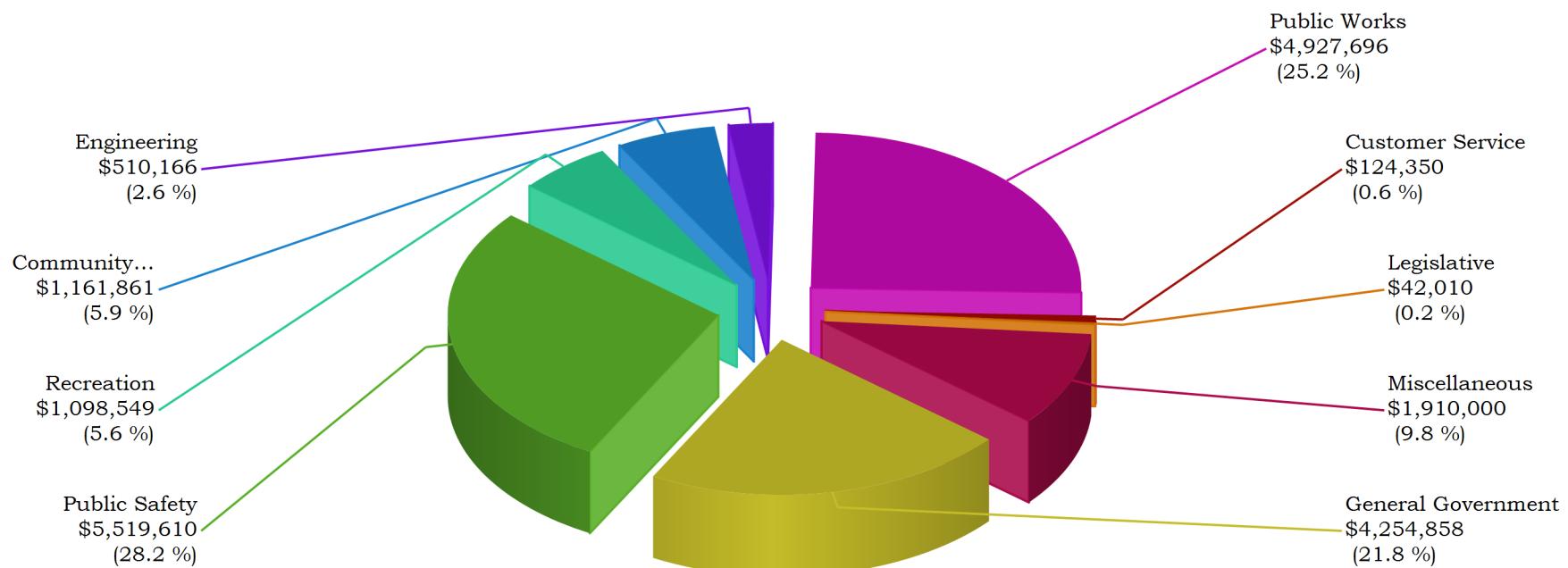
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CRANBERRY TOWNSHIP **built for you.**

2015 Proposed General Fund Revenue of \$17,956,804

Department			
Cost Center	Description	2014 Revised Budget	2015 Budget
5160	Grounds Maintenance	39,000	40,000
PUBLIC WORKS Total		71,050	83,836
RECREATION			
6210	Park Operation	23,000	23,000
6220	Park Early Childhood	182,500	199,600
6230	Park Youth Programs	308,100	369,700
6240	Park Adult Programs	83,000	90,500
6250	Park Family Programs	4,100	4,100
6260	Park Teen Programs	10,000	20,000
6270	Park Senior Programs	500	500
6280	Park Community Events	-	
6290	Park Facility Maintenance	-	50,000
6295	Park Special Program	50	50
RECREATION Total		611,250	757,450
General Fund Revenue Total		17,586,920	17,956,804

2015 Proposed General Fund Expenses





2015 Annual Budget

CRANBERRY TOWNSHIP built for you.

2015 General Fund Expenditures of \$19,549,100

Department			
Cost Center	Description	2014 Revised Budget	2015 Budget
LEGISLATIVE			
1100	Board of Supervisors	43,645	42,010
	LEGISLATIVE Total	43,645	42,010
MISCELLANEOUS			
1800	Misc Expenses & Transfers	910,000	1,910,000
	MISCELLANEOUS Total	910,000	1,910,000
GENERAL GOVERNMENT			
2100	Executive	945,756	819,562
2200	Human Resources	308,745	334,021
2300	Information Technology	49,787	75,055
2400	Finance	423,208	440,238
2500	Communications	242,087	249,173
2600	Debt Service	1,587,637	1,580,022
2700	Tax Collection	346,333	318,087
2800	Insurance	414,250	438,700
	GENERAL GOVERNMENT Total	4,317,803	4,254,858
COMMUNITY DEVELOPMENT			
3100	Land Development	317,866	356,710
3200	Code Enforcement	726,851	572,348
3300	Planning	176,191	232,803
	COMMUNITY DEVELOPMENT Total	1,220,908	1,161,861
CUSTOMER SERVICE			
3400	Customer Service	121,775	124,350
	CUSTOMER SERVICE Total	121,775	124,350



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CRANBERRY TOWNSHIP **built for you.**

2015 General Fund Expenditures of \$19,549,100

Department		Cost Center	Description	2014 Revised Budget	2015 Budget
PUBLIC SAFETY					
4111			Police Department Support	1,524,156	1,560,223
4112			Police Patrol	2,587,488	2,839,373
4113			Police Traffic	381,881	381,367
4114			Police Investigations	266,551	159,401
4115			Police Fleet	227,000	230,000
4120			Animal Service	14,000	14,000
4130			Fire Police	5,000	5,500
4140			Firing Range	12,000	12,000
4150			Emergency Management	1,300	1,300
4230			Fire Protection	266,646	295,946
4310			Ambulance Operations	22,930	20,500
PUBLIC SAFETY Total				5,308,952	5,519,610
PUBLIC WORKS					
5110			Snow Removal	502,650	529,040
5120			Traff, Sig, Signs, Comm	534,871	589,077
5131			Storm Water	293,501	302,067
5132			Road Maintenance	1,172,145	1,211,390
5133			Signs	-	
5140			Facility Maintenance	628,167	647,975
5150			Fleet Maintenance	285,059	293,304
5160			Grounds Maintenance	838,024	861,875
5170			PW Administration	483,902	492,968
PUBLIC WORKS Total				4,738,319	4,927,696
ENGINEERING					



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2015 General Fund Expenditures of \$19,549,100

Department			
Cost Center	Description	2014 Revised Budget	2015 Budget
5210	Eng-Contract Administration	255,011	266,406
5220	Eng-Plan Reviews & Inspection	110,270	116,003
5240	Eng-Storm Water	80,337	127,757
ENGINEERING Total		445,618	510,166
RECREATION			
6210	Park Operation	590,778	625,493
6220	Park Early Childhood	101,664	112,120
6230	Park Youth Programs	229,268	221,203
6240	Park Adult Programs	54,976	66,694
6250	Park Family Programs	4,497	4,679
6260	Park Teen Programs	1,077	2,078
6270	Park Senior Programs	250	3,750
6280	Park Community Events	44,683	45,127
6290	Park Facility Maintenance	14,019	17,405
6295	Park Special Program	-	
RECREATION Total		1,041,212	1,098,549
General Fund Expenses Total		18,148,233	19,549,100



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2015 Other Funds Summary

DEPARTMENT					
Funds	Description	2014 Budgeted Revenue	2014 Budgeted Expenses	2015 Budgeted Revenue	2015 Budgeted Expenses
SPECIAL REVENUE FUNDS					
2110	TIP East	88,270	100,000	764,252	2,450,000
2111	TIP West	483,780	100,000	276,638	50,000
2112	Recreation Fees	181,050	225,000	230,580	225,000
2114	Developers Contribution	-	-	6,650	75,000
2115	Storm Water Maintenance	-	-	10,050	-
2116	TIP South East	500,100	350,000	100	250,000
2310	Liquid Fuels	591,902	590,000	709,963	700,000
2410	Library	363,872	363,872	369,471	369,411
2420	Fire Operations-Company	462,025	500,949	469,455	483,945
2610	Road Equipment	308,070	250,000	312,700	242,600
2620	Public Buildings	361,862	340,000	367,809	340,000
SPECIAL REVENUE FUNDS Total		3,340,931	2,819,821	3,517,668	5,185,956
CAPTIAL PROJECTS					
3100	Fire Capital	309,820	491,888	314,450	711,888
3400	Capital Revenue	757,500	2,752,995	1,757,500	2,790,702
CAPTIAL PROJECTS Total		1,067,320	3,244,883	2,071,950	3,502,590
ENTERPRISE FUNDS					
6110	Water Revenue	5,962,909	5,371,226	5,875,256	5,421,529
6210	Sewer Revenue	7,687,151	7,872,033	7,703,250	9,175,485
6310	Solid Waste Operations	2,064,175	2,051,972	2,168,456	2,161,771
6410	Pool Operations	752,800	752,016	747,765	747,765
6510	Golf Course Revenue	2,323,115	2,314,646	2,269,490	2,268,290
ENTERPRISE FUNDS Total		18,790,150	18,361,893	18,764,217	19,774,840



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Other Funds Total	23,198,401	24,426,597	24,353,835	28,463,386
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General Fund Revenue



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Real Estate Tax Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-1200-3011	REAL ESTATE CURRENT	2,814,915	2,905,396	2,879,653	2,941,428	2,924,615
The real estate tax is the second most important source of revenue for Cranberry Township. The 8.03 mill real estate tax is levied on all commercial, residential and other non-exempt real property. The tax is determined by two factors the assessed value and the millage rate. As of September 30, 2014 Butler County has determined Cranberry's taxable assessed value to be \$379,228,452. The Butler County Department of Property & Revenue determines property market values and assesses property. Butler County has not reassessed property since 1969. The assessed valuation is the value used to generate the tax revenue and is based on 100% of the 1969 value. The Board of Supervisors of Cranberry Township determines the millage rate, which is 13.00 mills in 2015 (8.03-general purposes, 2.12 fire, 1 public buildings, .85 road equipment and 1 library). The real estate tax collector for Cranberry Township, Butler County and the Seneca Valley School District, pursuant to the Second Class Township Code, is P.J. Lynd, an elected official who serves a four year term, and will begin his fourth term in January of 2014. The collection rate for 2014 was 98%. Delinquent property taxes are collected by the Butler County Tax Claim Bureau. Township property taxes are billed March 1st. A discount of Taxes are due at face value if paid by June 30. A penalty of 10% is applied if paid between July 1 and February 1 of the following year. 2% may be taken if the taxes are paid on or before April 30.						
1000-1200-3012	REAL ESTATE PRIOR YEAR	5,412	11,497	9,000	4,081	9,000
Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2014 but collected in 2015)						
1000-1200-3014	REAL ESTATE DELINQUENT	30,018	25,227	50,000	42,100	50,000
Delinquent property tax collected by Butler County Tax Claim Bureau. After 12/31, the real estate tax collector turns all delinquent tax bills over to the Butler County Tax Claim Bureau. The property owner has approximately 2 years to pay the taxes plus penalty, or the Tax Claim Bureau will conduct a Sheriff sale of the property.						
1000-1200-3015	REAL ESTATE INTERIM	17,500	14,920	15,000	20,186	15,000
Interim tax billing for properties added to tax duplicate after January 2015.						
		Total	2,867,844	2,957,040	2,953,653	3,007,796
						2,998,615



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Act 511 Taxes Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-1300-3120	REAL ESTATE TRANSFER TAX	1,351,590	1,413,100	1,100,000	1,177,592	1,100,000
The realty or deed transfer tax is collected at the time of a real estate sale or transfer by the Butler County Recorder of Deeds through the sale of deed transfer stamps. Of the 2% tax collected on the value of the sale/transfer, 1% is distributed to the Commonwealth of Pennsylvania. The remaining 1% is levied by the Township (.5%) and the Seneca Valley School District (.5%).						
1000-1300-3130	EARNED INCOME TAX	5,893,655	6,443,238	5,700,000	5,758,005	6,150,000
Cranberry Township's primary source of tax revenue is the earned income tax. It is a tax on gross wages, net profits, and other compensation earned by Township residents. The tax is 1%, 1/2 of which is shared with the Seneca Valley School District. The Township contracts with Berkheimer Tax Administrator for the collection of current and delinquent taxes.						
1000-1300-3140	BUSINESS PRIV/MERC	1,956,646	2,391,054	2,000,000	2,143,348	2,075,000
The Township contracts with Berkheimer Tax Administrator for the collection of this tax. The Township serves as the Delinquent Collector. The tax is due on or before May 15 of each year. Business Privilege is a tax assessed to service providers. The Mercantile tax is assessed on the sale of goods. Both taxes are further classified by wholesale and retail sales. The rate is one mill (ie. \$1.00 tax on \$1,000 of receipts).						
1000-1300-3141	DELINQUENT MERC AND BP	-	-	50,000	2,164	5,000
Delinquent Business Privilege/Mercantile tax collected by the Tax Administrator for Cranberry Township.						
1000-1300-3150	LOCAL SERVICE TAX	1,122,304	1,253,344	1,150,000	982,480	1,150,000
The Local Services tax (LST) is assessed on all individuals who work within the Township. The Township imposes a \$52 tax with an exemption for individuals earning less than \$12,000 per year. This revenue source will fluctuate with the number of individuals employed in the Township and the \$12,000 exemption. Cranberry contracts with Berkheimer Tax Administrator for the collection of this tax.						
1000-1300-3160	OTHER TAX	-	-	-	22	-
Total		10,324,193	11,500,735	10,000,000	10,063,610	10,480,000



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Licenses and Permits Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-1400-3210	BUSINESS LICENSES	429,972	464,863	425,000	463,202	460,000
The cable contract fee, or franchise fee, is a percentage of sales revenue generated by Armstrong and Consolidated Communications who have non-exclusive contracts to utilize public right-of-ways to provide cable and internet services to our residents. Armstrong's agreement, executed in February 2012, expires in February 2022. Consolidated Communications agreement was executed July 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.						
	Total	429,972	464,863	425,000	463,202	460,000



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Interest and Rent Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-1500-3410	INTEREST	15,805	9,833	15,000	7,171	10,000
The Township invests its available cash in various interest-bearing instruments and accounts. The types of investment options used generally include short and long-term investments with the Pennsylvania Local Government Trust (PLGIT). The amount earned each year fluctuates with the interest rate and the amount of cash available for investment. When interest rates are high, the Township enjoys favorable interest rates but as the prime rate falls, so do the rates on investments. Allowable investments are governed by the Second Class Township Code, and other laws of the Commonwealth.						
1000-1500-3421	TENANT RENT	40,847	42,985	77,697	69,370	72,000
LEASE RATE AT \$18 per sq.ft EXCEPT Real Estate Tax Collector @ \$17 per sq.ft and Butler County Sr. Center lump sum Cranberry Twp. Chamber of Commerce \$9270 (Reduced from 915 sq. ft to 515 sq.ft) leasing corner office only Real Estate Tax Collector \$2,448 Cranberry Twp. EMS \$42,000 State Representative \$10,476 Butler County (Senior Center) \$7,800						
Total		56,653	52,818	92,697	76,541	82,000



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CRANBERRY TOWNSHIP **built for you.**

Intergovernmental Revenues Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-1600-3551	STATE PENSION AID	565,025	593,999	585,000	623,501	610,000
On an annual basis the Commonwealth of Pennsylvania allocates funds to be used for the support of the police & non-uniform pension programs. The source of funds is a state tax on casualty insurance written by companies located outside of Pennsylvania and the number of these policies owned by Cranberry Township residents. The amount to be budgeted in any one year should be based on assumptions regarding the State Aid Unit Value from the preceding year as well as the number of employees in both pension plans. The proposed distribution of the funds is reflected under the pension expenditure category in the appropriate departmental budget. These funds in turn are distributed directly to the pension plans.						
1000-1600-3552	FIREMANS RELIEF AID	213,716	244,821	225,000	235,347	230,000
The Township also receives funds from the Commonwealth of Pennsylvania for distribution to the Cranberry Township Volunteer Fire Company Relief Association. The amount of funding received is related to the amount of fire insurance held by Township residents which has been written by companies located outside of Pennsylvania. These funds in turn are distributed directly to the fire company's relief association. The budget typically reflects the actual amount received in the previous year.						
1000-1600-3555	LIQUOR LICENSES	9,900	10,500	10,500	11,100	10,500
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 35 establishments with liquor licenses.						
1000-1600-3561	PUBLIC UTILITY TAX	17,897	18,827	18,000	20,329	18,500
The Public Utility Realty Tax (PURTA) is a tax collected by the Commonwealth of Pennsylvania on tax-exempt property owned by public utilities and distributed back to the Township in which the property is located. The funds may be used for general municipal purposes. The amount of the tax rebate is related to the Township's real estate tax rate as well as the dollar value of real estate taxes which are levied by the Township. Since the Township has no direct control over the amount of PURTA funds to be granted by the Commonwealth, the actual value of PURTA in the preceding year is typically used to set the next year's budget amount.						
1000-1600-3563	DRILLING IMPACT FEE	73,537	88,012	80,000	140,123	100,000
Township share of fees paid by gas drillers on their wells as per Act 13.						
Total		880,076	956,159	918,500	1,030,401	969,000

Misc Revenues & Transfers Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-1700-1612	FUEL INVENTORY	(29,892)	(41,609)	-	(4,061)	-
1000-1700-1613	FLEXIBLE SPENDING ACCT	343	16,498	-	(874)	-
1000-1700-3405	SISTER CITY PROGRAM	215	-	-	-	-
1000-1700-3422	ROOMS/FACILITY	4,825	250	3,500	-	-
Fees for rental/use of Township facilities, other than parks and recreation facilities.						
1000-1700-3425	TOWER LEASES	7,274	6,839	7,000	8,267	7,500
The Township has entered into numerous lease agreements with cellular phone providers for the installation of telecommunication towers on Township property. The Township collects varying amount of lease payments.						
1000-1700-3464	ENERGY REBATES	-	-	-	10,955	-
1000-1700-3511	OTHER GRANTS	-	21,500	-	-	-
1000-1700-3560	BUTLER CTY ART SALE	(106)	-	-	-	-
1000-1700-3562	ART SALE TAX	106	-	-	-	-
1000-1700-3651	SALE PUBLIC & ADMIN SVS	14,207	14,683	14,000	11,792	14,000
The Township provides certain material and administrative services to the public. Materials include copies of Township documents. Administrative services include such items as no-lien letters. This item represents revenue from the provision of these materials and services.						
1000-1700-3855	DOG PARK DONATIONS	30,105	26,361	30,000	26,343	30,000
The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.						
1000-1700-3856	OVER/SHORT	-	-	-	105	-
1000-1700-3858	CRNBY COMM CHEST DONA	214	(1,091)	-	(1,106)	-
1000-1700-3872	CONTRIBUTION & DONATION	200,000	200,000	200,000	200,000	200,000
Contributions from Dick's Sporting Goods for the naming rights to Graham Park, "Dick's Sporting Goods Sportsplex" Expires in 2018.						
1000-1700-3910	SALE OF FIXED ASSETS	56,301	19,595	10,000	59,256	20,000
From time to time the Township sells assets such as police cars either by auction or a direct sale.						
1000-1700-3922	TRANSFER FROM S&W	250,000	250,000	250,000	250,000	250,000
Interfund operating transfers occur when monies are transferred primarily from one fund to another. An inter-fund transfer planned for 2015 is an \$250,000 transfer from the Sewer and Water Operating funds to the General Fund. This is to cover utility, maintenance and communication costs, as well as other administrative overhead costs.						
1000-1700-3923	TRANSFER FROM SOLID WASTE	50,000	350,000	-	-	-
Interfund operating transfers occur when monies are transferred primarily from one fund to another. No inter-fund transfer is planned for 2015 from the Solid Waste Fund to the General Fund.						
1000-1700-3950	REFUND PRIOR YR EXPEND	25,597	15,737	25,000	17,906	25,000
At times the Township receives refunds of expenditures made in the prior year.						



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Misc Revenues & Transfers Revenue

Total	609,189	878,764	539,500	578,582	546,500
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Human Resources Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2200-3868	REIMBMNT FOR INS	66,579	87,826	65,000	89,262	85,000
Full time Township employees contribute a percentage of medical insurance premiums based on their salary.						
	Total	66,579	87,826	65,000	89,262	85,000



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Information Technology Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2331	NETWORK MANAGEMENT	-	-	9,500	24,898	28,200
	Total	-	-	9,500	24,898	28,200



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Debt Service Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2600-3873	DEBT OFFSET PAYMENTS	140,772	107,031	136,103	124,491	136,103
Payments from Athletic Associations for Graham Park debt. SVSA - 33,152 CTAA - 69,210.29 SVJFAC - 33,741						
	Total	140,772	107,031	136,103	124,491	136,103



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Land Development Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3100-3619	BOND RELEASE FEE	22,650	23,800	12,000	15,000	12,000
All new developments are required to post financial security (bonds) to guarantee the completion of improvements which are required by ordinance and established at the time of development approval. The Pennsylvania Municipalities Planning Code (MPC) establishes criteria for the posting and release of financial security. The MPC allows for full and partial releases of the financial security as work progresses in new developments. A bond release fee is charged each time that a developer requests a release of financial security from the Township. The fees are intended to cover Township costs associated with processing of a release request. Fees are charged to the development's escrow account. Fees are \$150 for requests related to sewer and water facilities, plus actual costs of engineer's inspection; and \$300 for requests related to roads/stormwater facilities, plus the actual costs of engineer's inspections.						
1000-3100-3620	LIQUOR LICENSE TRANSFER	2,000	500	500	1,500	500
Pennsylvania law allows for the transfer of liquor licenses between communities within the same county. Each applicant for a license transfer is required to pay this application fee. The fee is intended to cover Township costs associated with the processing of the transfer request and the public hearing that is held. The fee is \$500 per application.						
1000-3100-3621	CONDITIONAL USE FEE	9,350	11,000	7,000	6,600	7,000
Conditional Use Fees are charged for new Conditional Use applications when the use is classified as a "conditional use" within the zoning ordinance. Conditional use applications have additional administrative and review steps associated with their processing beyond those of a normal site plan/subdivision application. The fees are structured to cover the additional costs associated with processing conditional use applications. The fee is \$500 per application.						
1000-3100-3622	ZONING HEARING BOARD FEE	275	2,375	1,500	3,675	2,000
Cranberry Township has a Zoning Hearing Board pursuant to the Pennsylvania Municipalities Planning Code and the Board is charged with hearing appeals of aggrieved parties from provisions of the zoning ordinance. A fee is charged for each case brought before the Zoning Hearing Board; the fee is \$275 for residential applications and \$550 for non-residential applications and is intended to cover the cost associated with processing the application.						
1000-3100-3623	ORDINANCE ADMENTMENT FEE	-	-	500	-	-
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 \$600 is charged to applicants and is intended to cover the costs associated with processing the application.						
1000-3100-3625	SITE PLAN SUBDIVISION REV	193,700	163,075	100,000	98,328	100,000
Site plan and subdivision review fees are those charged for new land development applications with each new or revised application for development. Fees are required for land developments and the amount of the fee is based on criteria which distinguish between size and complexity of projects. The fees are structured to cover Township costs associated with processing development applications. Fee amounts in this item do not include developer deposit accounts which are escrow accounts established for each development and which are intended to cover direct expenses of Township consultants for reviewing development applications. Fees in this category vary annually based on size, type and quantity of new and revised development applications received by the Township.						
1000-3100-3627	SALE CODES & ORDINANCES	176	445	200	45	100
The Township provides copies of certain public documents to the public. These documents can include copies of codes and ordinances or other public documents. This item represents the revenue received for the documents and is intended to cover reproduction costs.						
Total		228,151	201,195	121,700	125,148	121,600

Code Enforcement Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3200-3220	NON BUSINESS LICENSE	4,125	3,060	2,000	2,355	2,500
Nonresidential Business Licenses are actually for Nonresidential Zoning Approvals.						
1000-3200-3315	LOCAL ORDINANCE	1,003	-	-	-	-
1000-3200-3611	BUILDING PERMIT	1,400,101	1,088,388	900,000	936,579	900,000
This category is for all building permit applications. Building Permits include building/structure, electrical, mechanical and plumbing plan components. Building permit fees are intended to cover application, inspection and processing costs of new structures.						
1000-3200-3612	ELECTRICAL ADMIN FEE	7,920	6,960	6,000	6,680	6,500
Administrative fee (\$20) charged for the review of all non-residential and residential electrical building permits. We charge this administrative fee to cover the Department costs for administering the electrical review, approval and inspection process.						
1000-3200-3613	FIRE BLDG PERMITS	23,536	27,967	17,000	24,414	10,000
Permit fee charged for the review of fire protection building permit applications. 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. This does not include the .002 that is collected.						
1000-3200-3614	FIRE PREVENTION PERMIT	9,325	3,750	7,500	10,375	10,000
Permit fee charged for the review of fire prevention permit applications. Fire prevention permit applications include annual system testing and assembly occupancy inspections. Fees range from \$25 to \$100 per year.						
1000-3200-3615	SEPTIC SYST PERMIT	2,670	4,010	1,000	(575)	1,000
Fee for on-lot septic permit applications which include the site testing, application review and permit approval.						
1000-3200-3616	SIGN PERMIT FEE	10,090	9,045	6,000	10,360	9,000
The size and location of signs are regulated by the Township zoning ordinance. Fees charged for each sign application are intended to cover the costs associated with processing the application. Fees for monument signs are \$150, for building signs \$100.00 and for panel replacements \$35.						
1000-3200-3617	GRADING PERMIT	4,050	4,200	3,000	3,850	4,000
The Township reviews applications for grading permits to ensure compliance with the Township grading ordinance. The fee has been changed in 2012 to \$350 for any grading permit.						
1000-3200-3618	CERTIFICATE OF OCCUP	12,595	15,560	9,000	15,825	13,000
A certificate of occupancy is issued after an inspection for all new homes and for all non-residential occupancies indicating compliance with Township Zoning regulations. This category includes the cost of the certificate of occupancy for each permit.						
1000-3200-3626	BDLG PLAN REVIEW	149,533	209,131	170,000	57,223	94,000
The building plan review fee is a fee that covers the cost of administering the building permit plan and Fire Prevention Building plan review process. This fee is calculated at .002 x estimated construction value. As well as the revenue from the 3rd party review actual costs.						
Total		1,624,948	1,372,071	1,121,500	1,067,086	1,050,000



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CRANBERRY TOWNSHIP **built for you.**

Police Operations Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4116-3220	NON BUSINESS LICENSE	3,530	5,435	3,500	5,920	5,000
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.						
1000-4116-3311	STATE POLICE	24,904	15,613	-	8,365	-
The Commonwealth of Pennsylvania distributes a portion of all fines collected by the State Police to every municipality in the Commonwealth twice per year. Effective September 2012 Senate Bill 237 cut this funding.						
1000-4116-3312	CLERK OF COURTS	28,936	26,012	20,000	20,126	20,000
Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.						
1000-4116-3313	MOTOR VEHICLE CODE	28,785	24,865	30,000	18,187	25,000
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.						
1000-4116-3314	NON TRAFFIC VIOLATION	21,867	26,321	18,000	25,264	20,000
The District Judge collects fines for criminal violations of the PA Crimes Code.						
1000-4116-3316	PARKING TICKETS	3,675	3,000	2,000	1,950	2,000
Fines collected from Township parking citations.						
1000-4116-3510	FEDERAL GRANTS	5,949	402	-	2,861	-
Monies received through federal grant programs.						
1000-4116-3641	SALE ACCIDENT REPORT	5,628	6,003	4,000	5,179	5,000
A fee of \$15 is charged for each copy of a reportable crash report, typically to insurance companies. All other reports are \$.25 per page.						
1000-4116-3642	FINGER PRINTS	2,230	2,080	1,700	2,160	2,000
Fee for fingerprinting nonresidents and for businesses located outside Cranberry \$50.00 for non-criminal issues. For business located in Cranberry \$10.						
1000-4116-3643	FALSE ALARMS	10,350	24,340	10,000	37,425	20,000
Fees of \$75, \$150, \$175 per occurrence are charged for false alarms that the police respond to. Pursuant to the false alarm ordinance and the most current fee resolution.						
1000-4116-3644	SCHOOL GUARD REIMB	4,327	1,727	8,000	1,830	2,000
The Seneca Valley School District reimburses the Township for one half of the cost of the school guard's salary. In the summer of 2011 the Rowan school guard retired. The Township was unable to fill the position resulting in going from 1 to 2 guards for the 2011-2012 school year.						
1000-4116-3645	SPECIAL POLICE SVS	337,074	352,942	366,767	366,767	-
Cranberry Township provides contracted police service to Seven Fields Borough. The Borough and the Township approved an agreement in May 2009 defining the amount of money Seven Fields would pay for those services. The amount excludes the cost of facilities and facility support. It is anticipated that the Township will not provide Seven Fields police protection after 2014.						
1000-4116-3646	RESTITUTION	8,946	13,367	7,500	29,293	7,500
Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.						



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CRANBERRY TOWNSHIP **built for you.**

Police Operations Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4116-3647	REIMBURSE SALARIES	74,622	88,730	50,000	167,005	50,000
Contracted police services. Represents collected reimbursable salaries for construction details, drug and DUI Task Force etc.						
	Total	560,822	590,838	521,467	692,332	158,500



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CRANBERRY TOWNSHIP **built for you.**

Snow Removal Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5110-3647	REIMBURSE SALARIES	-	-	-	2,500	-
1000-5110-3661	WINTER SERV AGMNT	16,350	27,879	16,500	16,358	27,836
<p>The Township offers winter services (snow plowing and spring street sweeping) to developments/developers which have private streets not yet accepted by the Township. developer elects to take this service, they are required to enter into an agreement at the beginning of each winter season; otherwise developers are required to provide the service on their own. The fee charged to the developer is based on the number of lane miles of road and is intended to cover the costs of the Township in providing the service. The fee is approximately \$4,100 per lane mile.</p>						
1000-5110-3664	SALT BRINE SALES	123	1,578	1,000	156	1,500
<p>Township manufacturers salt brine and makes available to Seven Fields Borough and Jackson Township for prewetting operations</p>						
1000-5120-3647	REIMBURSE SALARIES	-	146	-	-	-
1000-5120-3662	7 FIELDS/ADAMS MAINT AGREEMNT	12,830	14,050	14,050	14,400	14,400
<p>Marshall Twp. \$2050.00, Seven Fields \$7200.00, Adams Twp. \$4800.00</p>						
1000-5132-3647	REIMBURSE SALARIES	326	-	-	751	-
1000-5133-3853	SALE OF STREET NAME SIGNS	1,300	980	500	75	100
1000-5140-3647	REIMBURSE SALARIES	-	-	-	61	-
1000-5150-3647	REIMBURSE SALARIES	316	1,250	-	490	-
1000-5150-3648	VEHICLE EQUIPMENT USEAGE	48	1,192	-	281	-
1000-5160-3663	BALLFIELD LIGHT REIMB	39,553	52,876	39,000	16,132	40,000
<p>The Township bills the local athletic associations for electrical service for ballfield lights.</p>						
Total		70,846	99,951	71,050	51,204	83,836



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Park Operation Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6210-3422	ROOM RENTAL	9,665	8,378	7,500	18,415	7,500
1000-6210-3423	SHELTERS	11,555	10,355	13,000	23,344	13,000
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....						
1000-6210-3683	VENDING COMMISSIONS	9,986	2,698	2,500	2,335	2,500
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.						
1000-6210-3856	OVER - SHORT	(32)	32	-	(9)	-
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.						
1000-6220-3681	PROGRAM FEES/LESSONS	154,730	154,155	182,500	143,072	199,600
The Early Childhood Cost Center 6220 consists of revenue from programs for ages 0-6 such as craft classes, music classes and our preschool program.						
Increase attributed to new preschool class sizes.						
Misc new programs and preschool planned expansion						
1000-6230-3681	PROGRAM FEES	266,548	308,014	308,100	343,432	369,700
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.						
1000-6230-3852	SPONSORSHIP	-	-	-	600	-
1000-6240-3681	PROGRAM FEES	76,220	79,052	83,000	94,028	90,500
Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.						
1000-6250-3681	PROGRAM FEES	3,372	3,637	4,100	1,896	4,100
Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Morning with Mr. Bunny, Milk and Cookies with Santa.						
1000-6260-3681	PROGRAM FEES/LESSONS	330	10,027	10,000	13,393	20,000
Leadership Summer Camp and Teen Tennis. programs for ages 13-18 such as Babysitting Training, Teens						
1000-6270-3681	PROGRAMS/LESSONS	149	120	500	-	500
Senior Programs						
1000-6290-3426	FIELD RENTAL	-	-	-	25,463	50,000
1000-6295-3681	PROGRAM FEES/LESSONS	3,077	582	50	32	50
amusement tickets						
Total		535,600	577,050	611,250	666,000	757,450

General Fund Expenses



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Department: LEGISLATIVE

Description and Responsibilities:

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

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5

Legislative Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-1100-4013	SALARIES BOARD	17,000	17,365	23,010	17,812	21,375
Compensation for the Township Board of Supervisors as per the Second Class Township Code. Compensation is calculated at an annual salary of \$4,125 for 2 Supervisors and \$4,375 for 3 Supervisors.						
1000-1100-4021	FICA	1,054	1,076	1,325	1,104	1,325
The employer share of FICA is based on 6.20% of all salary/ wages/overtime for all employees.						
1000-1100-4022	MEDICARE	246	252	310	258	310
The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.						
1000-1100-5004	MATERIALS/SUPPLIES	1,121	395	5,000	40	5,000
1000-1100-5355	EMPLOYEE CAREER DEVELOPMENT	282	2,024	8,000	1,232	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
1000-1100-5356	DUES MEMBERSHIP	2,750	250	6,000	-	6,000
Expenses involved with memberships in PSATS, Butler COG						
Total		22,453	21,362	43,645	20,446	42,010



Department: MISC EXPENSES & TRANSFERS

2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Description and Responsibilities:

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



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Misc Expenses & Transfers Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-1800-5446	MISC EXPENSE	-	-	-	14	-
1000-1800-6201	TRANSFER TO CAPITAL	750,000	970,000	750,000	750,000	1,750,000
1000-1800-6203	TRANSFER TO ENTERPRISE FND	532,086	756,436	160,000	160,000	160,000
Total		1,282,086	1,726,436	910,000	910,014	1,910,000

Department: EXECUTIVE
Description and Responsibilities:

This cost center supports the activities of the Executive Management team of the Township. The Team includes the Township Manager, two Assistant Township Managers, Executive Assistant to the Township Manager and Part Time Administrative Assistant. This Executive Management team is responsible for implementing the plans and policies of the Board of Supervisors and for providing the expertise to assist the Board in their legislative functions.

2014 Accomplishments:

1. Assisted the operating departments in meeting their goals in both operations and the Township's largest capital improvement program in our history.
2. Maintained staffing levels and initiated and completed recruitment for several key positions.
3. Continued implementation of the Cranberry Plan, while managing one of the most significant periods of private investment in the Township.
4. Continuing leadership roles in local government at both the county and state level and presented at local, state and national educational events.
5. Managed a comprehensive process that resulted in fewer employee injuries and lost time due to injuries.
6. Continuing to implement an Employee Wellness program to promote comprehensive employee health.
7. Continued productive partnership efforts with other regional related organizations such as the Southwestern Pennsylvania Commission, Butler County, Butler County CDC, Butler County Housing and Redevelopment Authorities, Carnegie Mellon University, Butler County Community College, PennDot, Butler COG, Butler County Tax Collection Committee, Cranberry Township Community Chest, Pittsburgh North Regional Chamber, Butler County Chamber of Commerce and the National Association of Office and Industrial Parks.

2015 Goals:

1. Continue to implement the Capital Improvement Program, while maintaining excellence in all operating areas.
2. Continue to implement recommendations of the Cranberry Plan.
3. Continue our current partnerships and seek additional opportunities to further leverage our ability to deliver services and projects.
4. Continue to streamline and integrate all digital information and communications systems to assure the most efficient system possible.
5. Continue our employee wellness programs as the right thing to do for our employees and for the best approach to managing future health care costs.
6. Review and enhance, where appropriate, our internal training to assure our employees are receiving the appropriate training and delivered efficiently.
7. Assist and support our employees in being leaders in our organization and in their respective areas of labor.
8. Continue to find better ways to communicate with all components of our organization and community in a timely and efficient manner.
9. Continue to implement innovative communication strategies to show added value to being a part of Cranberry Township, working closely with the Pittsburgh North Regional Chamber of Commerce and the Butler County Tourism and Convention Bureau.
10. Complete the development and implementation of digital asset management.

2015 Budget Highlights:

1. Maintain current staffing levels throughout the organization.
2. Continue to promote employee wellness and safety.
3. Monitor and adjust communication strategies to effectively communicate with all segments of the community.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	5	5	5	5	4
Part Time	2	1	1	1	1

Executive Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2100-1611	POSTAGE INVENTORY	7,527	2,277	-	12,093	-
1000-2100-4010	SALARIES FULL TIME	394,505	413,769	402,541	298,034	331,303
4 full time employees J.Andree (70%), B.Bertoncello (70%), G. Moran (100%), D. McKee (70%), and 1 vacant full-time						
1000-2100-4012	SALARIES PART TIME	19,935	5,000	31,000	14,579	-
No part-time budgeted for this year						
1000-2100-4015	OVERTIME	2,464	2,278	4,000	1,778	4,000
Overtime for attendance at BOS meetings, etc.						
1000-2100-4021	SOCIAL SECURITY	25,142	24,528	26,959	18,783	20,789
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2100-4022	MEDICARE	6,301	5,987	6,305	4,486	4,862
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2100-4023	WORKERS COMP	1,039	871	1,093	1,000	926
Workers' Compensation insurance for all employees.						
1000-2100-4041	PENSION-NONUNIFORM	18,488	20,802	20,327	14,991	16,765
The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2100-4051	HOSPITALIZATION	52,078	51,925	57,812	40,115	50,504
Medical insurance for all full time employees.						
1000-2100-4052	VISION	461	468	517	379	430
Vision insurance for all full time employees.						
1000-2100-4053	DENTAL	2,850	3,109	3,310	2,622	2,660
Dental insurance for all full time employees.						
1000-2100-4054	ICMA CONTRIBUTION	38,496	36,319	33,795	28,172	30,624
The employer contribution to the 401 plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2100-4055	DISABILITY INSURANCE	3,500	4,751	2,500	3,334	2,308
Long term disability insurance for all full time employees.						
1000-2100-4057	LIFE INSURANCE	1,758	2,078	2,195	1,691	1,891

Executive Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
Life insurance for all full time employees and certain part time employees.						
1000-2100-5001	OFFICE SUPPLIES	9,766	9,950	14,000	9,905	14,000
Office supplies for administration and other departments.						
1000-2100-5002	SUBSCRIPTIONS/BOOKS	37	249	1,500	-	1,500
1000-2100-5004	MATERIALS AND SUPPLIES	10,179	17,781	15,000	12,372	15,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management						
1000-2100-5111	PROFESSIONAL SVS	12,235	1,990	55,000	2,310	55,000
Consulting Services Global Safety initiatives Document Management Twp Appraisal - Assets						
1000-2100-5133	LEGAL SERVICE	55,154	53,118	65,000	34,236	65,000
Legal fees and claim deductibles for legal defense.						
1000-2100-5230	INFORMATION TECHNOLOGY	118,146	122,902	122,902	122,902	125,000
Costs associated with IT support of administration.						
1000-2100-5312	CELL PHONES	4,578	5,720	6,000	4,490	5,000
Cell phone reimbursement costs						
1000-2100-5332	EQUIPMENT RENT LEASE	9,565	9,409	15,000	8,402	15,000
Copy machine and postage meter lease/maintenance agreements.						
1000-2100-5353	EMPLOYEE MEETING	6,363	6,220	13,000	11,074	13,000
1000-2100-5354	EMPLOYEE TRAINING	8,787	11,401	10,500	5,580	9,500
Typically for expenses incurred for conferences - (lodging, travel, reg. fees,) as well as other training.						
1000-2100-5355	EMPLOYEE CAREER DEVELOPMENT	-	350	-	-	-
Tuition reimbursements						
1000-2100-5356	DUES MEMBERSHIP	8,419	13,929	5,500	4,452	4,500
APMM, ICMA, PELRAS and other professional type memberships and journals.						
1000-2100-5361	POSTAGE/SHIPPING	12,796	21,045	18,000	14,142	18,000
Postage costs for various Township mailings.						

Executive Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2100-5363	ADVERTISING EXPENSES	841	3,464	3,500	2,129	3,500
All legal advertising for the Board of Supervisors and employee recruitment						
1000-2100-5364	FUEL	4,077	3,313	5,000	2,962	5,000
Fuel for administrative fleet.						
1000-2100-5370	MINOR EQUIPMENT/FURNTR	252	460	3,500	-	3,500
Purchase of miscellaneous furniture and equipment.						
Total		835,738	855,462	945,756	677,011	819,562

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.

2014 Accomplishments:

1. Within given boundaries, successfully settled Teamsters collective bargaining agreement for July 1, 2014-June 30, 2017.
2. Within given boundaries, successfully settled Police collective bargaining agreement for 2014-2016.
3. Revised Tuition Reimbursement Policy to include new dollar maximums, as well as the inclusion of on-line and similar schools which now may be considered eligible within the policy. Assumed all administration of this policy.
4. Implemented Drug and Alcohol Policy for Sewer & Water group. Sewer & Water agreed to all policy content.
5. Along with two other Butler Co. business representatives, fulfilled a Township community service project by successfully overseeing and guiding a discipline hearing (termination) for a Butler Co. supervisory employee and ultimately rendering a decision on this matter which was upheld, on appeal, by the Common Pleas Court.

2015 Goals:

1. Select compensation consultants to receive a request for proposal from the Township as an update and revision as necessary to the Township's Salary Administration Program. Train all management employees relative to the program by May 30, 2015.
2. Develop information manual on Deferred Retirement Option Plan for Police Officers by April 15, 2015.
3. Develop and produce Workers' Compensation Administration Policy and Procedures book regarding steps to process a claim, procedures to regularly review claims and action steps needed on a claim when necessary by September 30, 2015.
4. Locate experienced trainer, and arrange for sexual harassment training for all employees of the Township by June 30, 2015.

2015 Budget Highlights:

1. Salary Compensation Analysis
2. Onboarding & Orientation

Staffing Levels	2011	2012	2013	2014	2015
Full Time	3	3	3	4	4
Part Time	0	0	0	0	0

Human Resources Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2200-4010	SALARIES FULL TIME	109,103	134,532	138,014	121,873	146,388
4 full time employees D. Cibella (60%), B. Donaldson (60%), S. Turner (60%), S Boron (60%)						
1000-2200-4012	SALARIES PART TIME	29,813	1,831	-	-	-
1000-2200-4015	OVERTIME	41	102	800	14	800
1000-2200-4021	SOCIAL SECURITY	8,766	8,376	8,577	7,448	9,097
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
1000-2200-4022	MEDICARE	2,050	1,959	2,006	1,742	2,127
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
1000-2200-4023	WORKERS COMP	341	295	348	318	405
Workers' Compensation insurance for all employees.						
1000-2200-4041	PENSION NON-UNIFORM	5,347	6,749	6,917	6,094	7,336
The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime of all full time employees.						
1000-2200-4051	HOSPITALIZATION	25,550	28,737	36,072	33,200	43,679
Medical insurance for all full time employees.						
1000-2200-4052	VISION	242	293	334	305	343
Vision insurance for all full time employees.						
1000-2200-4053	DENTAL	1,531	1,955	2,227	2,226	2,227
Dental insurance for all full time employees.						
1000-2200-4054	ICMA CONTRB	5,455	6,126	6,917	6,094	7,336
The employer contribution to the 401 plan is based on 5% of salaries/wages/overtime for all full time employees.						
1000-2200-4055	DISABILITY INSURANCE	284	340	360	334	381
Long term disability insurance for all full time employees.						
1000-2200-4057	LIFE INSURANCE	574	716	747	727	827
Life insurance for all full time and certain part time employees.						
1000-2200-5001	OFFICE SUPPLIES	1,150	954	1,200	883	1,200
1000-2200-5002	SUBSCRIPTIONS/BOOKS	4,645	3,537	4,533	4,206	4,533

Human Resources Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2200-5004	MATERIALS AND SUPPLIES	1,741	1,883	1,300	2,727	1,600
1000-2200-5111	PROFESSIONAL SERVICES	34,633	36,894	29,150	518	31,150
1000-2200-5134	OTHER SERVICES	5,283	8,376	12,048	7,356	12,213
1000-2200-5230	INFORMATION TECH	46,350	48,216	48,216	48,216	50,000
IT costs associated with HR						
1000-2200-5352	EMPLOYEE MILAGE REIMB	-	118	250	-	250
1000-2200-5354	EMPLOYEE TRAINING	2,023	1,305	4,800	1,280	7,900
1000-2200-5356	EMP DUES AND MEMBERSHIP	715	515	1,479	1,309	1,429
1000-2200-5358	ON BOARDING PROGRAM	-	-	2,450	3,936	2,800
Total		285,635	293,809	308,745	250,809	334,021

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.

2014 Accomplishments:

1. Munis Work Orders and Fixed Assets – The migration of work orders and fixed assets from Hansen to Munis is nearly complete with a planned go-live in early 2015.
2. IT Service Contracts – The IT Department has contracted with the Cranberry Public Library and Cranberry Township EMS to provide IT services. Both networks were brought on-board in 2014 and went through substantial upgrade projects.
3. Firewall Upgrade – The main Township firewall was replaced in early 2014 to include better security, web filtering, new VPN client and remote site VPN connectivity.

2015 Goals:

1. Munis Projects – Completion of the work order and fixed asset migration project as well as the rollout of new technologies such as the Munis dashboard, central programs and reporting capabilities.
2. Computer Upgrades – The majority of Township computers are now over 5 years old. We will be extending the life of the machines by adding solid state hard drives and additional memory. We will also be evaluating the rollout of a new Microsoft Windows and Office versions.
3. Parks & Recreation Software Upgrade – Upgrade from Class software to ActiveNet to provide additional functionality to staff as well as a much improved customer experience.

2015 Budget Highlights:

1. Network Upgrades - This is a project will upgrade the backbone of the Township network to 10 Gbps speeds to improve site-to-site connectivity as well as performance of bandwidth intensive applications.
2. Microsoft Licensing – Additional licenses are needed for SQL servers to provide new reporting functionality as well as access for systems hosting Internet-facing applications. We will also be transitioning to Office 365 and using other cloud services.
3. Hansen Removal – The Hansen ERP system will be shut down in early 2015 and replaced by Munis. This will lead to substantial cost savings as we have been running parallel systems for 3 years during the migration process.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	6	7	7	8	8
Part Time	2	1	1	1	1



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Information Technology Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2300	CELL PHONES	-	(1)	-	-	-
1000-2311	COMPUTER SUPPORT	169,328	191,906	219,300	194,368	250,791
1000-2313	MOBILITY	86,857	81,562	85,006	69,558	112,052
1000-2314	PHONE SYSTEM	96,746	101,736	93,365	65,993	77,039
1000-2321	GIS	41,248	44,188	46,679	40,057	49,851
1000-2323	GIS SYSTEMS	86,907	87,593	100,260	71,439	103,605
1000-2331	NETWORK MANAGEMENT	133,168	139,072	168,293	157,519	205,412
1000-2333	SERVER MANAGEMENT	202,449	194,782	198,326	191,973	203,008
1000-2334	STORAGE AREA NETWORK (SAN)	60,079	50,425	51,401	14,186	-
1000-2335	COMMUNICATIONS	(1)	-	-	-	-
1000-2342	PROGRAM SUPPORT	400,528	443,796	432,057	429,872	454,297
1000-2361	IT CHARGEBACK	(1,344,898)	(1,344,900)	(1,344,900)	(1,344,900)	(1,381,000)
Total		(67,589)	(9,842)	49,787	(109,936)	75,055

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.

2014 Accomplishments:

1. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
2. Successful audit for 2013.
3. Assisted with implementation of Munis fixed asset software.

2015 Goals:

1. Update Finance Department procedures and policies.
2. Continue to implement fixed asset software.
3. Implement suggestions from Munis investment assessment sessions.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	5	5	5	5	6
Part Time	0	0	0	1	0

Finance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2400-4010	SALARIES FULL TIME	142,832	150,700	158,025	162,777	184,677
	5 full-time employees V. Gleason (80%), B. Lang (60%), L. Coon (60%) K. Wokutch (60%), C. Beers (100% S&W and Solid Waste), L. Mackenstein (50%)					
1000-2400-4012	SALARIES PART TIME	14,384	40,441	35,000	7,645	-
	No part time position budgeted this year.					
1000-2400-4015	OVERTIME	1,612	1,809	400	1,135	510
1000-2400-4021	SOCIAL SECURITY	10,125	11,766	11,950	10,417	11,482
	The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.					
1000-2400-4022	MEDICARE	2,368	2,752	2,800	2,436	2,685
	The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.					
1000-2400-4023	WORKERS COMP	409	421	515	471	512
	Workers' Compensation insurance for all employees.					
1000-2400-4041	PENSION NON-UNIFORM	6,967	7,563	7,920	8,196	9,260
	The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.					
1000-2400-4051	HOSPITALIZATION	34,758	34,854	37,216	44,671	52,209
	Medical insurance for all full time employees.					
1000-2400-4052	VISION	321	312	318	382	398
	Vision insurance for all full time employees.					
1000-2400-4053	DENTAL	1,765	2,055	2,056	2,673	2,520
	Dental insurance for all full time employees.					
1000-2400-4054	ICMA CONTRB	7,190	7,563	7,920	7,119	9,260
	The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.					
1000-2400-4055	DISABILITY INSURANCE	365	389	412	415	481
	Long term disability insurance for all full time employees.					
1000-2400-4057	LIFE INSURANCE	694	810	855	908	1,044
	Life insurance for all full time employees....					
1000-2400-5001	OFFICE SUPPLIES	2,197	1,792	2,500	2,268	2,500

Finance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2400-5004	MATERIALS AND SUPPLIES	26,954	24,987	18,000	20,924	22,000
	Supplies/bank charges					
1000-2400-5112	ACCOUNTING AND AUDIT	40,000	45,500	50,000	48,543	50,000
	Partial costs associated with annual audit.					
1000-2400-5230	INFORMATION TECH	74,040	77,021	77,021	77,021	79,000
	Costs associated with IT support of Finance.					
1000-2400-5312	CELL PHONES	2,243	3,332	2,700	2,528	3,000
	Cell phones for V. Gleason and B. Lang					
1000-2400-5353	EMPLOYEE MEETING	-	-	500	16	500
1000-2400-5354	EMPLOYEE TRAINING	3,146	842	5,000	3,696	5,000
	GFOA/MUNIS and misc. training.					
1000-2400-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	1,000	-	-
1000-2400-5356	EMP DUES AND MEMBERSHIP	375	635	600	375	700
	GFOA & GFOA-PA dues					
1000-2400-5370	MINOR EQUIPMENT/FURNITURE	-	2,985	500	1,325	2,500
		Total	372,744	418,528	423,208	405,942
						440,238



2015 Annual Budget

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Department: COMMUNICATIONS

Description and Responsibilities:

This budget supports the primary roles of communications and special events, including Staff Writers and Communications Specialists. The positions are responsible for preparing all publications, documents, websites and other media communications that support Township operations and Township initiatives, including Township Administration, Parks and Recreation, Public Safety, Collection Connection, Brush Creek Waste Water Treatment Plant and Cranberry Highlands Golf Course.

2014 Accomplishments:

This year, the Communications Team continued to grow our communications with residents, business and key stakeholders through new email newsletters, increasing the usage of social media, Cranberry Connect alerts and video productions.

2015 Goals:

In 2015, the communications team will continue to enhance our communications efforts to improve customer service through all Township operations, with particular focus on the Waterpark, recreation programming, Golf Course and Business Hub. The team be working on a branding project to re-brand the Parks & Recreation department. The Township website will also be redesigned for the first time in four years.

2015 Budget Highlights:

Continue to produce high quality written and digital communications that keep Township stakeholders informed including the Cranberry Today quarterly newsletter, Business hub newsletter, marketing materials for all Township programs, increased video production and an improved website.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	0	0
Part Time	2	3	3	3	3

Communications Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2500-4010	SALARIES-FULLTIME	-	-	-	-	22,592
1000-2500-4012	SALARIES PART TIME	55,205	68,326	83,314	55,465	73,676
4 part-time positions						
1000-2500-4015	OVERTIME	-	-	-	333	-
1000-2500-4021	SOCIAL SECURITY	3,423	4,236	5,165	3,448	5,968
1000-2500-4022	MEDICARE	801	991	1,208	809	1,395
1000-2500-4023	WORKERS COMP	183	177	210	192	266
1000-2500-4041	PENSION NON UNIFORM	-	-	-	-	1,129
1000-2500-4051	HOSPITALIZATION	-	-	-	-	4,357
1000-2500-4052	VISION INSURANCE	-	-	-	-	32
1000-2500-4053	DENTAL INSURANCE	-	-	-	-	202
1000-2500-4054	457 CONTRIBUTIONS	-	-	-	-	1,130
1000-2500-4055	DISABILITY INSURANCE	8	-	-	-	59
1000-2500-4057	LIFE INSURANCE	85	135	150	138	127
1000-2500-5002	SUBSCRIPTIONS/BOOKS	168	89	500	427	500
This account will be used for various subscriptions.						
1000-2500-5004	MATERIALS AND SUPPLIES	4,993	4,185	5,000	1,602	2,000
This account will be used for supplies.						
1000-2500-5111	PROFESSIONAL SERVICES	41,662	42,937	40,000	44,586	42,200
This account will be used for professional services expenses related to the web site and branding efforts.						
1000-2500-5230	INFROMATION TECH SVS	56,034	58,290	58,290	58,290	48,000
1000-2500-5312	CELL PHONES	740	2,684	2,000	2,156	2,640
This account is used for employee cell phone reimbursements.						
1000-2500-5353	EMPLOYEE MEETING /CONFER	-	-	250	-	1,000
This account will be used for employee conference and meeting expenses.						
1000-2500-5354	EMPLOYEE TRAINING	1,847	131	1,000	1,708	2,000



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Communications Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
This account is used for employee training, conferences and certification expenses.						
1000-2500-5361	POSTAGE AND SHIPPING	8,836	6,308	10,000	14,991	11,600
This account will be used for postage and shipping expenses.						
1000-2500-5362	PRINTING	32,118	19,688	33,000	9,261	28,300
This account will be used for printing of publications.						
1000-2500-5370	MINOR EQUIPMENT/FURNITURE	170	-	500	-	-
1000-2500-5371	COMMUNITY OUTREACH	1,139	460	1,500	-	-
Total		207,410	208,638	242,087	193,406	249,173

**Department: DEBT SERVICE****Description and Responsibilities:**

The Debt Service cost center provides funds to make payments on the principal and interest of outstanding loans and the principal and interest on bonds.

2015 Goals:**Promissory Note (CTVFD Relief Assoc.)**

Issued: 10/1/2008 Amount Issued: \$447,796 Term: 10 years Rate: 3.00% Purpose: Purchase of fire rescue truck.

General Obligation Bonds, Series 2010

Issued: 11/8/2010 Amount Issued: \$4,470,000 Term: 12 years
Rate: 0.5-3% Purpose: refinance 2001 C (PW Center, tower fire truck, Public Safety expansion, Graham Farm Acquisition)

General Obligation Bonds, Series A of 2003

Issued: 6/5/2003 Amount Issued: \$7,885,000 Term: 14 years
Rate: 1.9-3.95% Purpose: refinance 98/96 issues (North Boundary Park, pumper truck, Powell Road, renovation to mun. center)

General Obligation Bonds, Series 2011

Issued: 10/5/2011 Amount Issued: \$37,405,000 Term: 20 years
Rate: 0.3-4.27% Purpose: refinance 2001 B (upgrade of BCTP), refinance 2006 (construction of CHGC), interceptor, waterline, mun. ctr. renovations, PS training facility, C.T. EMS facility, etc.

General Obligation Bonds, Series 2012

Issued: 3/27/2012 Amount Issued: \$11,855,000 Term: 14 years
Rate: 0.3-2.75% Purpose: refinance Series B 2003 (complete PS expansion/park development), refinance Series 2008 (Graham Park construction, municipal center alterations.)

Debt Service Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2600-5414	GO SERIES 2010	65,000	171,194	168,794	168,794	167,544
Portion of principal and interest for 2001 Series C bonds. (PW Center, tower fire truck, PS expansion, Graham Park acquisition)						
1000-2600-5416	GO SERIES A 2003	422,153	307,648	655,570	655,570	656,070
Portion of principal and interest payments for 96/98 bonds refinanced in 2003. (North Boundary Park, pumper truck, Powell Road, renovations to municipal center)						
1000-2600-5417	GO SERIES B 2003	(1)	-	-	-	-
1000-2600-5427	GO SERIES 2011	9,275	16,731	254,769	254,768	253,744
Portion of principal and interest for new money received from Series 2011 bond issue.						
1000-2600-5428	2012 BOND PAYMENTS	320,000	130,000	505,504	505,504	499,664
Principal and interest payments for Series 2012 bond issue.						
1000-2600-5430	PAYING AGENT	3,100	4,100	3,000	2,600	3,000
Annual fees for 2003, 2010, 2011, and 2012 bonds.						
1000-2600-5434	INTEREST EXPENSE	653,826	698,683	-	-	-
Total		1,473,353	1,328,355	1,587,637	1,587,236	1,580,022

**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 a portion of a full time finance position whose major duties include researching and reporting on all new businesses to be added to the Business Privilege-Mercantile tax roles, as well as tracking and monitoring collections and assisting in resolving taxpayer reporting and compliance questions and concerns. In addition, the elected tax collector is paid from this account and is reflected as a part-time employee.

2014 Accomplishments:

1. Collected \$222,000 in delinquent Business Privilege-Mercantile tax.
2. Continue to work with Butler County Tax Committee to successfully implement and monitor the new ACT 32 EIT collection process.

2015 Goals:

1. Identify new accounts for future MBP billings.
2. Improve compliance through education, enforcement and business audits.
3. Continue to monitor EIT collections compliance under Act 32.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	1	1	1	1	0
Part Time	1	1	1	1	1

Tax Collection Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2700-4010	SALARIES FULL TIME	50,180	50,168	52,868	-	22,024
	L. Mackenstein (50%)					
1000-2700-4012	SALARIES-PART TIME	35,000	35,292	35,500	29,766	35,800
	Real Estate Tax Collector compensation per Res. 2013-05					
1000-2700-4015	OVERTIME	-	-	300	-	150
1000-2700-4021	SOCIAL SECURITY	5,342	5,224	5,479	1,845	3,576
	The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.					
1000-2700-4022	MEDICARE	1,249	1,222	1,281	432	837
	The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.					
1000-2700-4023	WORKERS COMP	134	113	133	122	61
	Workers' Compensation costs for all employees with the exception of the Real Estate Tax Collector.					
1000-2700-4041	PENSION NON-UNIFORM	2,567	2,508	2,643	-	1,109
	The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.					
1000-2700-4051	HOSPITALIZATION	16,855	17,142	17,547	-	10,077
	Medical insurance costs for full time employees					
1000-2700-4052	VISION	134	137	139	-	72
	Vision insurance costs for full time employees.					
1000-2700-4053	DENTAL	850	1,094	928	(71)	464
	Dental insurance costs for full time employees.					
1000-2700-4054	ICMA CONTRB	2,546	2,508	2,643	-	1,109
	The 401 contribution is based on 5% of all salaries/wages/overtime for full time employees.					
1000-2700-4055	DISABILITY INSURANCE	132	134	137	-	58
	Long term disability insurance for all full time employees.					
1000-2700-4057	LIFE INSURANCE	251	279	285	-	125
	Life insurance costs for full time and certain part time employees.					
1000-2700-5001	OFFICE SUPPLIES	236	333	500	-	300



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Tax Collection Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2700-5004	GENERAL OPER EXP	8,717	9,776	15,000	8,100	12,000
3200 County processing fee for RE Tax collector, 300 RE Tax Collector postage - reminders, 7800 BCTCC Cost Allocation - Cran Twp, 3700 Act 32 & other misc mailings						
1000-2700-5111	PROFESSIONAL SERVICES	-	194	50,000	-	-
No professional services budgeted this year.						
1000-2700-5230	INFORMATION TECH	3,989	4,150	4,150	4,150	5,000
Costs associated with IT support of Tax Collection.						
1000-2700-5343	INSURANCE BOND	-	-	2,000	2,676	2,700
Twp share for elected RE collector						
1000-2700-5352	EMPLOYEE MILAGE REIMB	-	-	400	-	250
1000-2700-5354	EMPLOYEE TRAINING	210	1,030	1,400	195	500
Tax administrator training.						
1000-2700-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	1,200	-	500
Education reimbursement.						
1000-2700-5356	EMP DUES AND MEMBERSHIP	40	40	150	-	150
10 LITA (Local Income Tax Assoc.) 60 PEITOAC (Pa. Earned Income Tax) 50 PBPMTCA (Pa. Bus. Priv. Merc.)						
1000-2700-5452	COMM-BUS PREV/MERC	39,644	45,447	42,000	44,056	43,575
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Business Privilege/Mercantile Tax						
1000-2700-5453	COMM-LOCAL SERVICE TAX	21,815	25,985	24,150	19,465	24,150
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Local Services Tax						
1000-2700-5454	COMM-EARNED INCOME	90,074	100,500	85,500	88,528	94,500
1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax						
1000-2700-5455	REFUND OF ACT 511 TAXES	-	-	-	59,000	59,000
Total		279,966	303,276	346,333	258,263	318,087



Department: INSURANCE

Description and Responsibilities:

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

2014 Accomplishments:

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

2015 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.

2015 Annual Budget

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Insurance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-2800-4024	UNEMPLOYMENT COMP	120,396	147,863	150,000	87,227	150,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
1000-2800-4043	PENSION ADMINSTRATIVE	29,638	28,457	32,250	27,906	35,700
LeTort Non-Uniform Trustee Plan Services/Investment fees @ 2100/mo = 25,200 Mockenhaupt Police Actuarial services @ 875/qtr= 3500, COLA's 10@ 175ea = 1750, Misc Plan Doc & Actuarial Services @ 3000 = 8500 DROP plan account/admin fees 2000						
1000-2800-4056	EMP ASSISTANCE PROG	3,402	3,512	-	4,902	5,000
Employee Assistance Program - MOVED TO HR BUDGET						
1000-2800-5341	INSURANCE PREMIUM	189,634	220,436	232,000	233,669	248,000
Includes: Gen Twp Package - prop., liab., auto, IM, umbrella, Public Officials & Employ Prac. - 2/3, Pollution Liability - 2/3, Volunteer Ins.,Treas Bond, Fiduciary Cov (Vol Fire, Golf, S/W, Law Enf Liab. covered elsewhere)						
Total		343,070	400,267	414,250	353,704	438,700



Department: LAND DEVELOPMENT

2015 Annual Budget

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Description and Responsibilities:

"Land Development" (cost center 3100) falls under the Department of Community Development which is responsible for all land development functions of the Township. Operations include managing day to day requests and functions related to land development, zoning, subdivisions and development plan review. The Department provides administrative and staff support to the Planning Advisory Commission, Zoning Hearing Board 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.

2014 Accomplishments:

1. Restructured the Department to include Planning.
2. Completed the hiring process for the Planning Specialist.
3. The Cardinal Wuerl High School was completed.
4. Saw strong growth in the Multi-Family market.
5. All 4 buildings at the Haven at Cranberry Woods were started with occupancy scheduled for late 2014 for some buildings.
6. Construction valuation remained high at \$101 million as of September.
7. The UPMC/Penguins facility is well under way with occupancy scheduled for July 2015.

2015 Goals:

1. Revise all applicable Ordinances regarding temporary uses.
2. Revise the entire Sign portion of the Zoning Ordinance.
3. Conduct a review of our CCD Ordinance and proceed with an update.
4. Revise the Shopping Center requirements.
5. Continue to find solutions to pedestrian connection challenges.
6. Find solutions to the bonding of private improvements.

2015 Budget Highlights:

1. DCD Staffing is complete.
2. A part time Administrative Assistant has been hired to assist the Codes group.
3. Filled vacant Code Administrator 1 position.
4. Completed hiring process for the Planning Specialist.
5. Considerable land development and construction activities are expected for 2015.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	7	6	7.5	8	3
Part Time	2	3	0	0	0

Land Development Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3100-4010	SALARIES FULL TIME	109,315	113,724	121,867	95,523	119,121
1000-3100-4012	SALARIES PART TIME	8,991	10,968	10,400	12,420	19,264
1000-3100-4013	SAL BOARD AND COMMISSIONS	2,023	2,205	5,425	2,499	4,000
PAC salaries (\$35 X 22 meetings = \$3,850) ZHB salaries (\$35 X 9 meetings= \$1,575)						
1000-3100-4015	OVERTIME	1,041	1,453	1,200	753	1,000
1000-3100-4021	SOCIAL SECURITY	7,059	7,376	8,647	6,700	8,610
1000-3100-4022	MEDICARE	1,651	1,725	2,022	1,567	2,013
1000-3100-4023	WORKERS COMP	348	314	385	352	395
1000-3100-4041	PENSION NON-UNIFORM	5,242	5,744	6,133	4,798	5,981
1000-3100-4051	HOSPITALIZATION	21,459	22,305	26,399	21,924	36,433
1000-3100-4052	VISION	233	241	255	203	285
1000-3100-4053	DENTAL	1,406	1,559	1,625	1,392	1,842
1000-3100-4054	ICMA CONTRB	5,480	5,706	6,133	4,778	5,981
1000-3100-4055	DISABILITY INSURANCE	281	304	319	260	311
1000-3100-4057	LIFE INSURANCE	533	650	662	608	674
1000-3100-5001	OFFICE SUPPLIES	2,580	2,869	3,000	1,835	3,000
This category is for office supplies for DCD and includes toner expenses.						
1000-3100-5002	SUBSCRIPTIONS/BOOKS	249	279	500	623	500
1000-3100-5004	MATERIALS AND SUPPLIES	14	24	500	288	1,000
1000-3100-5007	SAFETY SUPPLIES	271	305	500	282	500
This category is used for the purchase of any supplies directly related to employee safety. It may include contributions to needs of TASC.						
1000-3100-5111	PROFESSIONAL SERVICES	22,397	8,474	20,000	20,807	20,000
Amount includes \$1200 codification contract renewal and \$8500 for annual update of Ordinances Amount includes codification contract renewal and Ordinance updates as well as copier lease/maintenance agreement and Planning Consultant fees. This account also includes employment background checks and drug testing.						
1000-3100-5133	LEGAL SERVICES	42,459	21,420	30,000	50,054	55,000

Land Development Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3100-5134	OTHER SERVICES/FEES	244	319	-	355	3,700
This account is for recording fees (\$300) for plans where there is no Developer's Deposit account. New for 2015 is \$3400 for the "scanning project". We estimate scanning 2000 sheets at \$1.67 per sheet with Accu-Copy.						
1000-3100-5230	INFORMATION TECH	44,213	48,394	48,394	48,394	49,000
1000-3100-5312	CELL PHONES	370	-	-	200	-
This account is no longer being used. All DCD cell phones are in 3200.						
1000-3100-5353	EMPLOYEE MEETING	268	285	500	1,048	600
This category is for food/refreshments for employee/development/training meetings.						
1000-3100-5354	EMPLOYEE TRAINING	2,829	1,111	2,500	528	2,000
This account is for employee training sessions and includes the annual PPA Conference.						
1000-3100-5356	EMP DUES AND MEMBERSHIP	838	1,014	1,000	863	1,500
This account covers dues and memberships such as APA and PPA.						
1000-3100-5357	CLOTHING	-	145	-	-	-
This category is for employee boots for 1 staff member. Boots are purchased once every 3 years. Last purchase in 2013, due again in 2016.						
1000-3100-5362	PRINTING	3,747	1,116	1,500	1,685	1,000
This account is for DCD Printing needs.						
1000-3100-5363	ADVERTISING	8,434	6,052	7,000	7,214	7,000
1000-3100-5370	MINOR EQUIP AND FURN	329	261	5,500	230	500
\$5000 added to this account for 2014 for possible codes campus renovations.						
1000-3100-5371	COMMUNITY OUTREACH	-	4,217	5,500	545	5,500
This account is for the Business Hub and it consists of \$1,500 for postage, \$1,500 for community outreach and \$2,500 for printing.						
Total		294,301	270,558	317,866	288,726	356,710

Department: CODE ENFORCEMENT
Description and Responsibilities:

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

2014 Accomplishments:

1. Issued 403 permits with a value of \$101,204,000 and performed 6845 inspections as of October 1.
2. Continued to grow MUNIS for Fire Prevention Licensing.

2015 Goals:

1. Complete certifications for Code Administrator 1 position.
2. Continue to manage high workload and begin to process building permit reviews internally, rather than sending them out for 3rd party review.
3. Strengthen Code Enforcement activities with regard to sidewalk maintenance.

2015 Budget Highlights:

1. Continue to grow the Fire Prevention licensing program.
2. Continue to issue large number of residential and non-residential permits and perform accurate and complete inspections.
3. Control overtime costs.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	0	4
Part Time	0	0	0	0	1

Code Enforcement Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3200-4010	SALARIES FULL TIME	213,424	228,225	281,466	207,334	218,075
1000-3200-4012	SALARIES PART TIME	-	-	23,276	-	22,761
1000-3200-4015	OVERTIME	4,577	11,667	7,000	6,476	6,500
1000-3200-4021	SOCIAL SECURITY	13,974	14,571	19,238	12,879	15,307
<hr/>						
1000-3200-4022	MEDICARE	3,268	3,408	4,500	3,012	3,580
1000-3200-4023	WORKERS COMP	1,148	1,143	1,638	1,499	1,461
1000-3200-4041	PENSION-NONUNIFORM	10,290	11,751	14,351	10,420	11,206
1000-3200-4051	HOSPITALIZATION	43,692	53,145	84,483	62,733	71,182
1000-3200-4052	VISION	500	526	695	527	529
1000-3200-4053	DENTAL INSURANCE	2,979	3,495	4,614	3,824	3,434
1000-3200-4054	ICMA CONTRIBUTION	10,258	11,093	14,351	10,081	11,206
1000-3200-4055	DISABILITY INSURANCE	509	584	746	575	583
1000-3200-4057	LIFE INSURANCE	969	1,218	1,549	1,253	1,264
1000-3200-5002	SUBSCRIPTIONS/BOOKS	708	2,812	1,000	-	3,100
<hr/>						
This category is for all subscriptions and books for the Codes Group. Must budget an extra \$2100+/- for renewal of the NFPA Codes in odd number years and need to budget \$5,700+/- for purchase of code books every 3 years starting in 2010 when the State approves such updates. The next code book upgrade is due in 2015.						
1000-3200-5004	MATERIALS/SUPPLIES	826	790	1,500	135	1,000
cameras and other field equipment						
1000-3200-5110	THIRD PARTY INSPECTIONS	-	-	170,000	29,069	30,000
<hr/>						
This expense account is for 3rd party inspection services. 10-1-14 - note that this account description was fixed. The account history is incorrect in terms of projections. it is now fixed for 2015.						
1000-3200-5111	PROFESSIONAL SVS	77,965	77,618	30,000	68,066	3,500
<hr/>						
Copier fees, Septic reviews. The history is incorrect. Changed use of this account in 2014 for the 2015 budget.						
1000-3200-5115	3RD PARTY BUILDING PLAN REVIEW	-	-	-	4,839	100,000
<hr/>						
This account is for the cost of 3rd party building plan review. This was created in 2014 for the 2015 budget.						

Code Enforcement Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3200-5133	LEGAL SERVICE	-	280	-	280	-
	ZHB or BCFAB legal services					
1000-3200-5230	INFORMATION TECHNOLOGY	46,522	48,394	48,394	48,394	49,000
1000-3200-5312	CELL PHONES	3,132	4,374	5,800	3,796	6,110
This category is for cell phone reimbursement for all DCD phones. Director - phone, data and 2 year replacement (\$110 + \$200 alternating) Manager - phone, data and 2 year replacement (\$110 + \$200 alternating) Building Inspectors - phone and 2 year replacement (\$60 per employee + \$200 alternating) Community Planner - data and 2 year replacement (\$110 + \$200 alternating)						
1000-3200-5354	EMPLOYEE TRAINING	2,679	1,293	5,000	3,343	6,000
test						
1000-3200-5356	DUES AND MEMBERSHIP	125	195	1,500	290	1,000
This category is for all dues and memberships associated with the Code Group.						
1000-3200-5357	CLOTHING	135	-	300	285	300
This account is for the purchase of safety boots for each Code Officer and consists of \$150 per person, once every 3 years.						
1000-3200-5362	PRINTING	911	762	750	237	750
1000-3200-5363	ADVERTISING EXPENSES	1,104	6,395	1,500	748	1,500
This account is for advertising of hearings for the Zoning Hearing Board and Building and Fire Code Appeals Board.						
1000-3200-5364	FUEL	3,286	3,680	3,200	2,762	3,000
Total		442,982	487,420	726,851	482,856	572,348

Department: PLANNING
Description and Responsibilities:

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

2014 Accomplishments:

1. Completed the hiring process for the Planning Specialist.
2. Wireless Communication Facilities Ordinance adoption.
3. Updates to the Recreation Fee Program to include non-residential.
4. Continued implementation of the Township bike and pedestrian plan.
5. Amended the Sign Ordinance with regard to large non-residential uses.

2015 Goals:

1. Updates to the Township code of ordinances, including the sign ordinance.
2. Perform the 5 year update to the Comprehensive Plan.
3. Assist with the Community Connections Committee and find ways to improve pedestrian and bike routes.
4. Find creative ways to enhance and manage Economic Development and relations with our business community.

2015 Budget Highlights:

1. Find efficient ways to manage the Comprehensive Plan update.
2. Fully integrate the Township Planning functions into the Department of Community Development.
3. Strong focus on Economic Development.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	0	1
Part Time	0	0	0	0	1

Planning Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3300-4010	SALARIES FULL TIME	60,412	55,213	64,076	30,295	80,609
1000-3300-4012	SALARIES PART TIME	320	-	-	28,569	34,954
1000-3300-4013	SALARIES BOARD	817	1,015	3,100	1,001	3,100
1000-3300-4015	OVERTIME	73	73	100	35	-
1000-3300-4021	SOCIAL SECURITY	4,478	3,887	4,168	3,663	7,168
1000-3300-4022	MEDICARE	1,047	909	975	857	1,676
1000-3300-4023	WORKERS COMP	149	137	161	147	311
1000-3300-4041	PENSION-NONUNIFORM	2,764	2,764	3,206	1,517	4,032
1000-3300-4051	HOSPITALIZATION	6,065	6,938	6,972	5,837	16,556
1000-3300-4052	VISION	140	157	160	64	140
1000-3300-4053	DENTAL	926	1,054	1,054	367	810
1000-3300-4054	ICMA CONTRIBUTION	2,966	2,764	3,206	1,158	4,032
1000-3300-4055	DISABILITY INSURANCE	149	168	167	89	210
1000-3300-4057	LIFE INSURANCE	283	351	346	227	455
1000-3300-5001	OFFICE SUPPLIES	-	212	500	-	-
All DCD office supplies are in 3100.						
1000-3300-5002	SUBSCRIPTIONS/BOOKS	527	450	500	-	500
1000-3300-5004	MATERIALS/SUPPLIES	962	387	1,000	-	-
All DCD materials and supplies are in 3100.						
1000-3300-5111	PROFESSIONAL SERVICES	66,458	28,776	75,000	31,459	65,000
Wayfinding/signage Plan / Zoning ordinance updates / Cranberry Plan Update/ Economic Impact-Market Analysis/ Commuting Survey						
1000-3300-5353	EMPLOYEE MEETING	1,475	1,935	1,500	447	1,500
1000-3300-5354	EMPLOYEE TRAINING	5,517	7,399	7,500	3,298	7,500
APA Conference/ training for Chelsea and Kathleen						
1000-3300-5356	DUES AND MEMBERSHIP	2,277	2,639	1,500	1,534	1,500

Planning Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3300-5361	POSTAGE AND SHIPPING	683	300	1,000	358	500
Miscellaneous mailings and shipping. See 3100-5371 for Business List mailings.						
1000-3300-5362	PRINTING	2,660	-	-	-	1,500
Community Survey Printing - \$3,000						
1000-3300-5363	ADVERTISING	460	-	-	-	750
Total		161,608	117,529	176,191	110,921	232,803

**Department: CUSTOMER SERVICE****Description and Responsibilities:**

The Customer Service Center (CSC) is responsible for acting as the primary interface between the public and various departments of the Township to answer questions, schedule services, and resolve issues. The CSC processes new utility (sewer, water, and/or trash) service applications, building permit applications, customer service requests, work order requests, lien letter requests, deed transfer information, and collects payment for many types of services.

2014 Accomplishments:

1. The CSC averages over 120 calls answered per day and receives an average of 180 customers through our doors daily. We also sold over 17,000 trash stickers, processed over 900 lien letters, over 1,000 building (all types) and zoning permits, scheduled over 8,000 building inspections, 1,400 service requests, 2,000 work orders, and processed over 100,000 utility billing transactions through Tyler Cashiering, the First National Bank and Fiserv Lockbox, or Munis Payment Entry totaling over Fourteen Million dollars in charges.
2. The CSC has worked on or has been involved in many projects throughout the year including: new furniture and workstation, workplace safety, improved communication and efficiency with scheduling sewer and water service appointments, continued software conversion projects including flat item inventory which evaluates and compares the cart information between Hansen and Munis, pending customer process for utility billing, simplified security deposit processing for new tenants, service order processing for sewer water and trash related assets, and work order processing for all other departments.

2015 Goals:

1. Continue to expand web based solutions and automated service options enabling customers to conduct most business 24/7.
2. Continued success with the new contract holder in the Collection Connection Program.
3. Continue to explore options for HHW and electronic recycling under the Covered Device Recycling Act in conjunction with the Collection Connection program.
4. Continue to migrate towards utilizing Munis/Tyler programs for all aspects of business.

2015 Budget Highlights:

No cost increase for 2015

Staffing Levels	2011	2012	2013	2014	2015
Full Time	3	3	3	3	3
Part Time	3	3	3	3	3

Customer Service Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3400-4010	SALARIES FULL TIME	31,691	33,050	34,153	29,223	35,796
1000-3400-4012	SALARIES PART TIME	15,209	28,742	10,852	17,983	10,242
1000-3400-4015	OVERTIME	273	177	300	19	300
1000-3400-4021	SOCIAL SECURITY	2,929	3,791	3,117	2,883	3,163
1000-3400-4022	MEDICARE	685	886	729	674	740
1000-3400-4023	WORKERS COMP	124	136	141	129	151
1000-3400-4041	PENSION-NONUNIFORM	1,553	1,659	1,708	1,462	1,790
1000-3400-4051	HOSPITALIZATION	866	2,970	7,045	6,540	7,644
1000-3400-4052	VISION	65	66	68	62	70
1000-3400-4053	DENTAL	146	240	400	398	399
1000-3400-4054	ICMA CONTRIBUTION	1,592	1,659	1,708	1,462	1,790
1000-3400-4055	DISABILITY INSURANCE	82	85	89	80	93
1000-3400-4057	LIFE INSURANCE	193	223	200	218	202
1000-3400-5001	OFFICE SUPPLIES	1,015	1,083	1,000	824	1,000
1000-3400-5002	SUBSCRIPTIONS/BOOKS	-	-	200	-	200
1000-3400-5004	MATERIALS AND SUPPLIES	121	114	350	100	350
1000-3400-5005	CLEANING SUPPLIES	-	-	200	-	200
1000-3400-5007	SAFETY SUPPLIES	66	250	250	250	250
1000-3400-5111	PROFESSIONAL SVS	322	-	500	398	500
1000-3400-5121	REPAIR MAINTENANCE EQUIPMENT	-	-	250	-	250
1000-3400-5230	INFORMATION TECHNOLOGY	47,892	49,820	49,820	49,820	50,000
1000-3400-5312	CELL PHONES	1,056	1,320	1,320	1,410	1,520
1000-3400-5351	EMPLOYEE RECRUTING	48	104	250	10	250
1000-3400-5354	EMPLOYEE TRAINING/CONF	1,990	28	6,000	-	6,000
1000-3400-5356	DUES AND MEMEBERSHIP	284	358	375	42	700



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Customer Service Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-3400-5370	MINOR EQUIPMENT/FURNITURE	214	-	750	69	750
	Total	108,415	126,761	121,775	114,054	124,350

**Department: PUBLIC SAFETY****Description and Responsibilities:**

The Police Department provides law enforcement protection for the Township. The twenty eight officers in the department perform patrol, traffic, investigative, community relations and education, training, and management functions. Of the twenty eight sworn officers, twenty four are assigned to work patrol. Two are assigned management and support functions and two are assigned as detectives. Three full-time and two-part time administrative staff along with the Public Safety Director serve the department. There were two officers who retired medically in 2014.

The Department supervises the school crossing guard and provides for animal control services through a contract with a private service.

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

2014 Accomplishments:

1. Purchased new portable and mobile radios. The old portables and mobiles were distributed to other departments within the township to increase communication.
2. Continued updating and modifying department policy and procedures.
3. Continued working to achieve certification as an accredited department.
4. Began a phased in replacement program for in-car videos and mobile data terminals.
5. Had fourteen officers trained in responding to active school shootings.
6. Continued working with Seneca Valley to provide more of a police presence in the school and completed a police service contract for reimbursed police services. Conducted an active shooter training with Seneca Valley to train police officers and school district staff.
7. Cranberry Township became a host site for the Butler County District Attorney prescription drug collection box.
8. Collaborated with the Butler County District Attorneys Office to upgrade the cellular phone forensic software equipment housed at Cranberry Township.
9. Collaborated with Butler County for the upgrade of LiveScan/CPin equipment.

2015 Goals:

1. Obtain grant funding to purchase ECite software to be used in the vehicle by officers for citations, warnings, and crash reporting vehicles.
2. Continue updating and modifying department policy and procedures.
3. Continue the process of receiving certification through the Pennsylvania Law Enforcement Accreditation Program.
5. Continue the upgrade of the in-car video system and mobile data terminals.

2015 Budget Highlights:

The major impacts to the 2015 budget are cost increases in personnel, pension plan, and health insurance. Significant revenue loss with the loss of contracted police services to Seven Fields who formed a regional police force with Evans City.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	28	28
Part Time	0	0	0	0	0

**Department: POLICE DEPARTMENT SUPPORT****Description and Responsibilities:**

The Police Department Support cost center consist of the Director, Lieutenant, Sergeant and Administrative staff which provide support to the Public Safety department.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	4	5	5	6	6
Part Time	3	2	2	2	2

Police Department Support Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4111-4010	SALARIES-FULLTIME	214,342	222,473	228,290	197,512	235,560
Salaries for the Public Safety Director, Supervisor Police Administrative Services, 2 clerks.						
1000-4111-4011	SALARIES-UNIFORM	175,726	178,075	178,774	157,952	184,198
Salaries for the Lieutenant and Sergeant.						
1000-4111-4012	SALARIES-PART TIME	22,254	22,223	20,096	16,159	20,943
One half the cost of the school guard is reimbursed by Seneca Valley School District. Salaries for 2 part-time clerks and 1 school guard.						
1000-4111-4015	OVERTIME	267	276	2,000	631	9,000
Costs related to arrest processing for serious crimes, assist with fingerprinting, and main the front desk during vacations.						
1000-4111-4016	OVERTIME UNIFORM	6,616	8,971	7,000	11,066	8,500
Costs for the Support Services Commander (Sergeant) to provide community programs, call-outs for serious crimes and firearms training.						
1000-4111-4021	SOCIAL SECURITY TAX	26,706	26,798	27,600	23,653	28,502
The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4111-4022	MEDICARE	6,246	6,267	6,455	5,532	6,666
The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4111-4023	WORKERS COMP	12,110	11,308	13,708	12,543	15,768
Workers' Compensation insurance for employees.						
1000-4111-4032	LONGEVITY	4,641	5,161	5,813	6,105	6,723
Cost for the Lieutenant and Sergeant. Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4111-4033	COURT AND HEARING PAY	-	-	500	-	500
Costs for the Sergeant. Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4111-4034	HOLIDAY PAY	3,124	3,240	3,194	1,905	3,282
Holiday pay costs for the Sergeant per the Collective Bargaining Agreement.						
1000-4111-4041	PENSION NON UNIFORM	10,399	11,137	11,510	9,907	11,878
Pension contributions for non-uniform employees. Director of Public Safety and 3 clerical positions.						
1000-4111-4042	PENSION UNIFORM	428,352	448,616	519,984	519,984	524,928
Uniform pension contributions as per the latest MMO.						

Police Department Support Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4111-4051	HOSPITALIZATION	84,859	76,297	81,798	72,545	94,938
Medical insurance costs for full time employees.						
1000-4111-4052	VISION INSURANCE	730	747	688	695	708
Vision Insurance costs for full time employees.						
1000-4111-4053	DENTAL INSURANCE	4,557	4,227	4,378	4,376	4,378
Dental insurance costs for full time employees.						
1000-4111-4054	457 CONTRIBUTIONS	10,730	11,137	11,510	9,907	11,878
Contribution to the 457 Plan is based on 5% of salary/wages/ overtime for all full time non-uniformed employees.						
1000-4111-4055	DISABILITY INSURANCE	966	1,025	1,105	954	1,141
Long term disability insurance costs for full time employees.						
1000-4111-4057	LIFE INSURANCE	1,546	1,744	1,735	1,683	1,832
Life Insurance costs for full time employees.						
1000-4111-5001	OFFICE SUPPLIES	3,721	2,850	3,800	2,568	3,800
Costs associated with the purchase of office supplies, such as toners, print cartridges, pens, paper, file folders, misc. office supplies.						
1000-4111-5004	MATERIALS AND SUPPLIES	15,809	8,297	20,000	6,690	20,000
Costs associated with miscellaneous supplies. Such as, vehicle towing, film processing, flares, batteries, evidence packaging, radios.						
1000-4111-5007	SAFETY SUPPLIES	1,958	2,667	3,000	2,741	3,000
Costs associated with purchase of health and safety supplies. Cost center added 2011 to support the township safety program.						
1000-4111-5111	PROFESSIONAL SERVICES	19,719	5,572	32,000	11,845	28,000
Costs associated with specialized services provided by outside individuals. Examples include maintenance of the fuming hood, x-ray machine, and metal detector, drug and alcohol testing, vehicle and ENRAD calibration. There maybe costs associated with the 2014 hiring process carried over into 2015.						
1000-4111-5121	REPAIR MAINTENANCE EQUIPMENT	3,272	2,007	5,000	1,181	5,000
Costs associated with the repair and maintenance of equipment. Examples are radios, sirens, and emergency light systems.						
1000-4111-5133	LEGAL SERVICES	11,031	15,402	25,000	26,306	25,000
Costs associated with attorney fees.						
1000-4111-5134	OTHER SERVICES/FEES	108	2,924	1,500	1,242	2,000



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Police Department Support Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
Costs associated for unforeseen expensives typically for travel expenses related to investigations and warrant service. Added in 2012.						
1000-4111-5230	INFROMATION TECH SVS	221,597	230,518	230,518	230,518	231,000
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
1000-4111-5312	CELL PHONES	8,041	8,301	12,500	7,392	10,000
Costs associated with cellular phone service. Covers CDMA (digital) connectivity to the police vehicles as well as cell phones for the Director, Lt., Sgt., and detectives.						
1000-4111-5341	INSURANCE PREMIUMS	27,791	30,134	34,000	24,004	30,000
Costs associated with law enforcement liability insurance.						
1000-4111-5353	EMPLOYEE MEETING /CONFER	1,097	534	1,000	412	1,000
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4111-5354	EMPLOYEE TRAINING	2,050	2,115	1,600	1,465	2,000
Costs associated with employee training and conferences.						
1000-4111-5356	EMPLOYEE DUES/MEMBERS	1,000	1,220	1,100	1,090	1,300
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, Maglocen membership.						
1000-4111-5357	CLOTHING	1,849	1,880	2,000	1,599	2,800
Costs associated with clothing reimbursements per the Collective Bargaining Agreement, which expites in 2016, for 2 officers at \$700.00 per officer. Funds uniforms for the administrative staff (\$500.00). Funds replacement of protective vest every 5 years. One vest for 2015 (Mascellino). Estimated cost of vest is \$900.00.						
1000-4111-5362	PRINTING	872	134	1,000	309	1,000
Costs associated for printing for major projects such as hiring and police reports.						
1000-4111-5370	MINOR EQUIPMENT/FURNITURE	290	4,916	16,000	11,219	15,000
Costs associated with minor equipment purchases and repairs.						
1000-4111-5371	COMMUNITY OUTREACH	1,521	3,556	8,000	-	8,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brocures.						
Total		1,335,894	1,362,751	1,524,156	1,383,688	1,560,223



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Department: POLICE PATROL

Description and Responsibilities:

The Police Patrol cost center provides law enforcement protection for the Township. We have twenty patrol officers.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	20	20	20	20	20
Part Time	0	0	0	0	0

Police Patrol Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4112-4011	SALARIES-UNIFORM	1,547,509	1,742,318	1,736,082	1,525,119	1,808,080
Salary for 20 officers.						
1000-4112-4016	OVERTIME UNIFORM	101,429	147,640	100,000	170,884	145,600
Meet minimum staffing of at least 3 officers. Late calls and arrests.						
1000-4112-4021	SOCIAL SECURITY TAX	111,884	119,042	121,761	108,281	127,141
The employeeer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
1000-4112-4022	MEDICARE	26,171	28,040	28,476	25,324	29,735
The employeeer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
1000-4112-4023	WORKERS COMP	73,008	72,674	87,689	80,237	102,176
Workers' Compensation insurance for employees.						
1000-4112-4032	LONGEVITY	23,614	22,363	31,524	32,870	30,931
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4033	COURT AND HEARING PAY	22,457	26,229	34,000	27,112	34,000
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
1000-4112-4034	HOLIDAY PAY	53,465	54,569	61,890	30,175	66,046
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
1000-4112-4051	HOSPITALIZATION	307,820	277,377	307,673	254,584	415,978
Medical Insurance costs for full time employees.						
1000-4112-4052	VISION INSURANCE	2,684	2,723	2,773	2,511	3,071
Vision Insurance costs for full time employees.						
1000-4112-4053	DENTAL INSURANCE	16,849	18,292	18,298	17,982	19,821
Dental Insurance costs for full time employees.						
1000-4112-4055	DISABILITY INSURANCE	3,631	4,129	5,106	3,942	5,332
Long term disability insurance costs for full time employees.						
1000-4112-4057	LIFE INSURANCE	5,043	5,670	5,166	5,382	5,412
Life Insurance costs for full time employees.						



2015 Annual Budget

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Police Patrol Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4112-5353	EMPLOYEE MEETING /CONFER	-	-	800	247	800
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4112-5354	EMPLOYEE TRAINING	4,454	1,654	10,000	4,077	10,000
Costs associated with employee training and conferences.						
1000-4112-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	5,000	-	-
College tuition reimbursement. None expected in 2015.						
1000-4112-5356	EMPLOYEE DUES/MEMBERS	85	115	250	85	250
Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.						
1000-4112-5357	CLOTHING	20,287	23,196	31,000	13,312	35,000
Funds the purchase of uniforms and equipment for new hires. 2 officers retired in 2014 and their replacements will be hired in 2015. It is anticipated that a additional 2 part-time officers will be hired in 2015. It cost approx. \$4000.00 to outfit a new officer (\$16,000.00). Funds replacment of protective vest every 5 years. There are 5 officers that will need protectives vests in 2015. Est. cost is \$900.00 per vest (\$45000.00). Funds \$700.00 per year per officers (20) (\$14,000.00) for clothing allowance per the Collective Bargaining Agreement which exires in 2016.						
Total		2,320,390	2,546,031	2,587,488	2,302,124	2,839,373



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Department: POLICE TRAFFIC

Description and Responsibilities:

The Police Traffic cost center provides traffic enforcement to the Township. We have four traffic officers.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0

Police Traffic Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4113-4011	SALARIES-UNIFORM	252,503	221,476	255,800	225,775	242,692
	Salary for 4 officers.					
1000-4113-4016	OVERTIME UNIFORM	14,273	8,425	16,000	18,973	20,800
	Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.					
1000-4113-4021	SOCIAL SECURITY TAX	17,663	15,065	18,204	13,842	17,257
	The emploeer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.					
1000-4113-4022	MEDICARE	4,131	3,523	4,257	3,237	4,036
	The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.					
1000-4113-4023	WORKERS COMP	11,096	10,972	13,110	11,996	13,689
	Workers' Compensation insurance for employees.					
1000-4113-4032	LONGEVITY	2,722	1,832	4,718	4,372	6,170
	Longevity payments to uniformed employees as per the Collective Bargaining Agreement.					
1000-4113-4033	COURT AND HEARING PAY	9,312	5,382	11,000	4,432	10,000
	Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.					
1000-4113-4034	HOLIDAY PAY	9,060	8,832	9,097	7,174	8,673
	Holiday pay for uniformed employees as per the Collective Bargaining Agreement.					
1000-4113-4051	HOSPITALIZATION	28,183	34,457	38,243	31,620	48,495
	Medical Insurance costs for full time employees.					
1000-4113-4052	VISION INSURANCE	269	273	417	254	354
	Vision Insurance costs for full time employees.					
1000-4113-4053	DENTAL INSURANCE	1,701	1,855	2,784	1,855	2,189
	Dental Insurance costs for full time employees.					
1000-4113-4055	DISABILITY INSURANCE	552	609	763	579	724
	Long term disability insurance costs for full time employees.					
1000-4113-4057	LIFE INSURANCE	738	810	738	776	738
	Life Insurance costs for full time employees.					

Police Traffic Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4113-5353	EMPLOYEE MEETING /CONFER	-	-	200	83	200
Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4113-5354	EMPLOYEE TRAINING	-	139	3,000	-	3,000
Costs associated with employee training and conferences.						
1000-4113-5356	EMPLOYEE DUES/MEMBERS	-	-	250	-	250
Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.						
1000-4113-5357	CLOTHING	2,400	4,150	3,300	2,405	2,100
Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officers per the Collective Bargaining Agreement (3 officers) which exires in 2016. Funds replacement of protective vests every 5 years, estimated cost \$900.00 per vest, none in 2015.						
Total		354,601	317,800	381,881	327,372	381,367



2015 Annual Budget

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Department: POLICE INVESTIGATIONS

Description and Responsibilities:

The Police Investigations cost center provides investigative services to the Township. We currently have two detectives.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	2	2	2	2	2
Part Time	0	0	0	0	0

Police Investigations Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4114-4011	SALARIES-UNIFORM	167,280	116,463	163,744	68,608	85,757
	Salary for 1 officer.					
1000-4114-4016	OVERTIME UNIFORM	23,434	31,972	25,000	19,702	25,000
	Late calls, arrests, and investigations.					
1000-4114-4021	SOCIAL SECURITY TAX	12,467	9,850	11,700	3,178	6,113
	The emploeer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.					
1000-4114-4022	MEDICARE	2,916	2,304	2,736	743	1,430
	The employee share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.					
1000-4114-4023	WORKERS COMP	7,359	6,982	8,426	7,710	4,913
	Workers' Compensation insurance for employees.					
1000-4114-4032	LONGEVITY	4,060	4,211	2,856	1,380	1,629
	Longevity payments to uniformed employees as per the Collective Bargaining Agreement.					
1000-4114-4033	COURT ANDHEARING PAY	1,800	1,268	1,000	1,639	1,000
	Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.					
1000-4114-4034	HOLIDAY PAY	4,677	5,247	6,114	142	3,217
	Holiday pay for uniformed employees as per the Collective Bargaining agreement.					
1000-4114-4051	HOSPITALIZATION	26,113	34,145	35,093	21,695	22,104
	Medical Insurance costs for full time employees.					
1000-4114-4052	VISION INSURANCE	245	273	278	173	143
	Vision Insurance costs for full time employees.					
1000-4114-4053	DENTAL INSURANCE	1,602	1,855	1,856	1,314	928
	Dental Insurance costs for full time employees.					
1000-4114-4055	DISABILITY INSURANCE	371	413	491	267	256
	Long term disability insurance costs for full time employees.					
1000-4114-4057	LIFE INSURANCE	492	540	492	353	246
	Life Insurance costs for full time employees.					

Police Investigations Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4114-5312	CELL PHONES	1,334	2,684	2,640	1,166	2,640
Costs associated with cellular phone service.						
1000-4114-5353	EMPLOYEE MEETING /CONFER	-	-	100	-	100
Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.						
1000-4114-5354	EMPLOYEE TRAINING	1,326	80	2,225	104	2,225
Costs associated with employee training and conferences.						
1000-4114-5356	EMPLOYEE DUES/MEMBERS	-	-	200	80	200
Costs associated with dues and memberships. Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Gould's Crime's Code and Vehicle Law.						
1000-4114-5357	CLOTHING	1,600	1,705	1,600	1,198	1,500
Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officers (two officers) clothing allowance per the current Collective Bargaining Agreement which expires in 2016. Funds replacement of protective vest every 5 years (\$900.00). None in 2015.						
Total		257,075	219,992	266,551	129,452	159,401



Department: POLICE FLEET

Description and Responsibilities:

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

2015 Annual Budget

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2014 Accomplishments:

Purchased three vehicles.

2015 Goals:

Replace three vehicles.



2015 Annual Budget

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Police Fleet Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4115-5122	R M VEHICLES	27,890	33,064	32,000	28,943	30,000
Car washing fees, sirens and emergency light system repairs, maintenance not performed by Public Works, parts and supplies.						
1000-4115-5364	FUEL	91,621	86,731	85,000	74,604	85,000
Cost for police fuel.						
1000-4115-6122	FLEET REPLACEMENT	88,652	97,263	110,000	97,547	115,000
Replace police vehicles and equipment (2 marked sedans and one marked SUV)						
Total		208,162	217,057	227,000	201,094	230,000



Department: ANIMAL SERVICE

Description and Responsibilities:

Pays for contracted animal control services provided by Animal Control Services. The contract expires November 16, 2016 but can be cancelled with a 30 day notice.

2015 Annual Budget

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2015 Annual Budget

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Animal Service Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4120-5111	PROFESSIONAL SERVICES	11,890	12,000	14,000	10,050	14,000
Pays for animal control services provided by Animal Control Services under contract. Contract expires November 16, 2016 or it can be terminated with a 30 days notice. \$1,000.00 per month. Additional fees may apply for non covered services.						
	Total	11,890	12,000	14,000	10,050	14,000



Department: FIRE POLICE

Description and Responsibilities:

This cost center pays for uniforms and supplies for the Cranberry Township Volunteer Fire Company Fire Police. There are currently twelve fire police.

2015 Annual Budget

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2014 Accomplishments:

Maintained a high number of volunteer fire police and added two new members.

2015 Goals:

Continue recruitment and retention efforts for the Fire Police .

2015 Budget Highlights:

Increased the cost center by \$500.00 due to the addition of two new members.



2015 Annual Budget

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Fire Police Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4130-5004	MATERIALS AND SUPPLIES	4,857	6,023	5,000	4,923	5,500
Pays for uniforms and supplies for the Fire Police. Current membership is 12 fire police officers. Increase of 2 members from 2014.						
	Total	4,857	6,023	5,000	4,923	5,500

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, range equipment and safety equipment.

2014 Accomplishments:

1. Conducted 3 firearms trainings.

2015 Goals:

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

2015 Budget Highlights:

No cost increase for 2015.



2015 Annual Budget

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Firing Range Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4140-5004	MATERIALS AND SUPPLIES	10,920	11,119	12,000	10,850	12,000
Includes ammunition for three yearly trainings, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies, and targeting systems.						
	Total	10,920	11,119	12,000	10,850	12,000



Department: EMERGENCY MANAGEMENT

Description and Responsibilities:

This cost center funds materials, supplies, equipment, and expenses related to the operation of emergency radios and phones for the Emergency Operations Center. The Emergency Management function is staffed by volunteers.

2015 Annual Budget

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2014 Accomplishments:

1. Maintained current Emergency Operations Center contact lists and operational checklists.
2. Representatives attended the required Butler County Emergency Management trainings.
3. Jeff Schueler and Lee Nanna participated with Butler County to develop a 5 year Hazard Mitigation Plan which will be submitted to FEMA.
4. Jeff Schueler, Mark Nanna and Lee Nanna participated in a regional table top drill for a hazard material spill on I-79 in Cranberry Township.
5. Jeff Schuler participated in the Beaver County Nuclear Drill as a member of the Butler County Emergency Management team.

2015 Goals:

1. Continue to maintain up to date Emergency Operations Center contact lists and operational checklists.
2. Attend Butler County Emergency Management trainings.
3. Continue working with Butler County EMA on issues that effect the Township and County.

2015 Budget Highlights:

No change.

Emergency Management Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4150-5004	MATERIALS AND SUPPLIES	444	265	300	300	300
Materials and supplies for the Emergency Operations Center.						
1000-4150-5370	MINOR EQUIPMENT	81	885	1,000	931	1,000
Pays expenses related to the operation of emergency radios and the Emergency Operations Center.						
Total		524	1,149	1,300	1,231	1,300



Department: FIRE PROTECTION

Description and Responsibilities:

This cost center funds the workers' compensation premium for the Fire Company volunteers, the cost of IT service, and equipment lease rentals for West View Water (2 hydrants) and receives the transfer of intergovernmental aid to volunteer fire departments (Relief Association).

2015 Annual Budget

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2015 Annual Budget

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Fire Protection Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4230-4023	WORKERS COMP	26,909	35,422	41,200	40,443	40,500
Volunteer Fire Company insurance premium.						
1000-4230-5220	ITRAGOV GENERAL SVS	213,716	244,821	225,000	235,347	230,000
Transfer of intergovernmental aid to volunteer fire dept. (Relief Assoc.)						
1000-4230-5230	INFORMATION TECH	-	-	-	-	25,000
Cost of IT support from the Township.						
1000-4230-5332	EQUIP LEASE/RENTAL	446	446	446	446	446
2 hydrants @ 223 ea. (rental from West View Water)						
Total		241,071	280,689	266,646	276,236	295,946



Department: AMBULANCE OPERATIONS

2015 Annual Budget

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Description and Responsibilities:

Cranberry Township Emergency Medical Service 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 volunteer members, costs of hepatitis testing and vaccinations for new members volunteers, and contributes toward their fuel cost.

2014 Accomplishments:

1. The Director of Public Safety continued to participate in the strategic planning for the Cranberry Township Emergency Medical Service.
2. The Director of Public Safety participated in two interview panels for the hiring of new staff members.
3. Continued a close working relationship Cranberry Township Emergency Medical Service.

2015 Goals:

1. Continue working with the management staff of Cranberry Township Emergency Medical Service to foster a cooperative working relationship.
2. Continue support from Township departments to assist the ambulance service in their mission.
3. Continue participating on the Strategic Planning Committee.

2015 Budget Highlights:

Continue contributing funds for fuel for the Cranberry Township Emergency Medical Service. No cost increase for 2015.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	11	18
Part Time	0	0	0	29	34



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Ambulance Operations Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-4310-4023	WORKERS COMP	2,149	2,111	2,430	2,223	-
Workers' Compensation insurance costs for volunteers.						
1000-4310-5134	OTHER SERVICES/FEES	-	-	500	-	500
Pays for mandatory hepatitis testing for new volunteer positions.						
1000-4310-5364	FUEL	23,090	17,288	20,000	19,898	20,000
Provides fuel assistance to the Cranberry Township EMS.						
Total		25,240	19,399	22,930	22,121	20,500

**Department: SNOW REMOVAL****Description and Responsibilities:**

The Public Works Department performs snow removal and de-icing on over 125 centerline miles of Township roads including over 300 cul-de-sacs and all Township parking lots, public trails and sidewalks.

2014 Accomplishments:

1. Endured severe rock salt shortage by utilizing extended rock salt purchasing contracts.
2. Implemented salt brine production technology with the goal of reducing the amount of road salt used.
3. Introduced anti-skid more frequently for ice and to combat forecasted shortage.
4. Established intermunicipal sales agreements for salt brine and blend products.

2015 Goals:

1. Continue to utilize salt blowers for stock piling material in storage barn.
2. Utilize route and material software and hardware to increase route and operator efficiency.
3. Introduce cross training of management staff for coverage of storms.

2015 Budget Highlights:

1. Increased rock salt prices are reflected in material budget line.
2. Winter service agreement revenue has increased.
3. Additional FT employee is reflected from the Traffic Division that will be utilized for winter maintenance operations.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	12	12	13	14	15
Part Time	0	0	0	0	0

Snow Removal Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5110-4010	SALARIES FULL TIME	16,333	60,838	45,000	48,416	45,000
1000-5110-4015	OVERTIME	71,227	101,642	55,000	77,830	50,000
1000-5110-4021	SOCIAL SECURITY	5,622	10,373	6,200	8,036	6,000
1000-5110-4022	MEDICARE	1,315	2,426	1,450	1,879	1,500
1000-5110-4041	PENSION NON UNIFORM	1,390	8,124	5,000	6,312	5,500
1000-5110-4054	457 CONTRIBUTIONS	4,301	8,019	5,000	6,181	5,500
1000-5110-5004	MATERIALS AND SUPPLIES	29,393	16,829	71,000	12,332	30,000
Cost associated with winter maintenance equipment and miscellaneous expense. Computer repairs and replacement of automatic controls.						
1000-5110-5111	PROFESSIONAL SERVICES	17,137	27,898	20,000	10,856	15,000
Monthly svc fee for GPS tracking snow routes, equip repair outsourcing						
1000-5110-5121	REPAIR MAINTENANCE EQUIPMENT	11,226	28,233	14,000	14,180	12,000
Costs associated with repair and maintenance of equipment.						
1000-5110-5323	WATER	143	387	-	290	-
1000-5110-5354	EMPLOYEE TRAINING	-	-	3,000	333	3,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside souces.						
1000-5110-5365	SALT AND ANTI SKID	261,230	301,099	57,000	522,206	355,540
Cost for Rock Salt and antiskid for Winter Maintenance						
1000-5110-6121	EQUIPMENT	-	-	220,000	94,086	-
Payment for two new Mack trucks						
		Total	419,317	565,868	502,650	802,936
						529,040

Department: TRAFF, SIG, SIGNS, COMM
Description and Responsibilities:

The Traffic Signal and Communication Division operates and maintains 48 existing signals. Also maintained are 2 sets of School Zone/ Bus Flashers and other electrically operated warning devices located throughout the Township. This Division also manages the logistics of 20 miles of Fiber Optic underground cabling, Broadband Wireless networks and 2 way radio systems in daily use by Township infrastructure. This division maintains signals in Seven Fields Borough, Adams Township and Marshall Township in Allegheny County through intermunicipal signal agreements. Responsibilities also include maintenance of all road sign infrastructure.

2014 Accomplishments:

1. 228/Freedom corridor signal improvements
2. New signal added to Hillmont and Franklin
3. Realized significant efficiencies of remote traffic signal access during catastrophic event.
4. Designed and installed facility lighting at tennis court and added new lighting at Deck Hockey rink

2015 Goals:

1. Develop PM program for sign program.
2. Implement adaptive technology into the traffic signal network

2015 Budget Highlights:

1. Add one additional FT employee, shift one current employee to management.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	2	2	2	2	3
Part Time	0	0	1	1	1



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CRANBERRY TOWNSHIP **built for you.**

Traff, Sig, Signs, Comm Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5120-4010	SALARIES FULL TIME	101,672	112,032	238,787	188,747	289,169
Seasonal employee to assist with routine field maintenance labor.						
1000-5120-4012	SALARIES PART TIME	-	7,533	8,500	11,550	-
No part time employee budgeted for this year.						
1000-5120-4015	OVERTIME	16,307	17,923	15,000	15,977	15,000
1000-5120-4021	SOCIAL SECURITY	7,469	8,674	16,282	13,485	19,260
1000-5120-4022	MEDICARE	1,747	2,028	3,808	3,154	4,588
1000-5120-4023	WORKERS COMP	4,696	4,083	10,717	9,806	14,469
1000-5120-4041	PENSION NON-UNIFORM	5,396	6,503	12,709	10,216	15,401
1000-5120-4051	HOSPITALIZATION	33,491	33,738	63,041	53,973	96,538
1000-5120-4052	VISION	262	272	520	475	664
1000-5120-4053	DENTAL	1,701	1,855	3,474	3,473	4,309
1000-5120-4054	457 CONTRIBUTIONS	5,857	6,503	12,709	10,216	15,401
1000-5120-4055	DISABILITY INSURANCE	263	272	661	550	801
1000-5120-4057	LIFE INSURANCE	254	286	1,373	603	1,737
1000-5120-5001	OFFICE SUPPLIES	-	198	-	75	200
1000-5120-5004	MATERIALS AND SUPPLIES	71,232	64,618	75,000	45,418	50,000
Signal and communication supplies \$45,000.00- Signal Maintenance Supplies; \$15,000.00- Radio Communication expenses \$15,000.00- Fiber Optic Expenses Additional \$10,000 Sig Mtc						
1000-5120-5007	SAFETY EQUIP	586	1,818	1,500	844	1,000
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jacket						
1000-5120-5111	PROFESSIONAL SERVICES	5,242	2,715	7,000	(1,242)	2,500
Technical contractors such as Advanced Data; FCIS.						
1000-5120-5121	REPAIR MAINTENANCE EQUIPMENT	1,193	2,450	4,000	1,286	2,500
Electronic equipment repairs not covered by warranties.						
1000-5120-5122	R M VEHICLES	-	-	1,500	-	1,000



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Traff, Sig, Signs, Comm Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
Annual Hydraulic inspection and associated testing						
1000-5120-5123	R M FACILITY MAINT	107	-	1,500	-	1,000
TOC facility maintenance and repairs						
1000-5120-5124	MAINTENANCE CONTRACT	7,121	7,412	8,000	4,864	8,000
Contracted Services - Fiber locating						
1000-5120-5311	TELEPHONES	-	52	-	-	-
TOC diall tone services to operate traffic network						
1000-5120-5312	CELL PHONES	360	1,542	2,040	1,336	2,040
Crew Leader and 1 staff						
1000-5120-5321	ELECTRICITY	24,979	25,961	25,000	23,466	25,000
Energy costs associated with traffic signal devices Additional Signals installed						
1000-5120-5354	EMPLOYEE TRAINING	1,726	2,336	4,000	149	2,500
technical Training/ Certification Maintenance						
1000-5120-5356	EMPLOYEE DUES/MEMBERS	353	280	500	203	500
1000-5120-5357	CLOTHING	-	-	-	-	250
seasonal tshirts						
1000-5120-5361	POSTAGE AND SHIPPING	36	43	250	82	250
Postage and shipping expenses related to electronic repairs						
1000-5120-5364	FUEL	5,629	3,946	6,000	3,125	4,000
1000-5120-5367	SIGNS	6,526	-	10,000	5,657	10,000
Township wide sign maintenance.						
1000-5120-5370	FURNITURE AND FIXTURES	291	975	1,000	1,543	1,000
Total		304,495	316,053	534,871	409,031	589,077

Department: STORM WATER**Description and Responsibilities:**

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

2014 Accomplishments:

1. Completed basin repairs in advance of paving contract.
2. Completed over 150 basins this year.
3. Utilized one seasonal employee for catch basin work assistance.

2015 Goals:

1. Complete basin repairs in advance of paving contract being let.
2. Increase use of seasonal labor for basin and storm line repairs.
3. MS4 seasonal labor use for mapping and inspections.

2015 Budget Highlights:

1. MS4 program goals of mapping and inspections with seasonal labor.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	2	2	2
Part Time	0	0	0	0	4

Storm Water Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5131-4010	SALARIES FULL TIME	138,094	111,791	149,103	96,604	153,175
1000-5131-4012	SALARIES PART TIME	-	-	10,240	-	-
No part-time budgeted this year.						
1000-5131-4015	OVERTIME	970	41	1,500	150	500
1000-5131-4021	SOCIAL SECURITY	8,926	7,111	9,841	6,056	10,094
1000-5131-4022	MEDICARE	2,088	1,663	2,302	1,416	2,361
1000-5131-4023	WORKERS COMP	6,484	5,606	6,674	6,107	7,631
1000-5131-4041	PENSION NON-UNIFORM	7,383	5,591	7,936	4,835	8,140
1000-5131-4051	HOSPITALIZATION	27,941	25,626	29,583	24,808	37,440
1000-5131-4052	VISION	258	275	282	257	290
1000-5131-4053	DENTAL	1,635	1,784	1,784	1,784	1,785
1000-5131-4054	ICMA CONTRB	6,911	5,591	7,936	4,835	8,140
1000-5131-4055	DISABILITY INSURANCE	369	374	413	355	423
1000-5131-4057	LIFE INSURANCE	351	393	857	388	918
1000-5131-5004	MATERIALS AND SUPPLIES	1,375	593	2,700	2,050	2,000
Materials and Supplies for Storm water						
1000-5131-5007	SAFETY EQUIP	92	650	530	172	250
Safety Equipment such as vests, gloves, glasses						
1000-5131-5111	PROFESSIONAL SERVICES	17,310	22,097	20,000	6,697	10,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Including basin cleaning, equip repairs outsourced						
1000-5131-5121	REPAIR MAINTENANCE EQUIPMENT	4,342	636	2,100	467	1,000
Maint. and Repair of Equipment						
1000-5131-5312	CELL PHONES	-	-	720	-	720
Crew Leader (Manipole) cell phone						
1000-5131-5332	EQUIP LEASE/RENTAL	623	-	2,000	175	500



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Storm Water Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
Costs associated with leasing of equipment. Rental of equipment needed and not currently in fleet						
1000-5131-5366	ROAD MAINTENANCE SUPPLIES	114,622	72,484	35,000	85,873	55,700
MS4 requirements - we will have additional costs associated with upgrading the storm sewer collection system. Costs associated with the purchase of materials for road maintenance. Such as m-tops, stone, pipe and asphalt.						
1000-5131-5367	SIGNS	-	1,547	-	-	-
Reduced amount by \$527... zero'd out the account. Costs associated with the purchase of street signs and hardware.						
1000-5131-5370	MINOR EQUIP AND FURN	160	1,312	2,000	-	1,000
new equipment needed for finishing concrete during concrete basin repairs and costs associated with the purchase of other minor equipment and furniture.						
Total		339,933	265,165	293,501	243,029	302,067

**Department: ROAD MAINTENANCE****Description and Responsibilities:**

Construct capital projects, initiate repairs to roads, storm systems on over 125 centerline miles of township roads.

2014 Accomplishments:

1. Completed Glen Rape (Phase 2) – FDR and resurfacing completed.
2. Constructed new pavilion site for the Community Park North pavilion.
3. Constructed post foundations and installed drainage of exterior of Dek Hockey rink.
4. Completed Township-wide line painting program.
5. Marshall Rd base repair and storm water system improvement.
6. Constructed three new tennis courts.
7. Base repair work in advance of resurfacing program completed.

2015 Goals:

1. Prepare list of roads for crack sealing program.
2. Complete all catch basin repairs and road base repairs prior to the resurfacing program.
3. Utilize seasonal labor for construction related projects.

2015 Budget Highlights:

1. Resurfacing base repairs to be completed prior to resurfacing.
2. Include seasonal employees within the Streets division. Employees will be utilized on various construction projects, as well as, pot hole and crack seal maintenance.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	8	8	8	8	8
Part Time	0	0	0	0	2

Road Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5132-4010	SALARIES FULL TIME	292,930	316,792	315,463	292,901	324,205
1000-5132-4012	SALARIES PART TIME	-	-	5,240	4,140	10,610
Two (2) seasonal employees Mar-Nov						
1000-5132-4015	OVERTIME	6,377	3,825	6,000	3,742	5,000
1000-5132-4021	SOCIAL SECURITY	19,192	20,341	21,630	18,905	22,171
1000-5132-4022	MEDICARE	4,488	4,757	5,058	4,422	5,185
1000-5132-4023	WORKERS COMP	14,173	11,730	14,018	12,827	16,032
1000-5132-4041	PENSION NON-UNIFORM	11,160	16,031	16,601	14,830	17,038
1000-5132-4051	HOSPITALIZATION	68,250	52,340	58,412	49,686	72,425
1000-5132-4052	VISION	574	596	608	556	626
1000-5132-4053	DENTAL	3,682	4,017	4,018	4,017	4,019
1000-5132-4054	ICMA CONTRB	14,903	16,031	16,601	14,830	17,038
1000-5132-4055	DISABILITY INSURANCE	767	803	863	751	886
1000-5132-4057	LIFE INSURANCE	866	1,001	1,793	977	1,922
1000-5132-5001	OFFICE SUPPLIES	303	-	500	-	500
Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.						
1000-5132-5004	MATERIALS AND SUPPLIES	9,946	5,332	10,000	1,890	10,250
Cost associated with miscellaneous expenses: Materials and Supplies						
1000-5132-5007	SAFETY EQUIP	1,218	1,875	1,500	856	1,538
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
1000-5132-5111	PROFESSIONAL SERVICES	119,520	66,228	53,000	9,361	54,325
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Inspections, flagging, concrete work, tree work						
1000-5132-5121	REPAIR MAINTENANCE EQUIPMENT	12,468	19,514	17,000	9,806	17,425
Costs associated with repair and maintenance of equipment. Repair and maintenance of road construction equipment						



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Road Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5132-5312	CELL PHONES	900	3,876	3,840	3,304	3,120
	Streets Mgr and 2 Crew Leaders					
1000-5132-5332	EQUIP LEASE/RENTAL	5,753	3,140	7,000	3,299	10,000
	Costs associated with leasing of equipment.					
1000-5132-5354	EMPLOYEE TRAINING	150	149	1,000	-	1,025
	Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside souces.					
1000-5132-5357	CLOTHING	583	-	-	-	-
1000-5132-5366	ROAD MAINTENANCE SUPPLIES	231,037	114,520	160,000	101,175	164,000
	Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.					
1000-5132-5367	SIGNS	677	-	-	427	-
	Costs associated with the purchase of street signs and hardware.					
1000-5132-5370	MINOR EQUIP AND FURN	1,268	4,770	2,000	1,025	2,050
	Costs associated with the purchase of minor equipment and furniture.					
1000-5132-6117	ROAD RESURFACING	424,626	560,583	450,000	248,796	450,000
	Asphalt costs associated with the resurfacing program					
Total		1,245,809	1,228,250	1,172,145	802,522	1,211,390

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.

2014 Accomplishments:

1. Completed access control and video at Treatment Plant.
2. Upgraded power unit for the cardboard compactor.
3. Replaced pre-school, CSR and two common area a/c units in-house.
4. Installed keypad access for FB concessions at Graham and Comm Park and Finance storage.
5. Lighting upgrade at Haine Fire Station.
6. Painted gas supply line on Municipal Center rooftop with use of seasonal labor.
7. Installed new kitchen breaker for P&R.
8. Painted gym block walls.
6. Commissioned the Ambulance building.
7. Painted the exterior of the Municipal Center.

2015 Goals:

1. Replace exterior doors at Public Works.
2. Improve security access at off-site water tanks.
3. Install keypad access to all off site IT storage closets.

2015 Budget Highlights:

1. Renew housekeeping contracts and evaluate personnel alternatives.
2. Utilize building automation reporting to show utility usage and reduction efforts.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	2	2	3	3	3
Part Time	0	0	0	2	4

Facility Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5140-4010	SALARIES FULL TIME	170,678	172,879	178,056	141,870	197,018
1000-5140-4012	SALARIES PART TIME	3,611	12,518	11,000	12,715	11,000
part time seasonal help to perform labor tasks ie: roof and gutter cleaning, minor painting and unskilled work.						
1000-5140-4015	OVERTIME	2,930	4,396	3,000	5,070	6,000
allowance for call in on weekends and after normal hours snow removal and emergency calls						
1000-5140-4021	SOCIAL SECURITY	11,445	11,983	12,134	9,886	13,334
1000-5140-4022	MEDICARE	2,676	2,803	2,838	2,312	3,119
1000-5140-4023	WORKERS COMP	9,526	6,588	7,904	7,232	9,715
1000-5140-4041	PENSION NON-UNIFORM	8,234	8,864	9,365	7,345	10,332
1000-5140-4051	HOSPITALIZATION	21,337	25,809	38,060	40,212	47,737
1000-5140-4052	VISION	386	388	395	361	421
1000-5140-4053	DENTAL	2,430	2,651	2,652	2,651	2,745
1000-5140-4054	ICMA CONTRB	8,565	8,697	9,365	7,345	10,332
1000-5140-4055	DISABILITY INSURANCE	405	426	487	418	537
1000-5140-4057	LIFE INSURANCE	490	568	1,011	572	1,165
1000-5140-5001	OFFICE SUPPLIES	-	-	250	114	250
papers, pens, pencils, planners						
1000-5140-5004	MATERIALS AND SUPPLIES	23,627	27,717	24,000	17,600	20,000
This account will supply parts and materials to perform in house maintenance and repairs. Plumbing, electrical, carpentry, painting and plastering. This account has been reduced with the current upgrades being completed on the building. Roofing and HVAC units will be under warranty reducing expenses on repairs.						
1000-5140-5005	CLEANING SUPPLIES	13,696	20,788	14,000	9,590	11,000
Disposable paper products, hand towels, roll towels, toilet paper, trash liners, hand soaps restroom and kitchen supplies Departments included golf course, turf grass, fire stations Parks, Plant . Account shows a 3% increase to cover the addition of the new preschool area.						
1000-5140-5007	SAFETY EQUIP	389	1,156	500	327	500
Safety supplies for Facilities respirators and replacement body harness for staff.						
1000-5140-5111	PROFESSIONAL SERVICES	47,549	34,201	25,000	19,933	25,000



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CRANBERRY TOWNSHIP **built for you.**

Facility Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
repairs, window cleaning, security camera and access control repair, carpet cleaning extraction, fire alarm and sprinkler inspection, fire extinguisher inspection and certification, rest-room deodorizers, painting, plumbing and electrical services not done in-house, services under signed contract Emergency Generator maint - Automatic Doors services not under signed contract including roof. One cycle of carpet cleaning service for the common areas has been reduced to one with the new carpet. Account has been reduced to reflect the renovations done on the building.						
1000-5140-5123	R M FACILITY MAINT	17,681	8,503	15,000	8,932	10,000
Materials and supplies over \$500 for repair and maintenance, heat humidifer replacement, heat exchangers, large blower motors, liebert server room a/c. This allows for the additional buildup of the Parks and Recreation / Pre school area.						
1000-5140-5124	MAINTENANCE CONTRACT	1,341	2,358	5,000	-	3,000
Guardian Protection fire/burg. monitoring \$985 licensing, staffing examples: elevator pm and state inspections,\$4200 emergency generator maintenance, \$1,800 pest control service, \$1,188 automatic door maintenance agreement \$1,100 Verdin tower clock maintenance, \$750 HVAC \$9,000 services provided under a signed contract agreement that are unable to be done through in-house staff due to specialty tools or equipment, inspections required by state and federal code, Access Control repairs \$4,000						
1000-5140-5132	JANITORIAL SERVICES	77,902	108,589	105,000	108,729	101,000
The Municipal building was bid out as its own contract to increase the level of cleaning. Wages were dictated to insure a better quality of cleaner. This account includes an increase to cover the additional sq. ft. of space that was unused until the new preschool was constructed.						
1000-5140-5312	CELL PHONES	2,014	2,472	2,400	2,128	3,120
Facilities Mgr and 1 staff member.cell phone reimbursement for Facilities Mngr. and maintenance techs. increased by \$528 for new hire cell phone						
1000-5140-5321	ELECTRICITY	101,485	101,331	101,000	84,771	101,000
\$100,005 Electrical billing for municipal building and complex Based on actual billing and estimates. Account should show a reduction with the addition of building automation on the HVAC equipment.						
1000-5140-5322	NATURAL GAS	33,853	31,235	35,000	34,125	36,750
current actual billing natural gas heating and domestic hot water for municipal complex plus a 5% allowance for price fluctuation.						
1000-5140-5323	WATER	7,072	5,388	9,000	3,852	7,000
water service for the 228 Traffic islands, Dutihl islands, and the Municipal building.						
1000-5140-5324	SEWER	3,077	4,131	3,500	3,732	3,500
based on actual budget amount plus a 15% increase.						
1000-5140-5325	TRASH SERVICE	234	204	500	390	500
*does not include the cardboard recycling compactor. * trash and recycling service through Waste Mgmt.						
1000-5140-5332	EQUIPMENT LEASES	-	153	3,000	38	2,500



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CRANBERRY TOWNSHIP built for you.

Facility Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
Account has been reduced with the purchase of the sissors lift.						
1000-5140-5352	EMPLOYEE MILAGE REIMB	-	-	250	-	200
reimbursement for expenses related to ongoing education credits for job related studies.						
1000-5140-5354	EMPLOYEE TRAINING	1,521	672	1,500	929	2,000
Employee training and certification classes.						
1000-5140-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	2,000	-	-
allowance for employee training and career development. Software House 9000 training \$3,000						
1000-5140-5357	CLOTHING	-	-	-	-	1,500
Uniform and boot allowance.						
1000-5140-5364	FUEL	4,357	3,728	2,500	3,172	3,700
Gasoline and diesel fuel for the Facilities sprinter, chevy van and Expidition..						
1000-5140-5370	MINOR EQUIPMENT/FURNITURE	1,684	1,990	2,500	1,378	2,000
specialty tool and equipment purchases necessary to perform maintenance and repairs that would other wise need to be done through an outside contractor at a greater expense. only tools or equipment that will be used regularly will be purchased.						
Total		580,195	613,187	628,167	537,727	647,975

Department: FLEET MAINTENANCE
Description and Responsibilities:

Fleet operations provides service and support to all Township vehicles and equipment.

2014 Accomplishments:

1. Performed a detailed analysis and established finer parameters for the Township wide vehicle replacement program. Continued to study the feasibility of utilizing a lease program which is being implemented in 2015.
2. Utilized online auctioning for vehicle and equipment disposal.
3. Maintained vehicle detailing program, as staffing was available, throughout the year.
4. Utilized part time mechanic for light preventative maintenance tasks.
5. Maintained the COG's crack sealing unit throughout the rental season.
6. Instituted undercarriage spray bar in wash bay for larger trucks.

2015 Goals:

1. Institute vehicle leasing program for S&W meter reading, several admin vehicles and evaluate light equipment leasing for mowers and medium carts.
2. Move Cummins engine diagnostic testing in-house and have mechanics trained on use.
3. Train mechanics on Tier 4 emission standards and monitor impact on vehicles and equipment.
4. Install and utilize wash off pad for mowers and trucks.

2015 Budget Highlights:

1. Training for new diagnostic software.
2. Fuel will continue to be a volatile commodity.
3. Vehicle leasing is expected to have an impact on R&M budgets in general. This will be monitored throughout 2015.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	3	3	3	3	3
Part Time	0	0	1	1	1

Fleet Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5150-4010	SALARIES-FULLTIME	90,598	100,621	102,364	87,126	107,426
1000-5150-4012	SALARIES-PART TIME	32,215	18,522	13,824	6,328	16,840

One part-time seasonal at \$14.00/hr, 40hrs/wk, for 32 weeks from Mar-Nov. This position will assist with Fleet maint and any other project assigned.

1000-5150-4015	OVERTIME	1,259	3,752	3,000	2,240	3,200
1000-5150-4021	SOCIAL SECURITY TAX	7,847	7,805	7,820	6,052	8,134
1000-5150-4022	MEDICARE	1,835	1,825	1,829	1,415	1,902
1000-5150-4023	WORKERS COMP	4,714	3,832	4,653	4,258	5,418
1000-5150-4041	PENSION NON UNIFORM	5,313	5,208	5,465	4,418	5,718
1000-5150-4051	HOSPITALIZATION	22,095	26,531	29,025	26,612	36,359
1000-5150-4052	VISION INSURANCE	207	246	250	229	257
1000-5150-4053	DENTAL INSURANCE	1,243	1,670	1,670	1,670	1,670
1000-5150-4054	457 CONTRIBUTIONS	3,970	4,979	5,465	4,418	5,718
1000-5150-4055	DISABILITY INSURANCE	237	257	284	242	297
1000-5150-4057	LIFE INSURANCE	225	270	590	265	645
1000-5150-5001	OFFICE SUPPLIES	1,445	249	500	-	500

Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.

1000-5150-5002	SUBSCRIPTIONS/BOOKS	135	-	1,000	-	-
Cummins Insite Lite Annual Subscription for Fleet \$375/yr, \$1000 Professional Fleet Management Certification \$2500 - 2 empl cert by IMSA (International Municipal Signal Association) working toward level 3 certification						
1000-5150-5004	MATERIALS AND SUPPLIES	4,557	2,709	7,500	3,001	4,000
Cost associated with lubricants, tools and parts.						
1000-5150-5007	SAFETY SUPPLIES	801	3,023	2,500	185	3,000
Costs associated with the purchase of safety materials.						
1000-5150-5111	PROFESSIONAL SERVICES	6,679	9,695	26,000	23,761	25,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						



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Fleet Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5150-5121	REPAIR MAINTENANCE EQUIPMENT	299	59	-	17	-
1000-5150-5122	R M VEHICLES	42,982	66,525	62,000	52,004	60,000
Costs associated with repair and maintenance of vehicles. Testing and parts for work completed on all twp vehicles with inhouse labor and resources.						
1000-5150-5312	CELL PHONES	-	732	720	588	720
Crew Leader Mechanic						
1000-5150-5354	EMPLOYEE TRAINING	2,199	2,254	3,000	64	3,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside souces.						
1000-5150-5356	EMPLOYEE DUES/MEMBERS	-	-	600	224	500
Costs associated with dues and memberships.						
1000-5150-5357	CLOTHING	149	-	-	-	-
1000-5150-5370	MINOR EQUIPMENT/FURNITURE	2,334	1,714	5,000	4,782	3,000
Cost for the purchase of minor equipment for the shop.						
Total		233,339	262,478	285,059	229,899	293,304

**Department: GROUNDS MAINTENANCE****Description and Responsibilities:**

Grounds Maintenance Division has the primary responsibility of maintaining athletic fields, general turfgrass, and landscape material along with buildings, playgrounds, and all permanent amenities at the Township's three parks. Additional areas of maintenance include all Waterpark grounds and facilities, street planting islands, the Municipal Building grounds, and 15 satellite properties throughout Cranberry Township. 48% of operations consist of mowing, pesticide and fertilizer applications, cultivation of turfgrass and landscape plantings. 52% of operations are maintenance and repair of playgrounds, restroom and concession buildings, garbage and litter removal, and service for special events.

2014 Accomplishments:

1. Replaced dug out roofs at Comm Park & Veterans field dug outs.
2. Irrigation system improvements at Graham Park.
3. Comm Park North pavilion completion.
4. Replaced JC Shelter roof.
5. Dead and dying tree maintenance, safety pruning around all parks – Turnpike side, Comm Park top section.

2015 Goals:

1. Evaluate increase in facility maintenance cost control (deck hockey, restrooms, kids castle, new shelter, etc).
2. Increase mapping improvements of irrigation system at Graham Park.
3. Veterans Field improvement (overhaul infield, remove grass infield, convert to baseball/softball use, irrigation upgrade for infield).
4. Lions Shelter roof replacement.
5. Fixture update at North Boundary Park playground and restrooms – not inside pool (lighting, faucets, flush valves).

2015 Budget Highlights:

1. Continued funding for tree maintenance will reduce hazards for all park visitors.
2. Planned preventive facility repairs and upgrades project a positive image across all parks while reducing the labor needed for reactionary resolutions.
3. Proactive maintenance and repairs to the Graham Park irrigation system will mitigate untimely failures.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	5	6	6	6	6
Part Time	16	10	20	21	14

Grounds Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5160-4010	SALARIES FULL TIME	221,354	221,307	239,079	191,920	245,708
1000-5160-4012	SALARIES PART TIME	171,004	205,608	170,000	162,453	175,000
Seasonal labor: 12 FT March 1 through November 30. 4 FT (summer only) May through August.						
1000-5160-4015	OVERTIME	10,117	15,482	13,000	11,037	13,500
OT for grounds personnel not including snow removal.						
1000-5160-4021	SOCIAL SECURITY	25,465	27,854	25,481	22,792	25,892
1000-5160-4022	MEDICARE	5,955	6,514	5,959	5,330	6,055
1000-5160-4023	WORKERS COMP	10,195	9,335	11,100	10,157	12,624
1000-5160-4041	PENSION NON-UNIFORM	11,039	11,659	12,551	10,004	12,882
1000-5160-4051	HOSPITALIZATION	27,874	30,630	33,509	25,747	39,913
1000-5160-4052	VISION	344	350	356	325	367
1000-5160-4053	DENTAL	2,225	2,428	2,430	2,428	2,429
1000-5160-4054	ICMA CONTRB	11,350	11,718	12,551	10,004	12,882
1000-5160-4055	DISABILITY INSURANCE	561	616	653	568	670
1000-5160-4057	LIFE INSURANCE	658	788	1,355	762	1,453
1000-5160-5004	MATERIALS AND SUPPLIES	36,406	45,851	38,000	36,447	38,000
Includes electrical supplies, irrigation maintenance and repair parts, woodcarpet for playgrounds, landscape plants and mulch, soil, stone, building supplies, materials for trails and lots in parks, fence repair parts, HR costs associated to seasonal labor, and miscellaneous hardware and supplies.						
1000-5160-5005	CLEANING SUPPLIES	9,151	8,346	8,000	7,167	8,000
Janitorial and cleaning supplies for all parks including toiletries, disinfectants, paper products, trash liners.						
1000-5160-5006	AGRICULTURAL SUPPLIES	91,334	86,996	94,000	82,326	83,500
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
1000-5160-5007	SAFETY EQUIP	2,489	2,897	3,000	1,195	3,000
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE. Sustained funding is attributable to an increase in spray operations and in-house tree work which require additional, specific PPE.						
1000-5160-5111	PROFESSIONAL SERVICES	47,756	48,108	44,000	39,643	44,000



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CRANBERRY TOWNSHIP **built for you.**

Grounds Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
Work performed through contracted service providers includes: Geese Police, aquatic management for Graham Park pond, painting, mulch blower services, fence repairs, design and production of signage, grease trap cleaning, arborist services, electrical installation and repairs.						
1000-5160-5121	REPAIR MAINTENANCE EQUIPMENT	26,114	20,184	18,000	24,726	20,000
Parts and repairs for all parks power equipment.						
1000-5160-5123	R M FACILITY MAINT	9,426	13,112	9,000	11,651	11,000
Repairs to parks structures and facilities including restrooms, storage buildings, shelters, amphitheatre, dog park, batting cages.						
1000-5160-5124	MAINTENANCE CONTRACT	5,664	-	1,000	-	1,000
Contracted services for repairs and maintenance on parks buildings and grounds including extermination, routine cleaning, mechanical maintenance.						
1000-5160-5312	CELL PHONES	2,190	2,292	3,000	2,218	3,000
Grounds Mgr and 2 Crew LeadersReimbursement of manager and crew leaders for cell phones.						
1000-5160-5321	ELECTRICITY	59,234	63,668	60,000	57,811	60,000
All electric in parks that is NOT reimbursed through athletic associations. Account history shows a significant rise in electric usage as more events, more amenities, and more winter/extended facilities usage are added.						
1000-5160-5323	WATER	6,442	5,090	5,000	4,248	8,000
All water for facilities and supplemental irrigation throughout the parks.						
1000-5160-5324	SEWER	3,274	4,236	3,500	3,958	3,500
Sanitary sewer service for all park facilities.						
1000-5160-5325	TRASH SERVICE	-	-	500	-	500
Trash removal service for special projects within parks.						
1000-5160-5332	EQUIP LEASE/RENTAL	7,477	8,353	8,000	5,484	8,000
56% of account is dedicated to 5 leased carts through 2015. Additional rentals throughout the season will include: stump grinder, wood chipper, and various landscape attachments.						
1000-5160-5354	EMPLOYEE TRAINING	1,791	2,947	3,000	1,840	2,000
Continuing education for pesticide application and pool chemical handling licensing.						
1000-5160-5357	CLOTHING	1,618	1,818	2,000	1,485	2,000
primarily t-shirts for seasonal and FT employees.						
1000-5160-5370	MINOR EQUIP AND FURN	14,650	14,499	10,000	11,279	17,000



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CRANBERRY TOWNSHIP **built for you.**

Grounds Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
Small equipment like string trimmers, backpack blowers, and push mowers. Includes attachments for the Ventrac tractors for seeding and snow removal as well as a cab and plow for the Gator. Snow removal equipment is necessary for the increased maintenance of sidewalks and trails.						
	Total	823,161	872,684	838,024	745,003	861,875

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.

2014 Accomplishments:

1. Maintained "0" lost time accidents in all divisions.
2. Maintained monthly safety training program throughout year.
3. Implemented wash bay spray bar for undercarriage cleaning.

2015 Goals:

1. Streamline the electric and natural gas program purchasing and rebate evaluation program.
2. Maintain high attention to safety program.
3. Evaluate wash bay automation and spray pad for public works vehicles and equipment.

2015 Budget Highlights:

1. Housekeeping contracts broken down by building.
2. Uniform contract renewal.
3. Evaluation of the operation facility, related to space utilization for equipment and personnel.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	3	3	4	4	4
Part Time	2	1	0	0	0

PW Administration Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5170-4010	SALARIES FULL TIME	97,159	71,810	100,540	61,131	104,937
1000-5170-4012	SALARIES PART TIME	-	5,309	-	7,816	-
1000-5170-4015	OVERTIME	137	-	500	-	500
1000-5170-4021	SOCIAL SECURITY	6,183	5,395	6,233	4,081	6,507
1000-5170-4022	MEDICARE	1,446	1,262	1,458	954	1,522
1000-5170-4023	WORKERS COMP	2,036	1,814	2,158	1,975	3,477
1000-5170-4041	PENSION NON-UNIFORM	3,685	4,468	5,027	3,444	5,247
1000-5170-4051	HOSPITALIZATION	16,086	20,584	22,992	18,192	25,844
1000-5170-4052	VISION	160	171	207	159	213
1000-5170-4053	DENTAL	713	890	1,029	1,028	1,029
1000-5170-4054	ICMA CONTRB	4,356	4,128	5,027	3,444	5,247
1000-5170-4055	DISABILITY INSURANCE	191	202	261	187	273
1000-5170-4057	LIFE INSURANCE	364	422	543	407	592
1000-5170-5001	OFFICE SUPPLIES	3,015	2,720	3,500	1,434	3,500
1000-5170-5004	MATERIALS AND SUPPLIES	5,502	3,827	3,500	2,711	4,000
1000-5170-5005	CLEANING SUPPLIES	2,466	1,969	3,500	1,009	2,500
1000-5170-5007	SAFETY EQUIP	1,497	2,151	6,500	1,831	6,500
1000-5170-5111	PROFESSIONAL SERVICES	14,991	14,221	15,000	12,061	15,000
1000-5170-5122	R M VEHICLES	-	13	-	-	-
1000-5170-5123	RM FACILITY MAINT	6,137	4,845	6,000	2,254	6,000
1000-5170-5124	MAINTENANCE CONTRACTS	838	435	5,000	-	5,000
signed contracted services split with s&w Fairbanks scales \$1160 Penn Power em gen power \$700 Penn Fence \$286 Intertech \$163 Schindler Elevator \$350 Housekeeping \$5628 Day Porter \$1170						
1000-5170-5132	JANITORIAL SERVICES	6,787	5,065	14,000	4,675	10,000
1000-5170-5230	INFORMATION TECH	123,842	128,827	128,827	128,827	129,000
1000-5170-5312	CELL PHONES	1,396	1,680	2,000	1,740	1,680



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CRANBERRY TOWNSHIP **built for you.**

PW Administration Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
Director cell reimbursement						
1000-5170-5321	ELECTRICITY	22,242	22,046	20,000	19,344	22,000
1000-5170-5322	NATURAL GAS	9,933	2,428	12,000	91	11,000
1000-5170-5323	WATER	684	1,427	1,200	1,236	1,500
1000-5170-5324	SEWER	763	1,177	1,000	1,085	1,200
1000-5170-5353	EMPLOYEE MEETING /CONFER	1,540	763	3,000	633	3,000
1000-5170-5354	EMPLOYEE TRAINING	4,989	3,549	3,500	2,698	3,500
1000-5170-5356	EMP DUES AND MEMBERSHIP	513	343	700	339	700
1000-5170-5357	CLOTHING AND UNIFORMS	8,452	8,906	8,700	9,131	9,500
1000-5170-5364	FUEL	89,625	100,726	90,000	87,956	92,000
1000-5170-5370	MINOR EQUIP AND FURN	-	585	10,000	524	10,000
Office renovation to Public Works admin.						
Total		437,727	424,158	483,902	382,399	492,968

Department: ENGINEERING CONTRACT ADMINISTRATION
Description and Responsibilities:

The Engineering Department provides support in plan design, preparation, bids, specifications and construction management for new Township assets and infrastructure. The township engineer oversees the technical design reviews and bond releases for all proposed developments within the township, the construction of all township infrastructure, managing and coordinating all outside consulting engineering services, and federal and state permit requirements. The contract administration cost center is associated with all planning/design/construction management of engineering projects.

2014 Accomplishments:

1. Completed Basis of Design Report for the Brush Creek Water Pollution Control Facility. Selected final design consultant and completed design to a 30% completion.
2. North Boundary Waterpark-Completed design drawings.
3. Municipal Center-Completed design and constructed 80% of the project in 2014.
4. Resurfacing-Program was restructured in 2014 and was successfully on budget.
5. Dek Hockey Facility in Graham Park was designed and constructed.
6. CTCC Project of the Year-Exercise Equipment was completed.
7. Management of 228 Corridor construction and design of future projects.

2015 Goals:

1. Brush Creek Water Pollution Control Facility- Complete final design and bid documents.
2. North Boundary Waterpark Upgrade- Complete rebid of the project and construct in 2015.
3. Resurfacing Program-The Engineering Department will bid and manage construction of this project.
4. MSA Thruway Project- Complete preliminary and final design.
5. Construct trail from Graham Park to Powell Road.
6. Complete Preliminary Design of the Intersection of Unionville Road and Graham School Road.

2015 Budget Highlights:

1. The current trend of construction costs in the asphalt industry consistently rises faster than the trend of state funding to the liquid fuels program.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	4	4	4	4	5
Part Time	1	2	1	2	3

Eng-Contract Administration Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5210-4010	SALARIES FULL TIME	56,768	63,684	65,196	56,390	67,423
1000-5210-4012	SALARIES PART TIME	13,835	9,144	17,535	8,993	17,783
1000-5210-4015	OVERTIME	-	-	125	-	125
1000-5210-4021	SOCIAL SECURITY	4,599	4,341	5,137	3,883	5,291
1000-5210-4022	MEDICARE	1,075	1,015	1,201	908	1,237
1000-5210-4023	WORKERS COMP	319	378	479	438	545
1000-5210-4041	PENSION NON-UNIFORM	2,651	3,184	3,266	2,819	3,377
1000-5210-4051	HOSPITALIZATION	13,904	14,299	16,267	14,162	18,590
1000-5210-4052	VISION	123	137	139	127	143
1000-5210-4053	DENTAL	773	928	928	928	928
1000-5210-4054	ICMA CONTRB	2,785	3,144	3,266	2,819	3,377
1000-5210-4055	DISABILITY INSURANCE	147	165	170	153	176
1000-5210-4057	LIFE INSURANCE	295	359	353	350	381
1000-5210-5001	OFFICE SUPPLIES	585	729	750	245	800
This includes office supplies for Engineering Department operations.						
1000-5210-5004	MATERIALS AND SUPPLIES	2,767	4,658	3,650	1,211	3,500
This line item is for miscellaneous equipment necessary for the Engineering Department operations. A focus of this line item in the 2013 budget is for a traffic counter.						
1000-5210-5007	SAFETY SUPPLIES	461	462	240	240	740
This line item is for miscellaneous safety supplies for the Engineering Department.						
1000-5210-5111	PROFESSIONAL SERVICES	54,047	43,369	72,500	50,798	77,500
This line item accounts for professional services that the Engineering Department will manage throughout the year. This line item includes such services as surveying, traffic studies, aerial photography, and engineering design contracts. Highlights of this line item include environmental permitting for township projects and architectural services for the design of township projects.						
1000-5210-5133	LEGAL SERVICES	907	-	1,000	272	1,000
This line item includes legal consulting fees.						
1000-5210-5134	OTHER SERVICES	280	-	300	-	300

Eng-Contract Administration Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5210-5230	INFORMATION TECH	51,256	53,319	53,319	53,319	54,000
Costs associated with IT support for Engineering Department operations.						
1000-5210-5312	CELL PHONES	3,894	5,280	4,940	4,290	4,940
This line item includes cell phone reimbursement costs.						
1000-5210-5354	EMPLOYEE TRAINING	3,267	2,538	3,700	2,297	3,700
This line item includes various employee training.						
1000-5210-5356	EMP DUES AND MEMBERSHIP	608	407	550	307	550
This line item includes membership dues to professional societies.						
Total		215,347	211,539	255,011	204,950	266,406



Department: ENGINEERING PLAN REVIEW & INSPECTION

Description and Responsibilities:

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

2015 Budget Highlights:

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



2015 Annual Budget

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Eng-Plan Reviews & Inspection Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5220-4010	SALARIES FULL TIME	46,426	53,194	54,531	47,752	57,156
1000-5220-4012	SALAIRES - PART TIME	25,667	27,591	25,604	26,979	26,350
1000-5220-4021	SOCIAL SECURITY	4,520	4,809	4,968	4,424	5,177
1000-5220-4022	MEDICARE	1,057	1,125	1,162	1,035	1,211
1000-5220-4023	WORKERS COMP	283	429	510	467	585
1000-5220-4041	PENSION NON-UNIFORM	2,105	2,660	2,727	2,388	2,858
1000-5220-4051	HOSPITALIZATION	10,025	10,868	11,857	10,549	13,587
1000-5220-4052	VISION	83	96	98	89	100
1000-5220-4053	DENTAL	472	649	650	649	650
1000-5220-4054	ICMA CONTRB	2,268	2,620	2,727	2,388	2,858
1000-5220-4055	DISABILITY INSURANCE	121	138	142	128	149
1000-5220-4057	LIFE INSURANCE	276	338	294	326	322
1000-5220-5004	MATERIALS & SUPPLIES	(140)	-	-	-	-
1000-5220-5111	PROFESSIONAL SERVICES	1,819	534	5,000	125	5,000
This line item includes various specialized review professional services necessary to support the land development review process.						
1000-5220-5312	CELL PHONES	-	600	-	-	-
		Total	94,983	105,651	110,270	97,299
						116,003

Department: ENGINEERING - STORMWATER**Description and Responsibilities:**

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

2014 Accomplishments:

1. Successful submission of renewal of MS4 Permit.
2. Responded to and completed more than 100 service requests with regards to stormwater.
3. Successfully planned and initiated a cooperative stormwater stenciling program with Haine Middle School.
4. Successfully completed a township stormwater manual for employees.
5. Tested over 30 township stormwater outfalls for compliance with the MS4 program.
6. Inspected every active land development project for active compliance with stormwater and erosion control approvals.

2015 Goals:

1. Complete the full implementation of the MS4 program.
2. Provide timely and accurate responses to resident stormwater concerns.
3. Update current stormwater model to a GIS based model.

2015 Budget Highlights:

1. Continued Stormwater Stenciling Program.
2. Public Outreach Materials.
3. Update of current model to a GIS based model.

Eng-Storm Water Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-5240-4010	SALARIES FULL TIME	45,204	51,770	52,955	45,879	55,077
1000-5240-4015	OVERTIME	-	-	75	-	75
1000-5240-4021	SOCIAL SECURITY	2,849	3,044	3,288	2,691	3,419
1000-5240-4022	MEDICARE	666	712	769	629	800
1000-5240-4023	WORKERS COMP	247	250	298	273	348
1000-5240-4041	PENSION NON-UNIFORM	2,079	2,589	2,651	2,294	2,758
1000-5240-4051	HOSPITALIZATION	10,538	11,433	12,626	11,323	14,465
1000-5240-4052	VISION	90	102	104	95	107
1000-5240-4053	DENTAL	607	696	696	696	696
1000-5240-4054	ICMA CONTRB	2,207	2,549	2,651	2,294	2,758
1000-5240-4055	DISABILITY INSURANCE	117	134	138	124	143
1000-5240-4057	LIFE INSURANCE	222	278	286	269	311
1000-5240-5004	MATERIALS & SUPPLIES	64	-	-	-	5,000
1000-5240-5111	PROFESSIONAL SERVICES	-	1,356	1,000	253	14,000

This line item includes professional services that are utilized in the customer service to resident inquiries.

1000-5240-5230	INFORMATION TECH	-	-	-	-	25,000
1000-5240-5364	FUEL	3,467	3,795	2,800	1,678	2,800

This line item includes fuel for the administrative fleet. This line item was compared against past fuel consumption by the department.

Total	68,357	78,708	80,337	68,497	127,757
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Department: PARKS & RECREATION OPERATIONS
Description and Responsibilities:

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

2014 Accomplishments:

1. Maintained a high level of programs and services.
2. Name change from Parks & Recreation to Parks & Recreation & Community Services.
3. Started several new initiatives including: Cultural Diversity, Special Needs, Cranberry Art Network and non profit assistance.
4. Completed several new facilities, such as Trail Exercise Stations, Academic Wing of Community Center, Dek Hockey and Tennis Court renovations.
5. Continued to closely monitor expenses.

2015 Goals:

1. To improve programs, facilities, community relationships and customer service through staff development
2. Increased and enhanced programming.
3. Implementation of new software for the entire operation.

2015 Budget Highlights:

1. Continuing to develop a NEW departmental identity through continued building renovations, departmental structure and employee development while continuing to grow and enhance programs as well as program marketing.
2. Improving facilities by completing the Fun & Fitness Wing of the Community Center renovations and starting Water Park renovations.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	3.5	3.5	3.5	3.5	4.5
Part Time	17	17	17	17	17

Park Operation Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6210-4010	SALARIES FULL TIME	98,207	148,832	233,453	192,121	235,311
5 Full Time Employees - Geis, Hutzner(90%) , P. Kovach, J. Mental, Murphy (50%)						
1000-6210-4012	SALARIES PART TIME	102,579	91,380	114,765	88,279	111,654
Customer Service, Site Supervisors, Play Center Staff						
1000-6210-4015	OVERTIME	373	814	500	1,547	500
1000-6210-4021	SOCIAL SECURITY	12,641	15,021	21,590	17,377	21,935
1000-6210-4022	MEDICARE	2,956	3,513	5,049	4,064	5,130
1000-6210-4023	WORKERS COMP	6,500	11,807	14,000	12,810	15,863
1000-6210-4041	PENSION NON-UNIFORM	8,953	7,243	11,673	9,432	12,107
1000-6210-4051	HOSPITALIZATION	14,710	11,988	31,465	21,945	39,868
1000-6210-4052	VISION	280	399	622	482	589
1000-6210-4053	DENTAL	1,734	2,667	4,045	3,386	3,879
1000-6210-4054	ICMA CONTRB	4,840	3,344	11,673	9,538	12,107
1000-6210-4055	DISABILITY INSURANCE	182	361	607	525	630
1000-6210-4057	LIFE INSURANCE	469	855	1,261	1,453	13,660
1000-6210-5001	OFFICE SUPPLIES	4,180	3,400	4,000	1,282	4,000
1000-6210-5004	MATERIALS & SUPPLIES	15,131	17,606	18,000	17,502	20,000
Materials and Supplies includes Credit/Debit Card Charges.						
1000-6210-5111	PROFESSIONAL SERVICES	4,267	4,508	4,200	4,468	11,000
Copier maintainance, HR Screenings - laminating maintainance. gym floor recoat, gym equipment safety inspections						
1000-6210-5230	INFORMATION TECH	72,689	75,615	75,615	75,615	76,000
1000-6210-5312	CELL PHONES	1,850	1,802	4,260	2,918	4,260
1000-6210-5351	EMP RECRUITING	2,820	249	1,000	166	500
1000-6210-5354	EMPLOYEE TRAINING	914	4,864	4,500	4,650	7,000
3 Employees to PRPS Conference						

Park Operation Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6210-5355	EMPLOYEE CAREER DEVELOPMENT	-	-	500	-	500
Training and certifications for staff						
1000-6210-5356	EMP DUES & MEMBERSHIP	1,085	1,475	1,000	723	1,000
1000-6210-5362	PRINTING	16,027	19,191	24,500	24,285	19,000
Printing and Distribution of Recreation Program Guides.						
1000-6210-5363	ADVERTISING	-	-	-	-	2,000
1000-6210-5364	FUEL	321	483	500	731	1,000
1000-6210-5370	MINOR EQUIPMENT/FURNITURE	512	2,108	2,000	1,941	6,000
Replacement tables, chairs as needed for Activity Rooms. Audio/visual for new activity room.						
Total		374,221	429,524	590,778	497,239	625,493

Department: PARKS & RECREATION EARLY CHILDHOOD PROGRAMS
Description and Responsibilities:

This cost center encompasses programs for children up to age 5. Our preschool being the anchor for this center. Also offer a variety of dance, gym and art classes for this age.

2014 Accomplishments:

1. Opened new preschool classrooms in first phase of Municipal building renovations. These rooms also encompass new enhanced security features, iPad technology and curriculum.

2015 Goals:

1. To increase attendance in the preschool classes.
2. Adding a new preschool program to be offered in 2015 for 2 1/2 year olds.
3. Look to enhance marketing efforts.

2015 Budget Highlights:

1. Additional employee Training - still maintain high level of teaching to increase revenues and increasing number of participants.
2. Enhanced Preschool curriculum using the iPad's.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	0	0
Part Time	10	10	10	10	10



2015 Annual Budget

CRANBERRY TOWNSHIP built for you.

Park Early Childhood Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6220-4012	SALARIES PART TIME	74,585	66,067	65,856	52,465	76,661
1000-6220-4015	OVERTIME	-	-	500	-	-
1000-6220-4021	SOCIAL SECURITY	4,624	4,096	4,083	3,253	4,753
1000-6220-4022	MEDICARE	1,082	958	955	761	1,112
1000-6220-4023	WORKERS COMP	3,790	2,140	2,770	2,535	3,594
1000-6220-5004	MATERIALS AND SUPPLIES	7,700	6,119	9,500	6,670	8,000
Materials and Supplies needed to operate all Early Childhood Programs including the Preschools.						
1000-6220-5111	PROFESSIONAL SERVICES	20,572	21,561	18,000	15,963	18,000
Preschool Dance ToddlerTime						
1000-6220-5351	EMPLOYEE RECRUTING	-	167	-	-	-
1000-6220-5362	PRINTING	-	147	-	-	-
Total		112,354	101,256	101,664	81,646	112,120

Department: PARKS & RECREATION YOUTH PROGRAMS**Description and Responsibilities:**

This cost center is for our youth programming. This would encompass children 6-12. Our anchor program here is the summer camp program. We also have several solid sports programs.

2014 Accomplishments:

1. Increase revenues in programs while maintaining high level of service.
2. Serviced over 1400 registrants in our camp program this past summer.

2015 Goals:

1. Continue to increase our program and participation numbers.
2. Continue to emphasizing expense management.
3. Establish a Dek hockey league for this age group.

2015 Budget Highlights:

1. We are developing several new significant programs through part time employee staff enhancement.
2. Adding camps and adjusting the scope of the summer camp.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45

Park Youth Programs Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6230-4012	SALARIES PART TIME	201,799	229,284	266,894	179,418	116,793
1000-6230-4015	OVERTIME	441	5	-	8	-
1000-6230-4021	SOCIAL SECURITY	12,661	14,216	16,550	11,125	7,241
1000-6230-4022	MEDICARE	2,961	3,325	3,870	2,602	1,694
1000-6230-4023	WORKERS COMP	4,737	2,586	5,611	5,134	5,475
1000-6230-5004	MATERIALS AND SUPPLIES	21,615	11,593	25,000	13,389	25,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
1000-6230-5111	PROFESSIONAL SERVICES	111,311	131,915	110,000	162,187	65,000
1000-6230-5354	EMPLOYEE TRAINING	-	216	-	-	-
1000-6230-5357	CLOTHING	(216)	-	-	-	-
Total		355,310	393,140	427,925	373,862	221,203

Department: PARKS & RECREATION ADULT PROGRAMS**Description and Responsibilities:**

This cost center is for all adult programming and leagues. While most of areas focuses on fitness and sports, we have expanded to other areas such as art and self defense.

2014 Accomplishments:

1. Sustained and maintained successful adult volleyball and fitness programs as building renovations impacted service.
2. Developed new procedures with fitness staff.
3. Tennis courts have been updated.

2015 Goals:

1. Expand programs through building renovations.
2. Continue to research new trends while getting a pulse on our growing community in developing new adult programs.
3. Establish a successful Dek hockey league for adults.

2015 Budget Highlights:

1. Increase fitness programs and revenue with enhanced facilities.
2. Increase other adult sports, such as tennis.
3. Look to increase use and awareness of the fitness centers in our parks. All tying into a "healthy cranberry."

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12



2015 Annual Budget

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Park Adult Programs Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6240-4012	SALARIES PART TIME	46,231	37,180	37,661	31,499	41,119
1000-6240-4021	SOCIAL SECURITY	2,866	2,305	2,335	1,955	2,550
1000-6240-4022	MEDICARE	1,341	1,078	1,092	914	597
1000-6240-4023	WORKERS COMP	1,938	1,929	1,584	1,449	1,928
1000-6240-5004	MATERIALS AND SUPPLIES	4,070	2,302	3,000	1,541	3,000
Materials and Supplies for Aerobics Program, Tennis other Adult Programs						
1000-6240-5111	PROFESSIONAL SERVICES	625	10,739	9,850	16,573	17,500
Dance has switched to pro services; Aerobics Les Mills License, additional adult sports programs						
1000-6240-5354	EMPLOYEE TRAINING	-	30	-	-	-
Total		57,071	55,563	55,522	53,932	66,694



2015 Annual Budget

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Department: PARKS & RECREATION FAMILY PROGRAMS

Description and Responsibilities:

This cost center is for our family based programs.

2014 Accomplishments:

1. Improved management of community family programs including holiday programs.
2. Improved management of other family programs.

2015 Goals:

1. Continuing to develop new family programs.
2. Enhance existing programs.

2015 Budget Highlights:

1. Concerted effort to decrease expenses through donation of goods and services.
2. Increase revenue through soliciting sponsorships.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	0	0
Part Time	1	1	1	1	1



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Park Family Programs Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6250-4012	SALARIES PART TIME	11,238	7,207	3,704	241	2,000
1000-6250-4015	OVERTIME	144	-	-	-	-
1000-6250-4021	SOCIAL SECURITY	715	447	230	15	128
1000-6250-4022	MEDICARE	167	105	54	4	30
1000-6250-4023	WORKERS COMP	-	65	78	71	96
1000-6250-5004	MATERIALS AND SUPPLIES	1,961	2,702	1,500	2,079	1,500
holiday themed events, other than 1st night.						
1000-6250-5111	PROFESSIONAL SERVICES	1,000	-	925	-	925
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
		Total	15,224	10,525	6,491	2,409
						4,679

Department: PARKS & RECREATION TEEN PROGRAMS**Description and Responsibilities:**

This cost center is dedicated to offer a wide range of programs to service the broad interests of teenagers.

2014 Accomplishments:

1. Enhanced relationship with library teen committee in offering cooperative programs.
2. Successfully adjusted our teen summer camp into a counselor training program, which reflected in the numbers. A significant increase in this area.

2015 Goals:

1. Expand the teen leadership program.
2. Continue to be successful with the Safe Sitter program.
3. Continue to coordinate efforts with the library to expand our programs offered to teens.
4. Offer new teen sports programs.

2015 Budget Highlights:

1. With the addition of dek hockey and new relationships with the youth sports associations and others, efforts will result in an increase in participation and revenue.



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Park Teen Programs Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6260-4012	SALARIES PART TIME	24	1,261	1,030	344	515
1000-6260-4021	SOCIAL SECURITY	1	78	64	21	32
1000-6260-4022	MEDICARE	-	18	16	5	7
1000-6260-4023	WORKERS COMP	-	-	22	20	24
1000-6260-5004	MATERIALS AND SUPPLIES	781	1,275	500	1,321	1,500
Total		807	2,633	1,632	1,711	2,078



Department: PARKS & RECREATION SENIOR PROGRAMS

Description and Responsibilities:

This cost center is for our Senior Community. We will maintain communications with the Senior Center as well as offer programs to enrich their lives. We partner with UPMC for Wellness sessions monthly.

2014 Accomplishments:

1. Continued a very successful walking program.
2. Enhanced relationship with senior center through cooperative use of rooms through renovations.

2015 Goals:

1. Continue to provide services to our senior community.

2015 Budget Highlights:

1. With renovations, intentions are to offer some evening and weekend senior programs.
2. Work with library to enhance computer skill opportunities for seniors.

Park Senior Programs Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6270-4012	SALARIES-PART TIME	-	60	-	-	-
1000-6270-4021	SOCIAL SECURITY	-	4	-	-	-
1000-6270-4022	MEDICARE	-	1	-	-	-
1000-6270-5004	MATERIALS/SUPPLIES	154	40	250	24	250
1000-6270-5111	PROFESSIONAL SERVICES	3,000	3,000	-	3,000	3,500
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
	Total	3,154	3,105	250	3,024	3,750

Department: PARKS & RECREATION COMMUNITY EVENTS

Description and Responsibilities:

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

2014 Accomplishments:

1. Improved management of concerts in the park as related to expenses.
2. Successfully added Movies in the Park.

2015 Goals:

1. Continue to provide services to the Community while improving the management of personal for all special events.
2. Improve the efficiency of scheduling personnel for special events while decreasing the need for overtime.
3. Evaluating each event to continue to improve upon the event, keeping them fresh.

2015 Budget Highlights:

1. Managing personnel and overtime should provide for significant cost savings for all special events.
2. Effort will go to obtain sponsorships to offset the expense involved in our Community Events.

Park Community Events Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6280-4012	SALARIES-PART TIME	17	1,196	3,293	725	1,000
First Night Staffing; concert series						
1000-6280-4021	SOCIAL SECURITY TAX	1	74	204	45	64
1000-6280-4022	MEDICARE	-	17	48	11	15
1000-6280-4023	WORKERS COMP	-	-	138	126	48
1000-6280-5004	MATERIALS AND SUPPLIES	15,459	16,278	17,000	9,009	17,000
Community Days - First Night - Concert in the Park						
1000-6280-5111	PROFESSIONAL SERVICES	19,600	12,746	24,000	27,810	27,000
12000 is just for fireworks, Santa - 1st night; for Concerts in Park series						
1000-6280-5134	OTHER OPERATING SVS	865	-	-	-	-
Total		35,942	30,311	44,683	37,726	45,127

Department: PARKS & RECREATION FACILITY MAINTENANCE
Description and Responsibilities:

This cost center will manage facility and field use during evening and weekend hours. Staff will also act as a liaison with youth athletic associations while assisting them with their scheduling. This position may provide program support for the numerous 5K's and other park event rentals.

2014 Accomplishments:

1. Successfully worked with the youth associations towards common goals.
2. Initiated all-association meeting.
3. Negotiated new field use procedures.
4. Negotiated new lacrosse contract.
5. Provided additional oversight of fields and special events.

2015 Goals:

1. Initiate new field use procedures and continue to provide a presence and oversight for special events.
2. Maximize communications between DPW, Parks & Recreation, special events and youth associations.

2015 Budget Highlights:

1. Increase revenue through new field use procedures through field rental fees.
2. Implement new software to assist with field management.

Staffing Levels	2011	2012	2013	2014	2015
Full Time	0	0	0	0	0
Part Time	0	0	0	0	2



2015 Annual Budget

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Park Facility Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6290-4012	SALARIES-PART TIME	-	-	12,533	6,085	15,000
this is NEW positon to monitor fields - 7 days a week - 42 weeks per year..						
1000-6290-4021	SOCIAL SECURITY TAX	-	-	777	377	957
1000-6290-4022	MEDICARE	-	-	182	88	224
1000-6290-4023	WORKERS COMP	-	-	527	482	724
1000-6290-5004	MATERIALS AND SUPPLIES	-	740	-	-	500
1000-6290-5111	PROFESSIONAL SERVICES	3,300	4,000	-	-	-
Total		3,300	4,740	14,019	7,032	17,405

Department: PARKS & RECREATION SPECIAL PROJECTS**Description and Responsibilities:**

This cost center encompasses the better use of current parks, facilities and amenities through programming. It also includes new community service items such as amusement park tickets and all community service initiatives.

2014 Accomplishments:

1. Continued amusement park ticket program.
2. Initiated Community Services initiative of Department through concerted efforts with Cultural Diversity, Cranberry Arts Network, Special Needs and non profit support.

2015 Goals:

1. Continue growing programs and opportunities through Community Services.
2. Perform a mid year evaluation of new initiatives, looking for ways to improve upon what we are currently offering.

2015 Budget Highlights:

1. Plans involve increased presence at Community Days.
2. Initiate new Ethnic Food Festival.
3. Add more special needs programs.
4. Continue to assist in increasing cultural and art exhibitions.



2015 Annual Budget

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Park Special Program Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
1000-6295-4012	SALARIES PART TIME	55	-	-	-	-
1000-6295-4021	SOCIAL SECURITY	3	-	-	-	-
1000-6295-4022	MEDICARE	1	-	-	-	-
1000-6295-5004	MATERIALS AND SUPPLIES	-	-	-	704	-
Total		59	-	-	704	-

Other Funds Financial Information

Fund: TIP East**Description and Responsibilities:**

Transportation Impact Fees were authorized by the Pennsylvania General Assembly in 1990 as a tool for municipal government to fund transportation infrastructure necessitated as the result of new growth and development. Transportation districts meeting certain criteria must be established pursuant to the act. Fees paid by new development in each district can only be earmarked for transportation projects identified in the adopted transportation capital improvements plan.

The program adopted by Cranberry Township has three transportation districts (Eastern, Western and Southeastern Districts). The TIP East Fund is established for the Eastern Transportation District and represents the revenue received from new development in this district and expenditures for identified transportation projects in the same district.



2015 Annual Budget

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TIP East Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2110-8510-3410	INTEREST EARNING	(18,026)	(12,808)	(5,000)	(8,040)	(5,000)
2110-8510-3855	MISCELLANEOUS	-	-	-	(24,972)	-
2110-8510-3872	CONTRIBUTIONS	(580,858)	(97,494)	(83,270)	(112,419)	(759,252)
Total		(598,884)	(110,302)	(88,270)	(145,430)	(764,252)

TIP East Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2110-8510-5004	MATERIALS & SUPPLIES	3,258	3,445	-	1,952	-
2110-8510-5111	PROFESSIONAL SERVICES	101	-	-	-	-
2110-8510-5447	REFUNDS	-	10,493	-	-	-
2110-8510-6125	INFRASTRUCTURE	63,645	27,363	100,000	-	2,450,000
North Boundary and Marshall roundabout. Adaptive signal system Route 19 - TIP funded. Route 228 design and environmental state grant discretionary fund (100% reimburseable)						
Total		67,004	41,301	100,000	1,952	2,450,000

**Fund: TIP West****Description and Responsibilities:**

Transportation Impact Fees were authorized by the Pennsylvania General Assembly in 1990 as a tool for municipal government to fund transportation infrastructure necessitated as the result of new growth and development. Transportation districts meeting certain criteria must be established pursuant to the act. Fees paid by new development in each district can only be earmarked for transportation projects identified in the adopted transportation capital improvements plan.

The program adopted by Cranberry Township has three transportation districts (Eastern, Western and Southeastern Districts). The TIP West Fund is established for the Western Transportation District and represents the revenue received from new development in this district and expenditures for identified transportation projects in the same district.

TIP West Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2111-8520-3410	INTEREST EARNING	(2,733)	(6)	(500)	(26)	(100)
2111-8520-3872	CONTRIBUTIONS	(400,835)	(196,828)	(483,280)	(277,657)	(276,538)
	Total	(403,568)	(196,834)	(483,780)	(277,683)	(276,638)



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

TIP West Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2111-8520-5004	MATERIALS & SUPPLIES	786	-	-	-	-
2111-8520-5114	ENGINEERING & ARCHITECT SV	81,146	66,638	-	52,442	-
2111-8520-6125	INFRASTRUCTURE	1,794,655	14,837	100,000	-	50,000
Adaptive traffic signal system - Route 19 - TIP funded						
Total		1,876,587	81,475	100,000	52,442	50,000

**Fund: Rec Fees-In-Lieu****Description and Responsibilities:**

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

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2112-8530-3410	INTEREST EARNING	(123)	(126)	(100)	(406)	(300)
2112-8530-3872	CONTRIBUTIONS	(257,782)	(468,011)	(180,950)	(223,880)	(230,280)
	Total	(257,905)	(468,137)	(181,050)	(224,286)	(230,580)



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Recreation Fees Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2112-8530-5416	GO SERIES A 2003	175,000	225,000	225,000	225,000	225,000
Portion of principal and interest for Series A 2003 bond issue.						
Total		175,000	225,000	225,000	225,000	225,000



2015 Annual Budget

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Fund: Developers' Contributions

Description and Responsibilities:

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



2015 Annual Budget

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Developers Contribution Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2114-8540-3410	INTEREST	(4,322)	(2,555)	-	(9,069)	(5,000)
2114-8540-3872	CONTRIBUTIONS	(305,587)	(34,363)	-	(20,825)	(1,650)
	Total	(309,909)	(36,918)	-	(29,894)	(6,650)



2015 Annual Budget

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Developers Contribution Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2114-8540-5446	MISC EXPENDITURES	1,298	2,422	-	2,035	-
2114-8540-6125	INFRASTRUCTURE	442,782	509,169	-	62,565	75,000
Route 19-Ehrman traffic signal-final pay from 2014						
Total		444,081	511,591	-	64,601	75,000



Fund: Storm Water Maintenance

Description and Responsibilities:

The purpose of this fund is to collect developer funds for the maintenance of all new stormwater collection systems that are installed in State right-of-way. The State has transferred the maintenance responsibility of all new stormwater collection systems installed in the State right-of-way to the Township.



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Storm Water Maintenance Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2115-8515-3410	INTEREST	(5)	(6)	-	(4)	(50)
2115-8515-3872	CONTRIBUTIONS	(24,267)	-	-	(525)	(10,000)
	Total	(24,272)	(6)	-	(529)	(10,050)



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Storm Water Maintenance Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
Total		-	-	-	-	-

**Fund: TIP Southeast****Description and Responsibilities:**

Transportation Impact Fees were authorized by the Pennsylvania General Assembly in 1990 as a tool for municipal government to fund transportation infrastructure necessitated as the result of new growth and development. Transportation districts meeting certain criteria must be established pursuant to the act. Fees paid by new development in each district can only be earmarked for transportation projects identified in the adopted transportation capital improvements plan.

The program adopted by Cranberry Township has three transportation districts (Eastern, Western and Southeastern Districts). The TIP Southeast Fund is established for the Southeastern Transportation District, which was created in November 2011, and represents the revenue received from new development in this district and expenditures for identified transportation projects in the same district.



2015 Annual Budget

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TIP South East Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2116-8590-3410	INTEREST EARNING	(1)	(62)	(100)	(61)	(100)
2116-8590-3872	CONTRIBUTIONS	(260,478)	(347,304)	(500,000)	(29,940)	-
	Total	(260,479)	(347,366)	(500,100)	(30,001)	(100)



2015 Annual Budget

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TIP South East Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2116-8590-5111	PROFESSIONAL SERVICES	22,793	181,424	-	86,325	-
2116-8590-6125	INFRASTRUCTURE	-	23,118	350,000	-	250,000
Route 228 underpass design.						
Total		22,793	204,543	350,000	86,325	250,000

**Fund: State Liquid Fuels****Description and Responsibilities:**

Each year the Township receives an allocation from the Commonwealth of Pennsylvania for the maintenance of the Township's streets and roads. The funds are the Township's proportionate share of the Commonwealth's levied gasoline tax. The share is based upon a formula which takes into account Cranberry's population and miles of improved roads. The use of these funds is restricted. Cranberry Township uses these funds for the annual street resurfacing program.



2015 Annual Budget

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Liquid Fuels Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2310-8550-3410	INTEREST	(138)	(76)	(100)	(97)	(100)
2310-8550-3553	LIQUID FUELS TAX	(624,543)	(614,492)	(591,802)	(666,161)	(709,863)
Total		(624,681)	(614,568)	(591,902)	(666,258)	(709,963)

Liquid Fuels Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2310-8550-5366	CONTRACTED MAINTENANCE	570,109	606,430	590,000	590,000	700,000
Annual contracted road resurfacing projects.						
Total		570,109	606,430	590,000	590,000	700,000



Fund: Library

Description and Responsibilities:

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

Library Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2410-6100-3011	REAL ESTATE CURRENT	(347,572)	(358,778)	(358,612)	(363,265)	(364,211)
2410-6100-3012	REAL ESTATE PRIOR YEAR	(505)	(1,432)	(1,200)	(508)	(1,200)
2410-6100-3014	REAL ESTATE DELINQUENT	(3,738)	-	(3,000)	-	(3,000)
2410-6100-3015	REAL ESTATE INTERIM	(2,179)	(1,858)	(1,000)	(2,514)	(1,000)
2410-6100-3410	INTEREST INCOME	(83)	(63)	(60)	(63)	(60)
2410-6100-3681	PROGRAM FEES/LESSONS	(756)	(27)	-	27	-
2410-6100-3869	REIMB LIBRARY PAYROLL	(319,848)	(341,437)	-	(336,795)	-
Total		(674,682)	(703,594)	(363,872)	(703,117)	(369,471)

Library Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2410-6100-4010	SALARIES-FULLTIME	255,697	240,925	-	237,804	-
2410-6100-4012	SALARIES-PART TIME	59,740	59,224	-	52,405	-
2410-6100-4021	SOCIAL SECURITY TAX	19,557	18,609	-	17,993	-
2410-6100-4022	MEDICARE	4,574	4,352	-	4,208	-
2410-6100-4059	403B	1,032	8,193	-	6,991	-
2410-6100-5003	PRIOR YEAR REFUND OF REVENUE	-	91	-	-	-
2410-6100-5132	JANITORIAL SERVICE	590	-	-	-	-

Includes the daily cleaning of the library as well as carpet and windows on a quarterly basis.

2410-6100-5321	ELECTRICITY	17,232	21,915	21,000	15,341	21,000
2410-6100-5445	CONTRIBUTIONS	339,846	282,110	342,872	228,581	348,411
May 2015 (116,137) August 2015 (116,137), November 2015 (116,137)						
Total		698,268	635,420	363,872	563,324	369,411

Fund: FIRE OPERATIONS-COMPANY & BRIGADE**Description and Responsibilities:**

This Fund receives 1.27 mil of 2.12 mil of real estate tax. This fund provides financial resources to support the operational needs of the Company and Brigade. The Fire Company has 45 volunteer Brigade members providing fire protection, rescue services, community relations, educational training, and day-to-day management. The Fire Company has an additional 24 volunteer Company members, 27 women provide support functions in the Ladies Auxiliary, 10 junior firemen, 12 Fire Policemen, and one full-time Fire Company Administrative Assistant. Dispatched by Butler County 9-1-1 Center, the Fire Company operates and maintains two stations; Haine Station on Haine School Road and Park Station (the administrative center) on US Rt. 19. The Fire Company also operates and maintains the training complex at 1000 Maintenance Building Drive. The Fire Company possess 13 vehicles: one aerial, three engines, one rescue, one brush truck, two squads, three incident command vehicles, and two fire police vehicles.



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Fire Operations-Company Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2420-4210-3011	REAL ESTATE CURRENT	(441,412)	(455,643)	(455,425)	(461,342)	(462,355)
2420-4210-3012	REAL ESTATE PRIOR YEAR	(755)	(1,818)	(1,500)	(645)	(1,500)
2420-4210-3014	REAL ESTATE DELINQUENT	(4,747)	(3,990)	(3,000)	-	(3,000)
2420-4210-3015	REAL ESTATE INTERIM	(2,768)	(2,360)	(2,000)	(3,193)	(2,500)
2420-4210-3410	INTEREST INCOME	(109)	(101)	(100)	(72)	(100)
2420-4210-3950	REFUND PRIOR YR EXP	-	(251)	-	-	-
2420-4220-3852	CONTRIBUTIONS/DONATIONS	697	-	-	-	-
Total		(449,093)	(464,163)	(462,025)	(465,252)	(469,455)

Fire Operations-Company Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2420-4210-4010	SALARIES FULL TIME	43,544	44,812	46,330	40,331	47,687
	Salary for Administrative Assistant, M. Nanna					
2420-4210-4021	SOCIAL SECURITY	2,651	2,566	2,872	2,303	2,957
	The employeer share of FICA is based on 6.2% of salary.					
2420-4210-4022	MEDICARE	620	600	672	539	692
	The employer share of Medicare is based on 1.45% of salary.					
2420-4210-4023	WORKERS COMP	111	98	117	107	132
	Workers' Compensation Insurance costs for employees.					
2420-4210-4041	PENSION NON-UNIFORM	2,044	2,241	2,316	2,017	2,385
	Non-uniform pension contribution is based on 5% of salary.					
2420-4210-4051	HOSPITALIZATION	15,765	17,202	17,546	16,630	20,154
	Medical Insurance costs.					
2420-4210-4052	VISION	134	137	139	127	143
	Vision insurance costs.					
2420-4210-4053	DENTAL	850	928	928	928	928
	Dental Insurance costs.					
2420-4210-4054	ICMA CONTRB	2,177	2,241	2,316	2,017	2,385
	Contibution to 457 Plan based on 5% of salary for full time employees.					
2420-4210-4055	DISABILITY INSURANCE	116	115	121	110	124
	Long term disability insurance for full time employees.					
2420-4210-4057	LIFE INSURANCE	223	240	250	240	269
	Life insurance costs for full time employees.					
2420-4210-5001	OFFICE SUPPLIES	2,927	160	4,000	3,292	4,000
	Offices supplies for two fire stations plus Public Safety Training Facility, printer cartridges, paper, folder, etc. as well all other expendable items.					
2420-4210-5003	PRIOR YEAR REFUND OF REVENUE	-	227	-	-	-



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Fire Operations-Company Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2420-4210-5004	MATERIALS & SUPPLIES	10,539	10,129	12,600	7,175	11,000
Various supplies for two fire stations and the Public safety training facility and other expendable items.						
2420-4210-5005	CLEANING SUPPLIES	1,620	2,089	2,200	1,763	2,200
Cleaning supplies for two stations and the Public safety training facility, paper towels, toilet tissue, other expendable items.						
2420-4210-5111	PROFESSIONAL SERVICES	14,867	14,696	10,500	10,690	10,500
Contracted services for pest control, overhead bay doors, sprinkler testing, and preventive maintenance.						
2420-4210-5112	ACCOUNTING & AUDITING SVS	5,505	2,650	-	2,850	-
Professional audit of company funds. Increased audit fees.						
2420-4210-5121	REPAIR MAINTENANCE EQUIPMENT	9,001	2,275	8,500	4,888	8,000
Repair & Maintenance of equipment at two fire stations plus the Public safety training facility.						
2420-4210-5122	R&M VEHICLES	56	33	-	-	-
2420-4210-5123	R&M FACILITY MAINT	18,993	18,314	20,100	12,378	20,000
Maintenance of two fire stations and the Public safety training facility.						
2420-4210-5132	JANITORIAL SERVICES	4,301	4,185	4,500	4,650	4,500
Janitorial service for two fire stations and the Public safety training facility.						
2420-4210-5134	OTHER OPERATING SVS	4,964	2,999	5,000	2,354	5,000
Operating expenses not covered by specific expenditure items.						
2420-4210-5230	INFORMATION TECH	47,371	45,848	45,848	45,848	25,000
Information technology services for the Fire Company.						
2420-4210-5312	CELL PHONES	1,188	3,432	1,890	1,210	1,985
Cell phone service for the Fire Administrative Assistant, Chief and Assistant Chief.						
2420-4210-5321	ELECTRICITY	22,486	31,242	31,214	16,621	32,775
Electric service for two fire stations and the Public safety training facility.						
2420-4210-5322	NATURAL GAS	2,877	3,255	7,308	3,018	7,673
Gas service for fire stations.						



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Fire Operations-Company Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2420-4210-5323	WATER	2,562	2,445	2,787	2,078	2,926
Water service for two fire stations and the Public safety training facility.						
2420-4210-5324	SEWER	718	619	1,362	616	1,430
Sewer service for two fire stations and the Public safety Training facility.						
2420-4210-5325	TRASH SERVICE	-	267	1,733	-	1,820
Waste/Trash removal from two fire stations and Public safety training facility including all three dumpster service.						
2420-4210-5332	EQUIPMENT LEASES	3,437	5,104	4,800	3,843	4,800
Service and maintenance of copying machines at two fire stations and the Public safety training facility						
2420-4210-5341	INSURANCE PREMIUM	20,691	21,478	24,400	22,010	29,280
Insurance for Fire Company.						
2420-4210-5351	EMPLOYEE RECRUTING	20,666	26,900	30,000	7,299	30,000
Recruiting materials and incentive to maintain membership point system.						
2420-4210-5353	EMPLOYEE MEETING	6,798	15,233	15,000	12,961	15,000
Annual awards dinner and meeting for the fire company						
2420-4210-5356	EMP DUES & MEMBERSHIP	29	-	-	-	-
2420-4210-5357	CLOTHING & UNIFORMS	6,970	5,777	10,000	8,991	8,100
Obtain uniforms for new members and maintain unifroms for existing members as needed throughout the year.						
2420-4210-5371	COMMUNITY OUTREACH	7,249	7,546	7,500	7,279	7,500
Fire safety and education events throughout the year.						
2420-4220-5004	MATERIALS AND SUPPLIES	20,502	23,569	27,600	7,801	27,600
Minor equipment and supplies for the fire fighting side of the fire company.						
2420-4220-5121	REPAIR MAINTENANCE EQUIPMENT	7,910	21,089	23,000	18,683	23,000
Radio and pager repair and maintenance. Hose, ladder, aerial and pump testing maintenance on generators on vehicles						
2420-4220-5122	R&M VEHICLES	41,989	56,750	45,000	40,770	45,000
Repair/maintenance fire vehicles which includes state inspection, aerial device maintenance, oil changes, pump services.						



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Fire Operations-Company Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2420-4220-5134	OTHER SERVICES	28,912	14,263	18,000	5,830	18,000
Replacement/testing of expendable items as per National Fire Protection Assoc., air compressor, self contained breathing app. (SCBA) testing.						
2420-4220-5354	EMPLOYEE TRAINING	26,781	27,619	30,000	25,451	30,000
Outside training classes/conferences. Fire departments are being required by the state and feds to have all interior firefighters certified to FF I and FF II status to apply for future grants.						
2420-4220-5356	EMPLOYEE DUES/MEMBERS	1,479	3,131	3,000	2,384	3,000
Fees for membership in professional organizations and the membership is growing.						
2420-4220-5357	CLOTHING	3,259	9,016	11,500	8,469	8,000
Replace damaged bunker gear, boots, gloves, and hoods.						
2420-4220-5364	FUEL	19,137	17,394	18,000	14,113	18,000
Fuel for fire vehicles.						
Total		434,018	470,914	500,949	370,661	483,945



Fund: Road Equipment

Description and Responsibilities:

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



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Road Equipment Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2610-6110-3011	CURRENT YEAR LEVY	(295,439)	(304,963)	(304,820)	(308,777)	(309,450)
2610-6110-3012	PRIOR YEAR LEVY	-	(1,217)	(1,500)	(432)	(1,500)
2610-6110-3014	DELINQENT TAX CLAIM	(3,177)	(2,670)	(200)	-	(200)
2610-6110-3015	INTERIM TAXES	(1,852)	(1,579)	(1,500)	(2,137)	(1,500)
2610-6110-3410	INTEREST	(32)	(55)	(50)	(30)	(50)
2610-6110-3924	TRANSFER FROM SEWER	(45,249)	-	-	-	-
2610-6110-3925	TRANSFER FROM WATER	(45,249)	-	-	-	-
Total		(390,998)	(310,484)	(308,070)	(311,376)	(312,700)

Road Equipment Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2610-6110-6121	EQUIPMENT	313,690	191,536	250,000	314,924	242,600
	Loader Portion of (2) 550 dump trucks Spreader box attachment					
Total		313,690	191,536	250,000	314,924	242,600



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Fund: Public Buildings

Description and Responsibilities:

The Public Buildings Fund is a special revenue fund dedicating solely for the acquisition of public facilities and the associated debt. 1 mil of real estate tax supports the fund.

Public Buildings Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2620-6111-3011	CURRENT YEAR LEVY	(347,572)	(358,778)	(358,612)	(363,265)	(364,059)
2620-6111-3012	PRIOR YEAR LEVY	-	(1,432)	(1,500)	(508)	(1,500)
2620-6111-3014	DELINQENT TAX CLAIM	(3,738)	(3,141)	(200)	-	(200)
2620-6111-3015	INTERIM TAXES	(2,179)	(1,858)	(1,500)	(2,514)	(2,000)
2620-6111-3410	INTEREST	(49)	(47)	(50)	(38)	(50)
Total		(353,538)	(365,255)	(361,862)	(366,325)	(367,809)

Public Buildings Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
2620-6111-5414	GO SERIES 2010	245,000	245,000	245,000	245,000	245,000
Portion of principal and interest for 2010 bond issue.						
2620-6111-5427	GO SERIES 2011	-	-	95,000	95,000	95,000
Portion of principal and interest for 2011 bond issue.						
2620-6111-6203	TRANSFER TO GOLF COURSE	95,000	95,000	-	-	-
Total		340,000	340,000	340,000	340,000	340,000



Fund: Fire Capital

Description and Responsibilities:

The Fire Capital Fund receives .85 mil of the 2.12 real estate tax mils dedicated to support the Cranberry Township Volunteer Fire Company. This .85 mil is earmarked to support capital needs in support of the fire service.

Fire Capital Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
3100-8570-3011	REAL ESTATE CURRENT	(295,439)	(304,963)	(304,820)	(308,777)	(309,450)
3100-8570-3012	REAL ESTATE PRIOR YEAR	(505)	(1,217)	(1,500)	(432)	(1,500)
3100-8570-3014	REAL ESTATE DELINQUENT	(3,177)	-	(500)	-	(500)
3100-8570-3015	REAL ESTATE INTERIM	(1,852)	(1,579)	(1,500)	(2,137)	(1,500)
3100-8570-3410	INTEREST EARNING	(458)	(1,444)	(1,500)	(1,422)	(1,500)
Total		(301,431)	(309,203)	(309,820)	(312,768)	(314,450)

Fire Capital Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
3100-8570-5123	R&M FACILITY MAINT	-	53,363	-	2,651	-
3100-8570-5410	2008 PROMISSORY NOTE	39,352	44,281	51,888	47,563	51,888
Annual payment to CTVFC Relief Association for new rescue truck loan.						
3100-8570-5411	PEMA LOAN	8,211	7,606	-	-	-
3100-8570-5414	GO SERIES 2010	50,000	50,000	50,000	50,000	50,000
Partial bond payment for Quint.						
3100-8570-5427	GO SERIES 2011	100,000	100,000	100,000	100,000	100,000
Portion of principal and interest for 2011 bond issue. (Public Safety Training Facility)						
3100-8570-5446	MISC EXPENSE	26,369	39,001	10,000	13,895	10,000
3100-8570-6122	VEHICLES	30,378	25,950	280,000	-	500,000
Partial payment for L21.						
Total		254,310	320,201	491,888	214,110	711,888



Fund: Capital Improvement

Description and Responsibilities:

The Capital Improvement Fund was established to fund general purpose capital improvements for the Township. This fund is solely financed by the fund balance generated by the General Fund.

Capital Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
3400-6401-3410	INTEREST INCOME	(1,422)	(4,149)	(2,500)	(2,805)	(2,500)
3400-6401-3540	INTERGOVERNMENTAL GRANT	(509,735)	-	-	(115,092)	-
3400-6401-3852	DONATIONS	(5,000)	(5,000)	(5,000)	(15,000)	(5,000)
Reimb. for traffic signal software (IPD Grant) Reimb. for handicap ramps (DCED Grant) Reimb. for rear sliding doors (DCED Grant)						
3400-6401-3921	TRANS FROM GENERAL FUND	(750,000)	(970,000)	(750,000)	(750,000)	(1,750,000)
3400-6401-3922	TRANSFER FROM 2008 BOND	(138,532)	-	-	-	-
3400-6401-3930	PROCEEDS FROM BONDS	(11,855,000)	-	-	-	-
3400-6401-3950	REFUND OF PRIOR YEAR EXP	(2,799)	-	-	-	-
3400-6410-3570	LOCAL GOV GRANTS	(6,000)	-	-	-	-
3400-6410-3931	BOND PREMIUM	(893,076)	-	-	-	-
Total		(14,161,564)	(979,149)	(757,500)	(882,897)	(1,757,500)



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Capital Expenses

Program: SEWER & WATER FIELD OPERATIONS
Description and Responsibilities

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

2014 Accomplishments

1. Maintained a less than 10% unaccountable water loss.
2. Restructured flushing schedule and expedited flushing program as to minimize overtime and no property damage.
3. Conducted two rounds of water leak detection resulting in water cost avoidance.
4. Decreased valve, valve box and curb box maintenance & repair time by utilization of the Valve Maintenance Trailer.
5. Implemented the use of laptops in two field maintenance vehicles for expediting “One-Calls”, increasing data transfer time and the use of GIS mapping software.
6. Completed forty-four (44) miles of sanitary sewer right-of-way clearing with in-house personnel.
7. Located raised to finished grade and gather GPS coordinates and invert elevation on an additional 10% of the sanitary sewer collection system.

2015 Goals

1. Maintain a less than 10% unaccountable water loss.
2. Increase man-hours on the Main Line Valve Operating Program.
3. Initiate a Smoke/Dye Testing Program from pilot program to an annual program.
4. Test, repair and/or replace malfunctioning water meters.
5. Implement a laptop in Meter Service vehicle, train S&W field personnel on the use of the Munis service requests and work orders.

2015 Budget Highlights

1. Leak detection program.
2. Sanitary Sewer Interceptor One CCTV inspection, cleaning and rehabilitation (if necessary).
3. Sanitary Sewer Right-of-Way Clearing.
4. Install three permanent I&I flow monitoring stations.

<u>Staffing Levels</u>	2010	2011	2012	2013	2014	2015
Full Time	11	11	11	11	11	11
Part Time	3	3	3	3	3	3



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Water Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6110-5401	Water Revenue	(6,031,663)	(6,051,998)	(5,962,909)	(5,054,044)	(5,875,256)
6110-5495	Water Operations	(5,888)	(1,207)	-	-	-
	Total	(6,037,551)	(6,053,205)	(5,962,909)	(5,054,044)	(5,875,256)

Water Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6110-5401	Water Revenue	1,542	61,102	-	15,707	-
6110-5411	DSM Pipe Line Maint	174,024	171,986	183,037	193,776	195,347
6110-5412	DSM Leak Check Program	30,188	35,467	36,602	35,146	38,556
6110-5413	DSM Water Quality	37,574	45,344	38,790	29,074	39,048
6110-5414	DSM Meter Testing	809	512	-	540	-
6110-5415	DSM PA One Call	24,769	29,132	34,112	28,148	37,006
6110-5416	DSM Hydrant & Valve Maint	101,442	106,480	114,066	116,365	119,827
6110-5417	DSM Flushing Program	31,628	50,640	57,874	46,756	61,100
6110-5421	SR Meter Services/Construction	25,196	42,271	48,271	40,617	51,046
6110-5422	SR Service Requests	16,378	24,616	26,656	23,255	29,057
6110-5423	CELL PHONES	-	-	-	139	-
6110-5424	SR Water Tap	25,224	33,267	39,712	34,413	41,767
6110-5425	ASSETS LESS \$5000	-	60	-	-	-
6110-5431	PST Operations & Maint	227,873	178,819	155,369	131,797	164,860
6110-5443	INSPECTIONS	41,256	46,861	52,982	43,542	74,159
6110-5451	SSA Vehicle Maint	64,430	80,139	73,324	65,506	80,041
6110-5452	SSA Administration/SCADA	1,009,137	1,117,334	521,965	433,354	536,770
6110-5453	SSA Training	32,111	43,357	61,518	41,079	63,393
6110-5454	ASSETS LESS \$5000	-	4,991	-	-	-
6110-5455	SSA Information Tech / GIS	113,825	104,873	104,873	104,873	108,000
6110-5456	SSA Facility Maintenance	68,468	64,948	77,842	57,589	81,816
6110-5457	ASSETS LESS \$5000	125	-	-	-	-
6110-5458	SSA Operations Engineering	71,885	79,990	139,948	67,607	144,047
6110-5461	WBG Account Mangement	77,808	75,324	77,791	63,013	80,859
6110-5462	WBG Meter Reading	44,155	73,154	75,870	60,316	90,560

Water Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6110-5463	WBG Customer Svs	161,907	182,553	200,997	166,747	205,653
6110-5471	WP Water Purchase	2,618,376	2,495,219	2,600,000	2,034,819	2,600,000
6110-5481	Debt - Penn Vest	57,871	57,035	69,627	69,627	69,417
6110-5492	Transfer to Gen Fund	93,228	100,000	100,000	100,000	100,000
6110-5494	TRANSFER TO ROAD EQUIPMENT	45,249	-	-	-	-
6110-5495	Water Operations	217,313	229,928	480,000	92,982	409,200
Total		5,413,792	5,535,405	5,371,226	4,096,789	5,421,529



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Fund: Sewer

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.

Program: 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. The plant is also responsible for maintaining safe drinking water storage and water pressure.

2014 Accomplishments

1. Class I service completed on all three Turblex blowers.
2. Floor repaired in ATAD reactor 1A.
3. Rebuilt Franklin Acres and Briar Creek lift station pumps.
4. Rebuilt both belt press feed pumps.
5. Initiated key card access on several buildings and installed security cameras to view plant perimeter.
6. Replaced secondary clarifier #1 drain valve and repaired leaking ATAD process piping leak.

2015 Goals

1. Evaluation, monitoring and possible process adaptations for wet weather flows as a result of the new parallel interceptor to plant.
2. Review processes and equipment as it relates to the basis of design study and plant upgrade.

2015 Budget Highlights

1. Enhanced water storage tank security measures – cameras and card access that integrates to Township system.
2. New confined space monitoring equipment.

<u>Staffing Levels</u>	2010	2011	2012	2013	2014	2015
Full Time	12	12	12	12	12	12
Part Time	2	2	2	2	2	2

Program: PRE-TREATMENT
Description and Responsibilities:

Mitigation of harmful discharges to the sanitary sewer system, including: toxic substances, FOG (fats, oil and grease), and stormwater.

2014 Accomplishments

1. Modified FOG facility inspection process to maximize user compliance.
2. Utilized part-time employees to conduct system evaluation and inspection program.
3. Reviewed Sewer system flow data to help establish priority areas for CCTV work, present to BOS.
4. Updated Industrial Pretreatment Ordinance for EPA compliance.

2015 Goals

1. Design upscale F.O.G. Best Management practices pamphlet for F.O.G. permittees.
2. Update F.O.G. Permittee account information in Munis.
3. Work with Seneca Valley STEM FEMs during the school year to plan a Community based water themed program for the FEMS.
4. Work with Engineering on continued implementation of MS4 Program.
5. Review Sewer system flow data to help establish priority areas for CCTV work, present to BOS.
6. Utilize part-time employees to conduct system evaluation and inspection program.

<u>Staffing Levels</u>	2010	2011	2012	2013	2014	2015
Full Time	1	1	1	1	1	1
Part Time	1	1	0	2	2	2



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Sewer Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6210-5501	Sewer Revenue	(6,502,820)	(7,203,585)	(7,687,151)	(6,664,747)	(7,703,250)
	Total	(6,502,820)	(7,203,585)	(7,687,151)	(6,664,747)	(7,703,250)

Sewer Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6210-5501	Sewer Revenue	3,482	64,137	-	13,153	-
6210-5511	TP Operations	1,462,140	1,440,622	1,430,153	1,261,284	1,488,077
6210-5512	TP Maintenance	2,157,251	2,025,765	394,362	300,317	406,360
6210-5513	TP Bio-Solids	344,706	434,232	438,447	397,533	449,049
6210-5514	TP Odor	139,429	132,050	185,713	112,134	177,960
6210-5515	TP Industrial Pretreatment	160,519	155,702	144,807	142,833	160,146
6210-5521	ASSETS LESS \$5000	-	1,148	-	-	-
6210-5522	CSM Infiltration and Inflow	75,854	203,348	181,390	78,629	200,102
6210-5523	CSM PA One Call	24,381	28,983	33,811	28,073	36,606
6210-5524	CSM SEWER CLOG/ODOR	76,629	123,586	150,661	118,589	157,703
6210-5531	ASSETS LESS \$5000	23	-	-	-	-
6210-5533	INSPECTIONS	30,154	33,772	52,881	39,855	72,610
6210-5542	ASSETS LESS \$5000	625	-	-	-	-
6210-5551	SSA Vehicle Mainteance	66,210	83,768	82,323	71,423	85,493
6210-5552	SSA Administration	365,974	428,020	550,147	387,471	562,191
6210-5553	ASSETS LESS \$5000	7,055	8,860	-	-	-
6210-5554	SSA Facility Maintenance	73,568	65,241	85,744	58,756	82,817
6210-5555	SSA Training	89,680	93,992	99,453	87,854	104,431
6210-5556	SSA Information Tech	113,825	104,873	104,873	104,873	108,000
6210-5557	ASSETS LESS \$5000	511	-	-	-	-
6210-5558	SSA Operations Engineering	122,938	182,484	303,302	111,094	313,138
6210-5561	SBG Account Management	76,292	75,301	76,990	63,013	79,858
6210-5562	SBG Sewer Flow Meter Read	7,561	6,206	10,540	5,200	11,048
6210-5571	LS Operations & Maintenance	172,937	198,556	174,650	130,151	249,924
6210-5581	Bond Interest	106,707	-	-	-	-



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Sewer Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6210-5582	Principal Payment	849,926	918,846	2,091,786	2,091,786	2,088,872
6210-5592	Transfer to General Fund	333,781	150,000	150,000	150,000	150,000
6210-5595	Sewer Operations	221,101	452,559	1,130,000	411,619	2,191,100
Total		7,083,261	7,412,051	7,872,033	6,165,638	9,175,485

Fund Name: Solid Waste
Description and Responsibilities

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

This Fund receives the monthly 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 contract was advertised for public bid according to the Municipal codes of Pennsylvania for an additional five years. Two competitive bids were received and the contract was awarded to Vogel Disposal Inc. The contract will be enforce from November 1, 2014 to October 31, 2019.

The 2015 rates have increased as indicated below due to the increased expense associated with the new contract. The contract stipulates increased services in the area of customer service with a full time contractor provided program manager and environmental stewardship with the use of CNG powered trucks. Cranberry Township continues to utilize the recycling performance grant money to provide opportunities for special collection events of hard to recycle items such as electronics and conducting rain barrel classes and storm water education programs.

<u>Service Rates</u>	2011	2012	2013	2014 Jan - Oct	2014 Nov - Dec	2015
96 Gallon Trash Receptacle	\$16.82	\$16.82	\$16.82	\$16.82	\$18.32	\$18.32
64 Gallon Trash Receptacle	\$16.16	\$16.16	\$16.16	\$16.16	\$17.66	\$17.66
35 Gallon Trash Receptacle	\$15.64	\$15.64	\$15.64	\$15.64	\$17.14	\$17.14
Bag Service	\$13.87	\$13.87	\$13.87	\$13.87	\$15.37	\$15.37

Solid Waste Operations Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6310-7010-3410	INTEREST EARNING	(686)	(1,671)	(1,000)	(72)	(500)
6310-7010-3540	GRANTS	(138,833)	(110,698)	(110,000)	(106,937)	(100,000)
6310-7010-3671	FEES FOR SERVICES	(1,695,124)	(1,701,241)	(1,907,175)	(1,600,719)	(2,022,956)
6310-7010-3809	PENALTIES	(16,687)	(15,895)	(16,000)	(13,940)	(15,000)
6310-7010-3855	MISCELLANEOUS REV	(30,927)	(29,879)	(30,000)	(27,034)	(30,000)
Total		(1,882,257)	(1,859,385)	(2,064,175)	(1,748,703)	(2,168,456)

Solid Waste Operations Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6310-7010-4010	SALARIES FULL TIME	82,516	85,735	87,462	74,343	98,505
Portion of 7 full time employees.						
6310-7010-4012	SALARIES - PART TIME	56,151	48,306	50,000	36,202	41,760
Portion of 6 part-time employees.						
6310-7010-4015	OVERTIME	1,279	755	1,000	735	1,000
6310-7010-4021	SOCIAL SECURITY	8,660	8,184	8,703	6,761	9,082
The employer share of FICA based on 6.2% of salaries/ wages/overtime for all employees.						
6310-7010-4022	MEDICARE	2,026	1,914	2,035	1,581	2,123
The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.						
6310-7010-4023	WORKERS COMPENSATION	426	521	460	421	520
Workers' Compensation insurance for all employees.						
6310-7010-4041	PENSION NON UNIFORM	4,014	4,300	4,385	3,747	4,938
The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.						
6310-7010-4051	HOSPITALIZATION	21,098	20,594	21,203	19,689	25,771
Medical insurance for all full time employees.						
6310-7010-4052	VISION	193	196	200	182	216
Vision insurance for all full time employees.						
6310-7010-4053	DENTAL	1,089	1,163	1,267	1,088	1,330
Dental insurance for all full-time employees.						
6310-7010-4054	ICMA CONTRB	4,166	4,300	4,385	3,747	4,938
The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.						
6310-7010-4055	DISABILITY INSURANCE	210	217	228	201	257
Long term disability insurance for all full time employees.						
6310-7010-4057	LIFE INSURANCE	482	548	474	530	557
Life insurance for all full time employees and certain part time employees.						

Solid Waste Operations Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6310-7010-5004	MATERIALS & SUPPLIES	36,374	49,729	15,088	22,214	8,000
Purchase of craft bags and bag tags.						
6310-7010-5111	PROFESSIONAL SERVICES	1,456,682	1,511,058	1,563,908	1,168,504	1,793,274
Monthly payments to Vogel for contracted trash service.						
6310-7010-5113	MANAGEMENT CONSULTING	-	-	20,000	-	-
Consulting on solid waste contract matters.						
6310-7010-5230	INFORMATION TECH	90,664	70,674	70,674	70,674	71,000
6310-7010-5354	EMPL TRAINING	746	-	2,000	351	2,000
Conferences and workshops.						
6310-7010-5356	EMPL DUES/MEMBERSHIP	525	125	500	125	500
6310-7010-5361	POSTAGE AND SHIPPING	15,082	14,362	15,000	14,059	15,000
Postage costs for mailing quarterly solid waste service bills.						
6310-7010-5362	PRINTING	15,497	6,754	13,000	4,918	8,000
Printing costs associated with solid waste program brochures and bills.						
6310-7010-5363	LEGAL ADVERTISING	11,666	4,640	10,000	6,227	8,000
6310-7010-5447	REFUNDS PRIOR YEAR	276	-	-	-	-
6310-7010-6010	ASSETS LESS \$5000	1,400	19,519	160,000	47,676	65,000
Annual cart replacement costs.						
6310-7010-6116	ASSESTS OVER 5,000	4,336	-	-	-	-
6310-7010-6182	DEPRECIATION EXPENSE	86,085	86,085	-	-	-
6310-7010-6204	TRANSFER TO GEN FUND	50,000	350,000	-	-	-
Total		1,951,643	2,289,678	2,051,972	1,483,978	2,161,771

Fund Name: Swimming Pool
Description and Responsibilities

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

2014 Accomplishments

1. The staff managed a poor weather season by maximizing revenue and managing expenses to maximize profit/loss margin. The pool finished with a positive revenue gain.
2. Continue to improve staff training procedures resulting in better daily operations while establishing new cross training with staff.
3. Renovations to the hut and party room in fall 2014.
4. Maintained cash handling procedures with all staff leading to excellent audit reports.

2015 Goals

1. Implement new software for operations at the Waterpark.
2. Continue marketing campaign to meet or exceed 2014 membership sales.
3. Continue to coordinate programs to maximize customer service and revenue while managing expenses.
4. Prepare management and facility for upcoming renovations – fall of 2015.
5. Addition of an ATM for the benefit of our guests.

2015 Budget Highlights

1. Build upon existing management model of the pool to accomplish revenues as outlined while managing expenses to minimize variables such as weather.
2. Continue to manage all aquatic programs to maximize revenue and minimize expenses.
3. Continue in house promotions on tables, menus and white board specials to maximize concession revenue on a “per person” basis.

<u>Staffing Levels</u>	2011	2012	2013	2014	2015
Full Time	.5	.5	.5	1.5	1.5
Part Time	0	0	2	0	0
Seasonal	100	100	110	105	105

Pool Operations Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6410-6810-3410	INTEREST EARNING	(66)	(45)	(50)	(48)	(50)
6410-6810-3422	ROOMS/FACILITY	(1,394)	(1,870)	(3,000)	(2,570)	(3,000)
6410-6810-3685	MEMBERSHIP	(238,979)	(232,608)	(240,000)	(215,725)	(232,000)
6410-6810-3691	ADMISSIONS	(167,673)	(134,972)	(167,000)	(170,598)	(179,315)
6410-6810-3855	MISCELLANEOUS REV	(395)	(624)	(250)	(78)	(300)
6410-6810-3856	OVER SHORT	56	87	-	(15)	-
6410-6810-3921	TRANSFER FROM GEN FUND	(656,232)	(407,158)	(160,000)	(160,000)	(150,000)
6410-6810-3922	TRANSFER FROM CAP IMP	-	(61,409)	-	-	-
6410-6830-3681	PROGRAM FEES/LESSONS	(1,963)	(3,017)	-	(3,092)	-
6410-6830-3692	CONCESSIONS	(109,720)	(92,866)	(110,000)	(99,595)	(110,000)
6410-6840-3681	PROGRAM FEES	(56,696)	(68,055)	(72,500)	(67,543)	(73,100)
Total		(1,233,063)	(1,002,537)	(752,800)	(719,265)	(747,765)

Pool Operations Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6410-6810-4010	SALARIES FULL TIME	24,096	-	25,725	16,784	25,332
program director (50%) 0.5 Full Time Employee, activity coordinator/pool manager (50%) full time employee						
6410-6810-4012	SALARIES PART TIME	166,449	170,766	191,180	147,366	185,120
Operational Managers, Lifeguards and Guest Relations						
6410-6810-4015	OVERTIME	1,858	227	500	548	500
6410-6810-4021	SOCIAL SECURITY	11,982	11,634	13,448	10,153	13,373
6410-6810-4022	MEDICARE	2,802	2,721	3,145	2,371	3,127
6410-6810-4023	WORKERS COMPENSATION	7,853	6,391	9,121	8,346	10,112
Workers' Compensation insurance for all employees.						
6410-6810-4041	PENSION NON UNIFORM	1,229	-	1,286	829	1,286
6410-6810-4051	HOSPITALIZATION	7,476	1,241	3,855	4,567	5,272
6410-6810-4052	VISION	67	11	70	40	38
6410-6810-4053	DENTAL	425	116	464	271	259
6410-6810-4054	ICMA CONTRB	1,274	-	1,286	172	1,286
6410-6810-4055	DISABILITY INSURANCE	43	-	67	42	50
6410-6810-4057	LIFE INSURANCE	81	-	139	91	100
6410-6810-5004	MATERIALS & SUPPLIES	10,204	7,035	8,000	6,832	8,000
facility bathroom supplies, first aid, office supplies, membership cards, toner, safety rope						
6410-6810-5123	R&M FACILITY MAINT	18	-	1,000	743	2,000
safe change, mural painting for party room, tri panel sign holders (10 cases)						
6410-6810-5230	INFORMATION TECH	25,224	26,240	26,240	26,240	27,000
6410-6810-5312	CELL PHONES	-	360	1,860	200	900
50% of manager, with data, 12 months pool manager 4 mo t/t only @ 60 per month						
6410-6810-5321	ELECTRICITY	23,848	27,607	29,000	29,920	42,500



2015 Annual Budget

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Pool Operations Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
we have been advised on a rate increase by electric company						
6410-6810-5323	WATER	13,676	12,573	19,100	11,367	19,000
6410-6810-5324	SEWER	13,905	4,990	10,000	11,522	12,000
6410-6810-5351	EMPLOYEE RECRUITING	5,720	4,025	5,250	4,845	5,500
Drug Screening and Clearances for Waterpark Employees						
6410-6810-5357	EMPL CLOTHING/UNIFORMS	459	363	1,500	971	1,000
Manager shirts - green, 3 per staff member. to include head guards.						
6410-6810-5361	POSTAGE AND SHIPPING	2	108	-	-	-
6410-6810-5362	PRINTING	1,640	1,157	1,500	1,058	1,500
replacing old and damaged signage						
6410-6810-5363	ADVERTISING	-	1,525	1,000	207	1,000
newspaper ad, water bill insert						
6410-6810-5370	MINOR EQUIP/FURNITURE	-	-	3,000	3,841	1,000
table for lifeguard, buoy for safety rope, guard umbrella's						
6410-6810-5416	GO SERIES A 2003	(150,000)	-	150,000	150,000	150,000
Portion of principal and interest for Series A 2003 bond issue.						
6410-6810-5434	INTEREST EXPENSE	177,544	92,582	-	-	-
6410-6810-6123	FURNITURE & FIXTURES	4,323	3,925	6,000	1,879	6,000
cabinets for hut - awning over 1st aid,						
6410-6810-6182	DEPRECIATION EXPENSE	180,548	100,057	-	-	-
6410-6820-4012	SALARIES-PART TIME	28,397	31,715	36,208	23,851	35,377
6410-6820-4015	OVERTIME	1,407	-	-	-	-

Pool Operations Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6410-6820-4021	SOCIAL SECURITY TAX	1,848	934	2,245	1,477	2,193
6410-6820-4022	MEDICARE	432	218	525	345	513
6410-6820-4023	WORKERS COMP	1,228	948	1,523	1,394	1,659
6410-6820-5004	MATERIALS AND SUPPLIES	20,077	10,923	12,000	11,907	12,000
12-Stantions; Pressure Washer; Hose; Repairs for Max; 3-Clocks Replacement; deck vac						
6410-6820-5005	CLEANING SUPPLIES	-	605	750	969	750
6410-6820-5008	CHEMICALS	40,658	13,860	30,000	16,203	25,000
6410-6820-5111	PROFESSIONAL SERVICES	21,790	18,282	15,000	8,998	15,000
This includes services needed to clean and prep the pool for summer start-up as well as winterizing at the end of season and gel coating slide. pestco						
6410-6820-5121	REPAIR MAINTENANCE EQUIPMENT	1,616	4,805	3,500	5,025	4,500
structural repairs to flooring and gutters						
6410-6830-4012	SALARIES PART TIME	38,905	35,346	41,108	22,227	40,000
31.5 hours per day for 90 days (99 days in season less 10% for inclement weather) Average \$7.50 per hour for wages						
6410-6830-4015	OVERTIME	640	-	200	-	-
6410-6830-4021	SOCIAL SECURITY TAX	2,452	2,192	2,549	1,378	2,480
6410-6830-4022	MEDICARE	573	513	596	322	580
6410-6830-4023	WORKERS COMP	1,400	1,310	1,729	1,582	1,875
6410-6830-5005	CLEANING SUPPLIES	-	114	500	3	500
Cleaning supplies previously purchased and mis coded in past						
6410-6830-5111	PROFESSIONAL SERVICES	1,029	1,913	2,500	897	2,500
hood inspection and cleaning. Fire and ansul inspections, towel service, food licence, unifirst, steaming the floor.						
6410-6830-5121	REPAIR MAINTENANCE EQUIPMENT	1,965	391	750	469	750
6410-6830-5354	EMPLOYEE TRAINING	1,217	-	-	-	-
6410-6830-5368	COST OF GOODS	57,797	42,631	48,000	42,788	48,000
drink cups						



2015 Annual Budget

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Pool Operations Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6410-6830-6123	FUNITURE AND FIXTURES	3,842	1,073	1,500	22	2,500
Continued replacement of mature equipment; grease mats;						
6410-6840-4012	SALARIES PART TIME	31,681	35,989	55,154	32,189	20,327
6410-6840-4015	OVERTIME	275	-	250	-	-
6410-6840-4021	SOCIAL SECURITY	1,998	2,231	3,420	1,996	1,260
6410-6840-4022	MEDICARE	234	261	400	233	295
6410-6840-4023	WORKERS COMP	870	544	1,160	1,061	953
6410-6840-5004	MATERIALS & SUPPLIES	2,059	1,254	1,000	572	998
noodles, sand toys, volley balls						
6410-6840-5111	PROFESSIONAL SERVICES	1,945	2,510	3,000	690	3,000
scuba program - instructor						
6410-6840-5354	EMPLOYEE TRAINING	808	1,277	2,000	686	1,500
Safe Serve Certification, CPO certification, WSIT certification LGIT certification						
Total		799,889	687,493	781,303	618,491	747,765

Fund Name: Golf Course
Description and Responsibilities

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

2014 Accomplishments

1. A new Starter Hut has been opened to better serve our outings and daily play customers.
2. A new Tent Pad was constructed to increase our outing capacity.
3. Implemented on course beverage cart credit card sales.
4. Enhanced use of PSK including tee time confirmations, tee time reminders, and "thank you" e-mails.
5. Evaluated, updated and reviewed aspects of clubhouse to include banquets, outings, golf rates, Visage and advertising.

2015 Goals

1. 30,500 rounds of golf.
2. Finish squaring tees.
3. Start to work with consultants about the removal of timber between holes 18 and 13.
4. Fix drainage in bunkers and add sand.
5. Find an existing platform or develop a sales/inventory computer platform for the beverage cart.
6. Explore a "no cost" option for the golf cart GPS monitors.

2015 Budget Highlights

1. Increase our current weekday rates and maintain our weekend rates.
2. Develop and implement a Visage advertising and sponsor plan.
3. Amend and implement our marketing plan to include advertising and social media initiatives based on a 12 month calendar.

<u>Staffing Levels</u>	2011	2012	2013	2014	2015
Full Time	7	7	7	8	8
Part Time	40	40	40	43	41

Golf Course Revenue

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6510-6301	Golf Course Revenue	(1,330,906)	(1,687,235)	(1,146,415)	(1,045,551)	(1,148,750)
6510-6313	GO Carts	(232,583)	(224,581)	(263,000)	(211,806)	(234,000)
6510-6314	GO Range	(17,948)	(20,157)	(25,000)	(17,298)	(20,000)
6510-6315	Go Merchandise	(139,542)	(105,162)	(145,000)	(110,946)	(145,000)
6510-6316	GO Lessons	(29,381)	(29,348)	(45,000)	(33,571)	(45,000)
6510-6331	FB Grille	(233,069)	(225,775)	(250,000)	(208,549)	(237,000)
6510-6332	FB Kitchen	(7,263)	(13,382)	(18,700)	(12,109)	(16,500)
6510-6333	FB Banquet Facility	(403,184)	(326,859)	(430,000)	(369,012)	(423,240)
Total		(2,393,875)	(2,632,500)	(2,323,115)	(2,008,841)	(2,269,490)

Golf Course Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6510-6301	Golf Course Revenue	471,933	482,205	-	-	-
6510-6311	GO Golf Shop Services	48,664	53,237	61,143	63,980	63,433
6510-6312	GO Outside Services	42,269	36,367	51,528	31,807	44,699
6510-6313	GO Carts	19,736	18,381	76,082	64,139	71,835
6510-6314	GO Range	15,236	12,706	22,738	9,527	6,100
6510-6315	Go Merchandise	131,967	97,577	86,955	115,875	99,130
6510-6316	GO Lessons	29,622	29,049	41,421	28,609	31,091
6510-6317	GO Golf Outings	(268)	-	-	-	-
6510-6331	FB Grille	156,109	149,471	162,871	144,782	152,414
6510-6332	FB Kitchen	13,378	22,959	19,902	14,522	20,379
6510-6333	FB Banquet Facility	259,831	231,322	289,266	245,481	269,322
6510-6341	SSA Facility Maintenance	51,271	51,615	65,760	52,703	65,734
6510-6342	SSA Administration	283,631	306,190	336,441	285,053	350,617
6510-6344	SSA Training	8,887	11,361	13,200	10,346	13,709
6510-6345	SSA Infrastructure	13,636	12,858	12,479	16,304	12,601
6510-6346	SSA Vechicle Mainteance	25,475	29,196	25,000	27,676	22,500
6510-6361	TM Greens Maintenance	117,943	126,043	133,625	112,327	132,492
6510-6362	TM Tees Maintenance	58,284	62,033	60,463	57,038	60,648
6510-6363	TM Fairways Maintenance	101,052	94,231	106,958	93,022	105,237
6510-6364	TM Rough Maintenance	119,189	104,688	126,536	101,196	125,591
6510-6365	TM Bunker Maintenance	38,047	39,491	37,007	35,501	36,491
6510-6366	TM Irrigation	26,978	24,411	27,838	23,459	28,363
6510-6381	EM Equipment Repair	65,249	61,934	58,464	53,979	55,615
6510-6382	EM PMI	36,397	28,882	39,769	30,530	38,289
6510-6391	Interest Payment	294,382	298,059	293,200	293,200	293,200



2015 Annual Budget

CRANBERRY TOWNSHIP **built for you.**

Golf Course Expenses

GL Code	Description	2012 Actual	2013 Actual	2014 Adjusted Budget	2014 Year to Date	2015 Requested Budget
6510-6392	Principal Payment	-	-	170,000	170,000	170,000
6510-6395	CAPITAL EXPENSE	33,727	75,317	-	112,014	-
Total		2,462,624	2,459,582	2,318,646	2,193,072	2,269,490