

Cranberry Township 2015 Budget



CRANBERRY TOWNSHIP
built for you.



| | |
|---|----|
| General Fund Summary | 1 |
| Other Funds Summary | 8 |
| General Fund Revenue | 10 |
| Legislative | |
| 1200 Real Estate Tax | 10 |
| 1300 Act 511 Taxes | 11 |
| 1400 Licenses and Permits | 12 |
| 1500 Interest and Rent | 13 |
| 1600 Intergovernmental Revenue | 14 |
| 1700 Miscellaneous Revenue and Transfers | 15 |
| Human Resources | |
| 2200 Human Resources | 17 |
| Information Technology | |
| 2300 Information Technology | 18 |
| Debt Service | |
| 2600 Debt Service | 19 |
| Community Development | |
| 3100 Land Development | 20 |
| 3200 Code Enforcement | 21 |
| Public Safety | |
| 4116 Police Revenue | 22 |
| Public Works | 24 |
| 5110 Snow Removal | |
| 5120 Traffic Signals (Municipal Maintenance Agreements) | |
| 5133 Street Signs | |
| 5160 Grounds (Ball field Lighting Reimbursement) | |
| Recreation | 25 |
| 6210 Operations | |

6220 Early Childhood Programs
6230 Youth Programs
6240 Adult Programs
6250 Family Programs
6260 Teen Programs
6270 Senior Programs
6280 Community Events

General Fund Expenditures 26

Legislative

1100 Board of Supervisors 26

General Government

1800 Misc Expenses & Transfers 28
2100 Executive 30
2200 Human Resources 34
2300 Information Technology 37
2400 Finance 39
2500 Communications 42
2600 Debt Service 45
2700 Tax Collection 47
2800 Insurance 50

Community Development

3100 Land Development 52
3200 Code Enforcement 55
3300 Planning 58

Customer Service

3400 Customer Service 61

Public Safety

4111 Department Support 65
4112 Patrol 69
4113 Traffic 72
4114 Investigations 75
4115 Fleet 78

| | |
|---------------------------------|----|
| 4120 Animal Services | 80 |
| 4130 Fire Police | 82 |
| 4140 Firing Range | 84 |
| 4150 Emergency Management | 86 |
| 4230 Fire Protection | 88 |
| 4310 Emergency Medical Services | 90 |

Public Works

| | |
|--------------------------------------|-----|
| 5110 Snow Removal | 92 |
| 5120 Traffic Signals and Maintenance | 94 |
| 5131 Storm Water | 97 |
| 5132 Road Maintenance | 100 |
| 5140 Facility Maintenance | 103 |
| 5150 Fleet Maintenance | 107 |
| 5160 Parks Maintenance | 110 |
| 5170 Administration | 114 |

Engineering

| | |
|---------------------------------|-----|
| 5210 Contract Administration | 117 |
| 5220 Plan Review and Inspection | |
| 5240 Residential Support | |

Recreation

| | |
|-------------------------------|-----|
| 6210 Operations | 124 |
| 6220 Early Childhood Programs | |
| 6230 Youth Programs | |
| 6240 Adult Programs | |
| 6250 Family Programs | |
| 6260 Teen Programs | |
| 6270 Senior Programs | |
| 6280 Community Events | |
| 6290 Facility Maintenance | |
| 6295 Special Projects | |

Other Funds

Special Revenue Funds

| | |
|------------------------------|-----|
| 2110 TIP East | 145 |
| 2111 TIP West | 148 |
| 2112 Recreation Fees | 151 |
| 2114 Developers Contribution | 154 |
| 2115 Storm Water Maintenance | 157 |
| 2116 TIP Southeast | 160 |
| 2310 State Liquid Fuels | 163 |
| 2410 Library | 166 |
| 2420 Fire | 169 |
| 4210 Fire Operations-Company | |
| 4220 Fire Operations-Brigade | |
| 2610 Road Equipment | 175 |
| 2620 Public Buildings | 178 |

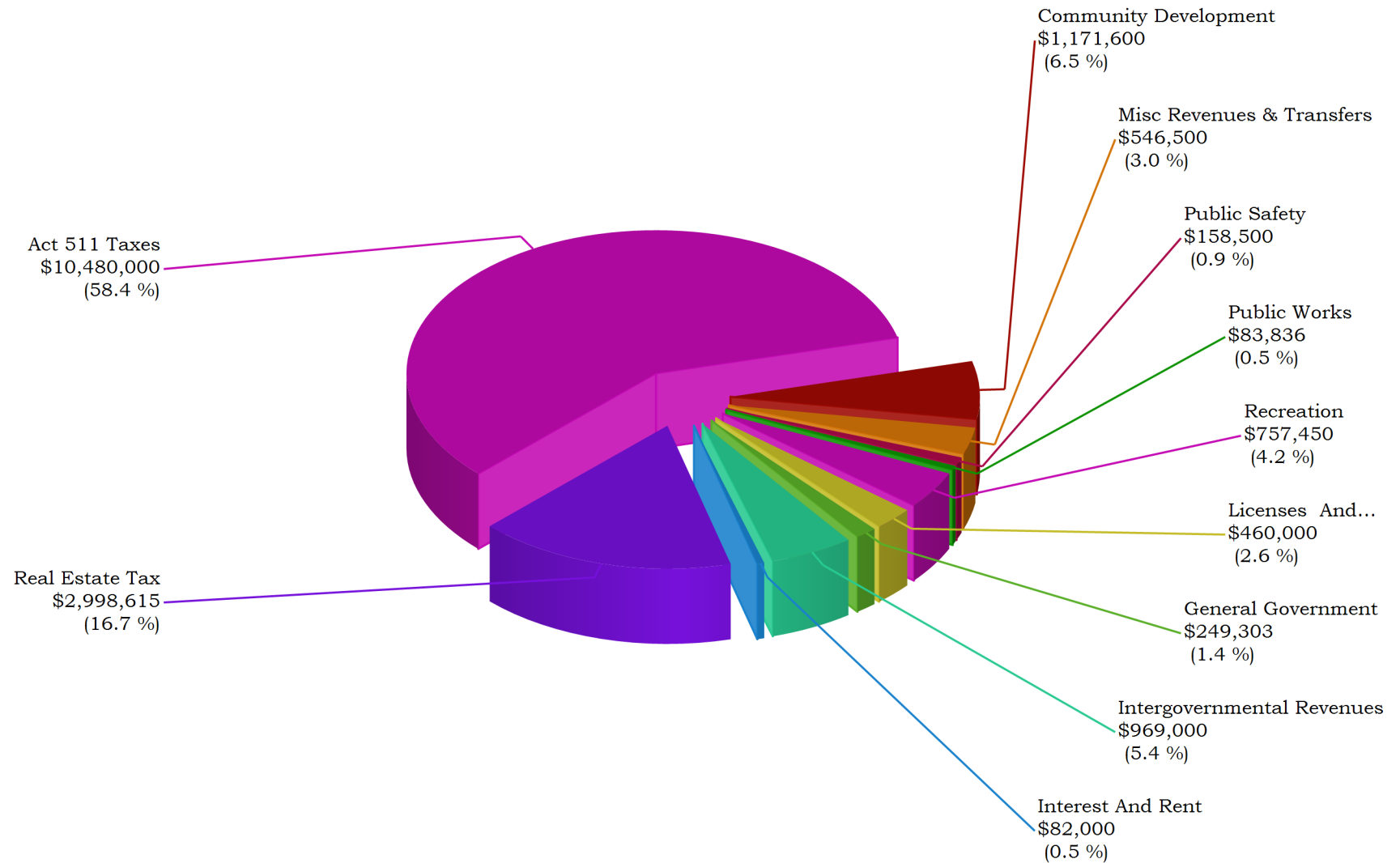
Capital Projects Funds

| | |
|----------------------------|-----|
| 3100 Fire Capital | 181 |
| 3400 Capital Improvement | 184 |
| 6401 Revenue | |
| 6410 Parks | |
| 6420 Buildings and Grounds | |
| 6430 General Services | |

Enterprise Funds

| | |
|-----------------------|-----|
| 6110 Water Operations | 187 |
| 6210 Sewer Operations | 191 |
| 6310 Solid Waste | 197 |
| 6410 Swimming Pool | 201 |
| 6810 Operations | |
| 6820 Maintenance | |
| 6830 Concessions | |
| 6840 Programs | |
| 6510 Golf Course | 207 |

2015 Proposed General Fund Revenues



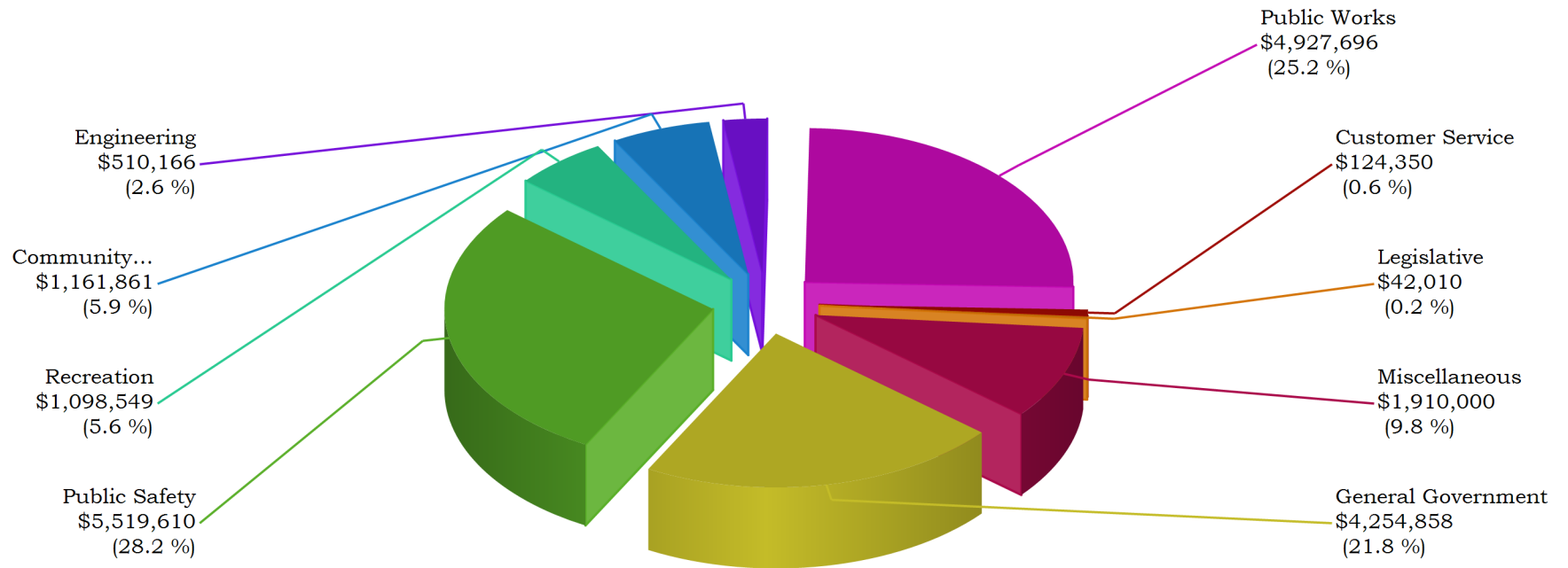
2015 Proposed General Fund Revenue of \$17,956,804

| 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 |

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 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 |

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 | | | |

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 |

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 |
| CAPITAL 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 |
| CAPITAL 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 |



2015 Annual Budget

CRANBERRY TOWNSHIP built for you.

| | | | | | |
|--|-------------------|------------|------------|------------|------------|
| | Other Funds Total | 23,198,401 | 24,426,597 | 24,353,835 | 28,463,386 |
|--|-------------------|------------|------------|------------|------------|

General Fund Revenue

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 |

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 Busines 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 |

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 |

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 |

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. | | | | | | |



2015 Annual Budget

CRANBERRY TOWNSHIP built for you.

Misc Revenues & Transfers Revenue

| | | | | | | |
|--|--------------|----------------|----------------|----------------|----------------|----------------|
| | Total | 609,189 | 878,764 | 539,500 | 578,582 | 546,500 |
|--|--------------|----------------|----------------|----------------|----------------|----------------|

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 |

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 |

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 |

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 |

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. | | | | | | |



2015 Annual Budget

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 |

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 |
| 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. | | | | | | |
| 1000-5110-3664 | SALT BRINE SALES | 123 | 1,578 | 1,000 | 156 | 1,500 |
| Township manufacturers salt brine and makes available to Seven Fields Borough and Jackson Township for prewetting operations | | | | | | |
| 1000-5120-3647 | REIMBURSE SALARIES | - | 146 | - | - | - |
| 1000-5120-3662 | 7 FIELDS/ADAMS MAINT AGREEMNT | 12,830 | 14,050 | 14,050 | 14,400 | 14,400 |
| Marshall Twp. \$2050.00, Seven Fields \$7200.00, Adams Twp. \$4800.00 | | | | | | |
| 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 |
| The Township bills the local athletic associations for electrical service for ballfield lights. | | | | | | |
| Total | | 70,846 | 99,951 | 71,050 | 51,204 | 83,836 |

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. Incease 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

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.

| <u>Staffing Levels</u> | 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 MEMEBERSHIP | 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

Description and Responsibilities:

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

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 MEMEBERSHIP | 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

| <u>Staffing Levels</u> | 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.

| <u>Staffing Levels</u> | 2011 | 2012 | 2013 | 2014 | 2015 |
|------------------------|------|------|------|------|------|
| Full Time | 6 | 7 | 7 | 8 | 8 |
| Part Time | 2 | 1 | 1 | 1 | 1 |

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.

| <u>Staffing Levels</u> | 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 |

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.

| <u>Staffing Levels</u> | 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 |

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.

| <u>Staffing Levels</u> | 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 EstateTax 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 |

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.

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
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.

| <u>Staffing Levels</u> | 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.

| <u>Staffing Levels</u> | 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 |
| | | | | | | |
| 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 |
| 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 |
| 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 |
| 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 |
| This is 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 MEMEBERSHIP | 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 Buidling 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 MEMEBERSHIP | 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 |

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.

| <u>Staffing Levels</u> | 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.

| <u>Staffing Levels</u> | 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 employer 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 |

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 expenses 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, Magloclen 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 |



Department: POLICE PATROL

Description and Responsibilities:

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

| <u>Staffing Levels</u> | 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 employer 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 employer 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. | | | | | | |

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 addional 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.

| <u>Staffing Levels</u> | 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 employer 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 expires 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 |



Department: POLICE INVESTIGATIONS

Description and Responsibilities:

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

| <u>Staffing Levels</u> | 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 employer 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 AND HEARING 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 |



2015 Annual Budget

CRANBERRY TOWNSHIP built for you.

Department: POLICE FLEET

Description and Responsibilities:

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

2014 Accomplishments:

Purchased three vehicles.

2015 Goals:

Replace three vehicles.

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.

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.

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.

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.

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.

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).

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**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.

| <u>Staffing Levels</u> | 2011 | 2012 | 2013 | 2014 | 2015 |
|------------------------|------|------|------|------|------|
| Full Time | 0 | 0 | 0 | 11 | 18 |
| Part Time | 0 | 0 | 0 | 29 | 34 |

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' Compension 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.

| <u>Staffing Levels</u> | 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 sources. | | | | | | |
| 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. And one additional FT employee, shift one current employee to management.

| <u>Staffing Levels</u> | 2011 | 2012 | 2013 | 2014 | 2015 |
|------------------------|------|------|------|------|------|
| Full Time | 2 | 2 | 2 | 2 | 3 |
| Part Time | 0 | 0 | 1 | 1 | 1 |

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 contrators 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 |

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 dial 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.

| <u>Staffing Levels</u> | 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 |

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.

| <u>Staffing Levels</u> | 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 | | | | | | |

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 sources. | | | | | | |
| 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.

| <u>Staffing Levels</u> | 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 |

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 reovations 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 buildout 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 licencing, 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 qualityu 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 Facilityies 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 |

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 Expedition.. | | | | | | |
| 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.

| <u>Staffing Levels</u> | 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. | | | | | | |

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 sources. | | | | | | |
| 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.

| <u>Staffing Levels</u> | 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 |

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 Leaders Reimbursement 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 |

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.

| <u>Staffing Levels</u> | 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 |

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.

| <u>Staffing Levels</u> | 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.

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 |

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.

| <u>Staffing Levels</u> | 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, Hutner(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.

| <u>Staffing Levels</u> | 2011 | 2012 | 2013 | 2014 | 2015 |
|------------------------|------|------|------|------|------|
| Full Time | 0 | 0 | 0 | 0 | 0 |
| Part Time | 10 | 10 | 10 | 10 | 10 |

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 Toddler time | | | | | | |
| 1000-6220-5351 | EMPLOYEE RECRUITING | - | 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.

| <u>Staffing Levels</u> | 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."

| <u>Staffing Levels</u> | 2011 | 2012 | 2013 | 2014 | 2015 |
|------------------------|------|------|------|------|------|
| Full Time | 0 | 0 | 0 | 0 | 0 |
| Part Time | 12 | 12 | 12 | 12 | 12 |

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; Aerobis Les Mills License, additional adult sports programs | | | | | | |
| 1000-6240-5354 | EMPLOYEE TRAINING | - | 30 | - | - | - |
| Total | | 57,071 | 55,563 | 55,522 | 53,932 | 66,694 |



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.

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

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.

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 personnel 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.

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

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.

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.

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) |

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) |

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 |



Fund: Developers' Contributions

Description and Responsibilities:

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

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) |

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.

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) |

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.

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) |

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.

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.

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 employee 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 |
| Contribution 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 | - | - | - |

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. | | | | | | |

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. | | | | | | |

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.

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 |

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 mills 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) |

Capital Expenses

| GL Code | Description | 2012 Actual | 2013 Actual | 2014 Adjusted Budget | 2014 Year to Date | 2015 Requested Budget |
|--|------------------------|-------------------|------------------|----------------------|-------------------|-----------------------|
| 3400-6401-6203 | TRANSFER TO POOL | - | 61,409 | - | - | - |
| 3400-6410-5004 | MATERIALS AND SUPPLIES | 10,849 | - | - | - | - |
| 3400-6410-5111 | GRAHAM PARK DEVELOP | - | 13,802 | - | - | - |
| 3400-6410-5431 | DISC REFUNDING BONDS | 125,357 | - | - | - | - |
| 3400-6410-5432 | PAYMENTS ESCROW AGENTS | 11,688,342 | - | - | - | - |
| 3400-6410-6112 | LAND IMPROVEMENTS | 145,292 | 1,362,604 | 827,500 | 311,457 | 1,338,000 |
| Veteran's Field Renovation, Concrete Bleacher Pads (Community Park field 1) Graham Park lot expansion, Art in the Park Tennis Court painting, 70% Pool Improvements and Design | | | | | | |
| 3400-6410-6121 | EQUIPMENT | 14,996 | 112,222 | 65,000 | 106,842 | - |
| 3400-6420-5111 | PROFESSIONAL SERVICES | - | - | - | 17,060 | - |
| 3400-6420-6123 | FUNITURE AND FIXTURES | 121,186 | (57,955) | 1,105,000 | 552,163 | 584,500 |
| Municipal building renovations, Blade Center for servers, Computer upgrades, PD Car computers and Cameras, Branding Project, Website redesign, Software upgrades and improvements, security camera upgrades, Police Scheduling software. | | | | | | |
| 3400-6430-5111 | PROFESSIONAL SERVICES | 60,863 | 48,248 | 160,495 | 929 | - |
| | | | | | | |
| 3400-6430-6121 | EQUIPMENT | 52,792 | 6,275 | - | - | 21,000 |
| Thermal Image camera (Facilities), Speed Trailor/VM Board | | | | | | |
| 3400-6430-6122 | FLEET REPLACEMENT | 135,040 | 54,893 | - | - | - |
| No fleet replacements budgeted. | | | | | | |
| 3400-6430-6125 | INFRASTRUCTURE | 1,379,052 | 190,425 | 595,000 | 137,359 | 847,202 |
| SINC UP Grant - 228/Freedom, Rochecter, Route 19 Freedom/Valley Forge/Parkwood signal design Graham Park Walking Trail Reimb. Agreements - Freedom/19 and 228 Ramps Glen Rape Road CFA sidewalks - 50% match SPC LTST Municipal Signal Grant ARLE 50% match Rt. 228 and Freedom | | | | | | |
| Total | | 13,733,770 | 1,791,923 | 2,752,995 | 1,125,810 | 2,790,702 |

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 |

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 |

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 |

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 Maintenance | 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 | - | - | - | - |

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 increase as indicated below due to the increased expense associated with the new contract. The contact 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 oif 7 full time employees. | | | | | | |
| 6310-7010-4012 | SALAIRES - 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 |

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 | | | | | | |

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 Vehicle Maintenance | 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 |

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 |