

# Cranberry Township

# 2017 Budget





# Township Manager's Budget Summary



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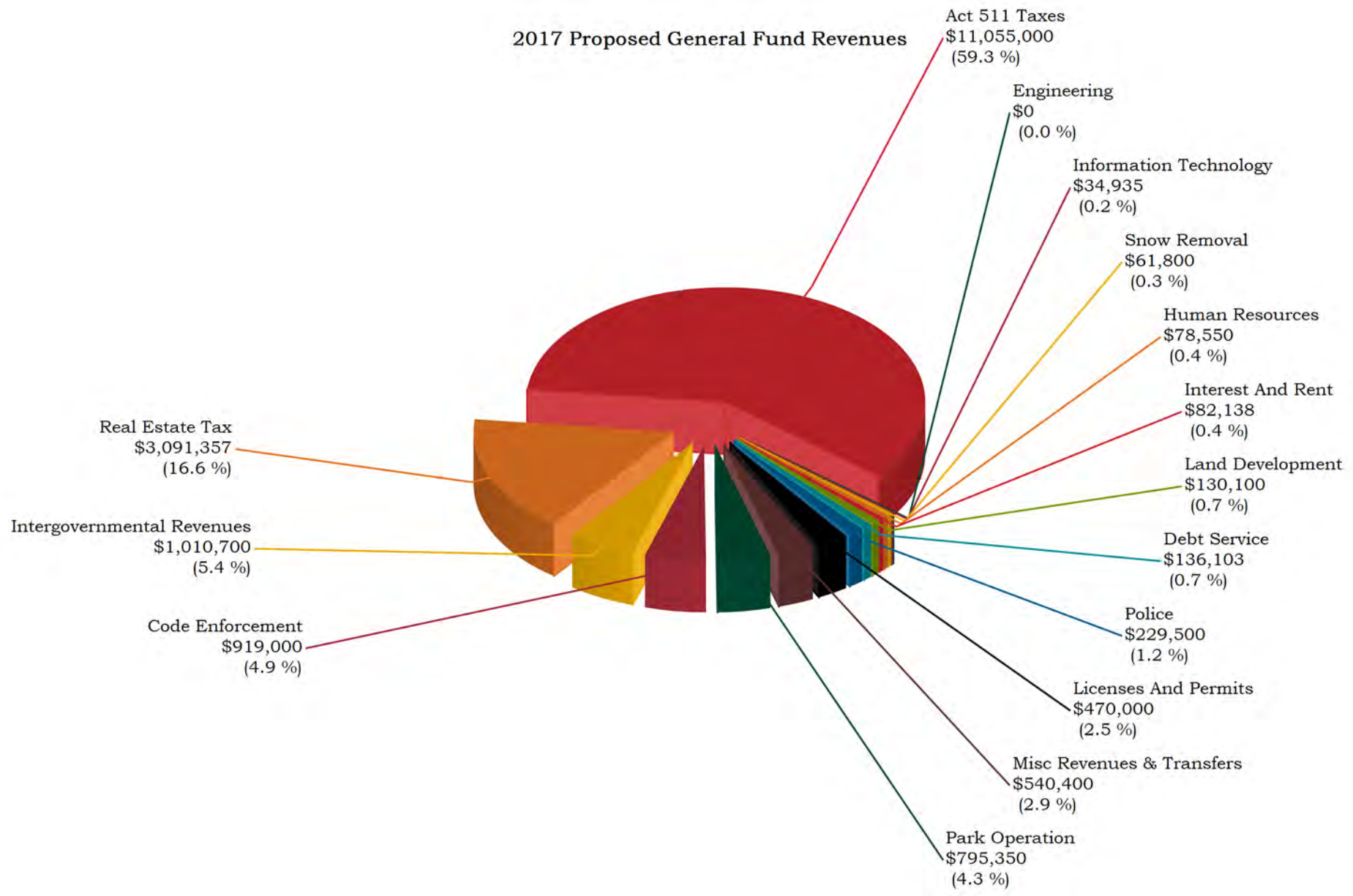




# Budget Summary

# 2017 Annual Budget

## 2017 Proposed General Fund Revenues





## 2017 Annual Budget

2017 Proposed General Fund Revenue of \$19,405,548

Department/Cost Center	Description	2016 Revised Budget	2017 Budget
<b>Legislative</b>			
10001200	Real Estate Tax	3,091,357	3,171,130
10001300	Act 511 Taxes	11,055,000	11,520,000
10001400	Licenses And Permits	470,000	475,000
10001500	Interest And Rent	82,138	106,931
10001600	Intergovernmental Revenues	1,010,700	1,111,300
10001700	Misc Revenues & Transfers	540,400	523,900
<b>Total</b>		<b>16,249,595</b>	<b>16,908,261</b>
<b>General Government</b>			
10002200	Human Resources	78,550	35,000
10002331	Information Technology	34,935	36,590
10002600	Debt Service	136,103	136,103
<b>Total</b>		<b>249,588</b>	<b>207,693</b>
<b>Community Development</b>			
10003100	Land Development	130,100	130,100
10003200	Code Enforcement	919,000	935,000
<b>Total</b>		<b>1,049,100</b>	<b>1,065,100</b>
<b>Public Safety</b>			
10004116	Police	229,500	231,000
<b>Total</b>		<b>229,500</b>	<b>231,000</b>
<b>Public Works</b>			
10005110	Snow Removal	11,000	10,800
10005120	Traffic Signals & Communic	14,800	15,244
10005132	Road Maintenance	-	-
10005133	Signs	-	-
10005140	Facility Maintenance	-	-
10005150	Fleet Maintenance	-	-

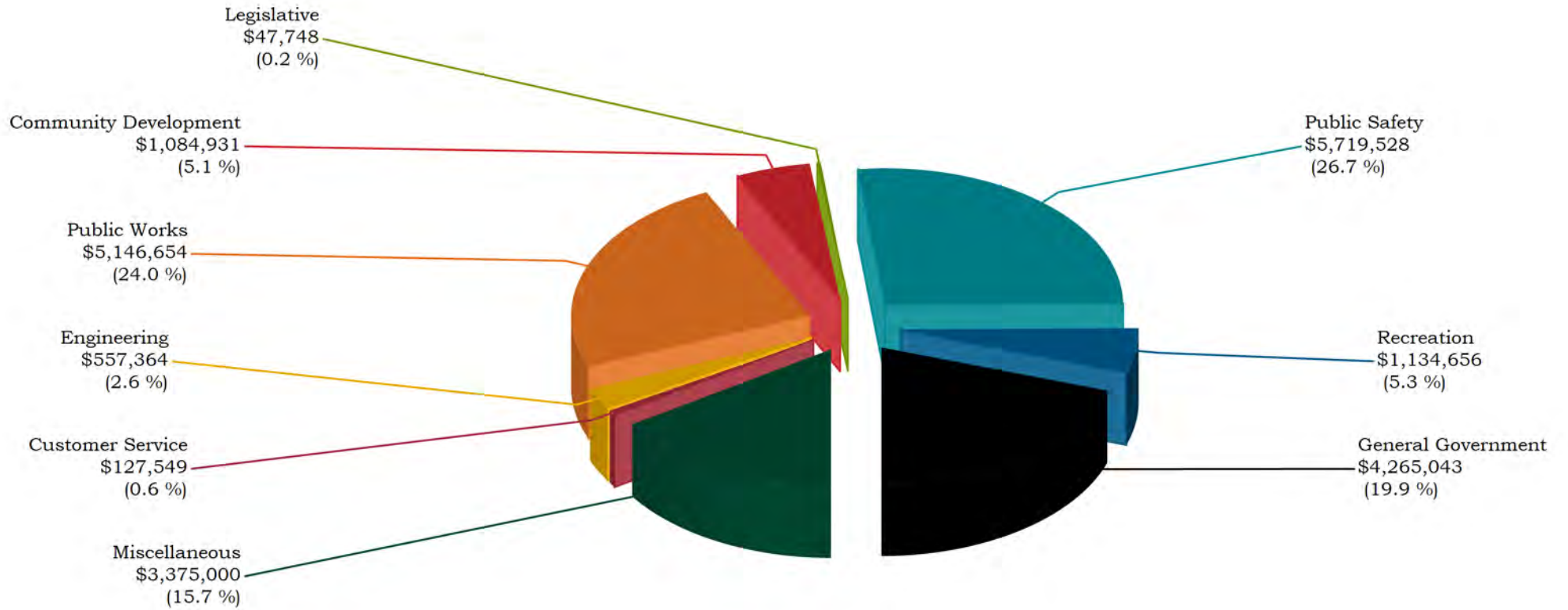


## 2017 Annual Budget

2017 Proposed General Fund Revenue of \$19,405,548

Department/Cost Center	Description	2016 Revised Budget	2017 Budget
10005160	Grounds Maintenance	36,000	38,000
<b>Total</b>		<b>61,800</b>	<b>64,044</b>
<b>Engineering</b>			
10005240	Engineering	-	-
<b>Total</b>		<b>-</b>	<b>-</b>
<b>Recreation</b>			
10006210	Park Operation	26,750	33,250
10006220	Park Early Childhood	200,000	208,000
10006230	Park Youth Programs	379,000	410,000
10006240	Park Adult Programs	110,000	113,000
10006250	Park Family Programs	5,000	4,500
10006260	Park Teen Programs	23,400	25,000
10006270	Park Senior Programs	500	200
10006280	Park Community Events	-	2,500
10006290	Park Facility Maintenance	50,000	125,000
10006295	Park Special Program	700	8,000
<b>Total</b>		<b>795,350</b>	<b>929,450</b>
<b>General Fund Revenue Total</b>		<b>18,634,933</b>	<b>19,405,548</b>

## 2017 Proposed General Fund Expenses





## 2017 Annual Budget

2017 General Fund Expenditures of \$22,140,795

Department/Cost Center	Description	2016 Revised Budget	2017 Budget
<b>Legislative</b>			
10001100	Board Of Supervisors	47,748	47,748
10001700	Misc Revenues & Transfers	-	-
	<b>Total</b>	<b>47,748</b>	<b>47,748</b>
<b>Miscellaneous</b>			
10001800	Misc Expenses & Transfers	3,375,000	3,000,000
	<b>Total</b>	<b>3,375,000</b>	<b>3,000,000</b>
<b>General Government</b>			
10002100	Executive	834,367	851,713
10002200	Human Resources	326,318	392,687
10002311	Information Technology	103,504	159,694
10002400	Finance	455,351	463,163
10002500	Communications	286,836	295,558
10002600	Debt Service	1,580,165	1,721,971
10002700	Tax Collection	266,502	276,564
10002800	Insurance	412,000	412,000
	<b>Total</b>	<b>4,265,043</b>	<b>4,573,350</b>
<b>Community Development</b>			
10003100	Land Development	308,553	311,939
10003200	Code Enforcement	559,050	572,662
10003300	Planning	217,328	221,449
	<b>Total</b>	<b>1,084,931</b>	<b>1,106,050</b>
<b>Customer Service</b>			
10003400	Customer Service	127,549	149,321
	<b>Total</b>	<b>127,549</b>	<b>149,321</b>
<b>Public Safety</b>			
10004111	Police Department Support	1,574,041	1,521,005
10004112	Police Patrol	3,260,286	3,417,039



## 2017 Annual Budget

2017 General Fund Expenditures of \$22,140,795

Department/Cost Center	Description	2016 Revised Budget	2017 Budget
10004113	Police Traffic	170,669	112,646
10004114	Police Investigations	169,204	275,213
10004115	Police Fleet	188,500	187,000
10004120	Animal Service	14,000	14,000
10004130	Fire Police	5,500	5,000
10004140	Firing Range	12,000	12,000
10004150	Emergency Management	1,300	1,300
10004230	Fire Protection	300,976	303,476
10004310	Ambulance Operations	23,052	23,000
<b>Total</b>		<b>5,719,528</b>	<b>5,871,679</b>
<b>Public Works</b>			
10005110	Snow Removal	585,568	599,325
10005120	Traffic Signals & Communic	615,999	646,477
10005131	Storm Water	313,134	328,464
10005132	Road Maintenance	1,249,748	1,296,978
10005140	Facility Maintenance	689,956	720,834
10005150	Fleet Maintenance	301,590	301,820
10005160	Grounds Maintenance	892,529	942,109
10005170	Pw Administration	498,130	542,907
<b>Total</b>		<b>5,146,654</b>	<b>5,378,914</b>
<b>Engineering</b>			
10005210	Engineering	557,364	627,514
<b>Total</b>		<b>557,364</b>	<b>627,514</b>
<b>Recreation</b>			
10006210	Park Operation	649,042	589,934
10006220	Park Early Childhood	103,931	106,473
10006230	Park Youth Programs	227,468	404,647
10006240	Park Adult Programs	81,286	91,882



## 2017 Annual Budget

2017 General Fund Expenditures of \$22,140,795

Department/Cost Center	Description	2016 Revised Budget	2017 Budget
10006250	Park Family Programs	5,672	39,158
10006260	Park Teen Programs	1,563	11,083
10006270	Park Senior Programs	3,500	3,500
10006280	Park Community Events	43,984	40,000
10006290	Park Facility Maintenance	17,560	66,542
10006295	Park Special Program	650	33,000
	<b>Total</b>	<b>1,134,656</b>	<b>1,386,219</b>
	<b>General Fund Expenses Total</b>	<b>21,458,473</b>	<b>22,140,795</b>





## 2017 Annual Budget

### 2017 Other Funds Summary

Funds	Description	2016 Budgeted Revenue	2016 Budgeted Expenses	2017 Budgeted Revenue	2017 Budgeted Expenses
<b>Special Revenue Funds</b>					
2110	Tip East	398,000	1,403,000	530,238	1,200,000
2111	Tip West	84,441	-	94,822	-
2112	Recreation Fees	373,460	270,000	451,970	270,000
2114	Developers Contribution	-	-	70,805	35,000
2115	Storm Water Maintenance	-	-	10,050	-
2310	Liquid Fuels	844,131	830,000	897,158	925,000
2410	Library	376,180	375,715	393,760	385,648
2420	Fire Operations	522,920	474,054	549,044	496,722
2610	Road Equipment Fund	317,400	373,634	335,151	215,000
2620	Public Buildings Fund	372,660	340,000	393,760	340,000
<b>Total</b>		<b>3,289,192</b>	<b>4,066,403</b>	<b>3,726,758</b>	<b>3,867,370</b>
<b>Capital Projects</b>					
3100	Fire Capital	364,650	269,824	385,359	264,824
3400	Capital Improvement	3,228,500	1,930,000	3,007,000	3,499,000
3800	2015 Bond Fund	85,000	9,692,528	100,000	23,503,405
3900	2015 Marshall Twp. Construction Fund	10,000	1,694,833	15,000	4,116,680
<b>Total</b>		<b>3,688,150</b>	<b>13,587,185</b>	<b>3,507,359</b>	<b>31,383,909</b>
<b>Enterprise Funds</b>					
6110	Water	6,491,003	5,653,825	6,714,302	6,970,303
6210	Sewer	7,975,395	9,617,422	8,488,641	11,696,881
6310	Solid Waste	2,297,042	2,234,690	2,376,820	2,364,097
6410	Swimming Pool	812,050	812,050	730,300	730,300
6510	Golf Course	2,176,755	2,279,482	2,332,121	2,332,121
<b>Total</b>		<b>19,752,245</b>	<b>20,597,469</b>	<b>20,642,184</b>	<b>24,093,702</b>
<b>Other Funds Total</b>		<b>26,729,587</b>	<b>38,251,057</b>	<b>27,876,301</b>	<b>59,344,981</b>



# General Fund Revenue



## 2017 Annual Budget

### Real Estate Tax Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-1200-3011</b>	Current Year Levy	2,960,767	3,013,542	3,036,357	3,071,089	3,116,130
	<p>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 28, 2016 Butler County has determined Cranberry's taxable assessed value to be \$395,980,510. The Butler County Department of Property &amp; 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 13.25 mills in 2016 (8.03-general purposes, 2.37 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 began his fourth term in January of 2014. The collection rate for 2016 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.</p>					
<b>1000-1200-3012</b>	Prior Year Levy	4,081	2,881	5,000	5,360	5,000
	Real estate tax remitted to Cranberry Township from the real estate tax collector after 12/31. (Billed in/for 2016 but collected in 2017)					
<b>1000-1200-3014</b>	Delinquent Tax Claim	26,684	22,439	35,000	41,778	35,000
	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.					
<b>1000-1200-3015</b>	Interim Taxes	20,770	14,983	15,000	13,346	15,000
	Interim tax billing for properties added to tax duplicate after January 2017.					
	<b>REAL ESTATE TAX Total</b>	<b>3,012,303</b>	<b>3,053,845</b>	<b>3,091,357</b>	<b>3,131,572</b>	<b>3,171,130</b>



## 2017 Annual Budget

### Act 511 Taxes Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-1300-3120</b>	Real Estate Transfer Tax	1,235,899	1,263,943	1,200,000	1,109,187	1,200,000
	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%).					
<b>1000-1300-3130</b>	Earned Income Taxes	7,085,332	7,044,433	6,400,000	5,754,302	6,720,000
	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.					
<b>1000-1300-3140</b>	Business Privilege/Merc	2,304,041	2,485,120	2,250,000	2,737,599	2,400,000
	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).					
<b>1000-1300-3141</b>	Delinquent Merc And Bp	2,164	-	5,000	-	-
	Delinquent Business Privilege/Mercantile tax is collected by Berkheimer Tax Administrator for Cranberry Township.					
<b>1000-1300-3150</b>	Local Service Tax	1,209,283	1,275,714	1,200,000	931,445	1,200,000
	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.					
<b>1000-1300-3160</b>	Other Taxes	22	11	-	6	-
	<b>Act 511 Taxes Total</b>	<b>11,836,740</b>	<b>12,069,220</b>	<b>11,055,000</b>	<b>10,532,539</b>	<b>11,520,000</b>



## 2017 Annual Budget

### Licenses And Permits Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-1400-3210</b>	Business Licenses And Permit	465,450	489,822	470,000	493,002	475,000
	<p>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 2015 and expires in July 2023. The current franchise agreements provide for a 5% fee based on revenues generated on cable TV services only. Internet services revenues are excluded.</p>					
	<b>Licenses and Permits Total</b>	<b>465,450</b>	<b>489,822</b>	<b>470,000</b>	<b>493,002</b>	<b>475,000</b>



## 2017 Annual Budget

### Interest And Rent Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-1500-3410</b>	Interest	11,484	16,731	10,000	28,605	30,000
	<p>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.</p>					
<b>1000-1500-3421</b>	Tenant Rent	78,591	72,095	72,138	64,927	76,931
	<p>Includes CCR lease rate. Incorporates \$1/sq.ft rate increase for Chamber &amp; State Rep per new leases.</p> <p>2017 LEASE RATE AT \$18/ sq.ft for Tax Collector, \$19/sq.ft for Chamber &amp; State Rep, \$22/sq.ft for CCR</p> <p>Real Estate Tax Collector \$2,592            Pgh. North Regional Chamber \$9,785            State Representative \$11,058            CCR \$3,696            Cranberry Twp. EMS \$42,000            Butler County (Senior Center) \$7,800</p>					
	<b><i>Interest and Rent Total</i></b>	<b>90,075</b>	<b>88,826</b>	<b>82,138</b>	<b>93,532</b>	<b>106,931</b>



## 2017 Annual Budget

### Intergovernmental Revenues Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-1600-3551</b>	State Pension Aid	623,501	631,254	625,000	721,817	675,000
	<p>On an annual basis the Commonwealth of Pennsylvania allocates funds to be used for the support of the police &amp; non-uniform pension programs. The source of funds is a state tax on casualty insurance written by companies located outside of Pennsylvania and the number of these policies owned by Cranberry Township residents. The amount to be budgeted in any one year should be based on assumptions regarding the State Aid Unit Value from the preceding year as well as the number of employees in both pension plans. The proposed distribution of the funds is reflected under the pension expenditure category in the appropriate departmental budget. These funds in turn are distributed directly to the pension plans.</p>					
<b>1000-1600-3552</b>	Firemans Relief Aid	235,347	237,526	235,000	239,487	238,000
	<p>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.</p>					
<b>1000-1600-3555</b>	Liquor Licenses	11,100	11,700	11,700	12,300	12,300
	<p>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 41 establishments with liquor licenses.</p>					
<b>1000-1600-3561</b>	Public Utility Tax	20,329	19,399	19,000	22,448	21,000
	<p>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.</p>					
<b>1000-1600-3563</b>	Act 13	140,123	179,838	120,000	168,161	165,000
	Township share of fees paid by gas drillers on their wells as per Act 13.					
	<b><i>Intergovernmental Revenues Total</i></b>	<b><i>1,030,401</i></b>	<b><i>1,079,718</i></b>	<b><i>1,010,700</i></b>	<b><i>1,164,213</i></b>	<b><i>1,111,300</i></b>



## 2017 Annual Budget

### Misc Revenues & Transfers Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-1700-1612</b>	Fuel Inventory	(50,173)	(56,594)	-	9,105	-
<b>1000-1700-1613</b>	Fsa Inventory	(805)	4,767	-	(12,592)	-
<b>1000-1700-3422</b>	Rooms/Facility	1,500	1,500	1,500	-	-
	Fees for rental/use of Township facilities, other than parks and recreation facilities.					
<b>1000-1700-3425</b>	Tower Leases	9,926	25,227	9,900	9,665	9,900
	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.					
<b>1000-1700-3464</b>	Energy Rebates	13,495	46,032	-	61,445	-
<b>1000-1700-3511</b>	Other Grants	-	20,000	-	-	-
<b>1000-1700-3651</b>	Sale Public And Admin Svs	13,512	12,815	14,000	11,221	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.					
<b>1000-1700-3855</b>	Miscellaneous	26,415	14,079	25,000	12,386	10,000
	The miscellaneous account is used to record infrequently occurring revenue or those not consistent with other sources of revenue.					
<b>1000-1700-3856</b>	Over/Short	105	(9)	-	10	-
<b>1000-1700-3858</b>	Community Chest Donations	(1,273)	1,059	-	675	-
<b>1000-1700-3872</b>	Contributions	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.					
<b>1000-1700-3910</b>	Sale Of Fixed Assets	62,256	36,393	20,000	19,075	20,000
	From time to time the Township sells assets such as police cars either by auction or a direct sale.					
<b>1000-1700-3922</b>	Transfer From Other Fund	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 2017 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.					
<b>1000-1700-3925</b>	Transfer From Water	69,627	69,417	-	-	-
<b>1000-1700-3950</b>	Refund Of Prior Year Exp	17,906	28,639	20,000	35,722	20,000
	At times the Township receives refunds of expenditures made in the prior year.					
	<b>Misc Revenues &amp; Transfers Total</b>	<b>612,490</b>	<b>653,325</b>	<b>540,400</b>	<b>396,712</b>	<b>523,900</b>





## 2017 Annual Budget

### Human Resources Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2200-3868</b>	Reimbursements Insurance	101,746	145,917	78,550	62,780	35,000
	Full time Township employees contribute a percentage of medical insurance premiums based on their salary.					
	<b><i>Human Resources Total</i></b>	<b><i>101,746</i></b>	<b><i>145,917</i></b>	<b><i>78,550</i></b>	<b><i>62,780</i></b>	<b><i>35,000</i></b>



## 2017 Annual Budget

### Information Technology Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2331-3684</b>	Charge For Services	32,044	35,565	34,935	32,434	36,590
	<b><i>INFORMATION TECHNOLOGY Total</i></b>	<b><i>32,044</i></b>	<b><i>35,565</i></b>	<b><i>34,935</i></b>	<b><i>32,434</i></b>	<b><i>36,590</i></b>



## 2017 Annual Budget

### Debt Service Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2600-3873</b>	Debt Offset Payments	141,936	108,157	136,103	-	136,103
	Payments from Athletic Associations for Graham Park debt. SVSA - 33,152 CTAA - 69,210.29 SVJFAC - 33,741					
	<b>Debt Service Total</b>	<b>141,936</b>	<b>108,157</b>	<b>136,103</b>	-	<b>136,103</b>

## 2017 Annual Budget

### Land Development Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-3100-3619</b>	Bond Release Fee	23,850	28,950	20,000	11,992	20,000
	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.					
<b>1000-3100-3620</b>	Liquor License Transfer	2,000	-	500	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.					
<b>1000-3100-3621</b>	Conditional Use Fee	8,250	11,000	8,000	9,905	8,000
	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.					
<b>1000-3100-3622</b>	Zoning Hearing Board Fee	3,675	1,325	1,500	550	1,500
	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.					
<b>1000-3100-3625</b>	Site Plan Subdivision Rev	105,378	100,470	100,000	155,716	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.					
<b>1000-3100-3627</b>	Sale Codes And Ordinances	55	70	100	60	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.					
	<b>Land Development Total</b>	<b>143,208</b>	<b>141,815</b>	<b>130,100</b>	<b>178,723</b>	<b>130,100</b>

## 2017 Annual Budget

### Code Enforcement Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-3200-3220</b>	Nonbusiness Permits	2,755	4,380	3,000	3,240	3,000
	Nonresidential Business Licenses are actually for Nonresidential Zoning Approvals.					
<b>1000-3200-3611</b>	Building Permits	960,341	848,572	750,000	914,057	750,000
	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.					
<b>1000-3200-3612</b>	Electrical Admin Fee	7,100	7,660	6,500	6,225	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.					
<b>1000-3200-3613</b>	Fire Building Permits	27,714	22,700	20,000	19,125	20,000
	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.					
<b>1000-3200-3614</b>	Fire Prevention Permit	11,025	10,375	10,000	14,025	11,000
	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.					
<b>1000-3200-3615</b>	Septic System Permit	(575)	4,140	1,000	1,275	1,000
	Fee for on-lot septic permit applications which include the site testing, application review and permit approval.					
<b>1000-3200-3616</b>	Sign Permits	11,610	12,250	10,000	11,850	10,000
	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.					
<b>1000-3200-3617</b>	Grading Permits	4,200	3,850	3,500	4,550	3,500
	The Township reviews applications for grading permits to ensure compliance with the Township grading ordinance. The fee is \$350 for any grading permit.					
<b>1000-3200-3618</b>	Certificate Of Occupancy	17,305	18,311	15,000	16,015	15,000
	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.					
<b>1000-3200-3626</b>	Building Plan Review	68,144	202,476	100,000	202,444	115,000
	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.					
	<b>Code Enforcement Total</b>	<b>1,109,619</b>	<b>1,134,714</b>	<b>919,000</b>	<b>1,192,806</b>	<b>935,000</b>



## 2017 Annual Budget

### Police Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4116-3220</b>	Nonbusiness Permits	5,920	9,565	6,000	5,150	6,000
	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 \$25 per week.					
<b>1000-4116-3311</b>	State Police	15,395	15,293	5,000	5,697	5,000
	Local portion of fines collected by State Police.					
<b>1000-4116-3312</b>	Clerk Of Courts	20,126	23,727	20,000	31,678	20,000
	Revenue in this category typically comes from the Butler County Clerk of Courts for fines and restitution in criminal cases.					
<b>1000-4116-3313</b>	Motor Vehicle Code	19,117	17,023	18,000	22,574	18,000
	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.					
<b>1000-4116-3314</b>	Nontraffic Violation	26,856	31,478	22,000	26,540	23,000
	Revenue related to fines for criminal violations of the PA Crimes Code. These monies are provided by District Court.					
<b>1000-4116-3316</b>	Parking Tickets	2,075	2,495	2,000	4,150	3,500
	Fines collected from Township parking citations.					
<b>1000-4116-3510</b>	Federal Grants	2,861	1,906	-	3,253	-
	Monies received through federal grant programs.					
<b>1000-4116-3641</b>	Accident Reports	4,394	1,107	2,500	3,183	2,500
	A fee of \$15 is charged for each copy of a reportable crash report, typically paid by insurance companies. All other reports are \$.25 per page.					
<b>1000-4116-3642</b>	Fingerprints	2,290	9,676	4,000	3,050	3,000
	Fee for fingerprinting nonresidents and for businesses located outside Cranberry \$50.00 for non-criminal issues. For business located in Cranberry \$10.					
<b>1000-4116-3643</b>	False Alarm	41,300	36,600	25,000	22,300	25,000
	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.					
<b>1000-4116-3644</b>	School Guard Reimb	1,830	7,171	5,000	4,123	5,000
	The Seneca Valley School District reimburses the Township for one half (1/2) of the cost of the school guard's salary.					
<b>1000-4116-3645</b>	Special Police Service	366,767	-	-	-	-
	Cranberry Township does not presently provide contracted police services to any neighboring communities.					
<b>1000-4116-3646</b>	Restitutions	37,521	27,488	20,000	27,778	20,000
	Restitution is received for such things as accidental damage to street signs or intentional damage to Township property.					
<b>1000-4116-3647</b>	Reimburse Salaries	207,464	176,742	100,000	92,955	100,000



## 2017 Annual Budget

### Police Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
	Contracted police services. Represents collected reimbursable salaries for construction details, Drug Task Force, DUI Task Force, Seneca Valley School detail, etc.					
	<b>POLICE Total</b>	<b>753,918</b>	<b>360,268</b>	<b>229,500</b>	<b>252,432</b>	<b>231,000</b>



## 2017 Annual Budget

### Public Works Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5110-3647</b>	Reimburse Salaries	2,500	-	-	-	-
<b>1000-5110-3661</b>	Winter Service Agreement	18,889	15,643	10,000	-	10,000
	The Township offers winter services (snow plowing and spring street sweeping) to developments/developers which have private streets not yet accepted by the Township. 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.					
<b>1000-5110-3664</b>	Salt Brine Sales	156	991	1,000	720	800
	Township manufacturers salt brine and makes available to Seven Fields Borough, Lancaster Twp and Jackson Township for prewetting operations					
	<b>Snow Removal Total</b>	<b>21,545</b>	<b>16,634</b>	<b>11,000</b>	<b>720</b>	<b>10,800</b>
<b>1000-5120-3662</b>	7 Fields/Adams Maint Agreement	14,400	14,800	14,800	2,200	15,244
	Fees received from our Inter-Municipal Partners for Traffic Signal Operations; 3% increase over 2016					
	<b>Traffic Signals &amp; Communic Total</b>	<b>14,400</b>	<b>14,800</b>	<b>14,800</b>	<b>2,200</b>	<b>15,244</b>
<b>1000-5132-3647</b>	Reimburse Salaries	751	-	-	60	-
	<b>ROAD MAINTENANCE Total</b>	<b>751</b>	<b>-</b>	<b>-</b>	<b>60</b>	<b>-</b>
<b>1000-5133-3853</b>	Sale Of Street Name Signs	75	-	-	-	-
	<b>SIGNS Total</b>	<b>75</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1000-5140-3647</b>	Reimburse Salaries	61	-	-	-	-
	<b>Facility Maintenance Total</b>	<b>61</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1000-5150-3647</b>	Reimburse Salaries	1,042	917	-	396	-
<b>1000-5150-3648</b>	Vehicle Equipment Useage	281	1,270	-	1,102	-
	<b>Fleet Maintenance Total</b>	<b>1,323</b>	<b>2,187</b>	<b>-</b>	<b>1,497</b>	<b>-</b>
<b>1000-5160-3647</b>	Reimburse Salaries	-	140	-	-	-
<b>1000-5160-3663</b>	Ballfield Light Reimb	16,132	38,807	36,000	45,327	38,000
	The Township bills the local athletic associations for electrical service for ballfield lights.					
	<b>Grounds Maintenance Total</b>	<b>16,132</b>	<b>38,947</b>	<b>36,000</b>	<b>45,327</b>	<b>38,000</b>
	<b>Total</b>	<b>54,287</b>	<b>72,568</b>	<b>61,800</b>	<b>49,804</b>	<b>64,044</b>





## 2017 Annual Budget

### Engineering Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5240-3628</b>	Floodplain Permit App Fee	-	-	-	100	-
	<b><i>ENGINEERING Total</i></b>	-	-	-	<b>100</b>	-



## 2017 Annual Budget

### Parks and Recreation Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6210-3422</b>	Rooms/Facility	34,120	17,906	7,500	7,260	7,500
<b>1000-6210-3423</b>	Shelters	14,319	13,340	13,000	15,877	14,500
	The Parks and Recreation Department offers six picnic shelters for private rentals throughout the year. 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....					
<b>1000-6210-3610</b>	Alcohol Permit	-	-	-	1,831	1,750
<b>1000-6210-3647</b>	Reimburse Salaries	-	400	-	80	-
<b>1000-6210-3681</b>	Program Fees/Lessons	-	-	-	(1)	-
<b>1000-6210-3683</b>	Vending Commissions	2,665	2,217	2,500	2,345	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.					
<b>1000-6210-3852</b>	Sponsorship	-	3,550	3,500	5,150	6,500
	Donations for special events and programs					
<b>1000-6210-3855</b>	Miscellaneous	-	5	250	995	500
	Miscellaneous fees are collected as reimbursement for supplies and services rendered to the numerous initiatives of the Department. May also include a variety of services that were not anticipated during the budget process. These could include grants, gifts or donations for specific or non-specific support of our programs.					
<b>1000-6210-3856</b>	Over/Short	(10)	(13)	-	(4)	-
	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.					
	<b>Park Operation Total</b>	<b>51,093</b>	<b>37,406</b>	<b>26,750</b>	<b>33,533</b>	<b>33,250</b>
<b>1000-6220-3681</b>	Program Fees/Lessons	171,446	175,475	200,000	176,543	208,000
	The Early Childhood Cost Center 6220 consists of revenue from programs for ages 0-6 such as craft classes, music classes and our preschool program. Increase attributed to new early childhood classes. Misc new programs and preschool planned expansion					
	<b>Park Early Childhood Total</b>	<b>171,446</b>	<b>175,475</b>	<b>200,000</b>	<b>176,543</b>	<b>208,000</b>
<b>1000-6230-3681</b>	Program Fees/Lessons	358,317	343,856	379,000	356,548	410,000
	The Youth Program Cost Center 6230 consists of revenue from programs for ages 6-12 including Camp Cranberry, After School Kids Club and our Youth Basketball League. Increase due to increase numbers in youth sports and anticipated increases in summer camps and kids club					
<b>1000-6230-3852</b>	Sponsorship	600	100	-	-	-
	<b>Park Youth Programs Total</b>	<b>358,917</b>	<b>343,956</b>	<b>379,000</b>	<b>356,548</b>	<b>410,000</b>
<b>1000-6240-3681</b>	Program Fees/Lessons	101,395	99,087	110,000	94,016	113,000



## 2017 Annual Budget

### Parks and Recreation Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
	Revenue from adult programs, Cost Center 6240 are split into three categories: Lifetime Learning, Fitness and Wellness and Organized Athletics.					
	<b>Park Adult Programs Total</b>	<b>101,395</b>	<b>99,087</b>	<b>110,000</b>	<b>94,016</b>	<b>113,000</b>
<b>1000-6250-3681</b>	Program Fees/Lessons	3,213	8,430	5,000	2,332	4,500
	Family Programs Cost Center 6250 typically consists of revenue from one-time programs as Morning with Mr. Bunny, Milk and Cookies with Santa.					
	<b>Park Family Programs Total</b>	<b>3,213</b>	<b>8,430</b>	<b>5,000</b>	<b>2,332</b>	<b>4,500</b>
<b>1000-6260-3681</b>	Program Fees/Lessons	13,503	21,746	23,400	23,257	25,000
	Leadership Summer Camp and Teen Tennis. programs for ages 13-18 such as Babysitting Training, Teens					
	<b>Park Teen Programs Total</b>	<b>13,503</b>	<b>21,746</b>	<b>23,400</b>	<b>23,257</b>	<b>25,000</b>
<b>1000-6270-3681</b>	Program Fees/Lessons	-	-	500	-	200
	Senior Programs, holiday bingo					
	<b>Park Senior Programs Total</b>	-	-	<b>500</b>	-	<b>200</b>
<b>1000-6280-3852</b>	Sponsorship	-	-	-	-	2,500
	<b>Park Community Events Total</b>	-	-	-	-	<b>2,500</b>
<b>1000-6290-3426</b>	Field Rental	39,863	69,260	50,000	91,899	125,000
	<b>Park Facility Maintenance Total</b>	<b>39,863</b>	<b>69,260</b>	<b>50,000</b>	<b>91,899</b>	<b>125,000</b>
<b>1000-6295-3681</b>	Program Fees/Lessons	32	909	700	901	8,000
	amusement tickets. Cultural Diversity, other community services					
	<b>Park Special Program Total</b>	<b>32</b>	<b>909</b>	<b>700</b>	<b>901</b>	<b>8,000</b>
	<b>Total</b>	<b>739,462</b>	<b>756,268</b>	<b>795,350</b>	<b>779,030</b>	<b>929,450</b>



# General Fund Expenses



## 2017 Annual Budget

**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>	2013	2014	2015	2016	2017
Full Time	0	0	0	0	0
Part Time	5	5	5	5	5



## 2017 Annual Budget

### Board Of Supervisors Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-1100-4013</b>	Salaries-Board/Comm	20,306	20,306	21,875	19,339	21,875
Compensation for the Township Board of Supervisors as per the Second Class Township Code. Compensation is calculated at an annual salary of \$4,375 for 5 Supervisors						
<b>1000-1100-4021</b>	Social Security Tax	1,259	1,259	1,356	1,199	1,356
The employer share of FICA is based on 6.20% of all salary/ wages/overtime for all employees.						
<b>1000-1100-4022</b>	Medicare	294	294	317	280	317
The employer share of Medicare is based on 1.45% of all salary/wages/overtime for all employees.						
<b>1000-1100-5004</b>	Materials And Supplies	28	28	5,000	-	5,000
<b>1000-1100-5355</b>	Employee Career Devel	573	573	8,000	2,024	8,000
Expenses related to educational opportunities for the Board of Supervisors.						
<b>1000-1100-5356</b>	Employee Dues/Members	10,993	10,993	11,200	7,679	11,200
Expenses involved with memberships in PSATS, Butler COG, Pennsylvania Municipal League.						
<b>Total</b>		<b>33,453</b>	<b>33,453</b>	<b>47,748</b>	<b>30,522</b>	<b>47,748</b>



## 2017 Annual Budget

### Misc Revenues & Transfers Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-1700-5003</b>	Prior Year Refund Of Revenue	-	-	-	7,257	-
	<b>Total</b>	-	-	-	<b>7,257</b>	-



## 2017 Annual Budget

**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.





## 2017 Annual Budget

### Misc Expenses & Transfers Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-1800-5446</b>	Misc Expense	1	1	-	-	-
<b>1000-1800-6201</b>	Transfer To Capital	2,750,000	2,750,000	3,225,000	3,225,000	3,000,000
<b>1000-1800-6203</b>	Transfer To Enterprise Fnd	317,604	317,604	150,000	150,000	-
	<b>Total</b>	<b>3,067,605</b>	<b>3,067,605</b>	<b>3,375,000</b>	<b>3,375,000</b>	<b>3,000,000</b>



## 2017 Annual Budget

### **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 an Administrative Assistant. This Executive Management team is responsible for implementing the plans, budgets, capital plans and policies of the Board of Supervisors and for providing the expertise to assist the Board in their legislative functions.

### **2016 Accomplishments:**

1. Assisted the operating departments in meeting their operational goals and in moving forward one of the Township's largest capital improvement programs in our history.
2. Maintained staffing levels and successfully implemented a recruitment process that attracted quality applicants and filled several key positions.
3. Continued implementation of the Cranberry Plan.
4. Continuing leadership roles in local government at both the county and state levels 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 and the Butler County Chamber of Commerce.

### **2017 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 to offer a high quality health insurance program for our employees while avoiding the provisions of the Affordable Care Act Cadillac tax provisions.
6. Continue to review and enhance, where appropriate, our internal training to assure our employees are receiving the appropriate training.
7. Continue to support our employees by providing leadership development opportunities in their respective areas of responsibility.
8. Enhance our organization's ability to constantly reflect the needs of our residents and customers and be responsive to those needs through our services and programs.
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. Continue the development and implementation of a digital asset management.

### **2017 Budget Highlights:**

1. Continue our business practices that earned the Township an Aa1 Rating by Moody's Investor Services.
2. Continue to support an aggressive risk management program in all areas of the Township.
3. Monitor and adjust communication strategies to effectively communicate with all segments of the community, focusing on enhancing our collaboration with the neighborhoods.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	6	5	4	4	4
Part Time	0	1	1	1	1



## 2017 Annual Budget

### Executive Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2100-1611</b>	Postage Inventory	5,425	5,425	-	14,884	-
<b>1000-2100-4010</b>	Salaries-Fulltime	119,839	119,839	318,122	270,272	324,875
4 full time employees J.Andree (70%), B.Bertoncello (70%), G. Moran (100%), D. McKee (70%)						
<b>1000-2100-4012</b>	Salaries-Part Time	9,787	9,787	25,646	19,801	26,682
1 part time reg (T.Corb) 30 hrs/wk @ \$16/hr						
<b>1000-2100-4015</b>	Overtime	1,622	1,622	4,000	1,129	4,000
Overtime for attendance at BOS meetings, etc.						
<b>1000-2100-4021</b>	Social Security Tax	18,826	18,826	21,562	17,224	21,735
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
<b>1000-2100-4022</b>	Medicare	4,639	4,639	5,043	4,102	5,083
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
<b>1000-2100-4023</b>	Workers Comp	845	845	905	731	1,108
Workers' Compensation insurance for all employees.						
<b>1000-2100-4041</b>	Pension Non Uniform	15,508	15,508	16,106	13,570	16,194
The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime for all full time employees.						
<b>1000-2100-4051</b>	Hospitalization	46,956	46,956	48,198	41,154	49,133
Medical insurance for all full time employees.						
<b>1000-2100-4052</b>	Vision Insurance	384	384	391	347	391
Vision insurance for all full time employees.						
<b>1000-2100-4053</b>	Dental Insurance	2,459	2,459	2,460	2,254	2,460
Dental insurance for all full time employees.						
<b>1000-2100-4054</b>	457 Contributions	34,211	34,211	30,352	30,365	30,454
The employer contribution to the 401 plan is based on 5% of salaries/wages/overtime for all full time employees.						
<b>1000-2100-4055</b>	Disability Insurance	4,415	4,415	2,266	3,096	2,271
Long term disability insurance for all full time employees.						
<b>1000-2100-4057</b>	Life Insurance	1,279	1,279	1,816	1,133	1,827
Life insurance for all full time employees and certain part time employees.						
<b>1000-2100-5001</b>	Office Supplies	9,370	9,370	14,000	9,605	14,000
Office supplies for administration and other departments.						



## 2017 Annual Budget

### Executive Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2100-5002</b>	Subscriptions/Books	12	12	1,500	12	1,500
<b>1000-2100-5004</b>	Materials And Supplies	16,602	16,602	15,000	15,907	16,000
Reference material, first aid supplies, memorial flowers, books, or donations, meeting/event supplies, records management						
<b>1000-2100-5111</b>	Professional Services	8,111	8,111	55,000	18,373	55,000
Consulting Services Global Safety initiatives Document Management Twp Appraisal - Assets						
<b>1000-2100-5133</b>	Legal Services	52,927	52,927	65,000	30,717	65,000
Legal fees and claim deductibles for legal defense.						
<b>1000-2100-5230</b>	Information Tech Svs	125,000	125,000	130,000	130,000	133,000
Costs associated with IT support of administration.						
<b>1000-2100-5312</b>	Cell Phones	4,200	4,200	5,000	3,730	5,000
Cell phone reimbursement costs						
<b>1000-2100-5332</b>	Equipment Leases	9,945	9,945	15,000	7,709	15,000
Copy machine and postage meter lease/maintenance agreements.						
<b>1000-2100-5352</b>	Employee Milage Reimb	115	115	-	-	-
<b>1000-2100-5353</b>	Employee Meeting /Confer	6,573	6,573	13,000	7,533	13,000
<b>1000-2100-5354</b>	Employee Training	14,268	14,268	9,500	11,772	12,000
Typically for expenses incurred for conferences - ( lodging, travel, reg. fees, ) as well as other training.						
<b>1000-2100-5356</b>	Employee Dues/Members	6,037	6,037	4,500	2,774	6,000
APMM, ICMA, PELRAS and other professional type memberships and journals.						
<b>1000-2100-5361</b>	Postage And Shipping	18,782	18,782	18,000	14,646	18,000
Postage costs for various Township mailings.						
<b>1000-2100-5363</b>	Advertising	2,372	2,372	3,500	1,624	3,500
All legal advertising for the Board of Supervisors and employee recruitment						
<b>1000-2100-5364</b>	Fuel	1,521	1,521	5,000	879	5,000
Fuel for administrative fleet.						
<b>1000-2100-5370</b>	Minor Equipment/Furniture	-	-	3,500	1,061	3,500
Purchase of miscellaneous furniture and equipment.						
<b>Total</b>		<b>542,028</b>	<b>542,028</b>	<b>834,367</b>	<b>676,403</b>	<b>851,713</b>



## 2017 Annual Budget

### **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 and human resource information systems.

#### **2016 Accomplishments:**

1. Implemented High Deductible Health Care Plan/HSA.
2. Implemented the 2016 compensation study.
3. Provided management training to Township supervisory staff.
4. Revised the Workers' Compensation program to better manage claims, implemented better follow-up.
5. Revised the Workers' Compensation panel including changing the intake coordinator.
6. Successfully processed Heart and Lung claim.
7. Revised the Right to Know Act process.
8. Created a streamlined police recruiting policy.
9. Successfully hired 200 employees.
10. Implemented the timekeeping system (KRONOS) for union members.
11. Successfully bargained the Utility Worker's contract including a High Deductible Health Care Plan.
12. Mutually resolved 10/12 grievances without going to arbitration.

#### **2017 Goals:**

1. Bargain 2017 Police contract.
2. Provide education on consumerism in healthcare and managing your HSA.
3. Provide training on conducting effective evaluations.
4. Revise the personnel appraisal system.
5. Revise the onboarding program.
6. Implement new "Well Being Hub."
7. Implement Power DMS records management for policies and training.
8. Implement KRONOS timekeeping and payroll practices for all hourly employees.
9. Bargain 2017 Teamsters contract.

#### **2017 Budget Highlights:**

1. Provide training on conducting effective evaluations.
2. Bargain 2017 police contract.
3. Implement KRONOS timekeeping and payroll practices for all hourly employees.
4. Implement new "Well Being Hub."

Staffing Levels	2013	2014	2015	2016	2017
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0



## 2017 Annual Budget

### Human Resources Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2200-4010</b>	Salaries-Fulltime	160,187	160,187	158,505	180,707	178,240
4 full time employees N. Stotler (60%), M.Steveson (60%), S. Turner (60%), S Boron (60%)						
<b>1000-2200-4015</b>	Overtime	-	-	330	-	600
<b>1000-2200-4021</b>	Social Security Tax	9,780	9,780	9,848	10,898	10,158
The employer share of FICA is based on 6.2% of salaries/ wages/overtime for all employees.						
<b>1000-2200-4022</b>	Medicare	2,287	2,287	2,303	2,549	2,376
The employer share of Medicare is based on 1.45% of salaries wages/overtime for all employees.						
<b>1000-2200-4023</b>	Workers Comp	369	369	413	334	518
Workers' Compensation insurance for all employees.						
<b>1000-2200-4041</b>	Pension Non Uniform	8,009	8,009	7,942	9,035	8,192
The employer contribution to the Non-Uniform Pension Plan is based on 5% of salaries/wages/overtime of all full time employees.						
<b>1000-2200-4051</b>	Hospitalization	41,715	41,715	43,621	33,871	45,991
Medical insurance for all full time employees.						
<b>1000-2200-4052</b>	Vision Insurance	222	222	343	212	343
Vision insurance for all full time employees.						
<b>1000-2200-4053</b>	Dental Insurance	1,979	1,979	2,227	1,726	2,227
Dental insurance for all full time employees.						
<b>1000-2200-4054</b>	457 Contributions	6,722	6,722	7,942	6,596	8,192
The employer contribution to the 401 plan is based on 5% of salaries/wages/overtime for all full time employees.						
<b>1000-2200-4055</b>	Disability Insurance	285	285	413	267	426
Long term disability insurance for all full time employees.						
<b>1000-2200-4057</b>	Life Insurance	588	588	896	550	924
Life insurance for all full time and certain part time employees.						
<b>1000-2200-5001</b>	Office Supplies	1,462	1,462	1,200	625	1,500
General Office Supplies						
<b>1000-2200-5002</b>	Subscriptions/Books	1,191	1,191	4,029	3,475	5,300
Human Resources manuals for administration of wages and benefits. Legal research and analysis materials.						
<b>1000-2200-5004</b>	Materials And Supplies	2,197	2,197	2,350	1,986	17,000
Employee outreach and education efforts, including health fair, service awards and acknowledgements. Posters and forms necessary for notice to employees and processing wages and benefits.						



## 2017 Annual Budget

### Human Resources Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2200-5111</b>	Professional Services	18,395	18,395	6,500	16,031	25,000
Employee training for new human resources technology and processes; required training on personnel matters and professional services for compensation study and review.						
<b>1000-2200-5134</b>	Other Services/Fees	10,735	10,735	13,077	4,585	3,500
Employee wellness initiatives and external and internal accomodations for disabilities.						
<b>1000-2200-5136</b>	Administrative Fees	-	-	-	-	6,000
Flexible Spending Account (FSA) and Medical Deductible Reimbursement Account fees and reimbursements						
<b>1000-2200-5230</b>	Information Tech Svcs	50,000	50,000	51,500	51,500	55,000
IT costs associated with HR						
<b>1000-2200-5352</b>	Employee Milage Reimb	-	-	250	-	300
Mileage						
<b>1000-2200-5354</b>	Employee Training	4,883	4,883	7,900	12,409	11,000
Human resource training on relevant legal issues such as wage and hour compliance, anti discrimination rules, and update on employment laws.						
<b>1000-2200-5356</b>	Employee Dues/Members	1,124	1,124	2,229	430	1,900
Maintain various certifications and memberships, including continuing legal education requirements.						
<b>1000-2200-5358</b>	On Boarding Program	1,973	1,973	2,500	1,826	6,500
Orientation program for new, summer and seasonal hires.						
<b>1000-2200-5370</b>	Minor Equipment/Furniture	-	-	-	-	1,500
Purchase of a bookcase and chair						
<b>Total</b>		<b>324,104</b>	<b>324,104</b>	<b>326,318</b>	<b>339,611</b>	<b>392,687</b>



# 2017 Annual Budget

## **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.

### **2016 Accomplishments:**

1. Computer Upgrades – All Township computers were equipped with additional memory and new hard drives to extend their lifespan. Windows 10 and Office 2016 were deployed to these machines to ensure staff had access to the latest Microsoft software.
2. SCADA System Upgraded – New server and workstation hardware was installed for the Brush Creek Treatment Plant’s SCADA system including upgrading to the latest versions of the Wonderware software while adding mobile access and new alerting capabilities.
3. GIS Web Application Upgrade – The GIS web applications were upgraded to provide a new PropertyFinder portal for the public that utilizes the latest ArcGIS Portal software. The new PropertyFinder supports all browsers and mobile devices. Internal staff applications have also been upgraded and secured.

### **2017 Goals:**

1. Office 365 Deployment – Implementation of Microsoft’s Office 365 Productivity Suite to provide staff with access to cloud-based software solutions including e-mail, SharePoint, OneDrive for Business, Skype for Business, Planner and other applications.
2. Enterprise Resource Planning (ERP) System Upgrades – Upgrading our Munis ERP system to version 11.3 and introducing new features and functionality to staff in the areas of work orders, asset management, mobile applications, HTML 5 programs and reporting.
3. Sensus Meter Reading Software – Continuation of the Sensus software and Munis integration during the meter change-out project to ensure accuracy of billing and meter asset management.
4. PowerDMS – Rollout of software for managing HR and departmental policies and procedures utilizing a system to track employee review, testing and training on content.

### **2017 Budget Highlights:**

1. Mobile Computing and Management – Continued expansion of mobile computing efforts with tablets and laptops used in the field for a variety of operations along with mobile device management solutions.
2. Microsoft Enterprise Agreement – Renewal of the Township’s agreement with Microsoft to provide productivity software, Windows clients and servers as well as the Office 365 suite of cloud-based applications.
3. SharePoint Migration – Purchase of tools and services to develop a new intranet portal for managing all Township documents as well as migrating existing documents.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	8	8	8	8	8
Part Time	0	1	1	1	1





## 2017 Annual Budget

### Information Technology Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>10002311</b>	Do-Computer Support	245,295	245,295	235,020	227,698	271,756
<b>10002313</b>	Do-Mobility	84,156	84,156	113,956	80,368	106,110
<b>10002314</b>	Do-Phone Sysytem	83,509	83,509	73,549	71,523	80,581
<b>10002321</b>	Gis	36,305	36,305	50,988	33,010	44,372
<b>10002323</b>	Gis/Gis System	90,809	90,809	109,372	73,246	115,732
<b>10002331</b>	No-Network Managment	212,373	212,373	210,620	157,709	191,647
<b>10002333</b>	No-Server Management	176,091	176,091	206,402	169,198	201,927
<b>10002342</b>	Sm-Program Support	451,925	451,925	462,097	430,504	537,569
<b>10002361</b>	It-Chargeback	(1,381,000)	(1,381,000)	(1,358,500)	(1,358,500)	(1,390,000)
<b>Total</b>		<b>(537)</b>	<b>(537)</b>	<b>103,504</b>	<b>(115,244)</b>	<b>159,694</b>



## 2017 Annual Budget

### **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.

### **2016 Accomplishments:**

1. Continued to monitor and improve cash handling processes at all portals of entry throughout the Township.
2. Successful audit for 2015.
3. Assisted with implementation of Munis fixed asset software.

### **2017 Goals:**

1. Continue to update Finance Department procedures and policies.
2. Continue to implement fixed asset software.
3. Participate in meter change-out project.

Staffing Levels	2013	2014	2015	2016	2017
Full Time	5	5	6	6	6
Part Time	1	1	0	0	0



## 2017 Annual Budget

### Finance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2400-4010</b>	Salaries-Fulltime	184,062	184,062	189,958	157,598	197,923
5 full-time employees V. Gleason (80%), B. Lang (60%), L. Coon (60%) K. Wokutch (60%), C. Koss (100% S&W and Solid Waste), L. Mackenstein (50%)						
<b>1000-2400-4012</b>	Salaries-Part Time	72	72	-	-	-
No part time position budgeted this year.						
<b>1000-2400-4015</b>	Overtime	69	69	510	1,682	1,500
<b>1000-2400-4021</b>	Social Security Tax	11,130	11,130	11,809	9,607	12,303
The employer share of FICA based on 6.2% of salaries, wages/overtime for all employees.						
<b>1000-2400-4022</b>	Medicare	2,603	2,603	2,762	2,247	2,877
The employer share of Medicare based on 1.45% of salaries/wages/overtime for all employees.						
<b>1000-2400-4023</b>	Workers Comp	467	467	495	400	627
Workers' Compensation insurance for all employees.						
<b>1000-2400-4041</b>	Pension Non Uniform	9,210	9,210	9,523	7,964	9,922
The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.						
<b>1000-2400-4051</b>	Hospitalization	52,248	52,248	53,084	34,848	54,336
Medical insurance for all full time employees.						
<b>1000-2400-4052</b>	Vision Insurance	386	386	398	354	398
Vision insurance for all full time employees.						
<b>1000-2400-4053</b>	Dental Insurance	2,519	2,519	2,520	1,799	2,520
Dental insurance for all full time employees.						
<b>1000-2400-4054</b>	457 Contributions	9,210	9,210	9,523	7,964	9,922
The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.						
<b>1000-2400-4055</b>	Disability Insurance	392	392	495	316	516
Long term disability insurance for all full time employees.						
<b>1000-2400-4057</b>	Life Insurance	808	808	1,074	650	1,119
Life insurance for all full time employees....						
<b>1000-2400-5001</b>	Office Supplies	2,347	2,347	2,500	2,481	2,500
<b>1000-2400-5004</b>	Materials And Supplies	40,977	40,977	24,000	4,167	20,000
Supplies/bank charges						
<b>1000-2400-5112</b>	Accounting And Auditing Svs	48,477	48,477	50,000	48,998	50,000



## 2017 Annual Budget

### Finance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
Partial costs associated with annual audit.						
<b>1000-2400-5230</b>	Information Tech Svs	79,000	79,000	85,000	85,000	85,000
Costs associated with IT support of Finance.						
<b>1000-2400-5312</b>	Cell Phones	2,640	2,640	3,000	2,300	3,000
Cell phones for V. Gleason and B. Lang						
<b>1000-2400-5353</b>	Employee Meeting /Confer	-	-	500	-	500
<b>1000-2400-5354</b>	Employee Training	3,698	3,698	5,000	299	5,000
GFOA/MUNIS and misc. training.						
<b>1000-2400-5356</b>	Employee Dues/Members	525	525	700	375	700
GFOA & GFOA-PA dues						
<b>1000-2400-5370</b>	Minor Equipment/Furniture	646	646	2,500	-	2,500
<b>Total</b>		<b>451,486</b>	<b>451,486</b>	<b>455,351</b>	<b>369,047</b>	<b>463,163</b>



## 2017 Annual Budget

### **Department: Communications**

#### **Description and Responsibilities:**

This budget supports the primary roles of communications and special events across all Township departments. The Communications Team maintains responsibility for all Township web sites, social media accounts and other forms of communications such as the community sign, digital signage, Cranberry Today newsletter and e-mail blasts. The Communications Team support all departments in their needs for presentations, brochures, posters, videos, writing and other various tasks.

#### **2016 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. The Communications team added a new, full-time manager to oversee all operations and improve the working relationship with all departments. Also, the Township web sites were upgraded to the latest technology through CivicPlus including responsive design for mobile support.

#### **2017 Goals:**

In 2017, the Communications Team will continue to enhance our communications efforts to improve customer service through all Township operations, with particular focus on the Water Meter Replacement project, Parks & Recreation programming and the Cranberry Highlands Golf Course. A new Parks & Recreation web site will be rolled out to the public as well.

#### **2017 Budget Highlights:**

A part-time position of Neighborhood Coordinator was added to the budget in 2016 but will be filled in 2017 for the first time. The position will be responsible for building social capital with the neighborhoods and supporting them through communications efforts. As a whole, the team will 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, social media usage and an improved website.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	0	0	0	1	1
Part Time	4	4	3	4	4



## 2017 Annual Budget

### Communications Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2500-4010</b>	Salaries-Fulltime	22,145	22,145	48,035	34,280	35,862
<b>1000-2500-4012</b>	Salaries-Part Time	69,809	69,809	93,193	61,753	88,621
4 part-time positions						
<b>1000-2500-4015</b>	Overtime	97	97	-	-	-
<b>1000-2500-4021</b>	Social Security Tax	5,658	5,658	8,756	5,946	7,718
<b>1000-2500-4022</b>	Medicare	1,323	1,323	2,048	1,391	1,805
<b>1000-2500-4023</b>	Workers Comp	243	243	367	297	394
<b>1000-2500-4041</b>	Pension Non Uniform	1,107	1,107	2,402	1,591	1,793
<b>1000-2500-4051</b>	Hospitalization	4,368	4,368	13,626	869	11,436
<b>1000-2500-4052</b>	Vision Insurance	31	31	107	99	79
<b>1000-2500-4053</b>	Dental Insurance	202	202	696	506	510
<b>1000-2500-4054</b>	457 Contributions	1,107	1,107	2,402	300	1,793
<b>1000-2500-4055</b>	Disablity Insurance	29	29	125	67	93
<b>1000-2500-4057</b>	Life Insurance	136	136	271	203	202
<b>1000-2500-5002</b>	Subscriptions/Books	391	391	563	661	2,942
This account will be used for various subscriptions.						
<b>1000-2500-5004</b>	Materials And Supplies	8,926	8,926	2,000	12,579	5,000
This account will be used for supplies.						
<b>1000-2500-5111</b>	Professional Services	41,511	41,511	31,200	14,696	41,200
This account will be used for professional services expenses related to the web site and branding efforts.						
<b>1000-2500-5121</b>	Repair Maint Equipment	-	-	23,405	13,646	29,810
<b>1000-2500-5230</b>	Information Tech Svs	48,000	48,000	-	-	-
<b>1000-2500-5312</b>	Cell Phones	2,640	2,640	2,640	3,680	6,900
This account is used for employee cell phone reimbursements.						
<b>1000-2500-5354</b>	Employee Training	178	178	4,000	3,405	6,000
This account is used for employee training, conferences and certification expenses.						
<b>1000-2500-5361</b>	Postage And Shipping	9,326	9,326	10,600	4,987	10,600
This account will be used for postage and shipping expenses.						
<b>1000-2500-5362</b>	Printing	29,237	29,237	30,400	19,260	27,800



## 2017 Annual Budget

### Communications Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
This account will be used for printing of publications.						
<b>1000-2500-6124</b>	Software	-	-	5,000	-	15,000
<b>1000-2500-6125</b>	Infrastructure	-	-	5,000	2,797	-
<b>Total</b>		<b>246,463</b>	<b>246,463</b>	<b>286,836</b>	<b>183,012</b>	<b>295,558</b>



## 2017 Annual Budget

### **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.

#### **2017 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 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.)

Promissory Note (CTVFD Relief Assoc.)

Issued: 5/1/2015 Amount Issued: \$500,000 Term: 10 years Rate: 3.00% Purpose: Purchase of tower truck.

General Obligation Bonds, Series 2015

Issued: 9/1/2015 Amount Issued: \$32,000,000 Term: 20 years

Rate: 3% - 5% Purpose: Expansion of Brush Creek Waste Water Treatment Plant





## 2017 Annual Budget

### Debt Service Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2600-5414</b>	Go Series 2010	90,000	90,000	165,994	32,997	165,094
Portion of principal and interest for 2001 Series C bonds. (PW Center, tower fire truck, PS expansion, Graham Park acquisition)						
<b>1000-2600-5416</b>	Go Series A 2003	450,181	450,181	614,303	614,299	-
Portion of principal and interest payments for 96/98 bonds refinanced in 2003. (North Boundary Park, pumper truck, Powell Road, renovations to municipal center)						
<b>1000-2600-5427</b>	Go Series 2011	81,004	81,004	298,419	298,419	296,845
Portion of principal and interest for new money received from Series 2011 bond issue.						
<b>1000-2600-5428</b>	2012 Bond Payments	135,000	135,000	498,449	498,449	1,257,032
Principal and interest payments for Series 2012 bond issue.						
<b>1000-2600-5430</b>	Paying Agent	2,600	2,600	3,000	1,700	3,000
Annual fees for 2003, 2010, 2011, and 2012 bonds.						
<b>1000-2600-5434</b>	Interest Expense	738,144	738,144	-	-	-
<b>Total</b>		<b>1,496,929</b>	<b>1,496,929</b>	<b>1,580,165</b>	<b>1,445,864</b>	<b>1,721,971</b>



# 2017 Annual Budget

## **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.

### **2016 Accomplishments:**

1. Added over 100 new Business Privilege-Mercantile tax accounts.
2. Continue to work with Butler County Tax Committee to successfully implement and monitor the ACT 32 EIT collection process.

### **2017 Goals:**

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

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	1	0	0	0	0
Part Time	1	1	1	1	1

## 2017 Annual Budget

### Tax Collection Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2700-4010</b>	Salaries-Fulltime	22,276	22,276	22,654	17,827	23,265
L. Mackenstein (50%)						
<b>1000-2700-4012</b>	Salaries-Part Time	35,030	35,030	35,500	29,991	36,400
Real Estate Tax Collector compensation per Res. 2013-05						
<b>1000-2700-4015</b>	Overtime	-	-	150	1,249	150
<b>1000-2700-4021</b>	Social Security Tax	3,511	3,511	3,615	2,996	3,653
The employer share of FICA is based on 6.2% of all salaries/wages/overtime for all employees.						
<b>1000-2700-4022</b>	Medicare	821	821	845	701	854
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for all employees.						
<b>1000-2700-4023</b>	Workers Comp	56	56	59	48	74
Workers' Compensation costs for all employees with the exception of the Real Estate Tax Collector.						
<b>1000-2700-4041</b>	Pension Non Uniform	1,114	1,114	1,140	954	1,171
The Non-Uniform Pension contribution is based on 5% of all salaries/wages/overtime for all employees.						
<b>1000-2700-4051</b>	Hospitalization	10,070	10,070	10,125	8,580	10,397
Medical insurance costs for full time employees						
<b>1000-2700-4052</b>	Vision Insurance	69	69	72	64	72
Vision insurance costs for full time employees.						
<b>1000-2700-4053</b>	Dental Insurance	436	436	464	425	464
Dental insurance costs for full time employees.						
<b>1000-2700-4054</b>	457 Contributions	1,114	1,114	1,140	954	1,171
The 401 contribution is based on 5% of all salaries/wages/ overtime for full time employees.						
<b>1000-2700-4055</b>	Disability Insurance	-	-	59	37	61
Long term disability insurance for all full time employees.						
<b>1000-2700-4057</b>	Life Insurance	-	-	129	77	132
Life insurance costs for full time and certain part time employees.						
<b>1000-2700-5004</b>	Materials And Supplies	6,393	6,393	12,000	7,523	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						
<b>1000-2700-5230</b>	Information Tech Svs	5,000	5,000	6,000	6,000	7,000
Costs associated with IT support of Tax Collection.						



## 2017 Annual Budget

### Tax Collection Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2700-5343</b>	Bonds	-	-	2,700	-	2,700
Twp share for elected RE collector						
<b>1000-2700-5352</b>	Employee Milage Reimb	-	-	250	-	250
<b>1000-2700-5354</b>	Employee Training	200	200	500	-	500
Tax administrator training.						
<b>1000-2700-5355</b>	Employee Career Devel	-	-	500	-	-
Education reimbursement.						
<b>1000-2700-5356</b>	Employee Dues/Members	-	-	150	-	150
10 LITA (Local Income Tax Assoc.) 60 PEITOAC (Pa. Earned Income Tax) 50 PBPMTC (Pa. Bus. Priv. Merc.)						
<b>1000-2700-5452</b>	Business Privilage/Merc	52,404	52,404	47,250	56,494	50,400
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Business Privilege/Mercantile Tax						
<b>1000-2700-5453</b>	Local Service Tax Exp	25,973	25,973	25,200	18,470	25,200
2.1% commission rate to Berkheimer Commission rate of 2.1% of collections paid to Berkheimer Tax Administrator - Local Services Tax						
<b>1000-2700-5454</b>	Earned Income Tax Exp	109,561	109,561	96,000	85,308	100,500
1.5 % commission rate to Berkheimer Commission rate of 1.5% of collections paid to Berkheimer Tax Administrator per BCTCD- Earned Income Tax						
<b>1000-2700-5455</b>	Refund Of Act 511 Taxes	59,000	59,000	-	-	-
<b>Total</b>		<b>333,027</b>	<b>333,027</b>	<b>266,502</b>	<b>237,699</b>	<b>276,564</b>



## 2017 Annual Budget

### **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.

#### **2016 Accomplishments:**

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

#### **2017 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.

#### **2017 Budget Highlights:**

1. New Line item for costs associated with Employee Assistance Program. (Transferred from Human Resource cost center)



## 2017 Annual Budget

### Insurance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-2800-4024</b>	Unemployment Comp	91,473	91,473	120,000	91,136	120,000
PSATS Unemployment Group Trust 6.5% of first \$8500 per employees.						
<b>1000-2800-4043</b>	Pension Adminstration	31,468	31,468	36,000	23,195	36,000
LeTort Non-Uniform Trustee Plan Services/Investment fees @ 2300/mo = 27600 Mockenhaupt Police Actuarial services @ 1300/qtr= 5200, misc benefit calcs, DROP & plan services 3200						
<b>1000-2800-5341</b>	Insurance Premiums	238,648	238,648	256,000	235,262	256,000
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)						
<b>Total</b>		<b>361,589</b>	<b>361,589</b>	<b>412,000</b>	<b>349,593</b>	<b>412,000</b>



## 2017 Annual Budget

### **Department: Land Development**

#### **Description and Responsibilities:**

"Land Development" (cost center 3100) falls under Planning & Development Services 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.

#### **2016 Accomplishments:**

1. Revised the Planned Residential Ordinance provisions and dwelling units per acre requirements.
2. Revised several components of the Zoning Ordinance with minor ordinance adjustments.
3. Rezoned key properties on Brandt Drive.
4. Continued the process of scanning in older plans/files that are occupying needed space in our file room.
5. Processed 24 Land Developments, 17 Conditional Uses, 5 Tentative PRDs, 2 Final PRDs, and 13 lot line revisions.
6. Worked with Developers on extensive projects such as The Village of Cranberry Woods, Cranberry Springs and getting Park Place Phase 2 underway.

#### **2017 Goals:**

1. Continue to revise the entire sign portion of the Zoning Ordinance and create a sign manual. We are anticipating this should be up and running in 2017.
2. Conduct a review and analysis of our CCD Ordinance and move forward with updates.
3. Revise the Shopping Center requirements.
4. Find solutions for the bonding of private improvements.

#### **2017 Budget Highlights:**

1. Staff changes should be minimal in 2017.
2. Considerable developmental growth is anticipated to continue.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	4	4	3	3	3
Part Time	0	0	0	0	0



## 2017 Annual Budget

### Land Development Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-3100-4010</b>	Salaries-Fulltime	112,552	112,552	117,096	108,683	119,514
<b>1000-3100-4012</b>	Salaries-Part Time	10,048	10,048	12,853	4,856	20,072
<b>1000-3100-4013</b>	Salaries-Board/Comm	1,089	1,089	4,000	1,439	4,000
PAC salaries (\$35 X 22 meetings = \$3,850) ZHB salaries (\$35 X 9 meetings= \$1,575)						
<b>1000-3100-4015</b>	Overtime	783	783	1,000	742	3,500
Note a change for 2017: Land Development Specialist will be changed to hourly and will now qualify for OT for nightly meetings.						
<b>1000-3100-4021</b>	Social Security Tax	7,543	7,543	8,485	7,111	8,685
<b>1000-3100-4022</b>	Medicare	1,764	1,764	1,984	1,663	2,031
<b>1000-3100-4023</b>	Workers Comp	360	360	367	297	451
<b>1000-3100-4041</b>	Pension Non Uniform	5,667	5,667	5,880	5,471	6,001
<b>1000-3100-4051</b>	Hospitalization	25,855	25,855	27,880	23,760	28,436
<b>1000-3100-4052</b>	Vision Insurance	201	201	222	197	222
<b>1000-3100-4053</b>	Dental Insurance	1,208	1,208	1,337	1,394	1,337
<b>1000-3100-4054</b>	457 Contributions	5,291	5,291	5,880	4,938	6,001
<b>1000-3100-4055</b>	Disablity Insurance	214	214	306	191	312
<b>1000-3100-4057</b>	Life Insurance	451	451	663	402	677
<b>1000-3100-5001</b>	Office Supplies	2,932	2,932	3,000	1,733	3,000
This category is for office supplies for PDS and includes toner expenses.						
<b>1000-3100-5002</b>	Subscriptions/Books	348	348	500	538	500
<b>1000-3100-5004</b>	Materials And Supplies	-	-	750	(48)	750
<b>1000-3100-5007</b>	Safety Supplies	146	146	500	44	500
This category is used for the purchase of any supplies directly related to employee safety. It may include contributions to needs of TASC.						
<b>1000-3100-5111</b>	Professional Services	16,340	16,340	20,000	9,337	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.						
<b>1000-3100-5133</b>	Legal Services	9,622	9,622	20,000	5,184	15,000
<b>1000-3100-5134</b>	Other Services/Fees	2,159	2,159	3,700	774	3,700
This account is for recording fees (\$300) for plans where there is no Developer's Deposit account. \$3400 for the "scanning project" that was begun in 2015. We estimate scanning 2000 sheets at \$1.67 per sheet with Accu-Copy.						
<b>1000-3100-5230</b>	Information Tech Svs	49,000	49,000	50,000	50,000	50,000





## 2017 Annual Budget

### Land Development Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-3100-5312</b>	Cell Phones	990	990	-	1,150	-
This account is no longer being used. All PDS cell phones are in 3200.						
<b>1000-3100-5353</b>	Employee Meeting / Confer	1,770	1,770	1,500	1,521	2,000
This category is for food/refreshments for employee/development/training meetings.						
<b>1000-3100-5354</b>	Employee Training	3,394	3,394	3,500	1,036	3,500
This account is for employee training sessions and includes the annual PPA Conference.						
<b>1000-3100-5356</b>	Employee Dues/Members	949	949	1,500	1,236	-
All APA/PPA dues have been moved to 3300-5356						
<b>1000-3100-5357</b>	Clothing	150	150	150	-	-
This category is for employee boots for 1 staff member. Boots are purchased once every 3 years. Last purchase in 2015, next will be 2018. (this was revised due to new hire in 2015)						
<b>1000-3100-5361</b>	Postage And Shipping	-	-	-	-	500
<b>1000-3100-5362</b>	Printing	185	185	1,000	-	250
This account is for PDS Printing needs.						
<b>1000-3100-5363</b>	Advertising	7,305	7,305	7,000	4,984	7,000
<b>1000-3100-5370</b>	Minor Equipment/Furniture	5,787	5,787	1,000	237	2,500
Includes an extra \$1500 in 2017 for a possible office furniture change/adjustment.						
<b>1000-3100-5371</b>	Community Outreach	2,148	2,148	6,500	2,624	1,500
\$1,500 for Green Team - was new in 2016. Business Hub expenses moved to 3300-5361 and 5362.						
<b>Total</b>		<b>276,249</b>	<b>276,249</b>	<b>308,553</b>	<b>241,494</b>	<b>311,939</b>



# 2017 Annual Budget

## **Department: Code Enforcement**

### **Description and Responsibilities:**

"Code Enforcement (Administration)" (cost center 3200) falls under Planning & Development Services 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.

### **2016 Accomplishments:**

1. Issued 380 permits with a value of \$104+ million and performed 7,500 inspections as of October 1.
2. Continued to grow MUNIS for Fire Prevention Licensing.
3. Code Administrator trainee passed all exams and is fully certified.
4. Maintained strong growth in Multi-family development.
5. The Manager of Code Administration was changed to Manager of Development & Code Services with new job responsibilities.
6. A Code Administrator was promoted to Assistant Manager of Development & Code Services and given new job responsibilities.

### **2017 Goals:**

1. Continue to manage high workload and have staff (including 3rd party) assigned as appropriate.
2. Continue Code Enforcement activities with regard to sidewalk maintenance.
3. Implement the International Property Maintenance Code (if approved)
4. Examine Rental Registry options.
5. Examine occupancy permits for new residential tenants for multi-family, single family and annual inspections of apartment buildings.

### **2017 Budget Highlights:**

1. Continue to issue large number of residential and non-residential permits.
2. Perform accurate and complete inspections.
3. Enforce the Property Code and continue the fight against deterioration.

Staffing Levels	2013	2014	2015	2016	2017
Full Time	4	4	4	4	4
Part Time	0	1	1	1	1



## 2017 Annual Budget

### Code Enforcement Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-3200-4010</b>	Salaries-Fulltime	223,476	223,476	224,277	181,785	235,602
<b>1000-3200-4012</b>	Salaries-Part Time	9,263	9,263	22,080	11,627	25,122
<b>1000-3200-4015</b>	Overtime	4,660	4,660	6,500	3,902	5,200
<b>1000-3200-4021</b>	Social Security Tax	13,650	13,650	15,649	11,725	16,490
<b>1000-3200-4022</b>	Medicare	3,192	3,192	3,660	2,742	3,857
<b>1000-3200-4023</b>	Workers Comp	1,333	1,333	1,410	1,139	1,788
<b>1000-3200-4041</b>	Pension Non Uniform	11,823	11,823	11,516	9,284	12,043
<b>1000-3200-4051</b>	Hospitalization	70,664	70,664	71,475	60,713	73,254
<b>1000-3200-4052</b>	Vision Insurance	508	508	525	411	525
<b>1000-3200-4053</b>	Dental Insurance	3,407	3,407	3,404	2,906	3,404
<b>1000-3200-4054</b>	457 Contributions	11,358	11,358	11,516	9,253	12,043
<b>1000-3200-4055</b>	Disablity Insurance	498	498	599	432	526
<b>1000-3200-4057</b>	Life Insurance	1,026	1,026	1,299	891	1,358
<b>1000-3200-5002</b>	Subscriptions/Books	3,039	3,039	6,000	148	3,000
This category is for all subscriptions and books for the Codes Group. Must budget an extra \$2300+/- 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. This amount is higher for 2016 because of the possible UCC code update.						
<b>1000-3200-5004</b>	Materials And Supplies	674	674	1,000	268	1,000
cameras and other field equipment						
<b>1000-3200-5110</b>	Third Party Inspections	21,760	21,760	20,000	16,260	20,000
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 was fixed for 2015.						
<b>1000-3200-5111</b>	Professional Services	78,740	78,740	3,500	1,703	3,000
Copier fees, Septic reviews and building permit refunds.The history is incorrect as we changed use of this account in 2014 for the 2015 budget.						
<b>1000-3200-5115</b>	3Rd Party Building Plan Review	92,105	92,105	85,000	89,746	85,000
This is account is for the cost of 3rd party building plan review. This was created in 2014 for the 2015 budget.						
<b>1000-3200-5133</b>	Legal Services	140	140	500	140	500
ZHB or BCFAB legal services						
<b>1000-3200-5230</b>	Information Tech Svs	49,000	49,000	50,000	50,000	50,000
<b>1000-3200-5312</b>	Cell Phones	4,483	4,483	7,440	4,440	7,000



## 2017 Annual Budget

### Code Enforcement Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
This category is for cell phone reimbursement for all PDS phones. Director - phone, data (\$115) Manager(s) (3) - phone, data (\$115) Building Inspectors - phone (\$60 per employee) Land Development Specialist - data and phone (\$115)						
<b>1000-3200-5354</b>	Employee Training	3,526	3,526	6,000	1,173	4,000
Note that in 2016 PCCA did not do usual training and thus our usage was low.						
<b>1000-3200-5355</b>	Employee Career Devel	-	-	-	-	3,000
Tuition reimbursement for 1 staff member.						
<b>1000-3200-5356</b>	Employee Dues/Members	74	74	500	50	500
This category is for all dues and memberships associated with the Code Group.						
<b>1000-3200-5357</b>	Clothing	181	181	450	150	450
This account is for the purchase of safety boots for each Code Officer and consists of \$150 per person, once every 2 years for field inspectors (2) and once every 3 years for others (2).						
<b>1000-3200-5362</b>	Printing	978	978	750	544	750
<b>1000-3200-5363</b>	Advertising	451	451	1,500	146	750
This account is for advertising of hearings for the Zoning Hearing Board and Buidling and Fire Code Appeals Board.						
<b>1000-3200-5364</b>	Fuel	1,920	1,920	2,500	1,473	2,500
<b>Total</b>		<b>611,927</b>	<b>611,927</b>	<b>559,050</b>	<b>463,051</b>	<b>572,662</b>



## 2017 Annual Budget

**Department: Planning**

**Description and Responsibilities:**

"Planning" cost center (cost center 3300) falls under Planning & Development Services 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.

**2016 Accomplishments:**

1. The Economic Development Specialist has been fully integrated into Planning & Development Services. The position will continue to monitor economic trends and assist our businesses with continued success.
2. The Planning Specialist has completed two years of employment focusing on many projects related to community health, pedestrian and bike planning and trail networks.
3. Worked with the Community Connections Action Committee to assess missing pedestrian links in the Township. The current project on Freedom Road is pending completion.
4. Completed the Cranberry Plan update which included outreach, in-reach, and the coordination with all affected parties.
5. Participated in the Transit Planning being done by SPC.
6. Conducted the annual survey of 1,000+ businesses.
7. Completed the 2015 Township Economic Profile update in 2016.
8. Assisted extensively on the Parks Study.

**2017 Goals:**

1. Continue management of Economic Development and relations with our business community.
2. Continue to complete and monitor Comprehensive Plan strategies.
3. Conduct a Redevelopment Plan and analysis for future development in the core of the Township. (should start in late 2016)
4. Continue with advancements of our bike and pedestrian awareness including amenities, programs and public input.
5. Partnering with Parks & Rec in studying dog friendliness within Cranberry Township Parks.
6. Assist with the N. Boundary Park plan update.
7. Continue to manage the Green Team, and green infrastructure, environmental stewardship and community health.
8. Examine best practices for changes in our landscaping requirements and change ordinances as necessary.

**2017 Budget Highlights:**

1. Complete the update and implementation of the Comprehensive Plan.
2. Continue to promote strong focus on economic development with residents and businesses.
3. Continue to assess and manage missing links in the current bike and pedestrian Plan.
4. Finish the Township Redevelopment plan.
5. Study and recommend changes to the Preferred Growth Scenario.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	0	0	1	1	1
Part Time	0	0	1	1	1



## 2017 Annual Budget

### Planning Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-3300-4010</b>	Salaries-Fulltime	79,953	79,953	83,452	68,667	85,674
<b>1000-3300-4012</b>	Salaries-Part Time	40,178	40,178	33,874	33,173	38,308
<b>1000-3300-4013</b>	Salaries-Board/Comm	347	347	3,100	452	-
<b>1000-3300-4015</b>	Overtime	71	71	50	67	100
<b>1000-3300-4021</b>	Social Security Tax	7,735	7,735	7,339	6,248	7,690
<b>1000-3300-4022</b>	Medicare	1,809	1,809	1,716	1,461	1,798
<b>1000-3300-4023</b>	Workers Comp	284	284	300	242	363
<b>1000-3300-4041</b>	Pension Non Uniform	4,004	4,004	4,175	3,437	4,286
<b>1000-3300-4051</b>	Hospitalization	15,348	15,348	16,076	13,713	16,355
<b>1000-3300-4052</b>	Vision Insurance	126	126	132	117	132
<b>1000-3300-4053</b>	Dental Insurance	814	814	751	754	751
<b>1000-3300-4054</b>	457 Contributions	3,641	3,641	4,175	3,374	4,286
<b>1000-3300-4055</b>	Disablity Insurance	142	142	217	123	223
<b>1000-3300-4057</b>	Life Insurance	334	334	471	287	483
<b>1000-3300-5002</b>	Subscriptions/Books	20	20	500	17	500
<b>1000-3300-5004</b>	Materials And Supplies	58	58	-	110	-
All PDS materials and supplies are in 3100.						
<b>1000-3300-5111</b>	Professional Services	47,929	47,929	45,000	38,797	45,000
Redevelopment Plan (including Superblock and Town Center) - will start at the end of 2016, most of the project will be in 2017. \$20K for Redevelopment Plan (2017), \$10K for Preferred Growth Scenario update and \$15K for addl. planning efforts.						
<b>1000-3300-5312</b>	Cell Phones	-	-	-	805	-
<b>1000-3300-5353</b>	Employee Meeting / Confer	34	34	1,000	962	1,000
<b>1000-3300-5354</b>	Employee Training	6,035	6,035	7,500	2,273	7,500
APA Conference and training for Chelsea and Kathleen.						
<b>1000-3300-5356</b>	Employee Dues/Members	315	315	1,500	-	3,000
Dues for all APA/PPA memberships for all staff						
<b>1000-3300-5361</b>	Postage And Shipping	1,131	1,131	500	1,097	1,500
Miscellaneous mailings and shipping, including the Business List mailings.						
<b>1000-3300-5362</b>	Printing	-	-	2,500	-	500
Business Survey printing and any other printing for Planning purposes.						



## 2017 Annual Budget

### Planning Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-3300-5363</b>	Advertising	-	-	3,000	525	2,000
Business Matters advertising - monthly fee						
<b>Total</b>		<b>210,307</b>	<b>210,307</b>	<b>217,328</b>	<b>176,702</b>	<b>221,449</b>



## 2017 Annual Budget

### **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 sewer, water, and/or trash utility service applications to customers requesting new service, changing service or stopping service. The CSC also processes building permit applications, customer service requests, work order requests, lien letter requests, deed transfer information, and collects payment for many types of services.

#### **2016 Accomplishments:**

1. The CSC averages over 22,000 calls per year and 90 calls answered per day. We also average 200 customers through our doors daily. We sold over 18,000 trash stickers, processed over 950 lien letters, over 1,000 building (all types) and zoning permits, scheduled over 7,000 building inspections, 2,000 service orders, 2,000 work orders, and processed over 100,000 transactions through Tyler Cashiering, 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: workplace safety, improved communication and efficiency with the sewer and water division, enhanced cash handling techniques, loss prevention awareness projects, and a simpler security deposit and application process for new tenants. We also completed the final piece of the Hansen conversion of trash, recycling, and yard cart inventory and the process for cart change order requests.

#### **2017 Goals:**

1. Self-service accessibility. Continue to empower and educate our customers with self-service tools and solutions.
2. Work towards a phone call service level and response time call average of over 95%.
3. Continue to establish an outstanding working relationship with the contract holder in the Collection Connection Program.
4. Continue to explore options for HHW and electronic recycling under the Covered Device Recycling Act in conjunction with the Collection Connection program.
5. Provide support for the Meter Replacement Program.

#### **2017 Budget Highlights:**

1. Township growth has required additional staffing. Therefore a part-time employee has been promoted to full-time status.
2. Continue to educate residents about the benefits of the new water meters.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	3	3	3	4	4
Part Time	3	3	3	2	2





## 2017 Annual Budget

### Customer Service Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
1000-3400-4010	Salaries-Fulltime	35,538	35,538	36,510	30,592	47,573
1000-3400-4012	Salaries-Part Time	15,801	15,801	10,530	12,812	11,583
1000-3400-4015	Overtime	34	34	300	-	300
1000-3400-4021	Social Security Tax	3,136	3,136	3,193	2,620	3,668
1000-3400-4022	Medicare	733	733	747	613	858
1000-3400-4023	Workers Comp	138	138	146	118	190
1000-3400-4041	Pension Non Uniform	1,778	1,778	1,826	1,530	2,379
1000-3400-4051	Hospitalization	7,656	7,656	8,042	7,624	13,356
1000-3400-4052	Vision Insurance	67	67	68	65	103
1000-3400-4053	Dental Insurance	398	398	399	365	631
1000-3400-4054	457 Contributions	1,778	1,778	1,826	1,530	2,379
1000-3400-4055	Disablity Insurance	70	70	95	62	124
1000-3400-4057	Life Insurance	184	184	197	159	257
1000-3400-5001	Office Supplies	977	977	1,200	798	1,400
1000-3400-5002	Subscriptions/Books	-	-	200	-	200
1000-3400-5004	Materials And Supplies	179	179	350	-	350
1000-3400-5005	Cleaning Supplies	-	-	200	-	200
1000-3400-5007	Safety Supplies	107	107	250	20	250
1000-3400-5111	Professional Services	25	25	500	-	500
1000-3400-5121	Repair Maint Equipment	-	-	250	-	250
1000-3400-5230	Information Tech Svs	50,000	50,000	51,500	51,500	53,000
1000-3400-5312	Cell Phones	1,320	1,320	1,520	1,150	1,320
1000-3400-5351	Employee Recruiting	-	-	250	-	250
1000-3400-5354	Employee Training	5,069	5,069	6,000	-	6,000
1000-3400-5356	Employee Dues/Members	376	376	700	644	700
1000-3400-5370	Minor Equipment/Furniture	80	80	750	580	1,500
<b>Total</b>		<b>125,445</b>	<b>125,445</b>	<b>127,549</b>	<b>112,781</b>	<b>149,321</b>



## 2017 Annual Budget

### **Department: Police Department Support**

#### **Description and Responsibilities:**

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

#### **2016 Accomplishments:**

Consolidated job responsibilities for clerical personnel and reduced part-time staff by one (1).

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	5	6	6	6	6
Part Time	2	2	2	2	1



## 2017 Annual Budget

### Police Department Support Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4111-4010</b>	Salaries-Fulltime	237,136	237,136	245,204	203,540	224,372
Salaries for the Public Safety Director, Supervisor Police Administrative Services, 2 clerks.						
<b>1000-4111-4011</b>	Salaries-Uniform	191,926	191,926	186,244	161,951	198,020
Salaries for the Chief and one (1) Sergeant.						
<b>1000-4111-4012</b>	Salaries-Part Time	14,917	14,917	29,716	6,562	8,731
Salaries for one (1) school crossing guard. One half the cost for this position is reimbursed by Seneca Valley School District.						
<b>1000-4111-4015</b>	Overtime	1,083	1,083	9,000	448	750
Costs related to arrest processing for serious crimes, assist with fingerprinting, and man the front desk during vacations.						
<b>1000-4111-4016</b>	Overtime Uniform	11,133	11,133	9,000	9,137	10,000
Costs for the Support Services Commander (Sergeant) to provide community programs, call-outs for serious crimes and firearms training.						
<b>1000-4111-4021</b>	Social Security Tax	28,302	28,302	29,809	23,649	28,358
The employee share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
<b>1000-4111-4022</b>	Medicare	6,619	6,619	6,972	5,531	6,632
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
<b>1000-4111-4023</b>	Workers Comp	14,384	14,384	15,317	12,376	18,057
Workers' Compensation insurance for employees.						
<b>1000-4111-4032</b>	Longevity	6,835	6,835	7,263	7,504	8,218
Longevity costs for the Chief, Sergeants and uniformed employees as per the Collective Bargaining Agreement.						
<b>1000-4111-4033</b>	Court And Hearing Pay	-	-	500	-	500
Costs for the Sergeants. Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
<b>1000-4111-4034</b>	Holiday Pay	3,502	3,502	3,364	1,931	3,448
Holiday pay costs for the Sergeant's per the Collective Bargaining Agreement.						
<b>1000-4111-4041</b>	Pension Non Uniform	11,911	11,911	12,210	10,199	11,319
Pension contributions for non-uniform employees. Director of Public Safety and 3 clerical positions.						
<b>1000-4111-4042</b>	Pension Uniform	524,928	524,928	505,824	505,824	485,049
Uniform pension contributions as per the latest MMO.						
<b>1000-4111-4051</b>	Hospitalization	95,182	95,182	100,180	82,924	100,610
Medical insurance costs for full time employees.						
<b>1000-4111-4052</b>	Vision Insurance	685	685	708	628	708



## 2017 Annual Budget

### Police Department Support Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
Vision Insurance costs for full time employees.						
<b>1000-4111-4053</b>	Dental Insurance	4,376	4,376	4,378	4,011	4,378
Dental insurance costs for full time employees.						
<b>1000-4111-4054</b>	457 Contributions	11,911	11,911	12,210	10,199	11,319
Contribution to the 457 Plan is based on 5% of salary/wages/ overtime for all full time non-uniformed employees.						
<b>1000-4111-4055</b>	Disability Insurance	839	839	1,173	725	1,167
Long term disability insurance costs for full time employees.						
<b>1000-4111-4057</b>	Life Insurance	1,380	1,380	1,869	1,174	1,769
Life Insurance costs for full time employees.						
<b>1000-4111-5001</b>	Office Supplies	3,678	3,678	3,800	2,252	3,800
Costs associated with the purchase of office supplies such as toners, print cartridges, pens, paper, file folders, misc. office supplies.						
<b>1000-4111-5004</b>	Materials And Supplies	8,120	8,120	17,000	7,791	17,000
Costs associated with miscellaneous supplies such as vehicle towing, film processing, flares, batteries, evidence packaging and radios.						
<b>1000-4111-5007</b>	Safety Supplies	2,148	2,148	3,000	417	3,000
Costs associated with purchase of health and safety supplies.						
<b>1000-4111-5111</b>	Professional Services	26,252	26,252	23,000	17,988	23,000
Costs associated with specialized services provided by outside businesses. Examples include maintenance of the fuming hood and metal detector, drug and alcohol testing, vehicle and ENRAD calibration.						
<b>1000-4111-5116</b>	Fitness Center	-	-	4,000	1,597	4,000
Cost associated with repair, maintenance and purchase of fitness center equipment						
<b>1000-4111-5121</b>	Repair Maint Equipment	103	103	5,000	457	4,000
Costs associated with the repair and maintenance of equipment. Examples are radios, sirens and emergency light systems.						
<b>1000-4111-5133</b>	Legal Services	38,330	38,330	25,000	49,631	30,000
Costs associated with attorney fees.						
<b>1000-4111-5134</b>	Other Services/Fees	1,323	1,323	2,000	110	2,000
Costs associated for unforeseen expenses typically for travel expenses related to investigations and warrant service.						
<b>1000-4111-5230</b>	Information Tech Svs	231,000	231,000	238,000	238,000	240,000
Cost associated with computer technology. IT use only. IT will chargeback to departments.						
<b>1000-4111-5312</b>	Cell Phones	8,346	8,346	10,000	7,059	11,500
Costs associated with cellular phone service in the police vehicles as well as cellular phones for the Director of Public Safety, Chief of Police, Support Services Sergeant and Patrol Sergeant.						



## 2017 Annual Budget

### Police Department Support Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4111-5341</b>	Insurance Premiums	28,846	28,846	31,000	28,845	31,000
Costs associated with law enforcement liability insurance.						
<b>1000-4111-5353</b>	Employee Meeting / Confer	480	480	1,000	253	1,000
Costs associated for Township and employee expenses for conducting or attending meetings in- house or off site.						
<b>1000-4111-5354</b>	Employee Training	962	962	2,000	1,582	2,500
Costs associated with employee training and conferences.						
<b>1000-4111-5356</b>	Employee Dues/Members	1,451	1,451	1,500	1,195	1,500
Pays for membership in professional associations and for publications dealing with police and police management issues. Includes Crime's Code, Vehicle Law and Magloclen membership.						
<b>1000-4111-5357</b>	Clothing	2,335	2,335	2,800	1,886	2,300
Costs associated with clothing reimbursements per the Collective Bargaining Agreement, which expires at the end of 2016, for 2 officers at \$700.00 per officer. Funds uniforms for the administrative clerical staff (\$900.00). Funds replacement of protective vest every 5 years with an estimated cost of \$900.00 per vest.						
<b>1000-4111-5362</b>	Printing	450	450	1,000	890	1,000
Costs associated for printing for major projects such as hiring and police reports.						
<b>1000-4111-5370</b>	Minor Equipment/Furniture	10,472	10,472	15,000	11,811	15,000
Costs associated with minor equipment purchases and repairs.						
<b>1000-4111-5371</b>	Community Outreach	2,113	2,113	8,000	668	5,000
Costs associated with crime prevention programs, community projects, purchase of flyers and brochures.						
<b>Total</b>		<b>1,533,462</b>	<b>1,533,462</b>	<b>1,574,041</b>	<b>1,420,747</b>	<b>1,521,005</b>



## 2017 Annual Budget

### **Department: Police Patrol**

#### **Description and Responsibilities:**

The Police Patrol cost center provides law enforcement protection for the Township. It includes one (1) Patrol Sergeant, four (4) Police Corporals and twenty (20) Patrol Officers.

#### **2016 Accomplishments:**

1. Hired two (2) officers to replace officers that retired.

#### **2017 Goals:**

1. Identify, develop and train officers from this patrol group to specialize in traffic enforcement and criminal investigations.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	20	20	20	24	25
Part Time	0	0	0	0	0

## 2017 Annual Budget

### Police Patrol Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4112-4011</b>	Salaries-Uniform	1,784,824	1,784,824	2,097,272	1,576,460	2,213,415
Salaries for the Patrol Sergeant, four (4) Corporals and twenty (20) officers.						
<b>1000-4112-4016</b>	Overtime Uniform	128,547	128,547	158,400	118,264	120,000
Meet minimum staffing of at least 3 officers. Late calls and arrests.						
<b>1000-4112-4021</b>	Social Security Tax	119,105	119,105	149,177	105,721	156,668
The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.						
<b>1000-4112-4022</b>	Medicare	27,967	27,967	34,888	24,725	36,640
The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.						
<b>1000-4112-4023</b>	Workers Comp	93,207	93,207	112,856	91,187	144,087
Workers' Compensation insurance for employees.						
<b>1000-4112-4032</b>	Longevity	30,953	30,953	41,483	38,088	37,289
Longevity payments to uniformed employees as per the Collective Bargaining Agreement.						
<b>1000-4112-4033</b>	Court And Hearing Pay	27,898	27,898	34,000	41,952	35,000
Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.						
<b>1000-4112-4034</b>	Holiday Pay	56,688	56,688	108,924	29,781	111,200
Holiday pay for uniformed employees as per the Collective Bargaining Agreement.						
<b>1000-4112-4051</b>	Hospitalization	364,337	364,337	449,552	308,130	470,475
Medical Insurance costs for full time employees.						
<b>1000-4112-4052</b>	Vision Insurance	2,699	2,699	3,132	2,334	3,275
Vision Insurance costs for full time employees.						
<b>1000-4112-4053</b>	Dental Insurance	17,959	17,959	19,892	15,731	20,820
Dental Insurance costs for full time employees.						
<b>1000-4112-4055</b>	Disability Insurance	3,556	3,556	6,256	3,011	6,570
Long term disability insurance costs for full time employees.						
<b>1000-4112-4057</b>	Life Insurance	4,532	4,532	5,904	3,779	6,150
Life Insurance costs for full time employees.						
<b>1000-4112-5353</b>	Employee Meeting /Confer	-	-	800	-	800
Costs associated for Township and employee expenses for conducting or attending meetings in house or off site.						
<b>1000-4112-5354</b>	Employee Training	2,120	2,120	8,000	7,424	17,000



## 2017 Annual Budget

### Police Patrol Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
Costs associated with employee training and conferences. Officers will be required to attend ERDT (Emergency Response Driver's Training) in 2017 with an expected cost of \$400.00 per officer.						
<b>1000-4112-5355</b>	Employee Career Devel	-	-	-	-	5,000
College tuition reimbursement. One officer is expected to utilize this benefit in 2017.						
<b>1000-4112-5356</b>	Employee Dues/Members	40	40	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.						
<b>1000-4112-5357</b>	Clothing	28,592	28,592	29,500	17,442	32,400
Funds \$700.00 per year per officer for clothing allowance per the Collective Bargaining Agreement which expires at the end of 2016. Funds the replacement of protective bulletproof vest every five (5) years at an estimated cost of \$900.00 per vest. Funds the purchase of uniforms and equipment for new hires, both full-time and part-time.						
<b>Total</b>		<b>2,693,023</b>	<b>2,693,023</b>	<b>3,260,286</b>	<b>2,384,030</b>	<b>3,417,039</b>





## 2017 Annual Budget

### **Department: Police Traffic**

#### **Description and Responsibilities:**

The Police Traffic cost center provides funding to support the Traffic Enforcement Unit.

#### **2016 Accomplishments:**

1. The traffic unit was suspended in 2016 due to low staffing levels.

#### **2017 Goals:**

1. Identify, develop and train officer(s) to participate in this unit.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	4	4	4	1	1
Part Time	0	0	0	0	0

## 2017 Annual Budget

### Police Traffic Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4113-4011</b>	Salaries-Uniform	349,273	349,273	91,159	85,980	64,532
	Salary for 1 officer.					
<b>1000-4113-4016</b>	Overtime Uniform	25,408	25,408	20,000	5,983	7,500
	Meet minimum staffing of at least 3 officers. Late calls ,arrests, crash reconstruction.					
<b>1000-4113-4021</b>	Social Security Tax	23,517	23,517	6,531	5,807	4,620
	The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.					
<b>1000-4113-4022</b>	Medicare	5,500	5,500	1,528	1,358	1,080
	The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.					
<b>1000-4113-4023</b>	Workers Comp	12,487	12,487	4,941	3,992	4,249
	Workers' Compensation insurance for employees.					
<b>1000-4113-4032</b>	Longevity	6,967	6,967	2,824	2,824	-
	Longevity payments to uniformed employees as per the Collective Bargaining Agreement.					
<b>1000-4113-4033</b>	Court And Hearing Pay	7,646	7,646	10,000	809	2,000
	Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.					
<b>1000-4113-4034</b>	Holiday Pay	16,296	16,296	3,364	2,579	3,381
	Holiday pay for uniformed employees as per the Collective Bargaining Agreement.					
<b>1000-4113-4051</b>	Hospitalization	56,832	56,832	23,881	19,104	20,923
	Medical Insurance costs for full time employees.					
<b>1000-4113-4052</b>	Vision Insurance	408	408	143	345	143
	Vision Insurance costs for full time employees.					
<b>1000-4113-4053</b>	Dental Insurance	2,520	2,520	928	2,195	928
	Dental Insurance costs for full time employees.					
<b>1000-4113-4055</b>	Disability Insurance	334	334	274	149	194
	Long term disability insurance costs for full time employees.					
<b>1000-4113-4057</b>	Life Insurance	410	410	246	171	246
	Life Insurance costs for full time employees.					
<b>1000-4113-5353</b>	Employee Meeting /Confer	-	-	200	-	200
	Costs associated with Township and employee expenses for conducting or attending meetings in house or off site.					
<b>1000-4113-5354</b>	Employee Training	89	89	3,000	-	1,500



## 2017 Annual Budget

### Police Traffic Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
Costs associated with employee training and conferences.						
<b>1000-4113-5356</b>	Employee Dues/Members	150	150	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.						
<b>1000-4113-5357</b>	Clothing	3,961	3,961	1,400	1,680	900
Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officers per the Collective Bargaining Agreement (1 officer) which expires in 2016. Funds replacement of protective vests every 5 years, estimated cost \$900.00 per vest.						
<b>Total</b>		<b>511,801</b>	<b>511,801</b>	<b>170,669</b>	<b>132,977</b>	<b>112,646</b>



**Department: Police Investigations**

**Description and Responsibilities:**

The Police Investigations cost center provides investigative services to the Township.

**2016 Accomplishments:**

1. There is currently one (1) Detective Sergeant working investigations.
2. One (1) officer trained in Cellebrite Mobile Forensics.

**2017 Goals:**

1. Promote one (1) officer from current patrol staff to the position of Detective.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	2	2	2	1	2
Part Time	0	0	0	0	0



## 2017 Annual Budget

### Police Investigations Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4114-4011</b>	Salaries-Uniform	92,406	92,406	91,159	75,791	159,880
	Salary for 2 officers.					
<b>1000-4114-4016</b>	Overtime Uniform	20,776	20,776	20,000	16,600	20,000
	Late calls, arrests, and investigations.					
<b>1000-4114-4021</b>	Social Security Tax	7,123	7,123	6,580	6,091	11,399
	The employer share of FICA is based on 6.2% of all salary/ wages/overtime for employees.					
<b>1000-4114-4022</b>	Medicare	1,806	1,806	1,539	1,424	2,666
	The employer share of Medicare is based on 1.45% of all salaries/wages/overtime for employees.					
<b>1000-4114-4023</b>	Workers Comp	4,482	4,482	4,978	4,022	10,483
	Workers' Compensation insurance for employees.					
<b>1000-4114-4032</b>	Longevity	1,662	1,662	1,928	1,928	2,216
	Longevity payments to uniformed employees as per the Collective Bargaining Agreement.					
<b>1000-4114-4033</b>	Court And Hearing Pay	7,937	7,937	7,000	3,460	5,500
	Overtime for required court appearance while off-duty. Minimum of 3 hours as per the Collective Bargaining Agreement.					
<b>1000-4114-4034</b>	Holiday Pay	2,103	2,103	5,046	1,293	8,553
	Holiday pay for uniformed employees as per the Collective Bargaining agreement.					
<b>1000-4114-4051</b>	Hospitalization	22,090	22,090	23,881	19,056	44,804
	Medical Insurance costs for full time employees.					
<b>1000-4114-4052</b>	Vision Insurance	139	139	143	127	286
	Vision Insurance costs for full time employees.					
<b>1000-4114-4053</b>	Dental Insurance	928	928	928	850	1,856
	Dental Insurance costs for full time employees.					
<b>1000-4114-4055</b>	Disability Insurance	171	171	276	149	478
	Long term disability insurance costs for full time employees.					
<b>1000-4114-4057</b>	Life Insurance	205	205	246	171	492
	Life Insurance costs for full time employees.					
<b>1000-4114-5312</b>	Cell Phones	1,320	1,320	2,000	1,150	2,000
	Costs associated with cellular phone service.					
<b>1000-4114-5353</b>	Employee Meeting /Confer	-	-	100	-	100



## 2017 Annual Budget

### Police Investigations Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
Costs associated with Township and employee expenses for conducting or attending meetings in-house or off site.						
<b>1000-4114-5354</b>	Employee Training	325	325	2,500	1,925	2,500
Costs associated with employee training and conferences.						
<b>1000-4114-5356</b>	Employee Dues/Members	205	205	200	-	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.						
<b>1000-4114-5357</b>	Clothing	1,080	1,080	700	438	1,800
Costs associated with clothing reimbursement and uniforms. Funds \$700.00 per year for officers (2 officers) clothing allowance per the current Collective Bargaining Agreement which expires in 2016. Funds replacement of protective vest every 5 years (\$900.00).						
<b>Total</b>		<b>164,757</b>	<b>164,757</b>	<b>169,204</b>	<b>134,477</b>	<b>275,213</b>



## 2017 Annual Budget

### **Department: Police Fleet**

#### **Description and Responsibilities:**

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

#### **2016 Accomplishments:**

1. Purchased one (1) SUV and one (1) sedan to replace aging patrol cars.

#### **2017 Goals:**

1. Replace two (2) police vehicles that meet requirements for replacement.

#### **2017 Budget Highlights:**

1. Two (2) vehicles meet the requirements for replacement in 2017.



## 2017 Annual Budget

### Police Fleet Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4115-5122</b>	Repair Maint Vehicles	32,378	32,378	30,000	31,731	30,500
Car washing fees, sirens and emergency light system repairs, maintenance not performed by Public Works, parts and supplies.						
<b>1000-4115-5364</b>	Fuel	48,229	48,229	75,000	29,119	70,000
Cost for police fuel.						
<b>1000-4115-6122</b>	Fleet Replacement	113,678	113,678	83,500	71,332	86,500
Funding used to replace police vehicles and equipment. Fleet replacement is determined by a point system utilized by Public Works. It is projected that two (2) police vehicles will be replaced in 2017. One (1) marked SUV and one (1) marked sedan.						
<b>Total</b>		<b>194,284</b>	<b>194,284</b>	<b>188,500</b>	<b>132,183</b>	<b>187,000</b>





## 2017 Annual Budget

**Department: Animal Service**

**Description and Responsibilities:**

Pays for contracted animal control provided by Animal Control Services.



## 2017 Annual Budget

### Animal Service Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4120-5111</b>	Professional Services	13,000	13,000	14,000	9,000	14,000
Pays for animal control services provided by Animal Control Services.						
	<b>Total</b>	<b>13,000</b>	<b>13,000</b>	<b>14,000</b>	<b>9,000</b>	<b>14,000</b>



## 2017 Annual Budget

### **Department: Fire Police**

#### **Description and Responsibilities:**

This cost center pays for uniforms and supplies for the Cranberry Township Volunteer Fire Company Fire Police.

#### **2016 Accomplishments:**

1. There are seven (7) members of the Fire Police.

#### **2017 Goals:**

1. Continue recruitment and retention efforts for the Fire Police.



## 2017 Annual Budget

### Fire Police Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4130-5004</b>	Materials And Supplies	5,212	5,212	5,500	720	5,000
Pays for uniforms and supplies for the Fire Police. Current membership is seven (7) fire police officers.						
<b>Total</b>		<b>5,212</b>	<b>5,212</b>	<b>5,500</b>	<b>720</b>	<b>5,000</b>



## 2017 Annual Budget

### **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.

#### **2016 Accomplishments:**

1. Conducted three (3) firearms trainings.

#### **2017 Goals:**

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

#### **2017 Budget Highlights:**

1. No cost increase expected in 2017.



## 2017 Annual Budget

### Firing Range Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4140-5004</b>	Materials And Supplies	12,000	12,000	12,000	10,451	12,000
Includes ammunition for three yearly training, qualification, and nonlethal munitions training. Pays for range upkeep, targets, cleaning supplies and targeting systems.						
	<b>Total</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>10,451</b>	<b>12,000</b>



## 2017 Annual Budget

### **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.

#### **2016 Accomplishments:**

1. Maintained current Emergency Operations Center contact lists and operational checklists.
2. Representatives attended the required Butler County Emergency Management trainings.
3. The Butler County Emergency Operation Plan was adopted by the Board of Supervisors along with Cranberry Township's supplement to the Butler County Plan.
4. Jeff Schueler participated in the semiannual 2016 First Energy's Beaver Valley Nuclear Power Station drill as a member of the Butler County Emergency Management team.

#### **2017 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.
4. Keep the Emergency Management Coordinator updated on issues that effect the department.

#### **2017 Budget Highlights:**

No change.



## 2017 Annual Budget

### Emergency Management Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4150-5004</b>	Materials And Supplies	48	48	300	-	300
Materials and supplies for the Emergency Operations Center.						
<b>1000-4150-5370</b>	Minor Equipment/Furniture	-	-	1,000	201	1,000
Pays expenses related to the operation of emergency radios and the Emergency Operations Center.						
<b>Total</b>		<b>48</b>	<b>48</b>	<b>1,300</b>	<b>201</b>	<b>1,300</b>





## 2017 Annual Budget

### **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).



## 2017 Annual Budget

### Fire Protection Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4230-4023</b>	Workers Comp	34,544	34,544	40,500	34,799	40,000
Volunteer Fire Company insurance premium.						
<b>1000-4230-5220</b>	General Services Intragov	237,526	237,526	235,000	239,487	238,000
Transfer of intergovernmental aid to volunteer fire dept. (Relief Assoc.)						
<b>1000-4230-5230</b>	Information Tech Svs	25,000	25,000	25,000	25,000	25,000
Cost of IT support from the Township.						
<b>1000-4230-5332</b>	Equipment Leases	476	476	476	402	476
2 hydrants @ 238 ea. (rental from West View Water)						
<b>Total</b>		<b>297,546</b>	<b>297,546</b>	<b>300,976</b>	<b>299,688</b>	<b>303,476</b>



## 2017 Annual Budget

### **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.

#### **2016 Accomplishments:**

1. The Director of Public Safety continued to participate in the strategic planning process with Cranberry Township Emergency Medical Service.
2. Continued a close working relationship with Cranberry Township Emergency Medical Service.
3. Cranberry EMS conducted Narcan training for all police officers.
4. Cranberry EMS had 5 staff members trained in bicycle-handling and riding skills.

#### **2017 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 in the Strategic Planning process.

#### **2017 Budget Highlights:**

1. Continue contributing funds for fuel to Cranberry Township EMS. No cost increase for 2017.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	11	18	18	18	18
Part Time	29	34	34	34	20



## 2017 Annual Budget

### Ambulance Operations Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-4310-4023</b>	Workers Comp	2,328	2,328	2,552	2,062	2,500
Workers' Compension insurance costs for volunteers.						
<b>1000-4310-5134</b>	Other Services/Fees	-	-	500	-	500
Pays for mandatory hepatitis testing for new volunteer positions.						
<b>1000-4310-5364</b>	Fuel	18,057	18,057	20,000	12,050	20,000
Provides fuel assistance to the Cranberry Township EMS.						
<b>Total</b>		<b>20,385</b>	<b>20,385</b>	<b>23,052</b>	<b>14,112</b>	<b>23,000</b>



# 2017 Annual Budget

## **Department: Snow Removal**

### **Description and Responsibilities:**

The Public Works Department performs snow removal and de-icing on over 132 centerline miles of Township roads including over 310 cul-de-sacs and all Township parking lots, public trails and sidewalks. We not only manufacture salt brine for use on our own township roads, we manufacture and sell salt brine to neighboring communities that do not have the infrastructure to manufacture it themselves.

### **2016 Accomplishments:**

1. Continued utilizing rock salt purchasing contracts.
2. Implemented salt brine production technology with the goal of reducing the amount of road salt used.
3. Managed use of anti-skid more frequently for ice storms.
4. Continued with our inter-municipal sales agreements for salt brine and blend products.
5. \$100,000 under budget with a full salt shed at the end of winter.
6. Conducted inaugural snow plow rodeo with plow operators.

### **2017 Goals:**

1. Continue to utilize high efficient salt blowers for stock piling material in storage barn.
2. Utilize route and material software and hardware to increase route and operator efficiency.
3. Continue cross training of management staff for coverage of storms.
4. Continue anti-icing technology prior to the winter storm event.

### **2017 Budget Highlights:**

1. Utilizing dual source supply contract with both SHACOG and COSTARS.
2. Winter service agreement revenue has increased.
3. 2 new employees for Streets & Grounds divisions trained for winter maintenance.
4. Purchase additional 10,000 gallon salt brine storage tank.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	14	14	15	15	16
Part Time	0	0	0	0	0



## 2017 Annual Budget

### Snow Removal Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5110-4010</b>	Salaries-Fulltime	70,648	70,648	50,000	35,972	50,000
<b>1000-5110-4015</b>	Overtime	98,830	98,830	50,000	40,090	50,000
<b>1000-5110-4021</b>	Social Security Tax	10,278	10,278	6,200	4,594	6,200
<b>1000-5110-4022</b>	Medicare	2,404	2,404	1,450	1,074	1,450
<b>1000-5110-4041</b>	Pension Non Uniform	8,474	8,474	5,000	3,803	5,000
<b>1000-5110-4054</b>	457 Contributions	8,474	8,474	5,000	3,803	5,000
<b>1000-5110-5004</b>	Materials And Supplies	12,953	12,953	30,000	930	30,750
Cost associated with winter maintenance equipment and miscellaneous expense.						
<b>1000-5110-5111</b>	Professional Services	20,662	20,662	15,000	7,480	15,375
Monthly svc fee for GPS tracking snow routes, equip repair outsourcing						
<b>1000-5110-5121</b>	Repair Maint Equipment	20,508	20,508	12,000	5,968	12,300
Costs associated with repair and maintenance of equipment.						
<b>1000-5110-5323</b>	Water	316	316	-	271	-
<b>1000-5110-5354</b>	Employee Training	-	-	3,000	-	3,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
<b>1000-5110-5365</b>	Salt And Anti Skids	422,501	422,501	397,918	297,234	410,000
Cost for Rock Salt and antiskid for Winter Maintenance						
<b>1000-5110-6121</b>	Equipment	9,913	9,913	10,000	-	10,250
Purchase a second anti-icing unit for winter maint.						
<b>Total</b>		<b>685,961</b>	<b>685,961</b>	<b>585,568</b>	<b>401,219</b>	<b>599,325</b>



# 2017 Annual Budget

**Department: Traff,Sig,Signs,Comm**

**Description and Responsibilities:**

The Traffic Signal division undertakes the operational and maintenance responsibility of Township owned traffic signals, warning flashers, school zones and street signs. Also maintained by this division is 24 hour communications infrastructure such as fiber optics, broadband radio and 2-way radio communication equipment. We also maintain electrical infrastructure related to power metering, energy efficiency, street lights and building power systems. Currently we also maintain inter-municipal traffic signal maintenance agreements with Seven Fields Borough, Adams Township and Marshall Township.

**2016 Accomplishments:**

1. Utilized grant funding to install additional non-invasive detection platforms.
2. Activated adaptive traffic operations on the Rochester Rd corridor to provide efficiency.
3. Designed, engineered and installed an ethernet based radio link to connect the remote North Water Tank site to the Township data infrastructure.

**2017 Goals:**

1. Continue to expand our adaptive operations platform to include our east/west corridor.
2. Fulfill the federal sign retroreflectivity requirements through-out the Township.

**2017 Budget Highlights:**

1. Continue to provide efficient operations of the traffic signals to minimize travel delays.
2. Provide cutting edge technology updates as available utilizing grant funds to minimize the financial impact.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	2	2	3	3	3
Part Time	1	1	1	1	1

## 2017 Annual Budget

### Traffic Signals & Communic Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5120-4010</b>	Salaries-Fulltime	266,317	266,317	302,338	233,581	300,422
<b>1000-5120-4012</b>	Salaries-Part Time	1,716	1,716	8,000	-	8,420
<b>1000-5120-4015</b>	Overtime	12,084	12,084	12,000	6,139	12,000
<b>1000-5120-4021</b>	Social Security Tax	16,872	16,872	20,198	14,400	20,079
<b>1000-5120-4022</b>	Medicare	3,946	3,946	4,724	3,368	4,696
<b>1000-5120-4023</b>	Workers Comp	13,199	13,199	14,034	11,339	16,951
<b>1000-5120-4041</b>	Pension Non Uniform	13,915	13,915	15,868	11,984	15,772
<b>1000-5120-4051</b>	Hospitalization	77,939	77,939	83,241	79,640	102,581
<b>1000-5120-4052</b>	Vision Insurance	532	532	664	483	633
<b>1000-5120-4053</b>	Dental Insurance	3,473	3,473	4,309	3,731	4,012
<b>1000-5120-4054</b>	457 Contributions	12,956	12,956	15,868	11,578	15,772
<b>1000-5120-4055</b>	Disablity Insurance	498	498	825	480	820
<b>1000-5120-4057</b>	Life Insurance	587	587	1,790	618	1,779
<b>1000-5120-5001</b>	Office Supplies	532	532	500	546	500
<b>1000-5120-5004</b>	Materials And Supplies	40,770	40,770	53,000	41,978	60,000
Signal and communication supplies for maintenance and repairs						
<b>1000-5120-5007</b>	Safety Supplies	1,335	1,335	1,100	480	1,500
Safety supplies for traffic signal technicians includes vests, hard hats, reflective shirts and jackets.						
<b>1000-5120-5111</b>	Professional Services	7,676	7,676	5,500	6,439	6,000
Technical contractors for assort project work ; DPW Fleet Lighting; Muni Electrical Work						
<b>1000-5120-5121</b>	Repair Maint Equipment	3,756	3,756	4,000	3,841	5,000
Electronic equipment repairs not covered by warranties. PTZ Cameras; UPS						
<b>1000-5120-5122</b>	Repair Maint Vehicles	-	-	500	-	500
Annual Hydraulic inspection and associated testing						
<b>1000-5120-5123</b>	Repair Maint Facility Maint	83	83	500	-	1,000
TOC facility maintenance and repairs; Video Wall repairs						
<b>1000-5120-5124</b>	Maintenance Contracts	9,910	9,910	16,500	8,353	13,000
Contracted Services - Fiber locating; Community Park						
<b>1000-5120-5312</b>	Cell Phones	1,836	1,836	2,040	1,750	2,040





## 2017 Annual Budget

### Traffic Signals & Communic Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
Traffic Division Cell Phones						
<b>1000-5120-5321</b>	Electricity	35,605	35,605	30,000	26,751	30,000
Energy costs associated with traffic signal devices ;Additional Signals installed; Includes Luminaries and street lights						
<b>1000-5120-5354</b>	Employee Training	2,114	2,114	2,500	2,931	3,000
Technical Training/ Certification Maintenance; IMSA, ITE						
<b>1000-5120-5356</b>	Employee Dues/Members	363	363	500	75	500
<b>1000-5120-5357</b>	Clothing	103	103	250	83	250
seasonal t shirts						
<b>1000-5120-5361</b>	Postage And Shipping	109	109	250	116	250
Postage and shipping expenses related to electronic repairs						
<b>1000-5120-5364</b>	Fuel	3,149	3,149	3,500	1,398	3,500
<b>1000-5120-5367</b>	Signs	9,808	9,808	10,500	11,178	15,000
Infrastructure maintenance, replacement signs.						
<b>1000-5120-5370</b>	Minor Equipment/Furniture	-	-	1,000	-	500
<b>Total</b>		<b>541,180</b>	<b>541,180</b>	<b>615,999</b>	<b>483,260</b>	<b>646,477</b>



# 2017 Annual Budget

**Department: Storm Water**

**Description and Responsibilities:**

Storm water basin maintenance and repair. Priorities are those in anticipation of the annual resurfacing program, as well as, the MS4 Program recommendations.

**2016 Accomplishments:**

- 1. Completed basin repairs in advance of paving contract.
- 2. Completed over 160 basins this year.
- 3. Implemented repair and maintenance tracking for basins as part of MS4 program.

**2017 Goals:**

- 1. Complete basin repairs in advance of paving contract being let.
- 2. Create a video inspection program to capture pipe condition prior to the paving program. MS4 program benefits as well.

**2017 Budget Highlights:**

- 1. MS4 program goals of storm sewer mapping and inspections.
- 2. Purchase new asphalt plate compactor.
- 3. Following MS4 program mandates, increase in mowing and maintenance of facilities will impact this budget.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	2	2	2	2	2
Part Time	0	1	4	0	0



## 2017 Annual Budget

### Storm Water Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5131-4010</b>	Salaries-Fulltime	138,387	138,387	157,393	117,343	156,781
<b>1000-5131-4015</b>	Overtime	32	32	300	201	1,000
<b>1000-5131-4021</b>	Social Security Tax	8,361	8,361	10,355	7,120	10,317
<b>1000-5131-4022</b>	Medicare	1,955	1,955	2,422	1,665	2,413
<b>1000-5131-4023</b>	Workers Comp	6,961	6,961	7,371	5,956	8,927
<b>1000-5131-4041</b>	Pension Non Uniform	6,918	6,918	8,351	5,876	8,320
<b>1000-5131-4051</b>	Hospitalization	38,712	38,712	42,640	32,109	43,250
<b>1000-5131-4052</b>	Vision Insurance	281	281	290	259	268
<b>1000-5131-4053</b>	Dental Insurance	1,784	1,784	1,785	1,531	1,606
<b>1000-5131-4054</b>	457 Contributions	6,918	6,918	8,351	5,656	8,320
<b>1000-5131-4055</b>	Disablity Insurance	305	305	434	252	433
<b>1000-5131-4057</b>	Life Insurance	315	315	942	261	939
<b>1000-5131-5004</b>	Materials And Supplies	1,789	1,789	2,800	157	2,870
Materials and Supplies for Storm water						
<b>1000-5131-5007</b>	Safety Supplies	149	149	100	41	500
Safety Equipment such as vests, gloves, glasses						
<b>1000-5131-5111</b>	Professional Services	31,435	31,435	13,000	12,346	20,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Including basin cleaning, equip repairs outsourced						
<b>1000-5131-5121</b>	Repair Maint Equipment	803	803	600	737	1,000
Maint. and Repair of Equipment						
<b>1000-5131-5312</b>	Cell Phones	-	-	-	-	720
Crew Leader cell phone						
<b>1000-5131-5332</b>	Equipment Leases	-	-	-	-	500
Costs associated with leasing of equipment. Rental of equipment needed and not currently in fleet						
<b>1000-5131-5366</b>	Road Maintenance Supplies	111,504	111,504	55,000	91,171	58,000
Costs associated with the purchase of materials for road maintenance. Such as m-tops, stone, pipe and asphalt.						
<b>1000-5131-5367</b>	Signs	(3,748)	(3,748)	-	-	-
<b>1000-5131-5370</b>	Minor Equipment/Furniture	856	856	1,000	46	2,300



## 2017 Annual Budget

### Storm Water Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
	new equipment needed for finishing road repair paving projects, and various other construction projects. A new plate compactor is needed to replace the old worn out compactor.					
	<b>Total</b>	<b>353,717</b>	<b>353,717</b>	<b>313,134</b>	<b>282,727</b>	<b>328,464</b>



# 2017 Annual Budget

## **Department: Road Maintenance**

### **Description and Responsibilities:**

Construct capital projects and initiate repairs to roads on over 132 centerline miles of township roads.

### **2016 Accomplishments:**

1. Woodlawn Rd – completed 800 ft of roadway re-alignment & reconstruction including new road base, asphalt paved, and landscape restoration.
2. Marshall Rd - completed 2,280 ft of roadway widening, reconstruction, realignment. Asphalt paved and landscape restoration completed. Included removing guiderail at intersection of Goehring Rd to allow room for widening in this area.
3. Darlington Rd - Completed 2,000 ft of roadway widening, installed asphalt and sealcoated the section of widening.
4. Pennwood Place - completed 1,200 ft of road base repairs in advance of the Micro sealing project.
5. Old Rt 19 - replaced 200 ft of 30" storm sewer that collapsed alongside the roadway.
6. Replaced 300 ft of 15" storm sewer line along Greenbriar Dr prior to the road getting paved this year.
7. Instituted PASER rating system and RoadSoft Pavement Management Software to assist in evaluating the road system.

### **2017 Goals:**

1. Prepare list of roads for crack sealing, seal coating, micro sealing and paving program.
2. Complete all catch basin repairs and road base repairs prior to the resurfacing program.
3. Continue with Paser Rating system and fine tuning Roadsoft software package.

### **2017 Budget Highlights:**

1. Increase in material costs for road repairs will continue to impact this budget.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	4	8	8	8	8
Part Time	0	2	2	2	0



## 2017 Annual Budget

### Road Maintenance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5132-4010</b>	Salaries-Fulltime	303,666	303,666	333,166	261,871	335,871
<b>1000-5132-4012</b>	Salaries-Part Time	-	-	8,000	-	16,840
Two (2) seasonal employees Mar-Nov						
<b>1000-5132-4015</b>	Overtime	3,602	3,602	5,000	5,944	16,555
<b>1000-5132-4021</b>	Social Security Tax	18,698	18,698	22,727	16,312	22,894
<b>1000-5132-4022</b>	Medicare	4,373	4,373	5,315	3,815	5,354
<b>1000-5132-4023</b>	Workers Comp	14,625	14,625	15,491	12,517	18,965
<b>1000-5132-4041</b>	Pension Non Uniform	15,360	15,360	17,486	13,389	17,621
<b>1000-5132-4051</b>	Hospitalization	75,425	75,425	81,431	63,850	84,861
<b>1000-5132-4052</b>	Vision Insurance	648	648	626	569	632
<b>1000-5132-4053</b>	Dental Insurance	4,110	4,110	4,019	3,664	3,960
<b>1000-5132-4054</b>	457 Contributions	15,360	15,360	17,486	13,069	17,621
<b>1000-5132-4055</b>	Disability Insurance	649	649	909	545	916
<b>1000-5132-4057</b>	Life Insurance	797	797	1,972	672	1,988
<b>1000-5132-5001</b>	Office Supplies	82	82	-	30	3,000
Costs associated with the purchase of offices supplies and mailing out resident notices about road construction and paving projects.						
<b>1000-5132-5004</b>	Materials And Supplies	14,183	14,183	12,000	160	13,000
Cost associated with miscellaneous expenses: Materials and Supplies						
<b>1000-5132-5007</b>	Safety Supplies	584	584	500	376	1,000
Costs associated with the purchase of safety materials. Such as safety vests and safety glasses.						
<b>1000-5132-5111</b>	Professional Services	67,999	67,999	58,000	75,237	65,000
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract. Inspections, flagging, concrete work, tree work						
<b>1000-5132-5121</b>	Repair Maint Equipment	19,992	19,992	20,000	5,931	25,000
Costs associated with repair and maintenance of equipment. Repair and maintenance of road construction equipment						
<b>1000-5132-5312</b>	Cell Phones	3,660	3,660	3,120	2,840	2,400
Streets Mgr and 2 Crew Leaders						
<b>1000-5132-5332</b>	Equipment Leases	7,375	7,375	10,000	8,317	10,000
Costs associated with leasing of equipment.						



## 2017 Annual Budget

### Road Maintenance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5132-5354</b>	Employee Training	94	94	-	74	1,000
<b>1000-5132-5366</b>	Road Maintenance Supplies	133,915	133,915	180,000	111,503	180,000
Costs associated with the purchase of materials for road maintenance. Such as stone, pipe and asphalt.						
<b>1000-5132-5367</b>	Signs	(115)	(115)	-	-	-
<b>1000-5132-5370</b>	Minor Equipment/Furniture	6,796	6,796	2,500	899	2,500
Costs associated with the purchase of minor equipment and furniture.						
<b>1000-5132-6117</b>	Paving	470,410	470,410	450,000	482,346	450,000
Asphalt costs associated with the resurfacing program						
<b>Total</b>		<b>1,182,287</b>	<b>1,182,287</b>	<b>1,249,748</b>	<b>1,083,930</b>	<b>1,296,978</b>



**Department: Facility Maintenance**

**Description and Responsibilities:**

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

**2016 Accomplishments:**

1. Replaced HVAC units at the Treatment Plant Headworks buildings.
2. Installed new modular HVAC in Parks and Recreation Customer Service Area.
3. Installed a repurposed heat pump at Turfgrass Maintenance Building.
4. Installed new access control at several locations in Administration and reassigned doors.
5. Installed Fuel Force components at Turfgrass fuel station.
6. Painted main fuel station at Public Works.
7. Constructed and installed storage boards for Police Tahoe and Police Charger units.

**2017 Goals:**

1. Replace exterior doors at Public Works.
2. Improve security access at off-site water tanks.
3. Install fuel force at Graham Park DPW fuel station.
4. Exterior renovations to the Johnson School House.
5. Install new ventilation system at pool concession.
6. Install redundant AC at the NOC at Administration.
7. Convert Park Fire Station bay heat from electric to natural gas.

**2017 Budget Highlights:**

1. Refine facility maintenance budget with new facilities now in full operation.
2. Utilize building automation reporting to show utility usage and reduction efforts.
3. Evaluate submittals for treatment plant expansion with maintenance and operation of components a priority focus.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	3	3	3	3	3
Part Time	2	2	4	2	2





## 2017 Annual Budget

### Facility Maintenance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5140-4010</b>	Salaries-Fulltime	206,333	206,333	202,178	164,726	203,745
<b>1000-5140-4012</b>	Salaries-Part Time	19,761	19,761	11,500	14,723	20,000
part time seasonal help to perform labor tasks ie: roof and gutter cleaning, minor painting and unskilled work.						
<b>1000-5140-4015</b>	Overtime	5,039	5,039	5,500	2,703	6,000
Allowance for call in on weekends and after normal hours snow removal and building emergency calls. Figure has been reduced with the Manager on Call which provides for the assistance from other departments for after hour emergency calls.						
<b>1000-5140-4021</b>	Social Security Tax	13,918	13,918	13,654	10,949	13,751
<b>1000-5140-4022</b>	Medicare	3,255	3,255	3,193	2,561	3,216
<b>1000-5140-4023</b>	Workers Comp	8,862	8,862	9,376	7,576	11,476
<b>1000-5140-4041</b>	Pension Non Uniform	10,597	10,597	10,590	8,383	10,668
<b>1000-5140-4051</b>	Hospitalization	57,459	57,459	61,393	50,619	66,846
<b>1000-5140-4052</b>	Vision Insurance	498	498	421	361	421
<b>1000-5140-4053</b>	Dental Insurance	2,790	2,790	2,745	2,450	2,685
<b>1000-5140-4054</b>	457 Contributions	10,498	10,498	10,590	8,226	10,668
<b>1000-5140-4055</b>	Disablity Insurance	389	389	551	330	555
<b>1000-5140-4057</b>	Life Insurance	496	496	1,195	423	1,203
<b>1000-5140-5004</b>	Materials And Supplies	26,421	26,421	21,000	20,099	20,000
<b>1000-5140-5005</b>	Cleaning Supplies	12,367	12,367	11,500	9,780	12,500
Disposable paper products, hand towels, roll towels, toilet paper, trash liners, hand soaps restroom and kitchen supplies Departments included pre-school, golf course, turf grass, fire stations Parks, Plant . This year urinal floor mats to help with sanitation will be added.						
<b>1000-5140-5007</b>	Safety Supplies	334	334	500	696	750
Safety supplies for Facilities, New replacement body harness for both Techs.						
<b>1000-5140-5111</b>	Professional Services	30,078	30,078	20,000	36,492	32,000
<b>1000-5140-5123</b>	Repair Maint Facility Maint	21,853	21,853	10,000	35,103	20,000
<b>1000-5140-5124</b>	Maintenance Contracts	-	-	5,000	-	-
This account allows for contacted services that are under signed agreements.						
<b>1000-5140-5132</b>	Janitorial Services	108,819	108,819	128,500	88,595	131,700
This account allows for nightly cleaning six nights per/ week and day porter services Mon. thru Friday, six hours per/day.						



## 2017 Annual Budget

### Facility Maintenance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5140-5312</b>	Cell Phones	3,320	3,320	3,120	2,600	3,120
Facilities Mgr and 2 staff member.cell phone reimbursement for Facilityies Mngr. and maintenance techs.						
<b>1000-5140-5321</b>	Electricity	118,098	118,098	101,000	91,539	101,000
Electrical service for municipal building and complex						
<b>1000-5140-5322</b>	Natural Gas	35,904	35,904	38,550	25,431	32,900
Figures based on current projected actual billing of natural gas for heating and domestic hot water.						
<b>1000-5140-5323</b>	Water	5,877	5,877	5,195	3,964	4,730
Figure is based on actual billing plus a projected amount for the final quarter						
<b>1000-5140-5324</b>	Sewer	3,737	3,737	5,005	3,177	3,900
Figures are based on actual expense plus a projected amount for the last quarter.						
<b>1000-5140-5325</b>	Trash	-	-	500	-	-
Municipal building trash and recycling service through Vogel.* *does not include the cardboard recycling compactor						
<b>1000-5140-5332</b>	Equipment Leases	144	144	500	-	-
Allowance for leasing and rental of equipment not used regularly or presently owned by the township.						
<b>1000-5140-5354</b>	Employee Training	295	295	1,000	424	2,500
Employee training and certification classes for Metasys ( building automation )						
<b>1000-5140-5357</b>	Clothing	103	103	200	60	400
Uniform and boot allowance.						
<b>1000-5140-5364</b>	Fuel	2,106	2,106	3,500	7,310	2,100
Gasoline and diesel fuel for the Facilities sprinter, chevy van and Expedition. Based on actual expenses.						
<b>1000-5140-5370</b>	Minor Equipment/Furniture	2,509	2,509	2,000	2,049	2,000
<b>1000-5140-6123</b>	Furniture And Fixtures	52	52	-	-	-
<b>Total</b>		<b>711,913</b>	<b>711,913</b>	<b>689,956</b>	<b>601,348</b>	<b>720,834</b>



# 2017 Annual Budget

## **Department: Fleet Maintenance**

### **Description and Responsibilities:**

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

### **2016 Accomplishments:**

1. Utilized Munis along with our new fleet rating system to perform a detailed analysis for the Township wide vehicle replacement program.
2. Utilized online auctioning (Municibid) for vehicle and equipment disposal.
3. On-going training provided for new diagnostic software for Cummins engines. Maintained the COG's crack sealing unit throughout the rental season.
5. Upgraded undercarriage spray bar in wash bay for larger trucks utilizing the larger 2" water line for higher pressure and the salt neutralizing solution.
6. Recommended reassignment of three Township Jeeps to the meter reading division in place of proposed vehicle lease program.
7. Began out-sourcing the Police Department up-fits for new pursuit vehicles to Ibis-Tek after a lengthy review process was completed.

### **2017 Goals:**

1. Transfer three Jeeps to Sewer and Water meter reading program, several administration vehicles will be recommended for transfer to other divisions then replaced with newer units.
2. Continue with updates/training of mechanics on Tier 4 emission standards and monitor impact on vehicles and equipment.
3. Install and utilize wash off pad for mowers and trucks.
4. Graham Park fueling station added to enable preventive maintenance to be included into the Munis work order system.

### **2017 Budget Highlights:**

1. Study the effects of Tier 4 emissions on new diesel trucks and heavy equipment.
2. Study the effects of utilizing "second life" options for many current vehicles to show reduced downtime by eliminating older unsound vehicles from the fleet.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	3	3	3	3	3
Part Time	1.5	1	1	1	0



## 2017 Annual Budget

### Fleet Maintenance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5150-4010</b>	Salaries-Fulltime	111,314	111,314	113,019	94,625	116,094
<b>1000-5150-4012</b>	Salaries-Part Time	17,017	17,017	16,840	-	-
<b>1000-5150-4015</b> Overtime						
<b>1000-5150-4015</b>	Overtime	3,178	3,178	3,500	2,759	6,930
<b>1000-5150-4021</b>	Social Security Tax	8,006	8,006	8,481	5,899	8,672
<b>1000-5150-4022</b>	Medicare	1,872	1,872	1,983	1,380	2,028
<b>1000-5150-4023</b>	Workers Comp	4,942	4,942	5,351	4,324	6,658
<b>1000-5150-4041</b>	Pension Non Uniform	5,649	5,649	5,997	4,794	6,151
<b>1000-5150-4051</b>	Hospitalization	36,405	36,405	39,436	31,401	42,394
<b>1000-5150-4052</b>	Vision Insurance	249	249	257	229	257
<b>1000-5150-4053</b>	Dental Insurance	1,531	1,531	1,670	1,531	1,670
<b>1000-5150-4054</b>	457 Contributions	5,649	5,649	5,997	4,794	6,151
<b>1000-5150-4055</b>	Disablity Insurance	215	215	312	185	320
<b>1000-5150-4057</b>	Life Insurance	222	222	677	192	-
<b>1000-5150-5001</b>	Office Supplies	-	-	-	-	1,500
Costs associated with the purchase of offices supplies. Such as pens, paper, toner, business cards, letterhead and envelopes.						
<b>1000-5150-5002</b>	Subscriptions/Books	-	-	-	-	1,375
<b>1000-5150-5004</b>	Materials And Supplies	5,637	5,637	4,000	3,387	4,000
Cost associated with lubricants, tools and parts.						
<b>1000-5150-5007</b>	Safety Supplies	452	452	1,000	357	1,000
Costs associated with the purchase of safety materials.						
<b>1000-5150-5111</b>	Professional Services	18,952	18,952	26,000	17,291	26,650
Costs associated with specialized services provided by outside individuals, such as repair persons without a contract.						
<b>1000-5150-5121</b>	Repair Maint Equipment	235	235	-	408	-
<b>1000-5150-5122</b>	Repair Maint Vehicles	46,257	46,257	62,000	42,122	64,000
Costs associated with repair and maintenance of vehicles. Testing and parts for work completed on all twp vehicles with inhouse labor and resources.						
<b>1000-5150-5312</b>	Cell Phones	720	720	720	600	720
Crew Leader Mechanic						



## 2017 Annual Budget

### Fleet Maintenance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5150-5354</b>	Employee Training	60	60	1,000	64	1,000
Cost associated with employee training and conferences, such as safety training or seminars sponsored by outside sources.						
<b>1000-5150-5356</b>	Employee Dues/Members	188	188	250	-	250
Costs associated with dues and memberships.						
<b>1000-5150-5370</b>	Minor Equipment/Furniture	5,437	5,437	3,100	268	4,000
Cost for the purchase of minor equipment for the shop.						
<b>Total</b>		<b>274,187</b>	<b>274,187</b>	<b>301,590</b>	<b>216,610</b>	<b>301,820</b>



**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 services for special events.

**2016 Accomplishments:**

1. Renovation and laser leveling of three ballfields in-house.
2. Completion of finish grading and landscaping at Miracle Field playground.
3. Renovation of Reynold's property barn for use as grounds maintenance building.
4. Finish grading sod installation on 31,000 sq.ft. of lawn at the waterpark.
5. Installation of metal roofing on the Lion's shelter.

**2017 Goals:**

1. Landscape and site work associated with Graham Park Phase II.
2. Laser leveling and renovation of three ball fields in-house.
3. Irrigation controller upgrade at Graham Park.
4. Dog Park grading and ditch restoration.
5. Implementation of comprehensive equipment replacement program.

**2017 Budget Highlights:**

1. 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 upgrades to the Graham Park irrigation control system will mitigate untimely failures.
4. The ability to laser grade fields in-house will raise the quality of volunteer maintained sports surfaces.
5. Planned replacement and right-sizing of grounds equipment will improve efficiency and minimize downtime.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	6	6	6	6	6
Part Time	21	21	14	14	16



## 2017 Annual Budget

### Grounds Maintenance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5160-4010</b>	Salaries-Fulltime	233,626	233,626	252,494	203,247	246,017
<b>1000-5160-4012</b>	Salaries-Part Time	167,401	167,401	180,250	160,396	180,250
Seasonal labor: 12 FT March1 through November 30. 4 FT (summer only) May through August.						
<b>1000-5160-4015</b>	Overtime	9,671	9,671	12,500	11,136	11,935
OT for grounds personnel not including snow removal.						
<b>1000-5160-4021</b>	Social Security Tax	25,187	25,187	26,313	22,921	25,911
<b>1000-5160-4022</b>	Medicare	5,890	5,890	6,154	5,361	6,060
<b>1000-5160-4023</b>	Workers Comp	11,516	11,516	12,215	9,870	14,384
<b>1000-5160-4041</b>	Pension Non Uniform	12,079	12,079	13,221	10,544	12,898
<b>1000-5160-4051</b>	Hospitalization	49,163	49,163	55,196	43,762	63,393
<b>1000-5160-4052</b>	Vision Insurance	424	424	367	294	408
<b>1000-5160-4053</b>	Dental Insurance	2,335	2,335	2,429	1,975	2,429
<b>1000-5160-4054</b>	457 Contributions	12,079	12,079	13,221	9,972	12,898
<b>1000-5160-4055</b>	Disablity Insurance	491	491	688	414	671
<b>1000-5160-4057</b>	Life Insurance	622	622	1,491	526	1,455
<b>1000-5160-5004</b>	Materials And Supplies	38,342	38,342	37,000	23,210	42,000
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.						
<b>1000-5160-5005</b>	Cleaning Supplies	8,275	8,275	8,000	7,473	8,000
Janitorial and cleaning supplies for all parks including toiletries, disenfectants, paper products, trash liners.						
<b>1000-5160-5006</b>	Agricultural Supplies	78,797	78,797	82,500	91,158	94,000
All products related to turf and landscape plant maintenance programs: fertilizer, herbicide, fungicide, calcium, magnesium, seed, and spray adjuvants.						
<b>1000-5160-5007</b>	Safety Supplies	1,424	1,424	3,000	773	2,000
Gloves, hearing protection, eye protection, hard hats, vests, first aid supplies, PPE.						
<b>1000-5160-5111</b>	Professional Services	49,415	49,415	44,000	46,356	50,000
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.						
<b>1000-5160-5121</b>	Repair Maint Equipment	19,631	19,631	20,000	19,046	22,000
Parts and repairs for all parks power equipment.						
<b>1000-5160-5123</b>	Repair Maint Facility Maint	14,422	14,422	11,000	11,711	13,000



## 2017 Annual Budget

### Grounds Maintenance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
Repairs to parks structures and facilities including restrooms, storage buildings, shelters, amphitheatre, dog park, batting cages and site amenities.						
<b>1000-5160-5124</b>	Maintenance Contracts	-	-	1,000	-	-
Contracted services for repairs and maintenance on parks buildings and grounds including extermination, routine cleaning, mechanical maintenance.						
<b>1000-5160-5312</b>	Cell Phones	2,280	2,280	3,090	2,000	2,400
Reimbursement of manager and 2 crew leaders for cell phones.						
<b>1000-5160-5321</b>	Electricity	85,380	85,380	66,400	65,173	85,000
All electric in parks that is NOT reimbursed through athletic associations.						
<b>1000-5160-5323</b>	Water	6,698	6,698	7,000	7,041	7,000
All water for facilities in parks.						
<b>1000-5160-5324</b>	Sewer	4,282	4,282	3,500	5,203	4,500
Sanitary sewer service for all park facilities.						
<b>1000-5160-5325</b>	Trash	420	420	500	-	500
Trash removal service for special projects within parks.						
<b>1000-5160-5332</b>	Equipment Leases	6,597	6,597	8,000	8,842	10,000
Cart lease and landscape implements like chipper, stump grinder, and high lifts.						
<b>1000-5160-5354</b>	Employee Training	2,553	2,553	2,000	1,811	4,000
Continuing education for pesticide application and pool chemical handling licensing.						
<b>1000-5160-5357</b>	Clothing	1,317	1,317	2,000	797	2,000
T-shirts and jackets for seasonal and FT employees.						
<b>1000-5160-5370</b>	Minor Equipment/Furniture	15,438	15,438	17,000	12,815	17,000
Small equipment like string trimmers, backpack blowers, and push mowers. Includes attachments for the Ventrac and other power units for snow removal.						
<b>Total</b>		<b>865,755</b>	<b>865,755</b>	<b>892,529</b>	<b>783,827</b>	<b>942,109</b>





# 2017 Annual Budget

## **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.

### **2016 Accomplishments:**

1. Negotiated new Demand Response Program contract and realized revenue from program.
2. Street tree pruning program continued success.
3. Initiated Rt 19 clean up and initiated concrete island spraying.

### **2017 Goals:**

1. Expand spraying program to include 228 planted islands.
2. Reinvigorate attention to safety within all divisions with a goal of "0" lost time accidents.
3. Transition turf grass labor personnel to facility projects in off season.

### **2017 Budget Highlights:**

1. Concrete Island spraying contract.
2. Public Works administrative office updates.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	4	4	4	4	4
Part Time	0	0	0	0	0



## 2017 Annual Budget

### Pw Administration Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5170-4010</b>	Salaries-Fulltime	101,112	101,112	106,721	88,222	110,206
<b>1000-5170-4015</b>	Overtime	380	380	500	-	1,000
<b>1000-5170-4021</b>	Social Security Tax	6,294	6,294	6,617	5,313	6,833
<b>1000-5170-4022</b>	Medicare	1,472	1,472	1,547	1,242	1,598
<b>1000-5170-4023</b>	Workers Comp	3,172	3,172	3,313	2,677	4,169
<b>1000-5170-4041</b>	Pension Non Uniform	5,497	5,497	5,336	4,411	5,510
<b>1000-5170-4051</b>	Hospitalization	16,677	16,677	18,359	13,760	28,352
<b>1000-5170-4052</b>	Vision Insurance	173	173	213	159	213
<b>1000-5170-4053</b>	Dental Insurance	862	862	1,029	790	1,327
<b>1000-5170-4054</b>	457 Contributions	5,046	5,046	5,336	3,818	5,510
<b>1000-5170-4055</b>	Disability Insurance	165	165	277	141	287
<b>1000-5170-4057</b>	Life Insurance	340	340	602	290	622
<b>1000-5170-5001</b>	Office Supplies	1,761	1,761	3,500	1,653	3,500
<b>1000-5170-5004</b>	Materials And Supplies	5,467	5,467	5,000	14,064	7,500
<b>1000-5170-5005</b>	Cleaning Supplies	2,921	2,921	2,500	2,629	2,500
<b>1000-5170-5007</b>	Safety Supplies	618	618	6,500	577	6,500
<b>1000-5170-5111</b>	Professional Services	14,873	14,873	18,000	27,116	40,000
<b>1000-5170-5121</b>	Repair Maint Equipment	17	17	-	-	-
<b>1000-5170-5123</b>	Repair Maint Facility Maint	1,717	1,717	6,000	3,027	7,500
<b>1000-5170-5124</b>	Maintenance Contracts	-	-	4,000	1,925	4,000
<b>1000-5170-5132</b>	Janitorial Services	6,218	6,218	7,000	4,250	7,000
<b>1000-5170-5230</b>	Information Tech Svs	129,000	129,000	133,000	133,000	135,000
<b>1000-5170-5312</b>	Cell Phones	1,880	1,880	1,680	1,400	1,680
Director cell reimbursement						
<b>1000-5170-5321</b>	Electricity	24,728	24,728	25,000	17,105	25,000
<b>1000-5170-5322</b>	Natural Gas	24,861	24,861	11,000	9,064	11,000
<b>1000-5170-5323</b>	Water	1,481	1,481	1,500	1,058	1,500
<b>1000-5170-5324</b>	Sewer	1,123	1,123	1,400	790	1,400
<b>1000-5170-5353</b>	Employee Meeting /Confer	801	801	3,000	1,299	4,000



## 2017 Annual Budget

### Pw Administration Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5170-5354</b>	Employee Training	2,192	2,192	3,500	2,066	3,500
<b>1000-5170-5356</b>	Employee Dues/Members	389	389	700	239	700
<b>1000-5170-5357</b>	Clothing	9,728	9,728	10,000	9,607	10,000
<b>1000-5170-5364</b>	Fuel	61,802	61,802	95,000	42,792	95,000
<b>1000-5170-5370</b>	Minor Equipment/Furniture	7,386	7,386	10,000	488	10,000
Office renovation to Public Works admin.						
<b>Total</b>		<b>440,153</b>	<b>440,153</b>	<b>498,130</b>	<b>394,972</b>	<b>542,907</b>



## 2017 Annual Budget

### **Department: Engineering Contract Administration**

#### **Description and Responsibilities:**

The Engineering Department provides support in plan design, preparation of 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.

#### **2016 Accomplishments:**

1. Successfully bid the BCWPCF project, hired a construction management team, and began construction
2. North Boundary Waterpark improvements completed.
3. Coordinated Graham Park playground installation.
4. Completed the resignalization of Freedom Road and Valley Forge Drive.
5. Completed Phase 2 of the Brush Creek Trail.
6. Selected consultant for Final Design of the MSA Thruway and completed 45% of the design.
7. Completed preliminary design of Freedom Road and Sun Valley stormwater upgrades projects.
8. Completed North Boundary Roundabout project.

#### **2017 Goals:**

1. Brush Creek Water Pollution Control Facility- Successfully manage year two of construction.
2. Complete Construction of North Boundary Road Phase 2.
3. Complete Final Design of MSA Thruway and begin utility relocation.
4. Complete plans and construct Freedom Road and Sun Valley Stormwater Upgrades.
5. Route 228 EB Lane addition. Complete design and begin right of way acquisition.
6. Complete design of upgrades at Route 19 and Rochester Road.
7. Complete design of upgrades at Route 19 and Brandt Drive.
8. Construct Graham Park Phase 2 infrastructure.

#### **2017 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.
2. One regular part time employee was changed to full time status.

Staffing Levels	2013	2014	2015	2016	2017
Full Time	5	5	5	5	7
Part Time	3	3	3	2	1

## 2017 Annual Budget

### Engineering Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5210-4010</b>	Salaries-Fulltime	67,015	67,015	68,768	60,259	100,217
<b>1000-5210-4012</b>	Salaries-Part Time	16,276	16,276	18,024	10,606	9,000
<b>1000-5210-4015</b>	Overtime	12	12	125	75	225
<b>1000-5210-4021</b>	Social Security Tax	4,973	4,973	5,389	4,142	6,785
<b>1000-5210-4022</b>	Medicare	1,163	1,163	1,260	968	1,587
<b>1000-5210-4023</b>	Workers Comp	497	497	530	428	793
<b>1000-5210-4041</b>	Pension Non Uniform	3,351	3,351	3,445	2,998	5,022
<b>1000-5210-4051</b>	Hospitalization	18,622	18,622	18,911	17,079	28,232
<b>1000-5210-4052</b>	Vision Insurance	139	139	143	132	207
<b>1000-5210-4053</b>	Dental Insurance	928	928	928	924	1,346
<b>1000-5210-4054</b>	457 Contributions	3,351	3,351	3,445	2,900	5,022
<b>1000-5210-4055</b>	Disablity Insurance	172	172	179	124	261
<b>1000-5210-4057</b>	Life Insurance	328	328	389	264	566
<b>1000-5210-5001</b>	Office Supplies	515	515	800	721	800
This includes office supplies for Engineering Department operations.						
<b>1000-5210-5004</b>	Materials And Supplies	2,419	2,419	3,950	2,550	4,000
This line item is for miscellaneous equipment necessary for the Engineering Department operations. A focus of this line item in the 2016 budget is the data package to support the Township's portable speed sign program.						
<b>1000-5210-5007</b>	Safety Supplies	904	904	1,000	382	1,000
This line item is for miscellaneous safety supplies for the Engineering Department. Additionally, this line item provides support for the Health and Safety Committee.						
<b>1000-5210-5111</b>	Professional Services	87,993	87,993	73,500	38,891	45,000
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, and engineering design contracts. Highlights of this line item include engineering for PennDOT ECMS Support, the design of Freshcorn Road, Woodlawn Road, and Hope Road.						
<b>1000-5210-5133</b>	Legal Services	1,350	1,350	1,000	64	1,000
This line item includes legal consulting fees.						
<b>1000-5210-5134</b>	Other Services/Fees	44	44	300	-	-
<b>1000-5210-5230</b>	Information Tech Svs	54,000	54,000	55,500	55,500	56,000
Costs associated with IT support for Engineering Department operations.						
<b>1000-5210-5312</b>	Cell Phones	5,080	5,080	4,940	4,150	5,000
This line item includes cell phone reimbursement costs. Increase from 2016 is for the addition of the Construction Inspection Coordinator.						



## 2017 Annual Budget

### Engineering Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5210-5354</b>	Employee Training	1,222	1,222	4,500	1,513	4,500
This line item includes various employee training.						
<b>1000-5210-5356</b>	Employee Dues/Members	708	708	550	623	650
This line item includes membership dues to professional societies.						
<b>1000-5210-5364</b>	Fuel	10	10	2,800	-	2,800
This line item is for fuel for the administrative fleet vehicles.						
<b>1000-5210-6123</b>	Furniture And Fixtures	-	-	-	-	1,000
This line item includes furnishings and fixtures for the Engineering Department.						
<b>Total</b>		<b>271,071</b>	<b>271,071</b>	<b>270,376</b>	<b>205,295</b>	<b>281,013</b>



## 2017 Annual Budget

### **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.

#### **2016 Accomplishments:**

1. Provided design review to support all land development applications.
2. Ensured that all land developments meet Cranberry Township standards.

#### **2017 Goals:**

1. Provide accurate and timely reviews to support land development process.

#### **2017 Budget Highlights:**

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



## 2017 Annual Budget

### Engineering Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5220-4010</b>	Salaries-Fulltime	57,373	57,373	57,672	62,516	113,153
A major budget impact item is the addition of one full time employee to the Engineering and Environmental Services Department.						
<b>1000-5220-4012</b>	Salaries-Part Time	32,913	32,913	27,073	22,236	-
<b>1000-5220-4021</b>	Social Security Tax	5,346	5,346	5,254	5,001	7,015
<b>1000-5220-4022</b>	Medicare	1,250	1,250	1,229	1,170	1,641
<b>1000-5220-4023</b>	Workers Comp	534	534	570	461	883
<b>1000-5220-4041</b>	Pension Non Uniform	2,869	2,869	2,884	3,315	5,658
<b>1000-5220-4051</b>	Hospitalization	13,608	13,608	13,728	14,663	29,670
<b>1000-5220-4052</b>	Vision Insurance	97	97	100	89	207
<b>1000-5220-4053</b>	Dental Insurance	649	649	650	769	1,346
<b>1000-5220-4054</b>	457 Contributions	2,869	2,869	2,884	2,400	5,658
<b>1000-5220-4055</b>	Disablity Insurance	112	112	150	122	294
<b>1000-5220-4057</b>	Life Insurance	270	270	325	274	638
<b>1000-5220-5004</b>	Materials And Supplies	37	37	-	-	-
<b>1000-5220-5111</b>	Professional Services	1,793	1,793	5,000	9,207	5,000
This line item includes various specialized review professional services necessary to support the land development review process.						
<b>1000-5220-5312</b>	Cell Phones	-	-	-	345	-
<b>Total</b>		<b>119,721</b>	<b>119,721</b>	<b>117,519</b>	<b>122,567</b>	<b>171,163</b>





## 2017 Annual Budget

### **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.

#### **2016 Accomplishments:**

1. Successful submission of renewal of MS4 Permit.
2. Continued to meet the requirements of the MS4 Permit and reporting requirements.
3. Managed customer service requests through 2016.
4. Implemented and managed inspection and repair of Township stormwater facilities.
5. Logged and reviewed over 700 outfalls in MS4 System.
6. Inspected every active land development project for active compliance with stormwater and erosion control approvals.

#### **2017 Goals:**

1. Continue to keep the Cranberry Township MS4 program in compliance with permit regulations.
2. Provide timely and accurate responses to resident stormwater concerns.
3. Update current stormwater model to a GIS based model.
4. Manage construction of Sun Valley and Freedom Road Stormwater Upgrades.

#### **2017 Budget Highlights:**

1. Continue Stormwater Stenciling Program.
2. Public Outreach materials.
3. DEP permit requirements continue to require more and more staff time and funding. Currently staff is moving forward initiatives to meet new requirements for Pollution Reduction Plans for Brush Creek, outfall management, and review of private BMP's throughout the township.



## 2017 Annual Budget

### Engineering Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-5240-4010</b>	Salaries-Fulltime	54,176	54,176	55,808	45,948	57,216
<b>1000-5240-4015</b>	Overtime	7	7	75	-	75
<b>1000-5240-4021</b>	Social Security Tax	3,176	3,176	3,465	2,658	3,552
<b>1000-5240-4022</b>	Medicare	743	743	810	622	831
<b>1000-5240-4023</b>	Workers Comp	317	317	331	267	413
<b>1000-5240-4041</b>	Pension Non Uniform	2,709	2,709	2,794	2,298	2,865
<b>1000-5240-4051</b>	Hospitalization	14,491	14,491	14,629	12,429	14,996
<b>1000-5240-4052</b>	Vision Insurance	104	104	107	141	107
<b>1000-5240-4053</b>	Dental Insurance	696	696	696	638	696
<b>1000-5240-4054</b>	457 Contributions	2,709	2,709	2,794	2,298	2,865
<b>1000-5240-4055</b>	Disability Insurance	120	120	145	92	149
<b>1000-5240-4057</b>	Life Insurance	247	247	315	190	323
<b>1000-5240-5001</b>	Office Supplies	-	-	100	-	-
<b>1000-5240-5004</b>	Materials And Supplies	259	259	400	576	750
This line item is for supplies to support various MS4 public education and outreach supplies such as the stenciling program						
<b>1000-5240-5111</b>	Professional Services	5,825	5,825	57,500	26,503	60,000
This line item includes professional services that are utilized in the support of stormwater in Cranberry Township. There is a large increase in this item this year due to additional resources that are needed as a part of the new MS4 Permit revisions. Additionally, there are engineering services for McDonald Drive and Laporte Drive Stormwater Upgrades, and the replacement of the Dover Drive Culvert.						
<b>1000-5240-5133</b>	Legal Services	-	-	1,000	-	1,000
This item supports legal services relating to stormwater						
<b>1000-5240-5230</b>	Information Tech Svs	25,000	25,000	26,000	26,000	26,000
<b>1000-5240-5354</b>	Employee Training	-	-	2,500	100	2,500
This line item relates to training of employees with regards to the latest stormwater regulations and permit requirements.						
<b>1000-5240-5364</b>	Fuel	1,249	1,249	-	1,034	1,000
This line item includes fuel for the administrative fleet. This line item was compared against past fuel consumption by the department.						
<b>Total</b>		<b>111,830</b>	<b>111,830</b>	<b>169,469</b>	<b>121,792</b>	<b>175,338</b>



## 2017 Annual Budget

### **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.

#### **2016 Accomplishments:**

1. Continued to improved program and facility management as well as community service and relations through staff and procedural development.
2. Completed the changeover from Class Software to Activenet, while managing over 1.5 million in transactions.
3. Continued to coordinate Township initiatives including: Cultural Diversity, Special Needs, Cranberry Art Network and non profit assistance as well as assisting in the development of new Township initiatives.
4. Completed Miracle League Playground & Resurfacing project and broke ground on Graham Park Phase 2.
5. In the Year of the Celebration, managed Cranfest, 25th Anniversary of Municipal Center, Grand Opening of Waterpark, Community Days, Ribbon Cutting Ceremony on Miracle League Project, Ground Breaking Ceremony for Phase 2 of Graham Park, in addition to our regular scheduled special events and holidays.

#### **2017 Goals:**

1. Continue to improve programs, facilities, community relationships and customer service through staff development with intentions of maximizing the potential of staff and facilities.
2. Increase and enhanced programming guided by the Cranberry Plan.
3. Maximize the use and efficiency of the Department's new software, to include added field management component.
4. Provide staff with SMART goals to maximize the efficiency and quality of the programs.

#### **2017 Budget Highlights:**

1. Continue to build upon the Department's brand through continued project management, departmental structure and employee development while continuing to grow and enhance programs as well as program marketing.
2. Develop best management practices to efficiently coordinate the field use and scheduling.
3. Look to add an evening and weekend field and facility coordinator to provide Department and Township leadership during non traditional hours.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	3.5	4.5	4.5	4.5	5.25
Part Time	17	17	17	17	17



## 2017 Annual Budget

### Park Operation Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6210-4010</b>	Salaries-Fulltime	241,390	241,390	249,469	208,958	188,483
5 Full Time Employees - Geis, Hutner(75%) , P. Kovach, J. Mental, Murphy (50%)						
<b>1000-6210-4012</b>	Salaries-Part Time	100,536	100,536	113,285	89,660	117,789
Customer Service, Site Supervisors, Play Center Staff						
<b>1000-6210-4015</b>	Overtime	3,756	3,756	2,500	5,904	2,500
Overtime associated with Special Events & Holidays						
<b>1000-6210-4021</b>	Social Security Tax	21,253	21,253	24,135	18,535	18,989
<b>1000-6210-4022</b>	Medicare	4,970	4,970	5,644	4,335	4,441
<b>1000-6210-4023</b>	Workers Comp	14,471	14,471	17,179	13,880	16,431
<b>1000-6210-4041</b>	Pension Non Uniform	12,580	12,580	13,801	10,743	9,425
<b>1000-6210-4051</b>	Hospitalization	33,422	33,422	44,508	30,592	31,000
<b>1000-6210-4052</b>	Vision Insurance	412	412	640	505	251
<b>1000-6210-4053</b>	Dental Insurance	3,580	3,580	4,045	3,281	2,137
<b>1000-6210-4054</b>	457 Contributions	13,657	13,657	13,801	10,743	9,425
<b>1000-6210-4055</b>	Disablity Insurance	479	479	718	415	490
<b>1000-6210-4057</b>	Life Insurance	1,255	1,255	1,557	1,070	1,063
<b>1000-6210-5001</b>	Office Supplies	2,456	2,456	4,000	1,808	4,000
<b>1000-6210-5004</b>	Materials And Supplies	29,765	29,765	42,000	55,222	57,000
Materials and Supplies includes Credit/Debit Card Charges. Other supplies Anticipate revenue of \$892,000 X 4.5%						
<b>1000-6210-5111</b>	Professional Services	14,200	14,200	11,000	10,588	12,000
Copier maintainance, HR Screenings - laminating maintainance. gym floor recoat, gym equipment safety inspections						
<b>1000-6210-5230</b>	Information Tech Svs	76,000	76,000	56,000	56,000	68,000
IT defined amount						
<b>1000-6210-5312</b>	Cell Phones	3,663	3,663	4,260	2,552	4,260
<b>1000-6210-5351</b>	Employee Recruiting	30	30	500	446	500
<b>1000-6210-5354</b>	Employee Training	6,434	6,434	8,500	8,597	10,000
3 Employees to PRPS Conference Additional training as needed Director to NRPA Conference						



## 2017 Annual Budget

### Park Operation Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6210-5355</b>	Employee Career Devel	-	-	500	-	500
Training and certifications for staff						
<b>1000-6210-5356</b>	Employee Dues/Members	710	710	1,000	730	1,000
<b>1000-6210-5362</b>	Printing	22,757	22,757	24,500	25,167	25,500
Printing and Distribution of 3 Recreation Program Guides.						
<b>1000-6210-5363</b>	Advertising	-	-	2,000	782	1,500
<b>1000-6210-5364</b>	Fuel	645	645	1,000	240	750
<b>1000-6210-5370</b>	Minor Equipment/Furniture	5,278	5,278	2,500	-	2,500
Replace furniture and fixtures as needed						
<b>Total</b>		<b>613,698</b>	<b>613,698</b>	<b>649,042</b>	<b>560,752</b>	<b>589,934</b>



# 2017 Annual Budget

## **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 offered are a variety of dance, gym and art classes for this age.

### **2016 Accomplishments:**

1. Identified best practices and most efficient use of preschool rooms in maximizing their potential through added programs.

### **2017 Goals:**

1. To maximize use of rooms in the preschool through added programs.
2. Adjust staff to focus on ancillary complimentary programs stemming from our preschool success to maximize opportunities for our participants in these early childhood programs.
3. Continue to evaluate and enhance our marketing efforts.
4. Look to supplement our youth sports programs with early childhood components.

### **2017 Budget Highlights:**

1. Continue quality employee training - while maintaining a high level of teaching to increase revenues and increasing number of participants while controlling expenses.
2. Increased attention to early childhood programs to compliment our successful Preschool Program.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	0	0	0	0	0
Part Time	10	10	10	10	10



## 2017 Annual Budget

### Park Early Childhood Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6220-4010</b>	Salaries-Fulltime	-	-	-	-	8,611
<b>1000-6220-4012</b>	Salaries-Part Time	72,227	72,227	77,000	72,740	62,317
<b>1000-6220-4015</b>	Overtime	98	98	-	-	-
<b>1000-6220-4021</b>	Social Security Tax	4,484	4,484	4,572	4,510	4,398
<b>1000-6220-4022</b>	Medicare	1,049	1,049	1,059	1,055	1,028
<b>1000-6220-4023</b>	Workers Comp	3,279	3,279	3,300	2,666	3,805
<b>1000-6220-4041</b>	Pension Non Uniform	-	-	-	-	431
<b>1000-6220-4051</b>	Hospitalization	-	-	-	-	1,424
<b>1000-6220-4052</b>	Vision Insurance	-	-	-	-	28
<b>1000-6220-4054</b>	457 Contributions	-	-	-	-	4,310
<b>1000-6220-4055</b>	Disablity Insurance	-	-	-	-	22
<b>1000-6220-4057</b>	Life Insurance	-	-	-	-	49
<b>1000-6220-5004</b>	Materials And Supplies	11,610	11,610	8,000	10,936	8,500
Materials and Supplies needed to operate all Early Childhood Programs including the Preschools. Increase due to additional programs and credit card fees.						
<b>1000-6220-5111</b>	Professional Services	9,371	9,371	10,000	13,539	10,500
Preschool Dance Toddler time. Adding new tumbling programs						
<b>1000-6220-5351</b>	Employee Recruiting	-	-	-	104	300
Eagle Ads						
<b>1000-6220-5362</b>	Printing	-	-	-	662	750
Preschool brochures and advertisements						
<b>Total</b>		<b>102,117</b>	<b>102,117</b>	<b>103,931</b>	<b>106,212</b>	<b>106,473</b>



# 2017 Annual Budget

## **Department: Parks & Recreation Youth Programs**

### **Description and Responsibilities:**

This cost center is for our youth programming. This would encompass children 6-12 years of age. Our anchor program here is the Summer Camp Program. We also have several solid sports programs.

### **2016 Accomplishments:**

1. Continued to increased programs and revenues for this age bracket by maximizing attendance in Summer Camp and significantly increasing participation in volleyball, tennis and dek hockey.
2. Reached significant revenue heights in Summer Camps while servicing well over 1400 registrants this past summer.
3. Initiated a successful sponsorship program with our youth sports programs.
4. Doubled the size of our youth Dek Hockey program.

### **2017 Goals:**

1. Continue to increase our program and participation numbers in Summer Camp as well as complimenting other themed camps while efficiently managing staff.
2. Continue to emphasizing expense management.
3. Bring new and passionate people into our youth sports programs to provide enhanced structure and alleviate full time staff burden.

### **2017 Budget Highlights:**

1. We are adjusting the management of our youth sports league in order to enhance marketing to maximize numbers in all sports programs.
2. Increase team sponsorship numbers to maintain low cost programs.
3. Continue to maintain numbers in camps while managing expense levels to optimize efficiency. This includes researching sponsors and donated services.

Staffing Levels	2013	2014	2015	2016	2017
Full Time	0	0	0	0	0
Part Time	45	45	45	45	45





## 2017 Annual Budget

### Park Youth Programs Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6230-4010</b>	Salaries-Fulltime	-	-	-	-	27,644
<b>1000-6230-4012</b>	Salaries-Part Time	110,536	110,536	122,000	115,894	230,903
<b>1000-6230-4015</b>	Overtime	15	15	-	-	-
<b>1000-6230-4021</b>	Social Security Tax	6,854	6,854	8,040	7,185	16,027
<b>1000-6230-4022</b>	Medicare	1,603	1,603	1,933	1,681	3,749
<b>1000-6230-4023</b>	Workers Comp	4,994	4,994	5,495	4,440	13,871
<b>1000-6230-4041</b>	Pension Non Uniform	-	-	-	-	1,383
<b>1000-6230-4051</b>	Hospitalization	-	-	-	-	5,963
<b>1000-6230-4052</b>	Vision Insurance	-	-	-	-	58
<b>1000-6230-4053</b>	Dental Insurance	-	-	-	-	438
<b>1000-6230-4054</b>	457 Contributions	-	-	-	-	1,383
<b>1000-6230-4055</b>	Disablity Insurance	-	-	-	-	72
<b>1000-6230-4057</b>	Life Insurance	-	-	-	-	156
<b>1000-6230-5004</b>	Materials And Supplies	20,477	20,477	25,000	24,060	30,000
All Materials and Supplies for Camp Cranberry, Afterschool Kids Club, and all other Youth Programming						
<b>1000-6230-5111</b>	Professional Services	57,522	57,522	65,000	61,993	73,000
Camp Van Bus Transportation - Field Trips Family Resource Center Tuition Guest Speakers - Camp Cranberry (Camp Field Trips); Misc Programs (Snapology, High tech...etc)						
<b>Total</b>		<b>202,002</b>	<b>202,002</b>	<b>227,468</b>	<b>215,253</b>	<b>404,647</b>



# 2017 Annual Budget

## **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, this also includes programs such as cultural, educational and self defense programs.

### **2016 Accomplishments:**

1. Maximized the use of all facilities for fitness program enhancement while working through building environmental system shortfalls.
2. Offered new and progressive fitness and wellness programs, such as parent/child fitness programs; dance fitness programs and incorporated some special needs mainstreaming.
3. Continued to support and build on the growing pickleball program.
4. Continued to enhanced the tennis, basketball and dek hockey opportunities.

### **2017 Goals:**

1. Continue to maximize programs and efficient use of the community center through building enhancements.
2. Continue utilizing the Cranberry Plan to offer defined program needs, such as more environmental and nature programs.
3. Expand programs through additional cultural offerings and enhanced adults sports programs, such as basketball and flag football leagues.

### **2017 Budget Highlights:**

1. Continue to offer new and progressive fitness and wellness programs to keep up with the constantly changing field.
2. Increase participation in existing sports and fitness programs and look to develop new programs.
3. Continue to look to increase use and awareness of the fitness centers while also trying to increase other fitness programs in our parks. All tying into a "Healthy Cranberry."

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	0	0	0	0	0
Part Time	12	12	12	12	12



## 2017 Annual Budget

### Park Adult Programs Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6240-4010</b>	Salaries-Fulltime	-	-	-	-	8,835
<b>1000-6240-4012</b>	Salaries-Part Time	50,971	50,971	52,500	42,249	49,052
<b>1000-6240-4021</b>	Social Security Tax	3,160	3,160	3,128	2,618	3,589
<b>1000-6240-4022</b>	Medicare	739	739	731	612	839
<b>1000-6240-4023</b>	Workers Comp	1,759	1,759	2,227	1,799	3,106
<b>1000-6240-4041</b>	Pension Non Uniform	-	-	-	-	442
<b>1000-6240-4051</b>	Hospitalization	-	-	-	-	1,424
<b>1000-6240-4052</b>	Vision Insurance	-	-	-	-	13
<b>1000-6240-4053</b>	Dental Insurance	-	-	-	-	67
<b>1000-6240-4054</b>	457 Contributions	-	-	-	-	442
<b>1000-6240-4055</b>	Disablity Insurance	-	-	-	-	23
<b>1000-6240-4057</b>	Life Insurance	-	-	-	-	50
<b>1000-6240-5004</b>	Materials And Supplies	3,485	3,485	5,000	913	4,000
Materials and Supplies for Aerobics Program, Tennis other Adult Programs						
<b>1000-6240-5111</b>	Professional Services	18,185	18,185	17,700	21,293	20,000
Dance has switched to pro services; additional adult sports programs						
Anticipating increasing dance programs						
<b>Total</b>		<b>78,299</b>	<b>78,299</b>	<b>81,286</b>	<b>69,485</b>	<b>91,882</b>



**Department: Parks & Recreation Family Programs**

**Description and Responsibilities:**

This cost center is for our family based programs.

**2016 Accomplishments:**

- 1. Improved management of community family programs including holiday programs.
- 2. Focused on efficient use of staff to minimize expenses associated with family programs.
- 3. Began utilizing more volunteer staff to support the programs.

**2017 Goals:**

- 1. Continuing to develop new family programs.
- 2. Enhance existing programs.
- 3. Develop partnerships and volunteers base to enhance current family programs without increasing expense.
- 4. Increase sponsorship in these programs.

**2017 Budget Highlights:**

- 1. Concerted effort to continue to decrease expenses through donation of goods and services.
- 2. Continue to increase revenue through soliciting sponsorships and services while decreasing the expense associated with those services.
- 3. Work to partner with the youth athletic associations to enhance the family programs while providing them excellent marketing opportunities.

Staffing Levels	2013	2014	2015	2016	2017
Full Time	0	0	0	0	0
Part Time	1	1	1	1	1



## 2017 Annual Budget

### Park Family Programs Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6250-4010</b>	Salaries-Fulltime	-	-	-	-	23,168
<b>1000-6250-4012</b>	Salaries-Part Time	1,221	1,221	2,000	558	1,928
<b>1000-6250-4021</b>	Social Security Tax	76	76	125	35	1,556
<b>1000-6250-4022</b>	Medicare	18	18	30	8	364
<b>1000-6250-4023</b>	Workers Comp	88	88	92	74	1,346
<b>1000-6250-4041</b>	Pension Non Uniform	-	-	-	-	1,158
<b>1000-6250-4051</b>	Hospitalization	-	-	-	-	4,576
<b>1000-6250-4052</b>	Vision Insurance	-	-	-	-	23
<b>1000-6250-4053</b>	Dental Insurance	-	-	-	-	265
<b>1000-6250-4054</b>	457 Contributions	-	-	-	-	1,158
<b>1000-6250-4055</b>	Disablity Insurance	-	-	-	-	60
<b>1000-6250-4057</b>	Life Insurance	-	-	-	-	131
<b>1000-6250-5004</b>	Materials And Supplies	5,187	5,187	2,500	1,945	2,500
holiday themed events, other than 1st night.						
<b>1000-6250-5111</b>	Professional Services	4,182	4,182	925	-	925
Payment for Christmas characters; Storytellers for Halloween and other seasonal characters.						
<b>Total</b>		<b>10,771</b>	<b>10,771</b>	<b>5,672</b>	<b>2,621</b>	<b>39,158</b>



## 2017 Annual Budget

### **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.

#### **2016 Accomplishments:**

1. Continued partnership with the Library Teen Committee to support all programs and offer cooperative programs.
2. Maximized quality and efficiency of Summer Teen CIT Camp.
3. Added additional youth sports opportunities, such as tennis, basketball and dek hockey.
4. Added job training and preparation programs through babysitting classes, lifeguard classes, enhanced Counselor in Training program and added First Aid & CPR classes.

#### **2017 Goals:**

1. Continue to promote and enhance the CIT program.
2. Add lifeguard training opportunities through partnership with Kwaner/Alcoa.
3. Continue to coordinate efforts with the Library to expand our programs offered to teens.
4. Bolster teen participation in our sports programs.

#### **2017 Budget Highlights:**

1. Grow teen participation in all youth sports programs while supporting the youth athletic associations teen sports programs. Share all marketing with all partners to maximize communication of teen opportunities. Focus on youth basketball and flag football opportunities.
2. Look to increase job preparation and training programs.



## 2017 Annual Budget

### Park Teen Programs Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6260-4012</b>	Salaries-Part Time	38	38	-	-	4,320
<b>1000-6260-4021</b>	Social Security Tax	2	2	30	-	268
<b>1000-6260-4022</b>	Medicare	1	1	8	-	63
<b>1000-6260-4023</b>	Workers Comp	22	22	25	20	232
<b>1000-6260-5004</b>	Materials And Supplies	2,183	2,183	1,500	1,289	1,500
<b>1000-6260-5111</b>	Professional Services	2,468	2,468	-	4,725	4,700
Largely teen summer tennis program						
<b>Total</b>		<b>4,713</b>	<b>4,713</b>	<b>1,563</b>	<b>6,034</b>	<b>11,083</b>



## 2017 Annual Budget

### **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.

#### **2016 Accomplishments:**

1. Continued to support of our associated Senior Center through our enhanced shared facility use procedures.
2. Continued to evaluated programs and procedures to compliment Senior Center offerings.
3. Enhanced marketing efforts of current program offerings to identify many as senior opportunities.

#### **2017 Goals:**

1. Continue to provide services to our senior community.
2. Market new opportunities in the expanded Graham Park project.
3. Look to enhance the pickleball program with structures play levels, then grow the participation numbers.

#### **2017 Budget Highlights:**

1. Continue to market current programs that may be inclusive to the senior population.
2. Increase opportunities for seniors through programs in the parks.





## 2017 Annual Budget

### Park Senior Programs Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6270-5004</b>	Materials And Supplies	141	141	250	51	250
<b>1000-6270-5111</b>	Professional Services	3,000	3,000	3,250	3,000	3,250
Senior Banquets - Spring/ Thanksgiving / Christmas Senior Picnic - Summer						
<b>Total</b>		<b>3,141</b>	<b>3,141</b>	<b>3,500</b>	<b>3,051</b>	<b>3,500</b>

**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.

**2016 Accomplishments:**

1. Increased special event offerings throughout the year (25th Ann. of Building; Cranfest; Pool Grand Opening; Miracle Playground Grand Opening; Ground Breaking of Graham Park Phase 2).
2. Continued to develop new sponsorships for several community events.
3. Developed consistent procedures for management of community special events.
3. Enhanced all holiday associated special events through partnership with the Library.

**2017 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.
4. Maximize use of volunteers to maintain quality customer service and minimize expenses.

**2017 Budget Highlights:**

1. Campaign for partnerships with community organizations and businesses to increase sponsorship and decrease expenses through volunteer programs.
2. Continue to maximize schedule management to decrease overtime needs for special event management.
3. Increase public input after events to analyze suggestions to improve the events.



## 2017 Annual Budget

### Park Community Events Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6280-4012</b>	Salaries-Part Time	2,087	2,087	1,800	1,779	-
First Night Staffing; concert series; Comm Days staffing						
<b>1000-6280-4021</b>	Social Security Tax	129	129	79	110	-
<b>1000-6280-4022</b>	Medicare	30	30	26	26	-
<b>1000-6280-4023</b>	Workers Comp	44	44	79	64	-
<b>1000-6280-5004</b>	Materials And Supplies	25,510	25,510	17,000	21,559	15,000
Community Days - First Night - Concert in the Park						
<b>1000-6280-5111</b>	Professional Services	10,115	10,115	25,000	15,249	25,000
12000 is just for fireworks, Santa - 1st night; for Concerts in Park series						
<b>Total</b>		<b>37,915</b>	<b>37,915</b>	<b>43,984</b>	<b>38,786</b>	<b>40,000</b>



**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 assist with field and facility management. This position may provide program support for the numerous 5K's and other park event rentals.

**2016 Accomplishments:**

- 1. Set foundation for policy management of group use of park facilities.
- 2. Continued a strong communication campaign through all-association meetings.
- 3. Continued to develop and gain support for new field use procedures.
- 4. Developed new procedures to maximized the use of fields and facilities.

**2017 Goals:**

- 1. Set consistent precedents and expectations for field and facility usage while providing much more oversight of use.
- 2. Continue to work through the transition and management of new facility and field procedures for all users. Look to maximize the efficiency of revenue management in fields and facilities.
- 3. Continue to enhance and maximize communications between DPW, Parks & Recreation, special events and youth associations as it pertains to field and facility use.

**2017 Budget Highlights:**

- 1. Increase revenue through new field use procedures through field rental fees.
- 2. Continue with efforts to implement the new software to maximize its potential on field scheduling and revenue management.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time	0	0	0	0	.5
Part Time	0	2	2	1	0



## 2017 Annual Budget

### Park Facility Maintenance Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6290-4010</b>	Salaries-Fulltime	-	-	-	-	33,239
<b>1000-6290-4012</b>	Salaries-Part Time	-	-	15,000	-	16,662
this is NEW positon to monitor sports and fields						
<b>1000-6290-4021</b>	Social Security Tax	-	-	930	-	3,094
<b>1000-6290-4022</b>	Medicare	-	-	218	-	724
<b>1000-6290-4023</b>	Workers Comp	660	660	662	535	2,677
<b>1000-6290-4041</b>	Pension Non Uniform	-	-	-	-	1,662
<b>1000-6290-4051</b>	Hospitalization	-	-	-	-	5,376
<b>1000-6290-4052</b>	Vision Insurance	-	-	-	-	83
<b>1000-6290-4053</b>	Dental Insurance	-	-	-	-	590
<b>1000-6290-4054</b>	457 Contributions	-	-	-	-	1,662
<b>1000-6290-4055</b>	Disablity Insurance	-	-	-	-	86
<b>1000-6290-4057</b>	Life Insurance	-	-	-	-	187
<b>1000-6290-5004</b>	Materials And Supplies	150	150	750	-	500
Increase To include cell charges for ATM						
<b>Total</b>		<b>810</b>	<b>810</b>	<b>17,560</b>	<b>535</b>	<b>66,542</b>



## 2017 Annual Budget

### **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 extension of the department groups (cultural diversity, CAN, SNAG...etc.), amusement park tickets and all community service initiatives.

#### **2016 Accomplishments:**

1. Continued amusement park ticket program.
2. Continued to initiate Community Service relationships while maintaining management of associated groups partnering with the Department. These groups consist of Cultural Diversity, Cranberry Arts Network, Special Needs, History, Yarn Bombers, youth athletic associations and non profit support.
3. Continue to manage the annual Cranfest, which is a cultural diversity initiative.

#### **2017 Goals:**

1. Continue growing programs and opportunities through Community Services.
2. Enhance communications and management of all our partner groups and increase assistance with their marketing efforts.
3. Support the expanded footprint of cultural diversity while it extends into societal problems, not just cultural diversity issues.

#### **2017 Budget Highlights:**

1. Cultural Diversity budget has been moved into this section.
2. Assist in the management of partner association special events.
3. Expand and enhance the cultural diversity initiative through continued support of Cranfest, support effort into mental health issues, prepare for programs to support other community issues.
4. Maximize opportunities for partner organizations to promote their efforts.
5. Continue to add more special needs programs.
6. Continue to offer support in increasing CAN's presence in the community.
7. Evaluated seasonal and part-time salaries and increased accordingly.



## 2017 Annual Budget

### Park Special Program Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>1000-6295-5004</b>	Materials And Supplies	-	-	-	-	8,000
Amusement Park Ticket Sales						
<b>1000-6295-5111</b>	Professional Services	-	-	-	-	25,000
This is transferring Cultural Diversity to P&R and includes an anticipated raise for them, along with expenses						
<b>1000-6295-5368</b>	Cost Of Goods	-	-	650	-	-
<b>Total</b>		-	-	<b>650</b>	-	<b>33,000</b>



# Special Revenue Funds





## 2017 Annual Budget

### **Fund Name: Tip East**

#### **Fund Description:**

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.



## 2017 Annual Budget

### Tip East Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2110-8510-3872</b>	Contributions	112,419	358,103	388,000	388,711	510,238
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvements plan.					
<b>2110-8510-3410</b>	Interest	17,195	22,762	10,000	19,067	20,000
	Interest earnings on investments.					
<b>2110-8510-3855</b>	Miscellaneous	24,972	-	-	-	-
<b>2110-8510-3927</b>	Transfer From Tip Se	-	220,109	-	-	-
	<b>Total</b>	<b>154,585</b>	<b>600,974</b>	<b>398,000</b>	<b>407,778</b>	<b>530,238</b>



## 2017 Annual Budget

### Tip East Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2110-8510-6125</b>	Infrastructure	89,760	89,760	1,153,000	535,442	1,200,000
	North Boundary Road-Phase 2					
<b>2110-8510-5004</b>	Materials And Supplies	4,458	4,458	-	4,247	-
<b>2110-8510-5111</b>	Professional Services	42,784	42,784	250,000	189,543	-
	<b>Total</b>	<b>137,001</b>	<b>137,001</b>	<b>1,403,000</b>	<b>729,231</b>	<b>1,200,000</b>



## 2017 Annual Budget

### **Fund Name: Tip West**

#### **Fund Description:**

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.



## 2017 Annual Budget

### Tip West Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2111-8520-3872</b>	Contributions	280,262	273,701	84,341	237,657	93,322
	Fees paid by new developments earmarked for specific transportation projects identified in the transportation capital improvement plan.					
<b>2111-8520-3410</b>	Interest	32	135	100	1,179	1,500
	Interest earned on investments.					
	<b>Total</b>	<b>280,294</b>	<b>273,836</b>	<b>84,441</b>	<b>238,836</b>	<b>94,822</b>



## 2017 Annual Budget

### Tip West Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2111-8520-5114</b>	Engineering And Architect Sv	89,680	89,680	-	79,922	-
<b>2111-8520-5003</b>	Prior Year Refund Of Revenue	-	-	-	1,499	-
	<b>Total</b>	<b>89,680</b>	<b>89,680</b>	-	<b>81,421</b>	-



## 2017 Annual Budget

### **Fund Name: Recreation Fees**

#### **Fund Description:**

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.



## 2017 Annual Budget

### Recreation Fees Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2112-8530-3872</b>	Contributions	231,527	356,130	373,160	221,916	450,270
	Fees paid by developments in lieu of recreational land dedication.					
<b>2112-8530-3410</b>	Interest	422	289	300	2,149	1,700
	Interest earned on investments.					
	<b>Total</b>	<b>231,949</b>	<b>356,419</b>	<b>373,460</b>	<b>224,065</b>	<b>451,970</b>





## 2017 Annual Budget

### Recreation Fees Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2112-8530-5416</b>	Go Series A 2003	225,000	225,000	270,000	270,000	270,000
	Portion of principal and interest for Series A 2003 bond issue.					
<b>2112-8530-5003</b>	Prior Year Refund Of Revenue	-	-	-	1,050	-
	<b>Total</b>	<b>225,000</b>	<b>225,000</b>	<b>270,000</b>	<b>271,050</b>	<b>270,000</b>



## 2017 Annual Budget

**Fund Name: Developers Contribution**

**Fund Description:**

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



## 2017 Annual Budget

### Developers Contribution Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2114-8540-3872</b>	Contributions	20,825	286,791	-	97,901	62,305
<b>2114-8540-3410</b>	Interest	9,087	6,112	-	8,647	8,500
	<b>Total</b>	<b>29,912</b>	<b>292,903</b>	<b>-</b>	<b>106,548</b>	<b>70,805</b>



## 2017 Annual Budget

### Developers Contribution Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2114-8540-6125</b>	Infrastructure	36,309	36,309	-	9,931	35,000
	Darlington-Hope-Woodlawn Intersection					
<b>2114-8540-5446</b>	Misc Expense	1,489	1,489	-	1,113	-
<b>2114-8540-5111</b>	Professional Services	-	-	-	5,000	-
	<b>Total</b>	<b>37,798</b>	<b>37,798</b>	-	<b>16,044</b>	<b>35,000</b>



## 2017 Annual Budget

### **Fund Name: Storm Water Maintenance**

#### **Fund Description:**

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.



## 2017 Annual Budget

### Storm Water Maintenance Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2115-8515-3872</b>	Contributions	525	(525)	-	702	10,000
<b>2115-8515-3410</b>	Interest	4	4	-	56	50
	<b>Total</b>	<b>529</b>	<b>(521)</b>	<b>-</b>	<b>758</b>	<b>10,050</b>



## 2017 Annual Budget

### **Fund Name: Liquid Fuels**

#### **Fund Description:**

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.



## 2017 Annual Budget

### Liquid Fuels Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2310-8550-3410</b>	Interest	110	222	150	611	1,000
	Interest earnings on investments.					
<b>2310-8550-3553</b>	Liquid Fuels	666,161	742,687	843,981	874,881	896,158
	Liquid fuels allocation (838,101) and turnback maintenance (5,880)					
	<b>Total</b>	<b>666,272</b>	<b>742,909</b>	<b>844,131</b>	<b>875,492</b>	<b>897,158</b>





## 2017 Annual Budget

### Liquid Fuels Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2310-8550-5366</b>	Road Maintenance Supplies	763,329	763,329	830,000	830,000	925,000
	Annual contracted road resurfacing projects.					
	<b>Total</b>	<b>763,329</b>	<b>763,329</b>	<b>830,000</b>	<b>830,000</b>	<b>925,000</b>



## 2017 Annual Budget

**Fund Name: Library**

**Fund Description:**

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.



## 2017 Annual Budget

### Library Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2410-6100-3011</b>	Current Year Levy	366,532	371,104	370,410	378,591	388,060
	1 mill @ \$395,980 (96% collection)					
<b>2410-6100-3014</b>	Delinquent Tax Claim	3,323	2,794	3,000	-	2,800
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
<b>2410-6100-3410</b>	Interest	75	123	70	823	700
	Interest income on investments.					
<b>2410-6100-3015</b>	Interim Taxes	2,587	1,866	1,500	1,662	1,600
	Interim tax billing for properties added to the tax duplicate after January 2017.					
<b>2410-6100-3012</b>	Prior Year Levy	508	359	1,200	668	600
	Prior year taxes collected by the tax collector. (billed for/in 2016 but collected in 2017)					
<b>2410-6100-3681</b>	Program Fees/Lessons	(27)	858	-	-	-
<b>2410-6100-3869</b>	Reimb Library Payroll	390,662	332,490	-	339,783	-
	<b>Total</b>	<b>763,660</b>	<b>709,593</b>	<b>376,180</b>	<b>721,527</b>	<b>393,760</b>



## 2017 Annual Budget

### Library Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2410-6100-4059</b>	403B	8,433	8,433	-	6,920	-
<b>2410-6100-5445</b>	Contributions	348,411	348,411	355,715	237,144	365,648
	May 2017 (121,882.67) August 2017 (121,882.67), November 2017 (121,882.67)					
<b>2410-6100-5321</b>	Electricity	20,691	20,691	20,000	16,033	20,000
<b>2410-6100-4022</b>	Medicare	4,989	4,989	-	4,052	-
<b>2410-6100-4010</b>	Salaries-Fulltime	283,786	283,786	-	231,376	-
<b>2410-6100-4012</b>	Salaries-Part Time	60,277	60,277	-	48,109	-
<b>2410-6100-4021</b>	Social Security Tax	21,332	21,332	-	17,328	-
	<b>Total</b>	<b>747,919</b>	<b>747,919</b>	<b>375,715</b>	<b>560,963</b>	<b>385,648</b>



## 2017 Annual Budget

### **Fund Name: Fire Operations**

#### **Fund Description:**

This Fund receives 1.395 mil of 2.37 mil of real estate tax. This fund provides financial resources to support the operational needs of the Company and Brigade. The Fire Company has 41 volunteer Brigade members providing fire protection, rescue services, community relations, educational training, and day-to-day management. The Fire Company has an additional 44 volunteer Company members, 29 women provide support functions in the Ladies Auxiliary, 5 junior firemen, 7 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 at 1629 Haine School Road and Park Station at 20727 US Rt. 19 (the administrative center). The Fire Company also operates and maintains the training complex at 1000 Maintenance Building Drive. The Fire Company possess 14 vehicles: two aerials, three engines, one rescue, one brush truck, two squads, three incident command vehicles, and two fire police vehicles.



## 2017 Annual Budget

### Fire Operations-Company And Brigade Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2420-4210-3011</b>	Current Year Levy	464,400	472,747	516,720	528,128	541,344
	1.395 mills @ \$395,980 (98% collection)					
<b>2420-4210-3014</b>	Delinquent Tax Claim	4,220	3,549	3,000	-	3,000
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
<b>2420-4210-3410</b>	Interest	80	154	100	1,427	1,500
	Interest on investments.					
<b>2420-4210-3015</b>	Interim Taxes	3,285	2,370	2,500	2,318	2,500
	Interim tax billing for properties added to tax duplicate after January 2017.					
<b>2420-4210-3012</b>	Prior Year Levy	645	456	600	848	700
	Prior year real estate tax collected by the tax collector (billed in/for 2016 but collected in 2017)					
	<b>Total</b>	<b>472,630</b>	<b>479,275</b>	<b>522,920</b>	<b>532,721</b>	<b>549,044</b>

## 2017 Annual Budget

### Fire Operations-Company And Brigade Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2420-4210-4054</b>	457 Contributions	2,374	2,374	2,451	2,028	2,446
	Contribution to 457 Plan based on 5% of salary for full time employees.					
<b>2420-4210-5112</b>	Accounting And Auditing Svs	2,350	2,350	-	-	-
	Professional audit of company funds. Increased audit fees.					
<b>2420-4210-5312</b>	Cell Phones	1,320	1,320	2,045	1,150	2,106
	Cell phone service for the Fire Administrative Assistant, Chief and Assistant Chief. Small increase.					
<b>2420-4210-5005</b>	Cleaning Supplies	2,065	2,065	2,200	883	2,200
	Cleaning supplies for two stations and the public safety training facility					
<b>2420-4210-5357</b>	Clothing	8,157	8,157	7,000	3,854	7,000
	Uniforms for new members and to maintain uniforms for existing members.					
<b>2420-4210-5371</b>	Community Outreach	7,500	7,500	7,500	7,266	7,500
	Fire safety and education events throughout the year.					
<b>2420-4210-4053</b>	Dental Insurance	928	928	928	850	928
	Dental Insurance costs.					
<b>2420-4210-4055</b>	Disablity Insurance	95	95	127	81	127
	Long term disability insurance for full time employees.					
<b>2420-4210-5321</b>	Electricity	25,736	25,736	33,758	17,168	33,758
	Electric service for two fire stations and the public safety training facility.					
<b>2420-4210-5353</b>	Employee Meeting /Confer	14,974	14,974	15,000	13,380	15,000
	Annual awards dinner and meeting for the fire company.					
<b>2420-4210-5351</b>	Employee Recruiting	29,575	29,575	30,000	8,525	35,000
	Recruiting materials and incentive to maintain membership point system. Anticipating additional spending towards social media / video recruiting initiative.					
<b>2420-4210-5332</b>	Equipment Leases	4,800	4,800	5,000	3,864	4,500
	Service and maintenance of copying machines at two fire stations and the public safety training facility. Small decrease because we found a new leasing company with lower cost.					
<b>2420-4210-4051</b>	Hospitalization	20,199	20,199	20,249	17,190	20,793
	Medical Insurance costs.					



## 2017 Annual Budget

### Fire Operations-Company And Brigade Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2420-4210-5230</b>	Information Tech Svcs	25,000	25,000	30,000	30,000	30,000
	Information technology services for the Fire Company.					
<b>2420-4210-5341</b>	Insurance Premiums	25,016	25,016	-	26,682	29,280
	Insurance for Fire Company.					
<b>2420-4210-5132</b>	Janitorial Services	4,650	4,650	4,750	4,650	4,750
	Janitorial service for two fire stations and the public safety training facility.					
<b>2420-4210-4057</b>	Life Insurance	195	195	277	167	276
	Life insurance costs for full time employees.					
<b>2420-4210-5004</b>	Materials And Supplies	10,507	10,507	14,000	9,719	12,000
	Supplies for two fire stations and the public safety training facility. Small decrease based on projected actual spending in 2016.					
<b>2420-4210-4022</b>	Medicare	642	642	711	551	710
	The employer share of Medicare is based on 1.45% of salary.					
<b>2420-4210-5322</b>	Natural Gas	2,553	2,553	7,903	1,625	7,903
	Gas service for fire stations.					
<b>2420-4210-5001</b>	Office Supplies	4,000	4,000	4,000	2,185	3,500
	Offices supplies for two fire stations plus public safety training facility, printer cartridges, paper, folders, small decrease based on projected actual spending in 2016 and also working on going paperless as much as possible.					
<b>2420-4210-5134</b>	Other Services/Fees	3,579	3,579	5,000	2,507	5,000
	Operating expenses not covered by specific expenditure items.					
<b>2420-4210-4041</b>	Pension Non Uniform	2,374	2,374	2,451	2,028	2,446
	Non-uniform pension contribution is based on 5% of salary.					
<b>2420-4210-5111</b>	Professional Services	9,793	9,793	10,500	9,657	12,500
	Contracted services for pest control, overhead bay doors, sprinkler testing, and preventive maintenance. Increase due to additional cost of cable TV in all three buildings.					
<b>2420-4210-5121</b>	Repair Maint Equipment	6,547	6,547	6,000	3,128	6,000
	Repair and maintenance of minor equipment.					
<b>2420-4210-5123</b>	Repair Maint Facility Maint	19,809	19,809	25,000	10,118	30,000
	Maintenance for the two fire stations and the public safety training facility. Increase of \$5,000 to do upgrades to both fire stations. Both stations are over 20 years old and need upgrades.					
<b>2420-4210-4010</b>	Salaries-Fulltime	47,484	47,484	49,025	40,560	50,306



## 2017 Annual Budget

### Fire Operations-Company And Brigade Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
	Salary for Administrative Assistant, M. Nanna					
<b>2420-4210-5324</b>	Sewer	673	673	1,473	407	1,473
	Sewer service for two fire stations and the public safety training facility.					
<b>2420-4210-4021</b>	Social Security Tax	2,743	2,743	3,039	2,356	3,033
	The employer share of FICA is based on 6.2% of salary.					
<b>2420-4210-5325</b>	Trash	-	-	1,875	-	1,875
	Waste/trash removal from two fire stations and public safety training facility (3 dumpsters).					
<b>2420-4210-4052</b>	Vision Insurance	139	139	143	127	143
	Vision insurance costs.					
<b>2420-4210-5323</b>	Water	2,368	2,368	3,014	1,807	3,014
	Water service for two fire stations and the public safety training facility.					
<b>2420-4210-4023</b>	Workers Comp	120	120	135	109	155
	Workers' Compensation Insurance costs for employees.					
	<b>Fire Operations-Company Total</b>	<b>288,265</b>	<b>288,265</b>	<b>295,554</b>	<b>224,621</b>	<b>335,722</b>
<b>2420-4220-5357</b>	Clothing	7,878	7,878	8,000	1,471	8,000
	Replace damaged bunker gear, boots, gloves, and hoods.					
<b>2420-4220-5356</b>	Employee Dues/Members	2,920	2,920	3,000	2,051	3,000
	Fees for membership in professional organizations.					
<b>2420-4220-5354</b>	Employee Training	28,972	28,972	30,000	16,625	30,000
	Outside training classes/conferences.					
<b>2420-4220-5364</b>	Fuel	7,880	7,880	18,000	5,588	15,000
	Fuel for fire vehicles. Small decrease because fuel costs have gone down.					
<b>2420-4220-5004</b>	Materials And Supplies	27,391	27,391	25,000	20,129	25,000
	Minor equipment and supplies for the fire fighting side of the fire company. No increase based on actual spend in 2016.					
<b>2420-4220-5134</b>	Other Services/Fees	17,183	17,183	16,500	2,596	15,000
	Replacement and testing of expendable items as per National Fire Protection Association, air compressor, self contained breathing apparatus (SCBA) testing. A small decrease based on projected actual spending in 2016. The maintenance cost have decreased due to purchasing new equipment.					
<b>2420-4220-5121</b>	Repair Maint Equipment	21,732	21,732	23,000	18,064	20,000



## 2017 Annual Budget

### Fire Operations-Company And Brigade Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
	Proposed decrease based on projected actual spending in 2016 for repairs & maintenance of small equipment like radio & pagers, chain saws, portable generators and other small equipment.					
<b>2420-4220-5122</b>	Repair Maint Vehicles	44,224	44,224	55,000	36,682	45,000
	Cost center covers the maintenance of fire vehicles (state inspection, aerial device maintenance & testing, oil changes, pump testing and services).					
	<b>Fire Operations-Brigade Total</b>	<b>158,180</b>	<b>158,180</b>	<b>178,500</b>	<b>103,207</b>	<b>161,000</b>
	<b>Total</b>	<b>446,445</b>	<b>446,445</b>	<b>474,054</b>	<b>327,828</b>	<b>496,722</b>



## 2017 Annual Budget

**Fund Name: Road Equipment Fund**

**Fund Description:**

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.



## 2017 Annual Budget

### Road Equipment Fund Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2610-6110-3011</b>	Current Year Levy	310,824	316,540	314,850	321,804	329,851
	.85 mill @ \$395,980 (98% collection)					
<b>2610-6110-3014</b>	Delinquent Tax Claim	2,825	2,375	500	-	2,500
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
<b>2610-6110-3410</b>	Interest	34	100	50	970	800
	Interest earnings on investments.					
<b>2610-6110-3015</b>	Interim Taxes	2,199	1,586	1,500	1,413	1,500
	Interim tax billing for properties added to tax duplicate after January 2017.					
<b>2610-6110-3012</b>	Prior Year Levy	432	305	500	567	500
	Prior year real estate tax collected by the tax collector. (billed in/for 2016 but collected in 2017)					
<b>2610-6110-3924</b>	Transfer From Sewer	-	32,500	-	-	-
<b>2610-6110-3925</b>	Transfer From Water	-	32,500	-	-	-
	<b>Total</b>	<b>316,314</b>	<b>385,907</b>	<b>317,400</b>	<b>324,755</b>	<b>335,151</b>



## 2017 Annual Budget

### Road Equipment Fund Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2610-6110-6121</b>	Equipment	313,705	313,705	373,634	171,172	215,000
	Front End Loader and Forklift					
	<b>Total</b>	<b>313,705</b>	<b>313,705</b>	<b>373,634</b>	<b>171,172</b>	<b>215,000</b>



## 2017 Annual Budget

### **Fund Name: Public Buildings Fund**

#### **Fund Description:**

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.



## 2017 Annual Budget

### Public Buildings Fund Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2620-6111-3011</b>	Current Year Levy	365,673	372,398	370,410	378,591	388,060
	1 mill @ \$395,980 (98% collection)					
<b>2620-6111-3014</b>	Delinquent Tax Claim	3,323	2,794	200	-	2,800
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
<b>2620-6111-3410</b>	Interest	45	113	50	792	600
	Interest earnings on investments.					
<b>2620-6111-3015</b>	Interim Taxes	2,587	1,866	1,500	1,662	1,700
	Interim tax billing for properties added to tax duplicate after January 2017.					
<b>2620-6111-3012</b>	Prior Year Levy	508	359	500	668	600
	Prior year real estate tax collected by the tax collector. (billed in/for 2016 but collected in 2017)					
	<b>Total</b>	<b>372,137</b>	<b>377,530</b>	<b>372,660</b>	<b>381,713</b>	<b>393,760</b>



## 2017 Annual Budget

### Public Buildings Fund Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>2620-6111-5414</b>	Go Series 2010	245,000	245,000	245,000	-	245,000
	Portion of principal and interest for 2010 bond issue.					
<b>2620-6111-5427</b>	Go Series 2011	-	-	95,000	95,000	95,000
	Portion of principal and interest for 2011 bond issue.					
<b>2620-6111-6203</b>	Transfer To Enterprise Fnd	95,000	95,000	-	-	-
	<b>Total</b>	<b>340,000</b>	<b>340,000</b>	<b>340,000</b>	<b>95,000</b>	<b>340,000</b>





# Capital Project Funds



## 2017 Annual Budget

**Fund Name: Fire Capital**

**Fund Description:**

The Fire Capital Fund receives .975 mil of the 2.37 real estate tax mils dedicated to support the Cranberry Township Volunteer Fire Company. This .975 mil is earmarked to support capital needs in support of the fire service.



## 2017 Annual Budget

### Fire Capital Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>3100-8570-3011</b>	Current Year Levy	310,824	316,410	361,150	369,133	378,359
	.975 mill @ \$395,980 (98% collection)					
<b>3100-8570-3014</b>	Delinquent Tax Claim	2,825	2,375	500	-	2,200
	Delinquent property tax collected by Butler County Tax Claim Bureau.					
<b>3100-8570-3410</b>	Interest	1,431	2,345	1,000	2,669	2,500
	Interest on investments.					
<b>3100-8570-3015</b>	Interim Taxes	2,199	1,586	1,500	1,620	1,700
	Interim tax billing for properties added to tax duplicate after January 2017.					
<b>3100-8570-3012</b>	Prior Year Levy	432	305	500	567	600
	Prior year real estate tax collected by the tax collector. (billed in/for 2016 but collected in 2017).					
<b>3100-8570-3930</b>	Proceeds Long Term Debt	-	500,000	-	-	-
	<b>Total</b>	<b>317,711</b>	<b>823,022</b>	<b>364,650</b>	<b>373,990</b>	<b>385,359</b>



## 2017 Annual Budget

### Fire Capital Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>3100-8570-5410</b>	2008 Promissory Note	42,139	42,139	51,888	47,563	51,888
	Annual payment to CTVFC Relief Association for new rescue truck loan.					
<b>3100-8570-5409</b>	2015 Promissory Note	33,753	33,753	57,936	53,108	57,936
<b>3100-8570-5411</b>	Bond Issuance	4,871	4,871	-	-	-
<b>3100-8570-6122</b>	Fleet Replacement	1,053,672	1,053,672	-	-	-
	Partial payment for L21.					
<b>3100-8570-5414</b>	Go Series 2010	50,000	50,000	50,000	-	50,000
	Partial bond payment for Quint.					
<b>3100-8570-5427</b>	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)					
<b>3100-8570-5412</b>	Guar Rev Bond 2006	9,748	9,748	-	-	-
<b>3100-8570-5446</b>	Misc Expense	374	374	10,000	371	5,000
	<b>Total</b>	<b>1,294,558</b>	<b>1,294,558</b>	<b>269,824</b>	<b>201,042</b>	<b>264,824</b>



## 2017 Annual Budget

### **Fund Name: Capital Improvement**

#### **Fund Description:**

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.



## 2017 Annual Budget

### Capital Improvement Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>3400-6401-3410</b>	Interest	4,627	4,643	3,500	7,955	7,000
	Interest on Investments					
<b>3400-6401-3950</b>	Refund Of Prior Year Exp	45,291	-	-	9,367	-
<b>3400-6401-3906</b>	Sale Of Property	157,500	-	-	-	-
<b>3400-6401-3852</b>	Sponsorship	15,000	62,671	-	-	-
<b>3400-6401-3540</b>	State Grants	230,183	47,785	-	-	-
<b>3400-6401-3921</b>	Transfer From Gen Fund	750,000	2,750,000	3,225,000	3,225,000	3,000,000
	<b>Capital Revenue Total</b>	<b>1,202,601</b>	<b>2,865,099</b>	<b>3,228,500</b>	<b>3,242,322</b>	<b>3,007,000</b>
<b>3400-6410-3570</b>	Local Gov Grants	-	-	-	7,500	-
	<b>Capital Parks Total</b>	-	-	-	<b>7,500</b>	-
<b>3400-6430-3511</b>	Other Grants	-	29,991	-	-	-
<b>3400-6430-3951</b>	Reimbursement Of Expense	-	-	-	29,991	-
	<b>Capital General Service Total</b>	-	<b>29,991</b>	-	<b>29,991</b>	-
	<b>Total</b>	<b>1,202,601</b>	<b>2,895,090</b>	<b>3,228,500</b>	<b>3,279,813</b>	<b>3,007,000</b>



## 2017 Annual Budget

### Capital Improvement Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>3400-6401-6203</b>	Transfer To Enterprise Fnd	911,800	911,800	-	-	-
	<b>Capital Revenue Total</b>	<b>911,800</b>	<b>911,800</b>	-	-	-
<b>3400-6410-6112</b>	Land Improvements	243,484	243,484	770,000	1,245,197	273,000
	All Parks Fence Repairs and Updates - \$143,000 North Boundary Park Playground - \$130,000					
<b>3400-6410-5111</b>	Professional Services	-	-	100,000	33,430	1,950,000
	Graham Park - Phase 2 - \$1,600,000 Bathroom Construction - \$350,000					
	<b>Capital Parks Total</b>	<b>243,484</b>	<b>243,484</b>	<b>870,000</b>	<b>1,278,627</b>	<b>2,223,000</b>
<b>3400-6420-6123</b>	Furniture And Fixtures	527,741	527,741	-	120,892	110,000
	Municipal Center Improvements - \$50,000 Plotter - \$20,000 PW Facility Improvements \$40,000					
	<b>Capital Bldg &amp; Grounds Total</b>	<b>527,741</b>	<b>527,741</b>	-	<b>120,892</b>	<b>110,000</b>
<b>3400-6430-6122</b>	Fleet Replacement	-	-	-	-	140,000
	5 Administrative Vehicles Replaced - \$110,000 PW Utility Truck - \$30,000					
<b>3400-6430-6125</b>	Infrastructure	986,899	986,899	680,000	471,107	601,000
	Storm Water Enhancements (Dover Culvert, Cranberry Estates, PW Wash Bay) \$286,000 Burke Road Improvements - \$200,000 Rowan road Sidewalk - \$115,000					
<b>3400-6430-6117</b>	Paving	-	-	380,000	828,128	-
<b>3400-6430-5111</b>	Professional Services	22,299	22,299	-	53,666	425,000
	Twp Portion of Grants and Rochester Rd Bridge Design (\$165,000) ARLE - \$52,000 Sinc Up - \$130,000 Green Light Go - \$50,000 TAP - \$28,000 (Rowan Sidewalk)					
	<b>Capital General Service Total</b>	<b>1,009,198</b>	<b>1,009,198</b>	<b>1,060,000</b>	<b>1,352,902</b>	<b>1,166,000</b>
	<b>Total</b>	<b>2,692,224</b>	<b>2,692,224</b>	<b>1,930,000</b>	<b>2,752,420</b>	<b>3,499,000</b>



## 2017 Annual Budget

**Fund Name: 2015 Bond Fund**

**Fund Description:**

The 2015 Bond Fund is a capital fund that holds the proceeds from the issuance of series 2015 GO Bonds. Expenses from this fund will be used for upgrades to the Brush Creek Waste Water Treatment Plant.





## 2017 Annual Budget

### 2015 Bond Fund Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>3800-6530-3931</b>	Bond Premium	-	3,232,152	-	-	-
<b>3800-6530-3530</b>	Bond Revenue	-	-	-	-	-
<b>3800-6530-3863</b>	Gain/Loss	-	(248,767)	-	-	-
<b>3800-6530-3410</b>	Interest	-	823	85,000	203,960	100,000
	Interest on Investments					
	<b>Total</b>	-	<b>2,984,207</b>	<b>85,000</b>	<b>203,960</b>	<b>100,000</b>



## 2017 Annual Budget

### 2015 Bond Fund Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>3800-6530-5411</b>	Bond Issuance	263,428	263,428	-	-	-
<b>3800-6530-5434</b>	Interest Expense	412,579	412,579	-	-	-
<b>3800-6530-5117</b>	Investment Fees	5,884	5,884	5,000	12,422	10,000
<b>3800-6530-5004</b>	Materials And Supplies	870	870	-	9,423	5,000
	<b>2015 Bond Total</b>	<b>682,761</b>	<b>682,761</b>	<b>5,000</b>	<b>21,845</b>	<b>15,000</b>
<b>3800-6540-6114</b>	Building	-	-	7,700,327	1,700,753	18,383,505
	<b>General Construction Total</b>	-	-	<b>7,700,327</b>	<b>1,700,753</b>	<b>18,383,505</b>
<b>3800-6545-6114</b>	Building	-	-	189,157	-	525,121
	<b>HVAC Total</b>	-	-	<b>189,157</b>	-	<b>525,121</b>
<b>3800-6555-6114</b>	Building	-	-	33,406	-	120,854
	<b>Plumbing Total</b>	-	-	<b>33,406</b>	-	<b>120,854</b>
<b>3800-6560-6114</b>	Building	-	-	1,219,414	-	3,064,843
	<b>Electrical Total</b>	-	-	<b>1,219,414</b>	-	<b>3,064,843</b>
<b>3800-6565-6114</b>	Building	-	-	375,004	79,819	883,429
	<b>Inspection and Testing Total</b>	-	-	<b>375,004</b>	<b>79,819</b>	<b>883,429</b>
<b>3800-6570-6114</b>	Building	-	-	170,220	108,549	510,653
	<b>Project Manager Total</b>	-	-	<b>170,220</b>	<b>108,549</b>	<b>510,653</b>
	<b>Total</b>	<b>682,761</b>	<b>682,761</b>	<b>9,692,528</b>	<b>1,910,967</b>	<b>23,503,405</b>



## 2017 Annual Budget

### **Fund Name: 2015 Marshall Twp. Construction Fund**

#### **Fund Description:**

The 2015 Marshall Township Construction Fund is a capital fund that holds the proceeds of Marshall Township's contribution to the expansion of the Brush Creek Waste Water Treatment Plant.



## 2017 Annual Budget

### 2015 Marshall Twp. Construction Fund Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>3900-6530-3863</b>	Gain/Loss	-	(16,806)	-	-	-
<b>3900-6530-3410</b>	Interest	-	533	10,000	12,954	15,000
	Interest on Investments					
	<b>Total</b>	-	<b>(16,273)</b>	<b>10,000</b>	<b>12,954</b>	<b>15,000</b>



## 2017 Annual Budget

### 2015 Marshall Twp. Construction Fund Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
3900-6530-5117	Investment Fees	4,334	4,334	-	3,643	4,000
3900-6530-5004	Materials And Supplies	-	-	-	1,649	2,000
	<b>Bond Construction Total</b>	<b>4,334</b>	<b>4,334</b>	<b>-</b>	<b>5,292</b>	<b>6,000</b>
3900-6540-6114	Building	-	-	1,347,173	297,575	3,216,495
	<b>General Construction Total</b>	<b>-</b>	<b>-</b>	<b>1,347,173</b>	<b>297,575</b>	<b>3,216,495</b>
3900-6545-6114	Building	-	-	33,093	-	91,879
	<b>HVAC Total</b>	<b>-</b>	<b>-</b>	<b>33,093</b>	<b>-</b>	<b>91,879</b>
3900-6555-6114	Building	-	-	5,844	-	21,145
	<b>Plumbing Total</b>	<b>-</b>	<b>-</b>	<b>5,844</b>	<b>-</b>	<b>21,145</b>
3900-6560-6114	Building	-	-	213,336	-	536,244
	<b>Electrical Total</b>	<b>-</b>	<b>-</b>	<b>213,336</b>	<b>-</b>	<b>536,244</b>
3900-6565-6114	Building	-	-	65,607	13,950	155,570
	<b>Inspection and Testing Total</b>	<b>-</b>	<b>-</b>	<b>65,607</b>	<b>13,950</b>	<b>155,570</b>
3900-6570-6114	Building	-	-	29,780	18,992	89,347
	<b>Project Manager Total</b>	<b>-</b>	<b>-</b>	<b>29,780</b>	<b>18,992</b>	<b>89,347</b>
	<b>Total</b>	<b>4,334</b>	<b>4,334</b>	<b>1,694,833</b>	<b>335,809</b>	<b>4,116,680</b>



# Enterprise Funds



## 2017 Annual Budget

**Fund Name: Water**

**Fund Description:**

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



**Department: Sewer And Water Field Operations**

**Description and Responsibilities:**

Sewer and Water Field Operations perform preventative maintenance on Township owned sanitary sewer collection and water distribution systems. Duties also include meter reading and customer service relevant to sanitary sewer and water.

**2016 Accomplishments:**

1. Maintained a less than 10% unaccountable water loss.
2. Located, provided visibility and gathered GPS coordinates on over 97% of the water service curb boxes and main line valves.
3. Located, provided visibility and gathered GPS coordinates on over 97% of the sanitary sewer manholes.
4. Started the Meter Replacement and Reading Technology program with over 35% of the meters replaced and MXU's installed.
5. Provided training to Sewer and Water personnel for updated GIS mapping software, laptop closing procedures of PA One-Calls requests and Trimble Nomad device for Meter replacement program.

**2017 Goals:**

1. Train Sewer & Water personnel on creating and printing Munis service orders, inspections and work orders from laptops.
2. Complete remaining 65% of the non-residential meter change-outs and installation of the new reading technology with in-house personnel.

**2017 Budget Highlights:**

1. Meter replacement program.
2. Leak detection program.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time Staff	11	11	11	11	11
Part Time Staff	3	3	3	3	3





## 2017 Annual Budget

### Sewer And Water Field Operations Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6110-5401-3805</b>	Application Fee	4,085	4,070	5,000	4,350	5,000
<b>6110-5401-3684</b>	Charge For Services	3,370	4,000	-	4,500	4,500
<b>6110-5401-3806</b>	Fire Lines	260,065	271,904	250,000	255,238	270,000
<b>6110-5401-3410</b>	Interest	7,757	10,223	9,000	14,724	15,000
<b>6110-5401-3802</b>	Meter Revenue	4,250,716	5,165,480	5,467,003	5,472,885	5,590,302
<b>6110-5401-3855</b>	Miscellaneous	58,073	49,454	50,000	43,588	50,000
<b>6110-5401-3809</b>	Penalties	40,744	55,376	45,000	57,615	58,000
<b>6110-5401-3950</b>	Refund Of Prior Year Exp	2,159	-	2,000	-	2,000
<b>6110-5401-3647</b>	Reimburse Salaries	556	1,332	-	797	-
<b>6110-5401-3803</b>	Sale Of Meters	5,398	2,582	3,000	4,961	4,500
<b>6110-5401-3804</b>	Tap In Fees	524,062	518,923	500,000	548,339	540,000
<b>6110-5401-3425</b>	Tower Leases	163,326	201,739	160,000	166,853	175,000
<b>6110-5495-3001</b>	Contributed Capital	363,310	-	-	-	-
	<b>Total</b>	<b>5,683,619</b>	<b>6,285,083</b>	<b>6,491,003</b>	<b>6,573,851</b>	<b>6,714,302</b>



## 2017 Annual Budget

### Sewer And Water Field Operations Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
61105401	Water Revenue	399	399	-	2,159	-
61105411	Dsm Pipe Line Maint	198,291	198,291	192,166	148,216	197,527
61105412	Dsm Leak Check Program	37,083	37,083	39,601	37,331	39,684
61105413	Dsm Water Quality	34,769	34,769	41,076	29,534	41,110
61105414	Dsm Meter Testing	176	176	-	610	-
61105415	Dsm Pa One Call	36,555	36,555	39,023	26,777	39,120
61105416	Dsm Hydrant & Valve Maint	130,900	130,900	123,114	91,368	120,822
61105417	Dsm Flushing Program	62,938	62,938	65,874	48,931	64,812
61105421	Sr Meter Services/Construction	51,494	51,494	51,048	38,907	50,938
61105422	Sr Service Requests	28,794	28,794	30,599	24,066	30,370
61105424	Sr Water Tap	38,797	38,797	44,090	31,511	43,119
61105431	Pst Operations & Maint	157,093	157,093	169,198	138,463	185,166
61105443	Inspections	72,222	72,222	77,545	57,200	79,598
61105451	Ssa Vehicle Maint	85,492	85,492	86,070	74,904	90,367
61105452	Ssa Administration/Scada	1,079,233	1,079,233	539,300	426,452	567,375
61105453	Ssa Training	51,831	51,831	66,377	44,803	65,539
61105455	Ssa Information Tech / Gis	108,000	108,000	110,500	110,500	112,500
61105456	Ssa Facility Maintenance	88,929	88,929	86,902	70,448	90,299
61105458	Ssa Operations Engineering	113,671	113,671	147,984	77,957	150,203
61105461	Wbg Account Mangement	81,893	81,893	82,802	66,271	84,489
61105462	Wbg Meter Reading	77,074	77,074	99,926	60,958	95,173
61105463	Wbg Customer Svs	213,375	213,375	219,916	183,201	253,111
61105471	Wp Water Purchase	2,888,525	2,888,525	2,600,000	2,567,047	2,850,000
61105481	Debt Series 2011	-	-	70,714	70,714	68,981
61105492	Transfer To Gen Fund	169,417	169,417	100,000	100,000	100,000
61105495	Water Capital	326,013	326,013	570,000	376,600	1,550,000
	<b>Total</b>	<b>6,132,965</b>	<b>6,132,965</b>	<b>5,653,825</b>	<b>4,904,929</b>	<b>6,970,303</b>



## 2017 Annual Budget

**Fund Name: Sewer**

**Fund Description:**

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.



# 2017 Annual Budget

## **Department: Sewer Treatment Plant**

### **Description and Responsibilities:**

The Brush Creek Wastewater Treatment Plant is responsible for protecting the Brush Creek watershed by treating the wastewater from Cranberry, and portions of Marshall and New Sewickley Townships. The Wastewater Treatment Plant staff is also responsible for maintaining safe drinking water storage and water pressure. The Industrial Pretreatment Program regulates all wastewater discharged into the wastewater collection system.

### **2016 Accomplishments:**

1. Wastewater Treatment Plant accomplishments included reviewing processes and equipment as it relates to the basis of design study and plant upgrade.
2. Industrial Pretreatment accomplishments included pretreatment program modifications to prepare for the EPA program mandate in conjunction with the sewer plant upgrade.

### **2017 Goals:**

1. Wastewater Treatment Plant 2017 main focus will be to maintain NPDES compliance during plant expansion.
2. Continue to modify the Industrial Pretreatment program in anticipation of the program becoming mandated by EPA.

### **2017 Budget Highlights:**

Treatment Plant Budget Highlights:

1. Lab deionized water system.
2. Engineering for new Franklin Acres lift station.
3. Replacing Wolfe Run Pump Station roof
4. Repair Wolfe Run Pump Station driveway

Industrial Pretreatment Budget highlights:

1. Hiring and Training for new coordinator

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time Staff	12	12	12	13	13
Part Time Staff	2	2	2	5	5



## 2017 Annual Budget

### Sewer Treatment Plant Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6210-5501-3805</b>	Application Fee	4,175	4,097	5,000	4,430	5,000
<b>6210-5501-3210</b>	Business Licenses And Permit	32,995	33,746	31,000	31,475	32,000
<b>6210-5501-3808</b>	Ebill Auto Pay Credit	(8,849)	(18,072)	(15,000)	(18,897)	(19,000)
<b>6210-5501-3410</b>	Interest	4,711	6,285	7,000	9,935	10,000
<b>6210-5501-3580</b>	Local Gov Payments	70,775	28,310	56,620	56,620	56,620
<b>6210-5501-3802</b>	Meter Revenue	6,063,700	6,134,316	6,515,775	6,226,543	6,913,021
<b>6210-5501-3855</b>	Miscellaneous	6,338	6,599	-	6,268	6,000
<b>6210-5501-3810</b>	Mtmsa Meter Rev	456,121	558,831	580,000	745,078	650,000
<b>6210-5501-3811</b>	Nstwp Meter Revenue	17,084	39,130	25,000	31,625	35,000
<b>6210-5501-3809</b>	Penalties	47,200	47,883	45,000	49,516	50,000
<b>6210-5501-3647</b>	Reimburse Salaries	836	-	-	-	-
<b>6210-5501-3804</b>	Tap In Fees	695,516	738,304	725,000	753,888	750,000
<b>6210-5501-3922</b>	Transfer From Other Fund	2,736	-	-	-	-
<b>6210-5595-3001</b>	Contributed Capital	92,532	216,100	-	-	-
	<b>Total</b>	<b>7,485,869</b>	<b>7,795,529</b>	<b>7,975,395</b>	<b>7,896,481</b>	<b>8,488,641</b>



## 2017 Annual Budget

### Sewer Treatment Plant Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>62105501</b>	Sewer Revenue	133	133	-	2,794	-
<b>62105511</b>	Tp Operations	1,461,443	1,461,443	1,496,185	1,121,183	1,496,484
<b>62105512</b>	Tp Maintenance	1,271,298	1,271,298	426,814	296,084	445,680
<b>62105513</b>	Tp Bio-Solids	474,312	474,312	478,472	392,368	528,702
<b>62105514</b>	Tp Odor	152,447	152,447	175,538	144,646	205,613
<b>62105515</b>	Tp Industrial Pretreatment	112,768	112,768	162,685	84,290	149,529
<b>62105522</b>	Csm Infiltration And Inflow	87,180	87,180	201,640	115,682	207,746
<b>62105523</b>	Csm Pa One Call	35,682	35,682	39,232	27,472	38,621
<b>62105524</b>	Csm Sewer Clog Odor	133,034	133,034	162,420	102,745	156,407
<b>62105533</b>	Inspections	69,666	69,666	75,303	56,903	78,697
<b>62105551</b>	Ssa Vehicle Mainteance	86,716	86,716	89,822	74,800	93,957
<b>62105552</b>	Ssa Administration	443,972	443,972	586,163	380,650	601,726
<b>62105554</b>	Ssa Facility Maintenance	90,890	90,890	87,201	70,417	100,100
<b>62105555</b>	Ssa Training	98,228	98,228	110,768	85,203	109,467
<b>62105556</b>	Ssa Information Tech	108,000	108,000	110,500	110,500	112,500
<b>62105558</b>	Ssa Operations Engineering	142,941	142,941	320,903	194,194	417,660
<b>62105561</b>	Sbg Account Management	79,953	79,953	84,127	66,271	85,787
<b>62105562</b>	Sbg Sewer Flow Meter Read	6,171	6,171	11,719	5,206	11,380
<b>62105571</b>	Ls Operations & Maintenance	179,495	179,495	199,396	118,366	200,781
<b>62105581</b>	Bond Interest	889	889	-	-	-
<b>62105582</b>	Principal Payment	839,872	839,872	4,506,534	4,506,533	4,506,044
<b>62105592</b>	Transfer To General Fund	150,000	150,000	150,000	150,000	150,000
<b>62105595</b>	Sewer Capital	229,554	229,554	142,000	519,233	2,000,000
	<b>Total</b>	<b>6,254,646</b>	<b>6,254,646</b>	<b>9,617,422</b>	<b>8,625,541</b>	<b>11,696,881</b>



## 2017 Annual Budget

### **Fund Name: Solid Waste**

#### **Fund Description:**

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.



## 2017 Annual Budget

### **Department: Solid Waste Operations**

#### **Description and Responsibilities:**

The “Collection Connection” is Cranberry Township’s Municipal Solid Waste Program. It is a comprehensive residential MSW collection program, collecting trash, recycling and yard waste. The program is funded by user rates and Pa recycling performance grants. The Service is provided by a contracted hauling company through the public bidding process. Bids are renewed every 5 years and the service is refined to meet current needs and advancing technologies. Cranberry also owns and inventories all of the collection carts which are distributed and maintained by the contracted hauler. Cranberry Township bills the Collection Connection customers combining this service with the sewer and water bills. The fund is self-sustaining; all costs are covered by the fees and grants.

#### **2016 Accomplishments:**

1. Two electronic recycling events were held at the Public Works Facility.
2. Distributed Collection Connection brochures during Community Days to heighten awareness of our programs.
3. Rain Barrel education provided in conjunction with Haine Elementary School.
4. Exercised environmental stewardship with the use of CNG powered collection trucks.
5. Event Rack Recycling units provided to residents for use during parties and large events.
6. Established a valued relationship with the Program Manager from Vogel Disposal.
7. Provided event recycling for Community Days.
8. Provided TV collection event at Public Works.

#### **2017 Goals:**

1. Continue to provide awareness to the Community about our Collection Connection Program.
2. Continue to promote electronic and household waste disposal programs.
3. Maintain relationship with Haine Elementary in reference to rain barrel education.
4. Expand Event Recycling Rack inventory to provide increased availability to our residents.
5. Continue to utilize the Program Manager to best serve our residents.

#### **2017 Budget Highlights:**

1. No rate increase of trash collection services for 2017.
2. Purchase of new collection carts.
3. Purchase of additional event recycling racks.

Service Levels	2013	2014	2015	2016	2017
96 Gallon	\$16.82	\$18.32	\$8.32	\$20.32	\$20.32
64 Gallon	\$16.16	\$17.66	\$17.66	\$19.66	\$19.66
36 Gallon	\$15.64	\$17.14	\$17.14	\$18.14	\$18.14
Bag Service	\$13.87	\$15.37	\$15.37	\$16.27	\$16.27





## 2017 Annual Budget

### Solid Waste Operations Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6310-7010-3671</b>	Fees For Services	1,758,297	1,904,924	2,151,942	1,921,119	2,214,720
	Revenue from quarterly payments from solid waste customers.					
<b>6310-7010-3410</b>	Interest	83	144	100	721	600
	Interest earnings on investments.					
<b>6310-7010-3855</b>	Miscellaneous	31,320	36,119	30,000	30,142	35,000
	Sale of craft bags and bag tags.					
<b>6310-7010-3809</b>	Penalties	15,320	16,727	15,000	16,987	16,500
	Penalty collections from customers who pay late.					
<b>6310-7010-3540</b>	State Grants	106,937	135,417	100,000	244,917	110,000
	Performance Grant awarded by DEP.					
	<b>Total</b>	<b>1,911,957</b>	<b>2,093,331</b>	<b>2,297,042</b>	<b>2,213,886</b>	<b>2,376,820</b>



## 2017 Annual Budget

### Solid Waste Operations Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6310-7010-4054</b>	457 Contributions	4,964	4,964	4,875	4,078	6,198
	The employer contribution to the 401 plan based on 5% of salaries/wages/overtime for all full time employees.					
<b>6310-7010-5363</b>	Advertising	2,270	2,270	5,000	1,000	2,500
<b>6310-7010-4053</b>	Dental Insurance	1,329	1,329	1,313	1,203	1,777
	Dental insurance for all full-time employees.					
<b>6310-7010-6182</b>	Depreciation	32,949	32,949	-	-	-
<b>6310-7010-4055</b>	Disability Insurance	186	186	254	162	322
	Long term disability insurance for all full time employees.					
<b>6310-7010-5356</b>	Employee Dues/Members	125	125	500	125	500
<b>6310-7010-5354</b>	Employee Training	178	178	500	-	-
	Conferences and workshops.					
<b>6310-7010-6010</b>	Equip Less Than 5,000	53,624	53,624	70,000	36,629	55,000
	Annual cart replacement costs.					
<b>6310-7010-4051</b>	Hospitalization	27,234	27,234	27,429	24,256	38,420
	Medical insurance for all full time employees.					
<b>6310-7010-5230</b>	Information Tech Svs	71,000	71,000	73,000	73,000	75,000
<b>6310-7010-4057</b>	Life Insurance	460	460	539	397	685
	Life insurance for all full time employees and certain part time employees.					
<b>6310-7010-5004</b>	Materials And Supplies	6,273	6,273	-	11,595	10,000
	Purchase of craft bags and bag tags.					
<b>6310-7010-4022</b>	Medicare	2,058	2,058	2,059	1,705	2,513
	The employer share of Medicare based on 1.45% of salaries/ wages/overtime for all employees.					
<b>6310-7010-4015</b>	Overtime	695	695	250	684	250
<b>6310-7010-4041</b>	Pension Non Uniform	4,964	4,964	4,875	4,103	6,198
	The employer contribution to the Non-Uniform Pension Plan based on 5% of salaries/wages/overtime for all full time employees.					
<b>6310-7010-5361</b>	Postage And Shipping	13,653	13,653	16,000	11,092	15,000
	Postage costs for mailing quarterly solid waste service bills.					



## 2017 Annual Budget

### Solid Waste Operations Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6310-7010-5362</b>	Printing	6,741	6,741	8,000	4,226	7,500
	Printing costs associated with solid waste program brochures and bills.					
<b>6310-7010-5111</b>	Professional Services	1,789,013	1,789,013	1,874,235	1,398,311	1,957,476
	Monthly payments to Vogel for contracted trash service.					
<b>6310-7010-5449</b>	Refund Current Year	190	190	-	-	-
<b>6310-7010-5447</b>	Refunds	1,367	1,367	-	-	-
<b>6310-7010-4010</b>	Salaries-Fulltime	91,737	91,737	97,253	81,374	123,712
	Portion of 7 full time employees.					
<b>6310-7010-4012</b>	Salaries-Part Time	45,660	45,660	39,113	38,840	49,348
	Portion of 6 part-time employees.					
<b>6310-7010-4021</b>	Social Security Tax	8,800	8,800	8,802	7,289	10,745
	The employer share of FICA based on 6.2% of salaries/ wages/overtime for all employees.					
<b>6310-7010-4052</b>	Vision Insurance	209	209	210	192	280
	Vision insurance for all full time employees.					
<b>6310-7010-4023</b>	Workers Comp	474	474	483	390	673
	Workers' Compensation insurance for all employees.					
	<b>Total</b>	<b>2,166,155</b>	<b>2,166,155</b>	<b>2,234,690</b>	<b>1,700,652</b>	<b>2,364,097</b>



## 2017 Annual Budget

**Fund Name: SWIMMING POOL**

**Fund Description:**

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.



## 2017 Annual Budget

### **Department: 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, concession sales and various types of parties.

#### **2016 Accomplishments:**

1. The staff managed the grand opening of a significantly enhanced pool and filtration system. In addition to the enhanced pool, the season experienced excellent "pool quality" weather for a very successful season, which maximized the profit/loss margin.
2. Created and adjusted staff training procedures to accommodate the new pool enhancements.
3. Continued to cross train staff to maximize the efficiency of pool operations and compensate for staff number shortfalls.
4. Continued to maintain cash handling procedures with all staff leading to excellent audit reports.
5. Successfully managed the significant implementation of the new software into pool operations. Part of this included replacing every membership card.

#### **2017 Goals:**

1. Identify ways to improve the software capabilities to maximize the efficiency of customer service and concession operations.
2. Continue marketing campaign to meet or exceed 2016 membership sales.
3. Enhance training to maximize the customer experience through superior customer service.
4. Continue to coordinate programs to maximize customer service and revenue while managing expenses.
5. Manage innovative programs and marketing campaigns to improve employee overall numbers in the Waterpark.

#### **2017 Budget Highlights:**

1. Continue to develop the safest and most efficient management procedures in relation to the pool enhancements.
2. Continue to manage all aquatic programs to maximize revenue and minimize expenses.
3. Manage increased admission rates to maximize the experience of all pool users.
4. Implement increased salaries throughout all positions at the pool and continue to manage staff efficiently.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time Staff	.5	1	1.5	.75	.75
Part Time Staff	0	1	0	0	0
Seasonal Staff	110	105	105	105	105



## 2017 Annual Budget

### Pool Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6410-6810-3691</b>	Admissions	170,598	231,618	238,000	274,077	272,000
	This is Daily admission fees for the Community Waterpark.					
<b>6410-6810-3410</b>	Interest	58	193	50	1,195	800
	Interest income on investments.					
<b>6410-6810-3685</b>	Memberships	215,725	206,950	225,000	216,539	225,000
	Individual and Family Memberships for the Community Waterpark.					
<b>6410-6810-3855</b>	Miscellaneous	78	777	1,000	3,580	1,000
	Locker and Miscellaneous Class Revenue					
<b>6410-6810-3856</b>	Over/Short	15	(3)	-	6	-
<b>6410-6810-3422</b>	Rooms/Facility	2,570	3,220	3,000	12,469	5,000
	Deck Rentals, private rentals have been included in this amount					
<b>6410-6810-3921</b>	Transfer From Gen Fund	311,957	312,104	150,000	150,000	-
	Transfer from General Fund to cover debt service payment.					
<b>6410-6810-3922</b>	Transfer From Other Fund	11,287	911,800	-	-	-
	<b>Pool Operations Total</b>	<b>712,288</b>	<b>1,666,659</b>	<b>617,050</b>	<b>657,865</b>	<b>503,800</b>
<b>6410-6830-3692</b>	Concessions	99,595	125,418	127,000	160,453	165,000
<b>6410-6830-3681</b>	Program Fees/Lessons	3,092	3,441	3,000	-	3,500
	Revenue associated to concessions from party rentals					
	<b>Pool Concessions Total</b>	<b>102,688</b>	<b>128,859</b>	<b>130,000</b>	<b>160,453</b>	<b>168,500</b>
<b>6410-6840-3681</b>	Program Fees/Lessons	67,543	59,378	65,000	47,272	58,000
	We are expecting increased participation in our Learn to Swim program.					
	<b>Pool Programs Total</b>	<b>67,543</b>	<b>59,378</b>	<b>65,000</b>	<b>47,272</b>	<b>58,000</b>
	<b>Total</b>	<b>882,519</b>	<b>1,854,897</b>	<b>812,050</b>	<b>865,590</b>	<b>730,300</b>

## 2017 Annual Budget

### Pool Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6410-6810-4054</b>	457 Contributions	1,406	1,406	1,300	1,139	1,842
<b>6410-6810-5363</b>	Advertising	1,356	1,356	3,000	3,081	2,000
	newspaper ad, water bill insert, school flyers					
<b>6410-6810-5312</b>	Cell Phones	-	-	900	240	900
	25% of manager, with data, 12 months pool manager 4 mo t/t only @ 60 per month					
<b>6410-6810-5357</b>	Clothing	989	989	3,500	2,431	5,000
	Manager shirts - green, 3 per staff member. to include head guards.					
<b>6410-6810-4053</b>	Dental Insurance	464	464	259	425	696
<b>6410-6810-6182</b>	Depreciation	99,741	99,741	-	-	-
<b>6410-6810-4055</b>	Disability Insurance	56	56	50	45	96
<b>6410-6810-5321</b>	Electricity	29,953	29,953	32,000	29,184	42,500
	we have been advised on a rate increase by electric company					
<b>6410-6810-5351</b>	Employee Recruiting	7,643	7,643	9,500	10,048	12,000
	Drug Screening and Clearances for Waterpark Employees and advertising					
<b>6410-6810-6123</b>	Furniture And Fixtures	15,247	15,247	8,000	4,563	28,000
	sunbrellas, chairs, tents, tables, lane line reels, guard stand replacement, improved access on doors, bath house improvements					
<b>6410-6810-5416</b>	Go Series A 2003	-	-	150,000	150,000	-
	Portion of principal and interest for Series A 2003 bond issue.					
<b>6410-6810-4051</b>	Hospitalization	9,744	9,744	5,394	4,892	8,158
<b>6410-6810-5230</b>	Information Tech Svs	27,000	27,000	27,000	27,000	27,000
	increase due to credit charges to offset expense of new Active software					
<b>6410-6810-5434</b>	Interest Expense	22,289	22,289	-	-	-
<b>6410-6810-4057</b>	Life Insurance	116	116	100	93	208
<b>6410-6810-5004</b>	Materials And Supplies	19,546	19,546	12,000	13,818	12,000
	facility bathroom supplies, first aid, office supplies, membership cards, toner/ribbon, rescue tubes, front desk pos items					
<b>6410-6810-4022</b>	Medicare	2,635	2,635	3,438	2,643	3,579



## 2017 Annual Budget

### Pool Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6410-6810-5370</b>	Minor Equipment/Furniture	15,736	15,736	3,000	1,074	2,000
	new safe lock, guard umbrellas, guard and first aid training supplies					
<b>6410-6810-4015</b>	Overtime	205	205	250	781	500
<b>6410-6810-4041</b>	Pension Non Uniform	1,642	1,642	1,300	1,139	1,842
<b>6410-6810-5361</b>	Postage And Shipping	-	-	-	372	-
<b>6410-6810-5362</b>	Printing	1,115	1,115	4,000	3,158	2,000
	signage, wp/swim lesson brochures, banners					
<b>6410-6810-5123</b>	Repair Maint Facility Maint	1,502	1,502	2,000	1,394	2,000
	misc. facility enhancements					
<b>6410-6810-4010</b>	Salaries-Fulltime	28,203	28,203	26,542	22,772	36,831
	program manager (25%) 0.5 Full Time Employee, activity coordinator/pool manager (50%) full time employee					
<b>6410-6810-4012</b>	Salaries-Part Time	154,169	154,169	205,000	155,750	210,000
	Operational Managers, Lifeguards and Guest Relations					
<b>6410-6810-5324</b>	Sewer	6,124	6,124	12,000	7,988	12,000
<b>6410-6810-4021</b>	Social Security Tax	11,269	11,269	14,700	11,303	15,304
<b>6410-6810-4052</b>	Vision Insurance	69	69	38	64	86
<b>6410-6810-5323</b>	Water	11,839	11,839	18,500	19,219	20,000
<b>6410-6810-4023</b>	Workers Comp	9,224	9,224	11,115	8,981	13,242
	Workers' Compensation insurance for all employees.					
	<b>Pool Operations Total</b>	<b>479,282</b>	<b>479,282</b>	<b>554,886</b>	<b>483,598</b>	<b>459,784</b>
<b>6410-6820-5008</b>	Chemicals	17,959	17,959	28,000	15,730	20,000
<b>6410-6820-5005</b>	Cleaning Supplies	986	986	1,500	395	750
<b>6410-6820-5004</b>	Materials And Supplies	4,182	4,182	12,000	2,484	7,172
	Pressure Washer Hose, 3-Clocks Replacement; ladders, shelving/storage for chemical room					



## 2017 Annual Budget

### Pool Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6410-6820-4022</b>	Medicare	344	344	525	279	406
<b>6410-6820-4015</b>	Overtime	99	99	-	-	250
<b>6410-6820-5111</b>	Professional Services	9,738	9,738	17,856	14,624	20,000
	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, pool flowers					
<b>6410-6820-5121</b>	Repair Maint Equipment	2,467	2,467	8,000	1,336	4,500
	painting misc, structures including slide, fence and other associated metal features, misc. plumbing					
<b>6410-6820-4012</b>	Salaries-Part Time	23,630	23,630	35,000	19,225	28,000
<b>6410-6820-4021</b>	Social Security Tax	1,471	1,471	2,233	1,192	1,736
<b>6410-6820-4023</b>	Workers Comp	1,513	1,513	1,688	1,364	1,502
	<b>Pool Maintenance Total</b>	<b>62,390</b>	<b>62,390</b>	<b>106,802</b>	<b>56,627</b>	<b>84,316</b>
<b>6410-6830-5005</b>	Cleaning Supplies	32	32	500	28	500
	Cleaning supplies previously purchased					
<b>6410-6830-5368</b>	Cost Of Goods	57,935	57,935	63,000	64,110	63,000
	Food and cooking supplies					
<b>6410-6830-5354</b>	Employee Training	-	-	-	-	500
	Serve-safe training					
<b>6410-6830-6123</b>	Furniture And Fixtures	5,695	5,695	8,000	3,024	33,000
	Continued replacement of mature equipment and grease mats, plus adding equipment					
<b>6410-6830-4022</b>	Medicare	480	480	627	452	653
<b>6410-6830-4015</b>	Overtime	93	93	-	-	-
<b>6410-6830-5111</b>	Professional Services	1,829	1,829	2,500	1,042	4,500
	hood inspection and cleaning. Fire and ansul inspections, towel service, food licence, unifirst, steaming the floor.					
<b>6410-6830-5121</b>	Repair Maint Equipment	602	602	2,750	466	1,500
<b>6410-6830-4012</b>	Salaries-Part Time	33,026	33,026	42,040	31,160	51,000
	Estimated hours with perfect weather - 15% weather impact					
<b>6410-6830-4021</b>	Social Security Tax	2,053	2,053	2,682	1,932	2,790



## 2017 Annual Budget

### Pool Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6410-6830-4023</b>	Workers Comp	1,710	1,710	2,028	1,639	2,414
	<b>Pool Concessions Total</b>	<b>103,456</b>	<b>103,456</b>	<b>124,127</b>	<b>103,852</b>	<b>159,857</b>
<b>6410-6840-5354</b>	Employee Training	270	270	1,500	-	1,500
	CPO certification, pesticide applicator credits					
	WSIT certification LGIT certification					
<b>6410-6840-5004</b>	Materials And Supplies	1,332	1,332	3,000	333	1,500
	noodles, sand toys, volley balls, learn to swim fee, puppy plunge supplies, life guard classes fees					
<b>6410-6840-4022</b>	Medicare	215	215	248	193	261
<b>6410-6840-5111</b>	Professional Services	-	-	3,000	1,617	3,000
	scuba program - instructor					
<b>6410-6840-4012</b>	Salaries-Part Time	14,797	14,797	16,625	13,285	18,000
	Wages based on averages associated to success of expected revenue.					
<b>6410-6840-4021</b>	Social Security Tax	917	917	1,060	824	1,116
<b>6410-6840-4023</b>	Workers Comp	869	869	802	648	966
	<b>Pool Programs Total</b>	<b>18,400</b>	<b>18,400</b>	<b>26,235</b>	<b>16,900</b>	<b>26,343</b>
	<b>Total</b>	<b>663,528</b>	<b>663,528</b>	<b>812,050</b>	<b>660,977</b>	<b>730,300</b>



## 2017 Annual Budget

**Fund Name: GOLF COURSE**

**Fund Description:**

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.



## 2017 Annual Budget

### **Department: 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.

#### **2016 Accomplishments:**

1. Finished squaring tees.
2. Two concrete pads poured, for Beverage stations. Permanent structure completed between 14/19 greens.
3. Completed fixing of drainage in bunkers and adding sand.
4. Clubhouse is now a RAMP certified facility.
5. #1 attended Tri State PG event held at the course this year.
6. Added restroom facility between greens 3 & 4.

#### **2017 Goals:**

1. 30,500 rounds of golf.
2. Complete Beverage station on front 9 to have a permeant structure replacing the tent.
3. Continue with fescue program to move out weeds and bring back the original course look.
4. Continue wildflower program to support honey bee population.
5. Continue to explore a "no cost" option for the golf cart GPS monitors.
6. Continue to improve hole #13 for safety and plant health.

#### **2017 Budget Highlights:**

1. Convert current starter hut to a lesson & club repair hut.
2. Communications team to have more intricate roll in marketing execution.

<u>Staffing Levels</u>	2013	2014	2015	2016	2017
Full Time Staff	7	8	8	8	8
Part Time Staff	1	1	1	0	0
	40	43	41	40	40



## 2017 Annual Budget

### Golf Course Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
6510-6301-3704	Club Rentals	4,623	4,475	5,000	6,280	8,000
6510-6301-3905	Gas Rights	-	935,025	-	-	-
6510-6301-3701	Green Fees	1,026,515	1,137,335	1,100,000	1,112,198	1,169,021
6510-6301-3707	Handicapp Services	5,400	6,475	6,500	8,400	10,200
6510-6301-3410	Interest	77	283	75	1,446	1,000
6510-6301-3717	Merchant Service Revenue	50,692	37,451	-	-	15,000
6510-6301-3855	Miscellaneous	3,126	5,349	6,000	2,724	6,000
6510-6301-3856	Over/Short	127	98	-	82	-
6510-6301-3950	Refund Of Prior Year Exp	28	-	-	425	-
6510-6301-3852	Sponsorship	14,513	15,035	13,180	7,990	8,000
6510-6301-3921	Transfer From Gen Fund	113,891	5,500	-	-	-
6510-6301-3926	Transfer From Public Bldg Fund	95,000	95,000	-	-	-
6510-6313-3702	Carts	211,490	222,658	215,000	232,873	235,000
6510-6313-3855	Miscellaneous	-	-	-	200	-
6510-6313-3852	Sponsorship	700	1,350	2,000	1,150	2,000
6510-6314-3703	Range Fees	17,298	19,022	20,000	18,592	20,000
6510-6315-3706	Hard Goods	87,987	94,137	90,000	92,521	100,000
6510-6315-3705	Soft Goods	24,429	31,654	35,000	36,290	36,000
6510-6316-3682	Clinics/Programs	14,755	17,250	20,000	13,958	20,000
6510-6316-3681	Program Fees/Lessons	18,887	17,837	20,000	14,654	20,000
6510-6331-3711	Alcohol Sales	131,503	175,490	145,000	156,839	168,000
6510-6331-3709	Food Sales Non Tax	8,789	130	500	53	100
6510-6331-3708	Food Sales Tax	68,769	61,893	75,000	73,734	79,800
6510-6332-3714	Camp Cranberry Food	9,935	8,275	9,000	9,884	10,000
6510-6332-3713	Menu Food	2,174	11,869	12,000	8,247	11,000
6510-6333-3711	Alcohol Sales	85,114	95,678	90,000	73,825	85,000
6510-6333-3710	Cartered Food Taxable	268,030	285,362	270,000	225,166	270,000



## 2017 Annual Budget

### Golf Course Revenue

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
<b>6510-6333-3712</b>	Catered Food Nontax	17,862	25,433	17,500	19,705	30,000
<b>6510-6333-3422</b>	Rooms/Facility	27,887	26,580	25,000	21,930	28,000
	<b>Total</b>	<b>2,309,602</b>	<b>3,336,642</b>	<b>2,176,755</b>	<b>2,139,164</b>	<b>2,332,121</b>



## 2017 Annual Budget

### Golf Course Expenses

GL Code	Description	2014 Actual	2015 Actual	2016 Adjusted Budget	2016 Year to Date	2017 Requested Budget
65106301	Golf Course Revenue	482,205	482,205	-	-	-
65106311	Go Golf Shop Services	72,231	72,231	102,018	86,817	116,970
65106312	Go Outside Services	38,874	38,874	56,431	43,855	55,452
65106313	Go Carts	66,979	66,979	71,702	74,721	70,123
65106314	Go Range	1,010	1,010	10,494	5,042	10,428
65106315	Go Merchandise	130,426	130,426	79,675	120,064	110,299
65106316	Go Lessons	20,324	20,324	30,149	26,864	31,228
65106331	Fb Grille	158,639	158,639	162,193	149,706	150,572
65106332	Fb Kitchen	15,056	15,056	21,272	13,786	19,627
65106333	Fb Banquet Facility	287,951	287,951	276,657	230,445	279,148
65106341	Facility Maintenance	66,026	66,026	71,000	53,008	64,000
65106342	Administration	334,251	334,251	201,175	198,782	210,032
65106344	Training	12,819	12,819	5,115	4,560	4,921
65106345	Infrastructure	13,256	13,256	10,000	14,825	12,000
65106346	Vehicle Maintenance	19,855	19,855	25,000	14,705	20,000
65106361	Tm Greens Maintenance	119,590	119,590	129,837	111,810	138,600
65106362	Tm Tees Maintenance	67,944	67,944	86,195	84,709	91,950
65106363	Tm Fairways Maintenance	110,464	110,464	123,546	114,963	126,666
65106364	Tm Rough Maintenance	109,086	109,086	157,648	145,833	164,891
65106365	Tm Bunker Maintenance	41,689	41,689	65,272	62,937	69,429
65106366	Tm Irrigation	25,698	25,698	51,469	39,100	51,451
65106381	Em Equipment Repair	51,439	51,439	122,409	78,947	114,109
65106382	Em Pmi	35,840	35,840	-	16,884	-
65106391	Interest Payment	280,759	280,759	250,225	250,225	250,225
65106392	Principal Payment	-	-	170,000	170,000	170,000
65106395	Capital Expenses	219,379	219,379	-	172,243	-
	<b>Total</b>	<b>2,781,791</b>	<b>2,781,791</b>	<b>2,279,482</b>	<b>2,284,831</b>	<b>2,332,121</b>