

Utility Services



<u>FUNDING BY PROGRAM AREA</u>	<u>2012 RECOMMEND</u>
BASIC UTILITY SERVICES	
Water	
Water Plant	\$2,085,388
Capital Facilities	130,000
Refunds	0
SUBTOTAL	2,215,388
Water Reclamation	
Water Reclamation Plant	2,594,618
Capital Facilities	60,000
Refunds	0
SUBTOTAL	2,654,618
Solid Waste	
Curbside Recycling	468,350
Refunds	0
SUBTOTAL	468,350
Storm Water Drainage	
Storm Water Drainage	58,000
Capital Facilities	100,000
Refunds	0
SUBTOTAL	158,000
Total	\$5,496,356

Department:	Division:	Fund:	Account No:
Utility Services	Water Production	Water	550-07
Resource Summary	2010	2011	2012
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 751,744	\$ 838,488	\$ 840,888
Operation and Maintenance	573,970	628,750	639,500
Capital Outlay	264,842	25,000	605,000
Total	<u>\$ 1,590,556</u>	<u>\$ 1,492,238</u>	<u>\$ 2,085,388</u>
Total Positions	10	10	10
Funding by Source			
Water	\$ 1,590,556	\$ 1,492,238	\$ 2,085,388
Total	<u>\$ 1,590,556</u>	<u>\$ 1,492,238</u>	<u>\$ 2,085,388</u>

Program Description:

Supply, filtration, pumping and storage of potable water for the City of Kent are the major responsibilities of this division. The City's water plant treated an average 2.46 million gallons of water per day (MGD) in 2009, with a present capacity of 6 MGD. With modification, the plant capacity can be doubled. Development of a secondary well field to ensure an adequate future water supply is a major concern of the administration.

Program Comments:

The 2012 recommended operation and maintenance reflects an increase of 1.71%, or \$10,750 as compared to the 2011 budget for the Water Treatment Plant.

Department: Utility Services Division: Water Production Fund: Water Account No: 550-07

Line Description	2010 Actual	2011 Budget	2012 Recommend
11 Employee - Regular Salaries	\$ 477,140	\$ 549,377	\$ 549,377
14 Retirement (PERS)	76,773	86,256	86,256
15 Medicare	8,838	8,999	8,999
16 Health Insurance	103,140	110,400	112,800
17 Uniform & Clothing Allow.	0	0	0
18 Overtime	77,797	71,236	71,236
19 Unemployment & Workers' Comp	8,056	12,220	12,220
Total Personnel Services	\$ 751,744	\$ 838,488	\$ 840,888
21 Travel & Transportation	\$ 4,961	\$ 3,500	\$ 3,500
28 Vehicle Fuel	8,187	14,000	14,000
31 Utilities	207,448	240,700	242,200
32 Communications/Postage	5,517	6,000	6,000
33 Rents & Leases	5,116	7,000	7,000
34 Professional Services	4,747	6,500	7,000
35 Maintenance of Equipment & Facility	23,627	27,000	27,000
36 Insurance & Bonding	29,290	33,000	33,000
37 Printing, Photocopy, Advertising	325	800	800
39 Misc. Contractual Service	34,733	40,600	40,600
41 Office Supplies	1,245	1,400	1,400
42 Operating Materials	241,916	241,250	250,000
44 Small Tools/Minor Equipment	6,858	7,000	7,000
Total Operation & Maintenance	\$ 573,970	\$ 628,750	\$ 639,500
62 Buildings	19,420		
Sludge Building Modification			
63 Equipment Items>\$2,500	120,821		
WTP Misc Plant Equipment		25,000	25,000
Soda Ash Machine Installation			30,000
2, V-10K Chlorinator Installed			30,000
68 Contract	\$ 124,601	\$	
Paint Fairchild Tank			260,000
Paint KSU 250.00 gal Elevated Ball			260,000
Total Capital Outlay	\$ 264,842	\$ 25,000	\$ 605,000
Total	\$ 1,590,556	\$ 1,492,238	\$ 2,085,388

Department:	Division:	Fund:	Account No:
Utility Services	Water Reclamation	Sewer	550-15
Resource Summary	2010	2011	2012
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 750,339	\$ 839,273	\$ 841,673
Operation and Maintenance	514,938	654,825	659,945
Capital Outlay	150,850	726,000	1,093,000
Total	<u>\$ 1,416,127</u>	<u>\$ 2,220,098</u>	<u>\$ 2,594,618</u>
Total Positions	10	10	10
Funding by Source			
Sewer	\$ 1,416,127	\$ 2,220,098	\$ 2,594,618
Total	<u>\$ 1,416,127</u>	<u>\$ 2,220,098</u>	<u>\$ 2,594,618</u>

Program Description:

The Kent Water Reclamation Facility has a design flow of 5.0 million gallons per day and is currently treating an average daily flow of 2.46 million gallons (2009 data). The overall treatment process is termed *advanced secondary activated sludge* and utilizes physical, chemical and biological methods for the removal of conventional pollutants in addition to phosphorus and ammonia from the sewage waste stream.

Major treatment processes include influent screening, grit removal, ferrous chloride addition, pre-aeration, primary clarification, alkalinity addition, aeration, secondary clarification, chlorination, de-chlorination, post-aeration, anaerobic digestion, belt press bio-solids dewatering and bio-solids disposal/reuse. The treated water is discharged into the Cuyahoga River via an NPDES permit issued by the Ohio EPA. The stabilized and dewatered bio-solids are transported to the PPG land reclamation site in Barberton, Ohio for the purpose of beneficial reuse.

This division also is responsible for the operation and maintenance of eight off-site sewage pump stations and the Kent Dam waterfall pumping system.

Program Comments:

The 2012 recommended operation and maintenance reflects an increase of 0.78%, or \$5,120 as compared to the 2011 budget.

Department: Utility Services	Division: Water Reclamation	Fund: Sewer	Account No: 550-15
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Line Description	2010 Actual	2011 Budget	2012 Recommend
11 Employee - Regular Salaries	\$ 531,685	\$ 580,193	580,193
14 Retirement (PERS)	76,637	85,985	85,985
15 Medicare	6,685	6,710	6,710
16 Health Insurance	101,285	110,400	112,800
17 Uniform & Clothing Allowance	0	0	0
18 Overtime	26,302	43,690	43,690
19 Unemployment & Workers' Comp	7,745	12,295	12,295
Total Personnel Services	\$ 750,339	\$ 839,273	841,673
21 Travel & Transportation	\$ 4,395	\$ 5,500	5,500
28 Vehicle Fuel	7,031	5,500	9,000
31 Utilities	232,575	308,000	310,000
32 Communications/Postage	4,587	6,000	6,000
33 Rents & Leases	1,808	2,100	2,100
34 Professional Services	16,488	12,000	12,000
35 Maintenance of Equipment & Facility	14,634	35,000	35,000
36 Insurance & Bonding	32,339	36,000	35,620
37 Printing, Photocopy, Advertising	34	650	650
39 Misc. Contractual Service	99,872	121,000	121,000
41 Office Supplies	585	1,000	1,000
42 Operating Materials	99,081	120,075	120,075
44 Small Tools/Minor Equipment	1,509	2,000	2,000
Total Operation & Maintenance	\$ 514,938	\$ 654,825	659,945
63 Equipment Items > \$2,500	\$ 55,443	\$ 0	
WRF-Misc Plant Equipment		30,000	45,000
WRF Roof Repair			
Secondary Clarifier and Aerotion Tank Handrail			40,000
Aeration Tank Automatic Air Valves		7,000	
Electric Generator		8,000	
VFD's for RAS and WAS Pumps		15,000	
WRF Digester Lid Replacement			825,000
Clarifier Sludge Rakes/Skimmer Arms/Baffle Rings			90,000
Replace Primary Clarifier Drive Unit			93,000
68 Contract	95,407		
Digester Heat Exchangers (2)		650,000	
WRF- Roof Repair		16,000	
Total Capital Outlay	\$ 150,850	\$ 726,000	1,093,000
Total	\$ 1,416,127	\$ 2,220,098	2,594,618

Department:
Utility Services

Division:
Capital Facilities

Fund:
Water, Sewer & Storm

Account No:
550-24

Resource Summary Expenditure Categories	2010 Actual	2011 Budget	2012 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	264,104	0	
Capital Outlay	<u>1,529,623</u>	<u>2,258,000</u>	<u>290,000</u>
Total	<u>\$ 1,793,727</u>	<u>\$ 2,258,000</u>	<u>\$ 290,000</u>
Total Positions	0	0	0

Funding by Source			
Water	\$ 327,719	\$ 570,000	\$ 130,000
Sewer	244,888	133,000	60,000
Storm Water Drainage	<u>1,221,121</u>	<u>1,555,000</u>	<u>100,000</u>
Total	<u>\$ 1,793,728</u>	<u>\$ 2,258,000</u>	<u>\$ 290,000</u>

Program Description:

This cost center covers capital improvements to the water and sewer infrastructure that are not specifically related to plant operations. Beginning in 2008, storm water drainage capital improvements were included in this cost center.

Program Comments:

This division is used to fund implementation of the five year capital improvement plan on an annual basis relative to public utilities. The 2012 Capital Improvement Plan for this cost center includes:

<u>Project</u>	<u>Water</u>	<u>Sanitary</u>	<u>Storm</u>	<u>Total</u>
Downtown Streets (Erie & Depeyster)	\$ 130,000	\$ 60,000	\$ 100,000	\$ 290,000

Department:	Division:	Fund:	Account No:
Utility Services	Capital Facilities	Water, Sewer & Storm Water Drainage	550-24

Line Description	2010 Actual	2011 Budget	2012 Recommend
34 Professional Services	259,438		0
36 Insurance & Bonding	3,857		0
37 Printing, Photocopy & Advertising	809		0
42 Operating Materials	0		0
Total Operation & Maintenance	\$ 264,104	\$ 0	\$ 0
61 Lands	\$ 0	\$	\$
63 Equipment	2,328		
68 Contract	1,527,295		
Fairchild Avenue Bridge		308,000	
Middlebury Road Watermain-Construction		500,000	
Area Q Ph.5 (Irma/Diedrich)-Construction		1,100,000	
Harvey/Lake St Storm Outfall-ReApprop 2007 Funds		200,000	
Cuyahoga River- Letter of Map Revision		150,000	
Downtown Streets (Erie & Depeyster)			290,000
Total Capital Outlay	\$ 1,529,623	\$ 2,258,000	\$ 290,000
Total	\$ 1,793,727	\$ 2,258,000	\$ 290,000



Department:
Utility Services

Division:
Capital Facilities

Fund:
Water, Sewer, & Storm Drainage

Account No:
550-24

Line Description	Water	Sewer	Storm Water Drainage	2012 Total
34 Professional Services				0
36 Insurance & Bonding				0
37 Printing, Photocopy & Advertising				0
42 Operating Materials				0
Total Operation & Maintenance	\$ 0	\$ 0	\$ 0	0
63 Capital Equipment > \$2500				0
68 Contract				0
Downtown Streets (Erie & Depeyster)	130,000 \$	60,000 \$	100,000 \$	290,000
Total Capital Outlay	\$ 130,000	\$ 60,000	\$ 100,000	290,000
Total	\$ 130,000	\$ 60,000	\$ 100,000	290,000

Department:
Utility Services

Division:
Refunds

Fund:
Water/Sewer/Solid Waste/
Storm Water Drainage

Account No:
550-82

Resource Summary Expenditure Categories	2010 Actual	2011 Budget	2012 Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	0	0	0
Capital Outlay	0	0	0
Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Total Positions	0	0	0
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Funding by Source			
Water	\$ 0	\$	\$
Sewer	0		
Solid Waste	0		
Storm Water Drainage	0		
Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

Program Description:

This cost center is used to account for refunds of water, sewer, recycling and storm water drainage charges if there is an overpayment on a bill.

Program Comments:

An accounting change has been implemented that has impacted the way utility refunds are handled, continuing with this fiscal year. Because utility refunds are in fact adjustments to utility revenue, such refunds will no longer be entered separately as an expense item, but rather will be offset against revenue collected. In addition to operational efficiencies it is expected that this change will more accurately reflect actual utility revenue collected.

Department:	Division:	Fund:	Account No:
Utility Services	Refunds	Water/Sewer/ Solid Waste	550-82

Line Description	2010 Actual	2011 Budget	2012 Recommend
71 Refunds	\$ 0	\$ 0	0
<u>Total Operation & Maintenance</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>
<u>Total Capital Outlay</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>
<u>Total</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>

Department:
Utility Services

Division:
Solid Waste

Fund:
Solid Waste

Account No:
550-37

Resource Summary Expenditure Categories	2010 Actual	2011 Budget	2012 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	333,985	468,350	468,350
Capital Outlay	0	0	
Total	<u>\$ 333,985</u>	<u>\$ 468,350</u>	<u>\$ 468,350</u>
Total Positions	0	0	0
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Funding by Source			
Solid Waste	\$ 333,985	\$ 468,350	\$ 468,350
Total	<u>\$ 333,985</u>	<u>\$ 468,350</u>	<u>\$ 468,350</u>

Program Description:

The Solid Waste cost center was created in response to changes in the solid waste laws for the State of Ohio. The curbside recycling program includes both single and multi-family units. The City also maintains a Yard Waste Transfer Center for residents to drop off yard waste and pick up mulch. The Citywide Residential Trash Collection program is administered by the Service Administration as the newest solid waste program for the City of Kent.

Program Comments:

The 2012 recommended operation and maintenance budget reflects no changes as compared to the 2011 budget. The amounts budgeted in 2012 for contractual services are as follows: 1) \$330,000 for the curbside recycling contract with Portage County; 2) \$8,000 for tub grinding; 3) \$52,540 for minimum generator service and facilities trash collection; \$62,000 for the annual spring clean-up program; and 5) \$460 undesignated. The amount for the curbside recycling contract with the County is anticipated to increase 10% and the \$330,000 is hoped to absorb this increase. During the last twelve months revenue from minimum generator service amounted to \$18,247.00 for bag sales.

Department:	Division:	Fund:	Account No:
Utility Services	Solid Waste	Solid Waste	550-37

Line Description	2010 Actual	2011 Budget	2012 Recommend
21 Travel & Transportaion	\$ 0	\$ 1,000	\$ 1,000
32 Communications/Postage	597	2,000	2,000
34 Professional Services	0	1,000	1,000
35 Maintenance of Equipment & Facility	0	100	100
36 Insurance & Bonding	182	250	250
37 Printing, Photocopy & Advertising	0	2,000	2,000
39 Misc. Contractual Service	328,271	453,000	453,000
41 Office Supplies	0	1,000	1,000
42 Operating Materials	4,558	7,000	7,000
44 Small Tools/Minor Equipment	377	1,000	1,000
<u>Total Operation & Maintenance</u>	<u>\$ 333,985</u>	<u>\$ 468,350</u>	<u>\$ 468,350</u>
63 Equipment Items > \$500	\$ 0	\$ 0	\$ 0
<u>Total Capital Outlay</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<u>Total</u>	<u>\$ 333,985</u>	<u>\$ 468,350</u>	<u>\$ 468,350</u>

Department:
Utility Services

Division:
Storm Water Drainage

Fund:
Storm Water Drainage

Account No:
550-02

Resource Summary Expenditure Categories	2010 Actual	2011 Budget	2012 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	22,265	58,000	58,000
Capital Outlay	0	0	
Total	<u>\$ 22,265</u>	<u>\$ 58,000</u>	<u>\$ 58,000</u>
Total Positions	0	0	0

Funding by Source			
Storm Water Drainage	\$ 22,265	\$ 58,000	\$ 58,000
Total	<u>\$ 22,265</u>	<u>\$ 58,000</u>	<u>\$ 58,000</u>

Program Description:

This is a cost center to account for expenditures related to the storm water drainage utility that was created in 1999. Beginning in 2008, this section does not include storm water drainage infrastructure.

Program Comments:

The 2012 recommended operation and maintenance budget reflects no changes as compared to the 2011 budget. This budget includes professional services to continue implementation of the storm water management plan. These funds are provided to continue the requirements of the City's Ohio Environmental Protection Agency issued Storm Water NPDES Permit.

As in previous years a transfer of \$30,000.00 from the storm water drainage fund to income tax in 2012 to repay the start-up costs of the program will occur, but is not included in the \$58,000.00 amount budgeted.

Department:	Division:	Fund:	Account No:
Utility Services	Storm Water Drainage	Storm Water Drainage	550-02

Line Description	2010 Actual	2011 Budget	2012 Recommend
21 Travel & Transportaion	\$ 456	\$ 1,000	\$ 1,000
28 Vehicle Fuel	0	0	0
32 Communications/Postage	7	1,000	1,000
34 Professional Services	14,050	20,000	20,000
35 Maintenance of Equipment & Facility	0	500	500
36 Insurance & Bonding	0	4,500	4,500
37 Printing, Photocopy & Advertising	962	2,000	2,000
39 Misc. Contractual Service	6,000	23,000	23,000
41 Office Supplies	305	1,000	1,000
42 Operating Materials	217	4,000	4,000
44 Small Tools/Minor Equipment	268	1,000	1,000
Total Operation & Maintenance	\$ 22,265	\$ 58,000	\$ 58,000
63 Equipment	0	0	0
68 Contract	0	0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 22,265	\$ 58,000	\$ 58,000

