



Utility Services

<u>FUNDING BY PROGRAM AREA</u>	<u>2014 RECOMMEND</u>
BASIC UTILITY SERVICES	
Water	
Water Plant	\$2,067,595
Capital Facilities	265,000
Refunds	0
SUBTOTAL	2,332,595
Water Reclamation	
Water Reclamation Plant	1,727,438
Water Reclamation Lab	318,317
Capital Facilities	100,000
Refunds	0
SUBTOTAL	2,145,755
Solid Waste	
Curbside Recycling	442,808
Refunds	0
SUBTOTAL	442,808
Storm Water Drainage	
Storm Water Drainage	58,646
Capital Facilities	410,000
Refunds	0
SUBTOTAL	468,646
Total	\$5,389,804

Department:
Utility Services

Division:
Water Production

Fund:
Water

Account No:
550-07

Resource Summary Expenditure Categories	2012 Actual	2013 Budget	2014 Recommend
Personnel Services	\$ 819,564	\$ 848,991	\$ 868,062
Operation and Maintenance	548,490	626,642	601,533
Capital Outlay	<u>98,008</u>	<u>625,000</u>	<u>598,000</u>
Total	<u>\$ 1,466,062</u>	<u>\$ 2,100,633</u>	<u>\$ 2,067,595</u>
Total Positions	10	10	10
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Funding by Source Water	\$ 1,466,062	\$ 2,100,633	\$ 2,067,595
Total	<u>\$ 1,466,062</u>	<u>\$ 2,100,633</u>	<u>\$ 2,067,595</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 2014 recommended operation and maintenance reflects a decrease of 4.01%, or \$25,109 as compared to the 2013 budget for the Water Treatment Plant.

Department: Utility Services Division: Water Production Fund: Water Account No: 550-07
 201-550-501-

Line Description	2012 Actual	2013 Budget	2014 Recommend
11 7001 Employee - Regular Salaries	\$ 546,852	\$ 547,632	\$ 563,870
14 7004 Retirement (PERS)	85,835	85,992	88,266
15 7005 Medicare	8,889	8,974	9,209
16 7006 Health Insurance	91,650	123,000	123,000
17 7007 Uniform & Clothing Allow.	0	0	0
18 7008 Overtime	75,262	71,236	71,236
19 7009 Unemployment & Workers' Comp	11,076	12,157	12,481
Total Personnel Services	\$ 819,564	\$ 848,991	\$ 868,062
21 7210 Travel & Transportation	\$ 2,466	\$ 3,500	\$ 3,500
28 7280 Vehicle Fuel	9,494	12,000	12,000
31 7310 Utilities	168,325	212,000	181,000
32 7320 Communications/Postage	6,224	6,000	6,000
33 7330 Rents & Leases	701	7,000	7,000
34 7340 Professional Services	3,285	6,000	6,000
35 7350 Maintenance of Equipment & Facility	23,765	27,000	27,000
36 7360 Insurance & Bonding	32,371	33,342	39,233
37 7370 Printing, Photocopy, Advertising	635	800	800
39 7390 Misc. Contractual Service	36,954	40,600	40,600
41 7410 Office Supplies	1,395	1,400	1,400
42 7420 Operating Materials	255,670	270,000	270,000
44 7440 Small Tools/Minor Equipment	7,205	7,000	7,000
Total Operation & Maintenance	\$ 548,490	\$ 626,642	\$ 601,533
62 7620 Buildings Sludge Building Modification	0		
63 7630 Equipment Items>\$2,500	61,944		
WTP Misc Plant Equipment		50,000	50,000
Vehicle Replacement (4x4)			30,000
Perrin Press Repair Parts			60,000
SCADA Improvements		25,000	
Fairchild Tank-Lead Abatement		260,000	398,000
KSU- Lead Abatement		260,000	
68 7680 Contract	\$ 36,064	\$	\$
Well Cleaning No. 12		30,000	
Well Cleaning No. 13			30,000
Replace Gravel in Recharge			30,000
Total Capital Outlay	\$ 98,008	\$ 625,000	\$ 598,000
Total	\$ 1,466,062	\$ 2,100,633	\$ 2,067,595

Department:	Division:	Fund:	Account No:
Utility Services	Water Reclamation	Sewer	550-15
Resource Summary	2012	2013	2014
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 1,050,977	\$ 1,080,328	\$ 1,106,296
Operation and Maintenance	513,862	658,865	754,459
Capital Outlay	<u>215,650</u>	<u>1,127,700</u>	<u>185,000</u>
Total	<u>\$ 1,780,489</u>	<u>\$ 2,866,893</u>	<u>\$ 2,045,755</u>
Total Positions	13	13	13
Funding by Source			
Sewer	\$ 1,459,417	\$ 2,563,070	\$ 1,727,438
Lab	<u>321,072</u>	<u>303,823</u>	<u>318,317</u>
Total	<u>\$ 1,780,489</u>	<u>\$ 2,866,893</u>	<u>\$ 2,045,755</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 2.30 million gallons (2011 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 2014 recommended operation and maintenance reflects an increase of 15.06%, or \$91,011.00 compared to the 2013 budget. The primary reason for the increase is based on information received first of June 2013 announcing that a vendor that had been supplying chemicals would no longer be able to supply the facility resulting in a substantial increase in operating costs.

Also of note is the fact that the 2013 O&M budget amount includes the Lab and the 2014 the recommended Operation and maintenance for the facility reflects an increase of 8.42%, or \$4,583.00 comparing the 2013 budget. The increase is a result of expensive mercury testing required by the Ohio EPA.

When taking in to consideration the combined budgets of facility and lab, an overall increase is 14.51%, or \$95,594.00 is recommended in 2014 when compared to 2013 for O&M.

Department: Utility Services Division: Water Reclamation Fund: Sewer Account No: 550-15
 202-550-503-

Line Description	2012 Actual	2013 Budget	2014 Recommend
11 7001 Employee - Regular Salaries	\$ 769,853	\$ 746,752	\$ 768,752
14 7004 Retirement (PERS)	107,009	109,185	112,474
15 7005 Medicare	9,009	7,549	7,758
16 7006 Health Insurance	119,350	159,900	159,900
17 7007 Uniform & Clothing Allowance	0	0	0
18 7008 Overtime	28,632	41,500	41,500
19 7009 Unemployment & Workers' Comp	17,124	15,442	15,912
Total Personnel Services	\$ 1,050,977	\$ 1,080,328	\$ 1,106,296
21 7210 Travel & Transportation	\$ 4,292	\$ 6,200	\$ 6,200
28 7280 Vehicle Fuel	9,333	10,000	10,000
31 7310 Utilities	172,578	250,000	194,000
32 7320 Communications/Postage	9,649	12,600	11,000
33 7330 Rents & Leases	4,879	2,100	3,000
34 7340 Professional Services	11,286	29,500	30,000
35 7350 Maintenance of Equipment & Facility	16,652	44,100	40,000
36 7360 Insurance & Bonding	35,126	36,240	42,709
37 7370 Printing, Photocopy, Advertising	86	425	250
39 7390 Misc. Contractual Service	118,376	124,000	274,000
41 7410 Office Supplies	1,016	1,600	1,200
42 7420 Operating Materials	125,735	136,000	136,000
44 7440 Small Tools/Minor Equipment	4,854	6,100	6,100
Total Operation & Maintenance	\$ 513,862	\$ 658,865	\$ 754,459
63 7630 Equipment Items > \$2,500	\$ 183,569	\$ 0	\$ 0
WRF-Misc Plant Equipment		50,000	50,000
Secondary Clarifier and Aerotion Tank Handrail		40,000	
Aeration Tank Automatic Air Valves		90,000	
Primary Clarifier Sandblast/Paint			85,000
Fume Hood			5,500
Distillation/Digestion Unit			14,500
Motor Control Center-Design			30,000
Vehicle Replacement		17,000	
2 W.A.S. Pumps		18,000	
Utility Cart		12,000	
Concrete Repair Project		20,000	
Electrical Rplacement Program- Phase I		10,000	
Lab		20,700	
68 7680 Contract	32,081		
Digester Lid Replacement		850,000	
Total Capital Outlay	\$ 215,650	\$ 1,127,700	\$ 185,000
Total	\$ 1,780,489	\$ 2,866,893	\$ 2,045,755

Department:
Utility Services

Division:
Water Reclamation

Fund:
Sewer

Account No:
550-15
202-550-504-

Line Description	Water Rec	Lab	2014 Total
11 7001 Employee - Regular Salaries	\$ 596,486	\$ 172,266	768,752
14 7004 Retirement (PERS)	88,147	24,327	112,474
15 7005 Medicare	6,830	928	7,758
16 7006 Health Insurance	123,000	36,900	159,900
18 7008 Overtime	40,000	1,500	41,500
19 7009 Unemployment & Workers' Comp	12,499	3,413	15,912
Total Personnel Services	\$ 866,962	\$ 239,334	1,106,296
21 7210 Travel & Transportation	\$ 3,200	\$ 3,000	6,200
28 7280 Vehicle Fuel	9,500	500	10,000
31 7310 Utilities	194,000		194,000
32 7320 Communications/Postage	5,500	5,500	11,000
33 7330 Rents & Leases	3,000		3,000
34 7340 Professional Services	7,000	23,000	30,000
35 7350 Maintenance of Equipment & Facility	36,000	4,000	40,000
36 7360 Insurance & Bonding	42,226	483	42,709
37 7370 Printing, Photocopy, Advertising	150	100	250
39 7390 Misc. Contractual Service	271,000	3,000	274,000
41 7410 Office Supplies	900	300	1,200
42 7420 Operating Materials	121,000	15,000	136,000
44 7440 Small Tools/Minor Equipment	2,000	4,100	6,100
Total Operation & Maintenance	\$ 695,476	\$ 58,983	754,459
63 7630 Equipment Items > \$2,500	\$	\$	0
WRF- Misc Plant Equipment	50,000		50,000
Primary Clarifier Sandblast/Paint	85,000		85,000
Fume Hood		5,500	5,500
Distillation/Digestion Unit		14,500	14,500
Motor Control Center-Design	30,000		30,000
68 7680 Contract			0
Total Capital Outlay	\$ 165,000	\$ 20,000	185,000
	\$ 1,727,438	\$ 318,317	2,045,755

Department:
Utility Services

Division:
Solid Waste

Fund:
Solid Waste

Account No:
550-37

Resource Summary Expenditure Categories	2012 Actual	2013 Budget	2014 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	339,906	455,850	442,808
Capital Outlay	0	0	
Total	<u>\$ 339,906</u>	<u>\$ 455,850</u>	<u>\$ 442,808</u>
Total Positions	0	0	0
Funding by Source			
Solid Waste	\$ 339,906	\$ 455,850	\$ 442,808
Total	<u>\$ 339,906</u>	<u>\$ 455,850</u>	<u>\$ 442,808</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 2014 recommended operation and maintenance budget reflects a \$13,042.00 decrease, or 2.86% as compared to the 2013 budget. The amounts budgeted in 2014 for contractual services are as follows: 1) \$275,000 for the curbside recycling contract with Portage County; 2) \$15,000 for tub grinding; 3) \$45,000 for minimum generator service and facilities trash collection; \$75,000 for the annual spring clean-up program; and 5) \$16,240 for trash can pickup in the downtown area; 6) City facilities trash collection \$2,900 and 7) \$860 undesignated. The amount for the curbside recycling contract with the County is anticipated to decrease, or 27.67%. During the year 2012 revenue from minimum generator service amounted to \$20,608.00 for bag sales.

Department:	Division:	Fund:	Account No:
Utility Services	Solid Waste	Solid Waste	550-37
			205- ??

Line Description	2012 Actual	2013 Budget	2014 Recommend
21 7210 Travel & Transportaion	\$	\$ 500	\$ 500
32 7320 Communications/Postage	695	1,800	1,800
34 7340 Professional Services		200	200
35 7350 Maintenance of Equipment & Facility		100	100
36 7360 Insurance & Bonding	184	250	208
37 7370 Printing, Photocopy & Advertising		2,000	2,000
39 7390 Misc. Contractual Service	335,781	443,000	430,000
41 7410 Office Supplies		500	500
42 7420 Operating Materials	2,646	7,000	7,000
44 7440 Small Tools/Minor Equipment	600	500	500
Total Operation & Maintenance	\$ 339,906	\$ 455,850	\$ 442,808
63 7630 Equipment Items > \$500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 339,906	\$ 455,850	\$ 442,808

Department:
Utility Services

Division:
Storm Water Drainage

Fund:
Storm Water Drainage

Account No:
550-02

Resource Summary Expenditure Categories	2012 Actual	2013 Budget	2014 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	33,137	58,000	58,646
Capital Outlay	23,975	0	
Total	<u>\$ 57,112</u>	<u>\$ 58,000</u>	<u>\$ 58,646</u>
Total Positions	0	0	0
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Funding by Source			
Storm Water Drainage	\$ 57,112	\$ 58,000	\$ 58,646
Total	<u>\$ 57,112</u>	<u>\$ 58,000</u>	<u>\$ 58,646</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 2014 recommended operation and maintenance budget reflects slight change, \$646.00, from the 2013 budget which included \$20,000.00 to cover the cost of the new Ohio EPA requirement to landfill all street sweepings. The remaining \$38,000.00 budgeted 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 2011 to repay the start-up costs of the program will occur, but is not included in the \$58,000.00 amount budgeted.

Beginning in FY2013 the transfer from storm water drainage fund to the income tax fund for repayment of previous advances will be increased from \$30,000.000 annually to \$110,000.00 annually. The outstanding balance owed to the income tax fund as of 12/31/12 will be \$676,000.00 and it was determined that the repayment schedule should be accelerated for payoff in slightly more than 6 years beginning in 2013. The \$110,000.00 repayment of advances is not included in the \$58,000.00 amount budgeted for operating expenses.

Department:	Division:	Fund:	Account No:
Utility Services	Storm Water Drainage	Storm Water Drainage	550-02
			208-550-507-

Line Description	2012 Actual	2013 Budget	2014 Recommend
21 7210 Travel & Transportaion	\$	\$ 1,000	\$ 1,000
28 7280 Vehicle Fuel		0	
32 7320 Communications/Postage		1,000	1,000
34 7340 Professional Services	18,620	20,000	20,000
35 7350 Maintenance of Equipment & Facility		500	500
36 7360 Insurance & Bonding	4,212	4,500	5,146
37 7370 Printing, Photocopy & Advertising		2,000	2,000
39 7390 Misc. Contractual Service	9,072	23,000	23,000
41 7410 Office Supplies		1,000	1,000
42 7420 Operating Materials	160	4,000	4,000
44 7440 Small Tools/Minor Equipment	1,073	1,000	1,000
Total Operation & Maintenance	\$ 33,137	\$ 58,000	\$ 58,646
63 7630 Equipment	23,975	0	0
68 7680 Contract	0	0	0
Total Capital Outlay	\$ 23,975	\$ 0	\$ 0
Total	\$ 57,112	\$ 58,000	\$ 58,646

Department:
Utility Services

Division:
Capital Facilities

Fund:
Water, Sewer & Storm

Account No:
550-24

Resource Summary Expenditure Categories	2012 Actual	2013 Budget	2014 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	72,770	0	
Capital Outlay	<u>1,271,183</u>	<u>1,416,000</u>	<u>775,000</u>
Total	<u>\$ 1,343,953</u>	<u>\$ 1,416,000</u>	<u>\$ 775,000</u>
Total Positions	0	0	0
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Funding by Source			
Water	\$ 720,566	\$ 0	\$ 265,000
Sewer	159,282	0	100,000
Storm Water Drainage	<u>464,105</u>	<u>1,416,000</u>	<u>410,000</u>
Total	<u>\$ 1,343,953</u>	<u>\$ 1,416,000</u>	<u>\$ 775,000</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.

Department:
Utility Services

Division:
Capital Facilities

Fund:
Water, Sewer &
Storm Water Drainage

Account No:
550-24
301-550-502-
301-550-505-
301-550-508-

Line Description	2012 Actual	2013 Budget	2014 Recommend
34 7340 Professional Services	72,163		
36 7360 Insurance & Bonding	0		
37 7370 Printing, Photocopy & Advertising	607		
42 7420 Operating Materials	0		
Total Operation & Maintenance	\$ 72,770	\$ 0	\$ 0
61 7610 Lands	\$ 87,500		\$
63 7630 Equipment			
68 7680 Contract	1,183,683		
Fishcreek Watershed Study Part 2		100,000	
Hudson Rd Watermain Replacement Design			120,000
SW Sanitary Pump Stations System Eval			50,000
Area Q Ph.5 (Irma/Diedrich)-Construction		1,181,000	100,000
Annual Sidewalk/Street Program Construction		50,000	50,000
Miller/Harvey/Steel Storm & Water		85,000	125,000
Water Model Update & Calibration			75,000
Sanitary Sewer Model - Caliabration			50,000
River Street/Silk Race Storm Outfall			205,000
Total Capital Outlay	\$ 1,271,183	\$ 1,416,000	\$ 775,000
Total	\$ 1,343,953	\$ 1,416,000	\$ 775,000

Department:	Division:	Fund:	Account No:
Utility Services	Capital Facilities	Water,Sewer, & Storm Drainage	550-24
			301-550-502-
			301-550-505-
			301-550-508-

Line Description	Water	Sewer	Storm Water Drainage	2014 Total
34 7340 Professional Services				0
36 7360 Insurance & Bonding				0
37 7370 Printing, Photocopy & Advertising				0
42 7420 Operating Materials				0
Total Operation & Maintenance	\$ 0	\$ 0	\$ 0	0

61 7610 Land				0
63 7630 Capital Equipment>\$2500				0
68 7680 Contract				0

Hudson Rd Watermain Replacement Design	120,000			120,000
SW Sanitary Pump Stations System Eval		50,000		50,000
Area Q Ph.5 (Irma/Diedrich)-Construction			100,000	100,000
Annual Sidewalk/Street Program Construction			50,000	50,000
Miller/Harvey/Steel Storm & Water	70,000		55,000	125,000
Water Model Update & Calibration	75,000			75,000
Sanitary Sewer Model - Caliabration		50,000		50,000
River Street/Silk Race Storm Outfall			205,000	205,000
Total Capital Outlay	\$ 265,000	\$ 100,000	\$ 410,000	775,000
Total	\$ 265,000	\$ 100,000	\$ 410,000	775,000