



Utility Services

FUNDING BY PROGRAM AREA

**2010
RECOMMEND**

BASIC UTILITY SERVICES

Water

Water Plant	\$1,841,573
Capital Facilities	1,041,000
Refunds	0
SUBTOTAL	2,882,573

Water Reclamation

Water Reclamation Plant	1,605,045
Capital Facilities	247,000
Refunds	0
SUBTOTAL	1,852,045

Solid Waste

Curbside Recycling	438,350
Refunds	0
SUBTOTAL	438,350

Storm Water Drainage

Storm Water Drainage	38,000
Capital Facilities	3,065,000
Refunds	0
SUBTOTAL	3,103,000

Total **\$8,275,968**

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

Resource Summary	2008	2009	2010
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 701,368	\$ 797,754	\$ 814,980
Operation and Maintenance	586,964	607,000	628,750
Capital Outlay	308,096	295,000	397,843
Total	<u>\$ 1,596,428</u>	<u>\$ 1,699,754</u>	<u>\$ 1,841,573</u>
Total Positions	10	10	10

Funding by Source	2008	2009	2010
Water	\$ 1,596,428	\$ 1,699,754	\$ 1,841,573
Total	<u>\$ 1,596,428</u>	<u>\$ 1,699,754</u>	<u>\$ 1,841,573</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 2.55 million gallons of water per day (MGD) in 2008, 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 2010 recommended operation and maintenance budget reflects an increase of 3.58% or \$21,750 as compared to the 2009 budget. The major cost increases were \$18,000 in utilities and \$31,500 in chemicals.

The 2009 recommended capital budget reflects the items that were presented in the five year capital plan. These capital improvements include \$25,000 for miscellaneous plant equipment, \$75,000 for the cleaning of Wells No. 11, 12 & 13, \$70,000 for the purchase of a used tandem dump truck, \$120,000 for tank replacement and design and \$20,000 for modification to the sludge building. The plant manager will determine how to best allocate the approved \$25,000 in miscellaneous plant equipment.

Department:
Utility Services

Division:
Water Production

Fund:
Water

Account No:
550-07

Line Description	2008 Actual	2009 Budget	2010 Recommend
11 Employee - Regular Salaries	\$ 492,728	\$ 522,504	\$ 536,873
14 Retirement (PERS)	6,351	82,620	84,893
15 Medicare	6,350	5,020	5,159
16 Health Insurance	115,851	110,000	110,500
17 Uniform & Clothing Allow.	1,428	900	0
18 Overtime	71,300	67,638	69,499
19 Unemployment & Workers' Comp	7,360	9,072	8,056
Total Personnel Services	\$ 701,368	\$ 797,754	\$ 814,980
21 Travel & Transportation	\$ 2,891	\$ 3,500	\$ 3,500
28 Vehicle Fuel	13,240	16,000	14,000
31 Utilities	236,871	248,000	240,700
32 Communications/Postage	8,940	6,000	6,000
33 Rents & Leases	1,497	7,000	7,000
34 Professional Services	3,425	4,500	6,500
35 Maintenance of Equipment & Facility	18,964	27,000	27,000
36 Insurance & Bonding	29,904	37,000	33,000
37 Printing, Photocopy, Advertising	491	800	800
39 Misc. Contractual Service	40,693	40,000	40,600
41 Office Supplies	1,423	1,400	1,400
42 Operating Materials	221,719	210,000	241,250
44 Small Tools/Minor Equipment	6,906	5,800	7,000
Total Operation & Maintenance	\$ 586,964	\$ 607,000	\$ 628,750
62 Buildings	0	95,000	
Sludge Building Modification			20,000
63 Equipment Items > \$2,500	166,535	200,000	
WTP Misc Plant Equipment			25,000
WTP Tandem Dump Truck			70,000
Radio System Upgrade			12,843
68 Contract	\$ 141,561	\$	\$
Well Cleaning (3 wells-#s 11 thru 13)			75,000
WTP Tank Replacement & Design			120,000
WTP Facility Plan-ReApprop 2009 Funding			75,000
Total Capital Outlay	\$ 141,561	\$ 295,000	\$ 397,843
Total	\$ 1,429,893	\$ 1,699,754	\$ 1,841,573

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

Resource Summary Expenditure Categories	2008 Actual	2009 Budget	2010 Recommend
Personnel Services	\$ 743,904	\$ 782,975	\$ 799,670
Operation and Maintenance	593,635	667,150	662,375
Capital Outlay	48,663	237,000	143,000
Total	<u>\$ 1,386,202</u>	<u>\$ 1,687,125</u>	<u>\$ 1,605,045</u>
Total Positions	10	10	10
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Funding by Source			
Sewer	\$ <u>1,386,202</u>	\$ <u>1,687,125</u>	\$ <u>1,605,045</u>
Total	<u>\$ 1,386,202</u>	<u>\$ 1,687,125</u>	<u>\$ 1,605,045</u>

Program Description:

The Kent Water Reclamation Facility has a daily design flow of 5.0 million gallons and is currently treating an average daily flow of 2.5 million gallons (2008 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 2010 recommended operation and maintenance budget reflects an overall decrease of 0.72% or \$4,775 as compared to the 2009 budget. The single largest increase is in utilities.

The capital expenses include \$30,000 for miscellaneous plant equipment, \$19,000 for replacement of the sample collection van, \$30,000 for diffuser replacement, \$58,000 for pump replacement at the Admore lift station, \$25,000 for the screening pan storage bay, \$10,000 for an alarm upgrade and \$16,000 for building roof maintenance. The Plant Manager will determine how to best allocate the approved \$30,000 in miscellaneous plant equipment.

Department:
Utility Services

Division:
Water Reclamation

Fund:
Sewer

Account No:
550-15

Line Description	2008 Actual	2009 Budget	2010 Recommend
11 Employee - Regular Salaries	\$ 509,922	\$ 536,806	\$ 551,569
14 Retirement (PERS)	74,316	80,961	83,188
15 Medicare	5,532	3,935	4,044
16 Health Insurance	123,639	110,000	110,500
17 Uniform & Clothing Allowance	783	900	0
18 Overtime	22,258	41,483	42,624
19 Unemployment & Workers' Comp	7,454	8,890	7,745
Total Personnel Services	\$ 743,904	\$ 782,975	\$ 799,670
21 Travel & Transportation	\$ 4,829	\$ 6,200	\$ 5,500
28 Vehicle Fuel	9,156	8,000	10,000
31 Utilities	293,472	306,000	308,000
32 Communications/Postage	9,308	9,500	11,000
33 Rents & Leases	1,662	2,100	2,100
34 Professional Services	12,812	12,000	12,000
35 Maintenance of Equipment & Facility	23,385	50,000	35,000
36 Insurance & Bonding	32,151	42,000	36,000
37 Printing, Photocopy, Advertising	20	650	650
39 Misc. Contractual Service	100,487	111,000	121,000
41 Office Supplies	807	1,200	1,000
42 Operating Materials	103,416	117,000	118,125
44 Small Tools/Minor Equipment	2,130	1,500	2,000
Total Operation & Maintenance	\$ 593,635	\$ 667,150	\$ 662,375
63 Equipment Items > \$2,500	\$ 48,663	\$ 143,000	\$ 0
WRF-Misc Plant Equipment			30,000
Diffuser Replacement			30,000
Pump Replacement-Admore Station			58,000
Storage Bay for Screenings Pan			25,000
68 Contract	0	94,000	0
Energy Conservation Project			
Total Capital Outlay	\$ 48,663	\$ 237,000	\$ 143,000
Total	\$ 1,386,202	\$ 1,687,125	\$ 1,605,045

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

Resource Summary Expenditure Categories	2008 Actual	2009 Budget	2010 Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	45,000	0	0
Capital Outlay	11,875	800,000	4,353,000
Total	\$ 56,875	\$ 800,000	\$ 4,353,000
Total Positions	0	0	0

Funding by Source	2008 Actual	2009 Budget	2010 Recommend
Water	\$ 55,208	\$ 500,000	\$ 1,041,000
Sewer	1,667	50,000	247,000
Storm Water Drainage	0	250,000	3,065,000
Total	\$ 56,875	\$ 800,000	\$ 4,353,000

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 2010 Capital Improvement Plan for this cost center includes:

<u>Project</u>	<u>Water</u>	<u>Sanitary</u>	<u>Storm</u>	<u>Total</u>
Fairchild Ave. Bridge	\$ 130,000	\$247,000	\$ 195,000	\$ 572,000
Howe Rd. Water Vault	\$ 100,000			\$ 100,000
Middlebury Rd. Water Main	\$ 500,000			\$ 500,000
Area Q Phase 5			\$ 950,000	\$ 950,000
Plum Creek Stream Restoration			\$1,550,000	\$1,550,000
Subtotal	\$ 730,000	\$247,000	\$2,695,000	\$3,672,000
High S/A-ReAppr 2006 Funds	\$ 300,000			\$ 300,000
MidlbryWtr-ReApp2008 Funds	\$ 11,000			\$ 11,000
HarveyStrm-ReApp2007 Funds			\$ 200,000	\$ 200,000
PlumCrkRest-ReApp2009Funds			\$ 14,000	\$ 14,000
FishCrkWtrsh-ReApp2009Funds			\$ 75,000	\$ 75,000
Area Q PhV-ReAppr 2009Funds			\$ 81,000	\$ 81,000
Total	\$1,041,000	\$247,000	\$3,065,000	\$4,353,000

Department:
Utility Services

Division:
Capital Facilities

Fund:
Water, Sewer &
Storm Water Drainage

Account No:
550-24

Line Description	2008 Actual	2009 Budget	2010 Recommend
34 Professional Services	44,978	0	0
37 Printing, Photocopy & Advertising	22	0	0
		0	
Total Operation & Maintenance	\$ 45,000	\$ 0	\$ 0
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61 Lands	\$ 0	\$ 0	\$ 0
63 Equipment	0	0	0
68 Contract	11,875	500,000	0
Fairchild Avenue Bridge			572,000
Howe Road Water Main Vault-Construction			100,000
Middlebury Road Watermain-Construction			500,000
Area Q Ph.5 (Irma/Diedrich)-Construction			950,000
Plum Creek Stream Restoration			1,550,000
High Service Area Constr-ReApprop 2006 Funds			300,000
Middlebury Wtrmain Design-ReApprop 2008 Funds			11,000
Harvey/Lake St Storm Outfall-ReApprop 2007 Funds			200,000
Plum Creek Stream Restor-ReApprop 2009 Funds			14,000
Fishcreek Wtrshd Study - ReApprop 2009 Funds			75,000
Area Q Phase V - ReApprop 2009 Funds			81,000
Total Capital Outlay	\$ 11,875	\$ 500,000	\$ 4,353,000
Total	\$ 56,875	\$ 500,000	\$ 4,353,000



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

Line Description	Water	Sewer	Storm Water Drainage	2010 Total
34 Professional Services	0	0	0	0
Total Operation & Maintenance	\$ 0	\$ 0	\$ 0	0
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68 Contract				
Fairchild Avenue Bridge	\$ 130,000	\$ 247,000	\$ 195,000	\$ 572,000
Howe Road Water Main Vault-Construction	100,000			100,000
Middlebury Road Watermain-Construction	500,000			500,000
Area Q Ph.5 (Irma/Diedrich)-Construction			950,000	950,000
Plum Creek Stream Restoration			1,550,000	1,550,000
High Service Area Constr-ReApprop 2006 Funds	300,000			300,000
Middlebury Wtrmain Design-ReApprop 2008 Funds	11,000			11,000
Harvey/Lake St Storm Outfall-ReApprop 2007 Funds			200,000	200,000
Plum Creek Stream Restor-ReApprop 2009 Funds			14,000	14,000
Fishcreek Wtrshd Study - ReApprop 2009 Funds			75,000	75,000
Area Q Phase V - ReApprop 2009 Funds			81,000	81,000
Total Capital Outlay	\$ 1,041,000	\$ 247,000	\$ 3,065,000	\$ 4,353,000
Total	\$ 1,041,000	\$ 247,000	\$ 3,065,000	\$ 4,353,000

Department:
Utility Services

Division:
Refunds

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

Account No:
550-82

Resource Summary Expenditure Categories	2008 Actual	2009 Budget	2010 Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	107,835	54,000	0
Capital Outlay	0	0	0
Total	<u>\$ 107,835</u>	<u>\$ 54,000</u>	<u>\$ 0</u>
Total Positions	0	0	0
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Funding by Source			
Water	\$ 34,320	\$ 22,000	\$
Sewer	51,446	30,000	
Solid Waste	22,069	1,000	
Storm Water Drainage	0	1,000	
Total	<u>\$ 107,835</u>	<u>\$ 54,000</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 will be handled beginning 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:
Utility Services

Division: Fund:
Refunds Water/Sewer/ Solid Waste

Account No:
550-82

Line Description	2008 Actual	2009 Budget	2010 Recommend
71 Refunds	\$ 107,835	\$ 54,000	\$ 0
Total Operation & Maintenance	\$ 107,835	\$ 54,000	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 107,835	\$ 54,000	\$ 0

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

Resource Summary Expenditure Categories	2008 Actual	2009 Budget	2010 Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	372,418	413,300	438,350
Capital Outlay	0	0	0
Total	\$ 372,418	\$ 413,300	\$ 438,350
Total Positions	0	0	0
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Funding by Source			
Solid Waste	\$ 372,418	\$ 413,300	\$ 438,350
Total	\$ 372,418	\$ 413,300	\$ 438,350

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 2010 recommended operation and maintenance budget reflects an increase of 6.1% or \$25,050 as compared to the 2009 budget. The amounts budgeted in 2010 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; 4) \$32,000 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. At the close of the 2009 budget year staff will evaluate and project anticipated revenues from the sale of minimum generator service bag sales as a new revenue stream.

Department:
Utility Services

Division:
Solid Waste

Fund:
Solid Waste

Account No:
550-37

Line Description	2008 Actual	2009 Budget	2010 Recommend
21 Travel & Transportaion	\$ 0	\$ 0	1,000
32 Communications/Postage	961	800	2,000
34 Professional Services	0	500	1,000
35 Maintenance of Equipment & Facility	24	100	100
36 Insurance & Bonding	297	800	250
37 Printing, Photocopy & Advertising	0	0	2,000
39 Misc. Contractual Service	371,136	410,000	423,000
41 Office Supplies	0	100	1,000
42 Operating Materials	0	200	7,000
44 Small Tools/Minor Equipment	0	800	1,000
<u>Total Operation & Maintenance</u>	<u>\$ 372,418</u>	<u>\$ 413,300</u>	<u>\$ 438,350</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>\$ 372,418</u>	<u>\$ 413,300</u>	<u>\$ 438,350</u>

Department:	Division:	Fund:	Account No:
Utility Services	Storm Water Drainage	Storm Water Drainage	550-02
Resource Summary	2008	2009	2010
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	77,134	20,000	38,000
Capital Outlay	240,642	250,000	0
Total	\$ 317,776	\$ 270,000	\$ 38,000
Total Positions	0	0	0
Funding by Source			
Storm Water Drainage	\$ 317,776	\$ 270,000	\$ 38,000
Total	\$ 317,776	\$ 270,000	\$ 38,000

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 2010 recommended operation and maintenance 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 from the storm water drainage fund to income tax in 2010 will repay the start-up costs of the program which are \$30,000.

Department:
Utility Services

Division:
Storm Water Drainage

Fund:
Storm Water Drainage

Account No:
550-24

Line Description	2008 Actual	2009 Budget	2010 Recommend
21 Travel & Transportaion	\$ 0	\$ 0	\$ 1,000
28 Vehicle Fuel	0	0	0
32 Communications/Postage	0	0	1,000
34 Professional Services	47,373	20,000	20,000
35 Maintenance of Equipment & Facility	0	0	500
36 Insurance & Bonding	3,883	0	4,500
37 Printing, Photocopy & Advertising	1,309	0	2,000
39 Misc. Contractual Service	24,500	0	3,000
41 Office Supplies	0	0	1,000
42 Operating Materials	69	0	4,000
44 Small Tools/Minor Equipment	0	0	1,000
Total Operation & Maintenance	\$ 77,134	\$ 20,000	\$ 38,000
63 Equipment	0	0	0
68 Contract	240,642	250,000	0
Total Capital Outlay	\$ 240,642	\$ 250,000	\$ 0
Total	\$ 317,776	\$ 270,000	\$ 38,000

