



# Utility Services

**2011  
RECOMMEND**

**FUNDING BY PROGRAM AREA**

**BASIC UTILITY SERVICES**

Water		
Water Plant		\$1,492,238
Capital Facilities		570,000
Refunds		0
	<b>SUBTOTAL</b>	<b>2,062,238</b>
Water Reclamation		
Water Reclamation Plant		2,220,098
Capital Facilities		133,000
Refunds		0
	<b>SUBTOTAL</b>	<b>2,353,098</b>
Solid Waste		
Curbside Recycling		468,350
Refunds		0
	<b>SUBTOTAL</b>	<b>468,350</b>
Storm Water Drainage		
Storm Water Drainage		58,000
Capital Facilities		1,555,000
Refunds		0
	<b>SUBTOTAL</b>	<b>1,613,000</b>
	<b>Total</b>	<b>\$6,496,686</b>

Department: Utility Services	Division: Water Treatment	Fund: Water	Account No: 550-07
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Resource Summary Expenditure Categories	2009 Actual	2010 Budget	2011 Recommend
Personnel Services	\$ 793,769	\$ 814,980	\$ 838,488
Operation and Maintenance	614,632	628,750	628,750
Capital Outlay	166,447	397,843	25,000
Total	<u>\$ 1,574,848</u>	<u>\$ 1,841,573</u>	<u>\$ 1,492,238</u>
Total Positions	10	10	10
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Funding by Source			
Water	\$ <u>1,574,848</u>	\$ <u>1,841,573</u>	\$ <u>1,492,238</u>
Total	<u>\$ 1,574,848</u>	<u>\$ 1,841,573</u>	<u>\$ 1,492,238</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 2011 recommended operation and maintenance is unchanged for the Water Treatment Plant.

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

Line Description	2009 Actual	2010 Budget	2011 Recommend
11 Employee - Regular Salaries	\$ 516,601	\$ 536,873	\$ 549,377
14 Retirement (PERS)	82,485	84,893	86,256
15 Medicare	6,848	5,159	8,999
16 Health Insurance	104,397	110,500	110,400
17 Uniform & Clothing Allow.	1,197	0	0
18 Overtime	72,501	69,499	71,236
19 Unemployment & Workers' Comp	9,740	8,056	12,220
<b>Total Personnel Services</b>	<b>\$ 793,769</b>	<b>\$ 814,980</b>	<b>\$ 838,488</b>
21 Travel & Transportation	\$ 3,237	\$ 3,500	\$ 3,500
28 Vehicle Fuel	7,306	14,000	14,000
31 Utilities	235,794	240,700	240,700
32 Communications/Postage	4,498	6,000	6,000
33 Rents & Leases	6,587	7,000	7,000
34 Professional Services	6,410	6,500	6,500
35 Maintenance of Equipment & Facility	32,165	27,000	27,000
36 Insurance & Bonding	30,400	33,000	33,000
37 Printing, Photocopy, Advertising	478	800	800
39 Misc. Contractual Service	39,564	40,600	40,600
41 Office Supplies	992	1,400	1,400
42 Operating Materials	240,946	241,250	241,250
44 Small Tools/Minor Equipment	6,255	7,000	7,000
<b>Total Operation &amp; Maintenance</b>	<b>\$ 614,632</b>	<b>\$ 628,750</b>	<b>\$ 628,750</b>
62 Buildings	0		
Sludge Building Modification		20,000	
63 Equipment Items>\$2,500	147,060		
WTP Misc Plant Equipment		25,000	25,000
WTP Tandem Dump Truck		70,000	
Radio System Upgrade		12,843	
68 Contract	\$ 19,387	\$	\$
Well Cleaning (3 wells-#'s 11 thru 13)		75,000	
WTP Tank Replacement & Design		120,000	
<b>WTP Facility Plan-ReApprop 2009 Funding</b>		<b>75,000</b>	
<b>Total Capital Outlay</b>	<b>\$ 166,447</b>	<b>\$ 397,843</b>	<b>\$ 25,000</b>
<b>Total</b>	<b>\$ 1,574,848</b>	<b>\$ 1,841,573</b>	<b>\$ 1,492,238</b>

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

Resource Summary Expenditure Categories	2009 Actual	2010 Budget	2011 Recommend
Personnel Services	\$ 759,745	\$ 799,670	\$ 839,273
Operation and Maintenance	607,538	662,375	654,825
Capital Outlay	396,958	143,000	726,000
Total	<u>\$ 1,764,241</u>	<u>\$ 1,605,045</u>	<u>\$ 2,220,098</u>
Total Positions	10	10	10
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Funding by Source			
Sewer	<u>\$ 1,764,241</u>	<u>\$ 1,605,045</u>	<u>\$ 2,220,098</u>
Total	<u>\$ 1,764,241</u>	<u>\$ 1,605,045</u>	<u>\$ 2,220,098</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 2011 recommended operation and maintenance is decreased 1.1% or \$7,550 overall divided into a decrease in Vehicle Fuel of \$4,500.00, Communications/Postage of \$5,00.00 and increase in Operating Materials of \$1950.00 (chemicals).

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

Line Description	2009 Actual	2010 Budget	2011 Recommend
11 Employee - Regular Salaries	\$ 513,176	\$ 551,569	580,193
14 Retirement (PERS)	81,807	83,188	85,985
15 Medicare	5,411	4,044	6,710
16 Health Insurance	112,913	110,500	110,400
17 Uniform & Clothing Allowance	987	0	0
18 Overtime	35,956	42,624	43,690
19 Unemployment & Workers' Comp	9,495	7,745	12,295
<b>Total Personnel Services</b>	<b>\$ 759,745</b>	<b>\$ 799,670</b>	<b>839,273</b>
21 Travel & Transportation	\$ 1,990	\$ 5,500	5,500
28 Vehicle Fuel	5,473	10,000	5,500
31 Utilities	292,526	308,000	308,000
32 Communications/Postage	3,960	11,000	6,000
33 Rents & Leases	2,341	2,100	2,100
34 Professional Services	16,287	12,000	12,000
35 Maintenance of Equipment & Facility	19,330	35,000	35,000
36 Insurance & Bonding	32,661	36,000	36,000
37 Printing, Photocopy, Advertising	704	650	650
39 Misc. Contractual Service	110,230	121,000	121,000
41 Office Supplies	1,184	1,000	1,000
42 Operating Materials	116,658	118,125	120,075
44 Small Tools/Minor Equipment	4,194	2,000	2,000
<b>Total Operation &amp; Maintenance</b>	<b>\$ 607,538</b>	<b>\$ 662,375</b>	<b>654,825</b>
63 Equipment Items > \$2,500	\$ 77,284	\$ 0	
WRF-Misc Plant Equipment		30,000	30,000
Diffuser Replacement		30,000	
Pump Replacement-Admore Station		58,000	
Storage Bay for Screenings Pan		25,000	
Aeration Tank Automatic Air Valves			7,000
Electric Generator			8,000
VFD's for RAS and WAS Pumps			15,000
68 Contract	319,674	0	
Digester Heat Exchangers (2)			650,000
WRF- Roof Repair			16,000
<b>Total Capital Outlay</b>	<b>\$ 396,958</b>	<b>\$ 143,000</b>	<b>726,000</b>
<b>Total</b>	<b>\$ 1,764,241</b>	<b>\$ 1,605,045</b>	<b>2,220,098</b>

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

Resource Summary	2009	2010	2011
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	378,416	0	0
Capital Outlay	<u>1,385,093</u>	<u>4,353,000</u>	<u>2,258,000</u>
<b>Total</b>	<b>\$ <u>1,763,509</u></b>	<b>\$ <u>4,353,000</u></b>	<b>\$ <u>2,258,000</u></b>
<b>Total Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>

Funding by Source	2009	2010	2011
Water	\$ 476,056	\$ 1,041,000	\$ 570,000
Sewer	338,016	247,000	133,000
Storm Water Drainage	<u>949,437</u>	<u>3,065,000</u>	<u>1,555,000</u>
<b>Total</b>	<b>\$ <u>1,763,509</u></b>	<b>\$ <u>4,353,000</u></b>	<b>\$ <u>2,258,000</u></b>

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 2011 Capital Improvement Plan for this cost center includes:

Project	Water	Sanitary	Storm	Total
Fairchild Ave. Bridge	\$ 70,000	\$133,000	\$ 105,000	\$ 308,000
Middlebury Rd. Water Main	\$ 500,000			\$ 500,000
Area Q Phase 5			\$1,100,000	\$1,100,000
Harvey/Lake St Strm Outfall			\$ 200,000	\$ 200,000
Cuyahoga River-Ltr of Map Rev.			\$ 150,000	\$ 150,000
<b>Total</b>	<b>\$ 570,000</b>	<b>\$133,000</b>	<b>\$1,555,000</b>	<b>\$2,258,000</b>

Department:  
Utility Services

Division:  
Capital Facilities

Fund:  
Water, Sewer &  
Storm Water Drainage

Account No:  
550-24

Line Description	2009 Actual	2010 Budget	2011 Recommend
34 Professional Services	368,243	0	
36 Insurance & Bonding	3,866		
37 Printing, Photocopy & Advertising	2,079	0	
42 Operating Materials	4,228		
<b>Total Operation &amp; Maintenance</b>	<b>\$ 378,416</b>	<b>\$ 0</b>	<b>\$ 0</b>
61 Lands	\$ 10	\$ 0	\$
63 Equipment	16,675	0	
68 Contract	1,368,408	0	
<b>Fairchild Avenue Bridge</b>		572,000	308,000
Howe Road Water Main Vault-Construction		100,000	
<b>Middlebury Road Watermain-Construction</b>		500,000	500,000
<b>Area Q Ph.5 (Irma/Diedrich)-Construction</b>		950,000	1,100,000
Plum Creek Stream Restoration		1,550,000	
High Service Area Constr-ReApprop 2006 Funds		300,000	
Middlebury Wtrmain Design-ReApprop 2008 Funds		11,000	
<b>Harvey/Lake St Storm Outfall-ReApprop 2007 Funds</b>		200,000	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	
SW Sanitary Pump Station-System Evaluation			
<b>Cuyahoga River- Letter of Map Revision</b>			150,000
<b>Total Capital Outlay</b>	<b>\$ 1,385,093</b>	<b>\$ 4,353,000</b>	<b>\$ 2,258,000</b>
<b>Total</b>	<b>\$ 1,763,509</b>	<b>\$ 4,353,000</b>	<b>\$ 2,258,000</b>







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

Line Description	Water	Sewer	Storm Water Drainage	2011 Total
34 Professional Services	0	0	0	0
<b>Total Operation &amp; Maintenance</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>
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68 Contract				
<b>Fairchild Avenue Bridge</b>	\$ 70,000	\$ 133,000	\$ 105,000	308,000
Howe Road Water Main Vault-Construction				0
Middlebury Road Watermain-Construction	500,000			500,000
<b>Area Q Ph.5 (Irma/Diedrich)-Construction</b>			1,100,000	1,100,000
Plum Creek Stream Restoration				0
High Service Area Constr-ReApprop 2006 Funds				0
Middlebury Wtrmain Design-ReApprop 2008 Funds				0
Harvey/Lake St Storm Outfall-ReApprop 2007 Funds			200,000	200,000
Plum Creek Stream Restor-ReApprop 2009 Funds				0
Fishcreek Wtrshd Study - ReApprop 2009 Funds				0
Area Q Phase V - ReApprop 2009 Funds				0
<b>Cuyahoga River- Letter of Map Revision</b>			150,000	150,000
<b>Total Capital Outlay</b>	<b>\$ 570,000</b>	<b>\$ 133,000</b>	<b>\$ 1,555,000</b>	<b>2,258,000</b>
<b>Total</b>	<b>\$ 570,000</b>	<b>\$ 133,000</b>	<b>\$ 1,555,000</b>	<b>2,258,000</b>

Department:  
Utility Services

Division:  
Refunds

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

Account No:  
550-82

Resource Summary Expenditure Categories	2009 Actual	2010 Budget	2011 Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	62,405	0	0
Capital Outlay	0	0	0
Total	<u>\$ 62,405</u>	<u>\$ 0</u>	<u>\$ 0</u>
Total Positions	0	0	0
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Funding by Source			
Water	\$ 34,170	\$	\$
Sewer	28,231		
Solid Waste	4		
Storm Water Drainage	0		
Total	<u>\$ 62,405</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.

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

Line Description	2009 Actual	2010 Budget	2011 Recommend
71 Refunds	\$ 62,405	\$ 0	\$ 0
Total Operation & Maintenance	\$ 62,405	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 62,405	\$ 0	\$ 0

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

Resource Summary	2009	2010	2011
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	412,761	438,350	468,350
Capital Outlay	0	0	0
<b>Total</b>	<b>\$ 412,761</b>	<b>\$ 438,350</b>	<b>\$ 468,350</b>
<b>Total Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Funding by Source			
Solid Waste	\$ 412,761	\$ 438,350	\$ 468,350
<b>Total</b>	<b>\$ 412,761</b>	<b>\$ 438,350</b>	<b>\$ 468,350</b>

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 2011 recommended operation and maintenance budget reflects an increase of 6.8% or \$30,000 as compared to the 2010 budget. The amounts budgeted in 2011 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: Utility Services      Division: Solid Waste      Fund: Solid Waste      Account No: 550-37

Line Description	2009 Actual	2010 Budget	2011 Recommend
21 Travel & Transportaion	\$ 0	\$ 1,000	\$ 1,000
32 Communications/Postage	3,433	2,000	2,000
34 Professional Services	18,078	1,000	1,000
35 Maintenance of Equipment & Facility	0	100	100
36 Insurance & Bonding	183	250	250
37 Printing, Photocopy & Advertising	2,583	2,000	2,000
39 Misc. Contractual Service	385,095	423,000	453,000
41 Office Supplies	0	1,000	1,000
42 Operating Materials	3,348	7,000	7,000
44 Small Tools/Minor Equipment	41	1,000	1,000
<b>Total Operation &amp; Maintenance</b>	<b>\$ 412,761</b>	<b>\$ 438,350</b>	<b>\$ 468,350</b>
63 Equipment Items > \$500	\$ 0	\$ 0	\$ 0
<b>Total Capital Outlay</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total</b>	<b>\$ 412,761</b>	<b>\$ 438,350</b>	<b>\$ 468,350</b>

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

Resource Summary Expenditure Categories	2009 Actual	2010 Budget	2011 Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	318,951	38,000	58,000
Capital Outlay	634,714	0	0
<b>Total</b>	<b>\$ 953,665</b>	<b>\$ 38,000</b>	<b>\$ 58,000</b>
<b>Total Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Funding by Source			
Storm Water Drainage	\$ 953,665	\$ 38,000	\$ 58,000
<b>Total</b>	<b>\$ 953,665</b>	<b>\$ 38,000</b>	<b>\$ 58,000</b>

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 2011 recommended operation and maintenance budget reflects an increase of 52.6% or \$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.

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

Line Description	2009 Actual	2010 Budget	2011 Recommend
21 Travel & Transportaion	\$ 0	\$ 1,000	\$ 1,000
28 Vehicle Fuel	0	0	0
32 Communications/Postage	0	1,000	1,000
34 Professional Services	305,394	20,000	20000
35 Maintenance of Equipment & Facility	0	500	500
36 Insurance & Bonding	3,866	4,500	4,500
37 Printing, Photocopy & Advertising	1,235	2,000	2,000
39 Misc. Contractual Service	0	3,000	23,000
41 Office Supplies	0	1,000	1,000
42 Operating Materials	4,228	4,000	4,000
44 Small Tools/Minor Equipment	4,228	1,000	1,000
<b>Total Operation &amp; Maintenance</b>	<b>\$ 318,951</b>	<b>\$ 38,000</b>	<b>\$ 58,000</b>
63 Equipment	0	0	0
68 Contract	634,714	0	0
<b>Total Capital Outlay</b>	<b>\$ 634,714</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total</b>	<b>\$ 953,665</b>	<b>\$ 38,000</b>	<b>\$ 58,000</b>



