



Utility Services

2013

FUNDING BY PROGRAM AREA

RECOMMEND

BASIC UTILITY SERVICES

Water		
Water Plant		\$2,100,633
Capital Facilities		0
Refunds		0
	SUBTOTAL	2,100,633
Water Reclamation		
Water Reclamation Plant		2,563,070
Water Reclamation Lab		303,823
Capital Facilities		0
Refunds		0
	SUBTOTAL	2,866,893
Solid Waste		
Curbside Recycling		455,850
Refunds		0
	SUBTOTAL	455,850
Storm Water Drainage		
Storm Water Drainage		58,000
Capital Facilities		1,416,000
Refunds		0
	SUBTOTAL	1,474,000
	Total	\$6,897,376

Department:
Utility Services

Division:
Water Production

Fund:
Water

Account No:
550-07

Resource Summary Expenditure Categories	2011 Actual	2012 Budget	2013 Recommend
Personnel Services	\$ 766,306	\$ 840,888	\$ 848,991
Operation and Maintenance	544,676	639,500	626,642
Capital Outlay	<u>111,440</u>	<u>85,000</u>	<u>625,000</u>
Total	<u>\$ 1,422,422</u>	<u>\$ 1,565,388</u>	<u>\$ 2,100,633</u>
Total Positions	10	10	10
Funding by Source			
Water	<u>\$ 1,422,422</u>	<u>\$ 1,565,388</u>	<u>\$ 2,100,633</u>
Total	<u>\$ 1,422,422</u>	<u>\$ 1,565,388</u>	<u>\$ 2,100,633</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 2013 recommended operation and maintenance reflects a decrease of 2.01%, or \$12,858 as compared to the 2012 budget for the Water Treatment Plant. This is attributable primarily to projected savings from increased energy efficiencies in plant utility use.

Department:
Utility Services

Division:
Water Production

Fund:
Water

Account No:
550-07

Line Description	2011 Actual	2012 Budget	2013 Recommend
11 Employee - Regular Salaries	\$ 514,749	\$ 549,377	\$ 547,632
14 Retirement (PERS)	79,013	86,256	85,992
15 Medicare	8,138	8,999	8,974
16 Health Insurance	98,980	112,800	123,000
17 Uniform & Clothing Allow.	0	0	0
18 Overtime	55,859	71,236	71,236
19 Unemployment & Workers' Comp	9,567	12,220	12,157
Total Personnel Services	\$ 766,306	\$ 840,888	\$ 848,991
21 Travel & Transportation	\$ 2,522	\$ 3,500	\$ 3,500
28 Vehicle Fuel	11,709	14,000	12,000
31 Utilities	183,924	242,200	212,000
32 Communications/Postage	5,562	6,000	6,000
33 Rents & Leases	50	7,000	7,000
34 Professional Services	5,853	7,000	6,000
35 Maintenance of Equipment & Facility	25,935	27,000	27,000
36 Insurance & Bonding	30,053	33,000	33,342
37 Printing, Photocopy, Advertising	860	800	800
39 Misc. Contractual Service	32,536	40,600	40,600
41 Office Supplies	1,488	1,400	1,400
42 Operating Materials	236,193	250,000	270,000
44 Small Tools/Minor Equipment	7,991	7,000	7,000
Total Operation & Maintenance	\$ 544,676	\$ 639,500	\$ 626,642
62 Buildings Sludge Building Modification	0		
63 Equipment Items > \$2,500	37,029		
WTP Misc Plant Equipment		25,000	50,000
Soda Ash Machine Installation		30,000	
2, V-10K Chlorinator Installed		30,000	
SCADA Improvements			25,000
Fairchild Tank-Lead Abatement			260,000
KSU- Lead Abatement			260,000
68 Contract Well Cleaning No. 12	\$ 74,411	\$	\$ 30,000
Total Capital Outlay	\$ 111,440	\$ 85,000	\$ 625,000
Total	\$ 1,422,422	\$ 1,565,388	\$ 2,100,633

Department:
Utility Services

Division:
Water Reclamation

Fund:
Sewer

Account No:
550-15

Resource Summary Expenditure Categories	2011 Actual	2012 Budget	2013 Recommend
Personnel Services	\$ 785,915	\$ 841,673	\$ 1,080,328
Operation and Maintenance	557,543	659,945	658,865
Capital Outlay	335,875	356,267	1,127,700
Total	<u>\$ 1,679,333</u>	<u>\$ 1,857,885</u>	<u>\$ 2,866,893</u>
Total Positions	10	10	13
Funding by Source			
Sewer	\$ 1,679,333	\$ 1,857,885	\$ 2,563,070
Lab			303,823
Total	<u>\$ 1,679,333</u>	<u>\$ 1,857,885</u>	<u>\$ 2,866,893</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 2013 recommended operation and maintenance reflects an decrease of 0.16%, or \$1,080.00 compared to the 2012 budget.

Also of note is the fact that the 2013 O&M budget amount includes the Lab and the 2012 O&M budget amount did not. When taking this action into consideration the combined decrease is 8.51%, or \$61,280.00 when comparing the 2013 combined budget to the 2012 combined budget for O&M.

Department:
Utility Services

Division:
Water Reclamation

Fund:
Sewer

Account No:
550-15

Line Description	2011 Actual	2012 Budget	2013 Recommend
11 Employee - Regular Salaries	\$ 543,440	\$ 580,193	746,752
14 Retirement (PERS)	83,305	85,985	109,185
15 Medicare	5,992	6,710	7,549
16 Health Insurance	103,130	112,800	159,900
17 Uniform & Clothing Allowance	0	0	0
18 Overtime	39,998	43,690	41,500
19 Unemployment & Workers' Comp	10,050	12,295	15,442
Total Personnel Services	\$ 785,915	\$ 841,673	1,080,328
21 Travel & Transportation	\$ 3,192	\$ 5,500	6,200
28 Vehicle Fuel	8,672	9,000	10,000
31 Utilities	248,853	310,000	250,000
32 Communications/Postage	4,779	6,000	12,600
33 Rents & Leases	1,875	2,100	2,100
34 Professional Services	10,468	12,000	29,500
35 Maintenance of Equipment & Facility	31,522	35,000	44,100
36 Insurance & Bonding	31,986	35,620	36,240
37 Printing, Photocopy, Advertising	0	650	425
39 Misc. Contractual Service	98,942	121,000	124,000
41 Office Supplies	635	1,000	1,600
42 Operating Materials	116,305	120,075	136,000
44 Small Tools/Minor Equipment	314	2,000	6,100
Total Operation & Maintenance	\$ 557,543	\$ 659,945	658,865
63 Equipment Items > \$2,500	\$ 102,087	\$ 0	
WRF-Misc Plant Equipment		45,000	50,000
Secondary Clarifier and Aerotion Tank Handrail		40,000	40,000
Aeration Tank Automatic Air Valves			90,000
Clarifier Sludge Rakes/Skimmer Arms/Baffle Rings		90,000	
Replace Primary Clarifier Drive Unit		93,000	
Fiber to P&R, WRF		69,852	
Pump Replacement at WRF		13,000	
Prior Year Project Operations		5,415	
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 Contract	233,788		
Digester Lid Replacement			850,000
Total Capital Outlay	\$ 335,875	\$ 356,267	1,127,700
Total	\$ 1,679,333	\$ 1,857,885	2,866,893

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

Line Description	2013 Water Rec	2013 Lab	2013 Total
11 Employee - Regular Salaries	\$ 583,368	\$ 163,384	746,752
14 Retirement (PERS)	86,311	22,874	109,185
15 Medicare	6,689	860	7,549
16 Health Insurance	123,000	36,900	159,900
18 Overtime	40,000	1,500	41,500
19 Unemployment & Workers' Comp	12,237	3,205	15,442
Total Personnel Services	\$ 851,605	\$ 228,723	1,080,328
21 Travel & Transportation	\$ 3,200	\$ 3,000	6,200
28 Vehicle Fuel	9,500	500	10,000
31 Utilities	250,000		250,000
32 Communications/Postage	6,000	6,600	12,600
33 Rents & Leases	2,100	0	2,100
34 Professional Services	12,000	17,500	29,500
35 Maintenance of Equipment & Facility	40,000	4,100	44,100
36 Insurance & Bonding	35,740	500	36,240
37 Printing, Photocopy, Advertising	325	100	425
39 Misc. Contractual Service	121,000	3,000	124,000
41 Office Supplies	1,000	600	1,600
42 Operating Materials	121,000	15,000	136,000
44 Small Tools/Minor Equipment	2,600	3,500	6,100
Total Operation & Maintenance	\$ 604,465	\$ 54,400	658,865
63 Equipment Items > \$2,500	\$ 257,000	\$	257,000
Atomic Absorption Unit	0		0
Explosion Proof Refrigerators		11,000	11,000
UV Spectrophotometer		6,500	6,500
Fume Hood Support Cabinet		3,200	3,200
68 Contract	850,000		850,000
			0
			0
Total Capital Outlay	\$ 1,107,000	\$ 20,700	1,127,700
	\$ 2,563,070	\$ 303,823	2,866,893

Department:
Utility Services

Division:
Capital Facilities

Fund:
Water, Sewer & Storm

Account No:
550-24

Resource Summary Expenditure Categories	2011 Actual	2012 Budget	2013 Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	172,871	0	0
Capital Outlay	<u>630,238</u>	<u>2,443,100</u>	<u>1,416,000</u>
Total	<u>\$ 803,109</u>	<u>\$ 2,443,100</u>	<u>\$ 1,416,000</u>
Total Positions	0	0	0
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Funding by Source			
Water	\$ 156,766	\$ 839,000	\$ 0
Sewer	285,159	60,000	0
Storm Water Drainage	<u>361,184</u>	<u>1,544,100</u>	<u>1,416,000</u>
Total	<u>\$ 803,109</u>	<u>\$ 2,443,100</u>	<u>\$ 1,416,000</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
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Line Description	2011 Actual	2012 Budget	2013 Recommend
34 Professional Services	168,939		0
36 Insurance & Bonding	3,857		0
37 Printing, Photocopy & Advertising	75		0
42 Operating Materials	0		0
Total Operation & Maintenance	\$ 172,871	\$ 0	\$ 0
61 Lands	\$ 0	\$	\$
63 Equipment	0		
68 Contract	630,238		
Fishcreek Watershed Study Part 2		9,900	100,000
Fairchild Avenue Bridge		0	
Middlebury Road Watermain-Construction		709,000	
Area Q Ph.5 (Irma/Diedrich)-Construction		0	1,181,000
Harvey/Lake St Storm Outfall-ReApprop 2007 Funds		177,700	
Cuyahoga River- Letter of Map Revision		40,500	
Downtown Streets (Erie & Depeyster)		290,000	
Plum Creek Stream Restoration		35,000	
Annual Sidewalk/Street Program Construction			50,000
Miller/Harvey/Steel Storm, Design			85,000
Total Capital Outlay	\$ 630,238	\$ 1,262,100	\$ 1,416,000
Total	\$ 803,109	\$ 1,262,100	\$ 1,416,000

Department:
Utility Services

Division:
Capital Facilities

Fund:
Water, Sewer, & Storm Drainage

Account No:
550-24

Line Description	Water	Sewer	Storm Water Drainage	2013 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
Annual Sidewalk/Street Program Construction			50,000	50,000
Miller/Harvey/Steel Storm, Design			85,000	85,000
Fishcreek			100,000	100,000
Area Q			1,181,000	1,181,000
Total Capital Outlay	\$ 0	\$ 0	\$ 1,416,000	\$ 1,416,000
Total	\$ 0	\$ 0	\$ 1,416,000	\$ 1,416,000

Department:
Utility Services

Division:
Solid Waste

Fund:
Solid Waste

Account No:
550-37

Line Description	2011 Actual	2012 Budget	2013 Recommend
21 Travel & Transportaion	\$ 0	\$ 1,000	\$ 500
32 Communications/Postage	696	2,000	1,800
34 Professional Services	0	1,000	200
35 Maintenance of Equipment & Facility	0	100	100
36 Insurance & Bonding	185	250	250
37 Printing, Photocopy & Advertising	0	2,000	2,000
39 Misc. Contractual Service	418,953	453,000	443,000
41 Office Supplies	600	1,000	500
42 Operating Materials	2,573	7,000	7,000
44 Small Tools/Minor Equipment	381	1,000	500
Total Operation & Maintenance	\$ 423,388	\$ 468,350	\$ 455,850
63 Equipment Items > \$500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 423,388	\$ 468,350	\$ 455,850

Department:
Utility Services

Division:
Solid Waste

Fund:
Solid Waste

Account No:
550-37

Resource Summary Expenditure Categories	2011 Actual	2012 Budget	2013 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	423,388	468,350	455,850
Capital Outlay	0	0	
Total	<u>\$ 423,388</u>	<u>\$ 468,350</u>	<u>\$ 455,850</u>
Total Positions	0	0	0
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Funding by Source			
Solid Waste	\$ <u>423,388</u>	\$ <u>468,350</u>	\$ <u>455,850</u>
Total	<u>\$ 423,388</u>	<u>\$ 468,350</u>	<u>\$ 455,850</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 2013 recommended operation and maintenance budget reflects a \$2500.00 decrease, or 0.53% as compared to the 2012 budget. The amounts budgeted in 2013 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 \$22,940.00 for bag sales.

Department:
Utility Services

Division:
Storm Water Drainage

Fund:
Storm Water Drainage

Account No:
550-02

Line Description	2011 Actual	2012 Budget	2013 Recommend
21 Travel & Transportaion	\$ 0	\$ 1,000	\$ 1,000
28 Vehicle Fuel	0	0	0
32 Communications/Postage	3	1,000	1,000
34 Professional Services	18,190	20,000	20,000
35 Maintenance of Equipment & Facility	0	500	500
36 Insurance & Bonding	0	4,500	4,500
37 Printing, Photocopy & Advertising	0	2,000	2,000
39 Misc. Contractual Service	10,170	23,000	23,000
41 Office Supplies	600	1,000	1,000
42 Operating Materials	0	4,000	4,000
44 Small Tools/Minor Equipment	931	1,000	1,000
Total Operation & Maintenance	\$ 29,894	\$ 58,000	\$ 58,000
63 Equipment	0	0	0
68 Contract	0	0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 29,894	\$ 58,000	\$ 58,000

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

Resource Summary Expenditure Categories	2011 Actual	2012 Budget	2013 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	29,894	58,000	58,000
Capital Outlay	0	0	
Total	<u>\$ 29,894</u>	<u>\$ 58,000</u>	<u>\$ 58,000</u>
Total Positions	0	0	0
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Funding by Source			
Storm Water Drainage	\$ 29,894	\$ 58,000	\$ 58,000
Total	<u>\$ 29,894</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 2013 recommended operation and maintenance budget reflects no change from the 2012 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.