



Water Funds

Water Fund

To account for the treatment and provision of water to the residents and businesses of the City. All activities necessary to provide such services are accounted for in this fund, including administration, operations and maintenance.

Water System Development Fund

The Water System Development Fund budgets for major improvements related to the expansion of the water system to handle new growth.

Funding for the Water System Development Fund comes from Water System Development Fees and transfers from the Water Fund.



Water Fund

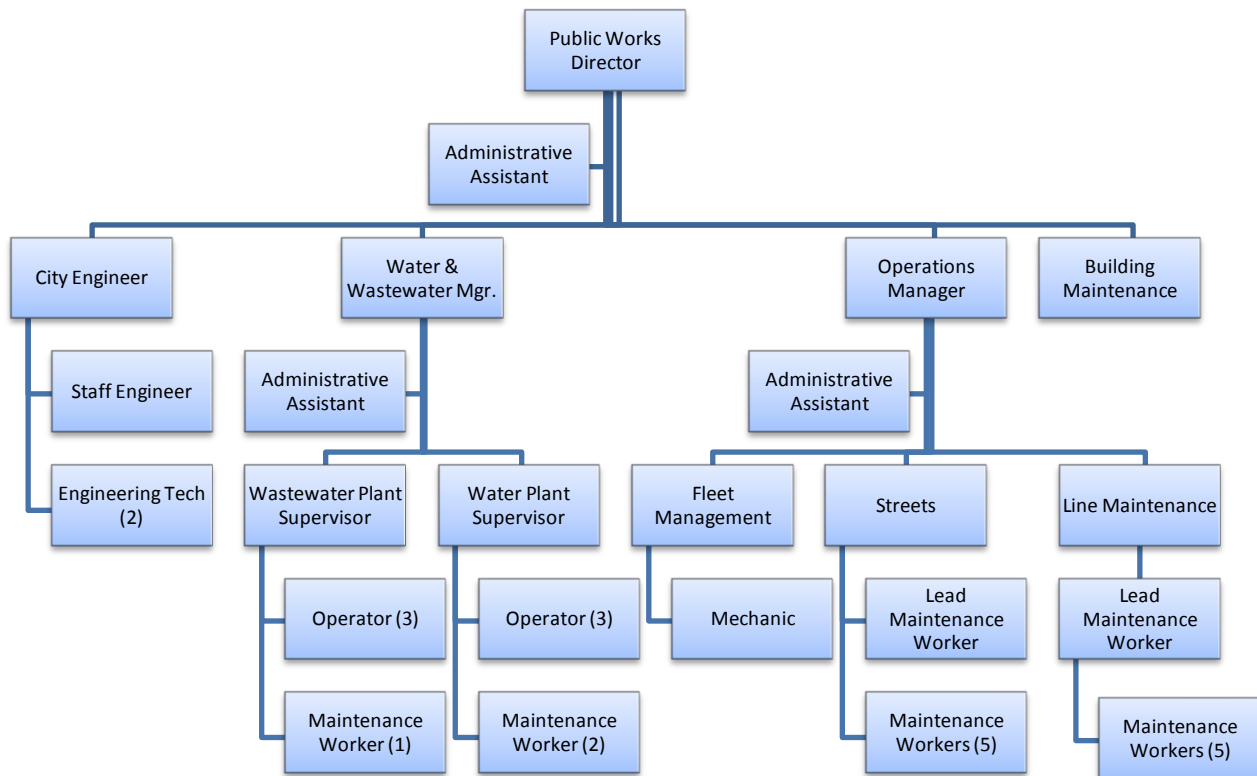
Department Description

The Water Fund is comprised of four programs which include Water Administration, Water Treatment, Water Distribution and Capital Projects/Transfers.

Department Mission Statement

The Mission of the Water Treatment Division is to operate and maintain “in-compliance”, efficient, effective and economical water production and laboratory facilities that provide customers and the general public a satisfactory supply of safe, good-tasting drinking water that also meets the city’s fire storage supply needs.

Department Organization Chart



Personnel by Program (FTE)

Division Staffing by Program (FTE)	2009	2010	2011
Water Administration	1.0	1.0	1.0
Water Treatment	7.0	6.0	6.0
Water Distribution	4.0	3.5	3.5
Total	12.0	10.5	10.5



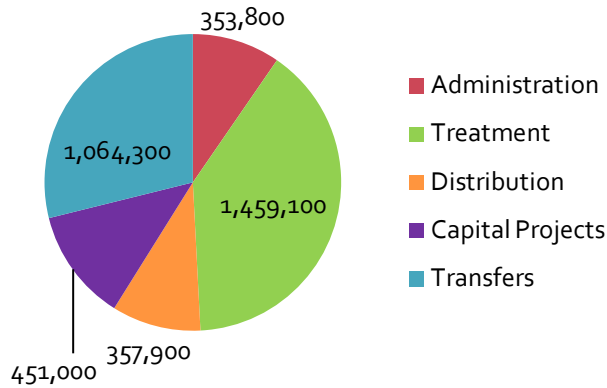
Water Fund

Core Services

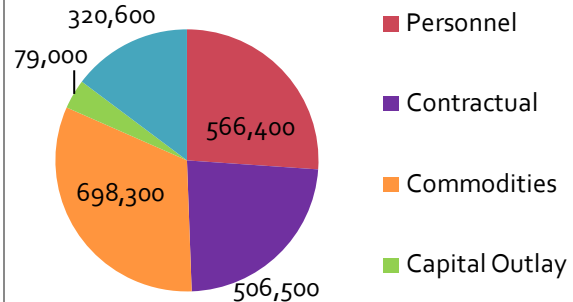
- Water Production & Distribution
- Water Storage

Budget Charts

Water Fund by Program



Water Fund Expenditures by Type



Department Funding by Program

Program Funding	2009 <u>Actual</u>	2010 <u>Budget</u>	2010 <u>Estimate</u>	2011 <u>Budget</u>
Operations				
Water Administration	\$312,946	341,500	338,100	353,800
Water Treatment	\$1,190,023	1,332,600	1,241,900	1,459,100
Water Distribution	<u>367,548</u>	<u>431,900</u>	<u>359,600</u>	<u>357,900</u>
Ops Total	\$1,870,517	2,106,000	1,939,600	2,170,800
Capital Projects	\$ 498,644	45,000	75,000	451,000
Transfers	\$1,257,300	1,060,700	1,060,700	1,064,300
Fund Total	\$3,626,461	3,251,700	3,075,300	3,686,100
Water Rate Increases	5%	5%	5%	5%

**City of Gardner
Water Fund**

	<u>2009</u> <u>Actual</u>	<u>2010</u> <u>Budget</u>	<u>2010</u> <u>Estimate</u>	<u>2011</u> <u>Budget</u>
Funds Available Jan 1	1,829,324	1,142,824	1,227,251	1,333,451
Revenue:				
Intergovernmental:				
Grants	0	0	0	0
Intergovernmental Total	0	0	0	0
Charges for Services:				
AirCenter Water Sales	239,842	158,000	170,000	198,000
Water Sales	2,671,460	3,045,000	2,897,000	3,041,900
Bulk Water Sales	8,021	12,000	9,000	10,000
Government Sales - Sewer Fund	225	10,100	300	300
Government Sales - Electric Fund	747	400	700	700
Government Sales - General Fund	11,891	24,700	14,000	15,000
Meter Installation Fee	60,500	55,000	55,000	55,000
Charges for Services Total	2,992,686	3,305,200	3,146,000	3,320,900
Use of Money:				
Interest on Investments	6,973	4,000	5,500	10,000
Use of Money Total	6,973	4,000	5,500	10,000
Miscellaneous:				
Miscellaneous	24,729	30,000	30,000	30,000
Miscellaneous Total	24,729	30,000	30,000	30,000
Revenue Total	3,024,388	3,339,200	3,181,500	3,360,900
Expenditures:				
Operations:				
Administration	312,946	341,500	338,100	353,800
Treatment	1,190,023	1,332,600	1,241,900	1,459,100
Distribution	367,548	431,900	359,600	357,900
Operations Total	1,870,517	2,106,000	1,939,600	2,170,800
Capital Improvement Projects				
Water Line Replacement	367,406	0	0	0
Treatment Plant Roof	14,950	0	0	0
Gardner Lake Spillway (.6)	0	25,000	55,000	75,000
Gardner Lake Dam Evaluation	0	20,000	10,000	0
Gardner Lake Dredging Plan	0	0	0	39,000
Fiber Project	0	0	10,000	0
183rd St. Water Tower Painting	0	0	0	200,000
Rehab Ground/Above Storage Tank	116,288	0	0	137,000
Demolition of Gardner Lake Plants	0	0	0	0
Capital Improvement Projects Total	498,644	45,000	75,000	451,000
Transfers Out				
General Fund Services	57,300	60,700	60,700	64,300
Sewer System Dev. Fund	1,200,000	1,000,000	1,000,000	1,000,000
Water System Improvement Fund	0	0	0	0
Transfers Out Total	1,257,300	1,060,700	1,060,700	1,064,300
Expenditures Total	3,626,461	3,211,700	3,075,300	3,686,100
Surplus/(Shortfall)	(602,073)	127,500	106,200	(325,200)
Funds Available Dec 31	1,227,251	1,270,324	1,333,451	1,008,251
Percent Available to Revenues	34%	40%	43%	27%



Water Administration

Program Description

Provides leadership and project management for the Water Division and ensures daily operations are effective and efficient.

2011 Program Goals and Objectives

Maintain and improve existing services and facilities

- Gardner Lake Spillway Design
- Implement recommendations from Water Conservation Policy

Manage for future growth

- Coordinate and participate in the formation and operation of the Hillsdale Water Users Group

Increase commercial and industrial investments within the City

- Assist in infrastructure planning for future projects

Manage the economic recovery

- Examine ideas for outside funding and loans, as well as different rate structures to increase income.

2010 Program Anticipated Accomplishments

Maintain and improve existing services and facilities

- Gardner Lake Spillway Study
- Gardner Lake Dam Evaluation
- Develop written procedures for mitigating water leaks
- Implement recommendations from Water Conservation Plan

Manage for future growth

- Hillsdale Water Users Group planning
- Desoto/Rural Water Kansas River Source Study

Increase commercial and industrial investments within the City

- Inspect water infrastructure public improvements for Horizon Trail

Improve Organizational Capacity

- Gardner Leadership Program

Manage the economic recovery

- Examine ideas for developers to pay for more development and review fees and charges

Personnel by Program (FTE)

Program Staffing (FTE)	<u>2009</u>	<u>2010</u>	<u>2011</u>
Water/Wastewater Manager	0.5	0.5	0.5
Administrative Assistant	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total	1.0	1.0	1.0

City of Gardner Annual Budget

Program: Water Administration 4210
Department: Public Works 442
Fund: Water Fund 521

		2009	2010	2010	2011
Classification		Actual	Budget	Estimate	Budget
-----		-----	-----	-----	-----
Personal Services					
11	01 Full-Time	55,430	55,000	55,000	55,300
21	01 Health & Dental Insurance	8,125	8,700	7,000	6,800
21	02 Life Insurance	56	100	100	100
22	01 Social Security	3,597	4,200	4,200	4,300
22	03 Unemployment Compensation	179	300	300	400
23	01 KPERs Retirement	2,949	3,900	3,700	4,300
		-----	-----	-----	-----
		70,336	72,200	70,300	71,200
Contractual Services					
31	15 Outsourced Services	4,132	5,000	6,000	10,000
40	03 Telephone	199	300	200	200
46	01 Meetings/Training/Travel	1,870	800	800	2,600
46	02 Dues/Subscriptions	1,081	600	600	700
47	04 Postage	183	100	400	400
49	01 Water Protection Fee	35,328	40,400	40,400	42,400
		-----	-----	-----	-----
		42,793	47,200	48,800	56,300
Commodities					
52	09 Fuel and Fluids	73	0	0	100
52	20 Operating Supplies	573	700	600	600
		-----	-----	-----	-----
		646	700	600	700
Internal Services					
91	Building Services	1,731	3,000	3,000	3,600
91	IT Services	2,115	3,400	3,400	3,200
91	Risk Services	2,307	5,300	4,900	5,100
91	Utility Billing	193,018	209,700	207,100	213,700
		-----	-----	-----	-----
		199,171	221,400	218,400	225,600
Total Expenditures		312,946	341,500	338,100	353,800



Water Treatment

Program Description

Treats raw water from Hillsdale Lake to assure quality, taste, and safety of the City's water supply.

2011 Program Goals and Objectives

Maintain and improve existing services and facilities

- Replace and upgrade UV facilities

Improve Mission Recognition

- Submit sample for "Best Tasting Water" competition at KRWA Conference

2010 Program Anticipated Accomplishments

Maintain and improve existing services and facilities

- Implement equipment maintenance and replacement program.

Measure the Success

- Ensure efficiency and effectiveness by tracking time for all employees

Manage the economic recovery

- Use flex time to control overtime.
- Monitor all processes to insure maximum efficiency

Core Performance Measures

<u>Citizen Survey Satisfaction:*</u>	<u>2005</u>	<u>2007</u>	<u>2009</u>
Water pressure in your home	80%	85%	77%
The clarity and taste of tap water	69%	79%	71%

*includes neutrals, excludes don't know

<u>Program Measurements:</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Gallons produced (millions)	768	775	790
Cost per million gallons	1,550	1,600	1,850
Storage capacity (millions)	3.5	3.5	3.5
Treatment capacity (millions/day)	4.0	4.0	4.0
Maximum daily production	3.3	3.1	3.4

Personnel by Program (FTE)

<u>Program Staffing (FTE)</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Plant Supervisor	1.0	1.0	1.0
Water Plant Operator	4.0	3.0	3.0
Maintenance Worker	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
Total	7.0	6.0	6.0

City of Gardner Annual Budget

Program: Water Treatment 4220

Department: Public Works 442

Fund: Water Fund 521

Classification			2009 Actual	2010 Budget	2010 Estimate	2011 Budget
-----			-----	-----	-----	-----
Personal Services						
11	01	Full-Time	253,289	253,400	230,000	256,500
11	02	Overtime	17,506	18,000	18,000	18,000
21	01	Health & Dental Insurance	26,567	29,200	29,600	32,500
21	02	Life Insurance	335	400	400	300
22	01	Social Security	19,462	20,800	19,000	21,000
22	03	Unemployment Compensation	905	1,700	1,700	1,900
23	01	KPERS Retirement	15,738	19,100	19,100	21,200
23	05	Deferred Compensation	7,616	1,900	1,900	1,900
			-----	-----	-----	-----
			341,418	344,500	319,700	353,300
Contractual Services						
31	15	Outsourced Services	36,583	103,900	98,200	94,900
40	03	Telephone	6,872	6,600	6,600	6,600
40	05	Electricity	190,897	210,000	205,000	231,000
43	01	R&M Building	8,735	4,000	6,000	4,000
43	02	R&M Equipment	38,265	31,500	39,200	43,700
43	05	R&M Vehicle	624	2,800	2,200	2,800
44	02	Equipment Rental	33,772	0	0	0
46	01	Meetings/Training/Travel	1,312	4,700	3,500	4,500
46	02	Dues/Subscriptions	5,480	6,700	5,500	6,600
47	01	Advertising/Legal Notices	101	100	100	100
			-----	-----	-----	-----
			322,641	370,300	366,300	394,200
Commodities						
52	01	Building/Grounds	4,253	3,200	3,800	3,000
52	02	Small Tools	708	800	1,000	800
52	04	Vehicle Supplies	1,430	2,000	1,900	2,000
52	09	Fuel and Fluids	11,639	15,400	11,500	13,300
52	12	Utility System Supplies	13,726	20,000	20,400	20,800
52	13	Chemicals	261,380	286,000	240,000	290,000
52	20	Operating Supplies	12,048	10,800	11,000	11,000
52	30	Bulk Water	181,425	206,800	200,000	240,000
53	02	Clothing & Uniform	1,151	2,900	2,000	2,900
			-----	-----	-----	-----
			487,760	547,900	491,600	583,800
Capital Outlay						
61	04	Equipment	0	10,000	8,000	40,000
61	09	Vehicles	2,250	0	0	24,000
			-----	-----	-----	-----
			2,250	10,000	8,000	64,000
Internal Services						
91		Building Services	2,250	1,000	1,000	1,600
91		IT Services	3,324	13,300	13,300	15,000
91		Risk Services	30,380	45,600	42,000	47,200
			-----	-----	-----	-----
			35,954	59,900	56,300	63,800
Total Expenditures			1,190,023	1,332,600	1,241,900	1,459,100



Water Distribution

Program Description

Delivers potable water to Gardner residents and businesses by operating and maintaining the City's water distribution system. This division also installs and maintains water meters, valves and fire hydrants. This program is half the funding for the Line Maintenance Division and the other half is wastewater collection.

2011 Program Goals and Objectives

Improve Mission Recognition

- Compete through KRWA and AWWA for excellence awards on water distribution systems.

2010 Program Anticipated Accomplishments

Maintain and improve existing services and facilities

- Implement maintenance programs for pressure measurement, hydrant flushing, and valve exercising.

Manage for future growth

- Perform Acceptance Testing for all new installations on the water lines.
- Provide plan review and utility relocation recommendations for Engineering projects. Avoid relocations during construction.

Improve Organizational Capacity

- Provide training to maintain certifications and skills.

Improve Communication.

- Report issues as they occur and respond to citizen complaints via phone and e-mail within 24 hours. Determine the problem/issue and resolve it within 5 working days.

Manage the economic recovery

- Ensure efficiency and effectiveness by tracking time for all employees
- Assist Fleet Maintenance in providing reporting by vehicle and class of vehicle of repair, miles, mpg

Core Performance Measures

<u>Program Measurements:</u>	2009 <u>Actual</u>	2010 <u>Est.</u>	2011 <u>Est.</u>
Number of line breaks repaired	27	20	20
Number of gallons flushed (millions)	3.1	3.0	3.0
Number of complaints addressed	81	90	90
% of complaints resolved within 5 days	na	90%	95%

Personnel by Program (FTE)



Water Distribution

<u>Program Staffing (FTE)</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Operations Manager	0.0	0.0	0.25*
Administrative Assistant	0.0	0.0	0.25*
Line Maintenance Supervisor	0.5	0.5	0.00*
Lead Maintenance Worker	0.0	0.0	0.50*
Line Maintenance Workers	<u>3.5</u>	<u>3.0</u>	<u>2.50</u>
Total	4.0	3.5	3.50

*Line Maintenance Supervisor position was eliminated in May 2010 due to the recession and an Operations Manager position was created that is over Line Maintenance for Water and Wastewater as well as Streets and Storm Sewer Maintenance. A Maintenance Worker position was changed to Lead Worker position to report to the Operations Manager. Administrative Assistant position was also partially assigned to this area.

City of Gardner Annual Budget

Program: Water Distribution 4230

Department: Public Works 442

Fund: Water Fund 521

Classification		2009 Actual	2010 Budget	2010 Estimate	2011 Budget	
Personal Services						
11	01	Full-Time	121,562	121,300	108,000	108,400
11	02	Overtime	6,869	6,000	6,000	6,000
21	01	Health & Dental Insurance	11,345	12,100	12,100	9,300
21	02	Life Insurance	195	200	200	200
22	01	Social Security	9,170	9,700	8,700	8,800
22	03	Unemployment Compensation	425	800	800	700
23	01	KPERS Retirement	7,551	9,100	8,100	8,000
23	05	Deferred Compensation	1,076	200	600	500
			-----	-----	-----	-----
			158,193	159,400	144,500	141,900
Contractual Services						
31	15	Outsources Services	5,266	9,100	9,100	9,300
40	03	Telephone	1,846	1,200	1,200	1,600
40	06	Utility locates	29,895	34,600	34,600	34,600
43	02	R&M Equipment	7,425	1,400	3,400	3,400
43	05	R&M Vehicle	1,300	1,700	1,700	1,700
44	02	Equip./Vehicle Rentals	468	1,500	1,500	1,500
46	01	Meeting/Training/Travel	807	2,200	2,200	2,200
46	02	Dues/Subscriptions	258	200	200	200
47	38	Construction Debris	1,035	1,500	1,500	1,500
			-----	-----	-----	-----
			48,300	53,400	55,400	56,000
Commodities						
52	02	Small Tools	1,153	2,800	2,800	2,800
52	04	Vehicle Supplies	2,677	2,300	2,300	2,300
52	09	Fuel and Fluids	6,730	14,300	10,000	11,000
52	12	Utility System Supplies	15,989	30,200	30,200	30,200
52	20	Operating Supplies	3,116	3,100	3,100	3,100
52	31	Meters & Materials - New	25,323	50,000	25,800	25,000
52	32	Meters & Materials -Existing	36,366	35,000	18,000	37,400
53	02	Clothing & Uniform	1,424	2,000	2,000	2,000
			-----	-----	-----	-----
			92,778	139,700	94,200	113,800
Capital Outlay						
61	04	Equipment	2,812	2,500	2,500	2,500
61	09	Vehicles	42,391	40,000	28,500	12,500
			-----	-----	-----	-----
			45,203	42,500	31,000	15,000
Internal Services						
91		Building Services	5,953	5,200	5,200	5,500
91		IT Services	0	1,100	1,100	1,400
		Risk Services	17,121	30,600	28,200	24,300
			-----	-----	-----	-----
			23,074	36,900	34,500	31,200
			-----	-----	-----	-----
		Total Expenditures	367,548	431,900	359,600	357,900



Water - Capital Projects

Program Description

Funds major projects for the maintenance, replacement, and repair of water lines, storage tanks, and water towers.

2011 Program Goals and Objectives

- Gardner Lake Spillway design
- Gardner Lake Dredging Plan
- 183rd Tower Repainting
- Rehabilitation of downtown storage tank

2010 Program Anticipated Accomplishments

Gardner Lake Spillway preliminary design
 Gardner Lake Dam evaluation
 Connecting remote sites through communication fiber project

Core Performance Measures

Personnel by Program (FTE)

<u>Program Staffing (FTE)</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	
NA				
<u>Projects</u>		<u>2009</u>	<u>2010</u>	<u>2011</u>
Line Replacement		367,406	0	0
Treatment Plant Roof		14,950	0	0
Fiber Project		0	10,000	0
Rehab storage tanks		116,288	0	137,000
Gardner Lake Spillway Design		0	55,000	75,000
Gardner Lake Dredging Plan		0	0	39,000
183 rd Street Tower Painting		0	0	200,000
Gardner Lake Dam Evaluation		0	10,000	0
Total		498,644	75,000	451,000
<u>Transfers Out</u>				
WW Development Fund		1,200,000	1,000,000	1,000,000
General Fund		57,300	60,700	64,300
Total		1,257,300	1,060,700	1,064,300
Program Total		1,755,944	1,135,700	1,515,300

City of Gardner Annual Budget

Program: Capital Projects Transfers 4240

Department: Public Works 442

Fund: Water Fund 521

Classification	2009 Actual	2010 Budget	2010 Estimate	2011 Budget
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Capital Improvement				
Water Line Replacement	366,891	0	0	0
183rd St Tower Paint/Dwntwn tank repair	0	0	0	337,000
Treatment Plant roof	14,950	0	0	0
Ground Storage Tank Upgrade & Paint	104,198	0	0	0
Gardner Lake Spillway replacement	0	25,000	55,000	75,000
Gardner Lake Dam evaluation	0	20,000	10,000	0
Gardner Lake Dredging Plan	0	0	0	39,000
Communication Fiber Extension	0	0	10,000	0
Old treatment plants demolition	12,605	0	0	0
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Total Capital	498,644	45,000	75,000	451,000
 Transfers 9110				
General Fund Services	57,300	60,700	60,700	64,300
Water System Improvement Fund	0	0	0	0
Wastewater System Improve Fund	1,200,000	1,000,000	1,000,000	1,000,000
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Total Transfers	1,257,300	1,060,700	1,060,700	1,064,300
Total Expenditures	1,755,944	1,105,700	1,135,700	1,515,300



Water Development Fund

Department Description

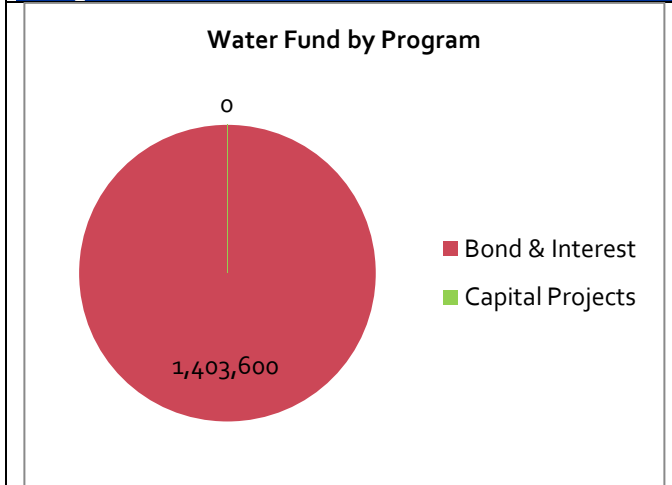
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Department Mission Statement

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Department Funding by Program

Budget Charts



<u>Program Funding</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Estimate</u>	<u>2011 Budget</u>
<u>Operations</u>				
Bond and Interest	\$2,516,449	1,416,200	1,376,400	1,403,600
Capital Projects	\$ 17,000	0	0	0
Fund Total	\$2,533,449	1,416,200	1,376,400	1,403,600

**City of Gardner
Water System Development Fund**

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget
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Funds Available Jan 1	3,342,814	2,043,814	2,268,498	1,401,898
Revenue:				
Charges for Services:				
Water Sys Development Charge	279,100	434,000	501,300	518,400
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Charges for Service Total	279,100	434,000	501,300	518,400
Use of Money:				
Interest on Investments	8,530	15,000	8,500	8,000
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Use of Money Total	8,530	15,000	8,500	8,000
Transfers In:				
Water Fund	-	-	-	-
Capital Project Fund (Facility land)	313,245	-	-	-
Debt sale proceeds from refinancing	858,258	-	-	-
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Transfers In Total	1,171,503	-	-	-
	-----	-----	-----	-----
Revenue Total	1,459,133	449,000	509,800	526,400
	=====	=====	=====	=====
Expenditures:				
Bond & Interest				
2003-C 1993A Refund/Tower & lines	50,130	18,000	18,000	15,100
2002-B 96 Refund - Hillsdale	412,545	416,500	416,500	414,300
1998-A, Hillsdale	832,287	118,000	-	-
1998-B Refund - Water Tower/line	169,132	27,300	-	-
02A-City Hall Bond move to xfers	18,260	19,300	19,300	20,600
Hillsdale Expansion (\$7.5)	675,991	452,600	452,600	452,600
Kill Creek street/wtr BD (.108) XFER to B&I	8,040	7,900	7,700	7,800
NW Elevated Tank & 159th line (\$2.9) 2008A	350,064	356,600	356,600	353,600
2009C - refund 1998A	-	-	84,800	113,800
2009C - refund 1998B	-	-	20,900	25,800
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Bond & Interest Total	2,516,449	1,416,200	1,376,400	1,403,600
Capital Projects				
Moonlight pipe upgrade	17,000	-	-	-
	-----	-----	-----	-----
Capital Projects Total	17,000	-	-	-
	-----	-----	-----	-----
Expenditures Total	2,533,449	1,416,200	1,376,400	1,403,600
	=====	=====	=====	=====
Surplus/(Shortfall)	(1,074,316)	(967,200)	(866,600)	(877,200)
Funds Available Dec 31	2,268,498	1,076,614	1,401,898	524,698