

ENTERPRISE FUND - BRISTOL WATER DEPARTMENT

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Program Summary

The Enterprise Fund is used to account for the operations of the Bristol Water Department. These operations are financed and operated in a manner similar to that of a private business enterprise where the intent is that all the costs, including depreciation, related to the provision of goods and services to the general public on a continuing basis be financed or recovered primarily through user charges.

This fund is operated under the provision of Section 25 and 48 of the City Charter.

The Bristol Water Department is a municipal department of the City of Bristol and is governed by a Board of Water Commissioners appointed by the Mayor and approved by the City Council.

Accounting duties, custody of monies received for water consumption, or otherwise, the collection of bills and the payment of bills incurred in the operation of said Water Department, shall be entrusted to the Board of Water Commissioners and shall be executed with the assistance and in accordance with the City Comptroller.

The Board of Water Commissioners shall adopt regulations:

1. For the use and protection of the water system and facilities;
2. To control the use of its land, water plant and facilities;
3. To prevent accidents and promote safety among its employees and for the use of said water plant;
4. For the planting, management, safeguarding and harvesting of trees on Water Department properties;
5. Relating to the operation of said water plant;
6. As to the methods, amounts, prices, quantity and quality of water supply to individual users;
7. Limitations on water usage in the event of periods of droughts or other emergencies and;

The Board of Water Commissioners shall govern the supply of water to all City residents and may prescribe rules for the shut off of water supply, in cases of non-payment, until payment arrangements are made, and may provide by such rules, penalties for default in payment of water charges, which penalties shall be in addition to the water charges and shall be collectible as a part thereof.

The Bristol Water Department encourages public participation and input into decisions that may affect the quality of water. Meetings of the Board of Commissioners are usually held on the third Tuesday of every month at the Water Treatment Plant located at 1080 Terryville Avenue in Bristol at 6:30 p.m.

The primary sources of supply for the Bristol Water Department are six reservoirs. These reservoirs are located in Bristol, Burlington, Harwinton and

**Program Summaries-
Enterprise Fund**

Enterprise Fund – Bristol Water Department (continued)

Plymouth. The water from these reservoirs is gravity fed to the water treatment plant on Terryville Avenue where it is sampled, tested, treated and filtered prior to entering the water distribution system. These surface water sources are supplemented by groundwater from five wells. The wells are located on Barlow Street, Mechanic Street and Mix Street in Bristol. The well water is naturally purified as it is filtered through the soil; however it is still sampled, tested and treated at each well location. The watershed area surrounding the six reservoirs is protected forestland and comprises over 4,000 acres.

For more information visit the Bristol Water Department website at www.bristolwaterdept.org.

Financial Statement

**CITY OF BRISTOL, CONNECTICUT
BRISTOL WATER DEPARTMENT**

*Statement of Revenues, Expenses and Changes in Retained Earnings/Fund Balance
(thousands)*

CITY OF BRISTOL, CONNECTICUT

	<u>Actual</u> <u>6/30/2006</u>	<u>Actual</u> <u>6/30/2005</u>	<u>Actual</u> <u>6/30/2004</u>	<u>Actual</u> <u>6/30/2003</u>	<u>Actual</u> <u>6/30/2002</u>
Operating revenues:					
Charges for services	\$5,521	\$5,413	\$5,359	\$5,692	\$5,683
Miscellaneous	<u>140</u>	<u>72</u>	<u>85</u>	<u>97</u>	<u>94</u>
Total operating revenues	<u>\$5,661</u>	<u>\$5,485</u>	<u>\$5,444</u>	<u>\$5,789</u>	<u>\$5,777</u>
Operating expenses:					
Source of supply	\$149	\$215	\$141	\$152	\$58
Pumping	208	166	133	175	161
Purification	903	727	734	719	766
Transmission and distribution	918	1,439	1,394	1,118	1,491
Customer accounts, administrative and general	1,672	1,584	1,647	1,475	1,453
Depreciation	829	825	793	781	786
Taxes other than income taxes	385	404	643	295	256
Loss on disposal	<u>0</u>	<u>0</u>	<u>47</u>	<u>42</u>	<u>33</u>
Total operating expenses	<u>\$5,064</u>	<u>\$5,360</u>	<u>\$5,532</u>	<u>\$4,757</u>	<u>\$5,004</u>
Operating income (Loss)	<u>\$597</u>	<u>\$125</u>	<u>(\$88)</u>	<u>\$1,032</u>	<u>\$773</u>
Nonoperating revenue (expenses):					
Reimbursement from other funds					
Interest Income	\$84	\$194	\$157	(\$114)	\$229
Interest expense	(210)	(268)	(341)	0	(478)
Loss on disposal	(48)	(50)		(55)	(54)
Amortization of debt discount and expense	(41)	(41)	(55)	<u>0</u>	<u>0</u>
Total nonoperating revenues (expenses)	<u>(\$215)</u>	<u>(\$165)</u>	<u>(\$239)</u>	<u>(\$169)</u>	<u>(\$303)</u>
Net Income (loss)	\$382	(26)	(\$327)	\$863	\$470
Retained earnings/fund balance, July 1	<u>24,515</u>	<u>23,778</u>	<u>24,086</u>	<u>16,594</u>	<u>16,124</u>
Retained earnings/fund balance, June 30	<u>\$24,916</u>	<u>\$23,752</u>	<u>\$23,759</u>	<u>\$17,457</u>	<u>\$16,594</u>

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

Budget Highlights

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT BUDGET SUMMARY					
REVENUE ESTIMATE SUMMARY 2007-2008					
	ACTUAL RECEIVED 2005-2006	AMENDED BUDGET 2006-2007	CURRENT YR REVISED EST. 2006-2007	PROPOSED REVENUES 2007-2008	JOINT BOARD APPROVED 2007-2008
ACCOUNTS RECEIVABLE:					
WATER SALES	\$5,666,358	\$5,950,000	\$5,750,000	\$5,990,000	\$5,990,000
WATER LIENS	2,315	1,200	900	1,100	1,100
SERVICE ACCOUNTS	122,153	150,000	125,000	150,000	150,000
SERVICE ACCOUNT LIENS	1,635	1,100	1,500	1,100	1,100
PENALTIES	36,393	37,000	35,000	37,000	37,000
ASSESSMENTS	18,572	18,000	160,000	125,000	125,000
INTEREST ON CD ACCOUNT	147,836	200,000	161,000	200,000	200,000
INTEREST ON GOALS ENABLING	17,624	10,000	7,420	32,000	32,000
INTEREST ON MONEY MARKET ACCT	8,925	5,000	5,000	18,000	18,000
GOALS ENABLING FUND ACCT	0	0	0	0	0
WPC DEPARTMENT PAYMENTS	50,820	51,500	50,500	50,500	50,500
SEWER ACCOUNT LIENS	880	2,000	1,300	2,000	2,000
SUNDRY ACCOUNTS	8,368	16,000	14,000	16,000	16,000
SCRAP METAL SALES	0		1,000	1,000	1,000
FORESTRY PROGRAM	0	20,000	23,057	20,000	20,000
WATER SERVICE REINSTATEMENT	9,920	14,000	11,500	14,000	14,000
TOTAL REVENUES	\$6,091,799	\$6,475,800	\$6,347,177	\$6,657,700	\$6,657,700
EXPENSE ESTIMATE SUMMARY 2007-2008					
	PRIOR YEAR EXPENDED 2005-2006	AMENDED BUDGET 2006-2007	CURRENT YR REVISED EST. 2006-2007	PROPOSED EXPENDITURES 2007-2008	JOINT BOARD APPROVED 2007-2008
EXPENSE BY TYPE					
SALARY	\$1,800,020	\$1,940,121	\$1,900,000	\$1,980,644	\$1,980,644
FRINGE BENEFITS	770,166	877,540	850,000	925,616	925,616
OPERATING SERVICES	2,276,713	2,358,596	2,272,947	2,457,594	2,457,594
SUPPLIES & MATERIALS	547,655	607,389	707,852	761,461	761,461
CAPITAL OUTLAY	591,998	660,844	660,000	610,364	610,364
TOTAL EXPENSES	\$5,986,552	\$6,444,490	\$6,390,799	\$6,735,679	\$6,735,679
BUDGET SURPLUS (DEFICIT)	\$105,247	\$31,310	(\$43,622)	(\$77,979)	(\$77,979)

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT SALARY ANALYSIS - 2007-2008							
LABOR UNIT	GRADE	STEP	NO OF POS	DESCRIPTION	2006-2007	2007-2008	2007-2008
					APPROVED BUDGET	DEPT REQUEST	JOINT BOARD APPROVED
NB	11	7	1	SUPERINTENDENT	\$103,989	\$106,842	\$106,842
BPSA	8	3	1	ASST SUPERINTENDENT-CONSTR/MAINT	80,059	73,484	73,484
BPSA	8	6	1	ASST SUPT- ADMINISTRATION	78,096	81,976	81,976
BPSA	7	6	1	WATER TREATMENT PLANT SUPERVISOR	70,704	72,387	72,387
BPSA	6	6	1	OFFICE MANAGER	62,211	63,741	63,741
CONSTRUCTION & MAINTENANCE:							
L1338	3	3	3	GROUP LEADERS	144,019	148,075	148,075
L1338	5	3	3	SKILLED CRAFTSMAN	130,915	134,597	134,597
L1338	6	3	3	SEMI-SKILLED CRAFTSMAN	82,410	84,698	84,698
L1338	4	3	1	BACKHOE OPERATOR	45,926	47,216	47,216
L1338	5	3	1	TRUCK DRIVER	43,638	44,866	44,866
L1338	6	3	1	WATER UTILITY SERVICE PERSON	41,205	42,349	42,349
L1338				OVERTIME	41,170	42,323	42,323
METER SHOP:							
L1338	3	3	1	GROUP LEADER/CROSS CONN. CNTRL. INSP.	49,774	51,168	51,168
L1338	5	3	1	CROSS CONN CONTROL/METER TECH	43,638	44,866	44,866
SALARY	5	3	2	METER TECHNICIANS	87,277	89,731	89,731
L1338	6	3	1	METER READER	41,205	42,349	42,349
L1338	8	3	1	YARDMAN	38,896	39,978	39,978
				OVERTIME	13,523	13,902	13,902
*WATER TREATMENT PLANT: (24/HR/DAY WK)							
L1338	3	3	1	GROUP LEADER	69,684	71,635	71,635
L1338	6	3	1	PLANT OPERATORS	41,205	42,349	42,349
L1338	6	3	3	PLANT OPERATORS(W/SHIFT DIFF)	175,311	180,211	180,211
L1338	6	3		OVERTIME	43,682	44,905	44,905
WATERSHED:							
L1338	3	3	1	GROUP LEADER	48,006	49,358	49,358
L1338	4	3	1	CREW LEADER	45,698	46,987	46,987
L1338	6	3	2	SEMI-SK CRAFTSMAN	82,410	84,698	84,698
				OVERTIME	9,580	9,848	9,848
OFFICE:							
L233	8	3	1	ACCOUNTANT	42,624	44,125	44,125
L233	6	3	1	PAYROLL BENEFITS ANALYST	37,300	38,139	38,139
L233	5	1	1	SENIOR ADMINISTRATIVE ASSISTANT	37,300	32,094	32,094
L233	5	3	1	BILLING ANALYST	34,375	35,721	35,721
L233	5	3	1	ADMINISTRATIVE CLERK/METER SHOP	34,941	35,721	35,721
L233	6	3	1	ADMINISTRATIVE CLERK/SERVICE BILLING	37,300	38,139	38,139
L233				OVERTIME	2,050	2,166	2,166
			37	TOTAL SALARIES	\$1,940,121	\$1,980,644	\$1,980,644

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, & SUPPLIES DETAIL 2007-2008 BUDGET					
ENTERPRISE FUND					
OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2005-2006	AMENDED BUDGET 12/31/2006	CURRENT YEAR ESTIMATE 2006-2007	PROPOSED BUDGET 2007-2008	JOINT BOARD APPROVED 2007-2008
FRINGE BENEFITS:					
FRINGE BENEFITS	\$770,166	\$877,540	\$850,000	\$925,616	\$925,616
TOTAL FRINGE BENEFITS	\$770,166	\$877,540	\$850,000	\$925,616	\$925,616
OPERATING SERVICES:					
LIGHT AND POWER	\$329,817	\$318,187	\$345,500	\$374,190	\$374,190
TELEPHONE	18,405	17,976	15,200	13,066	13,066
POSTAGE	42,040	37,790	36,000	39,680	39,680
ADVERTISING	677	2,000	4,400	4,500	4,500
MAINTENANCE/REPAIRS	43,351	37,530	36,600	39,847	39,847
LEASE	9,096	10,776	7,300	9,278	9,278
CONFERENCES AND MEMBERSHIPS	3,427	6,465	6,200	6,465	6,465
TAXES	411,601	424,657	339,456	351,119	351,119
PROFESSIONAL SERVICES	99,146	157,280	130,000	171,280	171,280
LIENS	3,195	3,300	5,500	4,700	4,700
MISCELLANEOUS	5,281	3,000	2,100	5,500	5,500
CONTRACTOR SERVICES	118,433	89,800	110,000	109,437	109,437
DEBT SERVICE	956,539	977,835	894,441	1,001,532	1,001,532
SEWER USER FEE	20,861	12,000	10,250	12,000	12,000
NEW BRITAIN AGREEMENT	216,171	260,000	330,000	315,000	315,000
TOTAL OPERATING SERVICES	\$2,278,040	\$2,358,596	\$2,272,947	\$2,457,594	\$2,457,594
SUPPLIES AND MATERIALS DETAIL:					
MOTOR VEHICLE FUELS	\$32,931	\$21,590	\$35,000	\$42,958	\$42,958
OFFICE SUPPLIES	25,416	29,120	26,400	29,993	29,993
MAINTENANCE SUPPLIES & MATERIALS	159,863	196,589	250,000	236,639	236,639
MV PARTS & SUPPLIES	3,342	7,560	6,650	6,770	6,770
MV SERVICE & REPAIR	9,854	13,000	20,000	15,000	15,000
HEATING FUELS	37,832	40,270	38,000	39,480	39,480
CHEMICAL TREATMENT	146,486	134,960	150,000	199,771	199,771
MISCELLANEOUS	7,695	4,300	5,000	5,000	5,000
INSURANCE	124,234	160,000	176,802	185,850	185,850
TOTAL SUPPLIES	\$547,653	\$607,389	\$707,852	\$761,461	\$761,461



Bristol Water Department Reservoir in the Town of Plymouth.

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT CAPITAL OUTLAY/EQUIPMENT REQUEST 2007-2008					
QTY	DESCRIPTION OF EQUIPMENT	ESTIMATED GROSS COST	ESTIMATED TRADE-IN	BUDGET REQUEST 2007-2008	JOINT BOARD APPROVED 2007-2008
I. CAPITAL EQUIPMENT:					
1	1/2 TON 4x4 PICKUP	\$30,000	\$1,000	\$29,000	\$29,000
1	PRINTER REPLACEMENT FOR BILL PRINTER	8,000		8,000	8,000
1	RAW WATER PUMP	13,500	0	13,500	13,500
	TOTAL CAPITAL EQUIPMENT:	\$51,500	\$1,000	\$50,500	\$50,500
II. UTILITY ASSETS:					
3	MUELLER B101 3/4" TO 1" TAPPING MACHINE	\$8,700		\$8,700	\$8,700
1	MUELLER D5 1 1/2" TO 2" TAPPING MACHINE	2,800		2,800	2,800
1	AIR POWER OPERATOR FOR MUELLER B101 AND D5	5,150		5,150	5,150
2	RACK DRILLS	3,000		3,000	3,000
	MISC HAND TOOLS	5,000		5,000	5,000
	TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SEC	\$24,650	\$0	\$24,650	\$24,650
METER SHOP SECTION:					
2000	5/8" DISC. METERS @\$67.50 EA. (CONTINUOUS SYSTEM UPGR	\$135,000		\$135,000	\$135,000
1	2" COMPOUND METERS @ \$950 EA.	950		950	950
4	3" TURBO	1,482		1,482	1,482
1	4" TURBO	860		860	860
2	6" TURBO	3,130		3,130	3,130
1200	TRANSMITTERS	92,400		92,400	92,400
	TOTAL UTILITY ASSETS- METER SHOP	\$233,822	\$0	\$233,822	\$233,822
WATER TREATMENT PLANT SECTION:					
2	FLOURIDE ELECTRODES	\$1,700		\$1,700	\$1,700
2	CHEMICAL FEED PUMPS	4,000		4,000	4,000
2	AURORA SAMPLE PUMPS & MOTORS	1,598		1,598	1,598
4	TURBILITY MOTORS FOR FILTERS	15,000		15,000	15,000
1	DEWATERING PUMP- FILTER PLANT	3,000		3,000	3,000
1	CHLORINE FEED SYSTEM FOR #2 WELL	7,500		7,500	7,500
	TOTAL UTILITY ASSETS-WATER TREATMENT PLANT	\$32,798	\$0	\$32,798	\$32,798
WATERSHED SECTION:					
1	JOHN DEERE 48" COMMERCIAL MOWER	\$4,267		\$4,267	\$4,267
1	HUSGUARNA 357 XP CHAINSAW	\$645		\$645	\$645
1	STIHL BR600 BACKPACK BLOWER	\$432		\$432	\$432
	TOTAL UTILITY ASSETS- WATERSHED SECTION	\$5,344	\$0	\$5,344	\$5,344
OFFICE SECTION					
3	COMPUTERS (REPLACEMENTS)	\$2,250		\$2,250	\$2,250
	TOTAL UTILITY ASSETS- OFFICE SECTION	\$2,250	\$0	\$2,250	\$2,250
	TOTAL UTILITY ASSETS	\$298,864	\$0	\$298,864	\$298,864
III. CAPITAL PROJECTS:					
	DISTRIBUTION SYSTEM ENHANCEMENTS	\$261,000		\$261,000	\$261,000
	TOTAL CAPITAL PROJECTS	\$261,000	\$0	\$261,000	\$261,000
	TOTAL CAPITAL OUTLAY	\$611,364	\$1,000	\$610,364	\$610,364



Bristol Water Department Reservoir in the City of Bristol.