

## **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 Water 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.

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund – Bristol Water Department (continued)**

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

	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
	<b><u>6/30/2008</u></b>	<b><u>6/30/2007</u></b>	<b><u>6/30/2006</u></b>	<b><u>6/30/2005</u></b>	<b><u>6/30/2004</u></b>
<b>Operating revenues:</b>					
Charges for services	\$5,342	\$5,297	\$5,521	\$5,413	\$5,359
Miscellaneous	<u>155</u>	<u>131</u>	<u>140</u>	<u>72</u>	<u>85</u>
<b>Total operating revenues</b>	<b><u>\$5,497</u></b>	<b><u>\$5,428</u></b>	<b><u>\$5,661</u></b>	<b><u>\$5,485</u></b>	<b><u>\$5,444</u></b>
<b>Operating expenses:</b>					
Source of supply	\$146	\$228	\$149	\$215	\$141
Pumping	261	214	208	166	133
Purification	1055	1018	903	727	734
Transmission and distribution	1,023	1,354	918	1,439	1,394
Customer accounts, administrative and general	1,984	1,860	1,672	1,584	1,647
Depreciation	808	805	829	825	793
Taxes other than income taxes	375	331	385	404	643
Loss on disposal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>47</u>
<b>Total operating expenses</b>	<b><u>\$5,652</u></b>	<b><u>\$5,810</u></b>	<b><u>\$5,064</u></b>	<b><u>\$5,360</u></b>	<b><u>\$5,532</u></b>
<b>Operating income (Loss)</b>	<b><u>(\$155)</u></b>	<b><u>(\$382)</u></b>	<b><u>\$597</u></b>	<b><u>\$125</u></b>	<b><u>(\$88)</u></b>
<b>Nonoperating revenue (expenses):</b>					
Reimbursement from other funds					
Interest Income	\$320.00	\$325	\$84	\$194	\$157
Interest expense	(226)	(246)	(210)	(268)	(341)
Loss on disposal	(53)	(57)	(48)	(50)	(55)
Amortization of debt discount and expense	<u>(5)</u>	<u>(41)</u>	<u>(41)</u>	<u>(41)</u>	<u>(55)</u>
<b>Total nonoperating revenues (expenses)</b>	<b><u>\$36</u></b>	<b><u>(\$19)</u></b>	<b><u>(\$215)</u></b>	<b><u>(\$165)</u></b>	<b><u>(\$239)</u></b>
Net Income (loss)	(\$29)	(\$192)	\$382	(\$26)	(\$327)
Retained earnings/fund balance, July 1	<u>24,724</u>	<u>24,916</u>	<u>24,515</u>	<u>23,778</u>	<u>24,086</u>
Retained earnings/fund balance, June 30	<b><u>\$24,695</u></b>	<b><u>\$24,724</u></b>	<b><u>\$24,897</u></b>	<b><u>\$23,752</u></b>	<b><u>\$23,759</u></b>

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

**Budget Highlights**

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT BUDGET SUMMARY					
<b>REVENUE ESTIMATE SUMMARY 2009-2010</b>					
ACCOUNTS RECEIVABLE:	ACTUAL RECEIVED 2007-2008	AMENDED BUDGET 2008-2009	CURRENT YR REVISED EST. 2008-2009	PROPOSED REVENUES 2009-2010	JOINT BOARD APPROVED 2009-2010
WATER SALES	\$5,294,160	\$5,700,000	\$5,300,000	\$5,400,415	\$5,400,415
WATER LIENS	4,950	1,800	6,000	5,000	5,000
SERVICE ACCOUNTS	49,839	175,000	52,000	100,000	100,000
SERVICE ACCOUNT LIENS	1,530	1,500	1,500	1,300	1,300
PENALTIES	47,437	42,000	48,000	50,100	50,100
ASSESSMENTS	90,291	200,000	100,000	100,000	100,000
INTEREST ON CD ACCOUNT	168,023	400,000	200,000	200,000	200,000
INTEREST ON GOALS ENABLING	2,875	4,000	1,700	2,000	2,000
INTEREST ON MONEY MARKET ACCT	12,020	16,000	1,900	3,000	3,000
GOALS ENABLING FUND ACCT	0	0	0	0	0
WPC DEPARTMENT PAYMENTS	50,500	50,500	50,500	50,500	50,500
SEWER ACCOUNT LIENS	1,215	2,000	2,000	2,000	2,000
SUNDRY ACCOUNTS	8,627	18,000	16,000	18,000	18,000
SCRAP METAL SALES	850	1,200	850	1,200	1,200
FORESTRY PROGRAM	61,619	48,000	48,000	77,000	77,000
WATER SERVICE REINSTATEMENT	14,560	14,000	18,000	18,000	18,000
MISCELLANEOUS	42,075	50,000	41,000	50,000	50,000
<b>TOTAL REVENUES</b>	<b>\$5,850,571</b>	<b>\$6,724,000</b>	<b>\$5,887,450</b>	<b>\$6,078,515</b>	<b>\$6,078,515</b>
<b>EXPENSE ESTIMATE SUMMARY 2009-2010</b>					
EXPENSE BY TYPE	PRIOR YEAR EXPENDED 2007-2008	AMENDED BUDGET 2008-2009	CURRENT YR REVISED EST. 2008-2009	PROPOSED EXPENDITURES 2009-2010	JOINT BOARD APPROVED 2009-2010
SALARY	\$1,930,250	\$2,032,972	\$2,038,151	\$2,070,272	\$2,070,272
FRINGE BENEFITS	824,795	1,015,359	930,984	1,031,433	1,031,433
OPERATING SERVICES	2,768,685	2,470,849	2,324,757	2,298,900	2,298,900
SUPPLIES & MATERIALS	642,667	868,511	1,008,907	959,921	959,921
CAPITAL OUTLAY	564,452	487,973	487,000	295,678	295,678
<b>TOTAL EXPENSES</b>	<b>\$6,730,849</b>	<b>\$6,875,664</b>	<b>\$6,789,799</b>	<b>\$6,656,204</b>	<b>\$6,656,204</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(\$880,278)</b>	<b>(\$151,664)</b>	<b>(\$902,349)</b>	<b>(\$577,689)</b>	<b>(\$577,689)</b>

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

<b>CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT SALARY ANALYSIS - 2009-2010</b>							
LABOR UNIT	GRADE	STEP	NO OF POS	DESCRIPTION	2008-2009	2009-2010	2009-2010
					APPROVED BUDGET	DEPT REQUEST	JOINT BOARD APPROVED
NB	11	5	1	SUPERINTENDENT	\$93,947	\$106,197	\$106,197
BPSA	8	4	1	ASST SUPERINTENDENT-CONSTR/MAINT	76,266	79,730	79,730
BPSA	8	3	1	ASST SUPT- ADMINISTRATION	85,053	77,710	77,710
BPSA	7	6	1	WATER TREATMENT PLANT SUPERVISOR	75,110	77,311	77,311
BPSA	6	6	1	OFFICE MANAGER	66,215	68,212	68,212
<b>CONSTRUCTION &amp; MAINTENANCE:</b>							
L1338	3	3	3	GROUP LEADERS	152,517	154,939	154,939
L1338	5	3	3	SKILLED CRAFTSMAN	138,635	140,213	140,213
L1338	6	3	3	SEMI-SKILLED CRAFTSMAN	87,239	88,275	88,275
L1338	4	3	1	BACKHOE OPERATOR	48,632	49,171	49,171
L1338	5	3	1	TRUCK DRIVER	46,212	46,738	46,738
L1338	6	3	1	WATER UTILITY SERVICE PERSON	43,619	44,138	44,138
L1338				OVERTIME	43,593	44,312	44,312
<b>METER SHOP:</b>							
L1338	3	3	1	GROUP LEADER/CROSS CONN. CNTRL. INSP.	52,707	53,414	53,414
L1338	5	3	1	CROSS CONN CONTROL/METER TECH	46,218	46,738	46,738
SALARY				METER TECHNICIANS	92,435	93,475	93,475
L1338	6	3	1	METER READER	43,618	44,138	44,138
L1338	8	3	1	YARDMAN	41,184	41,642	41,642
				OVERTIME	14,319	14,555	14,555
<b>*WATER TREATMENT PLANT: (24/HR/DAY WK)</b>							
L1338	3	3	1	GROUP LEADER	73,784	74,780	74,780
L1338	6	3	1	PLANT OPERATORS	43,619	44,138	44,138
L1338	6	3	3	PLANT OPERATORS(W/SHIFT DIFF)	185,618	188,668	188,668
L1338	6	3		OVERTIME	46,252	47,016	47,016
<b>WATERSHED:</b>							
L1338	3	3	1	GROUP LEADER	52,360	51,646	51,646
L1338	4	3	1	CREW LEADER	48,397	49,171	49,171
L1338	6	3	2	SEMI-SK CRAFTSMAN	87,239	88,275	88,275
				OVERTIME	10,143	10,311	10,311
<b>OFFICE:</b>							
L233	8	3	1	ACCOUNTANT	47,889	49,784	49,784
L233	6	3	1	PAYROLL BENEFITS ANALYST	39,192	40,190	40,190
L233	5	1	1	SENIOR ADMINISTRATIVE ASSISTANT	36,111	37,635	37,635
L233	5	3	1	BILLING ANALYST	36,715	37,635	37,635
L233	5	3	1	ADMINISTRATIVE CLERK/METER SHOP	36,715	37,635	37,635
L233	6	3	1	ADMINISTRATIVE CLERK/SERVICE BILLING	39,192	40,190	40,190
L233				OVERTIME	2,227	2,290	2,290
			37	<b>TOTAL SALARIES</b>	<b>\$2,032,972</b>	<b>\$2,070,272</b>	<b>\$2,070,272</b>

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

<b>CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, &amp; SUPPLIES DETAIL 2009-2010 BUDGET</b>					
<i>ENTERPRISE FUND</i>					
OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2007-2008	AMENDED BUDGET 12/31/2008	CURRENT YEAR ESTIMATE 2008-2009	PROPOSED BUDGET 2009-2010	JOINT BOARD APPROVED 2009-2010
<b>FRINGE BENEFITS:</b>					
FRINGE BENEFITS	\$824,795	\$1,015,359	\$930,984	\$1,031,433	\$1,031,433
<b>TOTAL FRINGE BENEFITS</b>	<b>\$824,795</b>	<b>\$1,015,359</b>	<b>\$930,984</b>	<b>\$1,031,433</b>	<b>\$1,031,433</b>
<b>OPERATING SERVICES:</b>					
LIGHT AND POWER	418,200	381,313	358,500	362,249	362,249
TELEPHONE	11,442	11,730	13,000	13,380	13,380
POSTAGE	42,387	41,971	41,000	44,070	44,070
ADVERTISING	6,393	4,500	5,500	5,700	5,700
MAINTENANCE/REPAIRS	36,785	41,666	40,500	43,133	43,133
LEASE	7,224	7,400	7,224	7,400	7,400
CONFERENCES AND MEMBERSHIPS	6,292	9,875	8,800	8,330	8,330
TAXES	360,694	397,387	396,905	400,844	400,844
PROFESSIONAL SERVICES	166,486	180,000	188,000	109,000	109,000
LIENS	3,370	4,700	4,300	4,700	4,700
MISCELLANEOUS	7,439	6,570	6,400	6,570	6,570
CONTRACTOR SERVICES	141,420	121,179	142,000	122,984	122,984
DEBT SERVICE	1,230,812	935,558	810,558	843,540	843,540
SEWER USER FEE	8,496	12,000	10,250	12,000	12,000
NEW BRITAIN AGREEMENT	321,246	315,000	291,819	315,000	315,000
<b>TOTAL OPERATING SERVICES</b>	<b>\$2,768,685</b>	<b>\$2,470,849</b>	<b>\$2,324,756</b>	<b>\$2,298,900</b>	<b>\$2,298,900</b>
<b>SUPPLIES AND MATERIALS DETAIL:</b>					
MOTOR VEHICLE FUELS	45,325	50,980	49,800	34,835	34,835
OFFICE SUPPLIES	39,352	30,593	26,700	31,204	31,204
MAINTENANCE SUPPLIES & MATERIALS	251,790	327,100	342,800	333,100	333,100
MV PARTS & SUPPLIES	3,247	7,000	6,650	7,000	7,000
MV SERVICE & REPAIR	13,477	15,000	13,000	15,000	15,000
HEATING FUELS	48,937	47,217	45,000	49,664	49,664
CHEMICAL TREATMENT	180,232	199,771	335,080	333,618	333,618
MISCELLANEOUS	3,678	5,000	4,877	5,000	5,000
INSURANCE	56,629	185,850	185,000	150,500	150,500
<b>TOTAL SUPPLIES</b>	<b>\$642,667</b>	<b>\$868,511</b>	<b>\$1,008,907</b>	<b>\$959,921</b>	<b>\$959,921</b>



**New Service Connection Installation at Business Park Drive.**

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

<b>CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT CAPITAL OUTLAY/EQUIPMENT REQUEST 2009-2010</b>				
<b>QTY DESCRIPTION OF EQUIPMENT</b>	<b>ESTIMATED GROSS COST</b>	<b>ESTIMATED TRADE-IN</b>	<b>BUDGET REQUEST 2009-2010</b>	<b>JOINT BOARD APPROVED 2009-2010</b>
<b>I. CAPITAL EQUIPMENT:</b>				
1 RAW WATER PUMP	\$14,800		\$14,800	\$14,800
<b>TOTAL CAPITAL EQUIPMENT:</b>	<b>\$14,800</b>	<b>\$0</b>	<b>\$14,800</b>	<b>\$14,800</b>
<b>II. UTILITY ASSETS:</b>				
1 AQUASCOPE LEAK DETECTOR	\$1,914		\$1,914	\$1,914
1 MICROTECH 810 LOCATOR	\$2,914		\$2,914	\$2,914
2 STIHL CUT OFF SAW	\$1,585		\$1,585	\$1,585
1 HYDRAULIC HAMMER	\$25,000		\$25,000	\$25,000
MISC HAND TOOLS	\$5,000		\$5,000	\$5,000
<b>TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SEC</b>	<b>\$36,413</b>	<b>\$0</b>	<b>\$36,413</b>	<b>\$36,413</b>
<b>METER SHOP SECTION:</b>				
2000 MIU TRANSMITTERS @ \$75 EA	\$150,000		\$150,000	\$150,000
50 1 1/2" METERS	\$14,201		\$14,201	\$14,201
50 2" METERS	\$19,969		\$19,969	\$19,969
1 6" PROTECTUS METER	\$7,628		\$7,628	\$7,628
1 12" PROTECTUS METER	\$16,063		\$16,063	\$16,063
1 METER TEST BENCH	\$27,604		\$27,604	\$27,604
<b>TOTAL UTILITY ASSETS- METER SHOP</b>	<b>\$235,465</b>	<b>\$0</b>	<b>\$235,465</b>	<b>\$235,465</b>
<b>WATER TREATMENT PLANT SECTION:</b>				
1 DEWATERING PUMP- FILTER PLANT	\$3,800		\$3,800	\$3,800
1 TREATMENT PLANT FL ELECTRODE PROBE	\$500		\$500	\$500
2 MIX STREET WELL & #2 WELL FL ELECTRODE	\$2,100		\$2,100	\$2,100
1 TREATMENT PLANT P.H. ELECTRODE	\$600		\$600	\$600
<b>TOTAL UTILITY ASSETS-WATER TREATMENT PLANT</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$7,000</b>
<b>WATERSHED SECTION:</b>				
<b>TOTAL UTILITY ASSETS- WATERSHED SECTION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OFFICE SECTION</b>				
1/4 OF CITY COMPUTER LEASE COST	\$2,000		\$2,000	\$2,000
<b>TOTAL UTILITY ASSETS- OFFICE SECTION</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>TOTAL UTILITY ASSETS</b>	<b>\$280,878</b>	<b>\$0</b>	<b>\$280,878</b>	<b>\$280,878</b>
<b>III. CAPITAL PROJECTS:</b>				
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$295,678</b>	<b>\$0</b>	<b>\$295,678</b>	<b>\$295,678</b>



**Bristol Water Department Reservoir in the City of Bristol.**