

**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.

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.

Fiscal Year 2011 Major Service Level Accomplishment

- The Bristol Water Department has worked diligently over the past year converting all of the Departments' water system maps and cards into an electronic format. Some of these documents date back to the early 1900's and preserving them in an electronic format helps to maintain the integrity of the documents while allowing for easier access to files. Employees in the construction division now have the ability to research any water main or service pipe from a laptop computer in their vehicle, while in the past employees would need to travel to the department's office to research information. The new system has helped the department become more efficient in almost every aspect of the daily work performed. The electronic documents are also available to all customer service representatives, which allow them fast access to up to date files while assisting customers over the phone, in turn reducing the customers hold time.

Fiscal Year 2012 Major Service Level Goals

- The Bristol Water Department is currently replacing the department's twenty five year old billing system. While the current software was state of the art when it was first installed in the early 1980's, the new utility billing software will bring the department into the 21st century. The new system will allow easier access to customer information, allow for electronic copies of all bills to be stored in the system and will provide customer service staff access to all account information from a single program. The new software will provide the department the ability to create a user friendly laser bill for customers allowing for more information to be displayed, while drastically reducing expenses.
- The Bristol Water Department is currently designing a new water treatment system at the water filtration plant. The new system will replace the chlorine gas currently being used with liquid chlorine. Chlorine gas is currently stored on site in 1,000 lb tanks which have a significant risk factor. Every three years the department must perform a Risk Assessment Study for the EPA of the treatment plant to assure that all safety precautions are in place. The study historically costs over \$40,000 in outside consulting fees. Liquid chlorine does not have any of the risk factors associated with the gaseous form and so the EPA does not require such an elaborate study. Liquid chlorine is relatively stable and any leak can be easily repaired. Changing the treatment system over to a liquid chlorine system will remove the possibility of risk to the community and allow the operators of the plant more flexibility in changing dosage rates.

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

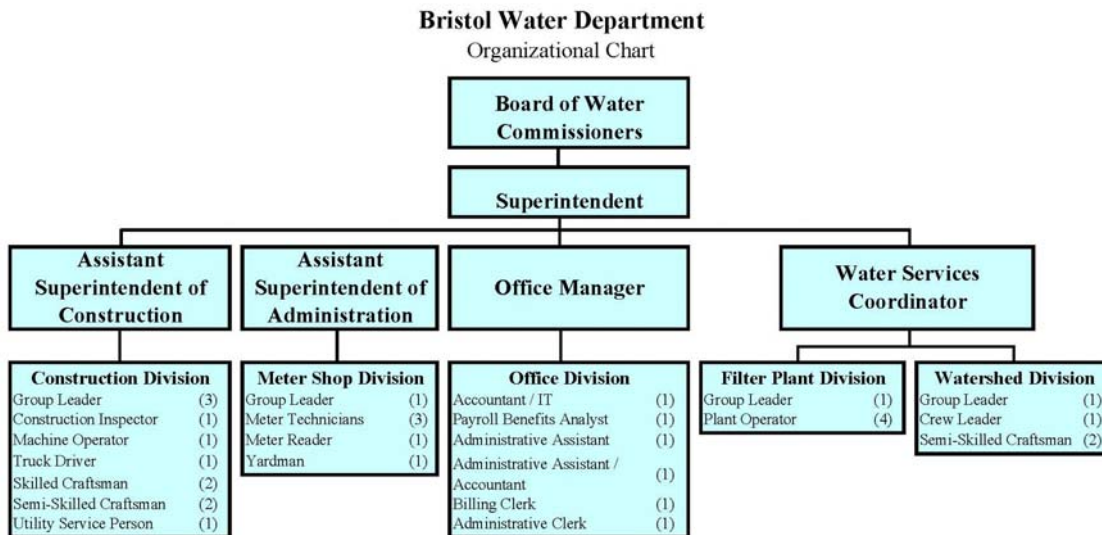
Long Terms Goals and Issues

- The primary goal of the Bristol Water Department has always been and will always be to provide the highest quality water possible to our customers at a low cost. Continuing the ongoing effort to reduce expenses through automation assists the department is meeting some of the cost aspects of this goal. The department's 5 year CIP will assist in improving water quality through the rehabilitation of water storage tanks on DeWitt Drive, Old Wolcott Road, Grove Street and Princeton Drive. The Bristol Water Department is also currently working on plans to replace a chemical feed building at the Mix Street Wellfield and anticipate the work to be complete in the next 5 years. This project will reduce chemical and electrical costs while eliminating an existing chlorine gas disinfection system.

Expenditure and Position Summary

	2010 Actual	2011 Estimated	2012 Budget
Salary Expenditures	\$2,055,508	\$2,038,267	\$2,100,618
Full time Positions	37	37	37

Organizational Chart



Board of Water Commissioners

Robert Badal
Stephen Posa
Elizabeth Phelan
Sean Dunn
Michael Petosa

Term Expiration

12/2011
12/2012
12/2012
12/2011
12/2013

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

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>6/30/2010</u>	<u>Actual</u> <u>6/30/2009</u>	<u>Actual</u> <u>6/30/2008</u>	<u>Actual</u> <u>6/30/2007</u>	<u>Actual</u> <u>6/30/2006</u>
Operating revenues:					
Charges for services	\$5,475	\$5,264	\$5,342	\$5,297	\$5,521
Miscellaneous	<u>193</u>	<u>129</u>	<u>155</u>	<u>131</u>	<u>140</u>
Total operating revenues	<u>\$5,668</u>	<u>\$5,393</u>	<u>\$5,497</u>	<u>\$5,428</u>	<u>\$5,661</u>
Operating expenses:					
Source of supply	\$127	\$212	\$146	\$228	\$149
Pumping	250	307	261	214	208
Purification	1028	1171	1055	1,018	903
Transmission and distribution	1,150	1,150	1,023	1,354	918
Customer accounts, administrative and general	2,120	2,051	1,984	1,860	1,672
Depreciation	775	851	808	805	829
Taxes other than income taxes	558	397	375	331	385
Loss on disposal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total operating expenses	<u>\$6,008</u>	<u>\$6,139</u>	<u>\$5,652</u>	<u>\$5,810</u>	<u>\$5,064</u>
Operating income (Loss)	<u>(\$340)</u>	<u>(\$746)</u>	<u>(\$155)</u>	<u>(\$382)</u>	<u>\$597</u>
Nonoperating revenue (expenses):					
Reimbursement from other funds					
Interest Income	\$451	\$661	\$320	\$325	\$84
Interest expense	(186)	(251)	(226)	(246)	(210)
Loss on disposal	(9)	(63)	(53)	(57)	(48)
Amortization of debt discount and expense	<u>(5)</u>	<u>(5)</u>	<u>(5)</u>	<u>(41)</u>	<u>(41)</u>
Total nonoperating revenues (expenses)	<u>\$251</u>	<u>\$342</u>	<u>\$36</u>	<u>(\$19)</u>	<u>(\$215)</u>
Net Income (loss)	(\$56)	(\$374)	(\$29)	(\$192)	\$382
Retained earnings/fund balance, July 1	<u>24,321</u>	<u>24,695</u>	<u>24,724</u>	<u>24,916</u>	<u>24,515</u>
Retained earnings/fund balance, June 30	<u>\$24,265</u>	<u>\$24,321</u>	<u>\$24,695</u>	<u>\$24,724</u>	<u>\$24,897</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 2011-2012					
ACCOUNTS RECEIVABLE:	ACTUAL RECEIVED 2009-2010	AMENDED BUDGET 2010-2011	CURRENT YR REVISED EST. 2010-2011	PROPOSED REVENUES 2011-2012	JOINT BOARD APPROVED 2011-2012
WATER SALES	\$5,596,864	\$5,575,000	\$5,575,000	\$6,330,403	\$6,330,403
WATER LIENS	7,950	6,000	6,000	8,000	8,000
SERVICE ACCOUNTS	111,642	90,000	90,000	90,000	90,000
SERVICE ACCOUNT LIENS	1,260	1,100	2,000	2,000	2,000
PENALTIES	48,827	48,000	48,000	58,000	58,000
ASSESSMENTS	32,591	35,000	35,000	35,000	35,000
WPC DEPARTMENT PAYMENTS	50,500	50,500	50,500	50,500	50,500
CELL TOWER LEASE				121,427	121,427
LAND LEASE				29,659	29,659
BULK RAW WATER				2,100	2,100
FINES				10,000	10,000
SEWER ACCOUNT LIENS	4,963	2,000	2,000	2,000	2,000
SUNDRY ACCOUNTS	15,774	18,000	16,000	18,000	18,000
SCRAP METAL SALES	1,000	2,000	2,000	2,000	2,000
FORESTRY PROGRAM	92,003	77,000	90,000	40,000	40,000
WATER SERVICE REINSTATEMENT	22,300	18,000	21,000	21,000	21,000
MISCELLANEOUS	82,391	48,336	40,979	0	0
TOTAL REVENUES	\$6,068,065	\$5,970,936	\$5,978,479	\$6,820,089	\$6,820,089
EXPENSE ESTIMATE SUMMARY 2011-2012					
EXPENSE BY TYPE	PRIOR YEAR EXPENDED 2009-2010	AMENDED BUDGET 2010-2011	CURRENT YR REVISED EST. 2010-2011	PROPOSED EXPENDITURES 2011-2012	JOINT BOARD APPROVED 2011-2012
SALARY	\$2,055,508	\$2,038,267	\$2,038,267	\$2,100,618	\$2,100,618
FRINGE BENEFITS	961,009	1,113,539	1,113,539	1,180,525	1,180,525
OPERATING SERVICES	2,236,298	2,425,726	2,329,551	2,141,684	2,141,684
SUPPLIES & MATERIALS	802,731	969,239	1,049,418	1,013,237	1,013,237
CAPITAL OUTLAY	214,297	733,274	733,274	579,446	579,446
TOTAL EXPENSES	\$6,269,843	\$7,280,045	\$7,264,049	\$7,015,510	\$7,015,510
BUDGET SURPLUS (DEFICIT)	(\$201,778)	(\$1,309,109)	(\$1,285,570)	(\$195,421)	(\$195,421)

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT SALARY ANALYSIS - 2011-2012							
LABOR UNIT	GRADE	STEP	NO OF POS	DESCRIPTION	2010-2011	2011-2012	2011-2012
					APPROVED BUDGET	DEPT REQUEST	JOINT BOARD APPROVED
NB	11	5	1	SUPERINTENDENT	\$107,992	\$107,992	\$107,992
BPSA	8	5	1	ASST SUPERINTENDENT-CONSTR/MAINT	81,818	85,922	85,922
BPSA	8	4	1	ASST SUPT- ADMINISTRATION	78,938	84,785	84,785
BPSA	7	3	1	WATER TREATMENT PLANT SUPERVISOR	65,805	71,937	71,937
BPSA	6	6	1	OFFICE MANAGER	66,379	68,213	68,213
CONSTRUCTION & MAINTENANCE:							
L1338	3	3	3	GROUP LEADERS	152,194	157,310	157,310
L1338	5	3	3	SKILLED CRAFTSMAN	137,717	142,272	142,272
L1338	6	3	3	SEMI-SKILLED CRAFTSMAN	86,694	89,565	89,565
L1338	4	3	1	BACKHOE OPERATOR	49,171	49,899	49,899
L1338	5	3	1	TRUCK DRIVER	45,906	47,424	47,424
L1338	6	3	1	WATER UTILITY SERVICE PERSON	43,347	44,782	44,782
L1338				OVERTIME	44,312	45,110	45,110
METER SHOP:							
L1338	3	3	1	GROUP LEADER/CROSS CONN. CNTRL. INSP.	52,499	54,205	54,205
L1338	5	3	1	CROSS CONN CONTROL/METER TECH	45,906	47,424	47,424
L1338	5	3	2	METER TECHNICIANS	91,811	94,848	94,848
L1338	6	3	1	METER READER	43,347	44,782	44,782
L1338	8	3	1	YARDMAN	40,914	42,286	42,286
L1338				OVERTIME	14,555	14,817	14,817
*WATER TREATMENT PLANT: (24/HR/DAY WK)							
L1338	3	3	1	GROUP LEADER	73,499	74,664	74,664
L1338	6	3	1	PLANT OPERATORS	43,347	44,782	44,782
L1338	6	3	3	PLANT OPERATORS(W/SHIFT DIFF)	186,851	189,617	189,617
L1338	6	3		OVERTIME	47,016	47,862	47,862
WATERSHED:							
L1338	3	3	1	GROUP LEADER	50,731	52,437	52,437
L1338	4	3	1	CREW LEADER	49,171	49,899	49,899
L1338	6	3	2	SEMI-SK CRAFTSMAN	86,694	89,565	89,565
L1338				OVERTIME	10,311	10,497	10,497
OFFICE:							
L233	9	3	1	ACCOUNTANT	48,848	50,213	50,213
L233	6	3	1	PAYROLL BENEFITS ANALYST	39,527	40,580	40,580
L233	5	3	1	SENIOR ADMINISTRATIVE ASSISTANT	37,050	38,006	38,006
L233	5	3	1	BILLING ANALYST	37,050	38,006	38,006
L233	5	3	1	ADMINISTRATIVE CLERK/METER SHOP	37,050	38,006	38,006
L233	6	3	1	ADMINISTRATIVE CLERK/SERVICE BILLING	39,527	40,580	40,580
L233				OVERTIME	2,290	2,331	2,331
			37	TOTAL SALARIES	\$2,038,267	\$2,100,618	\$2,100,618

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, & SUPPLIES DETAIL 2011-2012 BUDGET					
<i>ENTERPRISE FUND</i>					
OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2009-2010	AMENDED BUDGET 12/31/2010	CURRENT YEAR ESTIMATE 2010-2011	PROPOSED BUDGET 2011-2012	JOINT BOARD APPROVED 2011-2012
FRINGE BENEFITS:					
FRINGE BENEFITS	\$961,009	\$1,113,539	\$1,113,539	\$1,180,525	\$1,180,525
TOTAL FRINGE BENEFITS	\$961,009	\$1,113,539	\$1,113,539	\$1,180,525	\$1,180,525
OPERATING SERVICES:					
LIGHT AND POWER	452,556	398,463	398,463	360,425	360,425
TELEPHONE	15,265	14,520	17,000	16,150	16,150
POSTAGE	49,309	44,070	44,000	46,076	46,076
ADVERTISING	9,656	9,450	9,000	10,950	10,950
MAINTENANCE/REPAIRS	49,263	49,593	45,500	49,151	49,151
LEASE	7,224	7,400	7,224	7,400	7,400
CONFERENCES AND MEMBERSHIPS	6,419	8,330	8,800	9,530	9,530
TAXES	557,936	569,157	355,176	250,600	250,600
PROFESSIONAL SERVICES	101,095	109,000	180,000	122,000	122,000
LIENS	6,425	4,700	6,400	6,300	6,300
MISCELLANEOUS	6,787	6,570	6,500	6,570	6,570
CONTRACTOR SERVICES	174,940	122,984	170,000	196,341	196,341
DEBT SERVICE	622,393	819,489	819,489	798,191	798,191
SEWER USER FEE	8,133	12,000	12,000	12,000	12,000
NEW BRITAIN AGREEMENT	168,897	250,000	250,000	250,000	250,000
TOTAL OPERATING SERVICES	\$2,236,297	\$2,425,726	\$2,329,551	\$2,141,684	\$2,141,684
SUPPLIES AND MATERIALS DETAIL:					
MOTOR VEHICLE FUELS	35,833	43,953	36,000	43,988	43,988
OFFICE SUPPLIES	28,289	31,204	26,700	35,000	35,000
MAINTENANCE SUPPLIES & MATERIALS	367,187	333,100	333,100	333,100	333,100
MV PARTS & SUPPLIES	7,760	7,200	11,000	11,000	11,000
MV SERVICE & REPAIR	21,915	15,000	45,000	45,000	45,000
HEATING FUELS	47,452	49,664	49,000	56,031	56,031
CHEMICAL TREATMENT	234,013	333,618	333,618	333,618	333,618
MISCELLANEOUS	3,071	5,000	5,000	5,000	5,000
INSURANCE	57,211	150,500	210,000	150,500	150,500
TOTAL SUPPLIES	\$802,731	\$969,239	\$1,049,418	\$1,013,237	\$1,013,237



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 2011-2012					
QTY	DESCRIPTION OF EQUIPMENT	ESTIMATED GROSS COST	ESTIMATED TRADE-IN	BUDGET REQUEST 2011-2012	JOINT BOARD APPROVED 2011-2012
I. CAPITAL EQUIPMENT:					
2	REPLACEMENT TRUCKS	\$90,000	\$15,000	\$75,000	\$75,000
1	BACKHOE	\$102,000	\$16,000	\$86,000	\$86,000
	TOTAL CAPITAL EQUIPMENT:	\$192,000	\$31,000	\$161,000	\$161,000
II. UTILITY ASSETS:					
1	AIR COMP 185 CFM	\$16,000		\$16,000	\$16,000
2	DIAPHRAM PUMPS	\$3,800		\$3,800	\$3,800
1	CHOP SAW	\$950		\$950	\$950
3	PIN LOCATORS	\$2,400		\$2,400	\$2,400
1	TRIPOD AND HARNESS	\$3,000		\$3,000	\$3,000
1	AIR MONITOR	\$1,295		\$1,295	\$1,295
1	AIR BLOWER	\$650		\$650	\$650
	SHORING SPEED SHORE PANELS	\$650		\$650	\$650
	ENGINEERING MAPPING PRINTER PLOTTER	\$20,000		\$20,000	\$20,000
	TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SEC	\$48,745	\$0	\$48,745	\$48,745
METER SHOP SECTION:					
2000	MIU TRANSMITTERS @ \$78 EA	\$156,000		\$156,000	\$156,000
10	1 1/2" METERS	\$4,000		\$4,000	\$4,000
10	2" METERS	\$5,000		\$5,000	\$5,000
1	4" COMPOUND METER	\$2,321		\$2,321	\$2,321
100	5/8" METERS	\$7,800		\$7,800	\$7,800
	TOTAL UTILITY ASSETS- METER SHOP	\$175,121	\$0	\$175,121	\$175,121
WATER TREATMENT PLANT SECTION:					
1	RAW WATER PUMP	\$18,000		\$18,000	\$18,000
1	HIGH SERVICE PUMP	\$27,000		\$27,000	\$27,000
	R-3 R-7 TRANSFER PUMP TIMER-FILTER FLOW METERS	\$20,000		\$20,000	\$20,000
	SCADA PC MAINTENANCE	\$1,780		\$1,780	\$1,780
	TOTAL UTILITY ASSETS-WATER TREATMENT PLANT	\$66,780	\$0	\$66,780	\$66,780
WATERSHED SECTION:					
1	MOWER	\$9,000		\$9,000	\$9,000
	TOTAL UTILITY ASSETS- WATERSHED SECTION	\$9,000	\$0	\$9,000	\$9,000
OFFICE SECTION					
	1/4 OF CITY COMPUTER LEASE COST	\$3,800		\$3,800	\$3,800
	TOTAL UTILITY ASSETS- OFFICE SECTION	\$3,800	\$0	\$3,800	\$3,800
	TOTAL UTILITY ASSETS	\$303,446	\$0	\$303,446	\$303,446
III. CAPITAL PROJECTS:					
	ENGINEERING & DESIGN OF MIX ST CHEM BUILDING	\$75,000		\$75,000	\$75,000
	PLANNING OF TANK PAINTING	\$40,000		\$40,000	\$40,000
	TOTAL CAPITAL PROJECTS	\$115,000	\$0	\$115,000	\$115,000
	TOTAL CAPITAL OUTLAY	\$610,446	\$31,000	\$579,446	\$579,446



Bristol Water Department Reservoir in the City of Bristol.