

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 second Thursday 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.

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>6/30/2007</u>	<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>
Operating revenues:					
Charges for services	\$5,297	\$5,521	\$5,413	\$5,359	\$5,692
Miscellaneous	<u>131</u>	<u>140</u>	<u>72</u>	<u>85</u>	<u>97</u>
Total operating revenues	<u>\$5,428</u>	<u>\$5,661</u>	<u>\$5,485</u>	<u>\$5,444</u>	<u>\$5,789</u>
Operating expenses:					
Source of supply	\$228	\$149	\$215	\$141	\$152
Pumping	214	208	166	133	175
Purification	1018	903	727	734	719
Transmission and distribution	1,354	918	1,439	1,394	1,118
Customer accounts, administrative and general	2,034	1,672	1,584	1,647	1,475
Depreciation	721	829	825	793	781
Taxes other than income taxes	331	385	404	643	295
Loss on disposal	<u>0</u>	<u>0</u>	<u>0</u>	<u>47</u>	<u>42</u>
Total operating expenses	<u>\$5,900</u>	<u>\$5,064</u>	<u>\$5,360</u>	<u>\$5,532</u>	<u>\$4,757</u>
Operating income (Loss)	<u>(\$472)</u>	<u>\$597</u>	<u>\$125</u>	<u>(\$88)</u>	<u>\$1,032</u>
Nonoperating revenue (expenses):					
Reimbursement from other funds					
Interest Income	\$310.00	\$84	\$194	\$157	(\$114)
Interest expense	(327)	(210)	(268)	(341)	0
Loss on disposal		(48)	(50)		(55)
Amortization of debt discount and expense	<u>(41)</u>	<u>(41)</u>	<u>(41)</u>	<u>(55)</u>	<u>0</u>
Total nonoperating revenues (expenses)	<u>(\$58)</u>	<u>(\$215)</u>	<u>(\$165)</u>	<u>(\$239)</u>	<u>(\$169)</u>
Net Income (loss)	(\$192)	\$401	(\$7)	(\$327)	\$863
Retained earnings/fund balance, July 1	<u>24,916</u>	<u>24,515</u>	<u>23,759</u>	<u>24,086</u>	<u>16,594</u>
Retained earnings/fund balance, June 30	<u>\$24,724</u>	<u>\$24,916</u>	<u>\$23,752</u>	<u>\$23,759</u>	<u>\$17,457</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 2008-2009					
ACCOUNTS RECEIVABLE:	ACTUAL RECEIVED 2006-2007	AMENDED BUDGET 2007-2008	CURRENT YR REVISED EST. 2007-2008	PROPOSED REVENUES 2008-2009	JOINT BOARD APPROVED 2008-2009
WATER SALES	\$5,578,601	\$5,990,000	\$5,660,614	\$5,700,000	\$5,700,000
WATER LIENS	1,560	1,100	2,500	1,800	1,800
SERVICE ACCOUNTS	83,250	150,000	90,000	175,000	175,000
SERVICE ACCOUNT LIENS	1,140	1,100	1,500	1,500	1,500
PENALTIES	37,725	37,000	40,000	42,000	42,000
ASSESSMENTS	208,618	125,000	130,000	200,000	200,000
INTEREST ON CD ACCOUNT	229,684	200,000	365,000	400,000	400,000
INTEREST ON GOALS ENABLING	30,722	32,000	14,800	16,000	16,000
INTEREST ON MONEY MARKET ACCT	21,768	18,000	3,200	4,000	4,000
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	1,958	2,000	1,400	2,000	2,000
SUNDRY ACCOUNTS	18,764	16,000	16,000	18,000	18,000
SCRAP METAL SALES	341	1,000	1,000	1,200	1,200
FORESTRY PROGRAM	41,250	20,000	45,537	48,000	48,000
WATER SERVICE REINSTATEMENT	11,670	14,000	12,500	14,000	14,000
MISCELLANEOUS	48,216		50,000	50,000	50,000
TOTAL REVENUES	\$6,365,767	\$6,657,700	\$6,484,551	\$6,724,000	\$6,724,000
EXPENSE ESTIMATE SUMMARY 2008-2009					
EXPENSE BY TYPE	PRIOR YEAR EXPENDED 2006-2007	AMENDED BUDGET 2007-2008	CURRENT YR REVISED EST. 2007-2008	PROPOSED EXPENDITURES 2008-2009	JOINT BOARD APPROVED 2008-2009
SALARY	\$1,872,763	\$1,980,644	\$1,900,000	\$2,032,972	\$2,032,972
FRINGE BENEFITS	852,992	925,616	850,000	1,015,359	1,015,359
OPERATING SERVICES	2,423,442	2,457,594	2,299,133	2,470,849	2,470,849
SUPPLIES & MATERIALS	852,582	761,461	846,254	868,511	868,511
CAPITAL OUTLAY	716,127	610,364	543,786	487,973	487,973
TOTAL EXPENSES	\$6,717,906	\$6,735,679	\$6,439,173	\$6,875,664	\$6,875,664
BUDGET SURPLUS (DEFICIT)	(\$352,139)	(\$77,979)	\$45,378	(\$151,664)	(\$151,664)

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT SALARY ANALYSIS - 2008-2009							
LABOR UNT	GRADE	STEP	NO OF POS	DESCRIPTION	2007-2008	2008-2009	2008-2009
					APPROVED BUDGET	DEPT REQUEST	JOINT BOARD APPROVED
NB	11	7	1	SUPERINTENDENT	\$103,989	\$93,947	\$93,947
BPSA	8	3	1	ASST SUPERINTENDENT-CONSTR/MAINT	65,100	76,266	76,266
BPSA	8	6	1	ASST SUPT- ADMINISTRATION	81,976	85,053	85,053
BPSA	7	6	1	WATER TREATMENT PLANT SUPERVISOR	72,387	75,110	75,110
BPSA	6	6	1	OFFICE MANAGER	63,741	66,215	66,215
CONSTRUCTION & MAINTENANCE:							
L1338	3	3	3	GROUP LEADERS	148,075	152,517	152,517
L1338	5	3	3	SKILLED CRAFTSMAN	134,597	138,635	138,635
L1338	6	3	3	SEMI-SKILLED CRAFTSMAN	84,698	87,239	87,239
L1338	4	3	1	BACKHOE OPERATOR	47,216	48,632	48,632
L1338	5	3	1	TRUCK DRIVER	44,866	46,212	46,212
L1338	6	3	1	WATER UTILITY SERVICE PERSON	42,349	43,619	43,619
L1338				OVERTIME	42,323	43,593	43,593
METER SHOP:							
L1338	3	3	1	GROUP LEADER/CROSS CONN. CNTRL. INSP.	51,168	52,707	52,707
L1338	5	3	1	CROSS CONN CONTROL/METER TECH	44,866	46,218	46,218
SALARY	5	3	2	METER TECHNICIANS	89,731	92,435	92,435
L1338	6	3	1	METER READER	42,349	43,618	43,618
L1338	8	3	1	YARDMAN	39,978	41,184	41,184
				OVERTIME	13,902	14,319	14,319
*WATER TREATMENT PLANT: (24/HR/DAY WK)							
L1338	3	3	1	GROUP LEADER	71,635	73,784	73,784
L1338	6	3	1	PLANT OPERATORS	42,349	43,619	43,619
L1338	6	3	3	PLANT OPERATORS(W/SHIFT DIFF)	180,211	185,618	185,618
L1338	6	3		OVERTIME	44,905	46,252	46,252
WATERSHED:							
L1338	3	3	1	GROUP LEADER	49,358	52,360	52,360
L1338	4	3	1	CREW LEADER	46,987	48,397	48,397
L1338	6	3	2	SEMI-SK CRAFTSMAN	84,698	87,239	87,239
				OVERTIME	9,848	10,143	10,143
OFFICE:							
L233	8	3	1	ACCOUNTANT	44,125	47,889	47,889
L233	6	3	1	PAYROLL BENEFITS ANALYST	38,139	39,192	39,192
L233	5	1	1	SENIOR ADMINISTRATIVE ASSISTANT	32,094	36,111	36,111
L233	5	3	1	BILLING ANALYST	35,721	36,715	36,715
L233	5	3	1	ADMINISTRATIVE CLERK/METER SHOP	35,721	36,715	36,715
L233	6	3	1	ADMINISTRATIVE CLERK/SERVICE BILLING	38,139	39,192	39,192
L233				OVERTIME	2,166	2,227	2,227
			37	TOTAL SALARIES	\$1,969,407	\$2,032,972	\$2,032,972

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, & SUPPLIES DETAIL 2008-2009 BUDGET					
<i>ENTERPRISE FUND</i>					
OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2006-2007	AMENDED BUDGET 12/31/2007	CURRENT YEAR ESTIMATE 2007-2008	PROPOSED BUDGET 2008-2009	JOINT BOARD APPROVED 2008-2009
FRINGE BENEFITS:					
FRINGE BENEFITS	\$852,992	\$925,616	\$850,000	\$1,015,359	\$1,015,359
TOTAL FRINGE BENEFITS	\$852,992	\$925,616	\$850,000	\$1,015,359	\$1,015,359
OPERATING SERVICES:					
LIGHT AND POWER	\$393,625	\$374,190	\$345,500	\$381,313	\$381,313
TELEPHONE	14,321	13,066	10,027	11,730	11,730
POSTAGE	36,209	39,680	36,000	41,971	41,971
ADVERTISING	6,588	4,500	4,400	4,500	4,500
MAINTENANCE/REPAIRS	36,210	39,847	35,728	41,666	41,666
LEASE	5,459	9,278	6,192	7,400	7,400
CONFERENCES AND MEMBERSHIPS	6,297	6,465	7,209	9,875	9,875
TAXES	340,661	351,119	360,694	397,387	397,387
PROFESSIONAL SERVICES	138,152	171,280	135,000	180,000	180,000
LIENS	3,780	4,700	3,017	4,700	4,700
MISCELLANEOUS	1,434	5,500	5,500	6,570	6,570
CONTRACTOR SERVICES	119,569	109,437	161,265	121,179	121,179
DEBT SERVICE	977,310	1,001,532	886,532	935,558	935,558
SEWER USER FEE	16,053	12,000	10,250	12,000	12,000
NEW BRITAIN AGREEMENT	327,775	315,000	291,819	315,000	315,000
TOTAL OPERATING SERVICES	\$2,423,442	\$2,457,594	\$2,299,133	\$2,470,849	\$2,470,849
SUPPLIES AND MATERIALS DETAIL:					
MOTOR VEHICLE FUELS	\$43,821	\$42,958	\$34,479	\$50,980	\$50,980
OFFICE SUPPLIES	43,203	29,993	20,000	30,593	30,593
MAINTENANCE SUPPLIES & MATERIALS	303,894	236,639	365,981	327,100	327,100
MV PARTS & SUPPLIES	6,161	6,770	6,650	7,000	7,000
MV SERVICE & REPAIR	20,550	15,000	13,000	15,000	15,000
HEATING FUELS	58,723	39,480	37,157	47,217	47,217
CHEMICAL TREATMENT	192,282	199,771	179,109	199,771	199,771
MISCELLANEOUS	5,547	5,000	4,877	5,000	5,000
INSURANCE	178,402	185,850	185,000	185,850	185,850
TOTAL SUPPLIES	\$852,582	\$761,461	\$846,254	\$868,511	\$868,511



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 2008-2009					
QTY	DESCRIPTION OF EQUIPMENT	ESTIMATED GROSS COST	ESTIMATED TRADE-IN	BUDGET REQUEST 2008-2009	JOINT BOARD APPROVED 2008-2009
I. CAPITAL EQUIPMENT:					
1	PRINTER REPLACEMENT FOR BILL PRINTER	\$8,000		\$8,000	\$8,000
1	RAW WATER PUMP	14,000	0	14,000	14,000
	TOTAL CAPITAL EQUIPMENT:	\$22,000	\$0	\$22,000	\$22,000
II. UTILITY ASSETS:					
1	MUELLER CL12 TAPPING MACHINE	\$44,000		\$44,000	\$44,000
1	AIR POWER OPERATOR FOR MUELLER CL12	5,850		5,850	5,850
	MISC HAND TOOLS	5,000		5,000	5,000
	TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SEC	\$54,850	\$0	\$54,850	\$54,850
METER SHOP SECTION:					
2500	5/8" DISC. METERS @\$67.50 EA. (CONTINOUS SYSTEM UPGR	\$168,750		\$168,750	\$168,750
2	NEPTUNE CE5320X HANDHELD DATA COLLECTOR	9,344		9,344	9,344
1800	TRANSMITTERS	138,600		138,600	138,600
	TOTAL UTILITY ASSETS- METER SHOP	\$316,694	\$0	\$316,694	\$316,694
WATER TREATMENT PLANT SECTION:					
1	DEWATERING PUMP- FILTER PLANT	\$3,500		\$3,500	\$3,500
1	HIGH SERVICE P.S. PUMP	10,900		10,900	10,900
1	RAW WATER TURBIDITY METER	3,700		3,700	3,700
1	FLORIDE TRANSFER PUMP	8,000		8,000	8,000
1	PECK LANE TO WOLCOTT ST TANK RADIO	5,000		5,000	5,000
1	STAFFORD AVE PIT AUTO	3,000		3,000	3,000
2	CHEMICAL FEED MACHINES FOR MIX ST PUMP	600		600	600
1	CAUSTIC PUMP	1,200		1,200	1,200
	TOTAL UTILITY ASSETS-WATER TREATMENT PLANT	\$35,900	\$0	\$35,900	\$35,900
WATERSHED SECTION:					
	TOTAL UTILITY ASSETS- WATERSHED SECTION	\$0	\$0	\$0	\$0
OFFICE SECTION					
	1/4 OF CITY COMPUTER LEASE COST	\$1,529		\$1,529	\$1,529
	TOTAL UTILITY ASSETS- OFFICE SECTION	\$1,529	\$0	\$1,529	\$1,529
	TOTAL UTILITY ASSETS	\$408,973	\$0	\$408,973	\$408,973
III. CAPITAL PROJECTS:					
	CHAPEL ST TANK CONSENT ORDER	\$57,000		\$57,000	\$57,000
	TOTAL CAPITAL PROJECTS	\$57,000	\$0	\$57,000	\$57,000
	TOTAL CAPITAL OUTLAY	\$487,973	\$0	\$487,973	\$487,973



Bristol Water Department Reservoir in the City of Bristol.