

ENTERPRISE FUND – BRISTOL WATER DEPARTMENT

Robert Longo, Superintendent
119 Riverside Avenue
860-582-7431
robertlongo@ci.bristol.ct.us
www.bristolwaterdept.org

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 Sections 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 guidelines established by 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. To place 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. The Board may prescribe rules for the shut off of water supply in cases of non-payment, until payment arrangements are made, and may include penalties for default in payment of water charges.

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 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 2018 Major Service Level Accomplishments

- The Bristol Water Department began the rehabilitation of the DeWitt Drive water storage tank in the Spring of 2018 with a completion date of late Summer. The rehabilitated tank will have a life expectancy of 40-60 years and will continue to provide storage to the Forestville area. The Bristol Water Department also has completed the design for a filter media replacement project at our Water Treatment Plant. Replacement for the 26 year old media will go out to public bid at the end of the Summer of 2018. Work is expected to be done over the winter months when demand is at its lowest.

Fiscal Year 2019 Major Service Level Goals

- The Bristol Water Department will begin the design to replace the existing flocculators at the Water Treatment Plant. The flocculators are a key component of the water treatment process and the project is estimated to cost approximately \$1.5 million dollars. In addition to the flocculator project, the Bristol Water Department is working with the State of Connecticut Department of Transportation to coordinate projects scheduled for 2019 where water mains will be replaced or relocated.

Long Term 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 in meeting some of the cost aspects of this goal. The department's 10 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 anticipates the work to be completed in the next 5 years. This project will reduce chemical and electrical costs while eliminating an existing chlorine gas disinfection system

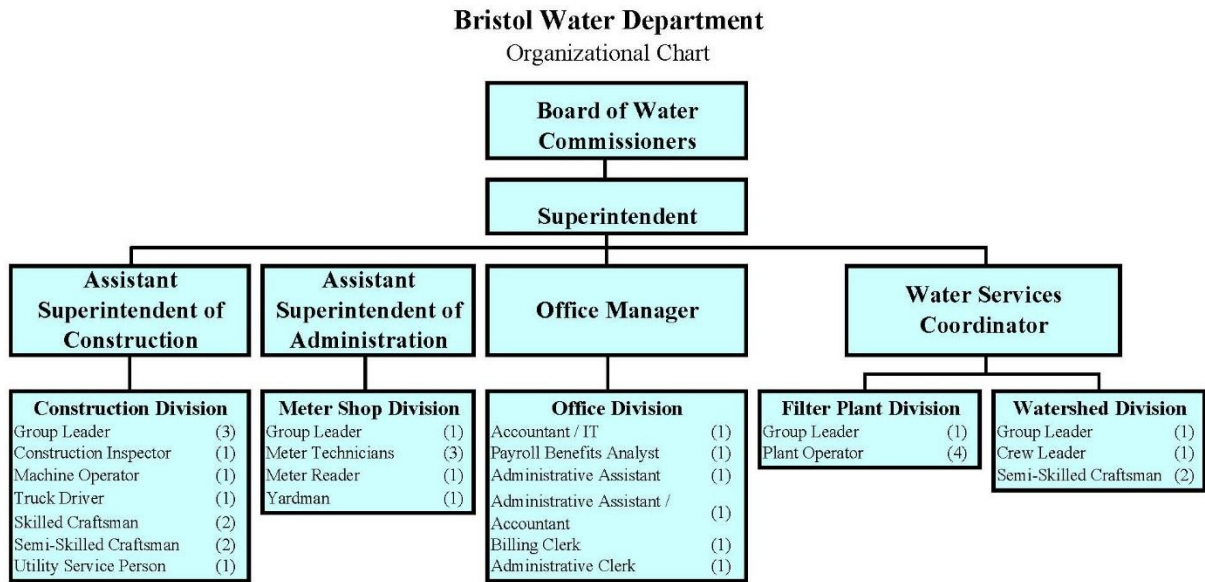
**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

Expenditure and Position Summary

	2017 Actual	2018 Estimated	2019 Budget
Salary Expenditures	\$2,226,575	\$2,366,893	\$2,491,184
Full time Positions	37	37	37

Organizational Chart



Board of Water Commissioners

Robert Badal
Elizabeth Phelan
Kathleen Ferrier
James Brown
Ron Suarez

Term Expiration

12/2020
12/2018
12/2020
12/2019
12/2018

**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>6/30/2017</u>	<u>Actual</u> <u>6/30/2016</u>	<u>Actual</u> <u>6/30/2015</u>	<u>Actual</u> <u>6/30/2014</u>	<u>Actual</u> <u>6/30/2013</u>
Operating revenues:					
Charges for services	\$7,400	\$7,047	\$6,973	\$6,855	\$6,866
Miscellaneous	<u>420</u>	<u>384</u>	<u>372</u>	<u>352</u>	<u>393</u>
Total operating revenues	<u>\$7,820</u>	<u>\$7,431</u>	<u>\$7,345</u>	<u>\$7,259</u>	<u>\$6,838</u>
Operating expenses:					
Source of supply	\$191	\$215	\$232	\$205	\$179
Pumping	261	288	270	295	307
Purification	912	956	962	1027	1047
Transmission and distribution	2,138	2,023	1,854	1,592	2,007
Customer accounts, administrative and general	2,117	2,218	2,192	2,148	1,967
Depreciation	1116	1086	1008	945	1060
Taxes other than income taxes	467	488	507	423	437
Loss on disposal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total operating expenses	<u>\$7,202</u>	<u>\$7,274</u>	<u>\$7,025</u>	<u>\$7,004</u>	<u>\$6,621</u>
Operating income (Loss)	<u>\$618</u>	<u>\$157</u>	<u>\$320</u>	<u>\$255</u>	<u>\$217</u>
Nonoperating revenue (expenses):					
Reimbursement from other funds					
Interest income	\$527	(\$203)	(\$101)	\$674	\$405
Interest expense	(101)	(116)	(135)	(269)	(52)
Loss on disposal					(6)
Amortization of debt discount and expense	<u>11</u>	<u>8</u>	<u>(8)</u>	<u>(5)</u>	<u>(4)</u>
Total nonoperating revenues (expenses)	<u>\$437</u>	<u>(\$311)</u>	<u>(\$244)</u>	<u>\$343</u>	<u>(\$483)</u>
Net Income (loss)	\$1,055	(\$155)	\$780	\$1,000	\$623
Retained earnings/fund balance, July 1	<u>27,029</u>	<u>27,184</u>	<u>26,404</u>	<u>25,404</u>	<u>24,781</u>
Retained earnings/fund balance, June 30	<u>\$28,084</u>	<u>\$27,029</u>	<u>\$27,184</u>	<u>\$25,404</u>	<u>\$24,781</u>



The Grove Street Water Storage Tank was demolished in July 2015.

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

Budget Highlights

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT BUDGET SUMMARY					
REVENUE ESTIMATE SUMMARY 2018-2019					
	ACTUAL RECEIVED 2016-2017	AMENDED BUDGET 2017-2018	CURRENT YR REVISED EST. 2017-2018	PROPOSED REVENUES 2018-2019	JOINT BOARD APPROVED 2018-2019
ACCOUNTS RECEIVABLE:					
WATER SALES	\$7,276,531	\$7,300,000	\$7,300,000	\$7,300,000	\$7,300,000
WATER LIENS	8,680	15,000	14,000	14,000	14,000
SERVICE ACCOUNTS	33,534	25,000	20,000	25,000	25,000
SERVICE ACCOUNT LIENS	1,810	1,500	1,500	1,500	1,500
PENALTIES	65,892	70,000	75,000	75,000	75,000
ASSESSMENTS	44,832	35,000	45,000	35,000	35,000
WPC DEPARTMENT PAYMENTS	69,375	60,500	69,375	60,500	60,500
CELL TOWER LEASE	150,613	150,000	151,000	151,000	151,000
LAND LEASE	30,309	30,309	30,309	30,309	30,309
BULK RAW WATER	2,100	2,000	2,000	2,000	2,000
FINES	51,000	30,000	50,000	50,000	50,000
SEWER ACCOUNT LIENS	5,110	3,800	5,000	3,800	3,800
SUNDRY ACCOUNTS	2,400	10,000	2,500	2,500	2,500
CLOSING COSTS	40,383	35,000	45,000	45,000	45,000
SCRAP METAL SALES	23	3,000	3,000	3,000	3,000
FORESTRY PROGRAM	0	20,000	21,500	21,500	21,500
WATER SERVICE REINSTATEMENT	33,800	32,000	32,000	32,000	32,000
REMOVE METER	3,650	7,000	7,000	7,000	7,000
TOTAL REVENUES	\$7,820,042	\$7,830,109	\$7,874,184	\$7,859,109	\$7,859,109
EXPENSE ESTIMATE SUMMARY 2018-2019					
	PRIOR YEAR EXPENDED 2016-2017	AMENDED BUDGET 2017-2018	CURRENT YR REVISED EST. 2017-2018	PROPOSED EXPENDITURES 2018-2019	JOINT BOARD APPROVED 2018-2019
EXPENSE BY TYPE					
SALARY	\$2,226,575	\$2,324,348	\$2,366,893	\$2,491,184	\$2,491,184
FRINGE BENEFITS	1,152,230	1,241,482	1,162,612	1,358,140	1,358,140
OPERATING SERVICES	2,551,166	2,384,967	2,452,084	2,564,618	2,564,618
SUPPLIES & MATERIALS	962,125	872,946	839,965	860,766	860,766
CAPITAL OUTLAY	662,396	1,632,089	1,632,089	1,438,037	1,438,037
TOTAL EXPENSES	\$7,554,492	\$8,455,832	\$8,453,643	\$8,712,745	\$8,712,745
BUDGET SURPLUS (DEFICIT)	\$265,550	(\$625,723)	(\$579,459)	(\$853,636)	(\$853,636)

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT SALARY ANALYSIS - 2018-2019							
LABOR UNIT	GRADE	NO OF STEP	POS	DESCRIPTION	2017-2018	2018-2019	2018-2019
					REVISED ESTIMATE	DEPT REQUEST	JOINT BOARD APPROVED
NB	11	7	1	SUPERINTENDENT	\$128,718	\$132,322	\$132,322
BPSA	9	6	1	ASST SUPERINTENDENT-CONSTR/MAINT	94,972	101,281	101,281
BPSA	9	6	1	ASST SUPT- ADMINISTRATION	91,923	101,281	101,281
BPSA	7	6	1	WATER TREATMENT PLANT SUPERVISOR	86,741	84,294	84,294
BPSA	6	6	1	OFFICE MANAGER	66,104	69,949	69,949
CONSTRUCTION & MAINTENANCE:							
L1338	9A	3	3	GROUP LEADERS	178,120	183,581	183,581
L1338	7	3	3	SKILLED CRAFTSMAN	155,598	160,930	160,930
L1338	6	3	3	SEMI-SKILLED CRAFTSMAN	98,863	101,338	101,338
L1338	8	3	1	BACKHOE OPERATOR	55,042	56,430	56,430
L1338	7	3	1	TRUCK DRIVER	52,331	53,643	53,643
L1338	8	3	1	WATER UTILITY SERVICE PERSON	55,042	56,430	56,430
L1338				OVERTIME	94,350	96,992	96,992
METER SHOP:							
L1338	9A	3	1	GROUP LEADER/CROSS CONN. CNTRL. INSP.	59,693	58,490	58,490
L1338	7	3	1	CROSS CONN CONTROL/METER TECH	52,331	53,643	53,643
L1338	7	3	2	METER TECHNICIANS	104,661	107,286	107,286
L1338	6	3	1	METER READER	49,431	50,669	50,669
L1338	4	3	1	YARDMAN	46,720	47,902	47,902
L1338				OVERTIME	37,663	38,718	38,718
*WATER TREATMENT PLANT: (24/HR/DAY WK)							
L1338	10	3	1	GROUP LEADER	84,739	87,098	87,098
L1338	6	3	1	PLANT OPERATORS	44,280	50,669	50,669
L1338	8	3	3	PLANT OPERATORS(W/SHIFT DIFF)	200,235	240,203	240,203
L1338				OVERTIME	39,955	41,074	41,074
WATERSHED:							
L1338	9	3	1	GROUP LEADER	57,837	59,301	59,301
L1338	8	3	1	CREW LEADER	55,042	56,430	56,430
L1338	6	3	2	SEMI-SK CRAFTSMAN	98,863	101,338	101,338
L1338				OVERTIME	18,594	19,115	19,115
OFFICE:							
L233	9	3	1	ACCOUNTANT	52,093	56,765	56,765
L233	6	3	1	PAYROLL BENEFITS ANALYST	42,871	45,962	45,962
L233	5	3	1	SENIOR ADMINISTRATIVE ASSISTANT	39,606	43,037	43,037
L233	5	3	1	BILLING ANALYST	39,524	43,037	43,037
L233	5	3	1	ADMINISTRATIVE CLERK/METER SHOP	39,606	43,037	43,037
L233	6	3	1	ADMINISTRATIVE CLERK/SERVICE BILLING	42,449	45,962	45,962
L233				OVERTIME	2,896	2,977	2,977
			37	TOTAL SALARIES	\$2,366,893	\$2,491,184	\$2,491,184

**Program Summaries-
Enterprise Fund**

Enterprise Fund - Bristol Water Department (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, & SUPPLIES DETAIL 2018-2019 BUDGET					
<i>ENTERPRISE FUND</i>					
OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2016-2017	AMENDED BUDGET 12/31/2017	CURRENT YEAR ESTIMATE 2017-2018	PROPOSED BUDGET 2018-2019	JOINT BOARD APPROVED 2018-2019
FRINGE BENEFITS:					
FRINGE BENEFITS	\$1,152,230	\$1,241,482	\$1,162,612	\$1,358,140	\$1,358,140
TOTAL FRINGE BENEFITS	\$1,152,230	\$1,241,482	\$1,162,612	\$1,358,140	\$1,358,140
OPERATING SERVICES:					
LIGHT AND POWER	406,802	360,425	400,000	400,719	400,719
TELEPHONE	16,733	23,485	17,000	17,600	17,600
POSTAGE	43,625	51,195	45,000	51,195	51,195
ADVERTISING	1,849	9,350	20,000	16,350	16,350
MAINTENANCE/REPAIRS	37,853	59,641	40,000	43,361	43,361
LEASE	11,892	11,631	11,900	11,923	11,923
CONFERENCES AND MEMBERSHIPS	16,483	19,030	19,030	19,030	19,030
TAXES	466,978	483,870	495,000	596,341	596,341
PROFESSIONAL SERVICES	150,297	103,620	151,000	170,000	170,000
LIENS	5,021	6,300	6,300	6,300	6,300
MISCELLANEOUS	6,000	6,570	6,570	6,570	6,570
CONTRACTOR SERVICES	509,653	559,566	550,000	565,160	565,160
DEBT SERVICE	577,443	404,484	404,484	374,269	374,269
SEWER USER FEE	8,100	10,800	10,800	10,800	10,800
NEW BRITAIN AGREEMENT	292,437	275,000	275,000	275,000	275,000
TOTAL OPERATING SERVICES	\$2,551,165	\$2,384,967	\$2,452,084	\$2,564,618	\$2,564,618
SUPPLIES AND MATERIALS DETAIL:					
MOTOR VEHICLE FUELS	22,084	38,291	25,000	38,291	38,291
OFFICE SUPPLIES	27,092	27,240	27,240	27,240	27,240
MAINTENANCE SUPPLIES & MATERIALS	595,437	338,100	338,100	346,000	346,000
MV PARTS & SUPPLIES	12,863	15,150	15,150	15,150	15,150
MV SERVICE & REPAIR	39,035	35,000	35,000	35,000	35,000
HEATING FUELS	29,726	29,690	30,000	29,610	29,610
CHEMICAL TREATMENT	153,721	210,000	190,000	190,000	190,000
MISCELLANEOUS	728	5,000	5,000	5,000	5,000
INSURANCE	81,439	174,475	174,475	174,475	174,475
TOTAL SUPPLIES	\$962,125	\$872,946	\$839,965	\$860,766	\$860,766



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 2018-2019					
QTY	DESCRIPTION OF EQUIPMENT	ESTIMATED GROSS COST	ESTIMATED TRADE-IN	BUDGET REQUEST 2018-2019	JOINT BOARD APPROVED 2018-2019
I. CAPITAL EQUIPMENT:					
1	2018 CHEVY 2500	\$52,000		\$52,000	\$52,000
TOTAL CAPITAL EQUIPMENT:		\$52,000	\$0	\$52,000	\$52,000
II. UTILITY ASSETS:					
1	CHOP SAW	\$900		\$900	\$900
1	PIN LOCATOR	\$780		\$780	\$780
1	SMALL PLATE COMPACTOR	\$2,600		\$2,600	\$2,600
1	INSERTION VALVES 10"	\$13,000		\$13,000	\$13,000
3	INSERTION VALVES 8"	\$31,500		\$31,500	\$31,500
TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SE		\$48,780	\$0	\$48,780	\$48,780
METER SHOP SECTION:					
650	5/8 METERS @ 79.50	\$51,675		\$51,675	\$51,675
200	TRANSMITTERS @ 93.00	\$18,600		\$18,600	\$18,600
1	6' PROTECTUS	\$18,000		\$18,000	\$18,000
2	SCHONSTEDT MODEL GA-52CX	\$1,840		\$1,840	\$1,840
10	1" T-10 METER	\$2,530		\$2,530	\$2,530
5	2" T-10 METER	\$3,195		\$3,195	\$3,195
10	3/4" T-10 METER	\$3,600		\$3,600	\$3,600
5	1 1/2" T-10 METER	\$2,545		\$2,545	\$2,545
1	6" DETECTOR CHECK	\$7,000		\$7,000	\$7,000
TOTAL UTILITY ASSETS- METER SHOP		\$108,985	\$0	\$108,985	\$108,985
WATER TREATMENT PLANT SECTION:					
1	RAW WATER PUMP	\$40,000		\$40,000	\$40,000
1	REBUILD HILL ST PUMP	\$22,000		\$22,000	\$22,000
1	WASH WATER RETURN PUMP	\$13,000		\$13,000	\$13,000
4	HIGH SERVICE PUMP HOUSE VALVES	\$30,000		\$30,000	\$30,000
1	PERISTALTIC CHEMICAL FEED PUMP	\$4,500		\$4,500	\$4,500
1	HACH SC200 TURBIDITY CONTROLLER	\$2,050		\$2,050	\$2,050
	LAB EQUIPMENT	\$8,000		\$8,000	\$8,000
TOTAL UTILITY ASSETS-WATER TREATMENT PLANT		\$119,550	\$0	\$119,550	\$119,550
WATERSHED SECTION:					
TOTAL UTILITY ASSETS- WATERSHED SECTION		\$0	\$0	\$0	\$0
OFFICE SECTION					
	REINSTALL WALL COVERING /PAINT	\$15,000		\$15,000	\$15,000
TOTAL UTILITY ASSETS- OFFICE SECTION		\$15,000	\$0	\$15,000	\$15,000
TOTAL UTILITY ASSETS		\$292,315	\$0	\$292,315	\$292,315
III. CAPITAL PROJECTS:					
	WATER MAIN REPLACEMENTS	\$233,722		\$233,722	\$233,722
	HYDRANT REPLACEMENTS	\$85,000		\$85,000	\$85,000
	SOLAR FEASIBILITY STUDY	\$80,000		\$80,000	\$80,000
	MIX STREET WELL REDEVELOPMENT	\$25,000		\$25,000	\$25,000
4	NEW FILTER MEDIA & SERVICE WASH	\$670,000		\$670,000	\$670,000
TOTAL CAPITAL PROJECTS		\$1,093,722	\$0	\$1,093,722	\$1,093,722
TOTAL CAPITAL OUTLAY		\$1,438,037	\$0	\$1,438,037	\$1,438,037