

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 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.

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.

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.

Fiscal Year 2019 Goals and Accomplishments:

- The Bristol Water Department completed a Filter Media Change-out project in 2019 at the Water Treatment Plant. The project consisted of the removal and replacement of all media used in the water treatment process that was original to the plant and the installation of a new air scour system. The original media installed in 1988 had a life expectancy of 15 years, however with proper maintenance, the Bristol Water Department was able to double the life expectancy. A new air scour system, which is now common place in water treatment, was installed to replace an older surface wash system. The project was completed during the winter months when water demand is less. The project cost was \$650,000.

Summary of Fiscal Year 2019-2020 Budget:

- The Bristol Water Department 2019-2020 Budget Request was approved by the Board of Water Commissioners on March 19, 2019. The request incorporated a 0.32% increase in expenditures from increases in salaries, benefits and operating services. Decreases in the budget request were made in capital outlay and supplies and materials. Even with decreases made in capital outlay, the department is able to incorporate most planned water system improvements along with anticipated vehicle replacements. The Board of Water Commissioners was pleased with the reductions made by staff to offset increased fixed costs, so that customer rates remain lower than other water utilities in the area.

Fiscal Year 2020 Goals:

- Installation of a new 4-log removal system at the Mix Street wellfield in July of 2019. The 4-log removal system will ensure all water treated provides de-activation of all potential bacteria. This extra treatment measure allows for further disinfection. Design was completed in early 2019, along with approval from the CT Department of Public health. The project cost is \$95,000 and will be complete in July of 2019.
- Complete design phase for another 4-log removal system at the Mix Street wellfield and construction is expected in early 2020.
- Initiate design to replace the existing flocculators at the Water Treatment Plant in the fall of 2019 with anticipated construction in 2021. The flocculators are a key component of the water treatment process and the project is estimated to cost approximately \$1.5 million dollars.

Enterprise Fund

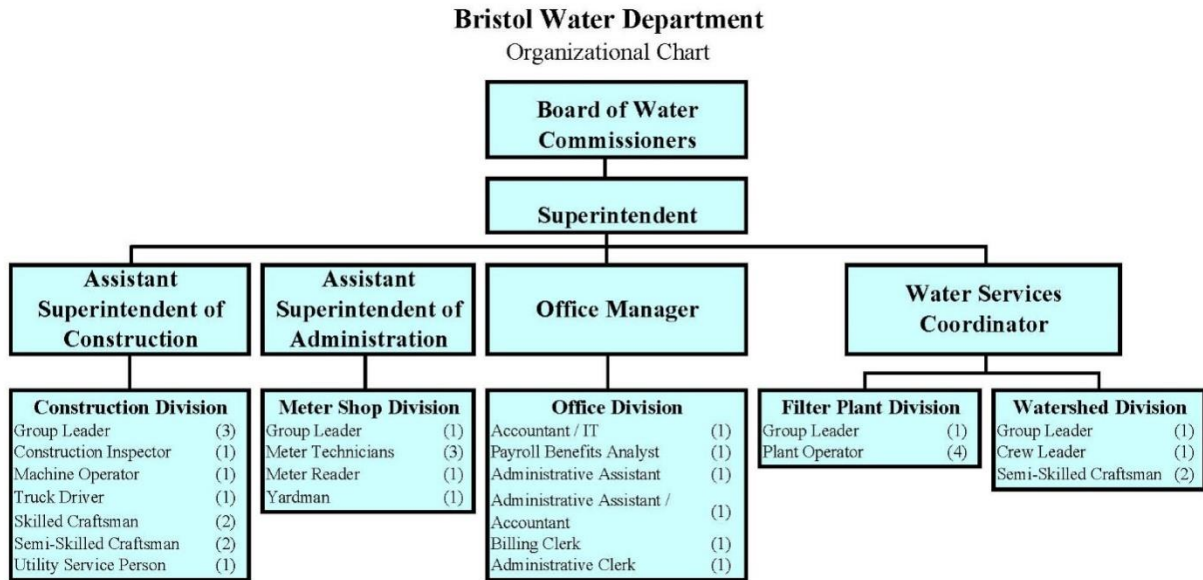
Long Term Goals:

- Provide the highest quality water possible to our customers at a low cost.
- Continue the ongoing effort to reduce expenses. Automation assists the department in meeting some of the cost aspects of this goal.
- Replacement of a chemical feed building at the Mix Street wellfield is in the planning stage and the work is anticipated to be completed 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

	2018 Actual	2019 Estimated	2020 Budget
Salary Expenditures	\$2,498,435	\$2,503,796	\$2,563,770
Full time Positions	37	37	37

Organizational Chart



Board of Water Commissioners

Elizabeth Phelan
 Ron Suarez
 Robert Badal
 Kathleen Ferrier
 Sean Dunn

Term Expiration

12/2021
 12/2021
 12/2020
 12/2020
 12/2019

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

	Actual	Actual	Actual	Actual	Actual
	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>6/30/2016</u>	<u>6/30/2015</u>	<u>6/30/2014</u>
Operating revenues:					
Charges for services	\$7,078	\$7,400	\$7,047	\$6,973	\$6,855
Miscellaneous	422	420	384	372	352
Total operating revenues	<u>\$7,500</u>	<u>\$7,820</u>	<u>\$7,431</u>	<u>\$7,259</u>	<u>\$6,838</u>
Operating expenses:					
Source of supply	\$241	\$191	\$215	\$232	\$205
Pumping	254	261	288	270	295
Purification	947	912	956	962	1027
Transmission and distribution	1,144	2,138	2,023	1,854	1,592
Customer accounts, administrative and general	2,430	2,117	2,218	2,192	2,148
Depreciation	1062	1116	1086	1008	945
Taxes other than income taxes	506	467	488	507	423
Loss on disposal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total operating expenses	<u>\$6,584</u>	<u>\$7,202</u>	<u>\$7,274</u>	<u>\$7,004</u>	<u>\$6,621</u>
Operating income (Loss)	<u>\$916</u>	<u>\$618</u>	<u>\$157</u>	<u>\$255</u>	<u>\$217</u>
Nonoperating revenue (expenses):					
Reimbursement from other funds					
Interest income	\$307	\$527	(\$203)	(\$101)	\$674
Interest expense	(87)	(101)	(116)	(135)	(269)
Loss on disposal					
Amortization of debt discount and expense	16	11	8	(8)	(5)
Bond Issuance Costs	<u>(4)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total nonoperating revenues (expenses)	<u>\$232</u>	<u>\$437</u>	<u>(\$311)</u>	<u>\$343</u>	<u>(\$483)</u>
Net Income (loss)	\$1,148	\$1,055	(\$155)	\$780	\$1,000
Retained earnings /fund balance, July 1	<u>32,494</u>	<u>31,439</u>	<u>27,184</u>	<u>26,404</u>	<u>25,404</u>
Retained earnings /fund balance, June 30	<u>\$33,642</u>	<u>\$32,494</u>	<u>\$27,029</u>	<u>\$25,404</u>	<u>\$24,781</u>



The DeWitt Drive Water Storage Tank refurbished in 2018.

Budget Highlights

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT BUDGET SUMMARY					
REVENUE ESTIMATE SUMMARY 2019-2020					
	ACTUAL RECEIVED 2017-2018	AMENDED BUDGET 2018-2019	CURRENT YR REVISED EST. 2018-2019	PROPOSED REVENUES 2019-2020	JOINT BOARD APPROVED 2019-2020
ACCOUNTS RECEIVABLE:					
WATER SALES	\$6,996,341	\$7,300,000	\$7,442,000	\$7,550,000	\$7,550,000
WATER LIENS	18,950	14,000	20,000	19,000	19,000
SERVICE ACCOUNTS	33,987	25,000	25,000	25,000	25,000
SERVICE ACCOUNT LIENS	902	1,500	1,500	1,500	1,500
PENALTIES	61,819	75,000	73,000	75,000	75,000
ASSESSMENTS	1,112	35,000	35,000	35,000	35,000
WPC DEPARTMENT PAYMENTS	41,625	60,500	60,500	60,500	60,500
CELL TOWER LEASE	154,227	151,000	166,500	166,500	166,500
LAND LEASE	26,369	30,309	30,309	30,309	30,309
BULK RAW WATER	651	2,000	2,000	2,000	2,000
FINES	41,000	50,000	40,000	50,000	50,000
SEWER ACCOUNT LIENS	4,770	3,800	3,800	3,800	3,800
SUNDRY ACCOUNTS	556	2,500	1,200	1,200	1,200
CLOSING COSTS	43,400	45,000	50,000	54,000	54,000
SCRAP METAL SALES	0	3,000	1,000	1,000	1,000
FORESTRY PROGRAM	38,400	21,500	91,664	20,000	20,000
WATER SERVICE REINSTATEMENT	32,500	32,000	32,000	32,000	32,000
REMOVE METER	3,900	7,000	7,000	7,000	7,000
TOTAL REVENUES	\$7,500,509	\$7,859,109	\$8,082,473	\$8,133,809	\$8,133,809
EXPENSE ESTIMATE SUMMARY 2019-2020					
	PRIOR YEAR EXPENDED 2017-2018	AMENDED BUDGET 2018-2019	CURRENT YR REVISED EST. 2018-2019	PROPOSED EXPENDITURES 2019-2020	JOINT BOARD APPROVED 2019-2020
EXPENSE BY TYPE					
SALARY	\$2,498,435	\$2,491,184	\$2,503,796	\$2,563,771	\$2,563,771
FRINGE BENEFITS	1,238,627	1,358,140	1,287,382	1,447,394	1,447,394
OPERATING SERVICES	2,286,859	2,564,618	2,783,567	2,654,809	2,654,809
SUPPLIES & MATERIALS	762,726	860,766	806,439	859,305	859,305
CAPITAL OUTLAY	1,082,476	1,438,037	1,358,000	1,215,124	1,215,124
TOTAL EXPENSES	\$7,869,123	\$8,712,745	\$8,739,184	\$8,740,403	\$8,740,403
BUDGET SURPLUS (DEFICIT)	(\$368,614)	(\$853,636)	(\$656,711)	(\$606,594)	(\$606,594)

Enterprise Fund

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, & SUPPLIES DETAIL 2019-2020 BUDGET					
ENTERPRISE FUND					
OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2017-2018	AMENDED BUDGET 12/31/2018	CURRENT YEAR ESTIMATE 2018-2019	PROPOSED BUDGET 2019-2020	JOINT BOARD APPROVED 2019-2020
FRINGE BENEFITS:					
FRINGE BENEFITS	\$1,238,627	\$1,358,140	\$1,287,382	\$1,447,394	\$1,447,394
TOTAL FRINGE BENEFITS	\$1,238,627	\$1,358,140	\$1,287,382	\$1,447,394	\$1,447,394
OPERATING SERVICES:					
LIGHT AND POWER	356,254	400,719	400,719	400,719	400,719
TELEPHONE	13,716	17,600	17,000	17,600	17,600
POSTAGE	40,251	51,195	42,000	49,041	49,041
ADVERTISING	17,171	16,350	16,350	16,350	16,350
MAINTENANCE/REPAIRS	43,364	43,361	43,361	40,366	40,366
LEASE	9,915	11,923	11,923	11,427	11,427
CONFERENCES AND MEMBERSHIPS	13,931	19,030	19,000	27,030	27,030
TAXES	506,147	596,341	539,975	583,417	583,417
PROFESSIONAL SERVICES	210,966	170,000	240,300	240,300	240,300
LIENS	3,745	6,300	6,300	6,300	6,300
MISCELLANEOUS	10,013	6,570	6,570	6,570	6,570
CONTRACTOR SERVICES	450,835	565,160	780,000	565,160	565,160
DEBT SERVICE	382,169	374,269	374,269	404,729	404,729
SEWER USER FEE	10,800	10,800	10,800	10,800	10,800
NEW BRITAIN AGREEMENT	217,581	275,000	275,000	275,000	275,000
TOTAL OPERATING SERVICES	\$2,286,859	\$2,564,618	\$2,783,567	\$2,654,809	\$2,654,809
SUPPLIES AND MATERIALS DETAIL:					
MOTOR VEHICLE FUELS	41,016	38,291	39,226	43,871	43,871
OFFICE SUPPLIES	22,754	27,240	27,240	27,240	27,240
MAINTENANCE SUPPLIES & MATERIALS	351,689	346,000	346,000	346,000	346,000
MV PARTS & SUPPLIES	11,507	15,150	10,000	15,150	15,150
MV SERVICE & REPAIR	26,089	35,000	25,000	35,000	35,000
HEATING FUELS	38,021	29,610	38,973	37,406	37,406
CHEMICAL TREATMENT	161,777	190,000	165,000	195,163	195,163
MISCELLANEOUS	709	5,000	5,000	5,000	5,000
INSURANCE	109,164	174,475	150,000	154,475	154,475
TOTAL SUPPLIES	\$762,726	\$860,766	\$806,439	\$859,305	\$859,305



Bristol Water Department Reservoir in the Town of Plymouth.

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT CAPITAL OUTLAY/EQUIPMENT REQUEST 2019-2020					
QTY	DESCRIPTION OF EQUIPMENT	ESTIMATED GROSS COST	ESTIMATED TRADE-IN	BUDGET REQUEST 2019-2020	JOINT BOARD APPROVED 2019-2020
I. CAPITAL EQUIPMENT:					
1	2018 CHEVY 2500	\$54,000		\$54,000	\$54,000
1	BACKHOE	\$108,000		\$108,000	\$108,000
1	REPLACE TRUCK 2	\$35,000		\$35,000	\$35,000
TOTAL CAPITAL EQUIPMENT:		\$197,000	\$0	\$197,000	\$197,000
II. UTILITY ASSETS:					
1	CHOP SAW	\$900		\$900	\$900
1	PIN LOCATOR	\$900		\$900	\$900
1	ROAD SAW	\$2,050		\$2,050	\$2,050
1	2" PUMP	\$500		\$500	\$500
1	AQUA SCOPE LEAK MACHINE	\$2,800		\$2,800	\$2,800
1	MANHOLE BLOWER	\$700		\$700	\$700
	REGULATOR REPAIRS	\$25,000		\$25,000	\$25,000
1	AUTOMATIC FLUSHING STATION	\$4,500		\$4,500	\$4,500
3	INSERTION VALVES 8"	\$25,000		\$25,000	\$25,000
TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SE		\$62,350	\$0	\$62,350	\$62,350
METER SHOP SECTION:					
650	5/8 METERS @ 110.60	\$71,890		\$71,890	\$71,890
200	TRANSMITTERS @ 98.55	\$19,710		\$19,710	\$19,710
10	1" T-10 METER	\$2,650		\$2,650	\$2,650
5	2" T-10 METER	\$3,195		\$3,195	\$3,195
20	3/4" T-10 METER	\$3,600		\$3,600	\$3,600
5	1 1/2" T-10 METER	\$2,829		\$2,829	\$2,829
2	6" DETECTOR CHECK	\$7,000		\$7,000	\$7,000
TOTAL UTILITY ASSETS- METER SHOP		\$110,874	\$0	\$110,874	\$110,874
WATER TREATMENT PLANT SECTION:					
1	REBUILD HIGH SERVICE PUMP PUMP	\$22,000		\$22,000	\$22,000
1	REBUILD HILL ST PUMP	\$25,000		\$25,000	\$25,000
3	HILL STREET PUMP VALVES	\$21,600		\$21,600	\$21,600
1	PERISTALTIC CHEMICAL FEED PUMP	\$4,500		\$4,500	\$4,500
7	HACH SC200 TURBIDITY CONTROLLER	\$35,700		\$35,700	\$35,700
	FILTER PLANT CAMERAS	\$45,000		\$45,000	\$45,000
	IMPLEMENT SCADA CONTROL OF WELLS	\$8,500		\$8,500	\$8,500
2	FLOW TRANSMITTERS FOR WELL 4&5	\$3,600		\$3,600	\$3,600
1	SEWER SUMP PUMP & INSTALLATION	\$17,000		\$17,000	\$17,000
1	CAUSTIC TRUNK LINE REPLACEMENT & FLUSH DAY TANK	\$10,000		\$10,000	\$10,000
1	CAUSTIC CONTAINMENT SUMP PUMP & INSTALLATION	\$19,000		\$19,000	\$19,000
1	HACH BENCHTOP TURBIDITY METER	\$5,000		\$5,000	\$5,000
1	NEW FLOURIDE DAY TANK AT FP	\$3,000		\$3,000	\$3,000
1	REDUNDANT FILTER CHANNEL TRANSMITTER	\$5,000		\$5,000	\$5,000
	HACH DR3900 BENCHTOP SPECTROPHOTOMETERS	\$4,500		\$4,500	\$4,500
TOTAL UTILITY ASSETS-WATER TREATMENT PLANT		\$229,400	\$0	\$229,400	\$229,400
WATERSHED SECTION:					
1	GRAVITY O-TURN MOWER	\$9,000		\$9,000	\$9,000
1	BACK PACK BLOWER	\$600		\$600	\$600
1	CHAINSAW	\$300		\$300	\$300
2	WEEDWACKERS	\$600		\$600	\$600
TOTAL UTILITY ASSETS- WATERSHED SECTION		\$10,500	\$0	\$10,500	\$10,500
OFFICE SECTION					
	RENOVATE BACK OFFICE/MAIL AREA	\$40,000		\$40,000	\$40,000
TOTAL UTILITY ASSETS- OFFICE SECTION		\$40,000	\$0	\$40,000	\$40,000
TOTAL UTILITY ASSETS		\$453,124	\$0	\$453,124	\$453,124
III. CAPITAL PROJECTS:					
	WATER MAIN REPLACEMENTS	\$250,000		\$250,000	\$250,000
	HYDRANT REPLACEMENTS	\$85,000		\$85,000	\$85,000
	ENGINEERING FOR SCADA REDEVELOPMENT	\$125,000		\$125,000	\$125,000
	MIX STREET WELL REDEVELOPMENT	\$25,000		\$25,000	\$25,000
	WATER SUPPLY PLAN UPDATE	\$80,000		\$80,000	\$80,000
TOTAL CAPITAL PROJECTS		\$565,000	\$0	\$565,000	\$565,000
TOTAL CAPITAL OUTLAY		\$1,215,124	\$0	\$1,215,124	\$1,215,124

