

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 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 - (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 2015 Major Service Level Accomplishments

- The Bristol Water Department submitted an application to DPH and secured a low interest loan for \$550,000 for the rehabilitation of the DeWitt Drive Storage Tank. The Department will begin engineering for the project in the Summer of 2014 with anticipated construction in 2015
- Under the City of Bristol's Capital Improvement Plan, the Department was approved for bonding through the City for the engineering and permitting to construct a new 36" water main along Clark Avenue and Terryville Road. The new main would be an additional feed from the Water Treatment Plant to the City. During Tropical Storm Irene, a large section of the existing supply from the Treatment Plant was jeopardized during a road washout. Although the existing line never actually failed and the washout was fixed, the Department realized that not having a backup feed leaves the Department vulnerable in the event there was a long term issue with the existing feed. The Department plans to complete all engineering and permitting during 2015 and anticipates construction to be started in late 2016

Fiscal Year 2016 Major Service Level Goals

- The Bristol Water Department has begun an electrical study of the Hill Street and Peck Lane pump stations to evaluate the current pumps electrical demand. The study which will be complete in the Fall of 2014 will assist the Department in the design of new internal improvements with in the stations to lower electrical costs. The Department is working to secure grants from the Clean Energy Fund that will be used to pay for the upgrades to the stations. Under the Clean Energy Fund, up to 70% of the cost to upgrade the stations can be covered by the grants and the Department anticipates making the upgrades in 2015
- The Department anticipates having the engineering and permitting to construct a new 36" water main along Clark Avenue and Terryville Road completed in 2015 and will begin construction in 2016.

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

**Program Summaries-
Enterprise Fund**

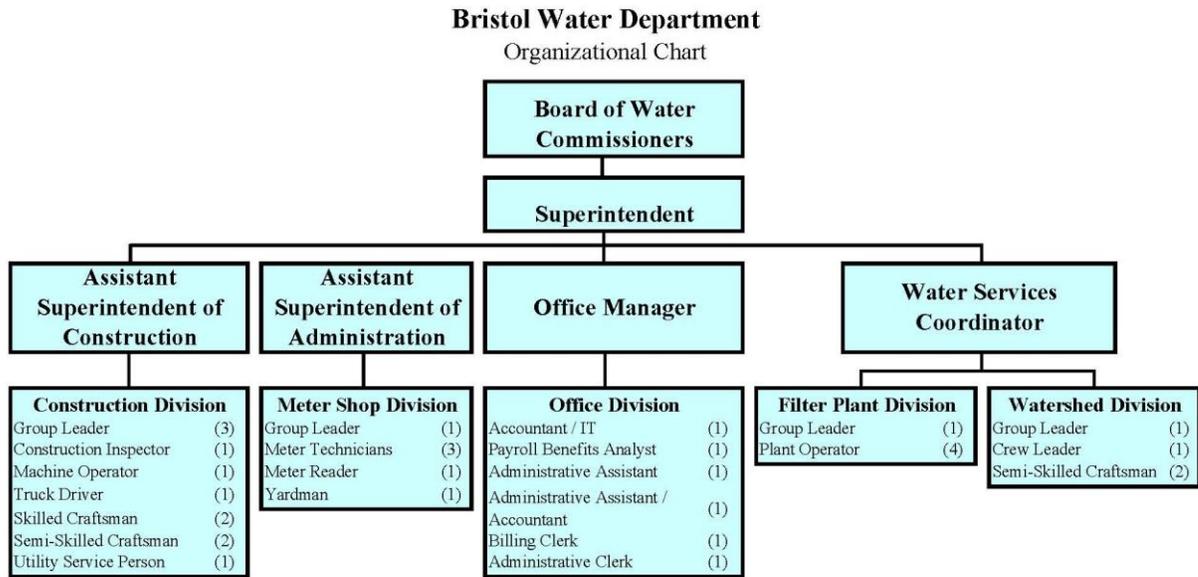
Enterprise Fund - (continued)

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

Expenditure and Position Summary

	2014 Actual	2015 Estimated	2016 Budget
Salary Expenditures	\$2,071,532	\$2,097,251	\$2,206,129
Full time Positions	37	37	37

Organizational Chart



Board of Water Commissioners

Robert Badal
Jon Fitzgerald
Elizabeth Phelan
James Brown

Term Expiration

12/2016
12/2016
12/2016
12/2016

**Program Summaries-
Enterprise Fund**

Enterprise Fund - (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

	Actual	Actual	Actual	Actual	Actual
	6/30/2014	6/30/2013	6/30/2012	6/30/2011	6/30/2010
Operating revenues:					
Charges for services	\$6,855	\$6,866	\$6,583	\$6,097	\$5,475
Miscellaneous	<u>352</u>	<u>393</u>	<u>255</u>	<u>230</u>	<u>193</u>
Total operating revenues	<u>\$7,207</u>	<u>\$7,259</u>	<u>\$6,838</u>	<u>\$6,327</u>	<u>\$5,668</u>
Operating expenses:					
Source of supply	\$205	\$179	\$194	\$18	\$127
Pumping	295	307	291	329	250
Purification	1027	1047	1127	1023	1028
Transmission and distribution	1,592	2,007	1,837	1,580	1,150
Customer accounts, administrative and general	2,148	1,967	2,031	2,129	2,120
Depreciation	945	1060	860	843	775
Taxes other than income taxes	423	437	281	355	558
Loss on disposal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total operating expenses	<u>\$6,635</u>	<u>\$7,004</u>	<u>\$6,621</u>	<u>\$6,277</u>	<u>\$6,008</u>
Operating income (Loss)	<u>\$572</u>	<u>\$255</u>	<u>\$217</u>	<u>\$50</u>	<u>(\$340)</u>
Nonoperating revenue (expenses):					
Reimbursement from other funds					
Interest Income	\$674	\$405	-\$329	\$949	\$451
Interest expense	(269)	(52)	(141)	(247)	(186)
Loss on disposal	(6)	(6)	(7)	(7)	(9)
Amortization of debt discount and expense	(5)	(4)	(6)	(5)	(5)
Total nonoperating revenues (expenses)	<u>\$400</u>	<u>\$343</u>	<u>(\$483)</u>	<u>\$697</u>	<u>\$251</u>
Net Income (loss)	\$1,000	\$623	(\$239)	\$755	(\$56)
Retained earnings/fund balance, July 1	<u>25,404</u>	<u>24,781</u>	<u>25,020</u>	<u>24,265</u>	<u>24,321</u>
Retained earnings/fund balance, June 30	<u>\$26,404</u>	<u>\$25,404</u>	<u>\$24,781</u>	<u>\$25,020</u>	<u>\$24,265</u>

**Program Summaries-
Enterprise Fund**

Enterprise Fund - (continued)

Budget Highlights

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT BUDGET SUMMARY					
REVENUE ESTIMATE SUMMARY 2015-2016					
ACCOUNTS RECEIVABLE:	ACTUAL RECEIVED 2013-2014	AMENDED BUDGET 2014-2015	CURRENT YR REVISED EST. 2014-2015	PROPOSED REVENUES 2015-2016	JOINT BOARD APPROVED 2015-2016
WATER SALES	\$6,779,460	\$6,915,000	\$7,254,000	\$7,255,000	\$7,255,000
WATER LIENS	12,155	8,000	12,000	12,000	12,000
SERVICE ACCOUNTS	19,252	35,000	20,000	20,000	20,000
SERVICE ACCOUNT LIENS	1,440	2,000	1,500	1,500	1,500
PENALTIES	63,482	65,000	65,000	65,000	65,000
ASSESSMENTS	59,659	35,000	30,000	35,000	35,000
WPC DEPARTMENT PAYMENTS	69,492	60,500	60,500	60,500	60,500
CELL TOWER LEASE	124,776	121,600	125,676	125,676	125,676
LAND LEASE	31,464	31,500	32,506	32,506	32,506
BULK RAW WATER	0	2,100	2,100	2,100	2,100
FINES	36,000	38,000	35,000	38,000	38,000
SEWER ACCOUNT LIENS	5,337	2,000	2,000	2,000	2,000
SUNDRY ACCOUNTS	17,666	15,000	15,000	15,000	15,000
CLOSING COSTS	0	0	30,000	30,000	30,000
SCRAP METAL SALES	2,843	3,000	3,000	3,000	3,000
FORESTRY PROGRAM	40,500	50,000	50,000	50,000	50,000
WATER SERVICE REINSTATEMENT	30,680	25,000	30,000	30,000	30,000
REMOVE METER	0	0	10,000	10,000	10,000
TOTAL REVENUES	\$7,294,206	\$7,408,700	\$7,778,282	\$7,787,282	\$7,787,282
EXPENSE ESTIMATE SUMMARY 2015-2016					
EXPENSE BY TYPE	PRIOR YEAR EXPENDED 2013-2014	AMENDED BUDGET 2014-2015	CURRENT YR REVISED EST. 2014-2015	PROPOSED EXPENDITURES 2015-2016	JOINT BOARD APPROVED 2015-2016
SALARY	\$2,071,532	\$2,097,251	\$2,097,251	\$2,206,129	\$2,206,129
FRINGE BENEFITS	1,235,024	1,442,796	1,442,796	1,569,731	1,569,731
OPERATING SERVICES	2,415,970	2,174,509	2,254,202	2,294,936	2,294,936
SUPPLIES & MATERIALS	793,496	934,895	883,963	897,074	897,074
CAPITAL OUTLAY	443,817	800,060	800,060	819,412	819,412
TOTAL EXPENSES	\$6,959,839	\$7,449,511	\$7,478,272	\$7,787,282	\$7,787,282
BUDGET SURPLUS (DEFICIT)	\$334,367	(\$40,811)	\$300,010	\$0	\$0

**Program Summaries-
Enterprise Fund**

Enterprise Fund - (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT SALARY ANALYSIS - 2015-2016							
LABOR UNIT	GRADE	STEP	NO OF PCS	DESCRIPTION	2014-2015	2015-2016	2015-2016
					APPROVED BUDGET	DEPT REQUEST	JOINT BOARD APPROVED
NB	11	5	1	SUPERINTENDENT	\$111,821	\$116,366	\$116,366
BPSA	8	6	1	ASST SUPERINTENDENT-CONSTR/ MAINT	86,185	89,654	89,654
BPSA	8	6	1	ASST SUPT- ADMINISTRATION	86,185	89,654	89,654
BPSA	7	6	1	WATER TREATMENT PLANT SUPERVISOR	76,015	79,083	79,083
BPSA	6	4	1	OFFICE MANAGER	55,276	60,128	60,128
CONSTRUCTION & MAINTENANCE:							
L1338	3	3	3	GROUP LEADERS	157,310	164,174	164,174
L1338	5	3	3	SKILLED CRAFTSMAN	142,272	148,574	148,574
L1338	6	3	3	SEMI-SKILLED CRAFTSMAN	89,565	93,558	93,558
L1338	4	3	1	BACKHOE OPERATOR	49,899	52,104	52,104
L1338	5	3	1	TRUCK DRIVER	47,424	49,525	49,525
L1338	6	3	1	WATER UTILITY SERVICE PERSON	44,782	46,779	46,779
L1338				OVERTIME	45,110	46,825	46,825
METER SHOP:							
L1338	3	3	1	GROUP LEADER/CROSS CONN. CNTRL. INSP.	54,205	56,285	56,285
L1338	5	3	1	CROSS CONN CONTROL/METER TECH	47,424	49,525	49,525
L1338	5	3	2	METER TECHNICIANS	94,848	99,050	99,050
L1338	6	3	1	METER READER	44,782	44,200	44,200
L1338	8	3	1	YARDMAN	42,286	46,779	46,779
L1338				OVERTIME	14,817	15,380	15,380
*WATER TREATMENT PLANT: (24/HR/DAY WK)							
L1338	3	3	1	GROUP LEADER	74,664	80,429	80,429
L1338	6	3	1	PLANT OPERATORS	44,782	57,990	57,990
L1338	6	3	3	PLANT OPERATORS(W/SHIFT DIFF)	189,617	199,102	199,102
L1338	6	3		OVERTIME	47,862	49,680	49,680
WATERSHED:							
L1338	3	3	1	GROUP LEADER	52,437	54,725	54,725
L1338	4	3	1	CREW LEADER	49,899	52,104	52,104
L1338	6	3	2	SEMI-SK CRAFTSMAN	89,565	93,558	93,558
L1338				OVERTIME	10,497	10,895	10,895
OFFICE:							
L233	9	3	1	ACCOUNTANT	50,213	52,416	52,416
L233	6	3	1	PAYROLL BENEFITS ANALYST	40,580	42,432	42,432
L233	5	3	1	SENIOR ADMINISTRATIVE ASSISTANT	38,006	39,741	39,741
L233	5	3	1	BILLING ANALYST	38,006	39,741	39,741
L233	5	3	1	ADMINISTRATIVE CLERK/METER SHOP	38,006	39,741	39,741
L233	6	3	1	ADMINISTRATIVE CLERK/SERVICE BILLING	40,580	42,432	42,432
L233				OVERTIME	2,331	3,500	3,500
			37	TOTAL SALARIES	\$2,097,251	\$2,206,129	\$2,206,129

**Program Summaries-
Enterprise Fund**

Enterprise Fund - (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, & SUPPLIES DETAIL 2015-2016 BUDGET					
<i>ENTERPRISE FUND</i>					
OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2013-2014	AMENDED BUDGET 12/31/2014	CURRENT YEAR ESTIMATE 2014-2015	PROPOSED BUDGET 2015-2016	JOINT BOARD APPROVED 2015-2016
FRINGE BENEFITS:					
FRINGE BENEFITS	\$1,235,024	\$1,442,796	\$1,442,796	\$1,569,731	\$1,569,731
TOTAL FRINGE BENEFITS	\$1,235,024	\$1,442,796	\$1,442,796	\$1,569,731	\$1,569,731
OPERATING SERVICES:					
LIGHT AND POWER	405,474	360,425	360,425	360,425	360,425
TELEPHONE	25,725	24,200	23,900	27,700	27,700
POSTAGE	44,250	49,605	46,999	49,738	49,738
ADVERTISING	12,454	16,000	16,000	16,000	16,000
MAINTENANCE/REPAIRS	25,959	51,235	45,000	57,750	57,750
LEASE	9,912	11,900	11,900	10,685	10,685
CONFERENCES AND MEMBERSHIPS	9,412	12,030	12,030	12,030	12,030
TAXES	423,157	422,875	476,000	476,860	476,860
PROFESSIONAL SERVICES	103,209	97,000	97,000	103,620	103,620
LIENS	9,110	6,300	6,300	6,300	6,300
MISCELLANEOUS	8,525	6,570	6,570	6,570	6,570
CONTRACTOR SERVICES	332,992	240,033	242,033	287,275	287,275
DEBT SERVICE	958,387	614,336	649,245	619,183	619,183
SEWER USER FEE	10,800	12,000	10,800	10,800	10,800
NEW BRITAIN AGREEMENT	280,382	250,000	250,000	250,000	250,000
TOTAL OPERATING SERVICES	\$2,659,748	\$2,174,509	\$2,254,202	\$2,294,936	\$2,294,936
SUPPLIES AND MATERIALS DETAIL:					
MOTOR VEHICLE FUELS	47,949	55,000	45,000	44,000	44,000
OFFICE SUPPLIES	30,177	24,000	27,000	24,000	24,000
MAINTENANCE SUPPLIES & MATERIALS	357,056	333,100	333,100	333,100	333,100
MV PARTS & SUPPLIES	12,194	15,150	11,000	15,150	15,150
MV SERVICE & REPAIR	34,815	45,000	35,000	40,000	40,000
HEATING FUELS	70,079	60,670	70,663	51,349	51,349
CHEMICAL TREATMENT	204,899	210,000	210,000	210,000	210,000
MISCELLANEOUS	563	5,000	5,000	5,000	5,000
INSURANCE	77,625	186,975	147,200	174,475	174,475
TOTAL SUPPLIES	\$835,357	\$934,895	\$883,963	\$897,074	\$897,074



Bristol Water Department Reservoir in the Town of Plymouth.

**Program Summaries-
Enterprise Fund**

Enterprise Fund - (continued)

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT CAPITAL OUTLAY/EQUIPMENT REQUEST 2015-2016					
QTY	DESCRIPTION OF EQUIPMENT	ESTIMATED GROSS COST	ESTIMATED TRADE-IN	BUDGET REQUEST 2015-2016	JOINT BOARD APPROVED 2015-2016
I. CAPITAL EQUIPMENT:					
1	2015 CREW TRUCK	\$78,000		\$78,000	\$78,000
1	2015 CHEVY 1500	\$55,000		\$55,000	\$55,000
1	REPLACE TRUCK 16	\$28,000		\$28,000	\$28,000
TOTAL CAPITAL EQUIPMENT:		\$161,000	\$0	\$161,000	\$161,000
II. UTILITY ASSETS:					
1	2" SUBMERSIBLE PUMP	\$550		\$550	\$550
1	PLATE COMPACTOR	\$6,800		\$6,800	\$6,800
2	BACKFILL TAMPERS	\$1,650		\$1,650	\$1,650
1	JUMPING JACK	\$2,400		\$2,400	\$2,400
1	PIN LOCATOR	\$900		\$900	\$900
1	DIPIPE CUTTER	\$8,950		\$8,950	\$8,950
1	CHOP SAW	\$900		\$900	\$900
2	8" INSERT VALVES	\$5,000		\$5,000	\$5,000
	SMALL TOOLS	\$20,250		\$20,250	\$20,250
TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SECTION		\$47,400	\$0	\$47,400	\$47,400
METER SHOP SECTION:					
650	5/8 METERS @ 79.50	\$51,675		\$51,675	\$51,675
200	TRANSMITTERS @ 91.25	\$18,250		\$18,250	\$18,250
2	6" PROTECTUS	\$20,000		\$20,000	\$20,000
1	SCHONSTEDT MODEL GA-52CX	\$1,900		\$1,900	\$1,900
5	1 1/2" T-10 METER	\$2,000		\$2,000	\$2,000
10	1" T-10 METER	\$2,285		\$2,285	\$2,285
5	2" T-10 METER	\$2,625		\$2,625	\$2,625
10	3/4" T-10 METER	\$1,600		\$1,600	\$1,600
1	CE HAND HELD READER	\$3,000		\$3,000	\$3,000
1	6" DETECTOR CHECK	\$7,000		\$7,000	\$7,000
	MISC TOOLS	\$5,000		\$5,000	\$5,000
TOTAL UTILITY ASSETS- METER SHOP		\$115,335	\$0	\$115,335	\$115,335
WATER TREATMENT PLANT SECTION:					
1	RAW WATER PUMP	\$35,460		\$35,460	\$35,460
	REBUILD HILL ST PUMP	\$20,000		\$20,000	\$20,000
	REBUILD HIGH SERVICE PUMP	\$20,000		\$20,000	\$20,000
1	FLOOR MACHINE (WAX & BUFF)	\$1,200		\$1,200	\$1,200
1	NEW MAGMETER TO REPLACE #1 FILTER VENTURI	\$8,600		\$8,600	\$8,600
	LAB EQUIPMENT	\$2,000		\$2,000	\$2,000
	MISC TOOLS	\$3,000		\$3,000	\$3,000
TOTAL UTILITY ASSETS-WATER TREATMENT PLANT		\$90,260	\$0	\$90,260	\$90,260
WATERSHED SECTION:					
1	CARLTON TRACK CHIPPER	\$60,000		\$60,000	\$60,000
1	HOT WATER PRESSURE WASHER	\$4,000		\$4,000	\$4,000
1	HUSQVARNA BACKPACK BLOWER	\$600		\$600	\$600
1	450 HUSQVARNA CHAINSAW	\$400		\$400	\$400
1	OREGON CHAINSAW SHARPENER	\$420		\$420	\$420
TOTAL UTILITY ASSETS- WATERSHED SECTION		\$65,420	\$0	\$65,420	\$65,420
OFFICE SECTION					
	REPAIR FRONT STAIRS & STEP	\$20,000		\$20,000	\$20,000
	NEW TELEPHONE SYSTEM	\$17,000		\$17,000	\$17,000
TOTAL UTILITY ASSETS- OFFICE SECTION		\$37,000	\$0	\$37,000	\$37,000
TOTAL UTILITY ASSETS		\$355,415	\$0	\$355,415	\$355,415
III. CAPITAL PROJECTS:					
	MIX ST #5 WELL REDEVELOPMENTS	\$19,275		\$19,275	\$19,275
	WATER MAIN REPLACEMENT	\$233,722		\$233,722	\$233,722
	HYDRANT REPLACEMENTS	\$50,000		\$50,000	\$50,000
TOTAL CAPITAL PROJECTS		\$302,997	\$0	\$302,997	\$302,997
TOTAL CAPITAL OUTLAY		\$819,412	\$0	\$819,412	\$819,412