

## **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 2020 Goals and Accomplishments:**

- The Bristol Water Department completed a 4-log removal system at the Mix Street wellfield in August 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. As part of the project, a Ground Water Under the Influence of Surface Water study was conducted. The study was done to verify that there is no surface water entering a well which could cause harmful bacteria is present. The one year study was completed in April of 2020 and preliminary results do not indicate any surface water in the well. A final report has been submitted to the Department of Public Health for approval of compliance.

**Summary of Fiscal Year 2020-2021 Budget:**

- The Bristol Water Department 2020-2021 Budget Request was approved by the Board of Water Commissioners on March 17, 2020. 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 2020-2021 Goals:**

- Design of a new supervisor control and data acquisition (SCADA) system will begin in FY 2020/2021. The project will replace an outdated SCADA installed in 2005. The new SCADA will provide remote controls of all facility operations including treatment plants and pump stations. The design is estimated to cost approximately \$250,000 and the SCADA replacement is expected to cost over \$4,000,000. The Bristol Water Department applied to the State of Connecticut Department of Public Health Drinking Water State Revolving Fund Program Loan (DWSRF) for funding. Award of requests is anticipated in the Fall of 2020.

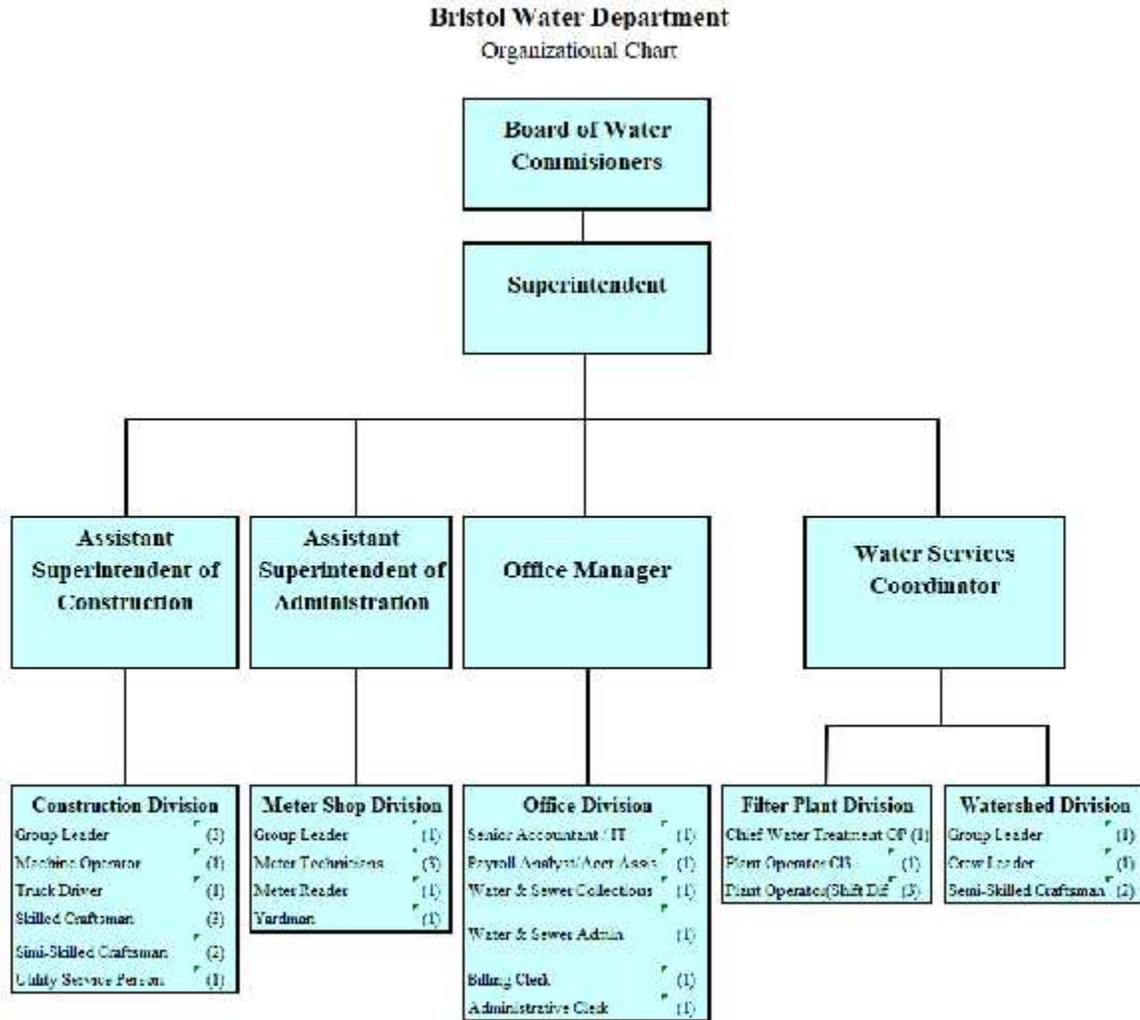
**Long Term Goals:**

- 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.

**Expenditure and Position Summary**

	<b>2019 Actual</b>	<b>2020 Estimated</b>	<b>2021 Budget</b>
Salary Expenditures	\$2,290,597	\$2,550,657	\$2,688,679
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  
 12/2020

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 6/30/2019	Actual 6/30/2018	Actual 6/30/2017	Actual 6/30/2016	Actual 6/30/2015
<b>Operating revenues:</b>					
Charges for services	\$7,077	\$7,078	\$7,400	\$7,047	\$6,973
Miscellaneous	548	422	420	384	372
<b>Total operating revenues</b>	<b>\$8,225</b>	<b>\$7,500</b>	<b>\$7,820</b>	<b>\$7,259</b>	<b>\$6,838</b>
<b>Operating expenses:</b>					
Source of supply	\$232	\$241	\$191	\$215	\$232
Pumping	314	254	201	238	270
Furification	990	947	912	950	962
Transmission and distribution	1,789	1,144	2,138	2,023	1,854
Customer accounts, administrative and general	2,446	2,430	2,117	2,218	2,192
Depreciation	1106	1052	1116	1036	1000
Taxes other than income taxes	541	506	467	400	507
Loss on disposal	0	0	0	0	0
<b>Total operating expenses</b>	<b>\$7,440</b>	<b>\$6,504</b>	<b>\$7,202</b>	<b>\$7,274</b>	<b>\$7,004</b>
<b>Operating income (Loss)</b>	<b>\$777</b>	<b>\$916</b>	<b>\$610</b>	<b>\$157</b>	<b>\$255</b>
<b>Nonoperating revenue (expenses):</b>					
Reimbursement from other funds					
Interest income	(\$37)	\$307	\$527	(\$203)	(\$101)
Interest expense	(85)	(67)	(101)	(116)	(135)
Loss on disposal					
Amortization of debt discount and expense	14	16	11	0	(3)
Bond Issuance Costs	0	(4)	0	0	0
<b>Total nonoperating revenues (expenses)</b>	<b>(\$100)</b>	<b>\$232</b>	<b>\$437</b>	<b>(\$311)</b>	<b>\$343</b>
<b>Net income (loss)</b>	<b>\$669</b>	<b>\$1,140</b>	<b>\$1,055</b>	<b>(\$155)</b>	<b>\$700</b>
Retained earnings/fund balance, July 1	33,642	32,494	31,439	27,104	23,404
<b>Retained earnings/fund balance, June 30</b>	<b>\$34,311</b>	<b>\$33,642</b>	<b>\$32,494</b>	<b>\$27,029</b>	<b>\$25,404</b>



New Water Bottle Filling Station donated to the City located in City Hall in 2019. 17 stations were installed in City owned buildings to reduce plastic water bottle waste by City Employees. All City employees were provided a refillable water bottle.

## Budget Highlights

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT BUDGET SUMMARY					
<b>REVENUE ESTIMATE SUMMARY 2020-2021</b>					
ACCOUNTS RECEIVABLE:	ACTUAL RECEIVED 2018-2019	AMENDED BUDGET 2019-2020	CURRENT YR REVISED EST. 2019-2020	PROPOSED REVENUES 2020-2021	APPROVED 2020-2021
WATER SALES	\$7,592,029	\$7,550,000	\$8,177,243	\$8,200,000	\$8,200,000
WATER LIENS	22,503	19,000	19,000	19,000	19,000
SERVICE ACCOUNTS	24,555	25,000	45,000	25,000	25,000
SERVICE ACCOUNT LIENS	850	1,500	900	1,500	1,500
PENALTIES	60,293	75,000	62,000	65,000	65,000
ASSH-SHMENTS	39,718	35,000	22,000	35,000	35,000
WPC DEPARTMENT PAYMENTS	69,375	60,500	58,000	58,000	58,000
CELL TOWER LEASE	164,909	168,500	168,500	168,500	168,500
LAND LEASE	27,770	30,309	30,309	30,309	30,309
BULK RAW WATER	1,395	2,000	2,000	1,300	1,300
FINES	30,000	50,000	32,000	30,000	30,000
SEWER ACCOUNT LIENS	3,290	3,800	3,800	3,800	3,800
SUNDRY ACCOUNTS	580	1,200	1,200	1,200	1,200
CLOSING COSTS	65,475	54,000	63,000	63,000	63,000
SCRAP METAL SALES	423	1,000	1,000	1,000	1,000
FORESTRY PROGRAM	91,864	20,000	40,120	40,120	40,120
WATER SERVICE REINSTALLMENT	25,825	32,000	33,000	32,000	32,000
REMOVE METER	4,150	7,000	7,000	7,000	7,000
<b>TOTAL REVENUES</b>	<b>\$8,224,602</b>	<b>\$8,133,809</b>	<b>\$8,764,072</b>	<b>\$8,779,729</b>	<b>\$8,779,729</b>
<b>EXPENSE ESTIMATE SUMMARY 2020-2021</b>					
EXPENSE BY TYPE	PRIOR YEAR EXPENDED 2018-2019	AMENDED BUDGET 2019-2020	CURRENT YR REVISED EST. 2019-2020	PROPOSED EXPENDITURES 2020-2021	APPROVED 2020-2021
SALARY	\$2,290,597	\$2,563,771	\$2,550,057	\$2,088,079	\$2,088,079
FRINGE BENEFITS	1,255,135	1,447,394	1,350,000	1,455,740	1,455,740
OPERATING SERVICES	2,596,937	2,654,809	2,621,975	2,664,161	2,664,161
SUPPLIES & MATERIALS	742,895	868,505	879,021	880,183	880,183
CAPITAL OUTLAY	824,050	1,215,124	1,200,000	1,053,208	1,053,208
<b>TOTAL EXPENSES</b>	<b>\$7,709,414</b>	<b>\$8,740,403</b>	<b>\$8,601,653</b>	<b>\$8,742,051</b>	<b>\$8,742,051</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>\$515,188</b>	<b>(\$606,594)</b>	<b>\$162,419</b>	<b>\$37,878</b>	<b>\$37,878</b>

**CITY OF BRISTOL, CONNECTICUT  
BRISTOL WATER DEPARTMENT  
OPERATING SERVICES, FRINGE BENEFITS, & SUPPLIES DETAIL  
2020-2021 BUDGET**

**ENTERPRISE FUND**

OBJECT CLASSIFICATION	PRIOR YEAR EXPENDED 2018-2019	AMENDED BUDGET 12/31/2019	CURRENT YEAR ESTIMATE 2019-2020	PROPOSED BUDGET 2020-2021	APPROVED 2020-2021
<b>FRINGE BENEFITS:</b>					
FRINGE BENEFITS	\$1,255,135	\$1,447,394	\$1,350,000	\$1,455,740	\$1,455,740
<b>TOTAL FRINGE BENEFITS</b>	<b>\$1,255,135</b>	<b>\$1,447,394</b>	<b>\$1,350,000</b>	<b>\$1,455,740</b>	<b>\$1,455,740</b>
<b>OPERATING SERVICES:</b>					
LIGHT AND POWER	340,804	400,719	404,000	400,719	400,719
TELEPHONE	14,553	17,600	16,000	16,400	16,400
POSTAGE	42,197	49,041	40,700	49,041	49,041
ADVERTISING	10,250	16,350	10,750	10,750	10,750
MAINTENANCE/REPAIRS	51,930	40,366	44,000	43,700	43,700
LEASE	10,258	11,427	16,027	16,027	16,027
CONFERENCES AND MEMBERSHIPS	13,354	27,030	27,030	27,030	27,030
TAXES	540,879	583,417	595,069	595,069	595,069
PROFESSIONAL SERVICES	185,330	240,300	240,300	240,300	240,300
LIENS	2,245	6,300	6,300	6,300	6,300
MISCELLANEOUS	4,535	6,570	6,570	6,570	6,570
CONTRACTOR SERVICES	828,710	565,160	524,700	565,160	565,160
DEBT SERVICE	375,428	404,729	404,729	401,295	401,295
SEWER USER FEE	10,800	10,800	10,800	10,800	10,800
NEW BRITAIN AGREEMENT	168,357	275,000	275,000	275,000	275,000
<b>TOTAL OPERATING SERVICES</b>	<b>\$2,599,636</b>	<b>\$2,654,809</b>	<b>\$2,621,975</b>	<b>\$2,664,161</b>	<b>\$2,664,161</b>
<b>SUPPLIES AND MATERIALS DETAIL:</b>					
MOTOR VEHICLE FUELS	43,398	43,871	43,871	43,747	43,747
OFFICE SUPPLIES	22,433	27,240	30,000	25,440	25,440
MAINTENANCE SUPPLIES & MATERIALS	323,233	346,000	388,000	357,000	357,000
MV PARTS & SUPPLIES	21,133	15,150	15,150	15,150	15,150
MV SERVICE & REPAIR	43,546	35,000	42,000	44,000	44,000
HEATING FUELS	45,820	37,408	45,000	45,208	45,208
CHEMICAL TREATMENT	160,144	195,163	180,000	195,163	195,163
MISCELLANEOUS		5,000			
INSURANCE	83,189	154,475	135,000	154,475	154,475
<b>TOTAL SUPPLIES</b>	<b>\$742,696</b>	<b>\$859,305</b>	<b>\$879,021</b>	<b>\$880,183</b>	<b>\$880,183</b>



**Bald Eagle soaring over Bristol Water Department Reservoir #7. Bald Eagles can be found at most of Bristol Water Department Reservoirs each year in early Spring..**

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT CAPITAL OUTLAY/EQUIPMENT REQUEST 2020-2021					
QTY	DESCRIPTION OF EQUIPMENT	ESTIMATED GROSS COST	ESTIMATED TRADE IN	BUDGET REQUEST 2020-2021	APPROVED 2020-2021
<b>I. CAPITAL EQUIPMENT:</b>					
1	FORD F-250 TRUCK & FLOW	\$62,000		\$62,000	\$62,000
1	2020 CHEVY 2500	\$60,000		\$60,000	\$60,000
<b>TOTAL CAPITAL EQUIPMENT:</b>		<b>\$112,000</b>	<b>\$0</b>	<b>\$112,000</b>	<b>\$112,000</b>
<b>II. UTILITY ASSETS:</b>					
1	CHOP SAW	\$1,000		\$1,000	\$1,000
1	ROAD SAW	\$2,500		\$2,500	\$2,500
	SIGNAGE	\$2,600		\$2,600	\$2,500
1	AQUA SCOPE LEAK MACHINE	\$5,400		\$5,400	\$5,400
	GAS DETECTORS	\$2,700		\$2,700	\$2,700
	REGULATOR REPAIRS	\$15,000		\$15,000	\$15,000
1	AUTOMATIC FLUSHING STATION	\$6,000		\$6,000	\$6,000
3	INSERTION VALVES 8"	\$28,000		\$28,000	\$28,000
<b>TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SECTION</b>		<b>\$62,100</b>	<b>\$0</b>	<b>\$62,100</b>	<b>\$62,100</b>
<b>METER SHOP SECTION:</b>					
650	5/8 METERS @ 110.00	\$71,850		\$71,850	\$71,850
200	TRANSMITTERS @ 102	\$20,400		\$20,400	\$20,400
10	1" T-10 METER	\$2,005		\$2,005	\$2,005
5	2" T-10 METER	\$3,720		\$3,720	\$3,720
20	3/4" T-10 METER	\$3,022		\$3,022	\$3,022
5	1 1/2" T-10 METER	\$2,077		\$2,077	\$2,077
	OF HANDHELD READER	\$18,333		\$18,333	\$18,333
2	SCHWABE DT MODEL 64-52CX	\$1,040		\$1,040	\$1,040
2	6" PROTECTORS	\$36,000		\$36,000	\$36,000
2	6" DETECTOR CHECK	\$7,000		\$7,000	\$7,000
<b>TOTAL UTILITY ASSETS- METER SHOP</b>		<b>\$168,588</b>	<b>\$0</b>	<b>\$168,588</b>	<b>\$168,588</b>
<b>WATER TREATMENT PLANT SECTION:</b>					
1	REBUILD HIGH SERVICE PUMP PUMP	\$30,000		\$30,000	\$30,000
1	REBUILD HILL ST PUMP	\$30,000		\$30,000	\$30,000
	LMI CHEMICAL FEED PUMPS	\$19,000		\$19,000	\$19,000
2	FERRITATIC CHEMICAL FEED PUMP	\$10,000		\$10,000	\$10,000
	PAINT TRUCK	\$6,100		\$6,100	\$6,100
	LAD EQUIPMENT	\$10,000		\$10,000	\$10,000
	PLC & ANALYZER EQUIPMENT	\$10,000		\$10,000	\$10,000
	CHEMICAL FEED TUBES	\$4,000		\$4,000	\$4,000
	FUTURE DESIGN RECORDERS	\$10,600		\$10,600	\$10,500
<b>TOTAL UTILITY ASSETS-WATER TREATMENT PLANT</b>		<b>\$129,600</b>	<b>\$0</b>	<b>\$129,600</b>	<b>\$129,600</b>
<b>WATERSHED SECTION:</b>					
1	BOAT & MOTOR	\$6,000		\$6,000	\$6,000
<b>TOTAL UTILITY ASSETS- WATERSHED SECTION</b>		<b>\$6,000</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>
<b>OFFICE SECTION</b>					
<b>TOTAL UTILITY ASSETS- OFFICE SECTION</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL UTILITY ASSETS</b>		<b>\$366,288</b>	<b>\$0</b>	<b>\$366,288</b>	<b>\$366,288</b>
<b>III. CAPITAL PROJECTS:</b>					
	WATER MAIN REPLACEMENTS	\$250,000		\$250,000	\$250,000
	HYDRANT REPLACEMENTS	\$85,000		\$85,000	\$85,000
	ENGINEERING FOR STREAM FLOW	\$100,000		\$100,000	\$100,000
	HILL ST PUMP STATION REDEVELOPMENT-ENGINEERING	\$50,000		\$50,000	\$50,000
	WELL REDEVELOPMENT	\$30,000		\$30,000	\$30,000
	REMOVE UNDERGROUND FUEL TANKS	\$60,000		\$60,000	\$60,000
<b>TOTAL CAPITAL PROJECTS</b>		<b>\$575,000</b>	<b>\$0</b>	<b>\$575,000</b>	<b>\$575,000</b>
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$1,053,288</b>	<b>\$0</b>	<b>\$1,053,288</b>	<b>\$1,053,288</b>

