



New Water System Capacity Development Financial And Managerial Operations Plan

INSTRUCTIONS: This operations plan shall be completed and submitted for the following public water systems, which are defined as "new systems" for the purposes of capacity development and which are hereinafter referred to as "new systems": entirely new community or non-transient non-community water systems constructed, or commencing operations, on or after October 1, 1999; and water systems that previously did not meet the definition of a community water system (CWS) or the definition of a non-transient non-community water system (NTNCWS) but that grow to become a CWS or NTNCWS through an infrastructure expansion constructed, or placed into operation, on or after October 1, 1999. (Water systems that previously did not meet the definition of a CWS or the definition of an NTNCWS but that grow to become a CWS or NTNCWS by adding users without expanding their infrastructure are not considered "new systems" for the purposes of capacity development.) Complete and submit one copy of this operations plan, including all required attachments, to the appropriate Department of Environmental Protection District Office or Approved County Health Department at the following times:

- with the construction permit application for the "new system" or for the infrastructure expansion creating the "new system;" or, if the construction permit for the "new system" or infrastructure expansion creating the "new system" was issued by the Department prior to the effective date of Rule 62-555.525, F.A.C., (9-22-99), with the certification of construction completion for the "new system" or for the infrastructure expansion creating the "new system"; or, if a construction permit is not required for the "new system," within 90 days after commencing operations as a CWS or NTNCWS;
- within 90 days after the third anniversary of the "new system" commencing operations as a CWS or NTNCWS; and
- within 90 days after a change in ownership of the "new system" if the change in ownership occurs after the effective date of this form.

Complete all parts of this operations plan for "new systems" that will not be regulated by the Florida Public Service Commission (FPSC), and complete only Parts I, IV, V, VI, and VII of this operations plan for "new systems" that will be regulated by the FPSC. Section 367.022, Florida Statutes contains a list of exemptions from FPSC regulation for water systems operating in a jurisdictional county. A list of the current FPSC jurisdictional counties and an application form for an FPSC certificate can be found at <http://www.floridapsc.com/utilities/waterwastewater/>. All information provided in this operations plan, including all attachments to this plan, shall be typed or printed in ink. Refer to the *New Water System Capacity Development Planning Manual* as adopted in Rule 62-555.335, F.A.C., for recommended formats to use when preparing attachments to this operations plan. The *New Water System Capacity Development Planning Manual* includes criteria the Department uses to evaluate information in operations plans and includes a description of how the Department uses information in operations plans.

I. General Information

Public Water System (PWS) Name:		
PWS Identification Number:*		
PWS Type:	Community Water System (CWS)	Non-Transient Non-Community Water System (NTNC)
Number of Service Connections:	Total Population Served: †	
PWS Owner:		
PWS Owner's Mailing Address:		
City:	State:	Zip Code:
Owner's Telephone Number:		
Owner's E-Mail Address:		
Contact Person:	Contact Person's Title:	
Contact Person's Mailing Address:		
City:	State:	Zip Code:
Contact Person's Telephone Number:	Contact Person's Fax Number:	
Contact Person's E-Mail Address:		

* This information is required only if the PWS has already commenced operations as a PWS (i.e., only if the PWS is an existing PWS).

† At the time the PWS commences operations as a CWS or NTNCWS or, for a PWS that has already commenced operations as a CWS or NTNCWS, at the time of submittal of this operations plan.

II. Projected or Actual Expenses

Attach an expenses plan showing all projected or actual water system expenses for a five-year planning period. A sample expenses worksheet can be found after Section VII. If this operations plan is being submitted with a construction permit application or with a certification of construction completion or within 90 days after the "new system" commences operations as a CWS or NTNCWS, the five-year expenses plan shall start at the date the "new system" is expected to, or did, commence operations as a CWS or NTNCWS. If this operations plan is being submitted as an updated plan after the third anniversary of the "new system" commencing operations as a CWS or NTNCWS, the five-year expenses plan shall start at the date of said third anniversary. If this operations plan is being submitted as an updated plan after a change in ownership of the "new system," the five-year expenses plan shall start at the date ownership of the "new system" changes. Include only the following two types of information: (1) the nature of the expense (e.g., salary of an operator); and (2) the dollar amount of the expense. Show only expenses pertaining to the water system. Include expenses for operators, persons maintaining the water system between operator visits, purchased utilities, water treatment chemicals, supplies for routine upkeep, and analytical testing. Other expenses under 10% of the total projected or actual amount must be listed but need not be described.



Florida Department of Environmental Protection
New Systems Capacity Development Worksheet

This worksheet may be used to complete Form 62-555.900(20), Parts II and III.

Water System Name: _____

Identification Number (PWS-ID) _____

Month and year of commencement of actual or planned operations _____

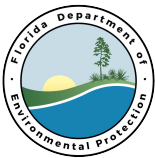
Note: the beginning of Year 1 is the commencement of operations.

	Year 1 (____) (mm/yy) ____ Projected ____ Actual	Year 2 (____) (mm/yy) ____ Projected ____ Actual	Year 3 (____) (mm/yy) ____ Projected ____ Actual	Year 4 (____) (mm/yy) ____ Projected ____ Actual	Year 5 (____) (mm/yy) ____ Projected ____ Actual
Core Expenses (All systems must enter amounts for each year in rows A1. - A6.)					
A1. Operator salary and benefits					
A2. Person(s) maintaining system between operator visits					
A3. Purchased utilities					
A3a. Electricity					
A3b. Telephone Service					
A3c. Other Utilities					
A4. Water treatment chemicals					
A5. Supplies for routine upkeep					
A6. Analytical testing for compliance (if less than \$2,000 per year, you must provide written justification separately.)					
Non-Core Expenses (Systems Must Enter These Expenses to the Extent that They Apply to the System.)					
B1. Owner					
B2. Purchased Water					
B3. Fuel for Power Production					
B4. Contractual - Engineering					
B5. Contractual - Accounting					
B6. Contractual - Legal					



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 New Systems Capacity Development Worksheet

	Year 1 (___) (mm/yy) ___ Projected ___ Actual	Year 2 (___) (mm/yy) ___ Projected ___ Actual	Year 3 (___) (mm/yy) ___ Projected ___ Actual	Year 4 (___) (mm/yy) ___ Projected ___ Actual	Year 5 (___) (mm/yy) ___ Projected ___ Actual
B7. Other Contractual Services					
B8. Equipment Rental					
B9. Real Estate - Rental Expense					
B10. Real Estate - Purchase Expense					
B11. Transportation					
B12. Insurance - Vehicle					
B13. Insurance - Liability					
B14. Insurance - Workers Comp					
B15. Loan or Bond Principal Payments					
B16. Loan or Bond Interest Payments					
B17. Transfer of Funding Out					
B18. Capital Equipment Purchases - New Facilities					
B19. Capital Equipment Purchases - Renewal and Replacement Facilities					
B20. Equipment Depreciation					
B21. Taxes					
B21A. Property					
B21B. Income					
B21C. Sales Tax on Water Sales					
B21D. Other Taxes					
B22. Other Expenses					
B22A. Office Supplies					
B22B. Postage					
B23. Non-Compliance Analytical Testing					
Total Expenses (Core Plus Non-Core for Each Year)					



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	Year 1 (___) (mm/yy) ___ Projected ___ Actual	Year 2 (___) (mm/yy) ___ Projected ___ Actual	Year 3 (___) (mm/yy) ___ Projected ___ Actual	Year 4 (___) (mm/yy) ___ Projected ___ Actual	Year 5 (___) (mm/yy) ___ Projected ___ Actual
Income and Funds - This section must be completed by all systems. Fill in the cells that apply to your system.					
C1. Funds from Personal or Corporate Account					
C2. Cash Reserves					
C3. Unmetered Water Revenue					
C4. Metered Water Revenue					
C5. Other Water Revenue					
C6. Connection Fees					
C7. Other Fees					
C8. Loan Funds					
C9. Grant Funds					
C10. Interest and Dividend Income					
C11. Other					
Total Income and Funds					
Total Income and Funds Minus Total Expenses					