

**FY 2017/18 Overall:**

**3.0% decrease (\$179,760)**

## **FY 2017/18**

### **Summary of Significant Services & Supplies Budget Changes**

#### **Board of Directors: 69.8% increase (\$244,300) to S&S budget**

- Add \$7,350 to Legal Services as part of contracted CPI increase
- Subtract \$15,000 for consultant services for Strategic Plan update
- Add \$100,000 for consulting services related to winery waste treatment options study
- Add \$150,000 to study and change the District's sewer service and capacity charge methodologies
- Add \$20,000 for Total Compensation Study

#### **General Manager's Office: 69.4% decrease (\$180,900) to S&S budget**

- Subtract \$70,000 for the contracted consulting services for NPDES permit negotiations
- Subtract \$26,000 for other consulting services
- Add \$15,000 for the employee survey (conducted every 3 years)

#### **Administrative Services: 9.3% decrease (\$54,110) to S&S budget**

- Subtract \$7,000 for accounting services from County, based on history
- Subtract \$46,020 for Information Technology Services contract with Napa County
- Subtract \$6,150 in HR services based on contracted services scope of work
- Subtract \$15,000 carry forward for one-time job description update project
- Add \$6,750 for OPEB and Pension actuarial and analysis services
- Add \$10,000 for consulting regarding long-term financial liability options and planning

#### **Safety, Training, and Fleet: 11.0% decrease (\$11,300) to S&S budget**

- Subtract \$8,900 in cyclical expense for trainings that occur every two or three years
- Subtract \$4,900 in safety supplies related to one-time expense for SBCA tank replacement

#### **Pollution Prevention: 21.2% decrease (\$31,450) in S&S budget**

- Subtract \$32,000 for one-time Communications Plan development and implementation
- Add \$15,000 for ad/marketing development – three truck wraps with “Call Us First” and similar messaging
- Moved \$4,000 in pre-treatment related software from Pollution Prevention budget to Regulatory Compliance budget.
- Subtract \$8,450 in Outreach materials, primarily from the one-time video development project

#### **Non-Departmental: 4.6% increase (\$11,700) in S&S budget**

- Add \$11,950 in insurance premiums for increase in property and liability rate increase

#### **Plant Operations: 0.7% decrease (\$15,450) to S&S Budget**

- Subtract \$3,600 for engineering services (earthquake-related project)
- Add \$18,800 for temporary help associated with Asset Management data collection
- Add \$5,000 in vehicle maintenance based on last 3-year history
- Add \$2,450 for increase license and permit fees for the plant
- Subtract \$23,000 for electricity, based on actual experience and adjusted for change in rates due to solar PPA
- Subtract \$3,700 in fuel based on last 3 year history
- Subtract \$7,100 for chemicals based on projected use and unit costs

**Plant Maintenance: 2.1% increase (\$18,200) to S&S budget**

- Subtract \$10,000 for reduced costs associated with MV breaker service
- Subtract \$5,000 for reduced maintenance on cogeneration engine based on overhaul in prior year
- Subtract \$2,000 for gas compressor maintenance based on actual costs in prior year
- Add \$10,000 to rewire and fix the brackets for the automatic gate to the recycled water pump station
- Add \$16,000 for periodic “deep clean” of carpets, restrooms and kitchen in plant ops, admin and collections buildings
- Subtract \$2,000 for electrical & instrumentation training (one-time for new employee)
- Add \$8,000 for fire sprinkler inspection (required every 5 years)
- Add \$20,000 in Maintenance Supplies for air fuel control module (related to increased efficiency and decreased emissions of cogeneration engine)
- Move \$4,000 from Plant Operations and add \$6,000 for instrumentation replacement, including the recycled water south line flow meter
- Increase \$4,000 in small tools for a fiber tester and a pipe threader for stainless steel pipe

**Regulatory Compliance (Laboratory): 4.1% decrease (\$7,700) to S&S budget**

- Subtract \$10,850 for temporary assistance in Lab
- Add \$1,100 for service maintenance package for acid washer
- Subtract \$6,500 for one-time costs for LIMS software setup
- Moved here \$4,000 from Pollution Prevention for pretreatment-related software maintenance
- Subtract \$800 for change in printer/copier device
- Subtract \$550 for cell phone expenses based on plan change
- Add \$1,100 for increased ELAP permit/certification fee
- Add \$900 for newly required ethics training (\$400) and other ELAP-required training (\$500) for lab employees
- Subtract \$3,500 for decreased chemicals need for ELAP certification process (change in method)
- Add \$4,000 for turbidity meter
- Add \$4,000 for temperature data logger system (required due to change in computer operating system)
- Subtract \$2,000 for one-time computer replacement expense

**Engineering: 27.1% decrease (\$95,150) in S&S budget**

- Add \$19,200 for asset management temporary employees (data collection)
- Subtract \$153,000 in consultant support for asset management
- Add \$5,000 for GIS aerial photo project (partnership with County – every 3 years)
- Subtract \$1,950 for cell phone expenses (changes in plans)
- Subtract \$15,000 in Water/Wastewater Leadership Institute Training for Technical Services Director (one-time expense)
- Subtract \$4,900 in file storage services based on different solution implemented
- Subtract \$1,500 in fuel expenses based on 3-year average use
- Subtract \$1,500 for computer for new employee in prior year

**Collections: 1.4% increase (\$5,550) to S&S budget**

- Add \$16,300 for temporary services for “in training” worker
- Add \$10,000 in vehicle repair based on experience
- Subtract \$3,500 in waste disposal services for self-hauling debris
- Add \$3,600 in Vector rental
- Subtract \$25,000 in fuel based on 3-year average

**Reclamation: 19.8% decrease (\$63,450) in S&S budget**

- Subtract \$50,000 in pipeline repair, based on recent history of repairs
- Add \$800 in waste disposal services associated with project to rehabilitation of sprinklers
- Subtract \$7,000 for cathodic protection testing (done every 2 years)
- Add \$7,000 to replace loader tires
- Add \$15,850 for software maintenance contracts (water management software and recycled water meter reading software)
- Subtract \$12,000 for water truck rental
- Subtract \$950 in cell phone expenses (change in plan)
- Subtract \$8,000 in diesel fuel expenses
- Add \$1,000 in additional Kifco water cannon parts
- Add \$1,200 in rock material for road repairs at Jameson Ranch