

FY 2019/20 Overall:

1.5% decrease (\$94,160)

FY 2019/20

Summary of Significant Services & Supplies Budget Changes

Board of Directors: 34.9% decrease (\$210,750) to S&S budget

- Add \$4,350 to Legal Services as part of contracted CPI increase
- Subtract \$40,000 for Legal Services for special projects and litigation
- Add \$1,000 for audit services based on expected contract increase
- Add \$25,000 for potential salary survey
- Add \$10,200 for Drought Contingency Plan
- Subtract \$109,050 for one-time Sewer Service Charge Fee Structure Study in FY19
- Subtract \$100,000 for one-time consulting services related to winery waste treatment options study and pilot project (pilot conducted in FY19 using resources in Plant Operations budget)
- Add \$18,400 for 457 Defined Contribution Plan fiduciary oversight services
- Subtract \$20,000 for strategic plan expenses (only in odd fiscal years)

General Manager's Office: 0.1% increase (\$150) to S&S budget

- No significant changes to General Manager's Office budget

Administrative Services: 11.5% increase (\$61,850) to S&S budget

- Add \$10,200 in accounting services from Napa County based on projected transactions
- Add \$48,300 for Information Technology Services from Napa County
- Subtract \$2,500 for one-time set-up costs for CivicHR software
- Move \$12,500 to Board of Directors for 457 Plan Fiduciary Oversight consulting
- Add \$15,000 to update NapaSan's HR Policies Handbook (done every 5 years)
- Add \$1,450 for increased telephone system maintenance (outside initial 5-year warranty)
- Add \$3,000 for increased AT&T analog line expenses, based on actuals
- Add \$1,200 in training to attend the CSDA Board Clerk conference
- Add \$4,000 in office supplies based on prior three-year average spending
- Add \$1,750 in furniture to purchase three "standing desk" adjusters and mats
- Subtract \$4,100 in postage based on actual prior year experience
- Subtract \$1,100 for Notary commission, insurance, etc. (2 employees, every 4 years)
- Subtract \$1,350 in safety shoes based on actual and planned experience
- Add \$2,400 in software maintenance for increased expense with GovInvest (actuarial analysis) software
- Subtract \$4,000 in service awards based on actual spending in last three years
- Subtract \$950 in wellness reimbursements based on actuals

Safety, Training, and Fleet: 10.7% decrease (\$9,650) to S&S budget

- Add \$5,050 in cyclical expense for trainings that occur every two or three years (Backhoe, Forklift, Competent Person, Flagging/Traffic Control, CPR, etc.)
- Add \$1,200 in vehicle maintenance for common fleet, based on actual experience in prior years
- Subtract \$450 for the elimination of Cal/OSHA Reporter subscription (provides little value and we get the information from other membership sources like CSRMA and SDRMA)
- Subtract \$300 in common fleet fuel usage, to account for new electric vehicle in fleet
- Add \$3,000 in safety jackpot program based on prior year actual usage
- Subtract \$900 for one-time Shelter-in-Place non-perishable food purchase in FY19
- Subtract \$2,500 in first aid supplies, based on new contract with better pricing

- Subtract \$3,600 for one-time replacement of SCBA Masks
- Subtract \$13,000 for one-time radio purchases as part of business continuity and disaster recovery planning

Community Outreach & Pollution Prevention: 26.7% decrease (\$31,000) in S&S budget

- Subtract \$6,000 in one-time website design support from prior year
- Subtract \$15,000 for one-time truck wrap advertising expense in prior year
- Subtract \$10,000 for one-time marketing expenses related to open house and 75th anniversary
- Add \$1,500 for continuation of the Citizens Academy

Non-Departmental: 5.2% increase (\$15,150) in S&S budget

- Add \$14,700 in insurance premiums, due to an increase in scheduled property valuations along with a 6% premium increase due to statewide fire-related claims (imposed by carrier)

Plant Operations: 3.4% increase (\$78,240) to S&S Budget

- Subtract \$120,000 for a one-time chemical usage study
- Add \$50,000 for an Ultra-filtration/Reverse Osmosis (UF/RO) pilot study
- Add \$10,000 for garbage expense based on actual usage including new bin at FOG station
- Add \$10,100 for increases in NPDES permit, Regional Monitoring Plan, and Biosolids permit fees
- Add \$7,200 to replace chairs and tables in the breakroom (Plant Ops, Maintenance and Regulatory Compliance)
- Add \$500 in operator certification and renewal fees based on additional OITs and regular variances
- Add \$14,450 for electricity based on actual experience
- Add \$4,400 for city potable water, based on actual amounts above contracted allowance
- Add \$3,000 in fuel (red diesel included) based on prior year actual experience
- Add \$97,840 in chemicals, for increased unit costs (actual quantity usage is down)
- Add \$1,000 for maintenance supplies
- Add \$5,000 for one-time purchase of ammonia sensors (4)

Plant Maintenance: 3.2% increase (\$30,450) to S&S budget

- Add \$2,100 for oil/water separator maintenance in Collections building (moved from Collections)
- Add \$10,000 to evaluate and develop plan for marsh dredging and maintenance (done every 5 years)
- Add \$8,000 for new HVAC maintenance contract for Ops building
- Add \$13,000 annual maintenance for asphalt crack sealing
- Subtract \$12,900 carry forward for asphalt crack sealing
- Subtract \$8,000 carry forward for 5-year fire sprinkler inspection
- Subtract \$8,350 carry forward for skid mounted transfer pump
- Subtract \$5,700 carry forward for West Napa pump #2 parts
- Subtract \$1,650 carry forward for Rewinding of aerator blower motor
- Subtract \$2,750 carry forward for Hypochlorite pump gauges
- Add \$2,350 for additional software maintenance contract for WIMS system
- Add \$12,000 for additional equipment rental (skid steer) for levy and marsh maintenance
- Add \$2,500 in fuel (diesel, lube oil and welding gas) based on prior year actual experience
- Add \$15,000 to replace emergency eye wash and emergency shower stations

- Add \$7,000 to replace arc flash gloves (PPE)
- Add \$4,000 for new “iron worker” fabrication equipment

Regulatory Compliance (Laboratory): 7.6% increase (\$13,150) to S&S budget

- Add \$24,000 (960 hours) in temporary help to assist in implementing new TNI standards
- Subtract \$8,000 for interns (only capacity for 1 intern with also managing temporary help)
- Add \$2,300 in laboratory services based on pricing sheet increases
- Subtract \$1,000 for hazardous waste disposal services based on actual experience
- Add \$1,200 in laboratory equipment maintenance and calibration based on prior year experience and contract increases
- Subtract \$4,000 in software maintenance for the discontinuance of Linko software (will integrate into TrakIt and LIMS software)
- Add \$950 in vehicle maintenance based on actual experience
- Add \$800 in permit expenses for Field of Testing adjustments
- Subtract \$4,000 for one-time purchase of temperature data logger equipment (FY19 carry forward)

Engineering: 42.3% decrease (\$76,000) in S&S budget

- Subtract \$19,200 in temporary help for asset management program
- Add \$16,000 in temporary help for internship program
- Subtract \$65,000 in one-time consulting support for asset management implementation
- Subtract \$3,900 in one-time consulting support for FEMA flood mapping
- Add \$370 in software maintenance expenses based on contracted increases
- Subtract \$3,900 in one-time TrackIt training
- Add \$1,000 in QSD/QSP (construction stormwater management) training
- Subtract \$900 in office supplies based on actual prior year experience
- Add \$500 in grease inspection tools and equipment
- Subtract \$1,450 in gym membership reimbursement based on actual experience

Collections: 11.4% increase (\$50,400) to S&S budget

- Add \$1,650 in solid waste disposal, based on actual experience associated with asbestos removal and self-haul fees
- Add \$20,000 for Smart Cover monitoring for sewer service overflow management
- Add \$5,000 in camera repairs based on recent trend and current equipment condition
- Add \$3,400 in vehicle maintenance expenses based on recent trends
- Add \$3,400 for new Underground Service Alert Board state fee
- Add \$12,200 in diesel fuel costs, based on usage trends and current fuel costs
- Subtract \$4,000 carry forward for grease control chemicals from FY19
- Add \$3,500 for one-time purchase of locator

Reclamation: 5.6% decrease (\$16,150) in S&S budget

- Subtract \$11,200 carry forward in FY19 for completion of the annual agronomy report
- Subtract \$6,350 carry forward for one-time purchase of Krohne meter for Kennedy Park
- Add \$2,500 for additional cross connection inspections for new MST and LCWD customer connections
- Add \$5,000 for additional tree pruning/trimming at Fagundes
- Add \$1,050 for contracted annual increases in Itron software hosting and maintenance

- Add \$2,300 for Fish Friendly Farming (FFF) certification at Fagundes property, while removing \$2,300 for FFF recertification at Jameson and Somky
- Subtract \$200 in SWRCB operator license renewal fees (every three years-next in FY22)
- Subtract \$6,000 in electricity based on actual experience of recycled water usage at Jameson
- Add \$2,500 in Kifco water cannon parts to replace the barrels on two water cannons
- Add \$1,500 for additional fencing repairs
- Subtract \$7,950 for change in Ag Bag supplier
- Subtract \$4,000 for a one-time replacement of the portable welder in FY19
- Add \$1,650 in property taxes and assessments based on actual experience in FY19