

FY 2020/21

Summary of Significant Services & Supplies Budget Changes

Board of Directors: 0.0% decrease (\$100) to S&S budget

- Subtract \$25,000 for potential salary survey
- Subtract \$10,200 for Drought Contingency Plan
- Add \$15,000 for strategic plan expenses (only in odd fiscal years)
- Add \$70,000 to continue Sewer Service Charge Study started in FY 19/20 to comply with Prop 218 requirements due Spring 2021 (done every 5 years)

General Manager's Office: 0.1% decrease (\$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 \$16,600 in accounting services from Napa County based on projected transactions
- Add \$10,450 for Information Technology Services from Napa County
- Subtract \$15,000 to update NapaSan's HR Policies Handbook (done every 5 years)
- Subtract \$1,200 for Flex Spending Account Third Party Administrator fees based on actual cost
- Subtract \$2,500 for Napa County HR charges based on projected services
- Add \$1,300 for recruitment tests
- Add \$3,800 for voicemail system upgrade
- Add \$1,600 for increased AT&T analog line expenses, based on actuals
- Add \$11,200 for Prop 218 Printing Notices (done every 5 years)
- Subtract \$1,450 in bank charges no longer charged for FSA services
- Add \$1,000 for Prop 218 notices posted in the Register (done every 5 years)
- Subtract \$2,500 in training to remove CWEA conference attendance
- Subtract \$1,750 in furniture for one-time purchase of three "standing desk" adjusters and mats
- Subtract \$4,100 in postage based on actual prior year experience
- Add \$5,000 for in postage for Prop 218 notices (done every 5 years)
- Add \$4,000 for employee picnic (family day)

Safety, Training, and Fleet: 7.8% decrease (\$6,500) to S&S budget

- Subtract \$3,700 in cyclical expense for trainings that occur every two or three years (Backhoe, Forklift, Competent Person, Flagging/Traffic Control, CPR, etc.)
- Subtract \$2,350 carry forward for one-time radio purchases as part of business continuity and disaster recovery planning

Community Outreach & Pollution Prevention: 2.5% decrease (\$2,350) in S&S budget

- Add \$10,000 for on-time marketing expenses related to open house and 75th anniversary
- Subtract \$10,000 carry forward for one-time truck wrap advertising expense in prior year
- Subtract \$2,500 in training to remove CWEA conference attendance
- Subtract \$1,500 to move Bay Area Pollution Prevention Group membership to Non-Departmental

Non-Departmental: 37.3% increase (\$133,250) in S&S budget

- Add \$124,800 in insurance premiums, due to an increase in scheduled property valuations along with a 41% estimated premium increase due to statewide fire-related claims and other worldwide catastrophes (imposed by carrier)

- Add \$1,000 for BayCAN membership
- Add \$1,500 for Bay Area Pollution Prevention Group membership moved from Community Outreach & Pollution Prevention

Plant Operations: 1.4% decrease (\$33,950) to S&S Budget

- Subtract \$50,000 for an Ultra-filtration/Reverse Osmosis (UF/RO) pilot study
- Add \$40,000 to consulting for unidentified consulting services needs
- Add \$7,950 for garbage expense based on actual usage including new bin at FOG station
- Subtract \$10,000 from NPDES Permit fees based on actual cost
- Subtract \$7,200 for one-time purchase to replace chairs and tables in the breakroom (Plant Ops, Maintenance and Regulatory Compliance)
- Add \$2,000 to purchase chairs to replace at the Panel
- Add \$20,950 for electricity based on actual experience
- Add \$12,800 in fuel (red diesel included) based on possible Public Safety Power Shutdown (PSPS)
- Subtract \$34,450 in chemicals, due to reduced usage
- Subtract \$10,000 in bentonite clay purchase based on reduced need

Plant Maintenance: 8.4% increase (\$73,650) to S&S budget

- Add \$16,000 in temporary/contract help to continue intern program in Maintenance that started in FY20
- Subtract \$2,500 in hazardous waste for credit received for disposing more hazardous waste
- Subtract \$15,000 from weed control which will be included in Biosolids Removal project
- Add \$3,000 to janitorial services to add windows to annual deep cleaning
- Add \$8,000 for new HVAC maintenance contract for Ops building
- Add \$6,000 to service and repair the aeration basin switchgears
- Add \$6,000 for transformer testing (done every 5 years)
- Add \$190,000 for marsh dredging (done every 5 years)
- Add \$40,000 for repairs to cogen, replace gasket and rebuild heads
- Subtract \$2,500 in Flygt Service Maintenance due to reduced need
- Subtract \$5,000 to remove training from Worksmart maintenance
- Subtract \$25,000 carry forward for intermediate gate repair
- Subtract \$4,700 for MP2 maintenance to switchMarh to new CMMS system – City Works
- Add \$8,600 to Dell Server Support for Banshee Network for data backup service
- Add \$2,500 to Itron maintenance support for data backup service
- Subtract \$8,000 in equipment leases to remove pond levee mower rental
- Add \$600 to add data plans for computer tablets to use with the new CMMS program
- Add \$2,500 in training to attend the WEFTEC conference
- Add \$3,000 in fuel for purchase proprietary digester grease for the cogen
- Subtract \$5,000 in weed control chemicals which will be include in Biosolids Removal project
- Subtract \$55,100 carry forward for various pump parts and AB power AC filter
- Subtract \$5,000 carry forward for mill drill machine

Regulatory Compliance (Laboratory): 4.9% increase (\$9,150) to S&S budget

- Add \$9,600 (960 hours) in temporary help to assist in Biosolids Removal project
- Subtract \$1,500 in lab dishwasher maintenance (only in even fiscal years)

- Subtract \$1,400 in training to remove Internal Ethics Training and reduce cost for CWEA conference
- Add \$4,000 in minor equipment for the purchase of portable meters
- Subtract \$2,000 one-time purchase of desktop computer to replace laptop

Engineering: 116.4% increase (\$125,100) in S&S budget

- Subtract \$3,900 carry forward for FEMA flood mapping
- Add \$60,000 in cathodic protection testing done on a two-year cycle (every odd fiscal year)
- Add \$50,000 in software maintenance support for new City Works CMMS program
- Add \$1,800 to add data plans for computer tablets to use with the new CMMS program
- Add \$9,300 in training for attendance to CWEA, Utility Management, CASA and No-Dig conferences
- Add \$7,000 for the purchase of computer tablets to use with the new City Works CMMS program

Collections: 11.8% decrease (\$58,400) to S&S budget

- Subtract \$23,000 in temp help to reduce internship to 1 position
- Subtract \$45,000 in root control program (only done in even years)
- Subtract \$16,000 in Smart Cover monitoring for sewer service overflow management
- Add \$3,000 in Smart Cover monitoring for moving monitors to different locations
- Add \$5,000 in camera repairs based on recent trend and current equipment condition
- Add \$3,000 to add data plans for computer tablets to use with the new CMMS program
- Add \$1,500 in training for attendance to CWEA conference
- Subtract \$1,000 for one-time purchase of desks

Reclamation: 2.5% decrease (\$7,300) in S&S budget

- Subtract \$1,500 for reduction in leak detection services
- Add \$12,000 in other professional services for removal of the modular on Somky
- Subtract \$13,500 carry forward for completion of agronomy report
- Add \$1,600 in software maintenance for the MST Recycled Water Truck Fill Station
- Add \$600 to add data plans for computer tablets to use with the new CMMS program
- Add \$1,000 in recycled water permits for new SWRCB General Order
- Subtract \$2,300 in Fish Friendly Farming recertification due every 5 years
- Subtract \$6,300 in Ag Bags due to bulk purchase in FY20
- Add \$600 in property taxes and assessments based on actual experience in FY20