

FY 2021/22

Summary of Significant Services & Supplies Budget Changes

Board of Directors: 18.9% decrease (\$87,600) to S&S budget

- Subtract \$3,500 in labor relations due to reduced fees with different consultant
- Subtract \$15,000 for strategic plan expenses (only in odd fiscal years)
- Subtract \$89,000 (including carry forward) for Sewer Service Charge Study (done every 5 years)
- Subtract \$10,200 carry forward for Drought Contingency Plan
- Add \$xxxxx for xxxxxx study as a result of strategic planning workshop

General Manager's Office: 53.1% increase (\$60,150) to S&S budget

- The amended budget reflects a reduction of \$60,000 due to a budget transfer to the Reclamation department. The budget was adjusted back to the FY 20/21 budget. There are no significant changes to the General Manager's Office budget when compared to the original FY 2020/21 budget.

Administrative Services: 5.6% decrease (\$35,350) to S&S budget

- Subtract \$7,400 for Information Technology Services from Napa County
- Subtract \$15,000 carry forward to update NapaSan's HR Policies Handbook (done every 5 years)
- Subtract \$11,200 for Prop 218 Printing Notices (done every 5 years)
- Subtract \$1,000 for Prop 218 notices posted in the Register (done every 5 years)
- Subtract \$5,000 for in postage for Prop 218 notices (done every 5 years)
- Add \$2,550 for increased janitorial supplies expense (hand sanitizers, cleaning supplies)
- Add \$1,500 in software licensing expenses for annual increase in pension/OPEB modules and Adobe Acrobat licenses

Safety, Training, and Fleet: 29.2% increase (\$22,300) to S&S budget

- Add \$16,650 in expense for trainings that were delayed due to COVID-19 and that cyclically occur every two or three years (Backhoe, Forklift, Competent Person, Flagging/Traffic Control, CPR, Smith System Driver Training, Verbal Judo, etc.)
- Add \$2,200 for vacuum truck training
- Add \$9,400 in consulting services for plan development for COVID-19 and vacuum truck training
- Subtract \$3,600 for removal of gas replenishment expense that is now included with the gas detector exchange program

Community Outreach & Pollution Prevention: 14.6% decrease (\$13,600) in S&S budget

- Subtract \$2,000 in consulting services to reduce expense for regulatory support
- Add \$9,500 for increased expenses for legal requirements for website support
- Subtract \$12,000 carry forward in advertising for pipeline newsletter
- Subtract \$400 for a decrease in cost of the "Recycle More" advertising
- Subtract \$5,000 to reduce Toilet Retrofit program
- Subtract \$4,000 to remove the expense for the destruction of meds from the Pharmaceutical Take-Back program

Non-Departmental: 41.0% increase (\$201,050) in S&S budget

- Add \$200,000 in insurance premiums, due to an increase in scheduled property valuations along with a premium increase due to statewide fire-related claims and other worldwide catastrophes (imposed by carrier)

Plant Operations: 4.0% increase (\$94,550) to S&S Budget

- Add \$5,200 in garbage expense based on actual usage including new bin at FOG station
- Add \$600 to chemical pool consortium annual cost to fund a new legal reserve
- Subtract \$41,000 from ROWD & NPDES Permit renewal expense due every 5 years
- Add \$3,100 for increase in vehicle maintenance expense
- Add \$9,500 in permits for increased regulatory fees
- Subtract \$1,000 from office furniture to remove the purchase of chairs at the Panel
- Subtract \$4,900 from a reduction in gas for the co-gen
- Add \$222,950 for electricity based on higher recycled water production and the addition of the Stanly Ranch pump station
- Add \$600 for the increase in membership cost in the Bay Area Chemical Consortium for the funding of a legal reserve
- Add \$3,500 for increase in safety supplies expense (gloves, masks)
- Subtract \$97,000 in chemicals, due to reduced usage as a result of operations optimization efforts
- Subtract \$10,000 in bentonite clay purchase based on reduced need
- Add \$2,000 for increased participation in education reimbursement program

Plant Maintenance: 25.8% decrease (\$281,300) to S&S budget

- Add \$13,000 to janitorial services for additional deep cleaning throughout the year
- Subtract \$12,000 carry forward for deep cleaning
- Add \$3,000 for increased cost of Banshee Network ITS services
- Subtract \$6,000 from the servicing and repairing of the aeration basin switchgears
- Subtract \$6,000 from transformer testing (done every 5 years)
- Subtract \$20,000 carry forward for high voltage line cleaning
- Subtract \$9,950 from elevator maintenance due to renegotiated contract to include state inspection
- Subtract \$40,000 from major repairs of cogen done in prior year
- Subtract \$2,500 to remove annual Flygt Service Maintenance which is no longer needed
- Add \$20,000 for service on IPS pumps done every 3 years
- Subtract \$2,500 for annual source test for cogen that is covered by the State
- Subtract \$10,000 from building repairs due to improvements that will be included in capital budget
- Subtract \$42,300 carry forward for gate repairs and road crack sealing
- Add \$4,900 for MP2 maintenance to extend service for another year before switch to new CMMS system – City Works
- Add \$4,000 for increase in Wonderware software maintenance costs
- Add \$8,000 for increased cost of safety supplies (gloves, masks)
- Add \$2,000 to purchase additional backfill to fill in areas around aeration basins, secondary clarifiers and pond levees.
- Add \$200,000 for marsh dredging (done every 5 years) – should we add??

Regulatory Compliance (Laboratory): 9.0% increase (\$14,400) to S&S budget

- Add \$4,000 in temporary help to adjust projected hourly rate and length of service
- Add \$3,000 in laboratory service to add testing for biosolids
- Add \$3,000 in consulting services for a one-time only expense for a TNI gap analysis

- Add \$5,000 in consulting services for an on-site assessment (OSA) in anticipation of a new permit requirement
- Subtract \$3,900 from the ELAP permit that previously included the OSA
- Subtract \$3,000 from bioassay for anticipated permit renewal requirements
- Subtract \$3,000 from IC/FIA instruments, not as many needed
- Add \$5,700 in small tools for the purchase of replacement tools in the lab

Engineering: 123.4% increase (\$170,700) in S&S budget

- Add \$23,000 for interns that was removed from prior year
- Add \$150,000 to include a climate action plan
- Add \$4,000 for GIS aerial images done every 3 years
- Subtract \$7,000 for the purchase of computer tablets to use with the new City Works CMMS program

Collections: 4.6% increase (\$16,700) to S&S budget

- Add \$50,000 for root control program (only done in even years)
- Subtract \$12,500 for easement maintenance program which has been reduced due to lack of need
- Subtract \$8,000 carry forward for manhole monitoring program
- Add \$2,100 for Granite Net software maintenance for additional seat
- Add \$2,400 in safety supplies for increased expense for gloves

Reclamation: 32.7% decrease (\$130,900) in S&S budget

- Subtract \$12,000 in other professional services for removal of the modular on Somky
- Add \$5,000 in other professional services for Somky debris removal
- Subtract \$5,000 for agronomy report to reflect actual cost
- Subtract \$2,300 carry forward for fish farming friendly certification
- Subtract \$60,000 midyear budget adjustment for new recycled water report to SWCRB
- Subtract \$60,000 midyear budget adjustment for cathodic protection testing that was budgeted in Engineering department
- Add \$2,300 in vehicle maintenance for increased maintenance
- Subtract \$3,000 in electricity due to decreased usage of the booster station at Jameson