



Agenda Date: 1/10/2018
Agenda Placement: 7D

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration
REPORT BY: DONELL MANNOR, ACCOUNTANT - 258-6000 x532
SUBJECT: Approve Sewer Service Charge Refund - 492 Randolph Street

RECOMMENDATION

Approve refund of \$1,331.71 for FY 2016-17, \$1,158.00 for FY 2015-16, \$1,127.57 for FY 2014-15 (total of \$3,617.28) for sewer service charges for Assessor Parcel Number 005-053-001, located at 429 Randolph Street.

EXECUTIVE SUMMARY

Ownership of 492 Randolph Street has requested their sewer service charges be adjusted for FY 2014-15 through FY 2017-18.

The multi unit property has been incorrectly charged for 11 units. The property consists of 7 units.

After researching the property, Staff agrees that the property consists of 7 units, and sewer service charges should be adjusted in accordance with NapaSan policy.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	There are sufficient funds budgeted to 78000-05 / 46615 Sewer Usage Fees.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Staff has reviewed the circumstances for which the refund was requested and

based upon that review is recommending that a refund of the sewer service charges is appropriate.

Is the general fund affected? Yes
Future fiscal impact: None
Consequences if not approved: A refund would not be issued.
Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Ordinance No. 76, adopted on July 23, 1977, authorizes the General Manager to approve correction of Sewer Service Charges in amounts up to \$2,000. Any amount above \$2,000 requires approval by the Board of Directors.

SUPPORTING DOCUMENTS

A . Correction - 492 Randolph Street

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker