



Agenda Date: 2/1/2017
Agenda Placement: 7C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Timothy Healy - General Manager
NS-Administration
REPORT BY: DONELL MANNOR, ACCOUNTANT - 258-6000 x532
SUBJECT: Approve Sewer Service Charge Refund - 1330 Brown Street

RECOMMENDATION

Approve refund of \$1,109.76 for FY 2016-17, \$965.00 for FY 2015-16, \$939.64 for FY 2014-15 and \$915.84 for FY 2013-14 (total of \$3,537.22) for sewer service charges for Assessor Parcel Number 003-136-008, located at 1330 Brown Street.

EXECUTIVE SUMMARY

The owners of 1330 Brown Street have requested that their sewer service charges be adjusted for FY 2013-14 through 2016-17.

Owners purchased this property in April 2013 and have maintained the property as 2 single family dwellings since the purchase date. District records previously classified this parcel as a duplex and 3 apartments. Sewer service charges were calculated on the basis of 3.8 EDUs for this parcel.

After a physical inspection and review of Napa County records, staff agrees that the parcel should be classified as two single family dwellings with an EDU of 2.0. Staff recommends adjusting the second property tax installment for the FY 2016-17 charges and issuing a check refund for FY 2013-14 to 2015-16 as the property taxes have been paid in full for those years.

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 by the property owner and based on 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, 1997, 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 - 1330 Brown Street

Napa Sanitation District: Approve

Reviewed By: Timothy Healy