



Agenda Date: 2/3/2016  
Agenda Placement: 7D

## Napa Sanitation District Board Agenda Letter

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**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 to City of Napa

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### **RECOMMENDATION**

Approve refund of \$10,392.00 to City of Napa for FY 2015-16 sewer service charges for Assessor Parcel Number 050-330-005, located at 3201 - 3299 Laurel Street, Napa (Laurel Manor).

### **EXECUTIVE SUMMARY**

City of Napa owns a 50 unit apartment complex on Laurel Street which is operated as low income housing for residents. City of Napa contracts Hedgerow Property Management to operate the complex.

For FY 2015-16 Hedgerow Management was invoiced for \$10,392.00 for sewer service charges for the facility and the invoice was paid in full. City of Napa was also inadvertently charged \$10,392.00 for the facility on their annual property tax bill for this parcel and the property taxes have been paid in full.

It has been the District's practice to bill Hedgerow Management for these annual sewer service charges. Staff believes the City of Napa should be refunded \$10,392.00 for the charges which were erroneously applied to their property tax statement.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	There are sufficient funds budgeted in 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 City of Napa and based on that review is recommending that a refund of the FY 2015-16 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 - 3201 Laurel Street

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker