



Agenda Date: 9/17/2014  
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 Refund of Sewer Service Charges for Alexander Napa, LP.

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### **RECOMMENDATION**

Approve refund of \$24,544.51 in FY 2013-14 sewer service charges for Assessor Parcel Number 046-100-009, located at 250 Silverado Trail (Alexander Crossing Apartments).

### **EXECUTIVE SUMMARY**

The apartment complex Alexander Crossing was incorrectly charged at the Single Family Dwelling unit rate (1.0 EDU) for each apartment rather than the 0.6 EDU for each unit as prescribed by District Ordinance. The complex has a total of 134 apartments and 1 community hall.

Based on this information, the District amended their FY 2014-15 sewer service charges of \$63,425.70 and requested the County of Napa to send a revised property tax bill to Alexander Napa LP with the new charges of \$38,243.34.

In FY 2013-14, Alexander Napa LP was charged \$61,819.20 for sewer service. Staff believes that it should be adjusted down to \$37,274.69. The original charges were paid in full, therefore staff is recommending a refund in the amount of \$24,544.51.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

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Where is it budgeted?	Issuance of the refund would result in a reduction to the revenue account.
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 FY 2013-14 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 to the property owner.
Additional Information:	None.

### **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 would require approval by the Board of Directors.

### **SUPPORTING DOCUMENTS**

A . Correction - 250 Silverado Trail

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker