



Agenda Date: 9/27/2017

Agenda Placement: 8A

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration

REPORT BY: Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000

SUBJECT: Second Reading of Ordinance Amending District Code 5.04 to Add new Inspection Fees and Add a New Inflation Factor

RECOMMENDATION

Adopt Ordinance Amending District Code Section 5.04 to add new inspection fees and add a new inflation factor, by taking the following actions:

1. Conduct second reading of ordinance, by title only, and waive full reading.
2. Hold public hearing pursuant to rules for adopting ordinances.
3. Close public hearing.
4. Adopt Ordinance No. 106 to revise Section 5.04 Development Fees

EXECUTIVE SUMMARY

In April 2015, the Board adopted a new fee schedule for development plan review and inspection services. The new fees were set based on the estimated cost to deliver the services. Part of the fee increase included an annual increase to the fees, based on the CPI increase for sewer service charges.

Inspection Fees

Since April 2015, staff has experienced several situations where the fee schedule for an inspection either was unclear, or where the fee overestimated the time and effort associated with the inspection. These include when only a residential cleanout is installed, when there are tenant improvements in a commercial building with no outside site improvements, and when a grease interceptor is installed. There is also a need to establish a surcharge for inspections that are requested to be performed on the weekend or after regular hours.

Staff is also proposing a new policy regarding the replacement of private laterals. As NapaSan wants to encourage homeowners to maintain their private laterals, staff proposes that NapaSan waive the inspection fee for

rehabilitating or replacing private laterals, provided that the permit be obtained prior to the work being done.

Annual Fee Increase

The current Code says that the fees increase annually by the annual increase factor for Sewer Service Charges. (When the ordinance was passed in April 2015, sewer service charges were increasing annually based on the Consumer Price Index.) On July 1, 2016, the sewer service charges increased 15%, with another 15% increase on July 1, 2017. Staff did not increase the development and inspection fees these years, as it was believed that it was not the Board's intention to increase these fees at the same rate as sewer service charges. This ordinance establishes a new CPI factor for the annual fee increase for development and inspection fees, and does not increase the fee until July 1, 2018.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

This item is specifically exempt from the voting requirements of Article XIIC of the California Constitution because it is a charge imposed as a condition of property development.

SUPPORTING DOCUMENTS

- A . Ordinance 106 - Redline Version
- B . Ordinance 106 - Clean Version

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker