



Agenda Date: 9/7/2016
Agenda Placement: 7H

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 - 2261 Adrian Street

RECOMMENDATION

Approve refund of \$627.25 for FY 2015-16 and \$1,597.39 for FY 2014-15 (total of \$2,224.64) for sewer service charges for Assessor Parcel Number 001-183-005, located at 2261 Adrian Street.

EXECUTIVE SUMMARY

The owners of 2261 Adrian Street have requested that their sewer service charges be adjusted for FY 2015-16 and FY 2014-15.

Owners purchased the property in August 2014 and have maintained the property as a single family dwelling since the purchase date. District records previously classified this parcel as a convalescent/care home and sewer service charges were calculated based upon commercial calculations for this parcel.

Staff agrees that the parcel should be classified as a single family dwelling. The owners were charged \$1,109.75 and \$2,067.21 in FY 2015-16 and FY 2014-15, respectively. Staff believes that FY 2015-16 should be adjusted down to \$482.50 and FY 2014-15 adjusted down to \$469.82 based upon the single family dwelling rates for those years. The original charges were paid in full, therefore staff is recommending a refund in the amount of \$2,224.64.

Disclosure of Conflict of Interest

Robin Gamble Holley, co-owner of the property in question, is employed by the Napa Sanitation District as an engineer. The General Manager and the Director of Administrative Services have determined that the analysis and recommendation are consistent with other similarly situated properties, and that no benefit is being provided to Ms. Gamble Holley that is not available to the general public. Ms. Gamble Holley did not participate in the preparation of this report or staff's recommendation.

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 property owner and based on that review is recommending that a refund of the FY 2015-16 and FY 2014-15 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 - 2261 Adrian Street

Napa Sanitation District: Approve

Reviewed By: Timothy Healy