



Agenda Date: 11/7/2018
Agenda Placement: 7E

Napa Sanitation District Board Agenda Letter

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 - 108-140 Adobe Lane

RECOMMENDATION

Approve refund of \$7,657.20 for FY2017-18, \$6,658.56 for FY2016-17 and \$5,790.00 for FY 2015-16 (total of \$20,105.76) for sewer service charges for Assessor Parcel Number 046-580-022, located at 108-140 Adobe Lane.

EXECUTIVE SUMMARY

Currently, the units of this multi-unit property are being classified as condominiums, which has a sewer service rate of 1.0 equivalent dwelling unit (EDU). Upon staff's review, it has been determined that these units are apartments and have been misclassified. The sewer service rate of an apartment is 0.6 EDU.

Staff recommends recalculating the sewer service charges for each unit using the classification of an apartment, and approving a refund of sewer service charges as appropriate.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	There are sufficient funds budgeted to 7800005 / 46615 Sewer Usage Fees
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Staff has reviewed the circumstances for which the refund was requested and based upon 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, 1977, 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 - 108-140 Adobe Lane

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker