

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: John F. Weigold IV, General Manager  
Ray Dienzo, Utilities Department Manager/District Engineer

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Meeting Date: May 14, 2020

Subject: DISCUSSION AND CONSIDERATION  
OF INTRODUCTION OF ORDINANCE  
02-2020 AMENDING SECTIONS 4.16  
AND 4.20 OF THE CAMBRIA  
COMMUNITY SERVICES DISTRICT  
MUNICIPAL CODE RELATING TO  
RETROFIT INSPECTIONS AND  
VERIFICATIONS

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**RECOMMENDATIONS:**

It is recommended that the Board of Directors introduce Ordinance 02-2020 by title only and waive further reading.

**FISCAL IMPACT:**

The fiscal impact of the proposed program administration change will largely be reduced staff time associated with conducting physical inspections and the resulting reduction in fees collected. In lieu of the \$99.50 inspection fee and \$49.75 follow-up inspection fee, staff proposes to collect a \$55 application fee, which represents an estimated minimum 1 hour of staff time at a fully burdened rate of \$50/hr plus 10% administrative overhead. Staff tasks will include intake of forms, data entry, verification of contractor license, correspondence, issuance of certificate and filing. Staff will return with an item to amend the Schedule of Fees at a future meeting.

**DISCUSSION:**

The CCSD Municipal Code Chapter 4.20 sets out the requirements for the Water Conservation and Retrofit Program, which stipulates that all new construction projects, and remodels which add or change plumbing fixtures, be equipped exclusively with high-efficiency water-use plumbing and plumbing fixtures as defined by Chapter 4.16. In addition to new construction and remodel projects, participation in the Retrofit Program is mandatory upon change of ownership or use (4.16.050) and expansion of use (4.16.060).

Currently, Retrofit Program compliance is verified primarily through staff inspection and reinspection of subject properties. In addition to staff time during the physical inspection, additional District resources are required to maintain the scheduling of inspections, collect and process payments, track and follow up on required re-inspections, data entry, point calculations, form scanning and filing, and customer inquiries.

To effect programmatic efficiency improvements related to the above, staff has developed a new Retrofit Verification Form (Form C-1) and associated process as an alternative to staff

inspection. Form C-1 is modeled after SLO County's Retrofit-On-Sale process and form and has been vetted by the Scenic Coast Association of Realtors, the largest participant group in the District's Retrofit Program. It has also been reviewed by staff at the Central Coast District Office of the California Coastal Commission.

Form C-1 is a Retrofit Verification Form and should only be submitted for properties in full compliance with Chapters 4.16 and 4.20 of the District Code. Forms submitted for non-compliant properties will be rejected. This ensures that pre- and post-retrofit data is collected for all participating properties, as well as additional survey data at the participant's option. To ensure proper installation of required plumbing and plumbing fixtures, the form must be certified by a licensed plumber, contractor or home inspector. Licensure information is a mandatory field of Form C-1 and will be verified by staff during processing. To further ensure program integrity, random spot-checking via physical staff inspection will be performed on at least twenty percent (20%) of the properties verified via Form C-1 annually.

Currently, the District Code only allows for verification of Retrofit Program compliance via staff inspection. Accordingly, staff recommends that the Board adopt Ordinance 02-2020, amending Chapters 4.16 and 4.20 to allow for third-party compliance verification via the appropriate form and process. Additional minor modifications to Chapters 4.16 and 4.20 are included in redline to address inconsistencies and provide clarity.

Attachments:           Ordinance 02-2020  
                              Exhibit A to Ordinance 02-2020  
                              Form C-1