



# **Item 29: Zero Waste Plan Checks and Compliance Inspection Fees**

**May 19, 2026**

# Agenda

- Staff Recommendation
- Proposed Fee Revenue Table
- Fiscal Impact Assessment

# Staff Recommendation

• Establish new fees covering Public Works staff time conducting State-mandated plan checks and inspections for:

- Construction and demolition (C&D) recycling compliance;
- Space allocation for trash rooms for new commercial construction;
- City permitted special events; and
- COB Foodware ordinance and SB-1383 food recovery/donation compliance.



# Bottom Line



Staff estimate that in 2025 they spent over **3,000 hours** conducting plan checks and compliance inspections. These activities took an average of 2 hours to complete with **annual costs to the Division over \$400,000/yr.**



Current plan check and compliance inspection costs increasingly impact the declining Zero Waste Enterprise Fund.



Staff recommends Council adopt a \$250 fee, which would, at current staff salaries, implement a cost-recovery mechanism for each plan check and compliance inspection.



Without a dedicated cost-recovery mechanism, these existing compliance and inspection costs will continue to be absorbed by the Zero Waste Enterprise Fund, increasing ongoing fiscal pressure on the fund balance over time.

# Funding Gap: \$419,000 annually

- Absence of cost recovery mechanism for specialized technical reviews.
  - C&D Green Halo Plan Checks
  - New Construction Accela Plan Checks
  - Zero Waste Events Plan Checks
  - Foodware Ordinance Compliance Inspections
  - Food Recovery Agreement Inspections
- One time ancillary services cannot be recovered through collection service rates (Proposition 218).
- Fee implementation is required to recover costs.

**Projected Deficit Without  
Action**

**\$419k**

Combined zero waste plan  
checks and inspections

# Proposed Fee Revenue Table

- Proposed Flat Fee: \$250.00 per activity
- Basis: Average of 2 hours of staff time for review, coordination, and inspection
- Objective: Direct cost recovery

<b>Table 1: Zero Waste Compliance Fee Revenue Table</b>				
<b>Program Area</b>	<b>2025 Activity Volume</b>	<b>Fee per Activity (\$)</b>	<b>Projected FY 2027 Revenue</b>	<b>Projected FY 2028 Revenue</b>
C&D Compliance Plan Checks	320	\$250	\$80,000	\$80,000
Trash Room / Space Allocation Plan Checks	550	\$250	\$137,500	\$137,500
SB 1383 Events Compliance	113	\$250	\$28,250	\$28,250
SB 1383 Food Recovery Inspections	45	\$250	\$11,250	\$11,250
Foodware Ordinance Inspections	648	\$250	\$162,000	\$162,000
<b>TOTAL</b>	<b>1,676</b>		<b>\$419,000</b>	<b>\$419,000</b>
Note: Each activity requires an average of approximately two hours of staff time.				

# Program Areas

This chart details the increase in growth of compliance checks and plan reviews from FY 2022 to FY 2025.

Program Area Name	FY 2022	FY 2023	FY 2024	FY 2025
C&D Plan Checks	245	313	298	320
Trash Room/ Space Allocation Plan Checks	N/A	N/A	25	550
SB 1383 Events Plan Checks	32	69	71	113
SB 1383 Food Recovery Inspections	N/A	N/A	12	45
Foodware Inspections	N/A	173	317	648

# Fiscal Impact Assessment

Estimated Annual Revenue: \$419,000



Direct cost recovery.



Maintains compliance with unfunded state mandates.



Based on 2025 activities, the proposed fee schedule is estimated to generate \$419,000.



# Staff Recommendation

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1

Adopt the Resolution establishing Zero Waste Plan Check and Compliance Inspection Fees.

2

Authorize Public Works to implement fee collection effective July 1, 2026.



**THANK YOU!**

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