



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Planning and Building



**Date:** November 23, 2015  
**Board Meeting Date:** December 15, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Steve Monowitz, Community Development Director

**Subject:** Resolution authorizing an agreement with the City of San Carlos for the provision of code enforcement services in the incorporated City of San Carlos for the term of December 15, 2015 through December 14, 2020 for payment in an amount not to exceed \$287,223.

**RECOMMENDATION:**

Adopt a resolution authorizing the President of the Board to execute an Agreement between the County of San Mateo and the City of San Carlos for the provision for code enforcement services in the incorporated City of San Carlos for the term of December 15, 2015 through December 14, 2020 for payment in an amount not to exceed \$287,223, approximately \$57,444 per year.

**BACKGROUND:**

The City of San Carlos issued a Request for Proposals for Municipal Code Enforcement Services on June 8, 2011. The Planning and Building Department of the County of San Mateo was selected and ultimately provided code enforcement services. On November 15, 2011 the Board of Supervisors adopted Resolution 071729, authorizing the President of the Board to execute an Agreement between the County of San Mateo and the City of San Carlos for the provision of code enforcement services in the incorporated City of San Carlos in return for payment not to exceed \$50,000 per twelve-month period. That arrangement has been ongoing since 2011.

The Planning and Building Department has proposed a contract renewal to the City of San Carlos which was approved by the San Carlos City Council on November 23, 2015.

**DISCUSSION:**

Under this agreement, the Planning and Building Department will continue to provide code enforcement services within the corporate limits of the City of San Carlos. The hourly rate the County proposes to charge the City has increased from \$55.72 in 2011 to \$72.24 in 2015 in order to offset the County's actual personnel cost.

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The agreement and resolution have been reviewed and approved by County Counsel as to form.

The agreement contributes to the Shared Vision 2025 outcome of a Livable Community by promoting interagency collaboration on the effective enforcement of municipal codes that protect the public's health, safety, and welfare.

**FISCAL IMPACT:**

The proposed agreement will generate an average of \$57,444 in revenue per fiscal year. The anticipated revenue has been included in the Planning and Building Department's FY2015-17 budget.