



# Planning and Building

FY 2021-23 Recommended Budget

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COUNTY OF SAN MATEO





## Mission

Our mission is to serve the County and its communities by preparing, administering, and enforcing land use plans and development regulations that protect public safety, preserve agricultural and environmental resources, address housing and transportation needs, and create healthy and prosperous communities, in a manner that fosters community engagement and provides exceptional level of service.

# FY 2021-23 Budget Overview

## Significant Budget Changes

- The new Building Fee Schedule, along with an increase in construction, will increase revenue by approximately \$700,000. The new fee schedule provides for greater cost recovery and improves transparency and consistency in the way fees are calculated.

# FY 2021-23 Budget Overview

## Significant Budget Changes

- The Department has been awarded a grant totaling \$610,000 by the Department of Community Development under the Local Early Action Planning (LEAP) Grants Program for the purpose of pursuing additional updates to the North Fair Oaks Community Plan and associated zoning regulations.

# FY 2021-23 Budget Overview

## Significant Budget Changes

- There is a net reduction of \$681,383 in Measure K funding due to the elimination from the budget of one-time Measure K revenue for Affordable Housing Initiatives and Gray Whale Cove Project. This will result in a corresponding reduction in contract services expenditures.

# FY 2021-23 Budget Overview: Priorities

## Customer Service/Technology Improvements

- Complete the final phases of Accela Building Permit Upgrade Project and initiate the Planning Upgrade
- Update and improve the functionality of the Department's website, GIS, and electronic file storage, retrieval, and archiving systems



# FY 2021-23 Budget Overview: Priorities

## Customer Service/Technology Improvements

- Expand the use of electronic permitting and virtual appointments to increase convenience for the public and lower number of in-person visits to the office.



# FY 2021-23 Budget Overview: Priorities

## Customer Service/Technology Improvements

- Increase processing efficiencies by providing, updating, and expanding staff training programs, establishing improved tracking systems and key performance indicators, and enhancing user interfaces.





# FY 2021-23 Budget Overview: Priorities

## Planning, Zoning, and Regulation Updates

- *Connect the Coasts* Transportation Management Plan
- North Fair Oaks Community Plan
- Plan Princeton
- Regulations regarding Tree Removal and Accessory Structures
- Safety Element and Local Hazard Mitigation Plan
- Housing Element
- Energy Efficiency and Climate Action Plan

# FY 2021-23 Budget Overview: Priorities

## Major Projects

- Cypress Point Affordable Housing Project
- Highway One Intersection Improvements
- Highway One Recreation Trail
- Pescadero Fire Station and CSA 11 Extension
- PDU Projects



# FY 2021-23 Budget Overview: Priorities

## Collaboration with Stakeholders

- Increase code compliance effectiveness by collaborating with community groups and other departments on outreach and neighborhood cleanup projects
- Work with external agencies and users of the on-line permitting system to expand its use and ensure it is functioning effectively
- Partner with the Department of Housing and others to expand the ADU Amnesty Program and increase the speed at which permits for ADUs are processed

# FY 2021-23 Budget Overview: Priorities

## Collaboration with Other Agencies

- Coordinate plan and regulation updates with OOS to maximize sustainability, minimize GHG emissions, and incorporate climate change adaptation provisions
- Partner with community-based organizations to ensure the underserved communities have an opportunity to participate in policy development



# FY 2021-23 Budget Overview: Challenges

- Increasingly complex issues, regulations, and planning needs
- Implementing and expanding new programs and procedures
- Maintaining and supporting an adequate and effective workforce
- Utilizing new technologies effectively
- Addressing public expectations regarding service delivery with available resources

# FY 2021-23 Budget Overview

	FY 2020-21 Revised	FY 2021-22 Recommended	Amount Change	Percent Change
Total Sources	9,740,542	9,233,832	-506,710	-5.2%
Total Requirements	17,032,991	16,568,525	-464,466	-2.7%
Net County Cost	7,292,449	7,334,693	42,244	.06%
Total Positions	67	67	0	0



# FY 2021-23 Budget Overview

	FY 2021-22 Recommended	FY 2022-23 Preliminary Recommended	Amount Change	Percent Change
Total Sources	9,233,832	9,588,547	354,715	3.8%
Total Requirements	16,568,525	17,133,564	565,039	3.4%
Net County Cost	7,334,693	7,545,017	210,324	2.8%
Total Positions	67	67	0	0



# Innovations

- State-of-the-art On-line Permitting System
- Customer Service Window
- Electronic queueing and appointment system
- Video Inspections
- Website Upgrade
- Racial Equity Toolkit to help guide community engagement efforts, ensure equitable access for all, and evaluate proposed policies with a racial equity lens



# Performance & Equity

- Upcoming change to procurement practices will ensure that small businesses, minority-owned businesses, and women-owned businesses are provided an equal opportunity to compete
- Development of new policy and implementation measures will strive to address the needs of the disadvantaged communities and increase their access to the planning and decision making process.

# Performance & Equity

- Tracking the number of building permits issued for new Accessory Dwelling Units and affordable housing units will allow the Department to identify any disparities among unincorporated communities
- Monitoring the number of resolved code compliance violations as a percentage of complaints received will serve as a tool to equitably allocate enforcement resources to communities with the greatest needs.

# C.A.R.E. for Employees

- The Accela Upgrade Project will enhance the ability of staff to process permit applications more efficiently, and will automate many tasks that currently consume staff time unnecessarily.
- Critical vacant positions are being filled, and contract help is being obtained, to provide additional support to staff and address the backlog of permits and projects.

## C.A.R.E. for Employees, continued

- Improved collaboration with other departments and agencies involved in the permit review process will yield stronger partnerships and better outcomes.
- Implementation of the Change Management initiative will provide robust training and ensure seamless and ease of transition by staff to the new Accela system.

## C.A.R.E. for Customers

- The Accela Upgrade Project will greatly improve customer service by reducing processing times, simplifying the application process, providing automated status updates, offering more payment options, and achieving greater consistency in fees and procedures.
- Long Range Planning efforts such as Connect the Coastside, Plan Princeton, North Fair Oaks Community Plan implementation, and various housing initiatives will enable the County to grow and develop in a sustainable manner that will protect and enhance the quality of life of San Mateo County residents.

## C.A.R.E. for Customers, continued

- Partnerships with community-based organizations will increase the ability of the public to participate in the development of new policies and regulations and the review of major projects.
- The creation of a state-of-the art, interactive website will provide a more user-friendly and informative customer service experience.
- Expansion of the ADU Amnesty and permitting assistance programs will enable the Department to better serve the growing number of property owners who want to legalize and construct ADUs.



Questions?

COUNTY OF SAN MATEO

