



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** PLANNING AND BUILDING

**File #:** 21-066

Board Meeting Date: 1/12/2021

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Steve Monowitz, Community Development Director  
**Subject:** Agreement with the City of San Carlos to Provide Code Enforcement Services

**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 of code enforcement services in the incorporated City of San Carlos for the term of December 14, 2020 through December 14, 2025, for payment in an amount not to exceed \$1,013,793.

**BACKGROUND:**

Since 2011, the City of San Carlos (City) has utilized the services of the County of San Mateo Planning and Building Department ("Planning Department"), through an inter-agency agreement, for the County to provide enforcement services within the corporate limits of the City. The services are provided by a Code Compliance Officer employed by the County and supervised by the Code Compliance Manager and/or the County's Community Development Director. What started as a part-time county position deployed to the City has evolved into a full-time position as of December 2019 as a result of the higher demand for code enforcement services in the City.

**DISCUSSION:**

The current contract for services to the City expired on December 13, 2020. The City requested that the new contract extend for 5 years, for the period December 14, 2020 through December 14, 2025. This accommodates a 4% cost of living adjustment (COLA) each year during the 5-year term.

County Counsel has reviewed and approved the agreement and resolution as to form. Additionally, the City Council of San Carlos adopted a resolution authorizing the agreement on November 9, 2020.

**FISCAL IMPACT:**

The City's maximum fiscal obligation under this Agreement for the 5-year period is \$1,013,793. There is no Net County Cost associated with this agreement.