



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 23-517

Board Meeting Date: 6/13/2023

Special Notice / Hearing: None
Vote Required: 4/5ths

To: Honorable Board of Supervisors
From: Steve Monowitz, Community Development Director
Subject: Appropriation Transfer Request for Housing Element Grant and Project Cost Reimbursements

RECOMMENDATION:

Approve an Appropriation Transfer Request (ATR) recognizing unanticipated revenue to the Department of Planning and Building related to a Housing and Community Development grant through Association of Bay Area Governments in the amount of \$40,138 as well as other Project Cost Reimbursements from permit applicants in the amount of \$364,563.

BACKGROUND:

The Department of Planning and Building is required to update the San Mateo County Housing Element every 7 to 8 years, and recently completed an update to the San Mateo County Housing Element that is currently being reviewed by the State; the last San Mateo County Housing Element was updated in 2014.

Additionally, the Department of Planning and Building from time to time enters into contracts for services on behalf of permit applicants to conduct necessary environmental review and/or mitigation monitoring that is required.

DISCUSSION:

Approval of this ATR will recognize the unanticipated revenue including: 1) Housing and Community Development (HCD) grant funding revenue available from the Association of Bay Area Governments (ABAG) to reimburse costs related to the update of the San Mateo County Housing Element, including costs for consulting services and staff time in the amount of \$40,138; and 2) revenue from Planning and Building applicants to pay contract costs associated with the required environmental review and/or mitigation monitoring necessary for their projects in the amount of \$364,563.

The County Attorney's Office has reviewed and approved the ATR as to form.

FISCAL IMPACT:

Approval of the ATR will recognize unanticipated revenue in the amount of \$404,701 to the Department of Planning and Building.