

# **LAW ENFORCEMENT SERVICES AGREEMENT**

*Between the County of San Mateo  
and the City of San Carlos*



**July 1, 2025 through June 30, 2030**

*Version: June 12, 2025*

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# AGREEMENT

## FOR LAW ENFORCEMENT SERVICES BETWEEN THE COUNTY OF SAN MATEO AND CITY OF SAN CARLOS

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**THIS AGREEMENT**, entered into on the entered into on the 1st day of July, 2025, by and between the **CITY OF SAN CARLOS**, a general law city in the County of San Mateo, State of California, hereinafter referred to as "City" and the **COUNTY OF SAN MATEO**, a political subdivision of the State of California, hereinafter referred to as "County."

### **WITNESSETH**

***WHEREAS**, pursuant to Government Code §§51300, et seq. County may contract with City for the performance of City functions by the appropriate officers and employees of County; and*

***WHEREAS**, City is desirous of having the County provide law enforcement services through the Sheriff's Office, as hereinafter set forth, for and on behalf of City, within the territorial limits of said City, and the County is willing to perform such services as provided herein below:*

***NOW, THEREFORE, IT IS HEREBY AGREED** as follows:*

### **1. EXHIBITS AND ATTACHMENTS.**

- 1.1 The following exhibits and attachments are included hereto and incorporated by reference herein:
  - Exhibit A – Services
  - Exhibit B - Rates / Payments

### **2. SERVICES TO BE PERFORMED BY COUNTY.**

- 2.1 In consideration of the payments set forth herein and in Exhibit B, County shall provide law enforcement and police services within City. Said services are described in Exhibit A.
- 2.2 The City is not limited to the services indicated in Exhibit A, but the City may request to fund additional services in the field of public safety, law enforcement or related fields within the legal power of the Sheriff to provide for additional cost of service.

### **3. PAYMENTS.**

- 3.1 The City shall pay the County for the services provided under the terms of this Agreement at the rates set forth in Exhibit B.
  - 3.1.1 At the City's request, the City will receive a quarterly overtime, salary, and benefits report that will include year-to-date expenditures for overtime,

salary, special pays, and benefits. The report will provide a summary level comparison between the actual expenditures and budgeted amounts based on the costs for personnel outlined in the adopted Exhibit B.

- 3.1.2 An annual reconciliation will be completed at the end of each fiscal year wherein the Sheriff's Office will reconcile the amount in this Agreement against the actual cost of services delivered. Any surplus funds will be set aside in an interest-earning account held by the County and available to the City to cover potential future deficits or other one-time needs. However, if this excess revenue exceeds \$1M, the balance exceeding \$1M will be returned to the City at year-end for the City to utilize at its discretion.
- 3.2 The rates set forth in Exhibit B shall be readjusted by the County annually effective July 1 of each year, and attached as an Amendment to this Agreement, to reflect the cost of such services as provided in Government Code Section 51350 and in accordance with the policies and procedures for the determination of such rates as approved by the County Board of Supervisors. County shall provide City with the proposed rates for the following contract year on or before April 1 of each year.
- 3.3 The City shall be billed based on the service level provided within the parameters of Exhibit A.
- 3.4 The cost of additional services, requested by City, in the field of public safety, law or related fields within the legal power of the Sheriff to provide not set forth in Exhibit A shall be reflected in an amendment to Exhibits A and B.
- 3.5 **Retirement – Unfunded Actuarial Accrued Liabilities.**
  - 3.5.1 Retirement rates reflected in Exhibit B are calculated using the County's employer rate made up of a normal cost component and amortization of the Unfunded Actuarial Accrued Liability (UAAL) component. Upon annual receipt of City's CALPERS Actuarial Valuation for Safety Plan which documents the City's annual cost for UAAL for Police Only, subject to Section 3.5.2, County will credit the following quarterly invoices by the amount due from City to CalPERS for the UAAL payment made on behalf of the safety members from prior law enforcement.
  - 3.5.2 Under no circumstances will this credit exceed County's Total UAAL attributed to the San Carlos Agreement or result in City obligation for retirement costs to County being below the County's normal cost as reflected in the annual actuarial valuation provided by SamCERA.
  - 3.5.3 Credit will be applied beginning with the quarterly invoice immediately following receipt of City CALPERS report.
  - 3.5.4 It is City's responsibility to provide County with an official CalPERS report detailing the amount of UAAL for Police only. The credit will not include any amounts paid for other Safety members including Fire or non-Safety members.

- 3.5.5 In determining the threshold for normal cost, if County does not receive its annual SamCERA actuarial report prior to the first invoice, normal cost will be calculated using the prior year's SamCERA actuarial report until the new report is received. The invoice immediately following receipt of the SamCERA report will reflect a retroactive adjustment due to the change in normal cost, when such change results in a reduction or addition to City liability to County.
- 3.5.6 City must provide County with proof of payment by July 31<sup>st</sup> of each year. If payment made to CalPERS for purposes identified in 3.5.1 is less than the applied credit, City will be billed for the difference. If payment made to CalPERS for purposes identified in 3.5.1 is higher than the credit received, the City will receive a retroactive adjustment subject to section 3.5.2 on the first invoice immediately following receipt of proof of such payment.
- 3.5.7 City will receive a credit that is based on the amortization of side fund payment and other UAAL contributions identified in future valuations for police subject to limitations identified in section 3.5.2. This credit will be adjusted annually to reflect actual payments in the same manner set forth in 3.5.7.1.
- 3.5.8 Proof of payment shall be a copy of canceled check in addition to any documentation sent to CalPERS with the payment.

#### **4. TERM.**

- 4.1 This Agreement shall be in full force and effect from: **JULY 1, 2025 to JUNE 30, 2030.**
- 4.2 City shall notify County by each January 1<sup>st</sup> of its desire for the Sheriff's Office to continue to provide law enforcement services for and on behalf of City within the territorial limits of City, and the parties shall thereafter endeavor to reach a mutual agreement for said law enforcement services to take effect upon expiration of this Agreement.

#### **5. RIGHT OF TERMINATION.**

- 5.1 Either party may terminate this Agreement with or without cause effective as of the first day of July of the following year upon written notice to the other party of not less than twelve (12) months prior thereto.
- 5.2 In the event of termination, each party shall fully discharge all obligations owed to the other party accruing prior to the effective date of such termination, and, except as otherwise provided herein, each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.
- 5.3 The City may terminate this Agreement or a portion of the services referenced in the Exhibits based upon City's unavailability of funds, by providing written notice to County as soon as is reasonably possible after the City learns of said unavailability of funding.
- 5.4 If the City terminates for non-appropriation it will be liable to pay County for: (1) the portion of the contract costs attributable to the all services performed, on or before the effective date of the termination; and (2) reasonable costs and expenses that County incurs as a result of early termination of the Agreement.

#### **6. HOLD HARMLESS.**

- 6.1 City shall defend, hold harmless and indemnify County, its officers, agents, and/or employees from any and all claims for injuries to persons and/or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of City, its officers, agents and/or employees.
- 6.2 County shall defend, hold harmless and indemnify City, its officers, agents and/or employees from any and all claims for injuries to persons and/or damage to property, which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of County, its officers, agents, and/or employees.
- 6.3 In the event of the concurrent negligence of City, its officers, agents and/or employees, and County, its officers, agents and/or employees, then the liability for any and all claims for injuries or damages which arise out of the terms and conditions of this Agreement shall be apportioned under California's Theory of Comparative negligence as presently established or may be hereafter modified.

## 7. INSURANCE.

- 7.1 Both parties shall maintain sufficient insurance, self-insurance or a combination thereof to comply with the following requirements, and, if requested, each party shall furnish the other party with certificates of insurance evidencing the required coverage. Thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

- 7.1.1 Worker's Compensation and Employer's Liability Insurance. Both parties shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance, or an acceptable program of self-insurance providing full statutory coverage. In signing this Agreement, parties certify, as required by Section 1861 of the California Labor Code, that they are aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and parties will comply with such provisions before commencing the performance of the work of this Agreement.

- 7.1.2 Liability Insurance. City and County shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance for services covered work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from City's and County's operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified on the following page.

Such insurance shall include:

- Comprehensive General Liability \$5,000,000

- Motor Vehicle Liability Insurance \$5,000,000

## **8. NON-DISCRIMINATION AND OTHER REQUIREMENTS.**

- 8.1 Section 504. City and County shall comply with § 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, which provide that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement, and that reasonable and legally-specified accommodations will be made to serve individuals with disabilities.
- 8.2 General Non-discrimination. No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- 8.3 Equal Employment Opportunity. City and County shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. City's and County's equal employment policies shall be made available to either party upon request.
- 8.4 Violation of Non-discrimination Provisions. Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and may result in termination of this Agreement, and /or legal action to recover any Courtimposed damages incurred as a result of said violation(s). To effectuate the provisions of this section, the County Manager and City Manager may request authorization to examine City's or County's employment records relating to this Agreement, as the case may be with respect to compliance with this paragraph, and City and County shall not unduly withhold authorization.
- 8.5 Compliance with Equal Benefits Ordinance. With respect to the provision of employee benefits, City shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- 8.6 Other Statutory Compliance. City and County shall comply fully with the nondiscrimination requirements required by 41 CFR 60-741.5 (a), which is incorporated herein as if fully, set forth. All services to be performed pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended.
- 8.7 Compliance with Contractor Employee Jury Service Ordinance. City and County shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the City, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the City or that the City deduct from the employees regular pay the fees received for jury service.

## **9. RETENTION OF RECORDS.**

- 9.1 Each party agrees to provide to the other party, to any federal or state department having monitoring or reviewing authority, to County's or City's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit records and documents necessary to determine compliance with relevant federal, state, and local statutes, rules, and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.
- 9.2 City and County shall maintain and preserve all financial records relating to this Agreement for a period of four (4) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

## **10. MERGER CLAUSE.**

- 10.1 This Agreement and the Transfer Agreement including the Exhibits attached to each constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications to either Agreement shall be in writing and signed by the parties.

## **11. CONTROLLING LAW.**

- 11.1 The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California.

## **12. DISPUTE RESOLUTION.**

- 12.1 Should any dispute arise out of this Agreement, the parties shall first meet and confer in an attempt to resolve the dispute. Should such efforts fail to resolve the dispute within twenty (20) days, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party shall file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the parties. If a mediated settlement is reached neither party shall be deemed the prevailing party for purposes of the settlement and each party shall bear its own legal costs.

## **13. FINES AND FORFEITURES.**

- 13.1 City shall be entitled to the fines and forfeitures to which City would otherwise be entitled pursuant to Penal Code Section 1463.001, et seq.
- 13.2 As legally permitted and in compliance with federal, state, and local rules and regulations, City shall remain entitled to the following revenue during the duration of this agreement:
- Abandoned Vehicle Recovery
  - First Chance Fee
  - SB 90 reimbursements
  - Drunk Driving Cost Recovery
  - Vehicle Release Fee
  - Accident Reports Fee
  - Crime Reports
  - Good Conduct Letter
  - Incident Photos
  - Repo Vehicle Info Entering Fee

13.3 Unless otherwise specified in this agreement, City shall remain responsible for the billing and collection of these fees. Information obtained by County that is required by City to complete the billing, will be forwarded upon the request of City.

13.4 Collection of Fees.

13.4.1 Any fees collected at 330 Bradford Street by the County on City's behalf will be collected in accordance with City's fee schedule and shall be credited to the City's interest-bearing account.

13.4.2 Any fees collected on behalf of the County at the San Carlos Substation will be collected in accordance with the County's fee schedule and forwarded to County in a manner that is mutually agreed upon.

13.4.3 City will provide and maintain currency drawers. The assigned Records Technician will balance the currency drawer as required by the City.

13.5 POST reimbursements. City shall be credited for all POST reimbursements received by County for backfill of City's assigned deputies. All other POST reimbursements to remain revenue of County.

13.6 Third Party Providers. Any costs currently charged to the San Carlos Police Department, directly or indirectly, by third party providers other than the Sheriff's Office, the City reserves the right to either recover directly, or with the County's agreement, have those costs recovered by the County and credited against the Agreement for Law Enforcement Services with County.

**14. NOTICES.**

14.1 Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United State mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed to:

***In the case of County, to: In the***  
 San Mateo County Sheriff's Office City  
 ATTN: Sheriff ATTN: City Manager  
 330 Bradford Street, 5<sup>th</sup> Floor 600 Elm  
 Redwood City, CA 94063 San Carlos,

***case of City, to:***  
 of San Carlos  
  
 Street  
 CA 94070



**IN WITNESS WHEREOF**, the parties hereto, by their duly authorized representatives, have affixed their hands.

**COUNTY OF SAN MATEO**

*A Political Sub-division of the State  
of California*

President, Board of Supervisors

DATE:

BY:

**ATTEST:**

BY:

Clerk of Said Board

**CITY OF SAN CARLOS**

BY: *Nil Blackburn*

Nil Blackburn, Acting City Manager

City Manager

*RM*

DATE: July 7, 2025

**ATTEST:**

BY:

*Cynthia M...*

City Clerk

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# EXHIBIT A SERVICES

## Agreement for Law Enforcement Services between the County of San Mateo and City of San Carlos

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*In consideration of the payments set forth in Exhibit B, County shall provide City with the following services:*

### **1. DESCRIPTION OF SERVICES PROVIDED BY COUNTY.**

#### **1.1 LAW ENFORCEMENT SERVICES.**

- 1.1.1 The County agrees, through the Sheriff of the County of San Mateo (hereinafter referred to as "Sheriff"), to provide general law enforcement services within the corporate limits of the City to the extent and in the manner hereinafter set forth in this Agreement.
- 1.1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by the Sheriff under the County Charter, the statutes of the State of California, and under the City municipal codes.
- 1.1.3 General law enforcement services performed hereunder may include, if requested, by the City, supplemental security support, supplemental sworn officer support, and supplemental professional civilian support staff.

#### **1.2 SUPPORT SERVICES.**

- 1.2.1 Administrative staff provided to City, as outlined in Exhibit A-1, will provide general administrative support and will perform the services necessary for the collection of Abandoned Vehicle Recovery Fees and Alarms Permits & Response Fees.
- 1.2.2 Alarm Permit & Response Fees. City shall remain responsible for the actual billing and collection of Alarms Permit and Response revenue. Administrative staff will maintain and forward the necessary information to City's Finance Department for the billing and collection of said revenue upon request of City.
- 1.2.3 Records Fees. County's Sheriff's Records Bureau will perform the services necessary and collect fees on behalf of City for the following:
  - Vehicle Release Fee
  - Accident Reports
  - Crime Reports
  - Good Conduct Letter

### **2. ADMINISTRATION OF PERSONNEL.**

- 2.1 The rendition of the services performed by the Sheriff's Office, the standards of performance, the discipline of personnel, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.

- 2.2 In the event of a dispute between the parties to this Agreement as to the extent of the duties and functions to be rendered hereunder, or level of services or manner of performance of such services, the Sheriff and the City shall meet and confer to resolve such disputes.
- 2.3 All City employees who work in conjunction with the Sheriff's Office pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement.
- 2.4 The City shall not be called upon to assume any liability for the direct payment of any Sheriff's Office salaries, wages, or other compensation to any County personnel performing services hereunder for said City. Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury, disability or illness arising out of services provided under this Agreement.

### **3. DEPLOYMENT OF PERSONNEL.**

- 3.1 Services performed hereunder shall be developed in conjunction with the Sheriff and detailed in *Exhibit A-1*.
- 3.2 An updated/revised Exhibit A-1 shall be signed and authorized annually by the City and the Sheriff or Sheriff's designee before each July 1, and attached hereto as an amended Exhibit A-1.

### **4. REPORTS.**

- 4.1 The Sheriff or Sheriff's designee shall report periodically to the City Council, at the City Manager's discretion, all violations of law within its borders coming to the Sheriff's attention. Quarterly statistical reports will be provided to City by the Sheriff upon request.
- 4.2 County shall conduct an annual community law enforcement satisfaction survey each October and report the results to City by January 1 of the following year.

### **5. UNIFORMS & INSIGNIA.**

- 5.1 Personnel performing such law enforcement services as herein provided shall be in the prescribed uniform of the San Mateo County Sheriff's Office during the performance of their duties.
- 5.2 Similarly, patrol vehicles used by deputies assigned to provision of services under this Agreement shall bear the markings and insignia of both the Sheriff's Office and City's logo. Any future changes to the markings and insignia of the San Carlos Bureau vehicles may be made by mutual agreement of the Sheriff and the City Manager.
- 5.3 If the City should desire any customization of uniforms or insignia relative to services provided, the City shall notify Sheriff of same, and the Sheriff in their sole discretion may decide whether it is feasible and agreeable to do so. In that case, the cost of modification to uniforms and/or insignia shall be borne by the City.

## **6. CITY OBLIGATIONS.**

- 6.1 City shall furnish at its own cost and expense all necessary office space, furniture and furnishings, office supplies, janitorial service, telephone, light, water and other utilities, in order for the Sheriff to maintain a substation office in the City. The area to be utilized for the substation includes the following areas:
- 6.1.1 Ground floor, which supports the Patrol function of the department, will be used in its entirety by the Sheriff's Office and includes the following:
- Briefing room
  - Patrol Sergeant's office
  - Report writing room
  - Evidence packaging and equipment storage area
  - Booking area and suspect interview room
  - Two (2) holding cells
  - Single unisex restroom
  - Women's restroom and Locker (#32) Room
  - Men's restroom and Locker (#59) Room
  - Kitchen/Vending area with adjacent storage room
  - Secured Property/Evidence room with outer property lockers
  - Secured Armory
- 6.1.2 Main Floor which consists of:
- Three (3) offices
  - Gym access
  - "Meet and Greet" area for the public.
  - Report Writing Workstation for officers/deputies
- 6.1.3 Basement (Ground Floor) Parking Area which consists of reserved area for Patrol vehicles and Sheriff's Office staff.
- 6.1.4 Other areas currently used by City for storage of evidence or for other law enforcement purposes
- 6.1.5 County shall reimburse City One Dollar (\$1) for the lease of the Substation.
- 6.2 It is expressly further understood that such areas may be used by the Sheriff or the County of San Mateo in connection with the performance of duties in territory outside of City and adjacent thereto.
- 6.3 Notwithstanding the foregoing, it is agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of City, the same shall be supplied by said City at its own cost and expense.

## **7. PERFORMANCE OF AGREEMENT.**

- 7.1 For the purpose of performing said general law enforcement services, County shall furnish and supply all necessary labor, supervision, equipment and supplies necessary to maintain the agreed level of services to be rendered hereunder.
- 7.2 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in performance of the services.

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# EXHIBIT A – 1

## FY 2025-26 ASSIGNMENT / SELECTION OF PERSONNEL

Agreement for Law Enforcement Services between the County of San Mateo and City of San Carlos

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### 1. ASSIGNMENT OF PERSONNEL.

#### 1.1 FY 2024-25 Assigned Personnel.

| <b>POSITION</b>             | <b># of FTE</b> |
|-----------------------------|-----------------|
| Captain                     | 1.0             |
| Sergeant – Day              | 2.0             |
| Sergeant – Night            | 2.0             |
| Sergeant – Administrative   | 1.0             |
| Deputy – Day                | 6.0             |
| Deputy – Night              | 4.0             |
| Deputy – Motorcycle         | 2.0             |
| Deputy – Canine             | 2.0             |
| Deputy – Detective Services | 2.0             |
| Community Service Officers  | 6.0             |
| Management Analyst          | 1.0             |
| Records Technician          | 1.0             |
| <b>TOTAL # (FTE)</b>        | <b>30.00</b>    |

### 2. ASSIGNMENT OF SPECIFIC PERSONNEL.

2.1 In the event that the position of Captain assigned to the City (via this Agreement) needs to be filled, the Sheriff will provide City with three (3) candidates for consideration. City Manager shall select one of the three candidates.

2.2 The City Manager may request reassignment of personnel assigned to the City at any time. The Sheriff and City Manager shall meet and confer regarding the request within ten (10) days.

**EXHIBIT B**  
**FY 2025-26 RATES / PAYMENTS**

Agreement for Law Enforcement Services between the County of San Mateo and City of San Carlos

*In consideration of the services described in Exhibit A and Exhibit A-1, City shall pay County based on the following fee schedule:*

**1. CHARGES FOR SERVICES.**

- 1.1 City shall pay County for services described in this Agreement as calculated based on the formulas set forth in Section 6, Calculated Rates, attached hereto and incorporated by reference herein.
- 1.2 Section 6, Calculated Rates, shall be readjusted by the County annually effective July 1 of each year and attached hereto as an updated / revised Section 6.

**2. INVOICING / BILLING.**

- 2.3 On a quarterly basis in accordance with Section 3 below, Sheriff's Office Fiscal Services Bureau shall submit an invoice to City.
- 2.4 Payments and questions regarding invoicing shall be directed to the Sheriff's Office Fiscal - Invoicing at Sheriffs\_Fiscal\_Unit@smcgov.org or be mailed to:

San Mateo County Sheriff's Office  
Fiscal Services Bureau  
330 Bradford Street, 5<sup>th</sup> Floor  
Redwood City, CA 94063

**3. PAYMENTS.**

- 3.1 Total charges due for the period of **July 1, 2025** through **June 30, 2026** are **\$11,547,715.**
- 3.2 Invoices will be issued according to the following schedule:

| Invoice Issued  | Basic Service  | UAAL Credits    | Adjusted Cost  |
|-----------------|----------------|-----------------|----------------|
| July 1, 2025    | \$3,361,501.75 | \$ (474,573.00) | \$2,886,928.75 |
| October 1, 2025 | \$3,361,501.75 | \$ (474,573.00) | \$2,886,928.75 |
| January 1, 2026 | \$3,361,501.75 | \$ (474,573.00) | \$2,886,928.75 |
| April 1, 2026   | \$3,361,501.75 | \$ (474,573.00) | \$2,886,928.75 |

- 3.3 Future Fiscal Year payments will be in accordance with the revised Calculated Rates effective July 1 of each year. Payments will be due quarterly on July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup> and April 1<sup>st</sup>.
- 3.4 The July 1, 2025 invoice will be paid in part from the San Carlos City Trust Fund, which is held by the Sheriff's Office. A transfer of \$250,000 will be made from the San Carlos Trust Fund and will be reflected on the invoice issued July 1, 2025.

**4. BOOKING / MESSAGE SWITCH / FORENSIC LABORATORY FEES.**

- 4.1 City shall not be responsible for paying Jail Access Fees, Booking Fees, Message Switch Fees or Forensic Laboratory Fees to the County.

## 5. JOINT POWERS AGREEMENTS.

5.1 City shall continue to be responsible for fees set forth in the Joint Powers Agreements pertaining to the Narcotics Task Force (NTF) and Department of Emergency Management (DEM).

## 6. CALCULATED RATES

6.1 Rates for FY 2025-26 are outlined below.



**San Mateo County Sheriff's Office  
San Carlos Law Enforcement Services  
FY 2025-26 Budget**

|   | Position<br>Count | Employee<br>Salaries | Employee<br>Overtime | Employee<br>Benefits | Total<br>Expenses<br>FY 2025-26 |
|---|-------------------|----------------------|----------------------|----------------------|---------------------------------|
| <b>BASIC LAW ENFORCEMENT SERVICES:</b>  |                   |                      |                      |                      |                                 |
| <b>PERSONNEL COSTS:</b>   |                   |                      |                      |                      |                                 |
| Deputy Sheriff - Day  | 6.00              | \$ 1,058,854         | \$ 329,110           | \$ 1,035,630         | \$ 2,423,593                    |
| Deputy Sheriff - Night  | 4.00              | \$ 741,871           | \$ 230,586           | \$ 719,495           | \$ 1,691,953                    |
| Deputy Sheriff - Motorcycle   | 2.00              | \$ 370,936           | \$ -                 | \$ 325,160           | \$ 696,095                      |
| Deputy Sheriff - Canine   | 2.00              | \$ 379,928           | \$ 175,735           | \$ 367,016           | \$ 922,679                      |
| Investigative Deputy Sheriff-Detective  | 2.00              | \$ 370,400           | \$ -                 | \$ 324,777           | \$ 695,177                      |
| Sergeant - Day  | 2.00              | \$ 431,357           | \$ 131,274           | \$ 407,750           | \$ 970,381                      |
| Sergeant - Night  | 2.00              | \$ 452,935           | \$ 137,840           | \$ 425,150           | \$ 1,015,925                    |
| Sergeant - Administrative   | 1.00              | \$ 215,683           | \$ 65,638            | \$ 203,879           | \$ 485,200                      |
| Captain   | 1.00              | \$ 301,407           | \$ -                 | \$ 245,489           | \$ 546,897                      |
| Community Services Officer - 2 Part-time  | 1.00              | \$ 83,507            | \$ 14,092            | \$ 62,373            | \$ 159,972                      |
| Community Services Officer  | 4.00              | \$ 334,027           | \$ 56,367            | \$ 249,492           | \$ 639,886                      |
| Management Analyst  | 1.00              | \$ 164,611           | \$ -                 | \$ 91,349            | \$ 255,960                      |
| Records Technician  | 1.00              | \$ 83,627            | \$ -                 | \$ 61,142            | \$ 144,769                      |
| Traffic Enforcement   |                   | \$ -                 | \$ 60,000            | \$ 40,000            | \$ 100,000                      |
| DUI Enforcement   |                   | \$ -                 | \$ 30,000            | \$ 20,000            | \$ 50,000                       |
| Laurel Street Downtown Services Unit:   |                   |                      |                      |                      |                                 |
| DSU-Supplemental Overtime   |                   | \$ -                 | \$ 54,017            | \$ 36,011            | \$ 90,028                       |
| DSU-Community Services Officer  | 1.00              | \$ 83,507            | \$ 14,092            | \$ 62,373            | \$ 159,972                      |
| <b>PERSONNEL COSTS - TOTAL:</b>   | <b>30.00</b>      | <b>\$ 5,072,650</b>  | <b>\$ 1,298,751</b>  | <b>\$ 4,677,086</b>  | <b>\$ 11,048,486</b>            |
| <b>OPERATING COSTS:</b>   |                   |                      |                      |                      |                                 |
| Uniform Allowances  |                   |                      |                      |                      | \$ 37,600                       |
| Office Supplies & Miscellaneous Expenses  |                   |                      |                      |                      | \$ 14,000                       |
| Equipment Maintenance   |                   |                      |                      |                      | \$ 342,972                      |
| Training Expenses   |                   |                      |                      |                      | \$ 33,000                       |
| Canine Expenses   |                   |                      |                      |                      | \$ 17,940                       |
| Radio and Communications Charges  |                   |                      |                      |                      | \$ 138,633                      |
| Information Services Charges  |                   |                      |                      |                      | \$ 124,756                      |
| Vehicle Maintenance & Replacement Costs   |                   |                      |                      |                      | \$ 379,498                      |
| HR and Risk Management Service Charges  |                   |                      |                      |                      | \$ 137,111                      |
| Support Services  |                   |                      |                      |                      | \$ 1,172,011                    |
| <b>OPERATING COSTS - TOTAL:</b>   |                   |                      |                      |                      | <b>\$ 2,397,521</b>             |
| <b>TOTAL COST OF BASIC LAW ENFORCEMENT SERVICES:</b>                                |                   |                      |                      |                      | <b>\$ 13,446,007</b>            |
| CalPERS UAAL Credit (Actual credit subject to limitations outlined in the contract) |                   |                      |                      |                      | \$ (1,898,292)                  |
| <b>TOTAL ADJUSTED COST OF BASIC LAW ENFORCEMENT SERVICES:</b>                       |                   |                      |                      |                      | <b>\$ 11,547,715</b>            |

**RESOLUTION NO. 2025 – 063**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS  
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE COUNTY  
OF SAN MATEO FOR LAW ENFORCEMENT SERVICES FOR JULY 1, 2025 THROUGH  
JUNE 30, 2030, PROVIDING FOR ANNUAL REVIEWS, INCLUDING THE FISCAL YEAR  
2025-26 PAYMENT OF \$13,446,007 FOR POLICE SERVICES, OFFSET BY THE CALPERS  
UAAL CREDIT IN THE AMOUNT OF \$1,898,292, AND OFFSET BY THE APPROVAL OF  
THE USE OF PRIOR YEAR SAVINGS IN THE AMOUNT OF \$250,000 FOR  
POLICE SERVICES.**

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**WHEREAS**, the City of San Carlos provides police services to citizens and properties within its jurisdiction; and

**WHEREAS**, on June 22, 2020, the City Council of the City of San Carlos approved an Agreement with the County of San Mateo ("Agreement") for law enforcement services within the city of San Carlos through June 30, 2025; and

**WHEREAS**, the City wishes to extend this Agreement for a new five-year term ending June 30, 2030; and

**WHEREAS**, the attached Agreement includes the same provisions as the prior five-year Agreement, including the provisions related to notification, termination, Retirement and Unfunded Actuarial Accrued Liabilities and credit for those payments made to CalPERS; and

**WHEREAS**, the Draft Exhibit B-1 includes the budget proposed by the San Mateo County Sheriff's Office based on their estimated costs for FY 2025-26; and

**WHEREAS**, under Section 3.1.2 of the Agreement, the City has accumulated prior year savings in amount of approximately \$2 million, and \$250,000 of those funds can be used to offset the costs of this Agreement.

**NOW, THEREFORE BE IT RESOLVED**, that the San Carlos City Council hereby authorizes the City Manager to execute an Agreement with the County of San Mateo for Law Enforcement Services for July 1, 2025 through June 30, 2030, providing for annual reviews, including the Fiscal Year 2025-26 payment of \$13,446,007 for police services, offset by the CalPERS UAAL credit in the amount of \$1,898,292 and offset by the use of prior year savings in the amount of \$250,000 for police services.

**BE IT FURTHER RESOLVED**, that the City Manager is authorized to approve non-substantive changes to the Agreement consistent with the Council action, subject to approval by the City Attorney.

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I, City Clerk Crystal Mui, hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Carlos at a scheduled meeting thereof held on the 23<sup>rd</sup> day of June 2025, by the following vote:



**AYES, COUNCILMEMBERS:** DUGAN, LAYTON, RAK, MCDOWELL

**NOES, COUNCILMEMBERS:** NONE

**ABSENT, COUNCILMEMBERS:** VENKATESH

  
**CITY CLERK** of the City of San Carlos

**APPROVED:**

  
**MAYOR** of the City of San Carlos