



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** May 14, 2015  
**Board Meeting Date:** June 16, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Greg Munks, Sheriff

**Subject:** Law Enforcement and Public Safety Communication Services Agreements with the Towns of Portola Valley and Woodside

**RECOMMENDATION:**

Adopt a resolution authorizing the:

- A) Agreements with the Towns of Portola Valley and Woodside for the provision of law enforcement and public safety communication services, for a three year term from July 1, 2015 through June 30, 2018, with the option to extend for an additional three years to June 30, 2021, and a combined total of \$7,934,240 for the initial three year term; and
- B) Sheriff or Sheriff's designee to execute amendments associated with these Agreements, provided that any additional costs incurred on behalf of the County are fully reimbursed by Towns and therefore said amendment(s) do not result in any net cost to the County's General Fund

**BACKGROUND:**

The Sheriff's Office has provided contract law enforcement services to the Townships of Woodside and Portola Valley for many years. The services include basic police patrol, traffic enforcement, crime investigations and crime prevention services. Contracted services also include dispatch services provided by Public Safety Communications. Towns as well as cities are finding it more economical to contract for law enforcement services with the County than to finance separate police departments within their budgets. Because the township boundaries are contiguous and are surrounded by unincorporated areas, the Sheriff's Office can serve as a police department for both townships, with an economy of scale which could not be matched by either town individually. Due to the relative proximity to the Sheriff's Redwood City headquarters, there are no overhead costs for operating a separate police substation. Space is made

available at both town halls (at town expense) for deputies to complete reports and meet with town officials or citizen groups, functioning as mini-substations.

**DISCUSSION:**

The Sheriff's Office has met repeatedly with Town management, Town councils, and Town public safety committees over the last half-year period, and both towns desire to continue contracting with the County. The proposed agreements are for three year periods from July 1, 2015 through June 30, 2018, with the option to extend the terms for three years to June 30, 2021. A current level of police service, with no major changes, is desired by both Portola Valley and Woodside.

The Sheriff's Office currently services the consolidated beat with eight (8) deputies working a 7-day, 24-hour shift, and one (1) detective. A motorcycle patrol unit services Woodside only, with a deputy working a rotating 12 hour schedule covering both weekdays and weekends through its rotation. Two (2) of the seven (7) deputies are partially offset by State COPS funding of \$100,000 annually, which is received by each of the Towns. Portola Valley prefers to separate out the COPS-funded position into a renewable annual supplemental agreement, for financial reasons, whereas Woodside prefers to consolidate all positions into one agreement. Hence, there is a basic and supplemental agreement for Portola Valley, but one agreement for Woodside.

As with the previous contracts, the allocation cost base for the proposed agreements include the following support cost items: Patrol Bureau supervision and management; Sheriff's departmental overhead; administrative and fiscal support; and payments to County service agencies for workers compensation and liability insurance, motor vehicle replacement and radio maintenance. Contract expenses also cover direct operating expenses such as vehicle maintenance costs, uniforms, safety equipment, replacement radio equipment, and various other operating costs.

County Counsel has reviewed and approved the resolution and all three agreements as to legal form.

Approval of these agreements contributes to the Shared Vision 2025 outcome of a Healthy Community by providing seamless law enforcement and public safety dispatch services to ensure safe neighborhoods for the Towns of Portola Valley and Woodside.

**PERFORMANCE MEASURE:**

Measure	FY 2014-15 Actual	FY 2015-16 Projected
Average Response Time – Urban / Rural	5:55 / 15:54	5:00 / 14:00

**FISCAL IMPACT:**

All three agreements are for three year terms commencing July 1, 2015 through June 30, 2018, with the option to extend an additional three years to June 30, 2021. Under the agreement with Town of Woodside, the Sheriff's Office will be reimbursed a total of \$4,957,570 for the first three years. The Sheriff's Office will be reimbursed a combined

total of \$2,976,670 according to the basic and supplemental agreements with the Town of Portola Valley. Reimbursement from these contracts has been included in the Sheriff's Office FY 2015-16 Recommended Budget and will be included in future budgets. There is no net county cost.