

LAW ENFORCEMENT SERVICES AGREEMENT

*Between the County of San Mateo
and the Town of Portola Valley*



January 1, 2024 through June 30, 2025

Version: November 7, 2023

A G R E E M E N T

FOR LAW ENFORCEMENT SERVICES BETWEEN THE COUNTY OF SAN MATEO AND TOWN OF PORTOLA VALLEY

THIS AGREEMENT, entered into on the 1st day of January 2024, by and between the **TOWN OF PORTOLA VALLEY**, a general law city in the County of San Mateo, State of California, hereinafter referred to as "Town" 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 Town for the performance of Town functions by the appropriate officers and employees of County; and*

***WHEREAS**, Town is desirous of having the County provide law enforcement services through the Sheriff's Office, as hereinafter set forth, for and on behalf of Town, within the territorial limits of said Town, 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 Town. Said services are described in Exhibit A.
- 2.2 The Town is not limited to the services indicated in Exhibit A, but the Town may request any additional services in the field of public safety, law enforcement or related fields within the legal power of the Sheriff to provide.

3. PAYMENTS.

- 3.1 The Town shall pay the County for the services provided under the terms of this Agreement at the rates set forth in Exhibit B.
- 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 Town with the proposed rates for the following contract year on or before April 1 of each year.
- 3.3 The Town shall be billed based on the service level provided within the parameters of Exhibit A.
- 3.4 The cost of additional services, requested by Town, 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.

4. TERM.

- 4.1 This Agreement shall be in full force and effect from **JANUARY 1, 2024 to JUNE 30, 2025**. If approval of this Agreement should be delayed past the commencement date due to extenuating circumstances, the Agreement shall be considered retroactive to Jan 1, 2024 for purposes of costs, charges, and payments by Town.
- 4.2 Town shall notify County no later than January 1, 2025 of its intent to continue services beyond June 30, 2025. The parties shall thereafter negotiate the terms, including the level of compensation, in an effort to reach agreement before the 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 Town may terminate this Agreement or a portion of the services referenced in the Exhibits based upon Town's unavailability of funds, by providing written notice to County as soon as is reasonably possible after the Town learns of said unavailability of funding.
- 5.4 If the Town 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 Town shall defend, hold harmless and indemnify County, its officers, agents, and/or employees from any and all claims which arise out of the terms and conditions of this

Agreement and which result from the acts or omissions of Town, its officers, agents and/or employees.

- 6.2 County shall defend, hold harmless and indemnify Town, its officers, agents and/or employees from any and all claims which arise out of the terms and conditions of this Agreement and which result from the acts or omissions of County, its officers, agents, and/or employees.
- 6.3 In the event of the concurrent negligence (or intentional or reckless acts) of Town, its officers, agents and/or employees, and County, its officers, agents and/or employees, then the liability for any and all claims which arise out of the terms and conditions of this Agreement shall be apportioned under California's theory of comparative fault.

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. Town 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 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 Town's and County's operations under this Agreement, whether such operations be by themselves 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. Town 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. Town 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. Town'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 Court-imposed damages incurred as a result of said violation(s). To effectuate the provisions of this section, the County Manager and Town Manager may request authorization to examine Town's or County's employment records relating to this Agreement, as the case may be with respect to compliance with this paragraph, and Town and County shall not unduly withhold authorization.
- 8.5 Compliance with Equal Benefits Ordinance. With respect to the provision of employee benefits, Town 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. Town and County shall comply fully with the non-discrimination 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. Town 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 Town, 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 Town or that the Town 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 Town'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 Town 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 Town shall be entitled to the fines and forfeitures to which Town would otherwise be entitled pursuant to Penal Code Section 1463.001, et seq.

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:
San Mateo County Sheriff's Office
ATTN: Sheriff
400 County Center, 3rd Floor
Redwood City, CA 94063

In the case of Town, to:
Town of Portola Valley
ATTN: Town Manager
765 Portola Road
Portola Valley, CA 94028

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*

BY: _____
President, Board of Supervisors

DATE: _____

ATTEST:

BY: _____
Clerk of Said Board

TOWN OF PORTOLA VALLEY

BY: _____
Mayor, Town of Portola Valley

DATE: _____

ATTEST:

BY: _____
Clerk, Town of Portola Valley

EXHIBIT A SERVICES

Agreement for Law Enforcement Services between the County of San Mateo and Town of Portola Valley

In consideration of the payments set forth in Exhibit B, County shall provide Town 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 Town 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 Town municipal codes.
- 1.1.3 General law enforcement services performed hereunder may include, if requested, by the Town, supplemental security support, supplemental sworn officer support, and supplemental professional civilian support staff.

1.2 SUPPORT SERVICES.

- 1.2.1 Alarm Permit & Response Fees. Town 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 Town's Finance Department for the billing and collection of said revenue upon request of Town.
- 1.2.2 Records Fees. County's Sheriff's Records Bureau will perform the services necessary and collect fees on behalf of Town 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 Town shall meet and confer to resolve such disputes.
- 2.3 All Town employees who work in conjunction with the Sheriff's Office pursuant to this Agreement shall remain employees of the Town 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 Town 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 Town. Except as herein otherwise specified, the Town 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, Section 8 - Assignment / Selection of Personnel*.

4. REPORTS.

4.1 The Sheriff or Sheriff's designee shall report periodically to the Town Council, at the Town Manager's discretion, all violations of law within its borders coming to the Sheriff's attention. Quarterly statistical reports will be provided to Town by the Sheriff upon request.

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 the Sheriff's Office.

5.3 If the Town should desire any customization of uniforms or insignia relative to services provided, the Town 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 Town.

6. TOWN OBLIGATIONS.

6.1 Town 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 Town. 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:

- Report writing room
- Gender-neutral restroom

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 Town 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 Town, the same shall be supplied by said Town 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, equipment and supplies necessary to maintain the agreed level of services to be rendered hereunder.

7.2 Notwithstanding the foregoing, the Town may provide additional resources for the County to utilize in performance of the services.

8. ASSIGNMENT/SELECTION OF PERSONNEL.

8.1 FY 2023-24 Assigned Personnel.

<i>POSITION</i>	<i># of FTE</i>
Captain	.25
Sergeant - Day	0
Sergeant - Night	0
Sergeant - Administrative	.5
Deputy - Day	2
Deputy - Night	2
Deputy - Motorcycle	0
Deputy - Canine	0
Deputy - Detective Services	.5
TOTAL # FTE	5.25

EXHIBIT B

RATES / PAYMENTS

Agreement for Law Enforcement Services between the County of San Mateo and Town of Portola Valley

In consideration of the services described in Exhibit A, Town shall pay County based on the following fee schedule:

1. CHARGES FOR SERVICES.

- 1.1 Town shall pay County for services described in this Agreement as calculated based on the formulas set forth in Section 5, Calculated Rates, attached hereto and incorporated by reference herein.
- 1.2 Section 5, Calculated Rates, shall be readjusted by the County annually effective July 1 of each year and attached hereto as an updated / revised Section 5.

2. INVOICING / BILLING.

- 2.1 On a semi-annual basis in accordance with Section 3 below, Sheriff's Office Fiscal Services Bureau shall submit an invoice to the Town.
- 2.2 Payments and questions regarding invoicing shall be directed to the Sheriff's Office Financial Services Manager at DTunc@smcgov.org or be mailed to:

San Mateo County Sheriff's Office
Fiscal Services Bureau
400 County Center, 3rd Flr
Redwood City, CA 94063

3. PAYMENTS.

- 3.1 Total charges for the period of **January 1, 2024** through **June 30, 2024** are **\$1,173,292**. Invoices will be issued according to the following schedule:

Invoice Issued	Amount
May 1, 2024	\$1,173,292

- 3.2 Future Fiscal Year payments will be in accordance with the revised Calculated Rates effective July 1 of each year. Payments will be due semi-annually on July 1st and January 1st for each subsequent year of this Agreement.

4. BOOKING / MESSAGE SWITCH /FORENSIC LABORATORY FEES.

- 4.1 Town shall not be responsible for paying Jail Access Fees, Booking Fees, Message Switch Fees or forensic laboratory fees to the County.

5. CALCULATED RATES

5.1 Rates for FY 2023-24



**San Mateo County Sheriff's Office
Portola Valley Law Enforcement Services
FY 2023-24 Budget**

	Position Count	Employee Salaries	Employee Overtime	Employee Benefits	FY 2023-24 Total Expenses
BASIC LAW ENFORCEMENT SERVICES:					
PERSONNEL COSTS:					
Deputy Sheriff - Day	2.00	\$ 354,906	\$ 103,912	\$ 284,467	\$ 743,285
Deputy Sheriff - Night	2.00	\$ 372,990	\$ 109,207	\$ 296,692	\$ 778,890
Investigative Deputy Sheriff-Detective	0.50	\$ 93,113	\$ -	\$ 65,903	\$ 159,016
Sergeant - Administrative	0.50	\$ 109,965	\$ 35,051	\$ 86,332	\$ 231,348
Captain	0.25	\$ 67,241	\$ -	\$ 45,118	\$ 112,359
PERSONNEL COSTS - TOTAL:	5.25	\$ 998,215	\$ 248,171	\$ 778,513	\$ 2,024,898
OPERATING COSTS:					
Uniform Allowances				\$ 5,600	\$ 5,600
Office Supplies & Miscellaneous Expenses				\$ 1,000	\$ 1,000
Equipment Maintenance				\$ 50,406	\$ 50,406
Training Expenses				\$ 4,800	\$ 4,800
Radio and Communications Charges				\$ 17,059	\$ 17,059
Information Services Charges				\$ 20,660	\$ 20,660
Vehicle Maintenance & Replacement Costs				\$ 68,888	\$ 68,888
HR and Risk Management Service Charges				\$ 13,539	\$ 13,539
Support Services				\$ 139,733	\$ 139,733
OPERATING COSTS - TOTAL:					\$ 321,685
TOTAL COST OF BASIC LAW ENFORCEMENT SERVICES:					\$ 2,346,584

5.2 Overtime Rates - the estimated overtime hourly rates for supplemental services described in Exhibit A (Section 1.1.3) are as follows:

San Mateo County Sheriff's Office FY 2023-24 Hourly Rates	
<i>POSITION</i>	<i>OVERTIME RATE</i>
Admin Sergeant (Day)	\$222.05
Sergeant (84 Plan Day)	\$222.13
Sergeant (84 Plan Night)	\$233.15
Detective Sergeant (Day)	\$232.54
Deputy Sheriff (84 Plan Day)	\$179.16
Deputy Sheriff (84 Plan Night)	\$188.29
K-9 Deputy Sheriff (84 Plan Day)	\$188.29
K-9 Deputy Sheriff (84 Plan Night)	\$197.42
Motorcycle Deputy	\$188.29
Detective Deputy Sheriff	\$188.02
Community Services Officer II	\$64.06
Community Services Officer II (Extra-Help)	\$62.19