




TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Howard Young, Interim Town Manager 

DATE: May 24, 2023

RE: Adoption of Resolution Approving a Three-Month Contract Amendment Between the County of San Mateo and the Town of Portola Valley for Law Enforcement Services

RECOMMENDATION

Staff recommends that the Town Council adopt a resolution approving a Three-month contract amendment to an existing agreement for Law Enforcement Services between the County of San Mateo and the Town of Portola Valley (Attachment 2).

BACKGROUND

The San Mateo County Sheriff's Office has provided law enforcement services for the Town of Portola Valley since before its incorporation in 1964, and under contract since 1983. The terms of the agreements between the Town and Sheriff's Office typically have been three-to-five-year terms. The current [contract](#), approved by the Town Council on July 11, 2018, is set to expire on June 30, 2023.

In early 2022, the Town Council appointed Mayor Aalfs and Vice Mayor Wernikoff to serve as the Sheriff Contract Subcommittee. Discussions with the Sheriff's Office have begun, with the most recent conversation on April 19, 2023.

The Town Council held a study session at its April 26, 2023 regular meeting, with Sheriffs staff providing a presentation. The purpose of the study session was to provide background, information regarding the new proposed contract, and direction to staff and the Subcommittee on any desired modifications to the proposed agreement with the Sheriff's Office for police services. The proposed contract had an approximate increase of \$852,739 from the previous contract due to cost-of-living increases and operational costs that were not previously passed on to the Town. In light of the large cost increase, staff inquired about a potential contract extension to provide time to make decisions and properly determine additional funding sources or reduced staffing. During the study session presentation, Sheriff staff offered a three-month extension of July 1, 2023 – September 30, 2023 at the current

rates, in order to give the Council and community time to consider. Councilmembers indicated bringing a contract extension back to the Town Council to consider.

DISCUSSION

The attached contract amendment extends the existing contract by three additional months. The amendment provides the Town limited time to continue studying information regarding the new proposed Sheriff contract, fiscal impacts, and funding sources. Further study sessions concerning the new proposed Sheriff's contract are tentatively scheduled for June 14th and July 12th to provide direction with the intent to finalize a new contract. Of note, for timing on a new proposed Sheriff contract, if resolved, the Sheriff's Office will have to take a new proposed agreement to their Board of Supervisors, which the process could take upwards of 6-8 weeks for approval.

FISCAL IMPACT

For FY 2023-24, the amount of this contract amendment is \$373,461. This amount represents an extension of the Town's FY 2022-23 lower rates for a quarter, providing a potential savings of approximately \$213,185 to the Town from the proposed FY 2023-24 contract rates for the July 1, 2023-September 30, 2023, timeframe. The proper funding amounts will be placed in the upcoming FY 2023-24 budget per the Town's usual process.

ATTACHMENTS

1. Resolution
2. Proposed Sheriff Contract Amendment One
3. 2018 Sheriff Contract