



36

County of San Mateo
SHERIFF'S OFFICE
INTERDEPARTMENTAL MEMO

DATE: March 5 2001

TO: Honorable Board of Supervisors

FROM: Sheriff Don Horsley *DH*

SUBJECT: COPS-Funded Officers for Towns of Woodside and Portola Valley

RECOMMENDATION: That your Board a) Adopt a Resolution authorizing supplemental Sheriff's patrol services within the Towns of Woodside and Portola valley pursuant to the exist ng Agreement between the County and the Towns to be funded by supplemental state COPS funding allocations b) Adopt an Ordinance amending the FY 2000-01 Salary Ordinance adding two Deputy Sheriff positions in the Sheriff s Patrol Bureau and c) approve an Appropriation Transfer recognizing \$76 804 in FY 2000-01 contractual payments from the Towns of Woodside and Portola Valley to fund these two positions and related operating costs for eight pay periods.

Background

On August 8 2000 your Board approved Resolution No 63878 executing Agreements for contract patrol service by the Sheriff's Office within the Towns of Woodside and Portola Valley At the time those Agreements were being prepared, it was known that the possibility existed for both Towns to receive supplemental State COPS Funding through the State Budget which would pay for the additional cost of one Patrol Deputy in each town Thus the adopted contracts provide for the addition of this supplemental patrol staffing by adoption of Town Council Resolutions receipt of a letter from each Town Manager requesting the additional service and subsequent approval by your Board without the need for renegotiation of the contracts themselves

Just prior to the holidays both Towns received confirmation that they would each be receiving \$100 000 in FY 2001-02 supplemental State COPS Funding under a new policy adopted by Governor Davis providing for each jurisdiction receiving less than \$100 000 State COPS funding in prior years to be brought up to a minimum 'floor' of \$100 000 enabling them to hire one additional police officer (The Sheriff's Office already receives in excess of \$100 000 annually designated by Board policy for the Sexual Habitual Offender Program and thus does not fall under this minimum funding allocation) In January 2001 the Town Councils of Woodside and Portola Valley adopted Resolutions to allocate the additional COPS funding for expanded Sheriff's

patrol services and we have received letters from Woodside Town Manager Susan George and Portola Valley Town Administrator Angela Howard requesting the additional services be added and acknowledging the added contractual payments to the Sheriff's Office. Copies of these documents are attached for reference.

Service Objectives

Officer coverage under existing contract service levels have not changed for many years despite growth in both Town populations and annual calls for service. This minimum level of service has not been adequate to meet the Town's increased service requirements and expectations. The Towns have designated the expanded patrol coverage now made possible with the supplemental funding to be used to accomplish the following service objectives:

- Improved emergency response times in early morning and afternoons
- Increased flexibility in dealing with multiple traffic problems occurring during the day
- Increased flexibility in dealing with multiple law enforcement issues arising during the day
- Ability to respond to calls/address problems/provide public service within both Towns during daytime hours
- Increased early morning and afternoon traffic enforcement near schools in both Towns rather than focusing on one school or area at a time
- Fewer instances where a Deputy must prioritize response to one situation at the expense of competing priorities
- Elimination of morning down time during change of shift – shifts will be overlapped from 6am-6pm and 5am-5pm.
- Significantly increase patrol hours during the day. Currently when the sole beat Deputy is dispatched to a call he/she ceases routine patrol duties until the call is completed and/or a report is prepared. This may result in one to several hours off the street. With the supplemental Deputy at least one Deputy should be on patrol duty during daytime shifts.
- Added officer safety in responding to risk-identified calls between 0300 and 0600 hours when overall staffing is low
- Increased availability to focus on special traffic details, such as monitoring the 'Noontime Riders' bicycle groups' observance of traffic laws
- Increased availability of Deputies to attend public group meetings and to provide community information and educational programs during daytime hours without compromising patrol activities

Fiscal Impact

Two Deputies will work the Woodside/Portola Valley beat on staggered 12-hour shifts providing the expanded seven-day-per-week coverage and services for the new positions will be confined to incorporated Town boundaries. The annual cost for adding

two additional patrol Deputies including salaries, employee benefits, safety equipment and a patrol vehicle is \$226,084. This cost will be shared equally between the two towns at \$113,042 each. This cost will be adjusted annually for any negotiated labor or other cost increases.

For FY 2000-01, a cost of \$76,804 is assumed for the start-up period, which amounts to \$38,402 per jurisdiction. Due to a strong demand by the Towns to have these positions in place to assume traffic duties which start to increase with the improved Spring weather, we will transfer two experienced Deputies into the slots right after Board approval and backfill their vacancies with the new positions after hiring from existing certification lists. The Towns will use already received State COPS funds to cover this cost, using first-year savings to cover the annual amount over \$100,000 in succeeding years. The Governor's Office has indicated their intent that supplemental State COPS funding will be provided for a minimum of three years, which would carry the funding through the term of existing Agreements with the two Towns. Thereafter, continued funding of the additional Deputies would be contingent upon continued State funding, which would be determined during contract negotiations.

There is no impact to net General Fund Cost associated with the recommended Board action. The State requires jurisdictions to annually designate the use of State COPS funds in the form of resolutions by the governing body (in this case, the Town Councils). If for any reason the anticipated three-year State funding stream is discontinued or is not continued after the initial three years, there would be ample notice from the State prior to the close of the last fiscal year, and this expanded service would not be continued for the upcoming year. The two additional positions and associated revenue and costs in the Sheriff's Patrol Bureau could then be eliminated during the budget process, utilizing vacancies which occur through normal attrition and Spring retirements.

This resolution has been approved as to form by County Counsel

cc Susan George, Woodside Town Manager
Angela Howard, Portola Valley Town Administrator
Mary Welch, Director of Employee and Public Services

TOWN of PORTOLA VALLEY

January 23, 2001

Sheriff Donald Hershey
San Mateo County Sheriff's Office
400 Government Center
Redwood City, CA 94063

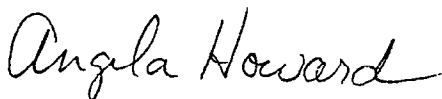
Dear Sheriff Hershey:

Enclosed please find a copy of the Resolution which the Town of Portola Valley Council adopted at its Regular Meeting on January 10, 2001.

Please commence planning and implementation of the enhanced services, to be funded by State COPS and other monies through incorporation of an additional billing amount of \$113,042 per year. This will be added to the existing contract obligation and collected through the established quarterly billing process, once additional service has commenced.

I look forward to working with you.

Sincerely,



Angela Howard
Town Administrator

AH:lh
encl

RESOLUTION NO. 1869 .2001

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY
CONTINUING THE SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND
THROUGH CITIZENS OPTIONS FOR PUBLIC SAFETY PROGRAM AND
MAINTAINING A SEPARATE BUDGET ACCOUNT FOR 2000-2001 FISCAL YEAR

WHEREAS as part of the final 1996-97 State budget agreement \$10 million of general fund monies were appropriated to create a new subvention to augment local law enforcement efforts (Chapter 134, Statutes of 1996) Citizens Options for Public Safety (COPS) was intended to be one-time supplemental funding for front line police activities jail operations and prosecutions and

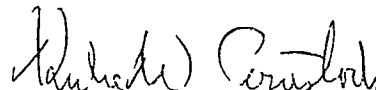
WHEREAS the COPS program was continued in all subsequent State budget agreements, and

WHEREAS, the Town of Portola Valley (Town) participated in all subsequent programs and wishes to continue the program for 2000-2001 and

WHEREAS the Town has established a supplemental Law Enforcement Services Fund in the Town Treasury that has been and will be kept separate and apart from the regular budget adoption;


NOW, THEREFORE the Town Council of the Town does RESOLVE that the Town will receive and appropriate its 2000-2001 share of COPS funds (\$100,000) and expend these funds during the fiscal year on special law and traffic enforcement services within the Town's boundaries as performed under contract by the San Mateo County Sheriff's Department.

PASSED AND ADOPTED this 10th day of January 2001.

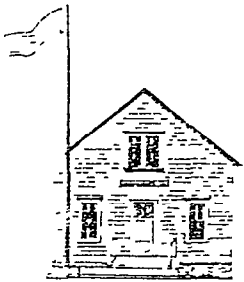


Mayor

ATTEST.



Town Clerk



The Town of
Woodside

January 19, 2001

Sheriff Don Horsley
Hall of Justice and Records
401 Marshall
Redwood City, CA 94063

Dear Don:

On January 9, 2001, the Woodside Town Council approved your office's proposal for the expenditure of the Citizens for Public Safety (COPS) funds for 2000-01. I have attached a copy of the resolution adopted by the Town Council that authorizes the addition of Deputy Sheriff resources within our existing agreement, based upon the additional COPS funding.

I look forward to the enhanced service level within Woodside and to the continuation of a strong productive relationship between your office and Town Hall. We appreciate the efforts that your entire staff makes on behalf of the Town.

Please feel free to have your staff contact me should you need any additional information.

Thanks.

P O Box 620005
2955 Woodside Road
Woodside CA 94062

Sincerely,

A handwritten signature in cursive script, appearing to read "Susan".

Susan George
Town Manager

Enclosure

650-851-6790

Fax 650-851-2195

townhall@woodsidetown.org

RESOLUTION NO 2001 - 6246

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODSIDE APPROVING A PROPOSAL FOR THE CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS) PROGRAM FOR

RESOLVED, by the Council of the Town of Woodside, that:

WHEREAS, the Citizen's Option for Public Safety (COPS) program, as approved by the State of California through AB 3229 as a part of the 1996-97 approval process, and

WHEREAS, the State has provided a fifth year's appropriation for the Program for 2000-01; and

WHEREAS, the COPS program will provide \$100,000 to the Town in 2000-01 to enhance public safety services to local jurisdictions within California;

WHEREAS, the Town of Woodside has an additional \$4,000 available in carryover funds for allocation to the radio and microwave system replacement project; and

WHEREAS, the San Mateo County Sheriff's Office has developed a proposal for use of the new 2000-01 funds and the Town Council has held a public meeting to consider this proposal and to receive public input.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WOODSIDE that

1. The Citizen's Option for Public Safety (COPS) proposal, attached hereto as Exhibit 'A', is hereby approved for 2000-01; and
2. The \$4,000 in carryover funds is hereby allocated to the radio and microwave system replacement project.

* * * * *

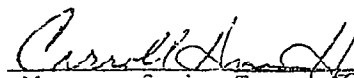
Passed and adopted by the Town Council of the Town of Woodside, California, at a meeting thereof held on the 9th day of January, 2001, following vote of the members thereof:

AYES, and in favor thereof, Councilmembers: Blake, Boynton, Goeld, Sinclair, Tanner, Mayor Hodges

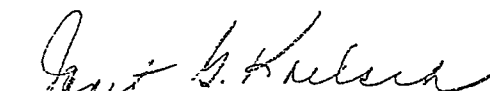
NOES, Councilmembers: None

ABSENT, Councilmembers: None

ABSTAIN, Councilmembers: None


Mayor of the Town of Woodside

ATTEST


Clerk of the Town of Woodside
00000101

RESOLUTION NO _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING SUPPLEMENTAL SHERIFF'S PATROL SERVICES WITHIN THE TOWNS OF WOODSIDE AND PORTOLA VALLEY, PURSUANT TO THE EXISTING AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND THE TOWNS, TO BE FUNDED BY SUPPLEMENTAL STATE COPS FUNDING ALLOCATIONS

RESOLVED by the Board of Supervisors of the County of San Mateo State of California that

WHEREAS existing Agreement No. 63878 between the Towns of Woodside and Portola Valley and the San Mateo County Sheriff's Office whereby the Sheriff provides law enforcement services for and within these townships provides for the expansion of services through the use of increased State COPS funding allocations for the two Towns and

WHEREAS said State supplemental COPS funding has become available, sufficient to pay for the costs of two additional Patrol Deputies to provide expanded law enforcement services within the Towns, and

WHEREAS the Towns of Woodside and Portola Valley have adopted Town Resolutions and have communicated to the Sheriff of San Mateo County their desire to pay for expanded patrol service in the form of two additional Deputy positions and

WHEREAS this Board has been presented with copies of said Resolutions and finds it necessary and desirable to approve the expanded service through the addition of two Deputy positions within the Sheriff's Patrol Bureau offset by increased contractual payments from the Towns for this purpose

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Sheriff's Office is authorized to provide the expanded law enforcement service requested by the Towns of Woodside and Portola Valley pursuant to the existing Agreement

ORDINANCE NO. _____

BOARD OF SUPERVISORS COUNTY OF SAN MATEO STATE OF CALIFORNIA

**AN ORDINANCE AMENDING FISCAL YEAR 2000-2001 SALARY ORDINANCE
ADOPTED AUGUST 8 2000**

The Board of Supervisors of the County of San Mateo, State of California
ordains as follows

SECTION 1. Part 12 of the Ordinance 03987 is amended as indicated

ORGANIZATION 30000 SHERIFF'S OFFICE

1 Item H060 Deputy Sheriff is increased by 2 positions for a new total of 280
positions

SECTION 2. This Ordinance shall be effective 30 days following enactment

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO
ATR1 075

PARTMENT Sheriff's Office

DATE 2/27/01

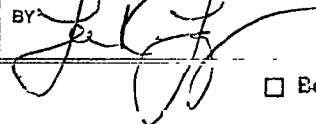
REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW.

| C O D E S | | AMOUNT | DESCRIPTION |
|-------------|---------|------------|---|
| FUND OR ORG | ACCOUNT | | |
| 30521 | 2195 | 38,402.100 | Woodside Contract Services (Unant. Rev.) |
| 30521 | 2196 | 38,402.100 | Portola Contract Services (Unanticipated) |
| 30521 | Various | 76,804.100 | Various Accounts - Sec attached |

Justification (Attach Memo if Necessary)

To provide funding for Supplemental COPS Patrol Services for the Towns of Woodside and Portola Valley for the balance of FY 2000-01, as per BOS report and Town resolution

DEPARTMENT HEAD

BY 

DATE 3/6/01

Board Action Required
Remarks:

Four-Fifths Vote Required

Board Action Not Required

COUNTY CONTROLLER

BY

DATE

Approve as Requested
Remarks:

Approve as Revised

Disapprove

COUNTY MANAGER

BY

DATE

DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. _____

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this _____ day of _____, 19____.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: _____

Supervisors: _____

APPROPRIATION TRANSFER
Woodside/Portola Valley COPS
Midyear 2000-01

| Description | Org | FROM. Acct | Amount | Org | TO. Acct | Amount |
|--------------------------------|-------|---------------|-----------------|-------|-------------|-----------------|
| Woodside Patrol Services | 30521 | 2195 | \$38,402 | | | |
| Portola Patrol Services | 30521 | 2196 | \$38,402 | | | |
| Permanent Positions (6 mos) | | | | 30521 | 4111 | \$39,576 |
| POST Pay | | | | 30521 | 4117 | \$989 |
| Employee Benefits Cost Various | | | | 30521 | 4324 | \$17,413 |
| Motor Vehicle Charges | | | | 30521 | 6717 | \$12,700 |
| Safety Equipment | | | | 30521 | 5124 | \$6,125 |
| TOTALS | | | \$76,804 | | | \$76,804 |

ASSUMPTION Heard March 13 due to strong desire of Woodside & Portola to have these new positions in place, will transfer two experienced Deputies into slots beginning first pay period following Board approval (3/18/01), then will backfill new positions to replace transferees Towns will pay for Deputies from 3/18/01