



**MEMORANDUM  
SHERIFF  
SHERIFF ADMINISTRATION DIVISION**  
County of Placer

**TO:** Honorable Board of Supervisors **DATE:** August 31, 2021  
**FROM:** Devon Bell, Sheriff-Coroner-Marshal  
**BY:** Jerry Rogers, Administrative Services Manager  
**SUBJECT:** Town of Loomis Law Enforcement Services Contract Amendment

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**ACTION REQUESTED**

Approve Amendment No. 6 to the contract between the Placer County Sheriff's Office and the Town of Loomis to adjust the rate for law enforcement services to \$1,907,280 for the July 1, 2021 to June 30, 2022 term. Revenue from this contract is included in the Sheriff's Office FY 2021-22 Adopted Budget.

**BACKGROUND**

The Placer County Sheriff's Office provides law enforcement services to the Town of Loomis. Your Board approved the most recent contract in 2015, which took effect July 1st of the same year. Section 5 of the contract allows the rate for provided law enforcement services to be updated each year to reflect changes in salaries, benefits, equipment, and services. For FY 2021-22 the amended contract amount is \$1,907,280, which represents an increase of \$128,611 or 7.23% over the previous year. The term of the contract is extended to June 30, 2022. All other terms of the contract remain unchanged and in full effect.

**FISCAL IMPACT**

Estimated revenues from this amendment are included in the FY 2021-22 Sheriff's Office Adopted Budget. There is no impact to the General Fund.

**ATTACHMENTS**

Town of Loomis Contract Amendment No. 6 & Exhibit A

BEGINS: July 1, 2021

CONTRACT NO. 13507

ADMINISTERING AGENCY: Sheriff-Coroner-Marshal

AMENDMENT NO. 6

DESCRIPTION: Contract amendment between County of Placer, Office of the Sheriff-Coroner-Marshal and the Town of Loomis to update the annual cost of providing law enforcement services for FY 2021-22.

THIS AMENDMENT No. 6 of contract No. 13507 is made as of July 1, 2021, by and between the COUNTY OF PLACER, Office of the Sheriff-Coroner-Marshal, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and the TOWN OF LOOMIS, a municipal corporation, hereinafter referred to as "TOWN".

The original contract No. 13507 is amended as follows:

**Section 1 DURATION OF CONTRACT:** This agreement shall commence on July 1, 2021 for a period of one year, expiring on June 30, 2022, unless terminated under conditions of Section 11.

**Section 5 PAYMENT FOR SERVICES:** The cost of performing law enforcement services for the year beginning July 1, 2021 through June 30, 2021, both dates inclusive, will be agreed to in the amount of \$1,907,280 per attached Exhibit A. This sum shall be paid in four equal quarterly installments of \$476,820 to be paid on October 1, 2021; January 1, 2022; April 1, 2022; and June 30, 2022. The COUNTY will provide an amendment adjusting salaries, liability insurance, vehicle rates, and cost of living to the TOWN each year for basic law enforcement services for adoption effective July 1 with an amendment approved by both parties.

All other terms and conditions set forth in the Agreement shall remain unchanged and in full force and effect.

IN WITNESS THEREOF, the parties hereto have executed this amendment the day and year first written above.

**TOWN OF LOOMIS**

**COUNTY OF PLACER**

BY: \_\_\_\_\_  
MAYOR, TOWN OF LOOMIS

BY: \_\_\_\_\_  
CHAIR, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
PLACER COUNTY SHERIFF

APPROVED AS TO FORM

APPROVED AS TO FORM

BY: \_\_\_\_\_  
TOWN ATTORNEY

BY: \_\_\_\_\_  
COUNTY COUNSEL

PLACER COUNTY SHERIFF'S OFFICE  
TOWN OF LOOMIS - CONTRACT SERVICES  
FISCAL YEAR 2021/2022

**SALARY AND BENEFITS:**

Qty	Class/Description	Pay Type	Annual Hours/Units	Billable Hours/Units*	2020-2021 Hrly Rate	2021-2022 Hrly Rate	2020-2021 Cost	2021-2022 Cost	Increase/Decrease
0.5	Lieutenant	Regular Pay	2080	1040	168.90	184.02	\$ 175,654	\$ 191,378	\$ 15,723
4.25	Deputy II	Regular Pay	2080	8840	98.47	105.92	\$ 870,496	\$ 936,331	\$ 65,835
4.25	Deputy II	Overtime	188	799	92.44	91.96	\$ 73,857	\$ 73,479	\$ (378)
4.25	Deputy II	Holiday Overtime	64	272	127.13	134.17	\$ 34,580	\$ 36,494	\$ 1,914
0.5	Detective (Deputy II)	Regular Pay	2080	1040	116.68	119.74	\$ 121,347	\$ 124,532	\$ 3,185
0.5	Detective (Deputy II)	Overtime	16	8	107.95	103.92	\$ 864	\$ 831	\$ (32)
0.5	Detective (Deputy II)	Holiday Overtime	16	8	149.05	151.67	\$ 1,192	\$ 1,213	\$ 21
<b>Subtotal Personnel Costs</b>							<b>\$ 1,277,991</b>	<b>\$ 1,364,258</b>	<b>\$ 86,267</b>
1.0	Traffic Enforcement Officer (Deputy II)	Regular Pay	2080	2080	98.47	105.92	\$ 204,823	\$ 220,313	\$ 15,491
1.0	Traffic Enforcement Officer (Deputy II)	Overtime	40	40	92.44	91.96	\$ 3,697	\$ 3,679	\$ (19)
1.0	Traffic Enforcement Officer (Deputy II)	Holiday Overtime	8	8	127.13	134.17	\$ 1,017	\$ 1,073	\$ 56
<b>Subtotal TEO Personnel Costs</b>							<b>\$ 209,537</b>	<b>\$ 225,065</b>	<b>\$ 15,528</b>
<b>Total Personnel Costs including TEO</b>							<b>\$ 1,487,528</b>	<b>\$ 1,589,323</b>	<b>\$ 101,795</b>

**OTHER COSTS:**

Item	Description	2020-2021 Cost	2021-2022 Cost	Increase/Decrease
Communication	IT, Cell Phone, and Radio Costs	\$ 42,648	\$ 62,634	\$ 19,986
Direct Operational Support	SP Secretary and 7% Direct Operational Staff Support	\$ 120,954	\$ 128,099	\$ 7,146
Equipment & Supplies	Equipment & Supplies	\$ 10,426	\$ 9,775	\$ (651)
Office Space and Parking Lot	Yearly Lease and Property Management Fee	\$ 24,095	\$ 24,644	\$ 550
Training	Based on Routine Annual Training	\$ 15,625	\$ 16,301	\$ 676
Utility Charges	PG&E	\$ 3,915	\$ 3,737	\$ (179)
Vehicle Expenses	6.25 vehicles @ \$5.15 per hour	\$ 73,479	\$ 72,766	\$ (713)
<b>Total Other Costs</b>		<b>\$ 291,141</b>	<b>\$ 317,957</b>	<b>\$ 26,815</b>
<b>Total Contract Costs</b>		<b>\$ 1,778,669</b>	<b>\$ 1,907,280</b>	<b>\$ 128,611</b>

<b>Total Contract Change</b>	<b>7.23%</b>
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<b>21-22 Base Quarterly Payments</b>	<b>\$ 476,820.02</b>
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**Town of Loomis - Contract Services  
Fiscal Year 2021/2022**

- Salaries & Benefits increased due to Measure F increases: Sergeant 2.59% and Deputy Sheriff I/II 2.91%.
- Communication costs increased due to the overall increases of County IT charges including Workday.
- Direct operational support including dispatch, evidence, records and other services to support the Deputies and Lieutenant assigned to Loomis.
- Replacement cost for deputy equipment is \$2,453 per person per year, which is 15% of decrease from the FY20/21 contract due to the update in personal duty gear and useful life time. Other supplies are determined based on the costs incurred and projected in FY20/21 divided by 137 total Patrol funded FTEs and multiplied by the Loomis portion accordingly.
- Training cost is calculated based on FY21/22 estimated annual training costs multiplied by 4.25 Deputies and 1.0 Traffic Enforcement Officer, which is a minimum amount of increase.
- Methodology to determine vehicle charges is to determine a per hour vehicle cost, which is based on projected and annualized FY20/21 Fleet costs divided by total minimum staffing hours.