



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 6/3/2025

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**To:** Board of Supervisors

**Department or Agency Name(s):** Sheriff's Office

**Staff Name and Phone Number:** Melissa MacDonald, 565-6052

**Vote Requirement:** Majority

**Supervisorial District(s):** Fourth and Fifth District

**Title:**

Town of Windsor and City of Sonoma Law Enforcement Agreements for Services

**Recommended Action:**

- A. Authorize the Chair to execute an Agreement Amendment for Law Enforcement Services between the County of Sonoma and the Town of Windsor, extending the term of the current Agreement through June 30, 2028.
- B. Authorize the Chair to execute an Agreement Amendment for Law Enforcement Services between the County of Sonoma and the City of Sonoma, extending the term of the current Agreement through June 30, 2030.

**Executive Summary:**

The Sheriff's Office provides law enforcement services in the Town of Windsor and City of Sonoma under two separate service Agreements. Both Agreements are due to expire June 30, 2025, and both the Town of Windsor and the City of Sonoma intend to execute agreement amendments to extend the term for three and five years, respectively, through June 30, 2028, and June 30, 2030. Both Agreements include additional options to extend the term of each Agreement. Future amendments will be brought back to the Board for approval prior to term expiration.

The estimated cost to provide law enforcement services for FY 25-26 is \$10,962,196 for the Town of Windsor and \$6,597,457 for the City of Sonoma. Each agreement requires an annual Service Plan adopted by the Town and the City, respectively, which dictates the number of personnel assigned to each department. Annual budgets are based on the position allocations adopted in the Service Plan. Both agreements are full cost recovery agreements. The Town of Windsor and the City of Sonoma agree to pay the full cost of services, which includes any adjustments negotiated in labor agreements.

**Discussion:**

A summary of each existing Agreement is as follows:

**Town of Windsor** - The County has been providing contract law enforcement services to the Town of Windsor since April 6, 1993, shortly after the Town's incorporation in 1992. At that time the Board approved a five-year Law Enforcement Services Agreement with the Town. Multiple five and ten-year agreements have been executed since then, the most recent in June 2020.

The Town of Windsor and the Sheriff's Office continue to be satisfied with the collaborative working

relationship under the current Agreement, which expires on June 30, 2025. The proposed amendment will extend the term of the current Agreement through June 30, 2028. Under the current Agreement, the County receives full reimbursement for the direct costs associated with the provision of law enforcement services by the Sheriff's Office to the Town of Windsor. The Agreement provides the Town with 24 Sheriff's Office employees, including 21 sworn personnel and three support staff. The Agreement also provides funding for investigative services. The Town pays the Sheriff's Office for indirect expenses which are captured in an overhead rate determined annually and applied to the actual salary and benefit costs of County personnel assigned to the Windsor Police Department. This rate covers indirect services provided to the Town such as dispatch, records, field training for new officers, and administrative services. The total Windsor Police Department operational budget of \$8,148,210 is included in the Sheriff's Office FY 25-26 Recommended Budget.

**City of Sonoma** - The County has been providing law enforcement services to the City of Sonoma since April 21, 2004, when the Board approved a five-year Agreement for Law Enforcement Services with the City. Multiple agreements have been executed since then, the most recent in June 2020.

The City of Sonoma and the Sheriff's Office continue to be satisfied with the collaborative working relationship under the current Agreement, which expires on June 30, 2025. The proposed amendment will extend the term of the current Agreement through June 30, 2030. Under the current Agreement, the County receives full reimbursement for the direct costs associated with the provision of law enforcement services by the Sheriff's Office to the City of Sonoma. The Agreement provides the City with 16 Sheriff's Office employees, including 13 sworn personnel and three support staff. The Agreement also provides funding for investigative services. The Town pays the Sheriff's Office for indirect expenses which are captured in an overhead rate determined annually and applied to the actual salary and benefit costs of County personnel assigned to the Sonoma Police Department. This rate covers indirect services provided to the City such as dispatch, records, field training for new officers, and administrative services. The total Sonoma Police Department operational budget of \$4,903,251 is included in the Sheriff's Office FY 25-26 Recommended Budget.

The indirect costs paid by the Town of Windsor and City of Sonoma under these agreements include Sheriff's Office salary and benefits, services, and supply costs for which the contract Town/City receives a benefit under the Agreement for Law Enforcement Services. The overhead rate is applied to the actual salary and benefits cost and is billed monthly. These costs cover, but are not limited to, dispatch services, records services, employee recruitment and new hire training, legal services, internal affairs investigations, and administrative services including fiscal management, accounting, payroll, and procurement.

These contracts benefit the community by providing consistent, coordinated, and seamless law enforcement services across the unincorporated County area and the two incorporated areas.

**Strategic Plan:**

N/A

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:****Town of Windsor:**

The Board has approved multiple Law Enforcement Services Agreements with the Town of Windsor since June of 1993. The current agreement expiring June 30, 2025, was approved in June 2020, with the option to amend for two additional five-year extensions.

**City of Sonoma:**

The Board has approved multiple Law Enforcement Services Agreements with the City of Sonoma since April of 2004. The current agreement expiring June 30, 2025, was approved in June 2020, with the option to amend for two additional five-year extensions.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY24-25 Adopted</b>	<b>FY25-26 Recommended</b>	<b>FY26-27 Projected</b>
Budgeted Expenses	\$16,635,265	\$16,663,742	\$17,559,653
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$16,635,265</b>	<b>\$16,663,742</b>	<b>\$17,559,653</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$16,635,265	\$16,663,742	\$17,559,653
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$16,635,265</b>	<b>\$16,663,742</b>	<b>\$17,559,653</b>

**Narrative Explanation of Fiscal Impacts:**

The Agreements for Law Enforcement Services with contract cities allow for full direct cost reimbursement. Full indirect cost recovery in the form of overhead is applied to all salary and benefit costs. The overhead revenue is applied to the Sheriff's Administration section to offset indirect expenses. The contract city operational budgets are zero General Fund net cost budgets. Windsor Police Department operational expenditures totaling \$8,148,210 are included in the Sheriff's Office FY 25-26 Recommended Budget. Estimated overhead to be paid by the Town of Windsor is \$2,813,986, also included in the Sheriff's Office FY 25-26 Recommended Budget. Sonoma Police Department operational expenditures totaling \$4,903,251 are included in the Sheriff's Office FY 25-26 Recommended Budget. Estimated overhead to be paid by the City of Sonoma is \$1,694,206 also included in the Sheriff's Office FY 25-26 Recommended Budget. The FY 26-27 projected expenses and revenue are based on FY 25-26 estimates and include a 3% increase.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

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**Agenda Date:** 6/3/2025

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**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

1. Draft First Amendment to Agreement for Law Enforcement Services between the County of Sonoma and the Town of Windsor
2. Draft First Amendment to Agreement for Law Enforcement Services between the County of Sonoma and the City of Sonoma

**Related Items “On File” with the Clerk of the Board:**

1. Agreement for Law Enforcement Services between the County of Sonoma and the Town of Windsor
2. Agreement for Law Enforcement Services between the County of Sonoma and the City of Sonoma