



**NOTICE OF REGULAR MEETING OF THE
BOARD OF POLICE COMMISSIONERS OF THE
BROADMOOR POLICE PROTECTION DISTRICT**

**The regular May 2024 meeting of the
Board of Police Commissioners will be held on**

Tuesday, May 14, 2024, at 7:00 p.m.

**at the District offices of the
Broadmoor Police Protection District at
388 88th Street
Broadmoor Vlg., California 94015**

**NO FOOD OR BEVERAGES WILL
BE PERMITTED IN THE MEETING ROOM**

**NO ANIMALS EXCEPT REGISTERED SERVICE ANIMALS
WILL PERMITTED IN THE MEETING ROOM**

**RULES OF ORDER AND DECORUM SET FORTH
IN RESOLUTION 2022/23-07 WILL BE ENFORCED**



BROADMOOR COMMISSIONERS
Hon. James Kucharszky
Hon. Ralph Hutchens
Hon. Marie Brizuela

AGENDA

REGULAR MEETING

Meeting to be held:

Tuesday, May 14, 2024, at 7:00 p.m.

**Broadmoor Police Department
388-88th Street
Broadmoor, Vlg., California 94015-1717**

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting should contact Lisa Hernandez [Administrative Assistant of the Police Department] at least 2 working days before the meeting at (650) 755-3840 and/or lhernandez@pd.broadmoor.ca.us. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical-based products.

**NO FOOD OR BEVERAGES WILL
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**RULES OF ORDER AND DECORUM SET FORTH
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1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**

3. PUBLIC COMMENTS

This time is provided for interested persons to address the Commission or submit written communications on matters not on the Agenda. Anyone wishing to present oral comments on matters not on the agenda must approach the podium, state his or her name, and will have up to three minutes to present his or her oral comments. At the conclusion of all public comments on matters not on the Agenda, the Commission may respond to the public comments. Any request that requires Commission action will be set by the Commission for a future agenda or referred to staff.

4. CONSENT AGENDA

PREVIOUS MINUTES

- (a) Approval of minutes from regular meeting on April 9, 2024.
- (b) Approval of minutes from special meeting on April 18, 2024.

TREASURER'S REPORT

- (c) Approval of May 2024 Warrants and Deposits.

5. CHIEF OF POLICE REPORT

Chief Connolly will deliver his report.

6. OPEN SESSION

- (a) Discussion and action on proposed Resolution No. 2023/24-05 to adjust the special property tax for fiscal year 2024/2025 as specified in the proposed Resolution.
- (b) First reading and discussion on proposed budget for Fiscal Year 2024/2025. No action will be taken at this meeting.

7. ADJOURNMENT

Motion to adjourn.

POSTED AT: WWW.BROADMOORPOLICE.COM
BROADMOOR POLICE DEPARTMENT
COLMA FIRE DEPARTMENT
BROADMOOR COMMUNITY CENTER

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

BROADMOOR POLICE PROTECTION DISTRICT
OFFICE OF THE CHIEF OF POLICE / DISTRICT MANAGER

STAFF REPORT

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DATE: May 8, 2024

TO : Hon . James Kucharszky, Ralph Hutchens and Marie Brizuela

FROM: Michael P. Connolly, ICOP / IDM

RE : Proposal to adjust qualified special parcel tax for FY 2024/2025

INTRODUCTION

The District like most, perhaps all, public entities in the state is facing a significant increase in operational costs for fiscal year 2024/2025.

The attached 2024/2025 preliminary draft Budget¹ shows a very tight budget, although better than the FY 2023/2024 budget. The fiscal health of the District for FY 2024/2025 appears to be an improvement from FY 2023/2024 due in large part to some legal expenses that will not likely be incurred until the next fiscal year and the temporary reduction in some operating costs notwithstanding the increase in such costs.

DISCUSSION

In order to help defray or offset some of the unprecedented costs the District is likely to incur next fiscal year and restore some deferred operational expenses an adjustment in the special tax (parcel tax) will provide some assistance and relief in that regard.

In order to continue to adequately staff the District, and to provide the high quality police and related services to the community that the community has enjoyed since 1948, the Commission should consider increasing the qualified special tax currently in place. The last upward adjustment in the special tax was FY 2023/2024. (Resolution 2023/24-02)

¹ The preliminary draft budget is included with this Staff Report solely for reference purposes. The final budget might be very different from the preliminary draft budget.

Resolution 1999/2000-09, which was adopted on February 17, 2000, formed the basis of Measure A that was passed by the voters of the District in an election on May 16, 2000, with a 90% affirmative vote. That ballot measure is remains the basis of the District's qualified special parcel tax today and provides the Commission with the authority to annually adjust the qualified special tax in an amount not to exceed 5% of the current special tax. The current special tax is set forth in Resolution 2023/24-02. If proposed Resolution 2024/25-05 is adopted, that Resolution would result in an upward adjustment by 5%.

RECOMMENDATION

I propose that the current special tax imposed upon each parcel of real property located within the District be increased by 5% as more fully set forth in proposed Resolution No. 2024/25-05 for FY 2024/2025 effective July 1, 2024, and that such Resolution should be approved, passed and adopted.

BOARD OF POLICE COMMISSIONERS
BROADMOOR POLICE PROTECTION DISTRICT

**A RESOLUTION ADJUSTING THE
QUALIFIED SPECIAL TAX (PARCEL TAX)
FOR FISCAL YEAR 2024/2025**

Resolution No. 2023/24-05

WHEREAS, District Resolution 1999/2000-09 established a qualified special tax (parcel tax) to be imposed upon and against each parcel of real property situated within the District; and,

WHEREAS, that Resolution provides for an annual review of the tax rate and permits annual increases in an amount not to exceed five percent (5%) of the previous Fiscal Year; and,

WHEREAS, the Fiscal Year ("FY") of the District consists of twelve consecutive calendar months beginning on July 1 and ending on June 30 each and every calendar year over two consecutive calendar years; and,

WHEREAS, the last adjustment to the special tax was in 2023 by Resolution 2023/24-02 for FY 2023/2024; and,

WHEREAS, the Board of Police Commissioners has determined that an adjustment in the special tax provided in Resolution 2023/24-02 for FY 2023/2024 is fiscally necessary for the financial health of the District.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the special tax rates provided and set forth in Resolution No. 2023/24-02 are hereby adjusted as set forth below, which are approved and adopted for FY 2024/2025; and,

BE IT FURTHER HEREBY RESOLVED that the special tax effective FY 2024/2025 is hereby levied against and imposed upon each and every parcel of real property situated within the District as follows:

- | | | |
|----|---|------------|
| 1. | Single family dwellings | \$532.51 |
| 2. | Multiple residential (per unit or apt.) | \$532.51 |
| 3. | Residential board or care (per bed) | \$443.36 |
| 4. | Commercial property | \$1,163.41 |
| 5. | Unimproved property | \$172.48 |

BE IT FURTHER HEREBY RESOLVED that the special tax set forth above shall be, and it hereby is, a charge against and a lien upon each and every parcel of real property situated within the District; and,

BE IT FURTHER HEREBY RESOLVED that a copy of this Resolution shall be transmitted to the Tax Collector of the County of San Mateo and Controller of the County of San Mateo for implementation and inclusion on the real property tax bills for FY 2024/2025 and for collection of the special tax in the same manner as other real property taxes in the County of San Mateo; and,

BE IT FURTHER HEREBY RESOLVED that the special tax provided herein shall be subject to all the same penalties as the *ad valorem* taxes collected by

the Tax Collector. The special tax and penalty shall bear interest at the same rate as the rate for unpaid *ad valorem* property taxes until paid; and,

BE IT FURTHER HEREBY RESOLVED that the Secretary or Clerk of this Board shall furnish the Tax Collector of the County of San Mateo and the Controller of the County of San Mateo all information required in order to implement the special tax provided in this Resolution; and,

BE IT FURTHER HEREBY RESOLVED that in the event any Court of competent jurisdiction shall determine that any part of this Resolution is void, invalid or unenforceable, Resolution 2023/24-02 shall, to such extent and without change, continue in full force and effect as adopted on August 8, 2023.

Done in Open Session this Fourteenth Day of May 2024.

Ayes:

Noes:

Abstain / Absent:

Attest:

Michael P. Connolly
Interim Chief of Police
Interim District Manager

Hon. James Kucharszky, Chair

Broadmoor Police Protection District
Proposed Budget Summary
For Fiscal Year 2024-25

	FY2024-25	FY2023-24	Change	
	Amount	Amount	\$	%
Sources	\$ 3,200,000	\$ 2,977,500	222,500	7.47%
<u>Requirements:</u>				
<i>Personnel Services</i>	1,575,677	1,960,559	(384,882)	-19.63%
<i>Maintenance and Operation</i>	1,137,490	1,372,725	(235,235)	-17.14%
Total Requirements	\$ 2,713,167	\$ 3,333,284	\$ (620,117)	-18.60%
Net Surplus (Deficit)	\$ 486,833	\$ (355,784)	\$ 842,617	

Broadmoor Police Protection District
Adopted Budget Summary
For Fiscal Year 2023-24 (as of March 31, 2024)

Account #	Sources	Budget vs Actual		Variance	
		2023-24 Budget	Actuals as of 3/31/24	Favorable (Unfavorable) \$	%
0913	Receipts - Trust Fund	5,000	-	(5,000)	-100.00%
1021	Current Yr Secured	1,400,000	1,040,451	(359,549)	-34.56%
1031	Current Yr Unsecured	65,000	67,774	2,774	4.09%
1033	Prior Yr Unsecured	-	(379)	(379)	-100.00%
1041	CY SB 813 Secured Supplemental	35,000	29,081	(5,919)	-20.35%
1042	CY SB 813 Unsecured Supplemental	-	416	416	100.00%
1043/1045	PY SB 813 REDEM	-	1,312	1,312	100.00%
1046	ERAF Rebate	500,000	575,970	75,970	13.19%
1421	Court Fines	20,000	38,928	18,928	48.62%
1521	Interest Earnings	5,000	9,256	4,256	45.98%
1831	Homeowners Property Tax Re	2,500	2,274	(226)	-9.93%
2439	Other Special Charges	700,000	511,211	(188,789)	-36.93%
2658	Other Miscellaneous Revenue	80,000	48,590	(31,410)	-64.64%
	Asset Forfeitures	5,000	-	(5,000)	-100.00%
	Grant Revenues	160,000	185,493	25,493	13.74%
Total Revenues		\$ 2,977,500	2,510,378	\$ (467,122)	-18.61%
4100	Salary and Wages	1,372,661	644,595	728,065	112.95%
4300	Payroll Taxes	35,271	20,452	14,819	72.46%
4412	Retirement Plan	471,855	254,138	217,718	85.67%
4400	Health Plan (Kaiser)	80,772	108,943	(28,171)	-25.86%
5121	Clothing Supplies	13,500	1,445	12,055	834.22%
5156	Other Household Expense	13,300	4,682	8,618	184.04%
5199	Other Office Expense	45,000	20,620	24,380	118.23%
5331	Memberships	14,850	12,148	2,702	22.24%
5416	Fuel and Lubrication	40,000	20,562	19,438	94.54%
5424	Radio Equipment Maintenance Expense	7,500	2,564	4,936	192.56%
5455	Other General Maintenance Expense	25,000	6,390	18,610	291.22%
5478	General Maintenance of Structure	13,250	3,762	9,488	252.24%
5638	Other Utility Expense	34,625	34,572	53	0.15%
5722/5838	Transportation and Lodging	15,000	14,149	851	6.01%
5341	Legal Services	155,000	54,138	100,862	186.30%
5858	Professional Contract Services	199,700	145,592	54,108	37.16%
5876	Professional Services	35,500	24,201	11,299	46.69%
6731	Insurance	644,500	629,737	14,763	2.34%
7311	Equipment	60,000	8,339	51,661	619.52%
5300	Wellness Grant Fund	-	11,951	(11,951)	-100.00%
5611	Miscellaneous	-	760	(760)	-100.00%
5200	School Crossing Guards	56,000	15,372	40,628	264.29%
Total Expenditures		\$ 3,333,284	\$ 2,039,113	\$ 1,294,172	63.47%
Excess of Revenues over (under) Expenditures		\$ (355,784)	\$ 471,265	\$ 827,050	

Broadmoor Police Protection District
Proposed Budget Summary - Revenues
For Fiscal Year 2024-25

Account #	Sources of Revenue	FY2024-25	FY2023-24	Change	
		Proposed Amount	Adopted Amount	\$	%
0913	Receipts - Trust Fund	10,000	5,000	5,000	100.00%
1021	Current Yr Secured	1,500,000	1,400,000	100,000	7.14%
1031	Current Yr Unsecured	60,000	65,000	(5,000)	-7.69%
1033	Prior Yr Unsecured	-	-	-	0.00%
1041	CY SB 813 Secured Supplemental	50,000	35,000	15,000	42.86%
1042	CY SB 813 Unsecured Supplemental	-	-	-	0.00%
1043/1045	PY SB 813 Redemption	1,000	-	1,000	0.00%
1046	ERAF Rebate	550,000	500,000	50,000	10.00%
1421	Court Fines	25,000	20,000	5,000	25.00%
1521	Interest Earnings	5,000	5,000	-	0.00%
1831	Homeowners Property Tax Refunds	4,000	2,500	1,500	60.00%
2439	Other Special Charges	750,000	700,000	50,000	7.14%
2658	Other Miscellaneous Revenue	80,000	80,000	-	0.00%
-	Asset Forfeitures	5,000	5,000	-	0.00%
-	Grant Revenue	160,000	160,000	-	0.00%
		\$ 3,200,000	\$ 2,977,500	\$ 222,500	7.47%

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Broadmoor Police Protection District
Proposed Budget Summary
For Fiscal Year 2024-25

Account #	Personnel Services	FY2024-25	FY2023-24	Change	
		Amount	Amount	\$	%
4100	Salary and Wages	1,035,511	1,372,661	(337,150)	-24.56%
4300	Payroll Taxes	22,483	35,271	(12,788)	-36.26%
4412	Retirement Plan	383,091	471,855	(88,765)	-18.81%
4400	Health Plan (Kaiser)	134,592	80,772	53,820	66.63%
		\$ 1,575,677	\$ 1,960,559	\$ (384,882)	
	Maintenance and Operation				
5121	Clothing Supplies	3,000	13,500	(10,500)	-77.78%
5156	Other Household Expense	10,000	13,300	(3,300)	-24.81%
5199	Other Office Expense	30,000	45,000	(15,000)	-33.33%
5331	Professional Memberships	16,500	14,850	1,650	11.11%
5416	Fuel and Lubrication	25,000	40,000	(15,000)	-37.50%
5424	Radio Equipment Maintenance Expense	4,660	7,500	(2,840)	-37.87%
5455	Other General Maintenance Expense	10,000	25,000	(15,000)	-60.00%
5478	General Maintenance of Structure	10,000	13,250	(3,250)	-24.53%
5638	Other Utility Expense	42,330	34,625	7,705	22.25%
5722	Transportation and Lodging	25,000	15,000	10,000	66.67%
5341	Legal Services	105,000	155,000	(50,000)	-32.26%
5858	Other Professional Contract Services	186,000	199,700	(13,700)	-6.86%
5876	Other Professional Services	46,000	35,500	10,500	29.58%
6731	Insurance	534,000	644,500	(110,500)	-17.15%
7311	Vehicles and Equipment	30,000	60,000	(30,000)	-50.00%
5200	School Crossing Guards	60,000	56,000	4,000	7.14%
		\$ 1,137,490	\$ 1,372,725	\$ (235,235)	
	Total Funds Requested	\$ 2,713,167	\$ 3,333,284	\$ (620,117)	-18.60%

**Broadmoor Police Protection District
Proposed Budget Summary - Revenues
For Fiscal Year 2024-25**

0913 Receipts - Trust Fund

**Definition: Revenue received from the State
related to State Disability or other Payroll-
related reimbursements.**

Year	Actual
FY21	11,076.56
FY22	13,008.48
FY23	11,912.65
	<u>35,997.69</u>
Average	11,999.23
Budgeted	10,000.00

Broadmoor Police Department
Warrants Report May 2024

Wednesday, May 08, 2024 Wednesday, May 8, 2024 04:22 PM GMTZ



COUNTY OF SAN MATEO
DEPOSIT PERMIT

Permit Number

(1) TITLE OF DEPOSITING ORGANIZATION Broadmoor Police Department			(2) No. of Depositing Org. 02500			(3) Preperation Date May-24		(4) Reference Date			
(5) ACCOUNT DESCRIPTION			(6) C O D E S					(7) AMOUNT			
			Pay	Schedule	References	GL ORG.	GL Object	JL ORG.	JL Object	Dollars	Cents
DMV LOCAL AGENCY COLLECTION					90-1342	2500	2658			1,518.00	
EDD SDI OVERPAYMENT					90-1342	2500	2658			3,064.71	
										\$4,582.71	
(8) Remarks:								TOTAL			
								DISTRIBUTION OF TOTAL	Cards	\$4,582.71	
									Checks		
									Coins		
									Currency		
									Wires		
Other											
(9) I hererby certify that the total amount listed above represents collections received by me for the above named fund and during the period of 04/05/2024-05/09/2024 INTERIM CHIEF MICHAEL P. CONNOLLY DEPARTMENT HEAD						(10) The monies listed above have been received in the County Treasury. County Treasury By _____ DEPUTY			(11) I approved deposit of the above monies in the County Treasury. County Controller By _____ DEPUTY		