



BROADMOOR COMMISSIONERS  
Hon. Ralph Hutchens  
Hon. John Aguerre  
Andrea M. Hall  
(Commissioner-elect)

# **A G E N D A**

## **REGULAR MEETING**

**Meeting to be held:**

**Tuesday, January 14, 2025, at 7:00 p.m.**

**Broadmoor Police Department  
388-88<sup>th</sup> 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  
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**

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

**3. INVESTITURE OF COMMISSIONER-ELECT ANDREA M. HALL**

(a) The Oath of Office will be administered to Commissioner-elect Andrea M. Hall.

**4. SECOND ROLL CALL**

**5. 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.*

**6. REORGANIZATION OF POLICE COMMISSION**

(a) Annual reorganization of the Police Commission pursuant to Commission Policy 5010.5. (Action required.)

**7. CONSENT AGENDA**

**PREVIOUS MINUTES**

(a) Approval of minutes from regular meeting on December 10, 2024.

**TREASURER'S REPORT**

(b) Approval of January 2025 Warrants and Deposits.

**8. CHIEF OF POLICE REPORT**

Chief Connolly will deliver his report.

**9. CLOSED SESSION**

(a) Meet and consult with District Counsel and trial/appellate counsel. One active litigation case. [Government Code §§54954.5(c) and 54956.9(d)(1)]

**10. OPEN SESSION**

(a) Report any reportable action taken in Closed Session.

(b) Discuss and select state-mandated training (AB 1234) for all three commissioners (Brown Act, Public Records Act, and Political Reform Act) proposed by BBK. (Action required.)

**11. ADJOURNMENT**

Motion to adjourn the meeting in the memory and honor of the late Honorable Marie Brizuela.

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 DISTRICT COUNSEL**

**STAFF REPORT**

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DATE: January 8, 2025  
TO : Hon. Ralph Hutchens and Hon. John Aguerre  
FROM: Paul M. Davis, District Counsel  
RE : Mandated Training and Optional Training for Commissioners

**INTRODUCTION**

Assembly Bill 1234 was passed in 2005 and amended in 2024 by Assembly Bill 2631 (Stats. 2024, Ch. 201, Sec. 1), which mandates that state and local elected officials take specified training that encompasses ethics, the Brown Act and the Public Records Act. (Government Code §§ 53235(a) and 53225.1(b)(1))

Newly elected officials must also take the mandated training within one year of the date they take office. (Government Code §53235.1(b)(1))

**DISCUSSION**

According to District records, Commissioners Aguerre and Hutchens are up to date on their ethics training obligations and have received their certificates attesting to the same.

Commissioner-elect Hall will need to take the mandated training course within one year of the date she assumes office.

The state's Fair Political Practices Commission provides the minimum training to satisfy the statutory requirements. This online course is provided by the state at no cost to the official or the agency.



One of the District's outside legal counsel, Best Best & Krieger, provides a more hands-on and interactive course. The fees for the course vary depending upon which course is given. I have attached to this Memo a copy of the email thread between me and HongDao Nguyen, one of the attorneys at BB&K that handles AB 1234 training for public entities.

### RECOMMENDATION

I recommend that the Commission adopt a policy specifying which course the several commissioners should take. As noted above, the choices are the free online course offered by the state or the courses offered by Best Best & Krieger for a fee.

Respectfully,

*Paul M. Davis*

e-signature

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Paul M. Davis  
District Counsel

Attachment: Email thread with BB&K

**From:** [HongDao Nguyen](#)  
**To:** [Davis Law Offices](#)  
**Cc:** [Chief Michael P. Connolly](#)  
**Subject:** Re: Brown Act and Ethics Training  
**Date:** Tuesday, January 7, 2025 3:14:30 PM

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Hello Paul,

Our office has a standard AB 1234 training and a comprehensive Brown Act training. Each training costs \$2K, plus the mileage costs of the presenting attorney. The cost would remain the same if the training was hosted virtually, minus the mileage.

AB 1234 training is a 2-hour training that covers the Political Reform Act, transparency laws (Brown Act and Public Records Act), and fair hearings/due process.

The Brown Act training is 1.5 hours and introduces public officials and employees to the various aspects of the Ralph M. Brown Act. Topics covered include:

- When it applies
- Compliance requirements
- Exceptions to the open meeting law
- Remedies for non-compliance
- Hypotheticals and practical advice to help identify and avoid violations

Both trainings are interactive, as they would include hypotheticals to discuss among the group and allow for questions throughout the presentation.

Please let me know if you have additional questions, thanks.

HongDao



**HongDao Nguyen**  
Partner  
[hongdao.nguyen@bbklaw.com](mailto:hongdao.nguyen@bbklaw.com)  
T: (949) 263-2614 | C: (310) 750-8478  
[bbklaw.com](http://bbklaw.com) |  

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**From:** Davis Law Offices <[pmd@davislawoffice.com](mailto:pmd@davislawoffice.com)>  
**Sent:** Tuesday, January 7, 2025 11:29 AM  
**To:** HongDao Nguyen <[Hongdao.Nguyen@bbklaw.com](mailto:Hongdao.Nguyen@bbklaw.com)>  
**Cc:** Chief Michael P. Connolly <[mconnolly@pd.broadmoor.ca.us](mailto:mconnolly@pd.broadmoor.ca.us)>  
**Subject:** RE: Brown Act and Ethics Training

**CAUTION - EXTERNAL SENDER.**

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Good morning HongDao,

Could you please provide me with some details as to the programs you offer and the specific pricing.

Do you offer interactive programs? None of our commissioners has any in-depth knowledge of the Brown Act, the ethics requirements and the Public Records Act.

Thank you very much.

Paul M. Davis

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**From:** HongDao Nguyen [<mailto:Hongdao.Nguyen@bbklaw.com>]  
**Sent:** Monday, December 30, 2024 5:56 PM  
**To:** Davis Law Offices  
**Cc:** 'Chief Michael P. Connolly'  
**Subject:** RE: Brown Act and Ethics Training

That sounds great, Paul. Hope you have a wonderful New Year, too.

HongDao



**HongDao Nguyen**

Partner

[hongdao.nguyen@bbklaw.com](mailto:hongdao.nguyen@bbklaw.com)

T: (949) 263-2614 | C: (310) 750-8478  
[bbklaw.com](http://bbklaw.com) | 

[Holiday Greetings from BBK!](#)

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**From:** Davis Law Offices <[pmd@davislawoffice.com](mailto:pmd@davislawoffice.com)>  
**Sent:** Monday, December 30, 2024 5:27 PM  
**To:** HongDao Nguyen <[Hongdao.Nguyen@bbklaw.com](mailto:Hongdao.Nguyen@bbklaw.com)>  
**Cc:** 'Chief Michael P. Connolly' <[mconnolly@pd.broadmoor.ca.us](mailto:mconnolly@pd.broadmoor.ca.us)>  
**Subject:** RE: Brown Act and Ethics Training

**CAUTION - EXTERNAL SENDER.**

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Hi HongDao,

I'll circulate this email thread among the three commissioners at the meeting on January 14, 2025, and I'll get back to you.

Thank you very much.

I hope you enjoy a very Happy New Year.

Paul M. Davis

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**From:** HongDao Nguyen [<mailto:Hongdao.Nguyen@bbklaw.com>]

**Sent:** Monday, December 30, 2024 4:58 PM

**To:** Davis Law Offices

**Cc:** 'Chief Michael P. Connolly'

**Subject:** RE: Brown Act and Ethics Training

Hi Paul,

My apologies for the delayed response. I'm traveling in Asia and my Internet connections have been spotty.

My suggestion is to have an approximately one hour "onboarding training" that covers a variety of laws, including the Brown Act, Public Records Act, and a very high level overview of the Political Reform Act. We typically don't provide Brown Act-only trainings, but can certainly do so if that's a particular concern to the Agency. If it's a Brown Act-only training that could be a 15- to 30 minute overview.

A question is: Would the Agency prefer that the training be at a Board meeting or one-on-one training? A Board meeting training is fine, but a commissioner may feel more comfortable having an onboarding meeting privately so he or she can ask more candid questions.

We have template presentations that I could adapt for the Agency. Depending on whether it's a fuller onboarding presentation or mini-Brown Act presentation, it would take about an hour- to two hours to put the presentation together. It could take longer if the presentation encompasses the Agency's local rules and policies (i.e., does the Agency have any rules or policies that differ from the statutes?).

I reviewed the Agency's legal services agreement with our firm, and the current rates are:

- \$425 – Partners
- \$350 – Of Counsel
- \$275 – Associates
- \$175 – Paralegals, etc.

These rates date back to September 2021. I would do most of the preparation work with the help of a paralegal. I would love to help. Once I understand more about what the Agency is looking for, I'd be happy to put together a more targeted estimate of the costs. Thanks.

Sincerely,

HongDao

**HongDao Nguyen**



Partner  
[hongdao.nguyen@bbklaw.com](mailto:hongdao.nguyen@bbklaw.com)  
T: (949) 263-2614 | C: (310) 750-8478  
[bbklaw.com](http://bbklaw.com) | ☐ ☐

### Holiday Greetings from BBK!

**From:** Davis Law Offices <[pmd@davislawoffice.com](mailto:pmd@davislawoffice.com)>  
**Sent:** Thursday, December 26, 2024 1:31 PM  
**To:** HongDao Nguyen <[Hongdao.Nguyen@bbklaw.com](mailto:Hongdao.Nguyen@bbklaw.com)>  
**Cc:** 'Chief Michael P. Connolly' <[mconnolly@pd.broadmoor.ca.us](mailto:mconnolly@pd.broadmoor.ca.us)>  
**Subject:** RE: Brown Act and Ethics Training

CAUTION - EXTERNAL SENDER.

Good afternoon HongDao,

Thank you very much for your email.

What in terms of training do you generally recommend to your special district clients? What is the cost of the training you would recommend?

We will have our first meeting of the year on January 14, 2025. At that time a new commissioner will be sworn in, so that commission will have two new commissioners.

I look forward to hearing from you.

Thank you very much.

Paul M. Davis

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**From:** HongDao Nguyen [<mailto:Hongdao.Nguyen@bbklaw.com>]  
**Sent:** Wednesday, December 25, 2024 4:24 PM  
**To:** Davis Law Offices  
**Cc:** 'Chief Michael P. Connolly'  
**Subject:** RE: Brown Act and Ethics Training

Hello, and Happy Holidays,

Typically we fold our Brown Act trainings into our longer AB 1234 trainings or our shorter onboarding sessions. We talked about providing onboarding training—is this something that the Agency is still interested in? If so, I would fold the Brown Act training into that. If the Agency is looking for a shorter Brown Act-only session, I'd be happy to prepare one. Please let me know.

I am traveling through January 5, so my responses may be slightly delayed. Thank you.

Sincerely,

HongDao

**HongDao Nguyen**

Partner

[hongdao.nguyen@bbklaw.com](mailto:hongdao.nguyen@bbklaw.com)

T: (949) 263-2614 | C: (310) 750-8478

[bbklaw.com](http://bbklaw.com) |  

### Holiday Greetings from BBK!

**From:** Davis Law Offices <[pmd@davislawoffice.com](mailto:pmd@davislawoffice.com)>

**Sent:** Monday, December 23, 2024 4:10 PM

**To:** HongDao Nguyen <[hongdao.nguyen@bbklaw.com](mailto:hongdao.nguyen@bbklaw.com)>

**Cc:** 'Chief Michael P. Connolly' <[mconnolly@pd.broadmoor.ca.us](mailto:mconnolly@pd.broadmoor.ca.us)>

**Subject:** RE: Brown Act and Ethics Training

**CAUTION - EXTERNAL SENDER.**

Good afternoon HongDao,

The commissioners will need the Brown Act training. Two have taken the FPPC training (online) and have received their certificates. The third commissioner will not be sworn in until January 14, 2025, and she will need both the FPPC online training plus the Brown Act training.

So, in terms of the Brown Act training, how do you handle that?

Thank you very much.

Paul M. Davis

**From:** HongDao Nguyen [<mailto:Hongdao.Nguyen@bbklaw.com>]

**Sent:** Friday, December 20, 2024 12:21 PM

**To:** Davis Law Offices

**Cc:** Chief Michael P. Connolly

**Subject:** RE: Brown Act and Ethics Training

Hi Paul,

Good to hear from you. I believe you're referring to AB 1234 (ethics) training, which covers the Political Reform Act, transparency laws (i.e., Brown Act), and fair hearings. I regularly provide that

training to clients. Please let me know if you're interested, and I'd be happy to provide it. I also believe that the FPPC has a free webinar. I've never attended or watched their webinar, but I'm aware that some clients use that training to satisfy AB 1234 requirements.

Please let me know if you have any questions, thanks.

HongDao

**HongDao Nguyen**

Partner

[hongdao.nguyen@bbklaw.com](mailto:hongdao.nguyen@bbklaw.com)

T: (949) 263-2614 | C: (310) 750-8478

[bbklaw.com](http://bbklaw.com) |  

### [Holiday Greetings from BBK!](#)

**From:** Davis Law Offices <[pmd@davislawoffice.com](mailto:pmd@davislawoffice.com)>

**Sent:** Friday, December 20, 2024 12:14 PM

**To:** HongDao Nguyen <[Hongdao.Nguyen@bbklaw.com](mailto:Hongdao.Nguyen@bbklaw.com)>

**Cc:** Chief Michael P. Connolly <[mconnolly@pd.broadmoor.ca.us](mailto:mconnolly@pd.broadmoor.ca.us)>

**Subject:** Brown Act and Ethics Training

**CAUTION - EXTERNAL SENDER.**

Good afternoon HongDao,

We now have one new commissioner and another will be sworn in after January 1.

What programs/services do you provide to satisfy the state's Brown Act and Ethics training requirements?

Thank you very much.

Paul M. Davis



Broadmoor Police Department					
WARRANTS JANUARY 2025 GENERAL FUND					
Num	Date	Name	Memo/Description	Account	Amount
9193	12/09/2024	Lisa Hernandez	SS TAX REFUND ADJUSTMENT	5611-NEED DESCRIPTION	-737.44
9194	12/23/2024	STATE COMPENSATION INSURANCE FUND	DEC PREMIUMS	6731-INSURANCE NON MEDICAL AND EDD	-3,369.41
9195	12/23/2024	BERKSHIRE HATHAWAY GREAT AMERICA	AUTO INSURANCE	6731-INSURANCE NON MEDICAL AND EDD	-3,292.00
9196	12/23/2024	FINANCIAL SVS	COPIER LEASE	5478-GENERAL CONTRACT MAINTENANCE	-258.35
9197	12/23/2024	PG&E		5638-OTHER UTILITY & FACILITY EXPENSE	-1,815.66
9198	12/23/2024	DBA FINANCIAL, INC	PYMT 6	6731-INSURANCE NON MEDICAL AND EDD	-44,025.96
9199	12/23/2024	Bay Contract Maintenance, Inc.	NOV SUPPLIES	5156-OTHER HOUSEHOLD EXPENSE	-95.76
9200	12/23/2024	Flyers Energy, LLC	FUEL	5416-FUEL AND LUBRICATION	-1,935.25
9201	12/23/2024	County of San Mateo ISD	SVC MONTH NOV	5858-OUTSIDE PROF CONTRACT SERV	-82.25
9202	12/23/2024	TEA		5424-RADIO EQUIPMENT	-180.00
9203	12/23/2024	AT&T Mobility-FirstNet	WIRELESS	5638-OTHER UTILITY & FACILITY EXPENSE	-543.94
9204	12/23/2024	LexisNexis	NOV COMMITMENT	5876-OTHER PROFESSIONAL SERVICE	-200.00
9205	12/23/2024	AXON ENTERPRISE	BWC	5838-MISC EMP EXPENSE REIMBURSE & TRAINING	-2,982.85
9206	12/23/2024	Experian		5876-OTHER PROFESSIONAL SERVICE	-227.24
9207	12/23/2024	Wave		5638-OTHER UTILITY & FACILITY EXPENSE	-208.81
9208	12/23/2024	Wave		5638-OTHER UTILITY & FACILITY EXPENSE	-419.98
9209	12/23/2024	AAA Smart Home	DEC 2024	5478-GENERAL CONTRACT MAINTENANCE	-34.20
9210	12/23/2024	AT&T-Calnet		5638-OTHER UTILITY & FACILITY EXPENSE	-342.88
9211	12/23/2024	Royal Auto Body & Repair Center, Inc.	16 FORD DOORS	5455-VEHICLE AND EQUIP REPAIRS	-750.00
9212	12/23/2024	BEST BEST AND KRIEGER	NOVEMBER FEES	5341-LEGAL NOTICES	-140.00
9213	12/23/2024	NevTec	DUE 01/01/25	5858-OUTSIDE PROF CONTRACT SERV	-12.00
9214	12/23/2024	Critical Reach	2025 APB FEE	5876-OTHER PROFESSIONAL SERVICE	-485.00
9215	12/23/2024	Cintas	DEU 12/29	5876-OTHER PROFESSIONAL SERVICE	-217.95
9216	12/23/2024	County of San Mateo, PSC	FY24/25 Q2 DISPATCHING SVCS	5858-OUTSIDE PROF CONTRACT SERV	-26,577.50
9217	12/23/2024	Kaiser Foundation Health Plan	INV 900389933942	4413 KAISER HEALTH INSURANCE	-7,628.34
9218	12/23/2024	Sharp Business Systems	NOV COPIER	5478-GENERAL CONTRACT MAINTENANCE	-28.17
9219	12/23/2024	Davis Law Firm	NOVEMBER FEES	5341-LEGAL NOTICES	-9,625.00
9220	12/23/2024	COLANTUONO, HIGHSMITH, WHATLEY PC	REF. PROPOSED REORG	5341-LEGAL NOTICES	-2,295.00
9221	01/02/2025	DBA FINANCIAL, INC	Voided - DUE 01/01/25	6731-INSURANCE NON MEDICAL AND EDD	0.00
9222	01/02/2025	Central Self Storage	Voided	5638-OTHER UTILITY & FACILITY EXPENSE	0.00
9223	01/02/2025	Central Self Storage	Voided	5638-OTHER UTILITY & FACILITY EXPENSE	0.00
9224	01/02/2025	CAL AUTO BODY	2015 EXPLORER	5455-VEHICLE AND EQUIP REPAIRS	-386.98



9225	01/02/2025	K WEST AUTO CARE	2017 EXPLORER	5455-VEHICLE AND EQUIP REPAIRS	-40.00
9226	01/02/2025	Royal Auto Body & Repair Center, Inc.	2017 FORD	5455-VEHICLE AND EQUIP REPAIRS	-1,710.93
9227	01/02/2025	Bay Contract Maintenance, Inc.	DEC 2024 CLEANING	5156-OTHER HOUSEHOLD EXPENSE	-526.11
9228	01/02/2025	RMI Mechanical Contractor, Inc.	QUART. PREVENTATIVE MTNC	5478-GENERAL CONTRACT MAINTENANCE	-800.00
9229	01/02/2025	NBS	QUART. INV 01/01/25-03/31/25	5875-OTHER PROFESSIONAL SERVICE	-905.00
9230	01/02/2025	SMCPCSA	SMCPCSA 2025 DUES	5199c-Meals	-1,250.00
9231	01/02/2025	NevTec	JAN 2025	5858-OUTSIDE PROF CONTRACT SERV	-4,499.72
9232	01/06/2025	Public Storage	CAM CHARGES	5638-OTHER UTILITY & FACILITY EXPENSE	-453.25
9233	01/06/2025	Public Storage	RENT	5638-OTHER UTILITY & FACILITY EXPENSE	-454.00
9234	01/06/2025	Lisa Hernandez	Q3 - 2021,Q1, Q2, Q3, Q4 - 2022 Q2 - 2023	5611-NEED DESCRIPTION	-7,792.00
9235	01/06/2025	All City Management Services	96968 5715.20,INV 97317 5143.68,INV 97645 2857.60	5200-SCHOOL CROSSING GUARD EXP	-25,014.72
					<b>-\$152,343.66</b>

Broadmoor Police Department					
WARRANTS JANUARY 2025 PETTY					
Num	Date	Name	Memo/Description	Account	Amount
4945	12/05/2024	Andrew Mew	Best Buy/Amazon purchase	5199e-Small Equipment	-468.28
4949	12/23/2024	Graphics on the Edge	GOLD/BLK STARS	5876-OTHER PROFESSIONAL SERVICE	-108.13
4947	12/23/2024	Ninnescah Valley Bank	DUE 01/01/25	7311-FIXED ASSETS - EQUIPMENT	-926.55
4946	12/23/2024	voided		7311-FIXED ASSETS - EQUIPMENT	0.00
4948	12/23/2024	voided		5876-OTHER PROFESSIONAL SERVICE	0.00
4950	01/02/2025	LC Action Police Supply		5201 - AMMUNITION EXPENSES	-3,284.53
4951	01/02/2025	Alison Drake	PEETS COFFEE	5199d-Recognition	-149.98
4952	01/02/2025	SAMIR ABULHAN		5121-UNIFORMS AND SAFETY EQUIP	-265.96
					<b>-\$5,203.43</b>



**COUNTY OF SAN MATEO  
DEPOSIT PERMIT**

Permit Number

(1) TITLE OF DEPOSITING ORGANIZATION <b>Broadmoor Police Department</b>		(2) No. of Depositing Org. <b>02500</b>		(3) Preparation Date <b>Jan-25</b>		(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 AGY COLLECTIONS			90-1342	2500	2658			1,466.00			
SMCO COURT - FINE COLLECTIONS - OCT 2024			64-1278	2500	2658			422.89			
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q3-2021			15-51	2500	2658			1,605.15			
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q2-2022			15-51	2500	2658			2,672.56			
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q2-2022			15-51	2500	2658			2,704.14			
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q3-2022			15-51	2500	2658			2,879.43			
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q4-2022			15-51	2500	2658			2,889.27			
US TREASURY TAX REFUND CLERICAL ADJUSTMENT 941 Q2-2023			15-51	2500	2658			2,833.64			
								\$17,473.08			
(8) Remarks:							TOTAL				
							DISTRIBUTION OF TOTAL	Cards	\$17,473.08		
								Checks			
								Coins			
								Currency			
								Wires			
								Other			
(9) I hereby certify that the total amount listed above represents collections received by me for the above named fund and during the period of  12/10/2024-01/08/2025 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				



BROADMOOR POLICE COMMISSION  
Hon. Ralph Hutchens  
Hon. John Aguerre  
Hon. Andrea M. Hall

# **A G E N D A**

## **REGULAR MEETING**

**Meeting to be held:**

**Tuesday, February 11, 2025, at 7:00 p.m.**

**Broadmoor Police Department  
388-88<sup>th</sup> 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.*

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**RULES OF ORDER AND DECORUM SET FORTH  
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1. **PLEDGE OF ALLEGIANCE**
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### **4. CHIEF OF POLICE REPORT**

Chief Connolly will deliver his report.

### **5. CONSENT AGENDA**

#### **PREVIOUS MINUTES**

- (a) Approval of minutes from regular meeting on January 14, 2025.

#### **TREASURER'S REPORT**

- (b) Approval of February 2025 Warrants and Deposits.

### **6. OPEN SESSION**

- (a) Further discussion and action on ethics and related training beyond the minimum requirements of AB-1234 (Brown Act, Public Records Act, and Political Reform Act) for all three commissioners. (Continued from the January 14, 2025, regular meeting.)
- (b) Discussion and action on upgrading/updating/replacing end-of-life hardware in the District's computer system.
- (c) Discussion on formulating a policy on when district staff may contact outside legal counsel and billing guidelines for outside legal counsel.

### **7. ADJOURNMENT**

Motion to adjourn the meeting.

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

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**

**FEBRUARY 2025 WARRANTS AND TRANSACTIONS**

**Broadmoor Police Department**

**January 9-February 4, 2025**

	Date	Transaction type	Num	Name	Memo/Description	Account	Amount
Petty Cash	01/21/2025	Check	4953	Serramonte Ford	CUST NO 8306	5465-VEHICLE AND EQUIP REPAIRS	-119.88
	01/21/2025	Check	4954	Ninnescah Valley Bank	Tahoe Lease 20 of 60	7311-FIXED ASSETS - EQUIPMENT	-926.55
	01/21/2025	Check	4955	SAMIR ABULHAN	REIMBURSEMENT Car Wash Luncheon	6838-MISC EMP EXPENSE REIMBURSE & TRAINING	-832.47
Total for Petty							<b>-\$1,878.90</b>
General Fund	01/10/2025	Journal Entry	PPE 1/4/25		TO RECORD PAYROLL FOR PPE 1/4/25		-25,758.59
	01/23/2025	Check	9236	AT&T-Calnet	DUE 02/03/25	5638-OTHER UTILITY & FACILITY EXPENSE	-362.52
	01/23/2025	Check	9237	TEA	INV 49153	5424-RADIO EQUIPMENT	-185.00
	01/23/2025	Check	9238	Daly City Auto Repair	INV 104327/104506 '11 CAPRICE, '18 CHEVY	5465-VEHICLE AND EQUIP REPAIRS	-214.94
	01/23/2025	Check	9239	Flyers Energy, LLC	INV 4111873 & 4129895	5416-FUEL AND LUBRICATION	-1,829.91
	01/23/2025	Check	9240	County of San Mateo Forensic Lab	INV 104726 DUE 01/30/25	5858-OUTSIDE PROF CONTRACT SERV	-500.00
	01/23/2025	Check	9241	Davis Law Firm	DECEMBER 2024	5341-LEGAL NOTICES	-4,675.00
	01/23/2025	Check	9242	Sendle Arnold San Mateo Co.Tax Collector	DUE 02/01/25	4400 - Fed/State Tax	-610.73
	01/23/2025	Check	9243	GREAT AMERICA FINANCIAL SVS	DUE 02/01/25	5478-GENERAL CONTRACT MAINTENANCE	-258.35
	01/23/2025	Check	9244	LexieNexis	DEC 2024 COMMITMENT	5876-OTHER PROFESSIONAL SERVICE	-200.00
	01/23/2025	Check	9245	Chase Card Services	Office Expenses	5199e-General	-1,916.82
	01/23/2025	Check	9246	The Emblem Authority	200 SHOULDER PATCHES	5121-UNIFORMS AND SAFETY EQUIP	-566.00
	01/23/2025	Check	9247	BERKSHIRE HATHAWAY	AUTO INS DUE 02/01/25	8731-INSURANCE NON MEDICAL AND EDD	-3,292.00
	01/23/2025	Check	9248	VERDANT	SECURITY SYSTEM EQUIPMENT	5638-OTHER UTILITY & FACILITY EXPENSE	-468.52
	01/23/2025	Check	9249	Kaiser Foundation Health Plan	CURRENT & RETRO ACTIVITY	4413 KAISER HEALTH INSURANCE	-11,076.24
	01/23/2025	Check	9250	STATE COMPENSATION INSURANCE FUND	JANUARY PREMIUM	6731-INSURANCE NON MEDICAL AND EDD	-3,369.41
	01/23/2025	Check	9251	AT&T Mobility-FirstNet	DUE 01/25/25	5638-OTHER UTILITY & FACILITY EXPENSE	-544.08
	01/23/2025	Check	9252	PG&E	UTILITIES	5638-OTHER UTILITY & FACILITY EXPENSE	-1,731.58
	01/23/2025	Check	9253	Experian	DEC 2024	5876-OTHER PROFESSIONAL SERVICE	-577.24
	01/23/2025	Check	9254	Sharp Electronics Corporation	SEPT-DEC COPY USAGE BW & COLOR COSTS	5478-GENERAL CONTRACT MAINTENANCE	-432.37
	01/23/2025	Check	9255	City of Daly City	WATER READING PERIOD 10/23/24-12/20/24	5638-OTHER UTILITY & FACILITY EXPENSE	-126.86
	01/23/2025	Check	9256	OCCUPATIONAL HEALTH CENTERS	11/11/24 OFFICER PHYSICAL	5876-OTHER PROFESSIONAL SERVICE	-468.00
	01/23/2025	Check	9257	BEST BEST AND KRIEGER	MATTER 31803.00001/MATTER 31803.00004	5341-LEGAL NOTICES	-892.50
	01/23/2025	Check	9258	AAA Smart Home	MONITOR ALARM SYSTEM	5478-GENERAL CONTRACT MAINTENANCE	-34.20
	01/23/2025	Check		ADP INC	Voided - PAYROLL SERVICES	4300-Payroll Expenses	0.00
	01/23/2025	Check	9259	Wave	NETWORK SERVICES	5638-OTHER UTILITY & FACILITY EXPENSE	-419.86
	01/23/2025	Check	9260	Wave	INTERNET/DIGITAL CABLE	5638-OTHER UTILITY & FACILITY EXPENSE	-208.81
	01/23/2025	Check	9261	RMI Mechanical Contractor, Inc.	Voided - JOB 5153S REPAIR CIRCUIT	5478-GENERAL CONTRACT MAINTENANCE	0.00
	01/24/2025	Journal Entry	PPE 1/18/25		TO RECORD PAYROLL FOR PPE 1/18/25		-26,709.44
	01/27/2025	Journal Entry	CALPERS UAL		CALPERS UAL JANUARY 2025		-26,787.92
	01/29/2025	Check	9262	ADP INC	INV 879845518	4300-Payroll Expenses	-99.90
	01/29/2025	Check	9263	DBA FINANCIAL, INC	ACCT 271101425 PYMT 7 OF 9	6731-INSURANCE NON MEDICAL AND EDD	-44,025.96
	01/29/2025	Check	9264	BPOA	Q4 2024 REIMB	5331-PROFESSIONAL MEMBERSHIPS	-2,475.00
	01/29/2025	Check	9265	Public Storage	FEB RENT	5638-OTHER UTILITY & FACILITY EXPENSE	-454.00
	01/29/2025	Check	9266	Public Storage	FEB CAM CHARGES	5638-OTHER UTILITY & FACILITY EXPENSE	-453.25
	01/29/2025	Check	9267	Royal Auto Body & Repair Center, Inc.	INV 23738 2016 FORD	5465-VEHICLE AND EQUIP REPAIRS	-80.00
	01/29/2025	Check	9268	Porter Scott	INV 3532-0001M	5341-LEGAL NOTICES	-625.00
	01/29/2025	Check	9269	NevTec	INV 41473 FEB 2025	5858-OUTSIDE PROF CONTRACT SERV	-4,573.50
	01/29/2025	Check	9270	Cintas	INV 8407239698 MED CAB	5876-OTHER PROFESSIONAL SERVICE	-41.64
	01/29/2025	Check	9271	Bayside Equipment Company	INV 85493 GENERATOR SVC	5638-OTHER UTILITY & FACILITY EXPENSE	-379.10
	01/29/2025	Check	9272	Sharp Electronics Corporation	INV 9006182332 COPIER JAN	5478-GENERAL CONTRACT MAINTENANCE	-28.17
	01/29/2025	Check	9273	AXON ENTERPRISE	INV INUS311148 BWC	6838-MISC EMP EXPENSE REIMBURSE & TRAINING	-6,406.74
	01/29/2025	Check	9274	VERDANT	INV 905432496 CONTRACT	5638-OTHER UTILITY & FACILITY EXPENSE	-293.52
	01/30/2025	Check	9275	JAIME BERMUDEZ	UNIFORM REIMBURSEMENT	5121-UNIFORMS AND SAFETY EQUIP	-517.42
	02/03/2025	Check	9276	RMI Mechanical Contractor, Inc.	CK REISSUE #9281 VOIDED, INV 78904 REPAIR	5478-GENERAL CONTRACT MAINTENANCE	-2,325.00
	02/03/2025	Journal Entry	CALPERS 2/3/25		CALPERS CONTRIBUTION PPE 1/4/25		-11,669.00
Total for GF							<b>-\$188,944.01</b>

Accrual Basis Tuesday, February 04, 2025 04:29 PM GMTZ



**COUNTY OF SAN MATEO**  
**DEPOSIT PERMIT**

Permit Number

(1) TITLE OF DEPOSITING ORGANIZATION <b>Broadmoor Police Department</b>			(2) No. of Depositing Org. <b>02500</b>		(3) Prepration Date <b>Feb-25</b>		(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 AGY COLLECTIONS					90-1342	2500	2658			441.00	
SMCO COURT - FINE COLLECTIONS - NOV 2024					64-1278	2500	2658			432.12	
										\$873.12	
(8) Remarks:								TOTAL			
								DISTRIBUTION OF TOTAL	Cards	\$873.12	
									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  01/09/2025-02/05/2025 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			

## **BROADMOOR POLICE PROTECTION DISTRICT CASE HANDLING GUIDELINES FOR LEGAL COUNSEL**

### **I.**

#### **PREFACE**

The Broadmoor Police Protection District expects to work with legal counsel to achieve the best result for the District and its taxpayers in an efficient and cost-conscious manner consistent with the legal counsel's ethical obligations. Nothing contained herein is intended to nor shall restrict counsel's independent exercise of professional judgment in rendering legal services for the District and its employees or otherwise interfere with any ethical directive governing the conduct of counsel.

Nevertheless, to be retained by the District, counsel agrees to represent the District in accordance with the following billing guidelines. These guidelines will become effective as of February 11, 2025 and will replace all guidelines and agreements previously entered into between counsel and District. Submission of invoices by counsel to the District is deemed counsel's acceptance of and agreement to abide by these guidelines. The District will not pay for fees or expenses billed in violation of these guidelines.

Outside counsel may only be retained pursuant to a resolution passed by the Commission. All communication between counsel and District should be made through the District Manager.

### **II.**

#### **CASE DEVELOPMENT**

An effective and sound legal strategy is the responsibility of counsel and should be developed in a timely manner with the District's cooperation.

A. The goal is to identify, timely, those claims pose serious monetary liability to the District and to minimize that liability as soon as possible. The activities necessary to defend a given claim and bring it to appropriate resolution should be addressed early and the steps necessary to achieve that resolution should be jointly agreed upon as between the Broadmoor Police Protection District and legal counsel.

B. An early resolution of lawsuits is desirable and the use of alternative dispute resolution is encouraged.

C. If counsel is involved in settlement negotiations, settlement authority must be obtained from the Commission and requests for authority must be made at least 45 days in advance of any expected settlement negotiations.

### **III.**

#### **STAFFING PHILOSOPHY**



Legal counsel should designate one attorney to have primary responsibility for each matter on which its services are requested. The case should be staffed economically and effectively. Obviously, a balance must be struck between the efficiency a more experienced lawyer at counsel firm brings to a given task and the advantages of having the task performed by a paralegal. Duplication of effort within the firm, however, should be avoided and duplicative billing entries will not be paid.

To achieve the best efficiency and value, the role and responsibilities of the staff members should be clearly defined and appropriate to each individual's qualifications, level of experience and billing rate. Counsel should delegate work to paralegals wherever feasible to achieve efficiency and cost-effectiveness without compromising quality.

The District will only partner with counsel who understand that diversity results in better outcomes. Creating an environment that emphasizes the professional and personal development of diverse attorneys and non-attorneys fosters a culture of inclusion, collaboration, and stability and reflects the values of the community the District serves. The District expects all matters to be staffed with at least one diverse professional.

#### **IV. REPORTING REQUIREMENTS**

##### **A. Reports**

Unless otherwise requested, reporting is required for three events: Acknowledgment, Initial Evaluation, and Significant Developments. Reports should be provided to both the District Manager and the Commission.

##### **1. Acknowledgment:**

Upon receipt of a new assignment from the District Manager, counsel should send an acknowledgment letter regarding receipt of the assignment and any associated documents. Only the District Manager has the authority to ask counsel to complete new billable work, and the acknowledgment letter must confirm the subject of the assignment and the date, time, and medium through which the District Manager made the request. Any matters of immediate concern or information that may result in early resolution of the case should be addressed in the acknowledgment letter. Any bills containing matters for which the District has not received an acknowledgment letter with these items will not be paid.

##### **2. Initial Report:**

Within 10 calendar days after receipt of the assignment, counsel must send an initial report with the following information:

- a. A summary of the matter on which the District has requested legal advice, including the facts leading to the request, the facts developed during the preliminary investigation, and a preliminary evaluation of the

risk the District faces in the matter.

- b. A plan detailing the following:
  - 1. Identify each significant activity counsel proposes to initiate. (e.g., investigation, legal research, correspondence, motion, discovery etc.).
  - 2. Identify discovery, motions, or other requests for information which have been or are likely to be initiated against the District.
  - 3. Estimate the completion date for each activity.
  - 4. State the estimated expenses of each activity.
- c. Discussion of the potential for early disposition of the matter or dispute by settlement, and recommendations with respect to arbitration, mediation or direct settlement negotiations.
- d. Discussion of the potential success of dispositive motions prior to, or after, the commencement of discovery and when motions to dismiss or for summary judgment are appropriate.
- e. An estimate of the date the dispute will be resolved.

3. Significant Development Report:

Counsel should communicate and apprise the District Manager and Commission of significant developments as soon as possible. This will include reports on responses received to counsel's correspondence, summaries of depositions, and pre-trial reports, and if applicable:

- a. Settlement options and/or dispositive motions.
- b. Updated evaluation of the District's potential liability.
- c. An updated plan from section 2.b above.

**B. Documentation**

Reporting will not include copies of the following documents, unless specifically requested by the District Manager or a member of the Commission:

- 1. Research Memorandum, Motion Papers and Legal Briefs;
- 2. Deposition Transcripts;

3. Expert Reports;
4. Medical Reports.

Counsel must comply with all reasonable requests for its invoices, information, and documents from the Commission and members of the public, provided however, that any documents or information that are privileged or intended to be confidential shall not be disclosed, absent consent from the Commission. In the event, counsel fails to produce nonprivileged invoices or other information within 21 days of a reasonable request from the Commission or member of the public, the District will not pay any expenses associated with responding to the request.

## **V. BILLING**

### **A. Billing Procedure**

1. Frequency of Billing
  - a. Counsel must submit all invoices for work performed in a month by no later than the last day of the fiscal month after the month in which the work is performed (the "Due Date"). The District will discount every invoice by 10% per month if received after the Due Date (except in the case where the invoice is for less than \$500 in which case counsel may hold the invoice until aggregate billing exceeds \$500).
  - b. The District has no obligation to pay for any invoices submitted more than 90 days after the completion date of a matter.
2. Billing Format
  - a. Heading. The first page of the bill must state: (a) the firm's IRS number; (b) the matter name and (d) the matter number.
  - b. Body. The bill must be prepared with daily entries showing: (a) the date the work was performed; (b) the initials of the person providing the service; (c) a description of the work performed (single activities); and (d) the actual time in tenths of an hour.
  - c. End of Bill Summary. The bill must include: (a) the full name of each attorney/paralegal; (b) the status of each timekeeper (i.e., partner, associate, paralegal); (c) the hourly rate of each timekeeper; and (d) the total hours and total amount charged for each timekeeper during the billing period.
  - d. Task Codes. The District requires counsel to include task codes as

currently endorsed by the American Bar Association for all entries.

**B. Charges for Service**

1. Time Charges. Actual Time in One-Tenth Increments. All charges for services by attorneys and paralegals must be recorded daily based upon their actual time in one- tenth hour increments.
2. Single Entry Timekeeping. Each entry must reflect a separate task and must state the nature of the work performed and the time spent by each timekeeper.
3. Block Billing. The District believes that block billing does not provide adequate detail to assess the work that was done and therefore requires that timekeepers not block bill their time. The District defines block billing as when multiple (and different) tasks are aggregated into a single line item. Because this practice limits the District's ability to effectively monitor its legal spend, line items that are block billed will not be paid.
4. Information Descriptions of Services. Descriptions of services should inform of the nature and purpose of the work performed, and the specific activity or project to which it relates.
5. Compensation. Counsel should consult with the Broadmoor Police Protection District Commission regarding any increase in the rate of compensation. Hourly rates are locked for 4 years, and the District will not approve any increases to the hourly rates unless approved by a resolution of the Commission.
6. Attorney Conferences. The District expects all of its counsel to be competent and knowledgeable on all matters in which counsel seeks to represent the District. The District will not pay for research time for counsel to become competent in a given field of law, nor for counsel to consult with or confer with an attorney or paralegal at his own firm or another firm representing the District.
7. Multiple Attendance. Counsel must consult with the District Manager at least 5 days in advance when it is anticipated that more than one attorney will attend a meeting, court appearances, meetings, depositions, witness interviews, inspections and other functions. Billing entries for this attendance must reference the date on which the District Manager authorized the attendance of multiple attorneys or they will not be paid.
8. Depositions. Counsel should consult with the Broadmoor Police Protection District before initiating any depositions and shall advise the Broadmoor Police Protection District of upcoming depositions initiated by other parties that Counsel plans to attend.

9. Legal Research. Counsel should consult with District Manager before undertaking a legal research project requiring over 30 minutes of research. Copies of all research memoranda shall be provided to the Broadmoor Police Protection District upon request. Billing entries for research in excess of 30 minutes must reference the date on which the District Manager authorized the research or they will not be paid.
10. Correspondence and Motions. Counsel should consult with the District Manager and the Commission before drafting any correspondence or motion in excess of one hundred fifty (150) words. Billing entries for correspondence or motions in excess of one hundred fifty (150) words must reference the date on which the District Manager authorized the correspondence or they will not be paid.
11. Revising Standardized Forms/Pleadings. Only the actual time spent in personalizing standardized pleadings, documents, or discovery responses or requests should be billed, rather than the time originally spent drafting standard language.
12. Court Reporters. The District will select our court reporting service provider. The District will not pay for videotaped depositions without prior, written approval from the District Manager.
13. Professional Services. Counsel should consult with the Commission prior to incurring expenses for experts, consultants, investigators, temporary attorneys or outside paralegals, or other professional services.

**C. Excluded Charges**

The District will reject costs and expenses pertaining to any of the following fees and expenses:

1. Administrative, clerical, and secretarial staff work; word processing, proofreading, and any other non-professional services or service providers such as administrators and document clerks.
2. Time spent "getting up to speed" for a legal professional due to staff turnover or vacation.
3. Conferences among more than one attorney representing the District.
4. Hours in excess of eight (8) per each calendar day.
5. Time spent preparing invoices, discussing or resolving billing inquiries or disputes, utilizing the electronic invoice system, and budgeting tasks.
6. Proofreading.

7. Professional development time.
8. Graphics and desktop publishing.
9. Time spent by attorneys performing paralegal work.
10. Routine administrative tasks incidental to an engagement, such as scheduling or reviewing a docket.
11. Document translation that has not been requested or pre-approved.
12. File creation, organization, and maintenance (including file storage)
13. Time spent or costs associated with preparing, transferring, closing, or destroying files, research, memoranda, pleadings, communications, records, drafts, and other related material, including electronic copies of documents (including to the District, new counsel, or the public.)
14. Communication charges including phone, video, word processing, and fax.
15. Postage and courier fees.
16. Publications, subscriptions, librarian services, and online databases, such as Lexis and Westlaw, whether cost or time.
17. Document scanning, whether cost or time.
18. Copying, whether cost or time
19. Any items of overhead expenses (e.g. overtime, meals, transportation, conference rooms, calendaring, rental fees, etc.)
20. Unauthorized third party fees.
21. Travel time and/or mileage.

## **VI.**

## **MISCELLANEOUS**

### **A. Conflict of Interest**

The District's counsel must not represent a client that has an interest adverse to the Broadmoor Police Protection District, without the Commission's advance permission. Prior to agreeing to represent the District in a matter, counsel must complete, at its expense, a conflicts check. The firm must determine that there are no conflicts or potential conflicts of interest with present or former clients of the firm that have not been resolved in writing between District and counsel's firm. The District expects that counsel will immediately inform us of any potential conflicts that may arise during the course of counsel's work. Should a conflict be discovered at any time after the District has engaged counsel and should the conflict result in counsel's withdrawal from a matter (whether at counsel's, the District's, or a third party's request), counsel

agrees to reimburse the District for all costs and fees for work that must be duplicated as result of the withdrawal from the matter.

## **B. Dispute Resolution**

1. Escalation of Disputes. The parties agree to escalate any conflicts, disputes, or controversies (collectively "Disputes") arising out of or relating to these guidelines, the engagement letter, the acknowledgement letter, the plan, any invoices, or other document expressly amending the aforementioned (collectively, the "Engagement Terms"), to their respective managers before filing any legal action. The managers will meet and work in good faith to resolve the Dispute within ninety (90) days.
2. Mandatory Mediation. If the parties are unable to resolve the dispute as described above, either party may file a mediation demand with JAMS, with the mediation to take place at JAMS San Francisco Resolution Center. The parties will work in good faith to select a mediator who is knowledgeable and experienced in the subject matter. All negotiations in connection with a Dispute, including negotiations with a mediator, will be conducted in confidence and without prejudice to the rights of the parties in any future legal proceedings. Neither party may file a lawsuit until the completion of the mediation described in this section. Each party will be responsible for their respective legal fees, except that the cost of the mediation will be divided equally between the parties.
3. Choice of Law, Venue, Jurisdiction. After the completion of the mediation described above, if no resolution is reached, a party may file a lawsuit to redress the Dispute at issue in the mediation, as follows:
4. Choice of Law. The Engagement Terms will be interpreted, construed and enforced in accordance with the laws of the State of California (without giving effect to its conflicts of law principles).
5. Venue and Jurisdiction. The Superior Court of San Mateo County will have the exclusive jurisdiction and be the venue for any action initiated to enforce the Engagement Terms. The Parties waive all defenses of lack of personal jurisdiction and forum non convenience.

## **C. Term and Termination**

1. Term. These Engagement Terms will commence as of February 11, 2025 and will continue in full force and effect unless terminated, as provided below (the "Term").
2. Termination By Either Party. Either party may terminate these Engagement Terms, in whole, or with respect to a particular matter, immediately by written notice upon material breach, or if the breach is capable of being cured (in the reasonable determination of the non breaching party) the non-breaching party

may terminate immediately by written notice if the breach is not cured within thirty (30) days following receipt of notice by the breaching party.

3. By District. In addition, the District may terminate these guidelines, in whole, or with respect to a particular matter, for convenience for any reason or no reason whatsoever upon thirty (30) days' written notice.
4. Continuation of Matters. If the terminating party terminates some but not all matters, then these Engagement Terms will remain fully effective for the remaining matters.
5. Obligations upon Termination or Expiration. Upon expiration or termination of these Engagement Terms, or any matter:
  - a. Within fifteen (15) days, counsel will return (or at District's option, destroy) all applicable District Confidential Information and other property and materials of District that were furnished by District;
  - b. The District may retain and use counsel's Confidential Information, to the extent that this information is necessary for District's ongoing support and resolution of any matter;
  - c. Counsel will deliver to the District all work product, whether finished or unfinished, developed prior to termination, in a form and format useable by District;
  - d. As requested by the District, at the District's expense, counsel will provide reasonable assistance and cooperation in phasing out the provision of counsel's services, or in transitioning those services to District or to other counsel selected by the District.
  - e. All obligations that by their nature are intended to survive termination or expiration of these Engagement Terms, including but not limited to the confidentiality, privacy, security, and audit provisions contained in this or any other Appendix to the Engagement Terms, will survive in accordance with their terms and conditions.



## **Broadmoor Police Protection District Commission**

**Date: February 11, 2025**

**Subject: Recommendation to Adopt Billing Guidelines for Legal Counsel**

### **I. Executive Summary**

In light of the District's ongoing fiscal challenges, the Commission should adopt billing guidelines for legal counsel. Since its fiscal crisis in August 2023, the District has spent \$209,770.07 on legal services—averaging \$11,653.89 per month, which is 33% above the budgeted \$8,750 per month. Legal spending consistently ranks among the district's highest spending categories after payroll and health and liability insurance. The District has cut officer positions and sought to increase taxes on residents, while those providing legal and professional services have seen no similar cuts. Establishing clear billing guidelines will enhance fiscal transparency, ensure accountability, and align legal spending with the District's overall priorities of providing public safety services to Broadmoor residents.

### **II. Background**

Since the District's fiscal crisis in August 2023, several issues have emerged with regard to the District's legal representation:

- a. **Total Expenditure:** In the past eighteen months, the District has spent a total of \$209,770.07 on legal counsel.
- b. **Budget vs. Actual Expenditures:** The District budgets \$8,750 per month for legal services but has been spending an average of \$11,653.89 per month—33% above budget.
- c. **No Downward Trend:** In February 2024, the District spent just \$4,850 on legal services. In December 2024, it spent \$12,060.
- d. **Spending Unrelated to Results:** Even as it has spent 33% above budget on legal expenses over the last eighteen months, the District has not settled any litigation against it, nor recovered any amounts from insurance carriers or other sources. Most of its bills originate with an attorney who is not representing the district in litigation and who has produced only excessively redacted invoices to Commissioner Hall. Even with the extreme, unsupported redactions, the bulk of this attorney's billable time appears to be spent liaising with other professional services vendors, not on tasks that require any legal expertise. One invoice reflects that he spent 12 minutes forwarding a single document, while another reflects that he spent 4 hours attending a LAFCo meeting on Zoom, even as the District hired other counsel to represent it before LAFCo. *See attached Davis Law Firm.*

The below table summarizes the District's spending by law firm since August 2023.

	BBK	CHW	DLF	PS	Grand Total
August 2023	52251				52251
January 2024	24508.86		16500	8020	49028.86
February 2024			4850		4850
March 2024			6075		6075
April 2024	2677.5		7925	3480	14082.5
May 2024			7807.75		7807.75
July 2024	3977.5		1891.25		5868.75
August 2024			5072.87	3605	8677.87
September 2024			15972.87	50	16022.87
October 2024	2210		4983.95		7193.95
November 2024			10576.52		10576.52
December 2024	6225		9050		15275
January 2025	140	2295	9625		12060
<b>Grand Total</b>	<b>\$91,989.86</b>	<b>\$2,295</b>	<b>\$100,330.21</b>	<b>\$15,155</b>	<b>\$209,770.07</b>

### III. Discussion

#### A. Financial Concerns

- **Budget Overruns:**

The District is overspending on legal services by an average of 33% above the budgeted amount. This overspending is significant, considering the fiscal constraints that have led to officer position cuts and proposals to increase taxes on residents, many of whom are elderly and disabled.

- **Disproportionate Expenditure:**

Despite the necessity to curtail costs in other critical areas, spending on legal counsel remains high and unchecked, thereby necessitating a closer examination of billing practices. Further, counsel is regularly billing the district for nonlegal work that should be performed by the district manager or administrative support staff. He charges \$1,000 to simply attend Commission Meetings.

#### B. Need for Transparent Billing Practices

- **Enhanced Accountability:**

Itemized invoices are essential for verifying that each charge is warranted and in line with the scope of work performed and that the work performed is actual legal work, not simple administrative tasks that district staff can perform.

- **Cost Control and Benchmarking:**

Establishing industry-standard billing guidelines will help the Commission and staff monitor expenditures, identify excessive charges, and compare them against benchmarks from similar public entities.

- **Equitable Fiscal Management:**

Given the District's efforts to reduce costs in other areas, it is reasonable and necessary to apply similar scrutiny to legal spending to ensure balanced fiscal management.

### **C. Proposed Billing Guidelines**

To address these concerns, staff recommends adopting the following billing guidelines for legal counsel:

1. **Itemized Invoicing:**

- All invoices should provide a detailed breakdown of services rendered, including time spent in 6-minute increments, hourly rates, and any disbursements. All items on an invoice must be assigned an ABA Uniform Task-Based Management System Code to be paid.

2. **Pre-Approval for Time-Intensive Tasks:**

- Any legal research anticipated to exceed 30 minutes will require approval from the District Manager.

3. **Quarterly Reporting:**

- Legal counsel should provide quarterly summaries detailing the nature of services rendered in the prior quarter, the nature of services expected to be rendered in the coming quarter, and costs associated with those tasks to allow the Commission to determine if those services and costs are essential to the operation of the District.

### **D. Expected Benefits**

Implementing these guidelines will:

- Allow staff and the Commission to understand the District's legal services, their costs, and whether these costs are necessary to the continued operations of the District.
- Enhance fiscal oversight and bring legal spending in line with budgeted figures and District's priorities.
- Increase transparency in the billing process, building both public and internal trust.
- Enable prompt identification and correction of any excessive charges.
- Ensure equitable fiscal management across all service categories, particularly in light of cuts made elsewhere in the District.

#### **IV. Recommendation**

**The Broadmoor Police Protection District Commission should adopt the proposed billing guidelines for legal counsel as outlined above.** These measures are critical to curtail excessive legal spending, improve transparency, and align expenditures with the District's broader fiscal challenges.

#### **V. Conclusion**

Broadmoor's continued spending on legal services while asking for sacrifices from taxpayers and officers is unseemly and foolish. Adopting billing guidelines for legal counsel is a necessary step toward achieving fiscal discipline within the District. By instituting these measures, the Commission will address the District's consistent overspending on legal services, while ensuring that legal service providers are held to the same fiscal scrutiny as the officers themselves. This action is essential for maintaining accountability, transparency, and balanced resource management during this period of fiscal constraint.

#### **Prepared by:**

Commissioner Andrea M. Hall  
Secretary  
Broadmoor Police Protection District

#### *Attachments:*

- Proposed Billing Guidelines
- 2024 Invoices for the Davis Law Firm

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01/31/24

Broadmoor Police Protection District  
388 88th Street  
Broadmoor Vlg. CA 94015-1717

Our File: BRD  
Matter: General District Counsel

THIS INVOICE IS DUE AND PAYABLE UPON RECEIPT  
PLEASE PAY ENTIRE BALANCE DUE SHOWN ON LAST PAGE

FEES

		Hours	Fees
01/02/24	[NO CHARGE] Receive and review email from Lisa.	0.10	\$0.00
01/02/24	Receive, review and respond to email from ICOP.	0.10	\$25.00
01/02/24	Email to Isabel Safie.	0.10	\$25.00
01/04/24	Email to ICOP re [REDACTED]	0.10	\$0.00
01/04/24	Various emails with Lisa, ICOP and Roger Rouse.	0.30	\$75.00
01/04/24	Attend special meeting of the Police Commission. (Remote appearance.)	1.50	\$375.00
01/04/24	Receive and review email from Isabel Safie.	0.10	\$25.00
01/05/24	[NO CHARGE] Telephone conference with ICOP.	0.10	\$0.00
01/05/24	[NO CHARGE] Telephone conference with Commissioner Kucharszky re [REDACTED]	0.40	\$0.00
01/05/24	Prepare, revise and finalize [REDACTED]	0.70	\$175.00
01/05/24	Prepare, revise and finalize [REDACTED]	0.30	\$75.00
01/05/24	Various emails relating to [REDACTED]	0.20	\$50.00
01/06/24	Receive, review and reply to ICOP with [REDACTED]	0.70	\$175.00
01/09/24	[NO CHARGE] Receive and review email from Lisa re [REDACTED]	0.10	\$0.00
01/09/24	Prepare for, travel to and from, and attend meeting of the police com-		

01/31/24  
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	mission.	3.50	\$875.00
01/10/24	Prepare, review and revise [REDACTED]		
	[REDACTED] Email re same to Lisa.	1.20	\$300.00
01/11/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.40	\$0.00
01/16/24	[NO CHARGE] Telephone conference with ICOP.	0.40	\$0.00
01/16/24	Two emails with Lisa; Review and comment on [REDACTED]; Review [REDACTED]		
	[REDACTED]	0.40	\$100.00
01/16/24	Telephone conference with Michael Callagy.	0.10	\$25.00
01/18/24	[NO CHARGE] Email to Derek Haynes.	0.10	\$0.00
01/18/24	[NO CHARGE] Email exchange with ICOP.	0.20	\$0.00
01/18/24	Email to Mike Callagy.	0.10	\$0.00
01/18/24	Various emails re [REDACTED];		
	Email exchange with ICOP re [REDACTED]	0.60	\$150.00
01/18/24	Detailed email to Derek Haynes re [REDACTED]	0.20	\$50.00
01/18/24	Follow-up email to Moon Madden & Schwartz; Receive response; Send email to Greenspan & Associates.	0.70	\$175.00
01/22/24	[NO CHARGE] Attempt to reach Nick Collier in Seattle, leave detailed message.	0.10	\$0.00
01/22/24	Telephone conference with Craig Glyde in Seattle re [REDACTED]		
	[REDACTED]	0.20	\$50.00
01/22/24	Detailed three page letter to Craig Glyde in Seattle re [REDACTED]		
	[REDACTED]	1.30	\$325.00

01/31/24  
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01/23/24	Telephone conference with Craig Glyde in Seattle.	0.30	\$75.00
01/24/24	[NO CHARGE] Telephone conference with ICOP.	0.20	\$0.00
01/24/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.40	\$0.00
01/24/24	Exchange emails with Adam Thomas.	0.20	\$50.00
01/24/24	Telephone conference with Lee Ann Horton (Accountant) re [REDACTED]		
	[REDACTED]	0.30	\$75.00
01/24/24	Telephone conference with Adam Thomas re [REDACTED]	0.30	\$75.00
01/24/24	Follow-up telephone conference with Adam Thomas re [REDACTED]	0.30	\$75.00
01/24/24	Receive and review [REDACTED]; Detailed email to Adam Thomas re same.	1.10	\$275.00
01/25/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.60	\$0.00
01/25/24	Telephone conference with Paul DeGregorio CPA re [REDACTED]		
	[REDACTED]	0.10	\$25.00
01/25/24	Telephone conference with Adam Thomas re [REDACTED]	0.30	\$75.00
01/30/24	[NO CHARGE] Receive and review two emails re [REDACTED]	0.20	\$0.00
01/30/24	Telephone conference with Adam Thomas re [REDACTED]		
	[REDACTED]	0.20	\$50.00
	Total Fees	18.80	\$3,825.00

01/31/24

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TOTALS

Prior Balance:	\$4,850.00
Less Payments Received:	\$2,600.00CR
Current Fees:	\$3,825.00
Current Costs:	\$0.00
	=====
Amount Due:	\$6,075.00

PLEASE PAY ENTIRE BALANCE INCLUDING PAST DUE ABOVE



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DISTRICT OF COLUMBIA  
AND THE  
STATE OF WASHINGTON

02/29/24  
Broadmoor Police Protection District  
388 88th Street  
Broadmoor Vlg. CA 94015-1717

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	FEES	Hours	Fees
02/05/24	[NO CHARGE] Telephone conference with Commissioner Kurcharszky.	0.60	\$0.00
02/07/24	Prepare, revise and finalize [REDACTED]	1.30	\$325.00
02/07/24	Telephone conference with Isabel Safie.	0.20	\$50.00
02/07/24	Email exchanges with ICOP re [REDACTED]	0.60	\$150.00
[REDACTED]			
02/07/24	Receive and review email from Lisa re [REDACTED]	0.10	\$25.00
02/08/24	Email exchange with Lisa re [REDACTED]	0.20	\$50.00
02/12/24	[NO CHARGE] Email to ICOP re [REDACTED]	0.10	\$0.00
02/12/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.40	\$0.00
02/12/24	Prepare, review and revise [REDACTED]; Email re same to Lisa.	1.10	\$275.00
02/12/24	Email to Isabel Safie re [REDACTED]	0.10	\$25.00
02/13/24	Review [REDACTED]; Review [REDACTED]; Prepare [REDACTED]	1.50	\$375.00

02/29/24  
Broadmoor Police Protection District  
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02/13/24	Travel to, attend, and return from meeting of the police commission.	4.00	\$1,000.00
02/16/24	[NO CHARGE] Follow-up email to Derek Haynes w/copy to ICOP and Commissioner Kucharszky.	0.20	\$0.00
02/16/24	Review and revise [REDACTED]; Email re same to ICOP.	0.70	\$175.00
02/16/24	Email exchange with Lise re [REDACTED]	0.20	\$50.00
02/21/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
02/21/24	Email exchange with Lisa re [REDACTED]; Revise [REDACTED]	0.30	\$75.00
02/21/24	Telephone conference with Elliott Weill, CPA; Email to Isabel Safi re [REDACTED]	0.30	\$75.00
02/22/24	Email to Adam Thomas at BBK re [REDACTED]	0.10	\$25.00
02/23/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
02/23/24	Four emails regarding [REDACTED]	0.80	\$200.00
02/25/24	Receive and review email from ICOP; Prepare [REDACTED]	0.30	\$75.00
02/26/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
02/26/24	Continue work on [REDACTED]; Review and revise [REDACTED]	0.70	\$175.00
02/26/24	Send follow-up emails to various accountancy firms.	0.20	\$50.00
02/26/24	Receive and review email from Hau Lau re [REDACTED]	0.10	\$25.00

02/29/24  
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02/26/24	Two detailed emails to ICOP re [REDACTED]	0.70	\$175.00
02/27/24	Send three emails to three account firms for RFP.	0.10	\$25.00
02/27/24	Email to ICOP re [REDACTED]	0.10	\$25.00
02/27/24	Zoom meeting with Howie Lau re [REDACTED]	0.50	\$125.00
02/27/24	Email to ICOP re [REDACTED]	0.10	\$25.00
02/29/24	Receive, review and respond to email from Isabel Safie re [REDACTED]	0.30	\$75.00
02/29/24	Telephone conference with ICOP re [REDACTED]	0.20	\$50.00
02/29/24	Receive and review two emails from Lisa.	0.20	\$50.00
02/29/24	Email to Michael Callagy re payroll issues.	0.10	\$25.00
02/29/24	Receive and review email from Howie Lau re [REDACTED]	0.10	\$25.00
02/29/24	Review [REDACTED]	0.50	\$125.00
02/29/24	Receive, review and respond to email from Terry, associate of Howie Lau, re [REDACTED]	0.30	\$75.00
02/29/24	Telephone conference with ICOP re [REDACTED]; Email to Isabel Safie re same.	0.30	\$75.00
	Total Fees	18.30	\$4,100.00

02/29/24  
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TOTALS

Prior Balance:	\$6,075.00
Less Payments Received:	\$2,250.00CR
Current Fees:	\$4,100.00
Current Costs:	\$0.00
	=====
Amount Due:	\$7,925.00

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03/31/24

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FEES		Hours	Fees
03/01/24	Telephone conference with Mike Callagy.	0.30	\$75.00
03/01/24	Receive and review [REDACTED]; Telephone conference re same with ICOP.	0.20	\$50.00
03/04/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
03/04/24	Receive and review email (including attachment) from Isabel Safie re [REDACTED]	0.20	\$50.00
03/04/24	Respond to email of Isabel Safie re [REDACTED]	0.20	\$50.00
03/04/24	Receive, review and respond to second email of Isabel Safie re [REDACTED]	0.20	\$50.00
03/04/24	Receive and reivev two additional emails from Isabel Safie re [REDACTED]	0.30	\$75.00
03/05/24	[NO CHARGE] Email to ICOP and Commissioner Kucharszky re [REDACTED]	0.10	\$0.00
03/05/24	Receive, review and respond to email from Patrick Merritt [REDACTED]	0.80	\$200.00
03/05/24	Zoom conference with Stephen Daughters CPA, Howie Lau CPA and ICOP.	0.80	\$200.00
03/05/24	Revise [REDACTED]	0.70	\$175.00
03/06/24	[NO CHARGE] Email from Lisa re [REDACTED]	0.10	\$0.00
03/06/24	[NO CHARGE] Telephone conference with [REDACTED]		

03/31/24

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03/06/24	ICOP re [REDACTED] Receive and review emails including [REDACTED] [REDACTED] and prepare detailed responsive email.	0.70	\$0.00
03/06/24	Revise and finalize [REDACTED] [REDACTED]; email re same to Lisa.	0.80	\$200.00
03/06/24	Telephone conference with County Counsel Dan McCloskey re controller's office and payroll handling.	0.30	\$75.00
03/11/24	Review and provide detailed response to email of Isabel Safie re [REDACTED] [REDACTED]	0.10	\$25.00
03/11/24	Receive, review and provide detailed response to email from Isabel Safie re [REDACTED]	0.50	\$125.00
03/11/24	Receive, review and prepare detailed response to third email from Isabel Safie re [REDACTED]	0.70	\$175.00
03/12/24	[NO CHARGE] Telephone conference with Commissioner Kucharszky; Research and send him [REDACTED] [REDACTED]	0.40	\$100.00
03/12/24	Legal research; Prepare, revise and finalize [REDACTED] [REDACTED]	0.30	\$0.00
03/12/24	Prepare, review and revise [REDACTED] [REDACTED]	1.20	\$300.00
03/12/24	Receive, review and respond to email from Isabel Safie re [REDACTED] [REDACTED]	1.50	\$375.00
03/12/24	Receive and review email from Isabel	0.20	\$50.00

03/31/24

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03/12/24	Safie re [REDACTED] Prepare for regular meeting on March 12, 2024.	0.10 1.20	\$25.00 \$300.00
03/12/24	Email to Isabel Safie to [REDACTED] [REDACTED]		
03/14/24	[NO CHARGE] Telephone conference with Comm. Kucharszky.	0.20	\$50.00
03/14/24	Telephone conference with San Mateo County Elections Office.	0.10	\$0.00
03/15/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED].	0.20	\$50.00
03/15/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.30	\$0.00
03/15/24	Receive and review [REDACTED] [REDACTED]; Forward [REDACTED] via email to ICOP and Comm. Kucharszky.	0.30	\$75.00
03/15/24	Detailed email to Isabel Safie re [REDACTED] [REDACTED]	0.20	\$50.00
03/15/24	Receive and review email from Rob Bartoli, LAFCo; Forward email to ICOP and Comm. Kucharszky.	0.10	\$25.00
03/15/24	Receive, review and forward email from Isabel Safie to ICOP and Comm. Kucharszky.	0.10	\$25.00
03/16/24	Detailed email to ICOP and to Commissioner Kucharszky re [REDACTED] [REDACTED]	0.40	\$100.00

03/31/24

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03/17/24	[NO CHARGE] Email to ICOP.	0.10	\$0.00
03/17/24	Legal research; Email to ICOP and Drew Corbett.	0.20	\$50.00
03/18/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED].	0.20	\$0.00
03/18/24	Telephone conference with ICOP; Email to Isabel Safie re [REDACTED]	0.60	\$150.00
03/18/24	Receive and review [REDACTED].	0.10	\$25.00
03/19/24	Telephone conference with Isabel Safie re [REDACTED]	0.30	\$75.00
03/20/24	Receive, review and reply to Steve Daughters re [REDACTED].	0.30	\$75.00
03/21/24	Email to Mike Callagy re Drew Corbett.	0.10	\$25.00
03/21/24	Detailed email to Mike Callagy; Telephone conference with ICOP re same.	0.80	\$200.00
03/22/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
03/22/24	Receive, review and reply to email from Drew Corbett.	0.30	\$75.00
03/22/24	Telephone conference with Drew Corbett.	0.50	\$125.00
03/24/24	Travel to, from, and attend meeting of the police commission.	4.00	\$1,000.00
03/25/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
03/25/24	Review [REDACTED]; Research; Draft [REDACTED]; Email to ICOP and Chair Kucharszky.	1.60	\$400.00
03/26/24	Email exchange with ICOP; Three re-		



03/31/24

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	visions of [REDACTED]		
	[REDACTED]; Send email and letter to Supervisor Canepa.	1.20	\$300.00
03/26/24	Review [REDACTED]; Follow-up email and telephone call to Drew Corbett.	0.20	\$50.00
03/27/24	Zoom meeting with Drew Corbett and ICOP.	1.00	\$250.00
03/27/24	Multiple email exchanges with Drew Corbett and ICOP.	0.40	\$100.00
		-----	-----
	Total Fees	26.60	\$5,950.00

=====

COSTS

03/24/24	Bridge toll.		\$8.75
			-----
	Total Costs		\$8.75

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TOTALS

Prior Balance:	\$7,925.00
Less Payments Received:	\$6,075.00CR
Current Fees:	\$5,950.00
Current Costs:	\$8.75
	=====
Amount Due:	\$7,808.75

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04/30/24

Broadmoor Police Protection District  
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	FEES	Hours	Fees
04/01/24	Telephone conference with ICOP and with Comm. Kucharszky re [REDACTED]		
	[REDACTED]	0.30	\$75.00
04/01/24	Email to ICOP re [REDACTED]	0.10	\$25.00
04/02/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.10	\$0.00
04/03/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]		
	[REDACTED]	0.20	\$0.00
04/03/24	Telephone conference with Isabel Safie re [REDACTED]		
	[REDACTED]	0.30	\$75.00
04/03/24	Zoom meeting with ICOP and with [REDACTED]	1.00	\$250.00
04/03/24	Prepare, revise and finalize [REDACTED]		
	[REDACTED]	0.70	\$175.00
04/04/24	Prepare [REDACTED]		
	[REDACTED] Email re same to Drew Corbett.	0.90	\$225.00
04/04/24	Obtain [REDACTED]		
	[REDACTED]	0.80	\$200.00
04/05/24	Receive and review email from ICOP re [REDACTED]	0.20	\$50.00
04/05/24	Email to ICOP re [REDACTED]	0.10	\$25.00
	[REDACTED]		
04/07/24	[NO CHARGE] Receive and review email from ICOP.	0.10	\$0.00

04/30/24

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04/07/24	[NO CHARGE] Receive telephone call from Commissioner Kucharszky.	0.30	\$0.00
04/07/24	Receive and review [REDACTED] Research [REDACTED], prepare [REDACTED]	1.20	\$300.00
04/07/24	Research [REDACTED] Email re same to Drew Corbett.	0.80	\$200.00
04/07/24	Prepare, revise and finalize [REDACTED] Email re same to Lisa.	0.70	\$175.00
04/08/24	Two telephone conferences with Commissioner Kucharszky; Telephone conference with Commissoiner Hutchens; Telephone conference with Commissiner Brizuela re [REDACTED]	0.60	\$150.00
04/09/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
04/09/24	Email exchange with ICOP re [REDACTED]	0.30	\$75.00
04/09/24	Review and respond to emails from ICOP re [REDACTED]	0.40	\$100.00
04/09/24	Recieve, review and email exchange with ICOP re [REDACTED]	0.40	\$100.00
04/09/24	Prepare for, travel to and from, and attend regular meeting of the Police Commission.	5.70	\$1,425.00
04/10/24	View [REDACTED]	0.20	\$50.00
04/10/24	Prepare [REDACTED]		

04/30/24

Broadmoor Police Protection District

388 88th Street

Broadmoor Vlg. CA 94015-1717

Our File: BRD

Matter: General District Counsel

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	April 9, 2024.	0.30	\$75.00
04/11/24	[NO CHARGE] Email to ICOP.	0.10	\$0.00
04/11/24	Review [REDACTED] Email exchange with CalPER; Review letter from Andrea Hall and discuss same with CalPERS; Prepare detailed email to CalPERS re Andrea Hall's comments.	1.30	\$325.00
04/11/24	Receive and review email from Drew Corbett; Respond to email with copy to ICOP.	0.20	\$50.00
04/12/24	Review [REDACTED]; Follow-up email to Julian Robinson.	0.20	\$50.00
04/12/24	Review [REDACTED] Email to Rob Bartoli, Director of LAFCo.	0.20	\$50.00
04/12/24	Receive, review and respond to email from Julian Robinson, CalPERS.	0.30	\$75.00
04/15/24	Telephone conference with Commissioner Kucharszky; Telephone conference with Commissioner Hutchens; Telephone conference with Commissioner Brizuela re [REDACTED]	0.40	\$100.00
04/15/24	Prepare [REDACTED]; Revise [REDACTED] and send for posting.	0.70	\$175.00
04/16/24	Receive and review email from ICOP re [REDACTED]; Detailed letter to Supervisor Canepa re invoice from Juan Raigoza; Telephone conference with ICOP re same.	1.30	\$325.00
04/16/24	2 emails to Lisa Hernandez re [REDACTED]	0.20	\$50.00

04/30/24  
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04/18/24	Prepare [REDACTED]		
	[REDACTED]	0.30	\$75.00
04/21/24	Email to Drew Corbett re [REDACTED]		
	[REDACTED]	0.40	\$100.00
04/23/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.30	\$0.00
04/23/24	Receive and review [REDACTED]; email re same to ICOP and Commis- sioner Kucharszky.	0.50	\$125.00
04/23/24	Begin preparation of [REDACTED]; Make several revisions to same; Research re same.	3.20	\$800.00
04/23/24	Email to Drew Corbett; Review email from ICOP.	0.20	\$50.00
04/24/24	Third, fourth, fifth and final re- vision of [REDACTED]	2.30	\$575.00
04/29/24	Email to Drew Corbett re [REDACTED]	0.20	\$50.00
04/30/24	[NO CHARGE] Email to ICOP re [REDACTED]	0.10	\$0.00
04/30/24	[NO CHARGE] Telephone conference with ICOP.	0.20	\$0.00
04/30/24	Receive and review [REDACTED] Propose [REDACTED] [REDACTED] Email re same to ICOP.	0.70	\$175.00
04/30/24	Legal research; Prepare first, second and third drafts of [REDACTED] [REDACTED]; Email re same to		

04/30/24  
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ICOP; Finalize and send letter to Dan McCloskey.	3.60	\$900.00
	-----	-----
Total Fees	32.80	\$7,800.00

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COSTS

04/09/24	Bridge toll.	\$8.75
		-----
	Total Costs	\$8.75

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TOTALS

Prior Balance:	\$7,808.75
Less Payments Received:	\$7,925.00CR
Current Fees:	\$7,800.00
Current Costs:	\$8.75
	=====
Amount Due:	\$7,692.50

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SEATTLE  
(206) 497-1188  
WASHINGTON, DC  
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SAN MATEO  
(650) 349-0700

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05/31/24

Broadmoor Police Protection District  
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	FEEES	Hours	Fees
05/05/24	Prepare, revise and finalize [REDACTED] [REDACTED]; Prepar, revise and finalize [REDACTED] [REDACTED]; Prepare, revise and finalize [REDACTED]; Email to ICOP re same.	3.30	\$825.00
05/05/24	Receive, review and respond to email from Dan McCloskey, county counsel.	0.10	\$25.00
05/06/24	Receive and review two emails from ICOP; Research and respond to email to ICOP from Richard Norris; Email to ICOP re [REDACTED]	0.80	\$200.00
05/06/24	Exchange of three mails with ICOP re [REDACTED]	0.30	\$75.00
05/07/24	Receive and review email from Isabel Safie re [REDACTED]; Review [REDACTED]; Email to Isabel Safie re same.	0.80	\$200.00
05/08/24	[NO CHARGE] Review copy of email from Isabel Safie to ICOP re [REDACTED]	0.10	\$0.00
05/08/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.50	\$0.00
05/08/24	Multiple telephone conferences with ICOP re [REDACTED]; Preparer [REDACTED] [REDACTED]	1.60	\$400.00

05/31/24

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05/08/24	Telephone conference with commis- sioners Brizuela and Hutchens re [REDACTED]	0.30	\$75.00
05/08/24	Telephone conference with Chair Kucharszky re [REDACTED] [REDACTED]	0.80	\$200.00
05/08/24	Revise [REDACTED]; Email re same to ICOP.	0.40	\$100.00
05/09/24	[NO CHARGE] Telephone conferences with ICOP re [REDACTED] [REDACTED]	0.80	\$0.00
05/09/24	Receive, review and respond to email from Lisa Hernandez.	0.40	\$100.00
05/09/24	Review [REDACTED] [REDACTED]; Detailed email to ICOP and Chair re same.	1.10	\$275.00
05/09/24	Receive, review and respond to email from Lisa Hernandez re [REDACTED] [REDACTED]	0.20	\$50.00
05/09/24	Receive and review email from ICOP; Assemble [REDACTED] Email to Lisa Hernandez including [REDACTED]	0.30	\$75.00
05/09/24	Receive and review email from ICOP forwarding email from Richard Norris; Respond to email from Richard Norris		



05/31/24

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05/10/24	re [REDACTED] Recieve and review email from Isabel Safie re [REDACTED]; Receive and review email from Dan McCloskey, county counsel, re meeting; Receive and review email from ICOP re [REDACTED] [REDACTED]; Telephone conference with ICOP re [REDACTED]	0.40	\$100.00
05/11/24	Recive ad respond to email from Isabel Safie re [REDACTED] Email re same to ICOP.	0.80	\$200.00
05/11/24	Legal research; Begin preparation of [REDACTED]; Revise [REDACTED]	0.30	\$75.00
05/11/24	Review [REDACTED]; Prepare and revise [REDACTED]	5.40	\$1,350.00
05/11/24	Email exchange with Roger Rouse re errors in posting of notices.	0.90	\$225.00
05/12/24	[NO CHARGE] Emails with Roger Rouse re [REDACTED]	0.30	\$75.00
05/13/24	[NO CHARGE] Several email exchanges with ICOP.	0.50	\$0.00
05/13/24	Receive and review [REDACTED] [REDACTED]	0.40	\$0.00
05/13/24	Telephone conferece with Dan McCloskey re Broadmoor accounting issues.	0.20	\$50.00
		0.30	\$75.00

05/31/24

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05/13/24	Review [REDACTED] [REDACTED]; Legal research; Prepare re- sponse to letter, revise several times; Email to ICOP re same.	3.60	\$900.00
05/14/24	Revise and send letter to Director Bartoli re Andrea Hall.	0.20	\$50.00
05/14/24	Prepare for, travel to and from, and attend regular meeting of the Police Commission.	2.50	\$625.00
05/15/24	Prepare [REDACTED] [REDACTED]	0.30	\$75.00
05/16/24	[NO CHARGE] Email exchange, research, and review [REDACTED]	0.40	\$0.00
05/20/24	Receive email from Lisa; Email to Chase Bank in response.	0.30	\$75.00
05/21/24	Receive email from ICOP re [REDACTED] [REDACTED]; Send email to requester.	0.20	\$50.00
05/21/24	Receive and review email from ICOP re [REDACTED]; Email to sender of records request.	0.10	\$25.00
05/21/24	Receive, review to [REDACTED] [REDACTED]	0.20	\$50.00
05/22/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED] [REDACTED].	0.40	\$0.00
05/22/24	Prepare, revise and finalize [REDACTED] [REDACTED]	0.60	\$150.00
05/22/24	Receive, review and respond to email from Lisa.	0.10	\$25.00

05/31/24

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05/22/24	Receive and review another email from public records requester; Legal re-search; Detailed response to public records request.	0.60	\$150.00
05/23/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.30	\$0.00
05/23/24	Receive and review email from Arturo Gonzalez at Chase Bank re agency bank account.	0.10	\$25.00
05/24/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
05/24/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
05/24/24	Email to Arturo Gonzales, Chase Bank, re [REDACTED]	0.10	\$25.00
05/24/24	Telephone message from, and conference with, Robert Canny re [REDACTED]	0.30	\$75.00
05/24/24	Email to Mike Callagy.	0.10	\$25.00
05/25/24	Email to Mike Callagy.	0.10	\$25.00
05/26/24	Receive and respon to email from Mike Callagy.	0.10	\$25.00
05/26/24	Receive request under Public Records Act and respond to same.	0.20	\$50.00
05/28/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.30	\$0.00

05/31/24

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05/28/24	Receive and review email from Mike Callagy, respond to same.	0.30	\$75.00
05/28/24	Follow-up email to Dan McCloskey.	0.10	\$25.00
05/28/24	Telephone conference with ICOP re [REDACTED]		
	[REDACTED]	0.80	\$200.00
05/28/24	Revise [REDACTED]	1.40	\$350.00
05/29/24	Prepare [REDACTED]; Revise same; Revise [REDACTED]		
	[REDACTED]	2.40	\$600.00
05/29/24	Zoom meeting with ICOP and Mike Callagy.	0.50	\$125.00
05/29/24	Email to ICOP re [REDACTED]	0.10	\$25.00
05/29/24	Receive and review [REDACTED]		
	[REDACTED]	0.70	\$175.00
05/29/24	Email to Isabel Safie re [REDACTED]		
	[REDACTED]	0.10	\$25.00
05/29/24	Email to Nick Dayhoff at NBS re [REDACTED]		
	[REDACTED]	0.10	\$25.00
05/30/24	Email to Mike Callagy; Telephone conference with Matt at Mark Church's office; Attempt to reach Grace Cardona at Mark Church's office; Telephone conference with ICOP.		
	[REDACTED]	0.60	\$150.00
05/30/24	Research [REDACTED]; Telephone conference with ICOP re same.	2.20	\$550.00
05/30/24	Receive and review [REDACTED]; Email to ICOP re same.	0.10	\$25.00

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05/31/24	Receive, review and respond to email from Isabel Safie.	0.20	\$50.00
05/31/24	Telephone conference with Jim Priest at BBK re [REDACTED]	0.30	\$75.00
05/31/24	Email to Jim Priest at BBK re [REDACTED]	0.20	\$50.00
	Total Fees	42.90	\$9,700.00

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TOTALS

Prior Balance:	\$7,692.50
Less Payments Received:	\$15,501.25CR
Current Fees:	\$9,700.00
Current Costs:	\$0.00
	=====
Amount Due:	\$1,891.25

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PAUL M. DAVIS

ALSO ADMITTED IN THE  
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AND THE  
STATE OF WASHINGTON

06/30/24

Broadmoor Police Protection District  
388 88th Street  
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FEES

		Hours	Fees
06/03/24	Review [REDACTED]; Follow-up letter to Dan McCloskey w/copies to Supervisor Canepa, Chief Connolly and Chair Kucharszky.	0.50	\$125.00
06/03/24	Telephone conference with William J. Priest at BBK re [REDACTED]	0.70	\$175.00
06/03/24	Make several changes to [REDACTED]	0.60	\$150.00
06/04/24	Review [REDACTED]; Legal re-search; Prepare [REDACTED]; Revise [REDACTED] and finalize.	6.70	\$1,675.00
06/05/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.30	\$0.00
06/05/24	Revise [REDACTED]	0.60	\$150.00
06/05/24	Receive and review email from ICOP re [REDACTED]; Send email to CALPERS re [REDACTED]	0.80	\$200.00
06/05/24	Detailed email to David Finkelstein re parcel taxes; Receive and review response from David Finkelstein.	0.20	\$50.00
06/05/24	Receive and review email fro ICOP re [REDACTED]	0.20	\$50.00
06/06/24	Follow-up with William Priest by leaving voice mail mesage for him.	0.10	\$25.00
06/06/24	Email exchange with ICOP re [REDACTED]	0.20	\$50.00
06/06/24	Telephone conference with William Priest re [REDACTED]	0.10	\$25.00

06/30/24

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06/07/24	Receive and review email from Theo Akano, CalPERS; Check [REDACTED]; Detailed email to Theo Akano re incorrect calculations.	0.70	\$175.00
06/07/24	Receive and review detailed email from William Priest; Telephone conference with ICOP.	0.30	\$75.00
06/07/24	Email to David G. Finkelstein.	0.10	\$25.00
06/07/24	Detailed email to Theo Akano at CalPERS re arrearage calculations.	0.20	\$50.00
06/07/24	Receive, review and respond to email from David Finkelstein.	0.10	\$25.00
06/09/24	Prepare, revise and finalize [REDACTED]	0.80	\$200.00
06/10/24	Follow-up email to Dan McCloskey re letter of June 3, 2024.	0.10	\$25.00
06/10/24	Revise [REDACTED]; Email re same to William Priest.	1.20	\$300.00
06/10/24	Travel to and from, and attend meeting of the police commission; Preparation for meeting.	2.50	\$625.00
06/11/24	[NO CHARGE] Email to ICOP re [REDACTED]	0.10	\$0.00
06/11/24	Review [REDACTED]; Email to Theo Akano (CalPERS) re follow-up.	0.20	\$50.00
06/11/24	Telephone conference with William Priest; Further revisions to [REDACTED]	2.40	\$600.00
06/11/24	Another follow-up email to Theo Akano, CalPERS.	0.10	\$25.00
06/11/24	Prepare for [REDACTED]		

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06/12/24	[REDACTED]	0.80	\$200.00
06/12/24	[NO CHARGE] Email exchange with ICOP re [REDACTED]	0.20	\$0.00
06/12/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
06/12/24	[NO CHARGE] Email to ICOP re [REDACTED]	0.10	\$0.00
06/12/24	Travel, from and appear in court on Pitchess Motion.	2.50	\$625.00
06/12/24	Detailed email to Arturo Gonzalez, Chase Bank.	0.20	\$50.00
06/13/24	Travel to, from and attend meeting with David Finkelstein and his associate.	1.30	\$325.00
06/14/24	[NO CHARGE] Telephone conference with ICOP (X3) re [REDACTED]	0.70	\$0.00
06/14/24	Telephone conference with Comm. Brizuela; Telephone conference with Comm. Kucharszly; Attempt to reach Comm. Hutchens re [REDACTED]	0.30	\$75.00
06/14/24	Numerous attempts to reach various legal publishers to publish notice of resolution re ballot measure; Email exchange with John Sanchez (Examiner) re same.	0.60	\$150.00
06/15/24	Prepare [REDACTED]; Review [REDACTED] and email re same to ICOP.	2.20	\$550.00
06/16/24	Email exchange with Melinda Vasquez at Daily Journal re publication of		



06/30/24

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	Notice of Hearing for Resolution to Order Election.	0.30	\$75.00
06/16/24	Receive and review email from ICOP re [REDACTED]; Email to Sara at NBS re [REDACTED]	0.20	\$50.00
06/16/24	Email to Dan McCloskey re Ballot Measure.	0.10	\$25.00
06/17/24	Receive and review email and attachment from Melinda Vazquez at the Daily Journal, approve the proof.	0.30	\$75.00
06/17/24	Telephone conference with Sara Nares at NBS.	0.40	\$100.00
06/17/24	Receive, review and respond to email from Deputy County Counsel Brian Kulich re ballot measure analysis.	0.10	\$25.00
06/19/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.70	\$0.00
06/19/24	Teams meeting with Sara Mares and Nick Dayhoff and ICOP.	0.50	\$125.00
06/19/24	Prepare, review and revise [REDACTED]	1.40	\$350.00
06/19/24	Legal research; Telephone conference with ICOP.	0.40	\$100.00
06/20/24	Prepare for, travel to and from, and attend special meeting of the police commission.	2.50	\$625.00
06/21/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
06/21/24	Review [REDACTED]; Email to Dan McCloskey re [REDACTED]		

06/30/24

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	invoice.	0.20	\$50.00
06/21/24	Review and revise [REDACTED]; Legal research.	1.30	\$325.00
06/21/24	Review email from CalPERS re [REDACTED]; Respond to email.	0.20	\$50.00
06/24/24	Receive and review email from Nick Dayhoff; Further revision to [REDACTED]; Email to Nick Dayhoff; Email to William Priest re [REDACTED]	1.40	\$350.00
06/24/24	Research; Detailed letter to Dan McCloskey re [REDACTED]	1.60	\$400.00
06/25/24	[NO CHARGE] Email exchange with Lisa.	0.20	\$0.00
06/25/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
06/25/24	Attempt to reach William Priest, leave message.	0.10	\$25.00
06/25/24	Receive, review and respond to email from Nick Dayhoff.	0.40	\$100.00
06/25/24	Telephone conference with William Priest re [REDACTED]	0.50	\$125.00
06/25/24	Telephone conference with Comm. Kucharszky; Email to Nick Dayhoff.	0.30	\$75.00
06/26/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.10	\$0.00
06/26/24	Review [REDACTED]; Follow-up email to Isabel Safie re [REDACTED]	0.10	\$25.00
06/26/24	Follow-up with Daily Journal re publication of notice of ballot measure.	0.20	\$50.00

06/30/24

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06/27/24	[NO CHARGE] Email to ICOP re [REDACTED]	0.10	\$0.00
06/27/24	Further revision to [REDACTED]		
	[REDACTED] and send to Nick Dayhoff.	0.30	\$75.00
06/27/24	Email to Nick Dayhoff.	0.10	\$25.00
06/28/24	Email to Nick Dayhoff re [REDACTED]		
	[REDACTED]	0.10	\$25.00
		-----	-----
	Total Fees	43.40	\$10,075.00

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COSTS

06/05/24	Photocopy charges (Pitches Motion)	\$3.60
06/05/24	Postage.	\$1.16
06/05/24	Fee to file opposition to Pitchess Motion.	\$5.18
06/29/24	Fee paid to Daily Journal to publish notice of regular meeting on July 9, 2024. (Check no. 12316 issued.)	\$60.80
		-----
	Total Costs	\$70.74

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TOTALS

Prior Balance:	\$1,891.25
Less Payments Received:	\$1,891.25CR
Current Fees:	\$10,075.00
Current Costs:	\$70.74
	=====
Amount Due:	\$10,145.74

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07/31/24

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Matter: General District Counsel

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	FEEES	Hours	Fees
07/01/24	[NO CHARGE] Revise [REDACTED]	0.20	\$0.00
07/01/24	Email exchange with Nick Dayholl re [REDACTED]	0.10	\$25.00
07/01/24	Email exchange with William Priest re [REDACTED]	0.10	\$25.00
07/02/24	[NO CHARGE] Receive and review email from Lisa Hernandez.	0.10	\$0.00
07/02/24	Email exchange with William Priest re [REDACTED]	0.20	\$50.00
07/02/24	Email to Lisa Hernandez.	0.10	\$25.00
07/02/24	Receive and review email from Lisa; Telephone conference with Austin Smith, Elections Officer; Complete [REDACTED]; Send same to Lisa w/email.	0.80	\$200.00
07/02/24	Multiple telephone conferences with Elections Officer; Draft [REDACTED]		
	[REDACTED] Prepare [REDACTED];		
	Revise [REDACTED]	4.20	\$1,050.00
07/02/24	Prepare [REDACTED]; Email same to		
	ICOP.	0.60	\$150.00
07/02/24	Complete [REDACTED]	0.40	\$100.00

07/31/24

Broadmoor Police Protection District  
388 88th Street  
Broadmoor Vlg. CA 94015-1717

Our File: BRD  
Matter: General District Counsel

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07/03/24	Review [REDACTED] and preparation of [REDACTED] [REDACTED]; Revise [REDACTED]	2.10	\$525.00
07/03/24	Review [REDACTED]; Confer with Elections Officer; Prepare [REDACTED] [REDACTED]	1.30	\$325.00
07/03/24	Organize and compile [REDACTED] [REDACTED]	0.90	\$225.00
07/03/24	Telephone conference with Austin Smith at Elections Office; Prepare and file [REDACTED] [REDACTED]	0.70	\$175.00
07/03/24	Research [REDACTED] and send [REDACTED] to ICOP.	0.20	\$50.00
07/05/24	Receive and review [REDACTED] [REDACTED]; Draft [REDACTED] [REDACTED]; Revise [REDACTED]	1.20	\$300.00
07/05/24	Review [REDACTED]; Prepare [REDACTED]; Revise [REDACTED].	0.90	\$225.00
07/08/24	Telephone conference with ICOP; email to Mike Callagy re Juan Raigoza stop- ping monthly statements; Request for meeting with Mike Callagy.	0.30	\$75.00
07/08/24	Review [REDACTED]; Follow-up email to		

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Broadmoor Police Protection District  
388 88th Street  
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	Arturo Gonzalez at Chase Bank re agency bank account.	0.20	\$50.00
07/09/24	Receive, review and respond to email from Arturo Gonzalez (Chase Bank) X2.	0.30	\$75.00
07/09/24	Receive, review and respond to email from Lisa Hernandez re [REDACTED]; Research and reply.	0.20	\$50.00
07/09/24	Email from Lisa Hernandez re [REDACTED]; Copy to Arturo Gonzalez.	0.10	\$25.00
07/09/24	Prepare for meeting of Police Commission; Travel to, from and attend meeting of Police Commission.	3.80	\$950.00
07/09/24	Email to Nick Dayhoff (NBS) re [REDACTED]; Email to William Priest re same.	0.20	\$50.00
07/10/24	Receive, review and respond to email from William Priest re [REDACTED]; Telephone conference with ICOP re same; Email to Lisa Hernandez re [REDACTED]; Respond to email from William Priest.	0.80	\$200.00
07/10/24	Email to County Counsel re impartial analysis of Ballot Measure.	0.20	\$50.00
07/11/24	[NO CHARGE] Telephone conference with ICOP.	0.20	\$0.00
07/11/24	Receive and review [REDACTED]; Email to William Priest re same.	0.20	\$50.00
07/11/24	Receive and review [REDACTED]		

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Broadmoor Police Protection District  
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	[REDACTED]; Prepare detailed response; Email re same to ICOP and Commissione Kucharszky.	1.20	\$300.00
07/11/24	Telephone conference with ICOP; De- tailed email to ICOP re [REDACTED]		
	[REDACTED]	1.10	\$275.00
07/12/24	Receive and review [REDACTED]		
	[REDACTED]; Research re same; Email to William Priest re same; Telephone conference with ICOP re same; Email to Austin Smith at Elections Office.	1.60	\$400.00
07/12/24	Several email exchanges with Austin Smith in the Elections Office re Bal- lot measure.	0.90	\$225.00
07/15/24	[NO CHARGE] Two telephone confer- ences with ICOP re [REDACTED]	0.60	\$0.00
07/15/24	Email to Mike Callagy.	0.10	\$25.00
07/15/24	Telephone conference with Bill Silverfarb.	0.20	\$50.00
07/15/24	Receive and review [REDACTED]		
	[REDACTED]	0.20	\$50.00
07/15/24	Receive and review email from Mike Callagy.	0.10	\$25.00
07/16/24	Review [REDACTED]; Email to Lisa for [REDACTED]		
	[REDACTED]	0.30	\$75.00
07/16/24	Follow-up email to Isabel Safie re [REDACTED]		
	[REDACTED]	0.20	\$50.00
07/17/24	[NO CHARGE] Telephone conference with		

07/31/24

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07/17/24	ICOP. Telephone conference with ICOP; Telephone conference with Commissioner Kucharszky; Legal research; Review [REDACTED]; Review [REDACTED]; Review email from William Priest; Draft detailed email to William Priest; Draft detailed email to ICOP and Commissioner Kucharszky re [REDACTED].	0.30	\$0.00
07/17/24	Telephone conference with Bill Silverfarb.	2.30	\$575.00
07/17/24	Receive, review and respond to email from William Priest.	0.40	\$100.00
07/18/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED].	0.30	\$75.00
07/18/24	Review [REDACTED]; Legal research; Prepare [REDACTED]; Several emails to William Priest.	0.20	\$0.00
07/18/24	Receive and review email from Andy Nguyen at CalPERS; Respond to email.	3.30	\$825.00
07/18/24	Email exchange with William Priest.	0.20	\$50.00
07/18/24	Revise [REDACTED].	0.40	\$100.00
07/19/24	Detailed letter to Dan McCloskey.	1.10	\$275.00
07/19/24	Review [REDACTED]; Follow-up	0.70	\$175.00



07/31/24

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07/20/24	email to Dan McCloskey.	0.10	\$25.00
	[NO CHARGE] Email to ICOP re [REDACTED]		
	[REDACTED]	0.20	\$0.00
07/20/24	[NO CHARGE] Telephone conference with		
	ICOP and Comm. Kucharszky conference.	0.10	\$0.00
07/23/24	Receive, review and respond to [REDACTED]		
	[REDACTED]; Telephone confer-		
	ence with ICOP re same.	0.20	\$50.00
07/23/24	Receive, review and respond to email		
	from Isabel Safie re [REDACTED].	0.20	\$50.00
07/26/24	Review [REDACTED]		
	[REDACTED]; Begin [REDACTED]		
	[REDACTED]		
	prepare [REDACTED]		
	[REDACTED]; Email ex-		
	change with ICOP re [REDACTED].	3.40	\$850.00
07/29/24	Email exchange with Isabel Safie re		
	[REDACTED]	0.20	\$50.00
07/29/24	Telephone conference with ICOP re		
	[REDACTED]	0.50	\$125.00
07/29/24	Revise [REDACTED] and		
	discuss with ICOP; Email to Dan		
	McCloskey with letter.	0.70	\$175.00
07/29/24	Review [REDACTED]; Begin [REDACTED]		
	[REDACTED]		
	[REDACTED]	0.80	\$200.00
07/30/24	Receive and review detailed email		
	from ICOP re [REDACTED]; Legal re-		
	search; Detailed email in response		

07/31/24

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07/30/24	to Elaine Breeze's email re Summer Hill project. Review [REDACTED]; Telephone conference with ICOP re [REDACTED]; Prepare, revise three times and complete [REDACTED]; Prepare [REDACTED].	0.80	\$200.00
07/31/24	Review email from ICOP; Revise [REDACTED]	1.20	\$300.00
07/31/24	Receive and review email from Lisa Hernandez; Email to Arturo Gonzalez, Chase Bank.	0.60	\$150.00
		0.20	\$50.00
	Total Fees	45.50	\$10,900.00

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TOTALS

Prior Balance:	\$10,145.74
Less Payments Received:	\$5,072.87CR
Current Fees:	\$10,900.00
Current Costs:	\$0.00
	=====
Amount Due:	\$15,972.87

PLEASE PAY BALANCE DUE SHOWN ABOVE

SEATTLE  
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SAN MATEO  
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ATTORNEY AT LAW

1 BLACKFIELD DR.

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PAUL M. DAVIS

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TELEPHONE: (415) 884-2555

08/31/24

Broadmoor Police Protection District  
388 88th Street  
Broadmoor Vlg. CA 94015-1717

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FEES

		Hours	Fees
08/08/24	[NO CHARGE] Receive, review and respond to email from ICOP.	0.10	\$0.00
08/08/24	Draft, circulate, revise [REDACTED]	1.30	\$325.00
08/10/24	Receive, review and respond to email from William Priest re [REDACTED]	0.10	\$25.00
08/11/24	Email to Brian Kulich re Impartial Analysis of Ballot Measure.	0.10	\$25.00
08/12/24	Review [REDACTED]; Prepare, review and revise [REDACTED]	1.40	\$350.00
08/12/24	Two email exchanges with Brian Kulich, county counsel's office.	0.40	\$100.00
08/13/24	Prepare for, travel to and from, and attend meeting of Police Commission.	2.00	\$500.00
08/15/24	[NO CHARGE] Telephone conference with Elections Office.	0.20	\$0.00
08/15/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.30	\$0.00
08/15/24	[NO CHARGE] Email to Nick Dayhoff and Sara Mares re [REDACTED]	0.10	\$0.00
08/15/24	Review [REDACTED]; Follow-up email to Dan McCloskey.	0.20	\$50.00
08/15/24	Email exchange with Brian Kulich re Ballot Measure Impartial Analysis.	0.20	\$50.00
08/15/24	Email to William "Jim" Priest re [REDACTED]	0.10	\$25.00
08/16/24	Telephone conference with Dan McCloskey at County Counsel's Office.	0.50	\$125.00

08/31/24

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08/19/24	[NO CHARGE] email to ICOP.	0.20	\$0.00
08/19/24	Receive and review email from Sara Mares; Reply to email in detail.	0.40	\$100.00
08/19/24	Detailed email to Nick Dayhoff.	0.30	\$75.00
08/19/24	Telephone conference with ICOP; Detailed email to Jim Priest.	0.60	\$150.00
08/19/24	Telephone conference with Jim Priest.	0.40	\$100.00
08/20/24	Receive, review, analyze and begin research on [REDACTED]	1.20	\$300.00
08/21/24	Receive and review [REDACTED], share with ICOP.	0.30	\$75.00
08/22/24	Legal research; Begin preparation of [REDACTED];		
	Prepare first rough draft.	4.40	\$1,100.00
08/23/24	Additional research and work on [REDACTED]	2.30	\$575.00
08/26/24	[NO CHARGE] Telephone conference with ICOP.	0.20	\$0.00
08/27/24	[NO CHARGE] Telephone conference with ICOP.	0.30	\$0.00
08/27/24	Receive and review [REDACTED]	0.10	\$25.00
08/28/24	Receive and review email from ICOP; Send email to David G. Finkelstein.	0.20	\$50.00
08/29/24	Receive and review email from ICOP re [REDACTED] Send email to Isabel.	0.20	\$50.00
08/29/24	Telephone conference with Assistant City Attorney Kelly Schott.	0.30	\$75.00
08/29/24	Email to Assistant City Attorney		

08/31/24

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Kelly Schott. 0.30 \$75.00

Total Fees 21.30 \$4,975.00

COSTS

08/13/24 Bridge toll. \$8.95  
Total Costs \$8.95

TOTALS

Prior Balance: \$15,972.87  
Less Payments Received: \$15,972.87CR  
Current Fees: \$4,975.00  
Current Costs: \$8.95  
Amount Due: \$4,983.95

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09/30/24

Broadmoor Police Protection District  
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FEES

		Hours	Fees
09/03/24	Receive, review and comment on [REDACTED]		
	[REDACTED]	0.20	\$50.00
09/03/24	Email to William Priest re [REDACTED]		
	[REDACTED]	0.30	\$75.00
09/04/24	[NO CHARGE] Telephone conference with ICOP and Comm. Kucharszky.	0.40	\$0.00
09/04/24	Telephone conference with William Priest re [REDACTED]	0.40	\$100.00
[REDACTED]			
09/04/24	Email exchange with William Priest re [REDACTED]		
	[REDACTED]	0.20	\$50.00
09/04/24	Prepare, revise and finalize [REDACTED]		
	[REDACTED]	1.20	\$300.00
[REDACTED]			
09/05/24	Letter to Luis Avina (CalPERS); Telephone conference with Mr. Avina.		
	[REDACTED]	0.60	\$150.00

09/30/24

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09/07/24	Review [REDACTED] and prepare [REDACTED]	1.00	\$250.00
09/07/24	Research; Retrieve and review [REDACTED]; [REDACTED]	1.70	\$425.00

09/09/24	Email exchanges, research, review		
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09/30/24

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09/09/24	[REDACTED] with Lisa Hernandez.	1.40	\$350.00
	Email exchanges with clerk to Judge Lee; eFile Motion to Dismiss through Federal Court e-filing system.	0.60	\$150.00
[REDACTED]			
09/10/24	Prepare for meeting today.	1.20	\$300.00
[REDACTED]			
09/10/24	Review [REDACTED]; Send copy of Motion to Dismiss to Assistant City Attorney Kelly Schott (Daly City).	0.30	\$75.00
09/10/24	Travel to and from and attend meeting of police commission.	3.00	\$750.00
[REDACTED]			
09/11/24	Receive, review and prepare [REDACTED]	0.80	\$200.00
09/11/24	[REDACTED]	0.70	\$175.00
09/11/24	Review [REDACTED]; Prepare [REDACTED]	0.20	\$50.00
[REDACTED]			
09/12/24	Receive email from resident; Prepare [REDACTED]	0.30	\$75.00
[REDACTED]			



09/30/24

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09/13/24	Email to ICOP re [REDACTED]		
	[REDACTED]	0.20	\$50.00
09/14/24	Receive and review [REDACTED]; legal re- search; Email to Comm. Kucharszky re [REDACTED]	0.40	\$100.00
09/15/24	[NO CHARGE] Email to ICOP re [REDACTED]	0.10	\$0.00
09/15/24	Review [REDACTED] [REDACTED]; Email to Comm. Kucharszky re same; Further research re same; Email to Comm. Kucharszky re same.	0.70	\$175.00
09/16/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.60	\$0.00
09/16/24	Telephone conference with Comm. Hutchens re [REDACTED]; Tele- phone conference with Comm. Brizuela re same; Send link to Comm. Hutchens re same; Receive and review email from Anna-Marie Chevez on behalf of Comm. Brizuela re same and [REDACTED]	0.40	\$100.00
09/16/24	Receive and review [REDACTED] [REDACTED]	0.30	\$75.00
09/17/24	[NO CHARGE] Follow-up with [REDACTED]	0.30	\$0.00
09/17/24	Receive and review email from Lisa re [REDACTED];	0.80	\$200.00
09/18/24	Legal research; Respond to email. Detailed email to ICOP re [REDACTED]		

09/30/24  
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09/19/24	[REDACTED]	0.40	\$100.00
09/19/24	Email (2X) with Lisa Hernandez re [REDACTED]	0.20	\$50.00
09/19/24	Prepare, revise and finalize [REDACTED]; Prepare, revise and finalize [REDACTED]; Email to ICOP re same.	4.30	\$1,075.00
09/19/24	Prepare, revise, finalize and file Case Management Statement.	1.20	\$300.00
09/19/24	Email exchange with Lisa re [REDACTED]; Forward to Isabel Safie.	0.20	\$50.00
09/23/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED].	0.30	\$0.00
09/23/24	Receive, review and respond to [REDACTED]	0.30	\$75.00
09/23/24	Email to ICOP re [REDACTED]	0.10	\$25.00
09/24/24	Receive and review email from Brent Lett to ICOP; Review [REDACTED]; Provide detailed response to email.	0.30	\$75.00
09/24/24	Receive and review [REDACTED]; Forward same to ICOP; Email to ICOP re same.	0.20	\$50.00
09/24/24	Receive and review detailed email from Kathryn Romo re [REDACTED]; Detailed email to ICOP and Lisa re same.	0.50	\$125.00

09/30/24

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Total Fees	44.90	\$10,550.00
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COSTS

09/10/24	Postage.	\$6.57
09/10/24	Photocopy charges.	\$11.00
09/10/24	Bridge toll.	\$8.95
	Total Costs	\$26.52

TOTALS

Prior Balance:	\$4,983.95
Less Payments Received:	\$4,983.95CR
Current Fees:	\$10,550.00
Current Costs:	\$26.52
Amount Due:	\$10,576.52

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10/31/24

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FEES

		Hours	Fees
10/02/24	[NO CHARGE] Receive and review two emails from Lisa Hernandez.	0.20	\$0.00
10/02/24	[NO CHARGE] Receive and review email from Lisa Hernandez.	0.10	\$0.00
10/02/24	[NO CHARGE] Make additional revision to [REDACTED]	0.20	\$0.00
10/02/24	[NO CHARGE] Email to Lisa.	0.10	\$0.00
10/02/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
10/02/24	Prepare [REDACTED]; Prepare, revise and finalize [REDACTED]	1.70	\$425.00
10/02/24	Prepare, revise and finalize [REDACTED]; Prepare, revise and finalize [REDACTED]	2.20	\$550.00
10/02/24	Prepare, revise and finalize [REDACTED]; Email same to Peter Bagatelos for review and comment; Include revised letter in meeting packet.	1.20	\$300.00
10/02/24	Prepare, revise and finalize [REDACTED]	1.30	\$325.00
10/03/24	Telephone conference with all three commissioners re [REDACTED]	0.30	\$75.00

10/31/24

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10/07/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.20	\$0.00
10/07/24	Prepare, revise and finalize [REDACTED]	1.20	\$300.00
10/07/24	Telephone conferences with all three commissioners re [REDACTED]	0.40	\$100.00
10/07/24	Follow-up telephone conferences with all three commissioners re [REDACTED]	0.30	\$75.00
10/07/24	Revise [REDACTED]	0.40	\$100.00
10/09/24	[NO CHARGE] Telephone conferences with ICOP re [REDACTED]	0.50	\$0.00
10/09/24	Multiple telephone conferences with ICOP, Commissioners Kucharszky, Hutchens, and Brizuela re [REDACTED]; Legal research; Receive, review and respond to email from Victor Khedr re same.	2.20	\$550.00
10/09/24	Receive and review several emails from Brent Lett re PRA; Legal research; Prepare detailed two page letter to Mr. Lett.	1.30	\$325.00
10/09/24	Receive, review and provide detailed response to second of Victor Khedr's email of this date.	0.80	\$200.00

10/31/24

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10/10/24	Review [REDACTED]; Pre- pare draft of [REDACTED]; Telephone conference with Peter Bagatelos re same; Telephone conference with ICOP re same.	2.10	\$525.00
10/10/24	Telephone conference with ICOP; Telephone conference with Peter Bagatelos; Make several revisions to [REDACTED] and discuss with Peter Bagatelos.	2.30	\$575.00
10/10/24	Prepare for meeting on 10/11/2024.	1.00	\$250.00
10/11/24	[NO CHARGE] Receive and review email from Ofc. Mike Davis.	0.10	\$0.00
10/11/24	Revise and update [REDACTED] [REDACTED]	0.20	\$50.00
10/11/24	Two telephone conferences with ICOP and Chairman Kucharszky re [REDACTED] [REDACTED]	0.40	\$100.00
10/11/24	Revise [REDACTED] [REDACTED]	0.90	\$225.00
10/11/24	Multiple telephone conferences with ICOP and Chairman Kucharszky re [REDACTED]	0.60	\$150.00
10/11/24	Travel to and from meeting; Meeting with ICOP; Attend regular meeting of Police Commission.	4.40	\$1,100.00
10/14/24	Multiple emails to, from and respond		

10/31/24

Broadmoor Police Protection District  
388 88th Street  
Broadmoor Vlg. CA 94015-1717

Our File: BRD  
Matter: General District Counsel

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10/14/24	to emails re Measure I. Email to Derek Haynes re [REDACTED] [REDACTED]	0.40	\$100.00
		0.10	\$25.00
10/15/24	[NO CHARGE] Telephone conference with ICOP (three conferences).	0.80	\$0.00
10/15/24	Telephone conference with Michael Colantuolano re [REDACTED]	0.40	\$100.00
10/15/24	Two emails to Michael Colantuono re [REDACTED]; Receive and review email from Michael Colantuono re [REDACTED]	0.30	\$75.00
10/19/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.40	\$0.00
10/20/24	Email to Derek Haynes re [REDACTED] [REDACTED]	0.10	\$25.00
10/21/24	[NO CHARGE] Receive and review email from Derek Haynes.	0.10	\$0.00
10/21/24	Telephone conferences with ICOP, Commissioner Hutchens and Commis- sioner Kucharszky re [REDACTED] [REDACTED]	0.80	\$200.00
10/22/24	Telephone conference with Commis- sioner Kucharszky re November and December meeting schedules; Email to Commissioner Kucharszky re same.	0.40	\$100.00
10/22/24	Research emails; Email to ICOP re		

10/31/24

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10/23/24	[REDACTED]	0.60	\$150.00
	[NO CHARGE] Telephone conferences with Commissioners Kucharszky re scheduling of meeting to [REDACTED]		
10/23/24	[REDACTED]	0.40	\$0.00
	[NO CHARGE] Telephone conference with ICOP re [REDACTED]		
10/23/24	Telephone conference with ICOP re [REDACTED]; Receive and review [REDACTED]; Telephone conference with Chairman Kucharszky; Telephone conference with Commissioner Hutchens; Second telephone conference with Chairman Kucharszky; Second and third telephone conference with Commissioner Hutchens; Additional telephone conference with ICOP; Legal research; Begin preparing [REDACTED]; Email to David Rudman re [REDACTED]; Receive and review email from William Priest re [REDACTED]	0.20	\$0.00
10/24/24	[NO CHARGE] Telephone conferences with ICOP, Chairman Kucharszky and Commissioner Hutchens re [REDACTED]	3.70	\$925.00



10/31/24

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	[REDACTED]		
	Revise [REDACTED]		
	[REDACTED]; Transmit Notice of Special Meeting and Agenda for posting.	1.30	\$0.00
10/24/24	Email to David Rudman re [REDACTED];		
	Email to ICOP re [REDACTED]		
	[REDACTED].	0.30	\$75.00
10/28/24	[NO CHARGE] Receive and review email from ICOP re [REDACTED].	0.10	\$0.00
10/28/24	Legal research; Draft [REDACTED]		
	[REDACTED]; Emails re same.	1.60	\$400.00
10/28/24	Receive, review and respond to emails from Mike Colantuono; Receive and review [REDACTED].	0.30	\$75.00
10/28/24	Prepare [REDACTED] and send it to Roger and ICOP for posting.	0.80	\$200.00
10/30/24	Receive and review email from Lisa Hernandez; Revise [REDACTED]	0.30	\$75.00
10/30/24	Receive, review and respond to email from Lisa re [REDACTED]		
	[REDACTED]	0.10	\$25.00
10/30/24	Prepare [REDACTED]		
	[REDACTED]	0.70	\$175.00
10/30/24	Receive, review and respond to email from Lisa re [REDACTED]		

10/31/24

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	0.10	\$25.00
	-----	-----
Total Fees	41.10	\$9,050.00

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TOTALS

Prior Balance:	\$10,576.52
Current Fees:	\$9,050.00
Current Costs:	\$0.00
	=====
Amount Due:	\$19,626.52

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SEATTLE  
(206) 497-1188  
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PAUL M. DAVIS  
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PAUL M. DAVIS  
ALSO ADMITTED IN THE  
DISTRICT OF COLUMBIA  
AND THE  
STATE OF WASHINGTON

TELEPHONE: (415) 884-2555

11/30/24

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FEEES

		Hours	Fees
11/04/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.40	\$0.00
11/04/24	[NO CHARGE] Two teleconferences with ICOP re [REDACTED]	0.60	\$0.00
11/04/24	[NO CHARGE] Telephone call to Commissioner Kucharszky to remind him of upcoming meeting.	0.10	\$0.00
11/04/24	[NO CHARGE] Telephone call to Commissioner Hutchens to remind him of upcoming meeting.	0.10	\$0.00
11/04/24	Prepare [REDACTED]	1.20	\$300.00
11/05/24	Research [REDACTED]	0.40	\$100.00
11/06/24	[NO CHARGE] Two telephone conferences with ICOP re [REDACTED]	0.80	\$0.00
11/06/24	[NO CHARGE] Receive and review email from Lisa Hernandez.	0.10	\$0.00
11/06/24	Receive, review and respond to email from Lisa Hernandez.	0.10	\$25.00
11/06/24	Detailed email to Michael Colantuono re [REDACTED]	0.20	\$50.00
11/06/24	Receive, review and respond to email from Michael Colantuono re [REDACTED]	0.20	\$50.00
11/06/24	Email to Derek Haynes.	0.10	\$25.00

11/30/24  
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11/06/24	Prepare, revise and finalize [REDACTED] [REDACTED]; Com- pile with [REDACTED]; Email re same to Lisa.	2.30	\$575.00
11/07/24	[NO CHARGE] Multiple telephone con- ferences with ICOP and Chairman Kucharszky to [REDACTED] [REDACTED]; Revise [REDACTED]	0.80	\$0.00
11/08/24	[NO CHARGE] Telephone conference with Chair Kucharszky; Revision to [REDACTED]	0.40	\$0.00
11/08/24	Prepare for special meeting on November 9, 2024; Prepare, revise and send [REDACTED]	2.20	\$550.00
11/08/24	Email to Derek Haynes re [REDACTED] [REDACTED]; Email to ICOP and Chair Kucharszky re [REDACTED]	0.20	\$50.00
11/09/24	Travel to, attend, and return from special meeting of police commission; Meeting with ICOP before meeting of special meeting of police commission; Prepare for special meeting of police commission.	3.00	\$750.00
11/11/24	Prepare [REDACTED] [REDACTED]	1.20	\$300.00
11/12/24	[NO CHARGE] Attempt to reach Bill		

11/30/24

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	Massey, leave message.	0.10	\$0.00
11/12/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.60	\$0.00
11/12/24	[NO CHARGE] Telephone conference with Commissioner Kucharszky re [REDACTED]	0.70	\$0.00
11/12/24	[NO CHARGE] Second attempt to reach Bill Massey, leave message.	0.10	\$0.00
11/12/24	Prepare, revise several times and finalize [REDACTED] [REDACTED]; Prepare for meeting on Novembre 12, 2024.	1.30	\$325.00
11/12/24	Letter to County Clerk; Letter to Secretary of State re form SF-405.	0.30	\$75.00
11/12/24	Prepare for, travel to and from, and attend meeting of the police commis- sion.	3.50	\$875.00
11/13/24	[NO CHARGE] Return Bill Massey's call, leave message.	0.10	\$0.00
11/13/24	Letter to Michael Colantuono re [REDACTED]	0.60	\$150.00
11/13/24	Receive, review and respond to [REDACTED] [REDACTED]; Telephone conference with ICOP re same.	0.30	\$75.00
11/13/24	Telephone conference with HongDao at Best Best & Krieger re [REDACTED] [REDACTED]	0.70	\$175.00
11/13/24	Review [REDACTED] [REDACTED]; Extract and send [REDACTED]		

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	[REDACTED] to Michael Colantuono.	0.40	\$100.00
11/13/24	Three email exchanges with Michael Colantuono; Telephone conference with ICOP re same.	0.90	\$225.00
11/13/24	Email to Rob Bartoli of LAFCo.	0.10	\$25.00
11/14/24	[NO CHARGE] Two telephone conferences with Commissioner Kucharszky; Tele-conference with Commissioner Augera re [REDACTED]	0.30	\$0.00
11/14/24	[NO CHARGE] Telephone conference with Commissioner Aguerre re [REDACTED]	0.70	\$0.00
11/14/24	Three-way telephone conference with ICOP and Michael Colantuono.	0.70	\$175.00
11/15/24	Receive and review email from HonDao Nguyen; Forward to ICOP, Commissioner Kucharszky and Commissioner Aguerre.	0.40	\$100.00
11/15/24	Receive and review two emails from Michael Colantuono; Reply to same; Email to Jim Priest at BB&K; Forward same to ICOP.	1.40	\$350.00
11/16/24	[NO CHARGE] Receive and review email from John Nibbelin.	0.10	\$0.00
11/16/24	[NO CHARGE] Email exchanges with Mike Callagy and County Counsel.	0.40	\$0.00
11/16/24	Receive and review emails from Michael Colantuono and Andy Heath.	0.30	\$75.00
11/18/24	[NO CHARGE] Various email exchanges		

11/30/24

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11/19/24	with County Manager Callagy. Prepare, revise several times and finalize [REDACTED]	1.10	\$0.00
11/19/24	[REDACTED]	2.60	\$650.00
11/19/24	Email exchanges with ICOP and LAFCo.	0.80	\$200.00
11/19/24	Emails to LAFCo, ICOP, Michael Colantuono, and David Canepa.	0.60	\$150.00
11/19/24	Three-way teleconference with ICOP and Michael Colantuono re [REDACTED]	0.20	\$50.00
11/19/24	Receive from Lisa, review and revise [REDACTED]	0.30	\$75.00
11/20/24	Receive and review email from ICOP; Draft and send detailed two page letter to Ken Cochran at the DA of- fice re interviews.	0.80	\$200.00
11/20/24	Attend LAFCo meeting via Zoom.	4.00	\$1,000.00
11/21/24	Receive and review [REDACTED] [REDACTED]; Prepare detailed response to that email; Telephone conference with ICOP re same.	0.80	\$200.00
11/21/24	Receive, review and respond to email from Michael Colantuono re [REDACTED]	0.20	\$50.00
11/21/24	Receive and review emails from Ken Cochran and respond to same.	0.60	\$150.00

11/30/24

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11/22/24	[NO CHARGE] Telephone conference with Mike Callagy.	0.30	\$0.00
11/22/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.60	\$0.00
11/22/24	Detailed two page letter to Ken Cochran.	0.40	\$100.00
11/22/24	Two page letter to Ken Cochran; Email to him re same.	0.80	\$200.00
11/22/24	Prepare [REDACTED]; Email re same to Lisa.	1.20	\$300.00
11/22/24	Email exchange with Michael Colantuono.	0.10	\$25.00
11/23/24	Receive, review and respond to email from ICOP; Follow-up detailed email to ICOP.	0.70	\$175.00
11/23/24	Receive and review email from Michael Colantuono; Send copy of email to Andrea Hall.	0.20	\$50.00
11/25/24	[NO CHARGE] Telephone conference with ICOP re [REDACTED]	0.40	\$0.00
11/25/24	Email to Ken Cochran.	0.10	\$25.00
11/25/24	Receive and review email re [REDACTED]; Respond to ICOP re same.	0.20	\$50.00
11/26/24	Review [REDACTED]; Follow-up email to ICOP re [REDACTED]	0.20	\$50.00
11/26/24	Review [REDACTED]; Draft detailed		



11/30/24

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11/27/24	letter to GSRMA, revise several times and send.	0.90	\$225.00
11/27/24	[NO CHARGE] Telephone conference with Comm. Hutchens' request to reschedule December meeting and will not be able to accommodate other commissioners, meeting to remain on December 10, 2024.	0.50	\$0.00
11/27/24	Multiple telephone conferences with ICOP, Chair Kucharszky, Comm. Agurre, and Comm. Hutchens to reschedule December meeting at request of Comm. Hutchens.	0.80	\$200.00
	Total Fees	47.80	\$9,625.00

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TOTALS

Prior Balance:	\$19,626.52
Less Payments Received:	\$10,576.52CR
Current Fees:	\$9,625.00
Current Costs:	\$0.00
	=====
Amount Due:	\$18,675.00

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12/31/24

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	FEES	Hours	Fees
12/01/24	Prepare [REDACTED] [REDACTED]; Email re same to ICOP and Chair.	0.80	\$200.00
12/01/24	Email exchange with ICOP re [REDACTED] [REDACTED]	0.20	\$50.00
12/01/24	Review [REDACTED] [REDACTED] Email re same to Aldina McCargo at NBS.	0.20	\$50.00
12/02/24	Revise [REDACTED]; Email re same to ICOP and Chair.	0.20	\$50.00
12/02/24	Revise and finalize [REDACTED] [REDACTED] Emails to Lisa and ICOP re same.	0.30	\$75.00
[REDACTED]			
12/04/24	[NO CHARGE] Telephone conference with Commissioner Aguerre re [REDACTED]	0.20	\$0.00
12/04/24	[NO CHARGE] Multiple email exchanges with Lisa, etc., re [REDACTED]	0.30	\$0.00
12/04/24	Several email exchanges with Lisa Hernandez re [REDACTED]; Re- search [REDACTED]; Follow-up email to Comm. Aguerre re [REDACTED]; Receive and review [REDACTED] [REDACTED] and forward to Lisa Hernandez.	1.10	\$275.00
12/08/24	[NO CHARGE] Email to Lisa re [REDACTED]	0.10	\$0.00
12/08/24	Prepare, revise and finalize [REDACTED] [REDACTED]	0.80	\$200.00
12/09/24	[NO CHARGE] Revision to [REDACTED]	0.30	\$0.00

12/31/24

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12/10/24	Prepare for, travel to and from, and attend meeting of Police Commission.	3.00	\$750.00
12/11/24	Review [REDACTED]		
	[REDACTED]	0.40	\$100.00
12/12/24	Receive and review 7 emails to and from Lisa, ICOP and Anna-Marie re [REDACTED]		
	[REDACTED]	0.80	\$200.00
12/12/24	Email exchange with Lisa and ICOP re [REDACTED]		
	[REDACTED]	0.70	\$175.00
12/12/24	Review 12 documents re [REDACTED];		
	Email re same to Lisa and ICOP.	0.60	\$150.00
12/12/24	Receive and review 6 emails from ICOP and documents with emails.	0.80	\$200.00
[REDACTED]			
12/13/24	Receive and review 9 emails from ICOP including [REDACTED]	0.70	\$175.00
12/16/24	Email from J. Duncan re [REDACTED];		
	Email to Lisa re [REDACTED]; Review [REDACTED]	0.60	\$150.00
12/16/24	Attempt to reach Scott Schimik at GSRMA, leave message for Brenda Eldridge.	0.20	\$50.00
12/17/24	[NO CHARGE] Miscellaneous emails to and from Lisa and ICOP.	0.40	\$0.00
12/17/24	Receive and review email from Brenda Eldredge at GSRMA; Review [REDACTED];		
	Respond/follow-up email to Brenda Eldredge.	0.30	\$75.00

12/31/24

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12/17/24	Email to Lisa re [REDACTED]		
	[REDACTED]	0.10	\$25.00
12/17/24	Receive, review and respond to email from Brenda Eldredge at GSRMA.	0.20	\$50.00
12/19/24	Receive and review email and attachments from Brenda Eldredge at GSRMA.	0.80	\$200.00
12/19/24	Email to Brenda Eldredge.	0.20	\$50.00
[REDACTED]			
12/19/24	Email to Derek Haynes.	0.10	\$25.00
12/19/24	Receive and review [REDACTED]; Telephone conference with ICOP re same and copy same; Detailed email to Brenda Elredge re [REDACTED]	1.30	\$325.00
12/20/24	[NO CHARGE] Receive and review email from Derek Haynes.	0.10	\$0.00
12/20/24	Receive and review email from Isabel Safie re [REDACTED]; Email to HongDao Ngyuen re [REDACTED]; Telephone conferences with ICOP.	0.60	\$150.00
12/20/24	Receive, review and respond to email from Commissioner Aguerre.	0.10	\$25.00
12/23/24	Receive, review and respond to four emails from Lisa Hernandez.	0.70	\$175.00
12/23/24	Receive, review and respond to email from Ms. Eldredge GSRMA.	2.00	\$500.00

12/31/24  
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12/23/24	Email to HongDao Nguyen re [REDACTED]	0.20	\$50.00
12/23/24	Receive, review and respond to email from HongDao re [REDACTED]	0.20	\$50.00
	Total Fees	20.50	\$4,675.00

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TOTALS

Prior Balance:	\$18,675.00
Less Payments Received:	\$18,675.00CR
Current Fees:	\$4,675.00
Current Costs:	\$0.00
	=====
Amount Due:	\$4,675.00

PLEASE PAY ENTIRE BALANCE DUE SHOWN ABOVE



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

**The regular March 2025 meeting of the  
Board of Police Commissioners will be held on**

**Tuesday, March 11, 2025, at 7:00 p.m.**

**at the District offices of the  
Broadmoor Police Protection District at  
388 88<sup>th</sup> 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 POLICE COMMISSION  
Hon. Ralph Hutchens  
Hon. John Aguerre  
Hon. Andrea M. Hall

# **A G E N D A**

## **REGULAR MEETING**

**Meeting to be held:**

**Tuesday, March 11, 2025, at 7:00 p.m.**

**Broadmoor Police Department  
388-88<sup>th</sup> 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  
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**

**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. CHIEF OF POLICE REPORT**

Chief Connolly will deliver his report.

**5. CONSENT AGENDA**

**PREVIOUS MINUTES**

- (a) Approval of minutes from regular meeting on February 11, 2025.

**TREASURER'S REPORT**

- (b) Approval of March 2025 Warrants and Deposits.

**6. CLOSED SESSION**

- (a) Discussion with legal counsel regarding 2 personnel matters with potential litigation involving CalPERS. [Government Code §54954.5(c)]

**7. OPEN SESSION**

- (a) Report any reportable action taken in Closed Session.
- (b) Presentation and discussion of proposed labor Contract for full-time paid District public safety personnel.
- (c) Discussion and adoption of procedure to revise and update the BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK last revised in 2005. (Action Item.)
- (d) Presentation and discussion of NBS In-Person Parcel Audit of March 4, 2025.



8. **ADJOURNMENT**

Motion to adjourn the meeting.

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

***MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND***

## February 5-March 5, 2025

	DATE	TYPE	Num	NAME	Line description	ACCOUNT	AMOUNT
PETTY CASH FUND	02/24/2025	Check	4956	Ninnescah Valley Bank	TAHOE LEASE 21-60	7311-FIXED ASSETS - EQUIPMENT	-926.55
	02/25/2025	Check	4957	Colma Firemans Social Club	DONATION	5199d-Recognition	-100.00
	03/03/2025	Check	4958	JORGE REYES	OFFICE PAINT DOWN PAYMENT	6156-OTHER HOUSEHOLD EXPENSE	-2,400.00
TOTAL PETTY							\$3,426.55
GENERAL FUND							
	02/06/2025	Check	9277	Robyn Rose	ACCOUNTING HOURS/TRAVEL	5878-OTHER PROFESSIONAL SERVICE	-982.50
	02/06/2025	Check	9278	Chase Card Services	MISC OFFICE PURCHASES	5199a-General	-6,151.72
	02/06/2025	Check	9279	All City Management Services	INV 97317, 98027, 98438	5200-SCHOOL CROSSING GUARD EXP	-16,453.35
	02/07/2025	Journal Entry	PPE 2/1/25		TO RECORD PAYROLL FOR PPE 2/1/25		-31,057.51
	02/07/2025	Journal Entry	PPE 2/1/25		TO RECORD PAYROLL FOR PPE 2/1/25		-12,649.40
	02/11/2025	Check	9280	County of San Mateo ISD	INV 1YBD12412 & 1YBD12410	5858-OUTSIDE PROF CONTRACT SERV	-164.50
	02/11/2025	Check	9281	S & J Sales	#14083 REPLACE BATTERIES	5878-OTHER PROFESSIONAL SERVICE	-3,156.75
	02/11/2025	Check	9282	Productive Printing	#38204 STATUS CHANGE FORM	6189 - OFFICE EXPENSE (new)	-188.53
	02/11/2025	Check	9283	L. PH. BOLANDER	INV 280067 OUTDOOR FLAG REPLACEMENT	6838-OTHER UTILITY & FACILITY EXPENSE	-265.23
	02/11/2025	Check	9284	Kaiser Foundation Health Plan	MARCH 2025	4413 KAISER HEALTH INSURANCE	-10,633.20
	02/11/2025	Check	9285	OCCUPATIONAL HEALTH CENTERS	INV 85883448	5876-OTHER PROFESSIONAL SERVICE	-126.00
	02/11/2025	Check	9286	Bay Contract Maintenance, Inc.	JAN 2025 INV 32782	6166-OTHER HOUSEHOLD EXPENSE	-550.10
	02/11/2025	Check	9287	COLANTUONO, HIGHSMITH, WHATLEY	SERVICES THROUGH 01/31/1025	6341-LEGAL NOTICES	-127.50
	02/11/2025	Check	9288	Wave	NETWORK SERVICES	5836-OTHER UTILITY & FACILITY EXPENSE	-419.98
	02/11/2025	Check	9289	Wave	INV0011314 INTERNET/CABLE	5836-OTHER UTILITY & FACILITY EXPENSE	-208.81
	02/11/2025	Check	9290	PG&E	DUE 02/24/25	5838-OTHER UTILITY & FACILITY EXPENSE	-1,674.26
	02/21/2025	Journal Entry	PPE 2/15/25		TO RECORD PAYROLL FOR PPE 2/15/25		-29,415.42
	02/21/2025	Journal Entry	PPE 2/15/25		TO RECORD PAYROLL FOR PPE 2/15/25		-11,792.21
	02/24/2025	Check	9291	Assure MSP, Inc.	FINAL INV CAM LICENSE	5838-OTHER UTILITY & FACILITY EXPENSE	-897.83
	02/24/2025	Check	9292	Royal Auto Body	16 FORD, '17 FORD, INV 23761,23801,23837	6455-VEHICLE AND EQUIP REPAIRS	-3,843.89
	02/24/2025	Check	9293	AT&T Mobility-FirstNet	DUE 2/2602102025	5838-OTHER UTILITY & FACILITY EXPENSE	-543.96
	02/24/2025	Check	9294	DBA FINANCIAL, INC	PYMT 8 OF 9	6731-INSURANCE NON MEDICAL AND EDD	-44,025.96
	02/24/2025	Check	9295	K WEST AUTO CARE	2015 FORD	6456-VEHICLE AND EQUIP REPAIRS	-94.94
	02/24/2025	Check	9296	MICHAEL DAVIS	#14364 PROPEVID & INV LI1297404 IAFE MEMBERS.	5838-MISC EMP EXPENSE REIMB TRAINING	-125.00
	02/24/2025	Check	9297	MICHAEL DAVIS	50% REIM SHADOW BOX KUCHARSZKY	6199d-Recognition	-125.00
	02/24/2025	Check	9298	EMERGENCY VEHICLE EQUIPMENT	INV 24-053 TAHOE, V16, VEH 5	6456-VEHICLE AND EQUIP REPAIRS	-1,166.49
	02/24/2025	Check	9299	County of San Mateo Forensic Lab	#104746 1/31/25DUE 03/02/25	6868-OUTSIDE PROF CONTRACT SERV	-1,100.00
	02/24/2025	Check	9300	RMI Mechanical Contractor, Inc.	#75987 SWITCH REPLACEMENT	6478-GENERAL CONTRACT MAINTENANCE	-825.00
	02/24/2025	Check	9301	Flyers Energy, LLC	#4142369/4161110	5416-FUEL AND LUBRICATION	-1,958.22
	02/24/2025	Check	9302	BERKSHIRE HATHAWAY	DUE 03/01/25	6731-INSURANCE NON MEDICAL AND EDD	-3,292.00
	02/24/2025	Check	9303	Public Storage	MARCH CAM	5836-OTHER UTILITY & FACILITY EXPENSE	-453.25
	02/24/2025	Check	9304	Public Storage	MARCH RENT	5836-OTHER UTILITY & FACILITY EXPENSE	-454.00
	02/24/2025	Check	9305	C.J. BROWN CPA	FY 23/24 PROGRESS BILLING ST CONTROLLERS RPT	5878-OTHER PROFESSIONAL SERVICE	-2,660.00
	02/24/2025	Check	9306	Experian	CIS ONLINE JAN 2025	5878-OTHER PROFESSIONAL SERVICE	-227.48
	02/24/2025	Check	9307	Serramonte Ford	INV 831988	6455-VEHICLE AND EQUIP REPAIRS	-182.64
	02/24/2025	Check	9308	AT&T-Calnet	INV 22946039	6838-OTHER UTILITY & FACILITY EXPENSE	-347.48
	02/24/2025	Check	9309	AAA Smart Home	FEB ALARM SYSTEM	6478-GENERAL CONTRACT MAINTENANCE	-34.20
	02/24/2025	Check	9310	Davis Law Firm	JAN LEGAL FEES	6341-LEGAL NOTICES	-4,684.25
	02/24/2025	Check	9311	County of San Mateo, PSC	FY24-26 Q3 JAN-MAR 2025 MESSAGE SWITCH	5858-OUTSIDE PROF CONTRACT SERV	-1



**COUNTY OF SAN MATEO  
DEPOSIT PERMIT**

Permit Number

(1) TITLE OF DEPOSITING ORGANIZATION <b>Broadmoor Police Department</b>		(2) No. of Depositing Org. <b>02500</b>		(3) Preparation Date <b>Mar-25</b>		(4) Reference Date				
(5) ACCOUNT DESCRIPTION	Pay	Schedule	(6) C O D E S				(7) AMOUNT			
							Dollars	Cents		
DMV LOCAL AGY COLLECTIONS			90-1342	2500	2658			1,916.00	✓	
SMCO COURT - FINE COLLECTIONS - DEC 2024			64-1278	2500	2658			314.39		
UNITED STATES TREASURY 941X REFUND			15-51	2500	2658			2,580.08		
								<b>\$4,810.47</b>		
(8) Remarks:							TOTAL			
							DISTRIBUTION OF TOTAL	Cards	<b>\$4,810.47</b>	
								Checks		
								Coins		
								Currency		
								Wires		
								Other		
(9) I hereby certify that the total amount listed above represents collections received by me for the above named fund and during the period of  <b>02/06/2025-03/05/2025</b> 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				

## MEMO

To: Chief of Police, Michael Connolly, Broadmoor Police Protection District

From: Tom Zetz, NBS

Date: March 4, 2025

Re: In Person Parcel Audit – Police Protection Special Tax

On July 2, 2024, the Broadmoor Police Protection District (the "District") established an agreement with NBS to perform annual administrative services, and in addition, a one-time auditing service associated with the parcels subject to the District's Police Protection Special Tax (the "Special Tax").

The District's Special Tax went into effect on July 1, 2000, as ordered by Resolution No. 1999/2000-09 (the "Authorizing Resolution") pursuant to Government Code section 50075 and as a result of an approval of 2/3 of the electorate, pursuant to Section 4 of Article XIII A of the California Constitution.

NBS's audit (the "Parcel Audit") focused on reviewing each parcel's San Mateo County Assessor's Secured Roll data, comparing aerial and street view satellite imagery, and identifying additional data sources as needed. The review was conducted to confirm the correct land use classifications and accuracy of the corresponding applied rates in accordance with the Authorizing Resolution.

This memo summarizes the in-person audit conducted at properties within the District from February 4 to February 6, 2025. The in-person audit was a follow-up to the previously completed Parcel Audit and aimed to verify property levy accuracy, confirm changes, and address any concerns or potential issues identified by the District.

The summary below highlights the findings of the in-person audit and the impact on the Special Tax levy.

Land Use Classification	FY 2024/25 Special Tax	FY 2024/25 Special Tax (In-Person Audited) <sup>(1)</sup>	Difference <sup>(2)</sup>
Multi-Family Residential	\$235,273.30	\$209,272.50	(\$26,000.80)
Non-Residential <sup>(3)</sup>	86,525.78	197,482.61	110,956.83
Residential Care	60,740.32	64,729.66	3,989.34
Single Family Residential	729,525.00	692,250.00	(37,275.00)
Undeveloped	5,346.88	5,174.40	(172.48)
<b>Grand Total</b>	<b>\$1,117,411.28</b>	<b>\$1,168,909.17</b>	<b>\$51,497.89</b>

(1) Not all parcels within the District were audited in-person. Changes only for parcels reviewed and confirmed as part of the in-person audit.

(2) Difference includes reclassification of parcels to in-person audit confirmed land use category.

(3) Includes Mixed-Use parcels. Refer to Exhibit A for specific changes.

As indicated in the table above, NBS identified an additional \$51,497.89 in revenue that could be collected in FY 2024/25 through the Special Tax levy.

Of the total 1,533 taxable parcels subject to the special tax, 81 parcels were identified as having discrepancies in the land use category and subsequent units assigned as a result of the in-person audit. By classification type, these include:

- 68 Multi-Family Residential parcels
- 2 Non-Residential parcels
- 2 Residential Care parcels
- 9 Mixed-Use parcels

The complete list of parcels determined to require corrections can be found in Exhibit A of this memo.

### **Multi-Family Residential Parcels**

- Sixty-six (66) Multi-Family Residential parcels with discrepancies between San Mateo County secured roll land use classification and the in-person audit.
  - Sixty-five (65) were classified and levied a Single-Family Residential rate.
  - One (1) was classified and levied a Non-Residential rate.
- Two (2) Multi-Family Residential parcels had their respective units adjusted.
- The difference in revenue for Multi-Family Residential parcels totals an increase of \$36,644.10. For specific parcel changes, please refer to Exhibit A of this memo.

### **Non-Residential Parcels**

- Two (2) Non-Residential parcels with discrepancies between San Mateo County secured roll land use classification and the in-person audit.
  - One (1) was classified and levied an Undeveloped rate.
  - One (1) was classified and levied a Single-Family Residential rate. The parcel is an Airbnb parcel and should be reassigned a Non-Residential rate, as directed by the District.
- The difference in revenue for Non-Residential parcels totals an increase of \$1,621.84. For specific parcel changes, please refer to Exhibit A of this memo.

### **Residential Care Parcels**

- Two (2) Residential Care parcels were identified during the in-person audit.
  - One (1) was levied a Single-Family Residential rate per parcel.
  - One (1) was levied a Multi-Family Residential rate per unit.
- The difference in revenue for Residential Care parcels totals an increase of \$2,483.54. For specific parcel changes, please refer to Exhibit A of this memo.

### **Mixed-Use Parcels**

- There are nine (9) parcels that have been reclassified as Mixed-Use. The Mixed-Use parcels contain both residential units and non-residential units.
- The Special Tax amounts were computed by applying the Multi-Family Residential rate to the residential units on the parcel and applying the Non-Residential rate to the commercial units on the parcel and adding them together, per the District's direction.

- The difference in revenue for Mixed-Use parcels totals a net increase of \$10,748.41. For specific parcel changes, please refer to Exhibit A of this memo.

Based on the in-person audit findings listed above and shown in Exhibit A, NBS recommends that the District adjust the Special Tax land use category classifications and subsequent units assigned for future levy purposes. Additionally, NBS suggests conducting further in-person audits for other mixed-use areas within the District boundary that were not included in the initial review.

Thank you for allowing NBS the opportunity to assist in reviewing the District's parcels. We are confident this analysis will be a critical component to ensure successful and accurate future levies. Please reach out to us if you would like to review the data or notes associated with changes to any of these parcels or contact us with any questions.

Regards,

NBS

## Exhibit A

The following pages include the parcels identified as part of the in-person audit, and potential adjustments for FY 2024/25.



**EXHIBIT A**  
**Broadmoor Police Protection District**  
**Parcel Audit Findings and Corrections**

APN	FY 2024/25 Land Use Classification	In-Person Audited Land Use Classification	FY 2024/25 Unit Count	In-Person Audited Unit Count	FY 2024/25 Special Tax	FY 2024/25 Special Tax (In-Person Audited)	Difference
006-081-093	Single Family Residential	Multi-Family Residential	1	2	\$532.50	\$1,065.00	\$532.50
006-083-110	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-083-130	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-083-270	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-084-110	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-084-120	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-084-130	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-085-170	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-093-210	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-094-010	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-094-300	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-101-230	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-103-160	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-103-500	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-103-530	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-104-180	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-105-030	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-105-050	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-105-140	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-111-300	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-113-200	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-122-120	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-122-130	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-123-080	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-124-070	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-124-170	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-133-020	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-142-020	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-151-020	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-151-110	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-153-010	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-154-010	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-154-150	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-161-010	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-186-020	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-186-110	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-196-230	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-196-240	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-196-250	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-312-080	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-312-190	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-312-330	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-312-690	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-322-390	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-343-040	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-343-130	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-366-160	Multi-Family Residential	Multi-Family Residential	8	10	4,260.00	5,325.00	1,065.00
006-372-080	Multi-Family Residential	Multi-Family Residential	4	6	2,130.00	3,195.00	1,065.00
006-373-120	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-392-040	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-393-060	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-393-070	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-393-220	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-473-030	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-473-100	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-482-030	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-483-050	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-483-070	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-488-110	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-488-140	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
006-488-150	Non-Residential	Multi-Family Residential	1	2	1,163.40	1,065.00	(98.40)
008-121-020	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
008-121-030	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
008-121-130	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
008-121-140	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
008-121-180	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
008-125-020	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
008-125-050	Single Family Residential	Multi-Family Residential	1	2	\$32.50	1,065.00	\$32.50
<b>68 Parcels</b>			<b>78</b>	<b>148</b>	<b>\$42,165.90</b>	<b>\$78,810.00</b>	<b>\$36,644.10</b>
APN	FY 2024/25 Land Use Classification	In-Person Audited Land Use Classification	FY 2024/25 Unit Count	In-Person Audited Unit Count	FY 2024/25 Special Tax	FY 2024/25 Special Tax (In-Person Audited)	Difference
006-312-530	Single Family Residential	Non-Residential	1	1	\$532.50	\$1,163.41	\$630.91
006-391-050	Undeveloped	Non-Residential	1	1	172.48	1,163.41	990.93
<b>2 Parcels</b>			<b>2</b>	<b>2</b>	<b>\$704.98</b>	<b>\$2,326.82</b>	<b>\$1,621.84</b>



**EXHIBIT A**  
**Broadmoor Police Protection District**  
**Parcel Audit Findings and Corrections**

APN	FY 2024/25 Land Use Classification	In-Person Audited Land Use Classification	FY 2024/25 Unit Count	In-Person Audited Unit Count	FY 2024/25 Special Tax	FY 2024/25 Special Tax (In-Person Audited)	Difference
006-911-160	Multi-Family Residential	Residential Care	2	4	\$973.30	\$2,659.56	\$1,686.26
006-935-060	Single Family Residential	Residential Care	1	3	\$32.50	1,329.78	797.28
<b>2 Parcels</b>			<b>3</b>	<b>7</b>	<b>\$1,505.80</b>	<b>\$3,989.34</b>	<b>\$2,483.54</b>
APN	FY 2024/25 Land Use Classification	In-Person Audited Land Use Classification	FY 2024/25 Unit Count	In-Person Audited Unit Count	FY 2024/25 Special Tax	FY 2024/25 Special Tax (In-Person Audited)	Difference
006-372-030	Mixed Use	Mixed Use	8	8	\$7,414.55	\$5,423.41	(\$1,991.14)
006-372-030	Non-Residential	Mixed Use	1	3	1,163.41	2,760.91	1,597.50
006-373-040	Single Family Residential	Mixed Use	1	1	\$32.50	1,695.91	1,163.41
006-391-030	Non-Residential	Mixed Use	1	2	1,163.41	2,228.41	1,065.00
006-392-030	Single Family Residential	Mixed Use	1	1	\$32.50	1,695.91	1,163.41
006-483-080	Single Family Residential	Mixed Use	1	1	\$32.50	1,695.91	1,163.41
008-121-150	Non-Residential	Mixed Use	1	8	1,163.41	5,423.41	4,260.00
008-121-190	Multi-Family Residential	Mixed Use	30	30	15,975.00	17,338.41	1,163.41
008-122-140	Multi-Family Residential	Mixed Use	153	153	81,472.50	82,635.91	1,163.41
<b>9 Parcels</b>			<b>197</b>	<b>207</b>	<b>\$109,949.38</b>	<b>\$120,698.19</b>	<b>\$10,748.81</b>
<b>Grand Total:</b>			<b>200</b>	<b>366</b>	<b>\$154,326.46</b>	<b>\$205,824.35</b>	<b>\$51,497.89</b>

(1) Includes both Residential and Non-Residential Units



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

**The regular April 2025 meeting of the  
Board of Police Commissioners will be held on**

**Tuesday, April 8, 2025, at 7:00 p.m.**

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

**NO FOOD OR BEVERAGES WILL  
BE PERMITTED IN THE MEETING ROOM  
WITH THE EXCEPTION OF DRINKING WATER**

**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**

**COPIES OF THE PUBLIC AGENDA PACKET  
MAY BE INSPECTED AT THE DISTRICT OFFICE  
DURING NORMAL BUSINESS HOURS**



**BROADMOOR POLICE COMMISSION**

**Hon. Ralph Hutchens**

**Hon. John Aguerre**

**Hon. Andrea M. Hall**

# **A G E N D A**

## **REGULAR MEETING**

**Meeting to be held:**

**Tuesday, April 8, 2025, at 7:00 p.m.**

**Broadmoor Police Department  
388-88<sup>th</sup> 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](mailto: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.*

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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. **CHIEF OF POLICE REPORT**

Chief Connolly will deliver his report.

5. **CONSENT AGENDA**

**PREVIOUS MINUTES**

- (a) Approval of minutes from regular meeting on March 11, 2025.

**TREASURER'S REPORT**

- (b) Approval of April 2025 Warrants and Deposits.

6. **OPEN SESSION**

- (a) Action to designate Interim Chief/District Manager Connolly as the District's representative for contract negotiations under Agenda Item No. 7(a). (Government Code §54957.6(a))

7. **CLOSED SESSION**

- (a) Conference with designated labor negotiators Interim Chief / District Manager Michael P. Connolly on behalf of the District, and Cpl. Michael Davis on behalf of the Broadmoor Police Officers' Association for a new labor contract, and for providing instructions to the District's negotiator. (Government Code §§54954.5(e) and 54957.6(a)) No action will be taken on this Agenda Item in Closed Session. Action will be taken in Open Session under Agenda Item 8(a).



**8. OPEN SESSION**

- (a) Discussion and action on labor contract with Broadmoor Police Officers' Association based on negotiations in Closed Session under Agenda Item 7(a).
- (b) Further discussion and action on legal billing guidelines. (Continued from regular meeting on February 11, 2025.)
- (c) Update on CalPERS correction of error made on former employee's account.
- (d) Presentation and discussion of proposed draft budget for FY 2025/26.
- (e) Discussion on whether or not a representative from CalPERS should make a presentation at a subsequent meeting of the Commission.

**9. ADJOURNMENT**

Motion to adjourn the meeting.

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

***MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND***

# APRIL 2025 TRANSACTIONS

Broadmoor Police Department


March 6-April 2, 2025

	Date	Type	Num	Name	Line description	Item split account	Amount
Petty Cash							
	03/10/2025	Check	4999	Lisa Hernandez	KEMF/FOOD/DRINKING CO: CTR/5 MTO	503-MISC EMP EXPENSE REIMBURSE & TRAINING	-62.52
	03/11/2025	Check	4960	JORGE REYES	OFFICE PAINT BALANCE	5155-OTHER HOUSEHOLD EXPENSE	-2,400.00
	03/20/2025	Check	4961	Minnescah Valley Bank	CHEVY LEASE	7311-FIXED ASSETS - EQUIPMENT	-925.05
	03/20/2025	Check	4962	GREAT AMERICA FINANCIAL SVS	INV 38749324 COPIER LEASE	5078-GENERAL CONTRACT MAINTENANCE	-258.35
Petty Total							-53,047.42
General Fund	03/10/2025	Check	9318	Wave	NETWORK SVS DUE 03/23/25	503-OTHER UTILITY & FACILITY EXPENSE	-419.98
	03/10/2025	Check	9319	Wave	INTERNET AND CABLE	503-OTHER UTILITY & FACILITY EXPENSE	-208.81
	03/10/2025	Check	9320	VERDANT	INV 305400385	503-OTHER UTILITY & FACILITY EXPENSE	-312.37
	03/10/2025	Check	9321	VERDANT	INV 505474585	503-OTHER UTILITY & FACILITY EXPENSE	-368.45
	03/10/2025	Check	9322	LexisNexis	#119987836 FEB COMMITMENT	5575-OTHER PROFESSIONAL SERVICE	-200.00
	03/10/2025	Check	9323	SAFEGUARD BUSINESS SYSTEMS	ID 602587421 QF CHECKS	5199a-General	-523.67
	03/10/2025	Check	9324	Sharp Electronics Corporation	INV 9006235625	5078-GENERAL CONTRACT MAINTENANCE	-2.13
	03/10/2025	Check	9325	County of San Mateo, PSC	FY24/25 Q3 DISPATCH SVS	5888-OUTSIDE PROF CONTRACT SERV	-28,573.00
	03/10/2025	Check	9328	COLANTONIO, ROSEMARY SHATLEY PC	INV 64184 BELLS THROUGH FEB	6341-LEGAL NOTICES	-42.50
	03/10/2025	Check	9327	Chase Card Services	MISC OFFICE EXPENSES	5199a-General	-4,414.34
	03/10/2025	Check	9328	Daly City Auto Repair	17 FORD INTERCEPTER	6455-VEHICLE AND EQUIP REPAIRS	-159.00
	03/10/2025	Check	9329	City of Daly City	DUE 03/26/25	503-OTHER UTILITY & FACILITY EXPENSE	-141.44
	03/10/2025	Check	9330	AT&T-Global	INV23893515	503-OTHER UTILITY & FACILITY EXPENSE	-354.27
	03/10/2025	Check	9331	AAA Smart Home	INV 9130251	5078-GENERAL CONTRACT MAINTENANCE	-34.20
	03/10/2025	Check	9332	Davis Law Firm	FEB LEGAL FEES	6341-LEGAL NOTICES	-3,459.25
	03/10/2025	Check	9333	Bay Contract Maintenance, Inc.	JAN SUPPLIES/FEB CLEANING	5155-OTHER HOUSEHOLD EXPENSE	-768.90
	03/10/2025	Check	9334	County of San Mateo ISO	#1YBD12591	5888-OUTSIDE PROF CONTRACT SERV	-82.25
	03/10/2025	Check	9335	TEA	INV 49199	6424-RADIO EQUIPMENT	-185.00
	03/10/2025	Check	9336	BEST BEST AND KRIEGER	LEGAL SVS THROUGH JAN 2025	6341-LEGAL NOTICES	-3,145.00
	03/10/2025	Check	9337	NevTec	MARCH BILLING INV 41755	5888-OUTSIDE PROF CONTRACT SERV	-1,582.50
	03/10/2025	Check	9338	Robyn Rose	10 HRS ACCT + TRVL	5875-OTHER PROFESSIONAL SERVICE	-570.00
	03/29/2025	Check	9339	NBS	INV 30303-THEIR PERSON PARCEL TAX AUDIT FVL	5875-OTHER PROFESSIONAL SERVICE	-15,889.87
	03/29/2025	Check	9340	Flyers Energy, LLC	INV 4171916/4138930	5416-FUEL AND LUBRICATION	-2,143.63
	03/29/2025	Check	9341	Expatrian	FEB COMMITMENT INV 666687135	5875-OTHER PROFESSIONAL SERVICE	-225.00
	03/29/2025	Check	9342	County of San Mateo Forensic	INV164766 LAB SVC	5888-OUTSIDE PROF CONTRACT SERV	-385.00
	03/29/2025	Check	9343	AXON ENTERPRISE	INV632945 TASER BUNDLE REARTRIGGERS	503-MISC EMP EXPENSE REIMBURSE & TRAINING	-7,216.94
	03/29/2025	Check	9344	AT&T Mobility-FirstNet	INV63192025 WIRELESS	503-OTHER UTILITY & FACILITY EXPENSE	-1,280.38
	03/29/2025	Check	9345	PG&E	DUE 03/24/25	503-OTHER UTILITY & FACILITY EXPENSE	-1,747.98
	03/29/2025	Check	9346	Kaiser Foundation Health Plan	APRIL 2025	4413 KAISER HEALTH INSURANCE	-8,229.50
	03/29/2025	Check	9347	BERKSHIRE HATHAWAY	INS DUE 04/8/25	6721-INSURANCE NON MEDICAL AND EDD	-3,292.00
	03/29/2025	Check	9348	DBA FINANCIAL, INC	PYMT 9 OF 9	6721-INSURANCE NON MEDICAL AND EDD	-44,025.96
	03/29/2025	Check	9349	Gabriel Carriel	HOTEL/FOOD REIM - TRNG	503-MISC EMP EXPENSE REIMBURSE & TRAINING	-740.61
	03/29/2025	Check	9350	Public Storage	APRIL RENT	503-OTHER UTILITY & FACILITY EXPENSE	-562.05
	03/29/2025	Check	9351	Public Storage	UNIT 2182	503-OTHER UTILITY & FACILITY EXPENSE	-454.00
	03/29/2025	Check	9352	County of San Mateo ISO	INV 1YBO12502 FEB 2025	5888-OUTSIDE PROF CONTRACT SERV	-82.25
	03/29/2025	Check	9353	TEA	INV 49245 MONTHLY SERVICE FEE	5424-RADIO EQUIPMENT	-185.00
	03/29/2025	Check	9354	Bay Contract Maintenance, Inc.	INV 32940 MARCH WORK	5155-OTHER HOUSEHOLD EXPENSE	-655.10
	03/29/2025	Check	9355	RMI Mechanical Contractor, Inc.	INV 75017 QUARTERLY MAIN	5078-GENERAL CONTRACT MAINTENANCE	-800.00
	03/29/2025	Check	9356	Gabriel Carriel	KEMF/FOOD/DRINKING CO: CTR/5 CC	503-MISC EMP EXPENSE REIMBURSE & TRAINING	-849.37
General Fund Total							-5136,148.72



COUNTY OF SAN MATEO  
DEPOSIT PERMIT

Permit Number

(1) TITLE OF DEPOSITING ORGANIZATION <b>Broadmoor Police Department</b>			(2) No. of Depositing Org. <b>02500</b>			(3) Preparation Date <b>Apr-25</b>		(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 AGY COLLECTIONS				90-1342	2500	2658			1,530.00		
SMCO COURT - FINE COLLECTIONS - JAN 2025				64-1278	2500	2658			694.79		
									\$2,224.79		
(8) Remarks:								TOTAL  DISTRIBUTION OF TOTAL			
									Cards	\$2,224.79	
									Checks		
									Coins		
									Currency		
									Wires		
									Other		
(9) I hereby certify that the total amount listed above represents collections received by me for the above named fund and during the period of  03/06/2025 - 04/02/2025 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			





**AMENDED NOTICE OF CALL OF SPECIAL MEETING OF  
THE BOARD OF POLICE COMMISSIONERS OF THE  
BROADMOOR POLICE PROTECTION DISTRICT**

**Pursuant to Government Code §54956(a) the Chair has called a Special  
Meeting of the Board of Police Commissioners that will be held on**

**Wednesday, April 30, 2025, at 5:00 p.m.**

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

**NO FOOD OR BEVERAGES WILL  
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DURING NORMAL BUSINESS HOURS**

**MEMBERS OF THE PUBLIC IN ATTENDANCE AT THE  
MEETING WILL HAVE AN OPPORTUNITY TO  
ADDRESS THE COMMISSION ON THE AGENDA ITEM  
BEFORE THE ITEM IS DISCUSSED AND CONSIDERED  
BY THE COMMISSION**





COMMISSIONERS  
Hon. Ralph Hutchens  
Hon. John Aguerre  
Hon. Andrea M. Hall

# AGENDA

(Government Code §54956(a))

## SPECIAL MEETING

April 30, 2025

Special meeting called by the Chair to be held:

Wednesday, April 30, 2025, at 5:00 p.m.

Broadmoor Police Department  
388-88<sup>th</sup> 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 should contact Lisa Hernandez, [Administrative Assistant of the Police Department], as soon as possible prior to 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.*

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1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

3. **OPEN SESSION**

(a) Discussion and action to expand the scope of work of NBS and approve funding to investigate and calculate the loss of the District's share of the *ad valorem* property taxes due to mapping, clerical and other errors, correct the Tax Rate Area coding, correct voting precinct errors, correct ERAF distributions, and propose corrections to the maps of the District filed with the County Recorder, the County Assessor, the County Tax Collector and the State Board of Equalization.

4. **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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TO : Police Commission

FROM: Michael P. Connolly ICOP/IDC

DATE: April 30, 2025

RE : Expansion of scope of work of NBS

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**BACKGROUND**

The District has employed the firm NBS to assist in the correction of myriad errors in the collection of the District's special parcel tax, which, for many years, has not been properly levied against certain properties within the District. This engagement has resulted in substantial sums of revenue that would not have been received by the District. The substantial benefits to the District provided by NBS far outweighed the cost of their service.

During the course of the service provided by NBS, I have uncovered a number of unrelated losses to the District, as well as other discrepancies such as incorrect voting precincts assigned to several parcels in the District, all of which are unrelated to the current services provided by NBS.

**DISCUSSION**

Among the losses and discrepancies I have discovered are:

1. Several properties (parcels) located within the District have been miscoded for taxing purposes, which have resulted in the loss of the District's share of the annual *ad valorem* property taxes to the cities of Colma and Daly City, and to the County of San Mateo as well. These errors have resulted in the loss of revenue to the District.

2. Several properties (parcels) located within the District have been assigned the incorrect voter precincts, which have resulted in residents of Broadmoor voting in the cities of Daly City and Colma, and in unincorporated San Mateo County as well, instead of Broadmoor. These errors have contributed to the disenfranchisement of voters in the District and the loss of votes that should have been assigned to District elections.

3. Due to mapping and/or clerical errors certain of the records of the State Board of Equalization are incorrect. These errors have contributed to a loss of revenue to the District.

4. Due to mapping and/or clerical errors certain of the records of the San Mateo County Local Agency Formation Commission are incorrect. These errors have contributed to a loss of revenue to the District.

5. Due to mapping and/or clerical errors the District has not been receiving its share of ERAF distributions. These errors have contributed to a loss of revenue to the District.

6. Due to mapping and/or clerical errors certain of the records of the County of San Mateo Recorder's Office, the San Mateo County Assessor's Office, and the San Mateo County Tax Collector's Office are incorrect. These errors have resulted in the loss of revenue to the District, incorrect census counts, and residents of the District assigned to incorrect voting precincts.

### PROPOSAL

I have spoken with representatives of NBS regarding the issues noted above. I have been informed that they are fully capable of assisting us in the correction of the parcel maps and records so that prospectively the District should be able to receive its full share of the *ad valorem* taxes that have not been forthcoming. The extent to which the District might be able to recover such taxes on a retrospective basis remains unclear and uncertain, but the investigation will continue and endeavors to collect them, with Commission approval, should be considered.

I have attached to this Staff Report a copy of the Proposal of NBS for the scope of work outlined above as well as their Annual Audit showing the increase in revenue from the special parcel taxes based upon corrections to assessments on certain of the parcels that were previously under-assessed.

## CONCLUSION

For the reasons I have discussed above I urge the Commission to expand the current scope of work of NBS to include the items 1 through 6 above.

Respectfully submitted,

/s/ MICHAEL P. CONNOLLY, ICOP/IDC

Attachments: Boundary Audit NBS  
Annual Audit Special Tax NBS

# BROADMOOR POLICE PROTECTION DISTRICT

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*Fiscal Year 2024/25 Final Levy Summary Report For:*

**Police Protection Special Tax**

**December 2024**

Prepared by:



Corporate Headquarters  
32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.676.7516

## FISCAL YEAR 2024/25 LEVY SUMMARY

On July 1, 2000, the Board of Police Commissioners (the "Board"), ordered the collection of the Broadmoor Police Protection Special Tax. The Board passed Resolution No. 1999/2000-09 (the "Authorizing Resolution") pursuant to Government Code section 50075 ordering the collection of the Special Tax. These funds are collected for the purposes of funding police protection, crime prevention, and emergency response services.

On June 10, 2024, The Broadmoor Police Protection District (the "District") passed Resolution No. 2023/24-05 establishing the rates for the Fiscal Year 2024/25 Special Tax.

The following table provides a summary of the Fiscal Year 2024/25 final levy amount.

Land Use Classification	Parcel Count	Units <sup>(1)</sup>	FY 2024/25 Rate	FY 2024/25 Levy <sup>(2)</sup>
Single Family Dwellings	1,370	1,370	\$532.50	\$729,525.00
Multiple Dwelling Units <sup>(3)</sup>	41	442	532.50	235,273.30
Residential Board or Care Facility	25	137	443.36	60,740.32
Commercial Unit	63	63	1,163.41	73,294.20
Unimproved Residential Property	31	31	172.48	5,346.88
Mixed Use <sup>(1)</sup>	3	13	Varies	13,231.58
<b>Totals:</b>	<b>1,533</b>	<b>2,056</b>		<b>\$1,117,411.28</b>

(1) Residential and Non-Residential rates are charged on the corresponding assigned units for each parcel.

(2) Includes even-cent installment rounding for placement on the San Mateo County Tax Roll.

(3) Final levy amount includes a single parcel that received a San Mateo County Tax Roll correction of \$91.70.

### NBS

Anthony Duarte, Administrator  
Adina McCargo, Project Manager  
Amanda Welker, Client Services Director



# SB 165: LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY ACT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the "Act"). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1 or Section 53410 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the special tax district and others are handled through annual reports. This section of this report intends to comply with Section 50075.3 of the California Government Code that states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

- 1. The amount of funds collected and expended.
- 2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1."

The requirements of the Act apply to the funds for the following:

Board of Police Commissioners  
Broadmoor Police Protection District  
February 17, 2000

## Purpose of Special Tax

The Special Tax is levied for the purpose of funding police protection, crime prevention, emergency response services and any other authorized District activities.

## Collections and Expenditures

Fund Name	06/30/2023 Balance <sup>(1)</sup>	Amount Collected <sup>(2)</sup>	06/30/2024 Balance	Amount Expended	Status
Services Fund	\$0.00	\$796,110.09	\$0.00	\$796,110.09	Ongoing

- (1) Operating fund balance was unavailable at the time of reporting.
- (2) The collected amount refers to the amount placed on the County Tax Roll in FY 2023/24 and does not account for delinquencies.



## FISCAL YEAR 2024/25 FINAL BILLING DETAIL REPORT

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The following pages contain the Fiscal Year 2024/25 final billing detail amounts.

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-081-010	Single Family Residential	1	\$532.50
006-081-020	Single Family Residential	1	532.50
006-081-030	Single Family Residential	1	532.50
006-081-040	Single Family Residential	1	532.50
006-081-050	Single Family Residential	1	532.50
006-081-060	Single Family Residential	1	532.50
006-081-070	Single Family Residential	1	532.50
006-081-080	Single Family Residential	1	532.50
006-081-090	Single Family Residential	1	532.50
006-081-100	Single Family Residential	1	532.50
006-081-110	Single Family Residential	1	532.50
006-081-120	Single Family Residential	1	532.50
006-082-010	Single Family Residential	1	532.50
006-082-020	Single Family Residential	1	532.50
006-082-030	Single Family Residential	1	532.50
006-082-040	Single Family Residential	1	532.50
006-082-050	Single Family Residential	1	532.50
006-082-060	Single Family Residential	1	532.50
006-082-070	Single Family Residential	1	532.50
006-082-080	Single Family Residential	1	532.50
006-082-090	Single Family Residential	1	532.50
006-082-100	Single Family Residential	1	532.50
006-082-110	Single Family Residential	1	532.50
006-082-120	Single Family Residential	1	532.50
006-082-130	Single Family Residential	1	532.50
006-082-140	Single Family Residential	1	532.50
006-082-150	Single Family Residential	1	532.50
006-082-160	Single Family Residential	1	532.50
006-082-170	Single Family Residential	1	532.50
006-082-180	Single Family Residential	1	532.50
006-082-190	Single Family Residential	1	532.50
006-082-200	Single Family Residential	1	532.50
006-082-210	Single Family Residential	1	532.50
006-082-220	Single Family Residential	1	532.50
006-082-230	Single Family Residential	1	532.50
006-082-240	Single Family Residential	1	532.50
006-082-250	Single Family Residential	1	532.50
006-082-260	Single Family Residential	1	532.50
006-082-270	Single Family Residential	1	532.50
006-082-280	Single Family Residential	1	532.50
006-082-290	Single Family Residential	1	532.50
006-082-300	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-082-310	Single Family Residential	1	532.50
006-083-010	Single Family Residential	1	532.50
006-083-020	Single Family Residential	1	532.50
006-083-030	Single Family Residential	1	532.50
006-083-040	Single Family Residential	1	532.50
006-083-050	Single Family Residential	1	532.50
006-083-080	Single Family Residential	1	532.50
006-083-090	Single Family Residential	1	532.50
006-083-100	Single Family Residential	1	532.50
006-083-110	Single Family Residential	1	532.50
006-083-120	Undeveloped	1	172.48
006-083-130	Single Family Residential	1	532.50
006-083-140	Undeveloped	1	172.48
006-083-150	Single Family Residential	1	532.50
006-083-160	Residential Care	6	2,660.16
006-083-170	Single Family Residential	1	532.50
006-083-180	Single Family Residential	1	532.50
006-083-190	Single Family Residential	1	532.50
006-083-200	Single Family Residential	1	532.50
006-083-210	Single Family Residential	1	532.50
006-083-220	Single Family Residential	1	532.50
006-083-230	Single Family Residential	1	532.50
006-083-240	Single Family Residential	1	532.50
006-083-250	Single Family Residential	1	532.50
006-083-260	Single Family Residential	1	532.50
006-083-270	Single Family Residential	1	532.50
006-083-280	Residential Care	6	2,660.16
006-083-290	Non-residential	1	1,163.40
006-083-300	Single Family Residential	1	532.50
006-083-310	Single Family Residential	1	532.50
006-083-320	Single Family Residential	1	532.50
006-083-330	Single Family Residential	1	532.50
006-083-340	Single Family Residential	1	532.50
006-083-350	Single Family Residential	1	532.50
006-084-010	Single Family Residential	1	532.50
006-084-020	Single Family Residential	1	532.50
006-084-030	Single Family Residential	1	532.50
006-084-040	Single Family Residential	1	532.50
006-084-050	Single Family Residential	1	532.50
006-084-060	Single Family Residential	1	532.50
006-084-070	Single Family Residential	1	532.50
006-084-080	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-084-090	Single Family Residential	1	532.50
006-084-100	Single Family Residential	1	532.50
006-084-110	Single Family Residential	1	532.50
006-084-120	Single Family Residential	1	532.50
006-084-130	Single Family Residential	1	532.50
006-084-140	Single Family Residential	1	532.50
006-084-150	Single Family Residential	1	532.50
006-084-170	Single Family Residential	1	532.50
006-085-010	Single Family Residential	1	532.50
006-085-020	Single Family Residential	1	532.50
006-085-030	Single Family Residential	1	532.50
006-085-040	Single Family Residential	1	532.50
006-085-050	Single Family Residential	1	532.50
006-085-060	Single Family Residential	1	532.50
006-085-070	Single Family Residential	1	532.50
006-085-080	Single Family Residential	1	532.50
006-085-090	Single Family Residential	1	532.50
006-085-100	Single Family Residential	1	532.50
006-085-110	Single Family Residential	1	532.50
006-085-120	Single Family Residential	1	532.50
006-085-130	Single Family Residential	1	532.50
006-085-140	Single Family Residential	1	532.50
006-085-150	Single Family Residential	1	532.50
006-085-160	Single Family Residential	1	532.50
006-085-170	Single Family Residential	1	532.50
006-086-010	Single Family Residential	1	532.50
006-086-020	Multi-Family Residential	2	1,065.00
006-086-030	Single Family Residential	1	532.50
006-091-010	Undeveloped	1	172.48
006-091-020	Undeveloped	1	172.48
006-091-030	Undeveloped	1	172.48
006-091-040	Undeveloped	1	172.48
006-091-050	Undeveloped	1	172.48
006-091-060	Undeveloped	1	172.48
006-091-070	Undeveloped	1	172.48
006-091-080	Undeveloped	1	172.48
006-091-090	Single Family Residential	1	532.50
006-091-100	Single Family Residential	1	532.50
006-091-110	Single Family Residential	1	532.50
006-091-120	Single Family Residential	1	532.50
006-091-130	Single Family Residential	1	532.50
006-091-140	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-091-150	Single Family Residential	1	532.50
006-091-160	Single Family Residential	1	532.50
006-091-170	Single Family Residential	1	532.50
006-091-180	Single Family Residential	1	532.50
006-091-190	Residential Care	6	2,660.16
006-091-200	Single Family Residential	1	532.50
006-091-210	Single Family Residential	1	532.50
006-091-220	Single Family Residential	1	532.50
006-091-230	Single Family Residential	1	532.50
006-091-240	Single Family Residential	1	532.50
006-091-250	Single Family Residential	1	532.50
006-091-260	Single Family Residential	1	532.50
006-091-270	Single Family Residential	1	532.50
006-091-280	Single Family Residential	1	532.50
006-091-290	Single Family Residential	1	532.50
006-091-300	Single Family Residential	1	532.50
006-091-310	Single Family Residential	1	532.50
006-092-010	Single Family Residential	1	532.50
006-092-020	Single Family Residential	1	532.50
006-092-030	Single Family Residential	1	532.50
006-092-040	Single Family Residential	1	532.50
006-092-050	Single Family Residential	1	532.50
006-092-060	Single Family Residential	1	532.50
006-092-070	Single Family Residential	1	532.50
006-092-080	Single Family Residential	1	532.50
006-093-010	Single Family Residential	1	532.50
006-093-020	Single Family Residential	1	532.50
006-093-030	Single Family Residential	1	532.50
006-093-040	Single Family Residential	1	532.50
006-093-050	Single Family Residential	1	532.50
006-093-060	Single Family Residential	1	532.50
006-093-070	Single Family Residential	1	532.50
006-093-080	Single Family Residential	1	532.50
006-093-090	Single Family Residential	1	532.50
006-093-100	Single Family Residential	1	532.50
006-093-110	Single Family Residential	1	532.50
006-093-120	Single Family Residential	1	532.50
006-093-130	Non-residential	1	1,163.40
006-093-140	Single Family Residential	1	532.50
006-093-150	Single Family Residential	1	532.50
006-093-160	Single Family Residential	1	532.50
006-093-170	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-093-180	Single Family Residential	1	532.50
006-093-190	Single Family Residential	1	532.50
006-093-200	Single Family Residential	1	532.50
006-093-210	Single Family Residential	1	532.50
006-093-220	Single Family Residential	1	532.50
006-093-230	Single Family Residential	1	532.50
006-093-240	Single Family Residential	1	532.50
006-093-250	Single Family Residential	1	532.50
006-093-260	Single Family Residential	1	532.50
006-093-270	Single Family Residential	1	532.50
006-093-280	Single Family Residential	1	532.50
006-093-290	Single Family Residential	1	532.50
006-093-300	Single Family Residential	1	532.50
006-093-310	Single Family Residential	1	532.50
006-093-320	Single Family Residential	1	532.50
006-093-330	Single Family Residential	1	532.50
006-093-340	Single Family Residential	1	532.50
006-093-350	Single Family Residential	1	532.50
006-093-360	Single Family Residential	1	532.50
006-093-370	Single Family Residential	1	532.50
006-094-010	Single Family Residential	1	532.50
006-094-020	Single Family Residential	1	532.50
006-094-030	Single Family Residential	1	532.50
006-094-040	Single Family Residential	1	532.50
006-094-050	Multi-Family Residential	2	1,065.00
006-094-060	Single Family Residential	1	532.50
006-094-070	Single Family Residential	1	532.50
006-094-080	Single Family Residential	1	532.50
006-094-090	Single Family Residential	1	532.50
006-094-100	Single Family Residential	1	532.50
006-094-110	Single Family Residential	1	532.50
006-094-120	Single Family Residential	1	532.50
006-094-130	Single Family Residential	1	532.50
006-094-140	Single Family Residential	1	532.50
006-094-150	Single Family Residential	1	532.50
006-094-160	Single Family Residential	1	532.50
006-094-170	Single Family Residential	1	532.50
006-094-180	Single Family Residential	1	532.50
006-094-190	Single Family Residential	1	532.50
006-094-200	Single Family Residential	1	532.50
006-094-210	Single Family Residential	1	532.50
006-094-220	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-094-230	Single Family Residential	1	532.50
006-094-240	Single Family Residential	1	532.50
006-094-250	Single Family Residential	1	532.50
006-094-260	Single Family Residential	1	532.50
006-094-270	Single Family Residential	1	532.50
006-094-280	Single Family Residential	1	532.50
006-094-290	Single Family Residential	1	532.50
006-094-300	Single Family Residential	1	532.50
006-101-010	Single Family Residential	1	532.50
006-101-020	Single Family Residential	1	532.50
006-101-030	Non-Residential	1	1,163.40
006-101-040	Single Family Residential	1	532.50
006-101-050	Single Family Residential	1	532.50
006-101-060	Single Family Residential	1	532.50
006-101-070	Single Family Residential	1	532.50
006-101-080	Single Family Residential	1	532.50
006-101-090	Single Family Residential	1	532.50
006-101-100	Single Family Residential	1	532.50
006-101-110	Single Family Residential	1	532.50
006-101-120	Single Family Residential	1	532.50
006-101-130	Single Family Residential	1	532.50
006-101-140	Single Family Residential	1	532.50
006-101-150	Single Family Residential	1	532.50
006-101-160	Single Family Residential	1	532.50
006-101-170	Single Family Residential	1	532.50
006-101-180	Single Family Residential	1	532.50
006-101-190	Single Family Residential	1	532.50
006-101-200	Single Family Residential	1	532.50
006-101-210	Single Family Residential	1	532.50
006-101-230	Single Family Residential	1	532.50
006-102-010	Single Family Residential	1	532.50
006-102-020	Single Family Residential	1	532.50
006-102-030	Single Family Residential	1	532.50
006-102-040	Single Family Residential	1	532.50
006-102-050	Single Family Residential	1	532.50
006-102-060	Single Family Residential	1	532.50
006-102-070	Single Family Residential	1	532.50
006-102-080	Single Family Residential	1	532.50
006-102-090	Single Family Residential	1	532.50
006-102-100	Single Family Residential	1	532.50
006-102-110	Single Family Residential	1	532.50
006-102-120	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-102-130	Single Family Residential	1	532.50
006-103-010	Single Family Residential	1	532.50
006-103-020	Single Family Residential	1	532.50
006-103-030	Single Family Residential	1	532.50
006-103-040	Single Family Residential	1	532.50
006-103-050	Single Family Residential	1	532.50
006-103-060	Single Family Residential	1	532.50
006-103-070	Single Family Residential	1	532.50
006-103-080	Single Family Residential	1	532.50
006-103-090	Single Family Residential	1	532.50
006-103-100	Single Family Residential	1	532.50
006-103-110	Single Family Residential	1	532.50
006-103-120	Single Family Residential	1	532.50
006-103-130	Single Family Residential	1	532.50
006-103-140	Single Family Residential	1	532.50
006-103-150	Single Family Residential	1	532.50
006-103-160	Single Family Residential	1	532.50
006-103-170	Single Family Residential	1	532.50
006-103-180	Single Family Residential	1	532.50
006-103-190	Single Family Residential	1	532.50
006-103-200	Single Family Residential	1	532.50
006-103-210	Single Family Residential	1	532.50
006-103-220	Single Family Residential	1	532.50
006-103-230	Single Family Residential	1	532.50
006-103-240	Single Family Residential	1	532.50
006-103-250	Single Family Residential	1	532.50
006-103-260	Single Family Residential	1	532.50
006-103-270	Single Family Residential	1	532.50
006-103-280	Single Family Residential	1	532.50
006-103-290	Single Family Residential	1	532.50
006-103-300	Single Family Residential	1	532.50
006-103-310	Single Family Residential	1	532.50
006-103-320	Single Family Residential	1	532.50
006-103-330	Single Family Residential	1	532.50
006-103-340	Single Family Residential	1	532.50
006-103-350	Single Family Residential	1	532.50
006-103-360	Single Family Residential	1	532.50
006-103-370	Single Family Residential	1	532.50
006-103-380	Single Family Residential	1	532.50
006-103-390	Single Family Residential	1	532.50
006-103-400	Single Family Residential	1	532.50
006-103-410	Single Family Residential	1	532.50

Slight variances may occur due to rounding



**Broadmoor Police Protection District**  
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**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-103-420	Single Family Residential	1	532.50
006-103-430	Single Family Residential	1	532.50
006-103-440	Single Family Residential	1	532.50
006-103-450	Single Family Residential	1	532.50
006-103-460	Single Family Residential	1	532.50
006-103-470	Single Family Residential	1	532.50
006-103-480	Single Family Residential	1	532.50
006-103-490	Single Family Residential	1	532.50
006-103-500	Single Family Residential	1	532.50
006-103-510	Single Family Residential	1	532.50
006-103-520	Single Family Residential	1	532.50
006-103-530	Single Family Residential	1	532.50
006-103-540	Single Family Residential	1	532.50
006-104-010	Single Family Residential	1	532.50
006-104-020	Single Family Residential	1	532.50
006-104-030	Single Family Residential	1	532.50
006-104-040	Single Family Residential	1	532.50
006-104-050	Single Family Residential	1	532.50
006-104-060	Single Family Residential	1	532.50
006-104-070	Single Family Residential	1	532.50
006-104-080	Single Family Residential	1	532.50
006-104-090	Single Family Residential	1	532.50
006-104-100	Single Family Residential	1	532.50
006-104-110	Single Family Residential	1	532.50
006-104-120	Single Family Residential	1	532.50
006-104-130	Single Family Residential	1	532.50
006-104-140	Single Family Residential	1	532.50
006-104-150	Single Family Residential	1	532.50
006-104-160	Single Family Residential	1	532.50
006-104-170	Single Family Residential	1	532.50
006-104-180	Single Family Residential	1	532.50
006-104-190	Single Family Residential	1	532.50
006-104-200	Single Family Residential	1	532.50
006-104-210	Single Family Residential	1	532.50
006-104-220	Single Family Residential	1	532.50
006-104-230	Multi-Family Residential	2	1,065.00
006-104-240	Single Family Residential	1	532.50
006-104-250	Single Family Residential	1	532.50
006-104-260	Single Family Residential	1	532.50
006-104-270	Single Family Residential	1	532.50
006-104-280	Single Family Residential	1	532.50
006-104-290	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-104-300	Single Family Residential	1	532.50
006-104-310	Single Family Residential	1	532.50
006-104-320	Single Family Residential	1	532.50
006-105-010	Single Family Residential	1	532.50
006-105-020	Single Family Residential	1	532.50
006-105-030	Single Family Residential	1	532.50
006-105-040	Single Family Residential	1	532.50
006-105-050	Single Family Residential	1	532.50
006-105-060	Single Family Residential	1	532.50
006-105-070	Single Family Residential	1	532.50
006-105-080	Single Family Residential	1	532.50
006-105-090	Single Family Residential	1	532.50
006-105-100	Single Family Residential	1	532.50
006-105-110	Single Family Residential	1	532.50
006-105-120	Single Family Residential	1	532.50
006-105-130	Single Family Residential	1	532.50
006-105-140	Single Family Residential	1	532.50
006-105-150	Single Family Residential	1	532.50
006-105-160	Single Family Residential	1	532.50
006-105-170	Single Family Residential	1	532.50
006-105-180	Single Family Residential	1	532.50
006-105-190	Single Family Residential	1	532.50
006-105-200	Single Family Residential	1	532.50
006-105-210	Single Family Residential	1	532.50
006-105-220	Single Family Residential	1	532.50
006-105-230	Single Family Residential	1	532.50
006-105-240	Single Family Residential	1	532.50
006-105-250	Single Family Residential	1	532.50
006-105-260	Single Family Residential	1	532.50
006-111-090	Single Family Residential	1	532.50
006-111-100	Single Family Residential	1	532.50
006-111-110	Single Family Residential	1	532.50
006-111-120	Single Family Residential	1	532.50
006-111-130	Single Family Residential	1	532.50
006-111-140	Residential Care	6	2,660.16
006-111-150	Single Family Residential	1	532.50
006-111-160	Single Family Residential	1	532.50
006-111-170	Single Family Residential	1	532.50
006-111-180	Single Family Residential	1	532.50
006-111-190	Undeveloped	1	172.48
006-111-200	Single Family Residential	1	532.50
006-111-210	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-111-250	Single Family Residential	1	532.50
006-111-260	Single Family Residential	1	532.50
006-111-270	Single Family Residential	1	532.50
006-111-280	Single Family Residential	1	532.50
006-111-290	Single Family Residential	1	532.50
006-111-300	Single Family Residential	1	532.50
006-111-310	Single Family Residential	1	532.50
006-111-330	Single Family Residential	1	532.50
006-111-460	Non-Residential	1	1,163.40
006-111-490	Single Family Residential	1	532.50
006-111-500	Single Family Residential	1	532.50
006-111-510	Single Family Residential	1	532.50
006-111-540	Non-Residential	1	1,163.40
006-111-550	Multi-Family Residential	3	1,597.50
006-111-560	Single Family Residential	1	532.50
006-111-570	Single Family Residential	1	532.50
006-111-580	Multi-Family Residential	2	1,065.00
006-111-590	Multi-Family Residential	2	1,065.00
006-112-010	Single Family Residential	1	532.50
006-112-020	Single Family Residential	1	532.50
006-112-030	Single Family Residential	1	532.50
006-112-040	Single Family Residential	1	532.50
006-112-050	Single Family Residential	1	532.50
006-112-060	Single Family Residential	1	532.50
006-112-070	Single Family Residential	1	532.50
006-112-080	Single Family Residential	1	532.50
006-112-090	Single Family Residential	1	532.50
006-112-100	Single Family Residential	1	532.50
006-112-110	Single Family Residential	1	532.50
006-112-120	Single Family Residential	1	532.50
006-112-130	Single Family Residential	1	532.50
006-112-140	Single Family Residential	1	532.50
006-112-150	Single Family Residential	1	532.50
006-112-160	Single Family Residential	1	532.50
006-112-170	Single Family Residential	1	532.50
006-112-180	Single Family Residential	1	532.50
006-112-190	Single Family Residential	1	532.50
006-112-200	Residential Care	6	2,660.16
006-112-210	Single Family Residential	1	532.50
006-112-220	Single Family Residential	1	532.50
006-112-230	Single Family Residential	1	532.50
006-112-240	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-112-250	Single Family Residential	1	532.50
006-112-260	Single Family Residential	1	532.50
006-112-270	Single Family Residential	1	532.50
006-113-010	Single Family Residential	1	532.50
006-113-020	Residential Care	6	2,660.16
006-113-030	Single Family Residential	1	532.50
006-113-040	Single Family Residential	1	532.50
006-113-050	Single Family Residential	1	532.50
006-113-060	Single Family Residential	1	532.50
006-113-070	Single Family Residential	1	532.50
006-113-080	Single Family Residential	1	532.50
006-113-090	Single Family Residential	1	532.50
006-113-100	Single Family Residential	1	532.50
006-113-110	Single Family Residential	1	532.50
006-113-120	Single Family Residential	1	532.50
006-113-130	Residential Care	6	2,660.16
006-113-140	Single Family Residential	1	532.50
006-113-150	Single Family Residential	1	532.50
006-113-160	Single Family Residential	1	532.50
006-113-170	Single Family Residential	1	532.50
006-113-180	Single Family Residential	1	532.50
006-113-190	Single Family Residential	1	532.50
006-113-200	Single Family Residential	1	532.50
006-113-210	Single Family Residential	1	532.50
006-113-220	Single Family Residential	1	532.50
006-113-230	Single Family Residential	1	532.50
006-113-240	Single Family Residential	1	532.50
006-113-250	Single Family Residential	1	532.50
006-113-260	Single Family Residential	1	532.50
006-113-270	Single Family Residential	1	532.50
006-113-280	Single Family Residential	1	532.50
006-113-290	Single Family Residential	1	532.50
006-113-300	Single Family Residential	1	532.50
006-113-310	Single Family Residential	1	532.50
006-113-320	Single Family Residential	1	532.50
006-113-330	Single Family Residential	1	532.50
006-113-340	Single Family Residential	1	532.50
006-113-350	Single Family Residential	1	532.50
006-121-010	Single Family Residential	1	532.50
006-121-020	Single Family Residential	1	532.50
006-121-030	Single Family Residential	1	532.50
006-121-040	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-121-050	Single Family Residential	1	532.50
006-121-060	Single Family Residential	1	532.50
006-121-070	Single Family Residential	1	532.50
006-121-080	Single Family Residential	1	532.50
006-121-090	Single Family Residential	1	532.50
006-121-100	Single Family Residential	1	532.50
006-121-110	Single Family Residential	1	532.50
006-121-120	Single Family Residential	1	532.50
006-121-130	Single Family Residential	1	532.50
006-121-140	Single Family Residential	1	532.50
006-121-150	Single Family Residential	1	532.50
006-121-160	Single Family Residential	1	532.50
006-121-170	Single Family Residential	1	532.50
006-121-180	Single Family Residential	1	532.50
006-121-190	Single Family Residential	1	532.50
006-121-200	Single Family Residential	1	532.50
006-121-210	Single Family Residential	1	532.50
006-121-220	Residential Care	4	1,773.44
006-121-230	Single Family Residential	1	532.50
006-121-240	Single Family Residential	1	532.50
006-121-250	Single Family Residential	1	532.50
006-121-260	Single Family Residential	1	532.50
006-121-270	Single Family Residential	1	532.50
006-121-280	Single Family Residential	1	532.50
006-121-290	Single Family Residential	1	532.50
006-121-300	Single Family Residential	1	532.50
006-121-310	Residential Care	6	2,660.16
006-121-320	Single Family Residential	1	532.50
006-121-330	Single Family Residential	1	532.50
006-121-340	Single Family Residential	1	532.50
006-121-350	Single Family Residential	1	532.50
006-121-360	Single Family Residential	1	532.50
006-121-370	Single Family Residential	1	532.50
006-121-380	Single Family Residential	1	532.50
006-121-390	Single Family Residential	1	532.50
006-121-400	Single Family Residential	1	532.50
006-121-410	Single Family Residential	1	532.50
006-121-420	Single Family Residential	1	532.50
006-121-430	Single Family Residential	1	532.50
006-121-440	Single Family Residential	1	532.50
006-121-450	Single Family Residential	1	532.50
006-121-460	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-121-470	Single Family Residential	1	532.50
006-121-480	Single Family Residential	1	532.50
006-121-490	Single Family Residential	1	532.50
006-121-500	Single Family Residential	1	532.50
006-122-010	Single Family Residential	1	532.50
006-122-020	Single Family Residential	1	532.50
006-122-030	Single Family Residential	1	532.50
006-122-040	Single Family Residential	1	532.50
006-122-050	Single Family Residential	1	532.50
006-122-060	Single Family Residential	1	532.50
006-122-070	Single Family Residential	1	532.50
006-122-080	Single Family Residential	1	532.50
006-122-090	Single Family Residential	1	532.50
006-122-100	Single Family Residential	1	532.50
006-122-110	Single Family Residential	1	532.50
006-122-120	Single Family Residential	1	532.50
006-122-130	Single Family Residential	1	532.50
006-122-140	Single Family Residential	1	532.50
006-122-150	Single Family Residential	1	532.50
006-122-160	Single Family Residential	1	532.50
006-122-170	Single Family Residential	1	532.50
006-122-180	Single Family Residential	1	532.50
006-122-190	Single Family Residential	1	532.50
006-122-200	Single Family Residential	1	532.50
006-122-210	Single Family Residential	1	532.50
006-122-220	Single Family Residential	1	532.50
006-122-230	Single Family Residential	1	532.50
006-122-240	Single Family Residential	1	532.50
006-122-250	Single Family Residential	1	532.50
006-122-260	Single Family Residential	1	532.50
006-122-270	Single Family Residential	1	532.50
006-122-280	Single Family Residential	1	532.50
006-122-290	Single Family Residential	1	532.50
006-122-300	Single Family Residential	1	532.50
006-122-310	Single Family Residential	1	532.50
006-122-320	Single Family Residential	1	532.50
006-122-330	Single Family Residential	1	532.50
006-122-340	Single Family Residential	1	532.50
006-122-350	Single Family Residential	1	532.50
006-122-360	Single Family Residential	1	532.50
006-122-370	Single Family Residential	1	532.50
006-123-010	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-123-020	Single Family Residential	1	532.50
006-123-030	Single Family Residential	1	532.50
006-123-040	Single Family Residential	1	532.50
006-123-050	Single Family Residential	1	532.50
006-123-060	Single Family Residential	1	532.50
006-123-070	Single Family Residential	1	532.50
006-123-080	Single Family Residential	1	532.50
006-123-090	Single Family Residential	1	532.50
006-123-100	Single Family Residential	1	532.50
006-123-110	Single Family Residential	1	532.50
006-123-120	Single Family Residential	1	532.50
006-123-130	Single Family Residential	1	532.50
006-123-140	Single Family Residential	1	532.50
006-123-160	Single Family Residential	1	532.50
006-123-170	Single Family Residential	1	532.50
006-123-180	Single Family Residential	1	532.50
006-123-190	Single Family Residential	1	532.50
006-123-200	Single Family Residential	1	532.50
006-123-210	Single Family Residential	1	532.50
006-123-220	Single Family Residential	1	532.50
006-124-010	Single Family Residential	1	532.50
006-124-020	Single Family Residential	1	532.50
006-124-030	Single Family Residential	1	532.50
006-124-040	Single Family Residential	1	532.50
006-124-050	Single Family Residential	1	532.50
006-124-060	Multi-Family Residential	2	1,065.00
006-124-070	Single Family Residential	1	532.50
006-124-080	Single Family Residential	1	532.50
006-124-090	Single Family Residential	1	532.50
006-124-100	Single Family Residential	1	532.50
006-124-110	Single Family Residential	1	532.50
006-124-120	Single Family Residential	1	532.50
006-124-130	Single Family Residential	1	532.50
006-124-140	Single Family Residential	1	532.50
006-124-150	Single Family Residential	1	532.50
006-124-160	Single Family Residential	1	532.50
006-124-170	Single Family Residential	1	532.50
006-124-180	Single Family Residential	1	532.50
006-131-010	Single Family Residential	1	532.50
006-131-020	Single Family Residential	1	532.50
006-131-030	Single Family Residential	1	532.50
006-131-040	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-131-050	Single Family Residential	1	532.50
006-131-060	Single Family Residential	1	532.50
006-131-070	Single Family Residential	1	532.50
006-131-080	Single Family Residential	1	532.50
006-131-090	Single Family Residential	1	532.50
006-131-100	Single Family Residential	1	532.50
006-132-010	Single Family Residential	1	532.50
006-132-020	Single Family Residential	1	532.50
006-132-030	Single Family Residential	1	532.50
006-132-040	Single Family Residential	1	532.50
006-132-050	Single Family Residential	1	532.50
006-132-060	Single Family Residential	1	532.50
006-132-070	Single Family Residential	1	532.50
006-133-010	Single Family Residential	1	532.50
006-133-020	Single Family Residential	1	532.50
006-133-030	Single Family Residential	1	532.50
006-133-040	Single Family Residential	1	532.50
006-133-050	Single Family Residential	1	532.50
006-133-060	Single Family Residential	1	532.50
006-133-070	Single Family Residential	1	532.50
006-133-080	Single Family Residential	1	532.50
006-133-090	Single Family Residential	1	532.50
006-133-110	Single Family Residential	1	532.50
006-133-120	Single Family Residential	1	532.50
006-133-130	Single Family Residential	1	532.50
006-133-140	Single Family Residential	1	532.50
006-133-150	Single Family Residential	1	532.50
006-133-160	Single Family Residential	1	532.50
006-133-170	Single Family Residential	1	532.50
006-133-180	Single Family Residential	1	532.50
006-133-190	Single Family Residential	1	532.50
006-133-200	Single Family Residential	1	532.50
006-133-210	Single Family Residential	1	532.50
006-133-220	Single Family Residential	1	532.50
006-133-230	Single Family Residential	1	532.50
006-133-240	Single Family Residential	1	532.50
006-133-250	Single Family Residential	1	532.50
006-133-260	Single Family Residential	1	532.50
006-133-270	Single Family Residential	1	532.50
006-133-280	Single Family Residential	1	532.50
006-133-290	Single Family Residential	1	532.50
006-133-300	Single Family Residential	1	532.50

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APN	Land Use Classification	Units	Levy
006-133-310	Single Family Residential	1	532.50
006-133-320	Single Family Residential	1	532.50
006-133-330	Single Family Residential	1	532.50
006-133-340	Single Family Residential	1	532.50
006-133-350	Single Family Residential	1	532.50
006-133-360	Single Family Residential	1	532.50
006-133-370	Single Family Residential	1	532.50
006-133-380	Single Family Residential	1	532.50
006-133-390	Single Family Residential	1	532.50
006-133-400	Single Family Residential	1	532.50
006-133-410	Undeveloped	1	172.48
006-133-420	Non-residential	1	1,163.40
006-133-430	Single Family Residential	1	532.50
006-133-440	Single Family Residential	1	532.50
006-133-450	Single Family Residential	1	532.50
006-133-460	Single Family Residential	1	532.50
006-133-470	Single Family Residential	1	532.50
006-133-480	Single Family Residential	1	532.50
006-141-040	Single Family Residential	1	532.50
006-141-050	Single Family Residential	1	532.50
006-141-060	Single Family Residential	1	532.50
006-141-070	Residential Care	6	2,660.16
006-141-080	Single Family Residential	1	532.50
006-141-090	Single Family Residential	1	532.50
006-141-100	Non-Residential	1	1,163.40
006-141-110	Single Family Residential	1	532.50
006-142-010	Single Family Residential	1	532.50
006-142-020	Single Family Residential	1	532.50
006-142-030	Single Family Residential	1	532.50
006-142-040	Single Family Residential	1	532.50
006-142-050	Single Family Residential	1	532.50
006-142-060	Single Family Residential	1	532.50
006-142-070	Single Family Residential	1	532.50
006-142-080	Non-Residential	1	1,163.40
006-142-090	Single Family Residential	1	532.50
006-142-100	Single Family Residential	1	532.50
006-142-110	Single Family Residential	1	532.50
006-142-120	Single Family Residential	1	532.50
006-142-130	Single Family Residential	1	532.50
006-142-140	Single Family Residential	1	532.50
006-142-150	Single Family Residential	1	532.50
006-142-160	Single Family Residential	1	532.50

Slight variances may occur due to rounding

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APN	Land Use Classification	Units	Levy
006-142-170	Single Family Residential	1	532.50
006-142-180	Single Family Residential	1	532.50
006-142-190	Single Family Residential	1	532.50
006-142-200	Single Family Residential	1	532.50
006-142-210	Single Family Residential	1	532.50
006-151-010	Non-Residential	1	1,163.40
006-151-020	Single Family Residential	1	532.50
006-151-030	Single Family Residential	1	532.50
006-151-040	Single Family Residential	1	532.50
006-151-050	Single Family Residential	1	532.50
006-151-060	Single Family Residential	1	532.50
006-151-070	Residential Care	6	2,660.16
006-151-080	Single Family Residential	1	532.50
006-151-090	Single Family Residential	1	532.50
006-151-100	Residential Care	6	2,660.16
006-151-110	Single Family Residential	1	532.50
006-151-120	Residential Care	4	1,773.44
006-151-130	Single Family Residential	1	532.50
006-151-140	Single Family Residential	1	532.50
006-151-150	Single Family Residential	1	532.50
006-152-010	Non-residential	1	1,163.40
006-152-020	Single Family Residential	1	532.50
006-152-030	Single Family Residential	1	532.50
006-152-040	Single Family Residential	1	532.50
006-152-060	Non-residential	1	1,163.40
006-152-070	Single Family Residential	1	532.50
006-152-080	Single Family Residential	1	532.50
006-152-090	Single Family Residential	1	532.50
006-152-100	Multi-Family Residential	2	1,065.00
006-152-110	Single Family Residential	1	532.50
006-153-010	Single Family Residential	1	532.50
006-153-020	Single Family Residential	1	532.50
006-153-030	Single Family Residential	1	532.50
006-153-040	Single Family Residential	1	532.50
006-153-050	Single Family Residential	1	532.50
006-153-060	Single Family Residential	1	532.50
006-153-070	Single Family Residential	1	532.50
006-153-080	Single Family Residential	1	532.50
006-153-090	Single Family Residential	1	532.50
006-153-100	Single Family Residential	1	532.50
006-153-110	Single Family Residential	1	532.50
006-153-120	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-153-130	Single Family Residential	1	532.50
006-153-140	Single Family Residential	1	532.50
006-153-150	Single Family Residential	1	532.50
006-153-160	Single Family Residential	1	532.50
006-153-170	Single Family Residential	1	532.50
006-153-180	Single Family Residential	1	532.50
006-153-190	Single Family Residential	1	532.50
006-153-200	Single Family Residential	1	532.50
006-153-210	Single Family Residential	1	532.50
006-153-220	Single Family Residential	1	532.50
006-153-230	Single Family Residential	1	532.50
006-153-240	Single Family Residential	1	532.50
006-153-250	Single Family Residential	1	532.50
006-154-010	Single Family Residential	1	532.50
006-154-020	Single Family Residential	1	532.50
006-154-030	Residential Care	1	443.36
006-154-040	Non-residential	1	1,163.40
006-154-050	Single Family Residential	1	532.50
006-154-060	Single Family Residential	1	532.50
006-154-080	Single Family Residential	1	532.50
006-154-090	Single Family Residential	1	532.50
006-154-100	Single Family Residential	1	532.50
006-154-110	Single Family Residential	1	532.50
006-154-120	Non-residential	1	1,163.40
006-154-130	Single Family Residential	1	532.50
006-154-140	Single Family Residential	1	532.50
006-154-150	Single Family Residential	1	532.50
006-154-160	Single Family Residential	1	532.50
006-154-170	Single Family Residential	1	532.50
006-154-180	Single Family Residential	1	532.50
006-154-190	Residential Care	6	2,660.16
006-154-200	Single Family Residential	1	532.50
006-161-010	Single Family Residential	1	532.50
006-161-020	Single Family Residential	1	532.50
006-161-030	Single Family Residential	1	532.50
006-161-040	Single Family Residential	1	532.50
006-161-050	Single Family Residential	1	532.50
006-161-060	Single Family Residential	1	532.50
006-161-070	Single Family Residential	1	532.50
006-161-080	Single Family Residential	1	532.50
006-161-090	Single Family Residential	1	532.50
006-161-100	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-161-110	Single Family Residential	1	532.50
006-161-120	Single Family Residential	1	532.50
006-162-010	Single Family Residential	1	532.50
006-162-020	Single Family Residential	1	532.50
006-162-030	Single Family Residential	1	532.50
006-162-040	Single Family Residential	1	532.50
006-162-050	Single Family Residential	1	532.50
006-162-060	Single Family Residential	1	532.50
006-162-070	Single Family Residential	1	532.50
006-162-080	Single Family Residential	1	532.50
006-162-090	Single Family Residential	1	532.50
006-162-100	Single Family Residential	1	532.50
006-162-110	Single Family Residential	1	532.50
006-162-120	Single Family Residential	1	532.50
006-162-140	Single Family Residential	1	532.50
006-162-150	Single Family Residential	1	532.50
006-162-160	Single Family Residential	1	532.50
006-162-170	Single Family Residential	1	532.50
006-162-180	Single Family Residential	1	532.50
006-162-190	Single Family Residential	1	532.50
006-162-200	Single Family Residential	1	532.50
006-162-210	Single Family Residential	1	532.50
006-162-220	Single Family Residential	1	532.50
006-162-230	Single Family Residential	1	532.50
006-162-240	Single Family Residential	1	532.50
006-162-250	Single Family Residential	1	532.50
006-163-010	Single Family Residential	1	532.50
006-163-020	Single Family Residential	1	532.50
006-163-030	Single Family Residential	1	532.50
006-163-040	Residential Care	6	2,660.16
006-163-050	Single Family Residential	1	532.50
006-163-060	Single Family Residential	1	532.50
006-163-070	Single Family Residential	1	532.50
006-163-080	Single Family Residential	1	532.50
006-163-090	Single Family Residential	1	532.50
006-163-100	Single Family Residential	1	532.50
006-163-110	Single Family Residential	1	532.50
006-163-120	Single Family Residential	1	532.50
006-163-130	Undeveloped	1	172.48
006-163-140	Single Family Residential	1	532.50
006-164-020	Single Family Residential	1	532.50
006-164-030	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-164-040	Single Family Residential	1	532.50
006-164-050	Single Family Residential	1	532.50
006-164-060	Single Family Residential	1	532.50
006-165-020	Single Family Residential	1	532.50
006-165-030	Multi-Family Residential	2	1,065.00
006-165-040	Single Family Residential	1	532.50
006-165-050	Single Family Residential	1	532.50
006-165-060	Residential Care	6	2,660.16
006-171-010	Single Family Residential	1	532.50
006-171-020	Single Family Residential	1	532.50
006-171-030	Residential Care	6	2,660.16
006-171-040	Single Family Residential	1	532.50
006-171-050	Single Family Residential	1	532.50
006-171-060	Single Family Residential	1	532.50
006-171-070	Single Family Residential	1	532.50
006-171-080	Single Family Residential	1	532.50
006-171-090	Single Family Residential	1	532.50
006-171-100	Single Family Residential	1	532.50
006-171-110	Single Family Residential	1	532.50
006-171-120	Single Family Residential	1	532.50
006-171-130	Single Family Residential	1	532.50
006-171-140	Single Family Residential	1	532.50
006-171-150	Single Family Residential	1	532.50
006-172-010	Single Family Residential	1	532.50
006-172-020	Single Family Residential	1	532.50
006-172-030	Single Family Residential	1	532.50
006-172-040	Single Family Residential	1	532.50
006-172-050	Single Family Residential	1	532.50
006-172-060	Single Family Residential	1	532.50
006-172-070	Single Family Residential	1	532.50
006-172-080	Single Family Residential	1	532.50
006-172-090	Single Family Residential	1	532.50
006-172-100	Single Family Residential	1	532.50
006-172-110	Single Family Residential	1	532.50
006-172-120	Single Family Residential	1	532.50
006-172-130	Single Family Residential	1	532.50
006-172-140	Single Family Residential	1	532.50
006-172-150	Single Family Residential	1	532.50
006-172-160	Single Family Residential	1	532.50
006-172-170	Single Family Residential	1	532.50
006-172-180	Single Family Residential	1	532.50
006-172-190	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-172-200	Single Family Residential	1	532.50
006-172-220	Single Family Residential	1	532.50
006-172-230	Single Family Residential	1	532.50
006-172-240	Single Family Residential	1	532.50
006-172-250	Single Family Residential	1	532.50
006-172-260	Single Family Residential	1	532.50
006-172-270	Single Family Residential	1	532.50
006-172-280	Single Family Residential	1	532.50
006-172-290	Single Family Residential	1	532.50
006-172-300	Single Family Residential	1	532.50
006-172-310	Single Family Residential	1	532.50
006-172-320	Single Family Residential	1	532.50
006-172-330	Single Family Residential	1	532.50
006-172-340	Single Family Residential	1	532.50
006-172-350	Single Family Residential	1	532.50
006-172-360	Single Family Residential	1	532.50
006-172-370	Single Family Residential	1	532.50
006-172-380	Single Family Residential	1	532.50
006-172-390	Single Family Residential	1	532.50
006-172-400	Single Family Residential	1	532.50
006-172-410	Single Family Residential	1	532.50
006-172-420	Single Family Residential	1	532.50
006-172-430	Single Family Residential	1	532.50
006-172-440	Single Family Residential	1	532.50
006-172-450	Single Family Residential	1	532.50
006-173-010	Single Family Residential	1	532.50
006-173-020	Single Family Residential	1	532.50
006-173-030	Single Family Residential	1	532.50
006-173-040	Single Family Residential	1	532.50
006-173-050	Single Family Residential	1	532.50
006-174-010	Single Family Residential	1	532.50
006-174-020	Single Family Residential	1	532.50
006-174-030	Single Family Residential	1	532.50
006-174-040	Single Family Residential	1	532.50
006-174-050	Single Family Residential	1	532.50
006-174-060	Single Family Residential	1	532.50
006-174-070	Single Family Residential	1	532.50
006-174-080	Single Family Residential	1	532.50
006-174-090	Single Family Residential	1	532.50
006-174-100	Single Family Residential	1	532.50
006-174-110	Single Family Residential	1	532.50
006-174-120	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-174-130	Residential Care	6	2,660.16
006-174-140	Single Family Residential	1	532.50
006-174-150	Single Family Residential	1	532.50
006-174-160	Single Family Residential	1	532.50
006-181-130	Single Family Residential	1	532.50
006-181-140	Single Family Residential	1	532.50
006-181-150	Single Family Residential	1	532.50
006-181-160	Single Family Residential	1	532.50
006-182-010	Single Family Residential	1	532.50
006-182-020	Single Family Residential	1	532.50
006-182-030	Single Family Residential	1	532.50
006-182-040	Single Family Residential	1	532.50
006-182-050	Single Family Residential	1	532.50
006-182-060	Single Family Residential	1	532.50
006-182-100	Single Family Residential	1	532.50
006-182-110	Single Family Residential	1	532.50
006-182-120	Single Family Residential	1	532.50
006-182-130	Single Family Residential	1	532.50
006-182-140	Single Family Residential	1	532.50
006-182-150	Single Family Residential	1	532.50
006-182-160	Single Family Residential	1	532.50
006-183-010	Single Family Residential	1	532.50
006-183-020	Single Family Residential	1	532.50
006-183-030	Single Family Residential	1	532.50
006-183-040	Single Family Residential	1	532.50
006-183-050	Single Family Residential	1	532.50
006-183-060	Single Family Residential	1	532.50
006-183-070	Single Family Residential	1	532.50
006-183-080	Single Family Residential	1	532.50
006-183-090	Single Family Residential	1	532.50
006-183-130	Single Family Residential	1	532.50
006-183-140	Single Family Residential	1	532.50
006-183-150	Single Family Residential	1	532.50
006-183-160	Single Family Residential	1	532.50
006-183-170	Single Family Residential	1	532.50
006-183-180	Single Family Residential	1	532.50
006-184-010	Single Family Residential	1	532.50
006-184-020	Single Family Residential	1	532.50
006-184-030	Single Family Residential	1	532.50
006-184-040	Single Family Residential	1	532.50
006-184-050	Single Family Residential	1	532.50
006-184-060	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-184-070	Single Family Residential	1	532.50
006-184-080	Single Family Residential	1	532.50
006-184-090	Residential Care	4	1,773.44
006-184-100	Single Family Residential	1	532.50
006-184-110	Single Family Residential	1	532.50
006-184-120	Residential Care	6	2,660.16
006-184-130	Single Family Residential	1	532.50
006-184-140	Single Family Residential	1	532.50
006-185-010	Single Family Residential	1	532.50
006-185-020	Single Family Residential	1	532.50
006-185-030	Single Family Residential	1	532.50
006-185-040	Single Family Residential	1	532.50
006-185-050	Single Family Residential	1	532.50
006-185-060	Single Family Residential	1	532.50
006-185-070	Single Family Residential	1	532.50
006-185-080	Single Family Residential	1	532.50
006-185-090	Single Family Residential	1	532.50
006-185-100	Single Family Residential	1	532.50
006-185-110	Single Family Residential	1	532.50
006-185-120	Single Family Residential	1	532.50
006-185-130	Single Family Residential	1	532.50
006-185-140	Residential Care	6	2,660.16
006-185-150	Single Family Residential	1	532.50
006-185-160	Single Family Residential	1	532.50
006-185-170	Single Family Residential	1	532.50
006-185-180	Single Family Residential	1	532.50
006-185-190	Single Family Residential	1	532.50
006-185-200	Single Family Residential	1	532.50
006-186-010	Single Family Residential	1	532.50
006-186-020	Single Family Residential	1	532.50
006-186-030	Single Family Residential	1	532.50
006-186-040	Single Family Residential	1	532.50
006-186-050	Single Family Residential	1	532.50
006-186-060	Single Family Residential	1	532.50
006-186-070	Single Family Residential	1	532.50
006-186-080	Single Family Residential	1	532.50
006-186-090	Single Family Residential	1	532.50
006-186-100	Single Family Residential	1	532.50
006-186-110	Single Family Residential	1	532.50
006-186-120	Single Family Residential	1	532.50
006-186-130	Single Family Residential	1	532.50
006-186-140	Single Family Residential	1	532.50

Slight variances may occur due to rounding



**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-186-150	Single Family Residential	1	532.50
006-186-160	Single Family Residential	1	532.50
006-186-170	Single Family Residential	1	532.50
006-186-180	Single Family Residential	1	532.50
006-186-190	Single Family Residential	1	532.50
006-186-200	Single Family Residential	1	532.50
006-188-040	Single Family Residential	1	532.50
006-188-050	Single Family Residential	1	532.50
006-188-060	Single Family Residential	1	532.50
006-188-070	Single Family Residential	1	532.50
006-196-040	Non-Residential	1	1,163.40
006-196-160	Non-Residential	1	1,163.40
006-196-230	Single Family Residential	1	532.50
006-196-240	Single Family Residential	1	532.50
006-196-250	Single Family Residential	1	532.50
006-196-260	Single Family Residential	1	532.50
006-196-270	Multi-Family Residential	2	1,065.00
006-196-430	Non-Residential	1	1,163.40
006-196-460	Non-Residential	1	1,163.40
006-311-010	Single Family Residential	1	532.50
006-311-020	Single Family Residential	1	532.50
006-311-030	Single Family Residential	1	532.50
006-311-040	Single Family Residential	1	532.50
006-311-050	Single Family Residential	1	532.50
006-311-060	Single Family Residential	1	532.50
006-311-070	Single Family Residential	1	532.50
006-311-080	Single Family Residential	1	532.50
006-311-090	Single Family Residential	1	532.50
006-311-100	Single Family Residential	1	532.50
006-311-110	Single Family Residential	1	532.50
006-311-120	Non-residential	1	1,163.40
006-311-130	Single Family Residential	1	532.50
006-311-140	Single Family Residential	1	532.50
006-311-150	Single Family Residential	1	532.50
006-311-160	Multi-Family	2	973.30
006-311-170	Single Family Residential	1	532.50
006-311-180	Single Family Residential	1	532.50
006-311-190	Single Family Residential	1	532.50
006-311-200	Multi-Family Residential	2	1,065.00
006-312-010	Single Family Residential	1	532.50
006-312-020	Single Family Residential	1	532.50
006-312-030	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-312-040	Single Family Residential	1	532.50
006-312-050	Single Family Residential	1	532.50
006-312-060	Single Family Residential	1	532.50
006-312-070	Single Family Residential	1	532.50
006-312-080	Single Family Residential	1	532.50
006-312-090	Undeveloped	1	172.48
006-312-100	Single Family Residential	1	532.50
006-312-110	Undeveloped	1	172.48
006-312-120	Single Family Residential	1	532.50
006-312-130	Single Family Residential	1	532.50
006-312-140	Single Family Residential	1	532.50
006-312-150	Single Family Residential	1	532.50
006-312-160	Single Family Residential	1	532.50
006-312-170	Single Family Residential	1	532.50
006-312-180	Single Family Residential	1	532.50
006-312-190	Single Family Residential	1	532.50
006-312-200	Single Family Residential	1	532.50
006-312-210	Single Family Residential	1	532.50
006-312-220	Single Family Residential	1	532.50
006-312-230	Single Family Residential	1	532.50
006-312-240	Single Family Residential	1	532.50
006-312-250	Single Family Residential	1	532.50
006-312-260	Single Family Residential	1	532.50
006-312-270	Single Family Residential	1	532.50
006-312-280	Single Family Residential	1	532.50
006-312-290	Single Family Residential	1	532.50
006-312-300	Single Family Residential	1	532.50
006-312-310	Single Family Residential	1	532.50
006-312-320	Single Family Residential	1	532.50
006-312-330	Single Family Residential	1	532.50
006-312-340	Undeveloped	1	172.48
006-312-350	Multi-Family Residential	2	1,065.00
006-312-360	Single Family Residential	1	532.50
006-312-370	Single Family Residential	1	532.50
006-312-380	Single Family Residential	1	532.50
006-312-390	Single Family Residential	1	532.50
006-312-400	Single Family Residential	1	532.50
006-312-410	Single Family Residential	1	532.50
006-312-420	Single Family Residential	1	532.50
006-312-430	Single Family Residential	1	532.50
006-312-440	Single Family Residential	1	532.50
006-312-450	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-312-460	Single Family Residential	1	532.50
006-312-470	Single Family Residential	1	532.50
006-312-480	Single Family Residential	1	532.50
006-312-490	Single Family Residential	1	532.50
006-312-500	Single Family Residential	1	532.50
006-312-510	Single Family Residential	1	532.50
006-312-520	Single Family Residential	1	532.50
006-312-530	Single Family Residential	1	532.50
006-312-540	Single Family Residential	1	532.50
006-312-550	Single Family Residential	1	532.50
006-312-560	Single Family Residential	1	532.50
006-312-570	Single Family Residential	1	532.50
006-312-580	Single Family Residential	1	532.50
006-312-590	Single Family Residential	1	532.50
006-312-600	Single Family Residential	1	532.50
006-312-610	Single Family Residential	1	532.50
006-312-620	Single Family Residential	1	532.50
006-312-630	Single Family Residential	1	532.50
006-312-640	Single Family Residential	1	532.50
006-312-650	Single Family Residential	1	532.50
006-312-660	Single Family Residential	1	532.50
006-312-670	Single Family Residential	1	532.50
006-312-680	Single Family Residential	1	532.50
006-312-690	Single Family Residential	1	532.50
006-312-700	Single Family Residential	1	532.50
006-321-010	Single Family Residential	1	532.50
006-321-020	Single Family Residential	1	532.50
006-321-030	Single Family Residential	1	532.50
006-321-040	Single Family Residential	1	532.50
006-321-050	Single Family Residential	1	532.50
006-321-060	Single Family Residential	1	532.50
006-321-070	Single Family Residential	1	532.50
006-321-080	Single Family Residential	1	532.50
006-321-090	Single Family Residential	1	532.50
006-321-100	Single Family Residential	1	532.50
006-321-110	Single Family Residential	1	532.50
006-321-120	Single Family Residential	1	532.50
006-321-130	Single Family Residential	1	532.50
006-321-140	Single Family Residential	1	532.50
006-321-150	Single Family Residential	1	532.50
006-321-160	Single Family Residential	1	532.50
006-321-170	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-321-180	Single Family Residential	1	532.50
006-321-190	Single Family Residential	1	532.50
006-321-200	Single Family Residential	1	532.50
006-321-210	Single Family Residential	1	532.50
006-321-220	Single Family Residential	1	532.50
006-321-230	Single Family Residential	1	532.50
006-321-240	Single Family Residential	1	532.50
006-321-250	Single Family Residential	1	532.50
006-321-260	Single Family Residential	1	532.50
006-321-270	Single Family Residential	1	532.50
006-321-280	Residential Care	6	2,660.16
006-321-290	Single Family Residential	1	532.50
006-321-300	Single Family Residential	1	532.50
006-321-310	Single Family Residential	1	532.50
006-321-320	Single Family Residential	1	532.50
006-321-330	Single Family Residential	1	532.50
006-321-340	Single Family Residential	1	532.50
006-321-350	Single Family Residential	1	532.50
006-321-360	Single Family Residential	1	532.50
006-321-370	Single Family Residential	1	532.50
006-321-380	Single Family Residential	1	532.50
006-321-390	Single Family Residential	1	532.50
006-321-400	Single Family Residential	1	532.50
006-322-010	Single Family Residential	1	532.50
006-322-020	Single Family Residential	1	532.50
006-322-030	Single Family Residential	1	532.50
006-322-040	Single Family Residential	1	532.50
006-322-050	Single Family Residential	1	532.50
006-322-060	Single Family Residential	1	532.50
006-322-070	Single Family Residential	1	532.50
006-322-080	Single Family Residential	1	532.50
006-322-090	Single Family Residential	1	532.50
006-322-100	Single Family Residential	1	532.50
006-322-110	Single Family Residential	1	532.50
006-322-120	Single Family Residential	1	532.50
006-322-130	Single Family Residential	1	532.50
006-322-140	Single Family Residential	1	532.50
006-322-150	Single Family Residential	1	532.50
006-322-160	Single Family Residential	1	532.50
006-322-170	Single Family Residential	1	532.50
006-322-180	Single Family Residential	1	532.50
006-322-190	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-322-200	Single Family Residential	1	532.50
006-322-210	Single Family Residential	1	532.50
006-322-220	Single Family Residential	1	532.50
006-322-230	Single Family Residential	1	532.50
006-322-240	Single Family Residential	1	532.50
006-322-250	Single Family Residential	1	532.50
006-322-280	Single Family Residential	1	532.50
006-322-290	Single Family Residential	1	532.50
006-322-300	Single Family Residential	1	532.50
006-322-310	Single Family Residential	1	532.50
006-322-320	Single Family Residential	1	532.50
006-322-330	Single Family Residential	1	532.50
006-322-340	Single Family Residential	1	532.50
006-322-350	Single Family Residential	1	532.50
006-322-370	Single Family Residential	1	532.50
006-322-380	Single Family Residential	1	532.50
006-322-390	Single Family Residential	1	532.50
006-322-400	Single Family Residential	1	532.50
006-322-410	Single Family Residential	1	532.50
006-322-420	Single Family Residential	1	532.50
006-322-430	Single Family Residential	1	532.50
006-322-440	Single Family Residential	1	532.50
006-322-450	Single Family Residential	1	532.50
006-322-460	Single Family Residential	1	532.50
006-322-470	Single Family Residential	1	532.50
006-322-480	Single Family Residential	1	532.50
006-322-490	Single Family Residential	1	532.50
006-322-500	Single Family Residential	1	532.50
006-322-510	Single Family Residential	1	532.50
006-322-520	Single Family Residential	1	532.50
006-322-530	Single Family Residential	1	532.50
006-322-540	Single Family Residential	1	532.50
006-322-550	Single Family Residential	1	532.50
006-322-560	Single Family Residential	1	532.50
006-322-590	Single Family Residential	1	532.50
006-323-010	Single Family Residential	1	532.50
006-323-020	Single Family Residential	1	532.50
006-323-030	Single Family Residential	1	532.50
006-323-040	Single Family Residential	1	532.50
006-323-050	Single Family Residential	1	532.50
006-323-060	Single Family Residential	1	532.50
006-323-070	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-323-080	Single Family Residential	1	532.50
006-323-090	Single Family Residential	1	532.50
006-323-100	Single Family Residential	1	532.50
006-323-110	Single Family Residential	1	532.50
006-323-120	Single Family Residential	1	532.50
006-323-130	Single Family Residential	1	532.50
006-323-140	Single Family Residential	1	532.50
006-323-150	Single Family Residential	1	532.50
006-323-160	Single Family Residential	1	532.50
006-323-170	Single Family Residential	1	532.50
006-323-180	Single Family Residential	1	532.50
006-323-190	Single Family Residential	1	532.50
006-323-200	Single Family Residential	1	532.50
006-331-010	Single Family Residential	1	532.50
006-331-020	Single Family Residential	1	532.50
006-331-030	Single Family Residential	1	532.50
006-331-040	Single Family Residential	1	532.50
006-331-050	Single Family Residential	1	532.50
006-331-060	Single Family Residential	1	532.50
006-331-070	Single Family Residential	1	532.50
006-331-080	Single Family Residential	1	532.50
006-331-090	Single Family Residential	1	532.50
006-331-100	Single Family Residential	1	532.50
006-331-110	Single Family Residential	1	532.50
006-331-120	Single Family Residential	1	532.50
006-331-130	Single Family Residential	1	532.50
006-331-140	Single Family Residential	1	532.50
006-331-150	Single Family Residential	1	532.50
006-331-160	Single Family Residential	1	532.50
006-331-170	Single Family Residential	1	532.50
006-331-180	Single Family Residential	1	532.50
006-331-190	Single Family Residential	1	532.50
006-332-010	Single Family Residential	1	532.50
006-332-020	Single Family Residential	1	532.50
006-332-030	Single Family Residential	1	532.50
006-332-040	Single Family Residential	1	532.50
006-332-050	Single Family Residential	1	532.50
006-332-060	Single Family Residential	1	532.50
006-332-070	Single Family Residential	1	532.50
006-332-080	Single Family Residential	1	532.50
006-332-090	Single Family Residential	1	532.50
006-332-100	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-332-110	Single Family Residential	1	532.50
006-332-120	Single Family Residential	1	532.50
006-332-130	Single Family Residential	1	532.50
006-332-140	Single Family Residential	1	532.50
006-332-150	Single Family Residential	1	532.50
006-332-160	Single Family Residential	1	532.50
006-332-170	Single Family Residential	1	532.50
006-332-180	Single Family Residential	1	532.50
006-332-190	Single Family Residential	1	532.50
006-332-200	Single Family Residential	1	532.50
006-332-210	Single Family Residential	1	532.50
006-332-220	Residential Care	4	1,773.44
006-332-230	Single Family Residential	1	532.50
006-332-240	Single Family Residential	1	532.50
006-332-250	Single Family Residential	1	532.50
006-332-260	Single Family Residential	1	532.50
006-332-270	Single Family Residential	1	532.50
006-332-280	Single Family Residential	1	532.50
006-332-290	Single Family Residential	1	532.50
006-333-010	Single Family Residential	1	532.50
006-333-020	Single Family Residential	1	532.50
006-333-030	Single Family Residential	1	532.50
006-333-040	Single Family Residential	1	532.50
006-333-050	Single Family Residential	1	532.50
006-333-060	Single Family Residential	1	532.50
006-333-070	Single Family Residential	1	532.50
006-333-080	Single Family Residential	1	532.50
006-333-090	Single Family Residential	1	532.50
006-333-100	Single Family Residential	1	532.50
006-333-110	Single Family Residential	1	532.50
006-333-120	Single Family Residential	1	532.50
006-333-130	Single Family Residential	1	532.50
006-333-140	Single Family Residential	1	532.50
006-333-150	Single Family Residential	1	532.50
006-333-160	Single Family Residential	1	532.50
006-333-170	Single Family Residential	1	532.50
006-333-180	Single Family Residential	1	532.50
006-333-190	Single Family Residential	1	532.50
006-333-200	Single Family Residential	1	532.50
006-333-210	Residential Care	6	2,660.16
006-334-010	Single Family Residential	1	532.50
006-334-020	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-334-030	Single Family Residential	1	532.50
006-334-040	Single Family Residential	1	532.50
006-334-050	Single Family Residential	1	532.50
006-334-060	Single Family Residential	1	532.50
006-334-070	Single Family Residential	1	532.50
006-334-080	Single Family Residential	1	532.50
006-334-090	Single Family Residential	1	532.50
006-334-100	Single Family Residential	1	532.50
006-334-110	Single Family Residential	1	532.50
006-335-010	Single Family Residential	1	532.50
006-335-020	Single Family Residential	1	532.50
006-335-030	Single Family Residential	1	532.50
006-335-040	Single Family Residential	1	532.50
006-335-050	Single Family Residential	1	532.50
006-335-060	Single Family Residential	1	532.50
006-335-070	Single Family Residential	1	532.50
006-335-080	Single Family Residential	1	532.50
006-335-090	Single Family Residential	1	532.50
006-335-100	Single Family Residential	1	532.50
006-335-110	Single Family Residential	1	532.50
006-335-120	Single Family Residential	1	532.50
006-335-130	Single Family Residential	1	532.50
006-335-150	Single Family Residential	1	532.50
006-335-170	Single Family Residential	1	532.50
006-335-180	Single Family Residential	1	532.50
006-335-190	Single Family Residential	1	532.50
006-335-200	Single Family Residential	1	532.50
006-335-210	Single Family Residential	1	532.50
006-335-220	Single Family Residential	1	532.50
006-335-230	Single Family Residential	1	532.50
006-335-240	Single Family Residential	1	532.50
006-335-250	Single Family Residential	1	532.50
006-335-260	Single Family Residential	1	532.50
006-335-270	Single Family Residential	1	532.50
006-335-290	Single Family Residential	1	532.50
006-336-010	Single Family Residential	1	532.50
006-336-020	Single Family Residential	1	532.50
006-336-030	Single Family Residential	1	532.50
006-336-040	Single Family Residential	1	532.50
006-336-050	Single Family Residential	1	532.50
006-336-080	Single Family Residential	1	532.50
006-336-090	Single Family Residential	1	532.50

Slight variances may occur due to rounding



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**Broadmoor Police Protection District**  
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APN	Land Use Classification	Units	Levy
006-336-100	Single Family Residential	1	532.50
006-336-110	Single Family Residential	1	532.50
006-336-120	Single Family Residential	1	532.50
006-336-130	Single Family Residential	1	532.50
006-336-140	Single Family Residential	1	532.50
006-336-150	Single Family Residential	1	532.50
006-336-160	Single Family Residential	1	532.50
006-336-170	Single Family Residential	1	532.50
006-336-180	Single Family Residential	1	532.50
006-336-190	Single Family Residential	1	532.50
006-336-200	Single Family Residential	1	532.50
006-336-210	Non-Residential	1	1,163.40
006-336-220	Single Family Residential	1	532.50
006-341-050	Single Family Residential	1	532.50
006-341-060	Single Family Residential	1	532.50
006-342-070	Non-Residential	1	1,163.40
006-342-080	Single Family Residential	1	532.50
006-342-090	Single Family Residential	1	532.50
006-343-020	Non-Residential	1	1,163.40
006-343-030	Single Family Residential	1	532.50
006-343-040	Single Family Residential	1	532.50
006-343-060	Single Family Residential	1	532.50
006-343-130	Single Family Residential	1	532.50
006-343-140	Single Family Residential	1	532.50
006-343-170	Single Family Residential	1	532.50
006-343-180	Single Family Residential	1	532.50
006-343-190	Single Family Residential	1	532.50
006-345-090	Single Family Residential	1	532.50
006-345-100	Single Family Residential	1	532.50
006-345-120	Single Family Residential	1	532.50
006-345-130	Single Family Residential	1	532.50
006-353-070	Multi-Family Residential	11	5,857.50
006-353-080	Multi-Family Residential	11	5,857.50
006-353-090	Multi-Family Residential	11	5,857.50
006-353-100	Multi-Family Residential	11	5,857.50
006-353-110	Multi-Family Residential	11	5,857.50
006-353-120	Multi-Family Residential	11	5,857.50
006-353-130	Multi-Family Residential	11	5,857.50
006-353-140	Multi-Family Residential	11	5,857.50
006-364-150	Non-Residential	1	1,163.40
006-364-160	Multi-Family Residential	8	4,260.00
006-364-170	Multi-Family Residential	2	1,065.00

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-364-180	Non-Residential	1	1,163.40
006-364-250	Non-Residential	1	1,163.40
006-364-290	Multi-Family Residential	74	39,405.00
006-364-300	Undeveloped	1	172.48
006-372-010	Mixed Use	8	7,414.54
006-372-020	Non-Residential	1	1,163.40
006-372-030	Non-Residential	1	1,163.40
006-372-040	Single Family Residential	1	532.50
006-372-050	Non-Residential	1	1,163.40
006-372-060	Non-Residential	1	1,163.40
006-372-070	Non-Residential	1	1,163.40
006-372-080	Multi-Family Residential	4	2,130.00
006-372-100	Non-Residential	1	1,163.40
006-372-170	Non-Residential	1	1,163.40
006-372-180	Non-Residential	1	1,163.40
006-373-030	Non-Residential	1	1,163.40
006-373-040	Single Family Residential	1	532.50
006-373-050	Multi-Family Residential	4	2,130.00
006-373-120	Single Family Residential	1	532.50
006-373-130	Non-Residential	1	1,163.40
006-373-140	Non-residential	1	1,163.40
006-373-150	Multi-Family Residential	20	10,650.00
006-391-020	Non-Residential	1	1,163.40
006-391-030	Non-Residential	1	1,163.40
006-391-040	Non-Residential	1	1,163.40
006-391-050	Undeveloped	1	172.48
006-391-060	Non-Residential	1	1,163.40
006-392-010	Single Family Residential	1	532.50
006-392-020	Single Family Residential	1	532.50
006-392-030	Multi-Family Residential	3	1,597.50
006-392-040	Single Family Residential	1	532.50
006-393-010	Single Family Residential	1	532.50
006-393-020	Single Family Residential	1	532.50
006-393-030	Single Family Residential	1	532.50
006-393-040	Multi-Family Residential	2	1,065.00
006-393-050	Undeveloped	1	172.48
006-393-060	Single Family Residential	1	532.50
006-393-070	Single Family Residential	1	532.50
006-393-220	Single Family Residential	1	532.50
006-393-230	Single Family Residential	1	532.50
006-393-240	Single Family Residential	1	532.50
006-393-250	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-393-260	Single Family Residential	1	532.50
006-393-270	Single Family Residential	1	532.50
006-393-300	Multi-Family Residential	3	1,597.50
006-393-310	Multi-Family Residential	2	1,065.00
006-413-020	Single Family Residential	1	532.50
006-413-030	Single Family Residential	1	532.50
006-413-040	Single Family Residential	1	532.50
006-413-050	Single Family Residential	1	532.50
006-413-060	Single Family Residential	1	532.50
006-414-010	Single Family Residential	1	532.50
006-414-020	Single Family Residential	1	532.50
006-414-030	Single Family Residential	1	532.50
006-414-040	Single Family Residential	1	532.50
006-414-050	Single Family Residential	1	532.50
006-414-060	Single Family Residential	1	532.50
006-473-010	Non-Residential	1	1,163.40
006-473-020	Single Family Residential	1	532.50
006-473-030	Single Family Residential	1	532.50
006-473-070	Non-Residential	1	1,163.40
006-473-100	Single Family Residential	1	532.50
006-473-120	Multi-Family Residential	2	1,065.00
006-473-130	Non-Residential	1	1,163.40
006-473-140	Non-Residential	1	1,163.40
006-482-030	Single Family Residential	1	532.50
006-482-040	Non-Residential	1	1,163.40
006-482-050	Non-Residential	1	1,163.40
006-483-050	Single Family Residential	1	532.50
006-483-060	Non-Residential	1	1,163.40
006-483-070	Single Family Residential	1	532.50
006-483-080	Single Family Residential	1	532.50
006-484-100	Multi-Family Residential	2	1,065.00
006-484-110	Non-Residential	1	1,163.40
006-484-140	Non-Residential	1	1,163.40
006-484-150	Non-Residential	1	1,163.40
006-484-160	Non-Residential	1	1,163.40
006-484-170	Non-Residential	1	1,163.40
006-488-100	Single Family Residential	1	532.50
006-488-110	Single Family Residential	1	532.50
006-488-120	Single Family Residential	1	532.50
006-488-130	Non-Residential	1	1,163.40
006-488-140	Single Family Residential	1	532.50
006-488-150	Non-Residential	1	1,163.40

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
006-488-160	Single Family Residential	1	532.50
006-488-170	Mixed Use	3	3,490.22
008-113-030	Non-Residential	1	1,163.40
008-113-040	Non-Residential	1	1,163.40
008-113-050	Undeveloped	1	172.48
008-113-060	Non-Residential	1	1,163.40
008-113-070	Non-Residential	1	1,163.40
008-113-080	Undeveloped	1	172.48
008-113-090	Undeveloped	1	172.48
008-113-100	Mixed Use	2	2,326.82
008-113-110	Undeveloped	1	172.48
008-113-120	Undeveloped	1	172.48
008-113-130	Undeveloped	1	172.48
008-121-020	Single Family Residential	1	532.50
008-121-030	Single Family Residential	1	532.50
008-121-040	Multi-Family Residential	8	4,260.00
008-121-110	Undeveloped	1	172.48
008-121-130	Single Family Residential	1	532.50
008-121-140	Single Family Residential	1	532.50
008-121-150	Non-Residential	1	1,163.40
008-121-170	Single Family Residential	1	532.50
008-121-180	Single Family Residential	1	532.50
008-121-190	Multi-Family Residential	30	15,975.00
008-122-040	Non-Residential	1	1,163.40
008-122-050	Non-Residential	1	1,163.40
008-122-060	Non-Residential	1	1,163.40
008-122-100	Undeveloped	1	172.48
008-122-120	Undeveloped	1	172.48
008-122-130	Undeveloped	1	172.48
008-122-140	Multi-Family Residential	153	81,472.50
008-122-150	Undeveloped	1	172.48
008-122-160	Undeveloped	1	172.48
008-125-010	Non-Residential	1	1,163.40
008-125-020	Single Family Residential	1	532.50
008-125-030	Multi-Family Residential	2	1,065.00
008-125-040	Single Family Residential	1	532.50
008-125-050	Single Family Residential	1	532.50
008-125-060	Single Family Residential	1	532.50
008-125-070	Single Family Residential	1	532.50
008-125-080	Single Family Residential	1	532.50
008-125-090	Multi-Family Residential	2	1,065.00
008-125-100	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
008-125-110	Multi-Family Residential	2	1,065.00
008-125-120	Multi-Family Residential	2	1,065.00
008-125-130	Single Family Residential	1	532.50
008-125-140	Single Family Residential	1	532.50
008-125-150	Single Family Residential	1	532.50
008-125-270	Multi-Family Residential	2	1,065.00
100-840-010	Single Family Residential	1	532.50
100-840-020	Single Family Residential	1	532.50
100-840-030	Single Family Residential	1	532.50
100-840-040	Single Family Residential	1	532.50
100-840-050	Single Family Residential	1	532.50
100-840-060	Single Family Residential	1	532.50
100-840-070	Single Family Residential	1	532.50
100-840-080	Single Family Residential	1	532.50
100-840-090	Single Family Residential	1	532.50
100-840-100	Single Family Residential	1	532.50
100-840-110	Single Family Residential	1	532.50
100-840-120	Single Family Residential	1	532.50
100-840-130	Single Family Residential	1	532.50
100-840-140	Single Family Residential	1	532.50
100-840-150	Single Family Residential	1	532.50
100-840-160	Single Family Residential	1	532.50
100-840-170	Single Family Residential	1	532.50
100-840-180	Single Family Residential	1	532.50
100-840-190	Single Family Residential	1	532.50
100-840-200	Single Family Residential	1	532.50
100-840-210	Single Family Residential	1	532.50
100-840-220	Single Family Residential	1	532.50
100-840-230	Single Family Residential	1	532.50
100-840-240	Single Family Residential	1	532.50
100-840-250	Single Family Residential	1	532.50
100-840-260	Single Family Residential	1	532.50
100-840-270	Single Family Residential	1	532.50
100-840-280	Single Family Residential	1	532.50
100-840-290	Single Family Residential	1	532.50
100-840-300	Single Family Residential	1	532.50
100-840-310	Single Family Residential	1	532.50
100-840-320	Single Family Residential	1	532.50
100-840-330	Single Family Residential	1	532.50
100-840-340	Single Family Residential	1	532.50
100-840-350	Single Family Residential	1	532.50
100-840-360	Single Family Residential	1	532.50

Slight variances may occur due to rounding

**Broadmoor Police Protection District**  
**Broadmoor Police Protection District**  
**Final Billing Detail Report for Fiscal Year 2024/25**

APN	Land Use Classification	Units	Levy
100-840-370	Single Family Residential	1	532.50
100-840-380	Single Family Residential	1	532.50
100-840-390	Single Family Residential	1	532.50
100-840-400	Single Family Residential	1	532.50
100-840-410	Single Family Residential	1	532.50
100-840-420	Single Family Residential	1	532.50
100-840-430	Single Family Residential	1	532.50
100-840-440	Single Family Residential	1	532.50
100-840-450	Single Family Residential	1	532.50
100-840-460	Single Family Residential	1	532.50
100-840-470	Single Family Residential	1	532.50
100-840-480	Single Family Residential	1	532.50
103-330-010	Single Family Residential	1	532.50
103-330-020	Single Family Residential	1	532.50
103-330-030	Single Family Residential	1	532.50
103-330-040	Single Family Residential	1	532.50
103-330-050	Single Family Residential	1	532.50
103-330-060	Single Family Residential	1	532.50
103-330-070	Single Family Residential	1	532.50
103-330-080	Single Family Residential	1	532.50
133-000-580	Non-Residential	1	1,163.40
<b>1,533 Accounts</b>		<b>2056</b>	<b>\$1,117,411.28</b>

Slight variances may occur due to rounding



32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.676.7516  
[www.nbsgov.com](http://www.nbsgov.com)

April 28, 2025

Chief Michael Connolly  
Chief of Police  
**Broadmoor Police Protection District**  
388 – 88<sup>th</sup> Street  
Daly City, CA 94015

**Subject: Agreement to Provide Boundary Audit Services for the Broadmoor Police Protection District**

Dear Chief Connolly,

NBS would like to thank you for the opportunity to provide Boundary Audit Services for Broadmoor Police Protection District ("District"). We look forward to continuing our professional relationship.

Please review and upon signing, email one copy to [contracts@nbsgov.com](mailto:contracts@nbsgov.com).

#### Scope of Services

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#### GIS Boundary Audit Services

##### KICK-OFF MEETING, PROJECT SCHEDULE

NBS will meet with District staff, legal counsel, and other interested parties to:

- Establish lines of communication
- Clarify the specific project goals and criteria that will meet the District's preference
- Review GIS data available from the District, County and other sources
- Identify potential uses of the GIS Mapping data to refine mapping features

##### BOUNDARY AUDIT

NBS will compile available data, including County Assessor's data, LAFCO records, records of the District, County GIS data files and other reliable sources to review the boundary of the District and best determine the District boundary.

##### DISTRICT GEODATABASE

Create and provide to the District, GIS Shapefiles including the following feature classes:

- Boundaries feature class that reflects the District's boundary based on available audit and research data along with other local agencies such as neighboring cities/special districts and the County.
- Parcels feature class including select property data such as land use and assessed value.

##### WEBMAP

Create and host a Webmap that includes the District geodatabase including the feature class data described above. The Webmap can be linked to or integrated within the District's website.

## Fees

### GIS Boundary Audit Services

Consulting Fee .....	\$18,500
In Person Meeting Attendance.....	\$1,500 per meeting

### EXPENSES

Customary out-of-pocket expenses will be billed to the District at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

### ADDITIONAL SERVICES

The following table shows our current hourly rates. Additional services authorized by the District but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Senior Review	\$275
Director	\$250
Associate Director / Engineer	\$225
Senior Consultant	\$200
Consultant	\$175
Senior Project Analyst	\$165
Project Analyst	\$150
Project Resource Analyst	\$130
Clerical / Support	\$110

### TERMS

Consulting services will be invoiced on a monthly basis. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month. Either party can cancel this contract with 30 days written notice.

### DISTRICT'S RESPONSIBILITIES

The District shall furnish NBS with any pertinent information that is available to District and applicable to the Services. The District shall designate a person to act with authority on its behalf in respect to the Services. The District shall promptly respond to NBS' requests for reviews and approvals of its work, and to its requests for decisions related to the Services. District understands and agrees that NBS is entitled to rely on all information, data and documents (collectively, "Information") supplied to NBS by District or any of its agents, contractors or proxies or obtained by NBS from other usual and customary sources including



other government sources or proxies as being accurate and correct and NBS will have no obligation to confirm that such Information is correct and that NBS will have no liability to District or any third party if such Information is not correct.

#### INDEMNIFICATION

NBS shall defend, indemnify and hold harmless District, its officers, employees, officials and agents from and against all claims, demands, losses, liabilities, costs and expenses, including reasonable attorneys' fees, (collectively "Liabilities") arising out of or resulting from the negligence or willful misconduct of NBS or a breach by NBS of its obligations under this Agreement, except to the extent such Liabilities are caused by the negligence or willful misconduct of District. NBS will not be liable to the District or anyone who may claim any right due to a relationship with District, for any acts or omissions in the performance of Services under this Agreement, unless those acts or omissions are due to the negligence or willful misconduct of NBS. Except in the case of NBS' negligence, willful misconduct or breach of its obligations under this Agreement, District shall defend, indemnify and hold harmless NBS, its officers, directors, shareholders, employees and agents from and against all Liabilities to the extent that such Liabilities arise out of NBS performing Services pursuant to the terms of this Agreement, including, without limitation, any Liabilities arising as a result of District or any of its agents or contractors supplying incorrect Information or documentation to NBS. The provisions of this Section shall survive termination of this Agreement.

Please feel free to contact me if you have any questions or need further information.

Best regards,

NBS GOVERNMENT FINANCE GROUP,  
DBA NBS

BROADMOOR POLICE PROTECTION DISTRICT

  
\_\_\_\_\_  
Michael Rentner

\_\_\_\_\_  
Name

President and CEO      April 28, 2025  
Title                              Date

\_\_\_\_\_  
Title                              Date





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

**The regular May 2025 meeting of the  
Board of Police Commissioners will be held on**

**Tuesday, May 13, 2025, at 7:00 p.m.**

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

**NO FOOD OR BEVERAGES WILL  
BE PERMITTED IN THE MEETING ROOM  
WITH THE EXCEPTION OF DRINKING WATER**

**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**

**COPIES OF THE PUBLIC AGENDA PACKET  
MAY BE INSPECTED AT THE DISTRICT OFFICE  
DURING NORMAL BUSINESS HOURS**



**BROADMOOR POLICE COMMISSION**  
**Hon. Ralph Hutchens**  
**Hon. John Aguerre**  
**Hon. Andrea M. Hall**

# **A G E N D A**

## **REGULAR MEETING**

**Meeting to be held:**

**Tuesday, May 13, 2025, at 7:00 p.m.**

**Broadmoor Police Department**  
**388-88<sup>th</sup> 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  
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**

**COPIES OF THE PUBLIC AGENDA PACKET  
MAY BE INSPECTED AT THE DISTRICT OFFICE  
DURING NORMAL BUSINESS HOURS**

## **NOTICE ON PUBLIC COMMENTS**

*Time is provided for interested persons to address the Commission or submit written comments on matters **NOT** on this Agenda. Written comments must be submitted before the meeting. Anyone wishing to present oral comments at the meeting on matters **NOT** on this 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 this Agenda, the Commission may or may not 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.*

*Public comment on items on this Agenda is invited unless in the opinion of the Chairman public comment on a particular item is unnecessary. Anyone wishing to offer public comment on a specific Agenda item must approach the podium when public comment is open on that Agenda item, state his or her name, and will have up to three minutes to present his or her oral comments.*

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

3. **PUBLIC COMMENTS**

Public comments on matters NOT on this Agenda.

4. **CHIEF OF POLICE / DISTRICT MANAGER REPORT**

Chief / District Manager Connolly will deliver his report.

5. **CONSENT AGENDA**

### **PREVIOUS MINUTES**

(a) Approval of minutes from regular meeting on March 11, 2025. (Continued from April 8, 2025, meeting.)

(b) Approval of minutes from regular meeting on April 8, 2025.

(c) Approval of minutes from special meeting on April 30, 2025.

### **TREASURER'S REPORT**

(d) Approval of May 2025 Warrants and Deposits. [Public comment is invited on this item.]

**6. CLOSED SESSION**

(a) Conference with counsel regarding pending litigation. (*Parenti, et al vs. Broadmoor Police, et al.*) [Government Code §§54954.5(c) and 54956.9(d)(1)]

**7. OPEN SESSION**

(a) Report any reportable action taken in Closed Session.

(b) Discussion and action to retain Steven Chang, CPA, as District Chief Financial/Fiscal Officer and for approval of his contract for professional services.

(c) Discussion and action to depart from District Policy no. 3020.2 to ratify the advancement of the presentation and discussion of the Preliminary Budget from the May 2025 regular meeting to the April 2025 regular meeting. (In the event this item is not approved, the Preliminary Budget will be re-presented at a special meeting this month.)

(d) Discussion and action to depart from District Policy no. 3020.3 to advance the approval and adoption of the Final Budget from the July 2025 regular meeting to the May 2025 regular meeting. (In the event that Agenda Item 7(c) is not approved, this Agenda Item will set for hearing at a later date.)

(e) Discussion and action to approve and adopt the Final Budget for Fiscal Year 2025/2026 as presented. (If Agenda Item 7(d) is not approved and adopted, this item will be continued to a later date.)

(f) Discussion and action on the annual review of the Special Parcel Tax for Fiscal Year 2025/2026.

**8. ADJOURNMENT**

Motion to adjourn the meeting.

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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TO : Police Commission

FROM: Michael P. Connolly ICOP/IDC

DATE: May 13, 2025

RE : Appointment of Chief Financial/Fiscal Officer

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**INTRODUCTION**

During the period of time the District was experiencing severe financial issues in 2024, LAFCo had recommended that the District retain a Chief Financial/Fiscal Officer. The District has given much consideration to this and has discussed the recommendation with a former City Manager and Chief Financial Officer, as well as a LAFCo expert, Michael Colantuono.

**DISCUSSION**

In 2024 the County Executive, Michael Callagy, retained Drew Corbett, former City Manager and former Chief Financial/Fiscal Officer of the City of San Mateo, to conduct an in-depth examination and review of the District's fiscal condition and to make recommendations to improve the fiscal outlook of the District. Among the recommendations Mr. Corbett made was that the District should retain a part-time Chief Financial/Fiscal Officer.

During the course of LAFCo proceedings last year, the District retained the services of Michael Colantuono, a LAFCo expert. He too echoed the recommendation of LAFCo and Mr. Corbett that the District should retain the services of a Chief Financial/Fiscal Officer.

Mr. Chang has specialized knowledge and experience with special districts in general and with Broadmoor in particular having served as the District's auditor for many, many years.

## PROPOSAL

After discussing with District Counsel the recommendations of LAFCo, Mr. Corbett and Mr. Colantuono we carefully studied the issue and concur in their recommendations that it would be in the District's best interest at this time to retain the services of a part-time Chief Financial/Fiscal Officer.

Financial experience in governmental and public entity operations is a very narrow field that is not generally practiced by most accountants. The District for decades had used the services of Steven Chang, CPA, as its accountant to perform the District's annual audit. The reason that Mr. Chang is no longer the District's auditor is that Drew Corbett recommended that periodic changes in the District's accountant should be made so that no accountant performing audits would remain for more than a few years to avoid complacency. The District followed that advice and Mr. Chang has been replaced as the District's auditor.

Mr. Chang is a Certified Public Accountant with significant governmental and public entity accountancy experience. Moreover, he is particularly familiar with the District and is able to perform Chief Financial/Fiscal Officer on a part-time basis not to exceed 20 hrs. in any month.

I have attached to this Staff Report Mr. Chang's Curriculum Vitae, as well as a copy of his proposed form of contract. District Counsel has expressed a couple of minor concerns with the proposed form of contract.

## CONCLUSION

For the reasons outlined above, I recommend that Steven Chang, CPA, be retained to perform the services of Chief Financial/Fiscal Officer and that the proposed contract (possibly modified) should be approved.

Respectfully submitted,

*Michael P. Connolly*

(digitally signed)

Interim Chief of Police/Interim District Manager

Attachments: Curriculum Vitae  
Proposed contract



**BROADMOOR POLICE PROTECTION DISTRICT**  
**OFFICE OF THE CHIEF OF POLICE / DISTRICT MANAGER**  
**STAFF REPORT**

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TO : Police Commission

FROM: Michael P. Connolly ICOP/IDC

DATE: May 13, 2025

RE : Annual Review of Qualified Special Parcel Tax

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**INTRODUCTION**

The District's qualified special parcel tax is reviewed annually to make an annual adjustment, if necessary, to address the District's fiscal needs.

**DISCUSSION**

The last annual review of the special parcel tax in 2024 for FY 2024/2025 resulted in a 5% increase for FY 2024/2025.

Since the last annual review, the financial health of the District has improved due in part to the discovery of numerous parcels that had been under-assessed and corrective action was taken to properly assess those parcels. This action has resulted in additional revenue to the District.

During our investigation in the under-assessed parcels, we have since discovered parcels that are not being taxed at all for a variety of reasons that are presently under investigation. The firm NBS is now investigating that issue. Once that task is complete, proper special parcel tax assessments will be levied against those parcels.

Based upon the revenue the District is now receiving from the under-assessed parcels, the discovery of parcels that have escaped the special parcel tax that will be taxed, and the current budget as proposed, it is my opinion that there should be no need to make any adjustment to the special parcel taxes for FY 2025/2026.



### **PROPOSAL**

I propose that the current tax rate for FY 2024/2025 continue without adjustment for FY 2025/2026.

### **CONCLUSION**

For the reasons outlined above, I recommend that proposed Resolution 2024/25-04, a copy of which I have attached to this Staff Report, be approved and adopted, which will continue without any change the special parcel tax adopted for FY 2024/2025.

Respectfully submitted,

*Michael P. Connolly*

(digitally signed)

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Interim Chief of Police/Interim District Manager

Attachment: Proposed Resolution 2024/25-04

**BOARD OF POLICE COMMISSIONERS**  
**BROADMOOR POLICE PROTECTION DISTRICT**

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Resolution No. 2024/25-04

**A RESOLUTION SETTING THE SPECIAL PARCEL  
TAX RATE FOR FISCAL YEAR 2025/2026  
AT THE SAME RATE SET FOR FISCAL YEAR 2024/2025**

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WHEREAS, District Resolution 1999/2000-09 established a qualified Special Parcel Tax ("Tax") passed by the voters of the District to be imposed upon and levied against each parcel of real property situated within the District; and,

WHEREAS, Resolution 1999/2000-09 provides for an annual review of the rate of the Tax and provides for annual increases in an amount not to exceed five percent (5%) of the Tax for the current fiscal year; and,

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

WHEREAS, the last adjustment to the Tax was in 2024 by Resolution 2023/24-05 [AMENDED] for FY 2024/2025; and,

WHEREAS, the Board of Police Commissioners has determined that no adjustment to the current Tax rate is necessary for the fiscal viability and financial health of the District, and that the Tax rate set forth in Resolution 2023/24-05 [AMENDED] for FY 2024/2025 will provide sufficient revenue to the District for FY 2025/2026.

NOW, THEREFORE, be it hereby resolved that the Tax rate set forth in Resolution 2023/24-05 [AMENDED] for FY 2024/2025 shall continue in full force and effect without change for FY 2025/2026.

PASSED and ADOPTED in Open Session this 13th Day of May 2025.

Ayes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Absent/Abstain: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
MICHAEL P. CONNOLLY, Interim  
Chief of Police / District Manager

\_\_\_\_\_  
ANDREA M. HALL, Secretary

# **LAMORENA & CHANG**

*Firm Philosophy in Providing Services to Government and Non-profit Organizations*

## **Introduction**

Lamorena & Chang is a local firm of Certified Public Accountants offering auditing, management consulting and special services to its clients since 1995, which consist primarily of non-profit and governmental organizations. The firm is the result of a direct effort of professionals who consolidated their experience and resources in order to provide a broader range of high quality services to their clients. Mr. Chang has accumulated over 40 years of experience in the field of auditing and accounting.

Mr. Chang is recognized in his respective area for the leadership roles he plays in promoting the high ideals of the accounting profession and for producing the highest-quality services for the benefits of his clients. Collectively, Lamorena & Chang represents the experience responsible for the formulation, planning, management, and execution of over 600 engagements of non-profit and governmentally funded organizations.

The firm encourages its members to participate in Community activities, as well as trade or industry associations, to round out their involvement in our profession and Community. The involvement in these activities assures that they are up-to-date on relevant information that will assist them in counseling and serving clients in their unique and particular problems.

Lamorena & Chang is located in San Francisco, California. The location of my office permits a geographical coverage that better serves my clients and permits me access to a variety of personal experiences in numerous industries.

## **License**

This is a Certified Public Accounting firm duly licensed under the authority of the California State Department of Consumer Affairs. I am a member of both the California State Society of Certified Public Accountants and the American Institute of Certified Public Accountants (AICPA). I am familiar with the rules and regulations upon which my profession operates, as well as the pronouncements and audit standards promulgated by AICPA. Additionally, my firm meets the independence standards of the General Accounting Office (GAO), and I am familiar with the audit standards of the GAO as contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My business license number issued by the City of San Francisco is 9460186.

## **Independence**

I meet the independence requirements for the Audit Standards of Governmental Organizations, Programs, Activities, and Functions published by the U.S. General Accounting Office. I am independent to conduct the audit under the AICPA and the rules of the U.S. Government Accounting Office.

### **On Record of Substandard Work**

Lamorena & Chang does not have a record of substandard audit work with any federal, state or local government agency. Due to the resources of the firm, all of my audit engagements will be completed in a timely and efficient manner. I will make a commitment to your entity that I will comply with the deadlines stipulated by your entity.

### **Other Requirements**

The firm meets any other specific qualification requirements imposed by federal, state or local law. The firm will follow the AICPA's Interpretation 501-3, "Failure to Follow Standards and/or Procedures or other Requirements in Governmental Audits."

### **Economically Disadvantaged/Minority Business**

Lamorena & Chang is a hundred percent minority-owned firm, certified by the San Francisco Human Rights Commission as an Economically Disadvantaged/Minority Business Enterprise.

### **Staff Training and Continuing Education**

Since it is important to be efficient in audit practice, Lamorena & Chang will try to utilize the same staff on each year of the engagement to gain audit efficiency. On top of that, the owner will serve as manager in the engagement process to ensure all work is reviewed and managed properly.

I am aware that the AICPA private practices section and the audits that I perform which are of governmental nature obligate my firm to meet the continuing education requirements. I am also fully aware of the GAO's requirements of 24 hours of continuing education and training in subjects directly related to the government environment and government auditing (total of 80 hours for every two years). My firm complies with these requirements.

### ***Insurance***

The firm carries the required insurance coverage (Professional liability, General liability, Auto, Worker's Compensation, etc.) and will be maintained during the period of the contract.

### **Size of Firm**

The size of the firm is comprised of the principal owner, Mr. Steven Chang, who is licensed to practice as a Certified Public Accountant in the State of California, and three professional staff members and two seasoned CPA contractor.

### **Workpapers**

My firm's audit workpapers are prepared in accordance with GAO guidelines and meet the GAO standards. These will be retained for a period as stipulated in the Yellow Book and in no event be less than seven years.

## SUMMARY OF QUALIFICATIONS/RESUME & SCHEDULE

I feel confident in being able to conclude on the audit engagement of your entity's because of my resources and experience. Additionally, I am considered a specialist in the performance of compliance audits of governmentally funded programs in the following specialized areas. These are some of the current and prior engagements:

### *Federal*

United States Department of Transportation  
United States Department of Housing and Urban Development  
United States Department of Health and Human Services  
United States Department of Education  
United States Department of Labor  
United States Department of Agriculture  
United States Small Business Administration  
United States Department of Commerce  
United States Department of Economic Development Administration  
Community Service Administration  
Office of Minority Business Enterprises  
Federal Emergency Management Agency  
Public Works Administration  
Legal Services Corporation

### *Non Federal*

#### California State Grants:

Housing  
Health  
Education  
Cultural  
Energy  
Transportation

### *Other*

Aetna - Medicare Audits  
Legal Service Corporation  
United Way  
ACLU Foundation  
Pacific Telesis Foundation

## **SPECIFIC PRIOR EXPERIENCE IN GOVERNMENTAL AUDITS**

### *Housing Authorities*

Housing Authority of County of Monterey

Vallejo City Housing Authority

Fairfield City Housing Authority

Housing Authority of the City of Oakland

Alameda County Housing Authority

San Bernardino County Housing Authority

Alameda City Housing Authority

San Mateo County Housing Authority

### **Cities and Counties**

City & County of San Francisco (Joint Venture with regional accounting firm)

San Francisco Airport (Joint Venture with Big Four accounting firm)

San Francisco MUNI (Joint Venture with Big Four accounting firm)

City of San Jose (Joint Venture with Big Four accounting firm)

Vallejo City (Joint Venture with Big Four accounting firm)

Fairfield City (Joint Venture with Big Four accounting firm)

CDBG Fund (Joint Venture with Big Four accounting firm)

Local Transportation Fund (Joint Venture with Big Four accounting firm)

Local Transportation Fund (Joint Venture with Big Four accounting firm)

Town of Colma

Vallejo Transit

Here are some of the Federal programs with which I have many years of audit experience:

<u>City Departments</u>	<u>CFDA</u>	<u>Program Name</u>
DHS	93.778	Medical Assistance Program
SF Airport	20.103	Airport Improvement Grant
SF MUNI	20.507	Federal Transit Cluster Programs
DPW	20.500	Federal Transit Cluster Programs
MOCD	14.218	Community Development Block Grants/Entitlement Grants
DPW	20.205	Highway Planning and Construction
DHS	14.238	Shelter Plus Care
DHS	14.235	Supportive Housing Program
DHS	93.558	Temporary Assistant to Needy Families (TANF)
DHS	93.658	Foster Care -- Title IV -- Part E
DHS	93.575	Child Care and Development Block Grant
DHS	10.551	Food Stamps Program
DHS	10.561	State Admin. Matching Grant for Food Stamps
DHS	93.659	Adoption Assistance
DPH	93.914	HIV Emergency Relief Formula Grants
DPH	93.940	HIV Prevention Activities -- Health Department Based
DOJ	14.239	Child Support Enforcement
DOJ	16.710	Public Safety & Partnership & City Policing Grants
DOJ	16.592	Local Law Enforcement Block Grant
DPW	20.205	Highway Planning and Construction
DPH	93.958	Blocks Grants for Community Mental Health Services
DITS	93.230	Consolidated Knowledge Development
DHS	14.267	Continuum of Care Program
MOCD/DHS	14.241	Housing Opportunities for Persons with AIDS
DHS	93.525	Affordable Care Act
DHS	93.090	Guardianship Assistance Program
POL/PRT/F2R	97.056	Port Security Grant Program
PUC	97.036	Disaster Grant Program
DHS	93.977	Preventive Health Services: Sexually Transmitted Diseased Control Grants
MOHCD	11.577	Broadband Technology Opportunities Program
MOHCD	97.111	Regional Catastrophic Preparedness Grant Program
MOHCD	97.111	Second Chance Act Prisoner Reentry Initiative
DOJ	16.808	Edward Byrne Memorial Competitive Grant Program
HUD	14.257	Homeless Prevention and Eviction Prevention
HUD	16.738	Justice Assistance Grant Cluster
DOE	81.042	Weatherization Assistance Program
DOE	81.041	State Energy Program
HUD	14.907	Lead-based Paint Hazard Control In Privately-owned Housing



## **SPECIFIC EXPERIENCE IN NON-PROFIT AUDITS & CONSULTING SERVICES**

Asian Law Caucus  
Chinatown Community Children Center  
Chinese Affirmative Action  
Gum Moon Residence Hall  
Center for Asian American Media  
Good Samaritan Family Resource Center  
Asian American Theater Workshop Company  
Filipino-American Development Foundation  
American Society of Aging  
Rainforest Action Network  
Forest Ethics/Stand  
Alameda County Community Food Bank  
Greenbelt Alliance  
Refugee Transitions  
Family Violence Law Center  
Legal Services Nationwide Employee Benefits Organization, Inc  
National Employer Lawyer Association  
One Justice  
Legal Services for Children  
Leadership High School  
Creative Charter Academy  
South of Market Child Care Center  
North Oakland Charter  
Bayview Hunters Point Center for Arts & Technology  
Zeum  
Center Third World Organization  
Indochinese Housing Development Corp  
American Association of Aging  
Survivors International  
Bay Area Council, Inc.  
Oakland Charter Academy  
Child Care Law Center  
Japan-U.S. Community Education and Exchange, Inc.  
Northern California Council for the Community  
The Volunteer Center of Alameda County  
Bay Area Economic Forum  
California Association of Human Relations Organizations  
Infant Care Center  
Martinez Early Childhood Center  
Concord Child Care Center  
Alameda Computer Center  
Vallejo Community Consortium  
Solano Ombudsman Services  
Mental Health Association of San Francisco  
Family Services of the North Bay  
Ping Yuen Residents Improvement Association  
Alameda County Congestion Management Agency  
Coalition Against Homelessness  
Legal Aid Society of Alameda County

## **GENERAL SERVICE AGREEMENT**

**THIS GENERAL SERVICE AGREEMENT (the "Agreement") effective this : February 20, 2025**

**BETWEEN**

Broadmoor Police Protection District located at 388 88<sup>th</sup> Street, Daly City, California (the "Customer")

**- AND -**

Lamorena & Chang , CPA located at 22 Battery, Suite 412 , San Francisco, CA 94111 operating as public accounting firm in San Francisco.

### **BACKGROUND:**

- A. The Service Provider represents that it has the necessary qualifications, experience, and abilities to provide accounting services to the Customer.
- B. The Service Provider is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Service Provider (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

#### **1) Services Provided**

- a) The Customer hereby agrees to engage the Service Provider to provide the Customer with services (the "Services") as outlined in section 4A & 4B. Services provided under this agreement may be modified during the term, on a mutually agreeable timeline.
- b) The Services will also include any other tasks which the Parties may agree on. The Service Provider hereby agrees to provide such Services to the Customer.

#### **2) Term of Agreement**

- a) The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until terminated by either Party.
- b) In the event that either Party wishes to terminate this Agreement, that Party will be required to provide thirty (30) days' notice to the other Party.

**3) Performance**

- a) The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

**4) Compensation**

For the services rendered by the Service Provider as required by this Agreement, the Customer will provide compensation (the "Compensation") to the Service Provider as follows:

A) Hourly rate for payroll issue with proper PERS deductions and its payroll reconciliation and & also find out the reason the purpose of two separate federal tax ID with Broadmoor and these services is on actual hour performed:

Hourly rate of firm owner \$375/hour & staff hourly rate is \$ 155/ hour\*

\* I am not able to give estimate on task A since I don't have enough data to see the scope of the work.

B) Hourly rate for on going accounting help on monthly, annual closing, internal control setup, budget or special project is flat at \$175 per hour. Monthly accounting help is limit to 20 hour per month maximum and any addition hour required management approval before proceeding.

**5) Provision of Extras**

- a) The Customer agrees to provide, for the use of the Service Provider in providing the Services, the information or items delineated in section 4A & 4B.

**6) Reimbursement of Expenses**

- a) The Service Provider will be reimbursed from time to time for all reasonable and necessary expenses incurred by the Service Provider in connection with providing the Services hereunder.
- b) The Service Provider will furnish statements and vouchers to the Customer for all such expenses.

**7) Confidentiality**

- a) Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Customer which would reasonably be considered to be proprietary to the Customer including, but not limited to, accounting records, business

processes, and client records and that is not generally known in the industry of the Customer and where the release of that Confidential Information could reasonably be expected to cause harm to the Customer.

- b) The Service Provider agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Service Provider has obtained, except as authorized by the Customer
- c) All written and oral information and materials disclosed or provided by the Customer to the Service Provider under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Service Provider.

**8) Non-Competition**

- a) Other than with the express written consent of the Customer, which will not be unreasonably withheld, the Service Provider will not, during the continuance of this Agreement or within one (1) year after the termination of this Agreement, be directly involved with providing early childhood education services directly to families or children which are in direct competition with the Customer, divert or attempt to divert from the Customer any customers the Customer has served.

**9) Non-Solicitation**

- a) Any attempt on the part of the Service Provider to induce to leave the Customer's employ, or any effort by the Service Provider to interfere with the Customer's relationship with its employees or other service providers would be harmful and damaging to the Customer.
- b) The Service Provider agrees that, during the term of this Agreement, and for a period of one (1) year after the termination of the Agreement, the Service Provider will not in any way directly or indirectly:
  - i) induce or attempt to induce any employee or other service provider of the Customer to quit employment or retainer with the Customer;
  - ii) otherwise interfere with or disrupt the Customer's relationship with its employees or other service providers;

- iii) discuss employment opportunities or provide information about competitive employment to any of the Customer's employees or other service providers; or
- iv) solicit, entice, or hire away any employee or other service provider of the Customer.

**10) Ownership of Materials and Intellectual Property**

- a) All intellectual property and related materials (the "Intellectual Property") including any related work in progress that is developed or produced under this Agreement, will be the sole property of the Customer. The use of the Intellectual Property by the Customer will not be restricted in any manner.
- b) The Service Provider may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Customer. The Service Provider will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

**11) Return of Property**

- a) Upon the expiry or termination of this Agreement, the Service Provider will return to the Customer any property, documentation, records, or Confidential Information which is the property of the Customer.

**12) Capacity/Independent Contractor**

- a) In providing the Services under this Agreement it is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

**13) Notice**

- a) All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:
  - i) Broadmoor Police Protection District , 388 88<sup>th</sup> Street, Daly City California Email: [mconnolly@pd.broadmoor.ca.us](mailto:mconnolly@pd.broadmoor.ca.us)
  - ii) Lamorena & Chang, CPA 22 Battery Street, Suite 412 SF, CA 94111, Email: [SCHANG@LNCCPA.COM](mailto:SCHANG@LNCCPA.COM)
  - iii) or to such other address as any Party may from time to time notify the other.

**14) Insurance**

- a) The Service Provider will be required to maintain general liability insurance including coverage for bodily injury and property damage at a level that would be considered reasonable in the industry of the Service Provider based on the risk associated with characteristics of this Agreement and only to the extent permitted by law. All insurance policies will remain materially unchanged for the duration of this Agreement.

**15) Limitation of Liability**

- a) It is understood and agreed that the Service Provider will not be liable to the Customer or any agent or associate of the Customer, for any mistake or error in judgment or for any act or omission done in good faith and believed to be within the scope of authority conferred or implied by this Agreement.

**16) Dispute Resolution**

- a) In the event a dispute arises out of or in connection with this Agreement, the Parties will attempt to resolve the dispute through friendly consultation.
- b) If the dispute is not resolved within a reasonable period then any or all outstanding issues may be submitted to mediation in accordance with any statutory rules of mediation. A mediator will be selected upon mutual agreement of the Parties. If mediation is not successful in resolving the entire dispute or is unavailable, any outstanding issues will be submitted to final and binding arbitration in accordance with the laws of the State of California. The arbitrator's award will be final, and judgment may be entered upon it by any court having jurisdiction within the State of California.

**17) Costs and Legal Expenses**

- a) In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing Party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

**18) Modification of Agreement**

- a) Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

**19) Time of the Essence**

- a) Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

**20) Assignment**

- a) The Service Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

**21) Entire Agreement**

- a) It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

**22) Titles/Headings**

- a) Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

**23) Gender**

- a) Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

**24) Governing Law**

- a) It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of California, without regard to the jurisdiction in which any action or special proceeding may be instituted.

**25) Severability**

- a) In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

**26) Waiver**

- a) The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

**IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal:**

**By:**  
**Michael Connolly**  
**Police Chief**  
**Dated:**

**By:**  
**Steven Chang**  
**Finn owner**  
**Dated:**



**April 3-May 7, 2025**

	DATE	TYPE	NUM	NAME	DESCRIPTION	ACCOUNT	Amount
Petty Cash - Chase							
	04/03/2025	Check	4963	Andrew Mew	REIMBURSE TWO LAPTOPS	5639-MISC EMP EXPENSE REIMBURSE & TRAINING	-485.93
	04/22/2025	Check	4964	Ninnescah Valley Bank	LEASE PYMT 23 OF 60	7911-FIXED ASSETS - EQUIPMENT	-926.56
Total for Petty Cash							-\$1,412.48
General Fund Cash							
	04/14/2025	Check	9358	Waltco	FORD 2020FORD 2020	5455-VEHICLE AND EQUIP REPAIRS	-60,000.00
	04/14/2025	Check	9357	Waltco	VOIDED	5455-VEHICLE AND EQUIP REPAIRS	0.00
	04/14/2025	Check	9359	All City Management Services	VOIDED	5200-SCHOOL CROSSING GUARD EXP	0.00
	04/15/2025	Check	9360	Chase Card Services	Misc Expenses	5100a-General	-7,702.97
	04/15/2025	Check	9361	All City Management Services	INV# 98770, 99088, 99441, 99745, 10008201/1/9/25-03/29/25	5200-SCHOOL CROSSING GUARD EXP	-24,459.62
	04/21/2025	Check	9362	BEST BEST AND KRIEGER	INV 1023204 SVCS THROUGH FEB 2025	5341-LEGAL NOTICES	-3,092.50
	04/21/2025	Check	9363	NBS	INV 202503-1442 SVCS 04/1 - 06/30/25	5876-OTHER PROFESSIONAL SERVICE	-905.00
	04/21/2025	Check	9364	Cintas	INV 8407366171 SVCS 03/17/25	5876-OTHER PROFESSIONAL SERVICE	-358.12
	04/21/2025	Check	9365	NevTec	INV 42090 APRIL 2025	5858-OUTSIDE PROF CONTRACT SERV	-4,499.50
	04/21/2025	Check	9366	COIT SERVICES INC	INV BAYC 001446472 CARPET CLEAN	5199b-Cleaning	-375.00
	04/21/2025	Check	9367	San Diego Police Equipment Co.	INV 664956	5201 - AMMUNITION EXPENSES	-876.31
	04/21/2025	Check	9368	Wave	INTERNET DUE 04/23/25	5638-OTHER UTILITY & FACILITY EXPENSE	-208.81
	04/21/2025	Check	9369	Wave	NETWORK SVCS DUE 04/23/25	5638-OTHER UTILITY & FACILITY EXPENSE	-419.98
	04/21/2025	Check	9370	VERDANT	INV 905512803 ID9778000	5638-OTHER UTILITY & FACILITY EXPENSE	-322.60
	04/21/2025	Check	9371	VERDANT	INV 905528750 ID9778001	5638-OTHER UTILITY & FACILITY EXPENSE	-137.37
	04/21/2025	Check	9372	Town of Colma	RANGE FEES FY24-25	5201 - AMMUNITION EXPENSES	-1,200.00
	04/21/2025	Check	9373	GRAPHTECH GRAPHICS	INV 17151 ALUM SIGNS	5455-VEHICLE AND EQUIP REPAIRS	-247.22
	04/21/2025	Check	9374	AAA Smart Home	INV 9180559 APRIL ALARM SYSTEM	5478-GENERAL CONTRACT MAINTENANCE	-34.20
	04/21/2025	Check	9375	FRESNO CITY COLLEGE	INV19080492-93 REGIST CARRIEL/POTEAT	5639-MISC EMP EXPENSE REIMBURSE & TRAINING	-232.00
	04/21/2025	Check	9376	PG&E	DUE 04/24/25	5638-OTHER UTILITY & FACILITY EXPENSE	-1,303.55
	04/21/2025	Check	9377	Experian	INV 8000040496 MARCH MINIMUM	5876-OTHER PROFESSIONAL SERVICE	-225.00
	04/21/2025	Check	9378	AT&T Mobility-FirstNet	INV X04102025	5838-OTHER UTILITY & FACILITY EXPENSE	-543.96
	04/23/2025	Check	9379	County of San Mateo ISD	MARCH 2025	5331-PROFESSIONAL MEMBERSHIPS	-82.25
	04/23/2025	Check	9380	Porter Scott	INV 184375 MARCH 2025	5341-LEGAL NOTICES	-460.00
	04/23/2025	Check	9381	Kaiser Foundation Health Plan	MAY 2025	4413 KAISER HEALTH INSURANCE	-9,229.50
	04/23/2025	Check	9382	Royal Auto Body & Repair Center, Inc.	INV 23943 2011 CROWN VIC	5455-VEHICLE AND EQUIP REPAIRS	-531.80
	04/23/2025	Check	9383	Lamorena & Chang	INV 23886 CONSULTING WK	5876-OTHER PROFESSIONAL SERVICE	-3,000.00
	04/23/2025	Check	9384	Davis Law Firm	MARCH 2025	5341-LEGAL NOTICES	-3,509.25
	04/23/2025	Check	9385	Flyers Energy, LLC	INV 4221774/4204100	5416-FUEL AND LUBRICATION	-2,922.80
	04/23/2025	Check	9386	Productive Printing	INV 38315	5100 - OFFICE EXPENSE (new)	-418.81
	04/23/2025	Check	9387	TEA	INV 49288	5424-RADIO EQUIPMENT	-185.00
	04/23/2025	Check	9388	LexisNexis	INV 1100115988	5876-OTHER PROFESSIONAL SERVICE	-200.00
	04/23/2025	Check	9389	AT&T-Cingular	INV23240950	5638-OTHER UTILITY & FACILITY EXPENSE	-361.22
	04/23/2025	Check	9390	AXON ENTERPRISE	INV US335484	5639-MISC EMP EXPENSE REIMBURSE & TRAINING	-8,259.53
	04/23/2025	Check	9391	Bay Contract Maintenance, Inc.	INV 33060 APRIL 2025	5158-OTHER HOUSEHOLD EXPENSE	-550.10
	04/23/2025	Check	9392	Lexipol, LLC	CORDICO WELLNESS APP CONTRACT FY25/26	5300 WELLNESS GRANT FUND	-1,999.00
	04/23/2025	Check	9393	Public Storage	RENT MAY 2025	5638-OTHER UTILITY & FACILITY EXPENSE	-480.45
	04/23/2025	Check	9394	Public Storage	RENT STORAGE SPACE MAY	5638-OTHER UTILITY & FACILITY EXPENSE	-154.00
	04/23/2025	Check	9395	County of San Mateo Forensic Lab	INV 104790	5658-OUTSIDE PROF CONTRACT SERV	-550.00
	04/23/2025	Check	9396	GREAT AMERICA FINANCIAL SVS	INV 38966073 COPIER LEASE	5478-GENERAL CONTRACT MAINTENANCE	-258.35
	04/23/2025	Check	9397	Peninsula Uniforms	INV 209340, 212392, 212438, 212480, 212491, 212628, 212964	5121-UNIFORMS AND SAFETY EQUIP	-2,880.43
	04/23/2025	Check	9398	BERKSHIRE HATHAWAY	ACCT 334062 DUE 05/01/25	0731-INSURANCE NON MEDICAL AND EDO	-3,292.00
	04/23/2025	Check	9399	BPOA	Q1 2025 POA REIMB DUES	5331-PROFESSIONAL MEMBERSHIPS	-3,650.00
	04/25/2025	Check	9400	100 Club of San Mateo County	MEMBERSHIP THROUGH 10/31/2025	5331-PROFESSIONAL MEMBERSHIPS	-150.00
	04/25/2025	Check	9401	Waltco	FORD 2020, FORD 2020	5455-VEHICLE AND EQUIP REPAIRS	-80,000.00
Total General Fund							-\$210,558.29



**COUNTY OF SAN MATEO**  
**DEPOSIT PERMIT**

Permit Number

(1) TITLE OF DEPOSITING ORGANIZATION <b>Broadmoor Police Department</b>			(2) No. of Depositing Org. <b>02500</b>			(3) Preparation Date <b>May-25</b>		(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 AGY COLLECTIONS				90-1342	2500	2658			705.00	
SMCO COURT - FINE COLLECTIONS FEB 2025				64-1278	2500	2658			847.34	
DBA FINANCIAL INC - MEMO 271101425				10186	2500	2658			391.81	
SMCO COURT - FINE COLLECTIONS MARCH 2025				64-1278	2500	2658			1,106.77	
									\$3,050.92	
(8) Remarks:							TOTAL			
							DISTRIBUTION OF TOTAL	Cards	\$3,050.92	
								Checks		
								Coins		
								Currency		
								Wires		
Other										
(9) I hereby certify that the total amount listed above represents collections received by me for the above named fund and during the period of  <b>04/03/2025-05/07/2025</b> 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		



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

**The regular June 2025 meeting of the  
Board of Police Commissioners will be held on**

**Tuesday, June 10, 2025, at 7:00 p.m.**

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

**NO FOOD OR BEVERAGES WILL  
BE PERMITTED IN THE MEETING ROOM  
WITH THE EXCEPTION OF DRINKING WATER**

**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**

**COPIES OF THE PUBLIC AGENDA PACKET  
MAY BE INSPECTED AT THE DISTRICT OFFICE  
DURING NORMAL BUSINESS HOURS**



**BROADMOOR POLICE COMMISSION**

**Hon. Ralph Hutchens**

**Hon. John Aguerre**

**Hon. Andrea M. Hall**

# **A G E N D A**

## **REGULAR MEETING**

**Meeting to be held:**

**Tuesday, June 10, 2025, at 7:00 p.m.**

**Broadmoor Police Department  
388-88<sup>th</sup> 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  
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**

**COPIES OF THE PUBLIC AGENDA PACKET  
MAY BE INSPECTED AT THE DISTRICT OFFICE  
DURING NORMAL BUSINESS HOURS**

## **NOTICE ON PUBLIC COMMENTS**

*Time is provided for interested persons to address the Commission or submit written comments on matters **NOT** on this Agenda. Written comments must be submitted before the meeting. Anyone wishing to present oral comments at the meeting on matters **NOT** on this 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 this Agenda, the Commission may or may not 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.*

*Public comment on items on this Agenda is invited unless in the opinion of the Chairman public comment on a particular item is unnecessary. Anyone wishing to offer public comment on a specific Agenda item must approach the podium when public comment is open on that Agenda item, state his or her name, and will have up to three minutes to present his or her oral comments.*

### **1. PLEDGE OF ALLEGIANCE**

### **2. ROLL CALL**

### **3. CLOSED SESSION**

(a) Conference with District Counsel and special counsel regarding pending litigation. (*Parenti, et al vs. Broadmoor Police, et al.*) [Government Code §§54954.5(c) and 54956.9(d)(1)]

### **4. PUBLIC COMMENTS**

Public comments on matters NOT on this Agenda.

### **5. CHIEF OF POLICE / DISTRICT MANAGER REPORT**

Chief / District Manager Connolly will deliver his report.

### **6. CONSENT AGENDA**

## **PREVIOUS MINUTES**

- (a) Approval of minutes from regular meeting on March 11, 2025. (Continued from April 8, 2025, and again from May 13, 2025 meetings.)
- (b) Approval of minutes from regular meeting on April 8, 2025. (Continued from May 13, 2025, meeting.)
- (c) Approval of minutes from special meeting on April 30, 2025. (Continued from May 13, 2025, meeting.)
- (d) Approval of minutes from regular meeting on May 13, 2025.

## **TREASURER'S REPORT**

- (e) Approval of June 2025 Warrants and Deposits.

### **7. OPEN SESSION**

- (a) Report any reportable action taken in Closed Session.
- (b) Discussion (no action) on proposed amendments to the Commission Policy Handbook. (Follow-up from Agenda Item 7(c) on March 11, 2025, Agenda.)
- (c) Approve and confirm Chief's nomination of Sgt. Dominic Gamboa as Commander of Police effective July 1, 2025. (Resolution 2002/2003 [Amended] Section 2(a)(iv))
- (d) Approve a rollover of \$30,000 by deducting from account #7311 in FY 2024/2025 budget and charging \$30,000 to account #7311 in FY 2025/2026 budget, which represents the acquisition of one of two used fully equipped patrol vehicles purchased for \$30,000 each (total \$60,000) in 2025 during the FY 2024/2025 budget year, so that one vehicle will be funded from the 2024/2025 budget and the other from the 2025/2026 budget. The District's accountant, Robyn Rose, CPA, will attend to assist in the discussion and consideration of this Agenda item.
- (e) Approve a contract with Metro Mobile Communications for the purchase of new police radios to replace the existing radios at a cost of approximately \$26,022.34, and direct the Chief of Police / District Manager to sign the contract.

### **8. ADJOURNMENT**

Motion to adjourn the meeting.

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

***MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND***



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Purpose of Board Policies  
POLICY NUMBER: 1000

**1000.1** It is the intent of the Board of Police Commissioners of the Broadmoor Police Protection District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Commissioners, staff and members of the public in determining the manner in which matters of District business are to be conducted.

**1000.2** If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Broadmoor Police Protection District, said rules, regulations or legislation shall ~~control.~~ prevail.

**1000.3** The provisions of this Handbook are binding on each of the three commissioners of the Police Commission. The commissioners are at all times obligated to conform to and abide by the provisions of this Handbook.

**1000.4** The Police Commission by a majority (2/3) vote may enforce the provisions of this Handbook in any manner they deem appropriate, including censure, public reprimand and a civil action in superior court.

**1000.5** The Chair, as the Presiding Officer of all meetings of the Police Commission, may, after other measures have failed, order the removal of a commissioner from a meeting if he or she persistently fails to abide by the orders of the Chair or conform his or her conduct to, or persistently violates any of, the provisions of this Handbook.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Adoption/Amendment of Policies  
POLICY NUMBER: 1010

**1010.1** Consideration by the Board of Police Commissioners to adopt a new policy or to amend an existing policy may be initiated by any Commissioner, or by the District Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Commissioner and the District Manager through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Police Commissioners.

**1010.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Police Commissioners and shall require a 2/3 affirmative vote of the entire Board of Police Commissioners.

**1010.3** Before considering adopting or amending any policy, Police Commissioners shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Commissioner for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

The requirement to review a proposed new or amended policy prior to the meeting at which adoption is to be considered may be waived by a 2/3 affirmative vote of the entire Board, with the agenda specifying consideration of such action.



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Conflict of Interest Code  
**POLICY NUMBER:** 1020

**1020.1** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which certain employees are designated and in which disclosure categories are set forth constitute the conflict of interest code of the Broadmoor Police Protection District.

**1020.2** Designated employees are employees who make or participate in the making of decisions that may have a material effect on financial interests. Designated employees are required to comply with the financial disclosure requirements of the District's Conflict of Interest Code and the applicable disclosure category. Designated employees shall file statements of economic interests with the District, which will make the statements available for public inspection and reproduction. All statements of designated employees will be retained by the District.

## Designated Positions and Disclosure Categories

### Who is and is not subject to the Code?

**Designated Positions.** The officers and employees listed below are designated as persons who are deemed to make, or participate in the making of, decisions that may have a material effect on a financial interest. Persons holding designated positions listed below are required to disclose interests and investments pursuant to the position's corresponding disclosure category, as defined below. Persons who hold designated positions are known as "code-filers" because they file economic disclosures pursuant to the District's adopted conflict of interest code.

**Consultants.** District consultants<sup>1</sup> are a designated position and are required to disclose interests and investments.

**New Position or New Consultant Disclosure Without Code Revision.** If the District creates a new position that requires disclosure under this code, but does not simultaneously amend the code, the employee hired to fill such a position will disclose his or her economic interests subject to Category 1 until the District amends the code to designate the position.

**Public Officials Who Manage Public Investments.** A "public official" is every member, officer, employee or consultant of a state or local government agency. Public officials who manage public investments are not subject to the disclosure requirements of this Code. Members of the Board of Commissioners are public officials who manage public investments, and are thus subject to the financial disclosure requirements of Government Code sections 87200-87209.

### What must be Disclosed?

**Disclosure Categories.** The District's disclosure categories are defined as follows:

**Category 1 – Full Disclosure:** All persons subject to this disclosure category must disclose all interests in real property within two miles of District's boundaries, as well as all investments, business positions in business entities, sources of income, including receipt of gifts, loans, and travel payments, from all sources.

**Category 2 – Employees with Significant Contracting and Policy Authority but Without Authority Over Acquisition of Interests in Real Property:** All persons subject to this disclosure category will disclose all investments, business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from all sources that provide goods, equipment, or services, including training or consulting services, of the type utilized by the District.

**Category 3 – Employees with Specific Contracting or Policy Authority or Who Participate in Making Specific Contracts or Policies:** All persons subject to this disclosure category will disclose all investments, business positions in

<sup>1</sup> "Consultant" means an individual, pursuant to a contract with the District, either (A) makes a governmental decision to (1) approve a rate, rule, or regulation; (2) adopt or enforce a law, (3) issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (4) authorize the District to enter into, modify, or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to the specifications for such a contract; (6) grant District approval to a plan, design, report, study, or similar item; or (7) adopt or grant District approval of policies, standards, or guidelines for the District, or for any subdivision thereof; or (B) serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in California Code of Regulations, Title 2, Section 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's conflict of interest code.

business entities, and sources of income, including the receipt of gifts, loans, and travel payments, in or from all sources that provide services and supplies of the type utilized by the department or programs administered or managed by the designated position.

Position	Category of Disclosure	Notes
Chief of Police/District Manager	1	
Consultant	1	
New Position	1	
New Consultant	1	
Chief Financial / Fiscal Officer	1	
District Counsel	1	

#### Method of Disclosure

**FPPC Form 700 Statement of Economic Interest.** Persons holding a designated position must complete a Form 700 – Statement of Economic Interest upon hiring, annually thereafter, and upon leaving the position. This form may be obtained on the website of the Fair Political Practices Commission or from the District. Designated employees shall file a completed Form 700 with the District. The District will retain all Form 700s filed by designated employees and will, upon request, make filed statements available for public inspection and reproduction in accordance with Government Code section 81008.

DRAFT  
DISCUSSION



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Public Complaints  
POLICY NUMBER: 1030

**1030.1** The Board of Police Commissioners desires that public complaints be resolved in a logical and systematic manner.

**1030.2** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute.

**1030.3** Complaints against District peace officers must be in writing on a form prescribed by the Chief of Police. The complaint form shall conform to the requirements of Penal Code §148.6.

**1030.3** The method of resolving complaints shall be as follows:

**1030.3.1** The individual with a complaint shall be directed to the on-duty supervisor, who shall respond in compliance with the complaint procedure established by the Chief of Police.

**1030.4** This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

**1030.5** In the event a member of the public makes a personnel complaint against a District peace officer to a Police Commissioner the The Board of Commissioners or Commissioner shall refer the complaining party to the Chief of Police without discussing the substance or merits of the complaint. of the Broadmoor Police Protection District with the complaint.

An employee assigned by the Chief of Police, or his/her designee, shall investigate the complaint. The investigator shall follow the provisions set forth in Government Code §3300-3311.

The complaining party shall be notified, in writing, of the disposition of the complaint. Discipline, if any, of sworn personnel shall not be disclosed (Penal Code §832.7(a) unless otherwise required by Penal Code §832.7(b)).

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# Broadmoor Police Protection Districts

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE:     Claims Against the District  
POLICY NUMBER: 1040

**1040.1** The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

### **1040.2** Claims Requirements

The California Government Code sets forth requirements that a claim must meet. These requirements establish the time period within which a claim must be presented to the District and the information that must be included in the claim.

#### **1040.21** Time of Presentation (Government Code §911.2)

- (a) ~~Six-month claims. If a claim is for personal injuries, wrongful death, or damage to personal property or growing crops, it must be presented to the District no later than six months after the accrual of the cause of action.~~
- (b) ~~One-year claims. If the claim arises out of any other circumstances (such as damage to real property), it must be presented no later than one year after the accrual of the cause of action.~~
- (c) ~~Definitions of "presentation" (Government Code §915). If a claim is personally delivered to the District, the date it is received is the date of presentation. If a claim is mailed to the District, the claim is deemed presented and received at the time it is deposited in the mail. If a proof of service by mail accompanies the claim, the date of mailing as stated in the proof of service is the date of presentation. If there is no proof of service, the postmark date on the envelope is deemed to be the date of presentation. The envelope in which a claim is mailed should be retained with the claim in case a question arises concerning the date of presentation.~~

#### **1040.22** — Contents of Claim (Government Code §910)

——— A claim shall include all of the following information:

- (a) — The name and post office address of the claimant.
- (b) — The post office address to which the person presenting the claim desires notices be sent.
- (c) — The date, place and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) — A general description of the indebtedness, obligation or injury, damage or loss incurred so far as it may be known at the time of presentation of the claim.
- (e) — The name or names of the public employee or employees causing the injury, damage or loss, if known; and
- (f) — If the amount claimed is ten thousand dollars (\$10,000) or less, the claim shall include the estimated amount of any prospective injury, damage or loss insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included with the claim. However, it shall indicate whether jurisdiction over the claim would ~~a limited civil case where the damages claimed do not exceed \$35,000~~ rest in municipal court (generally \$25,000 or less) or superior court (generally over \$25,000). (Civil Code of Procedure §86).

——— If the claim does not contain all information noted above, it is deemed to be insufficient.

#### **1040.30** — Claims Process

——— District employees shall follow the process described below when receiving a claim.

##### **1040.31** Telephone/Oral Complaints

All claims against the District shall be in writing. Claimants who call or visit the District Office shall be informed that all claims must be presented to the District in writing. District staff shall provide a claims form (Exhibit A) to the claimant in person, if the claimant is present at the Police Station, or by mail. District staff shall listen to the person making the complaint and take notes specifying the date and time of the discussion and the nature of the incident. District staff shall not discuss responsibility, liability or make an admission that implicates the District. ~~District staff shall neither assist a claimant in the preparation or presentation of a claim nor provide a claimant with any advice on how to prepare or present a claim.~~



#### **1040.32** — Request for Acknowledgement of Receipt

District staff shall time-date stamp the claim when it is received. When a claim is delivered in person to the District or received by mail at the District offices, a written acknowledgement of receipt should not be provided. It is sufficient if the District's time-date stamp is affixed to a copy of the claim and returned to the claimant/messenger as an acknowledgement of receipt. The person receiving the claim may provide their name and title, but should not sign any documents. It is not necessary to make a photocopy for the claimant/messenger if an extra copy is not provided.

#### **1040.33** — Insufficient Claims

If it is determined that a claim does not include all of the required information, the District shall so notify the claimant within twenty (20) days after the claim is presented (Government Code §910.8). The form letter (Exhibit 8) is sufficient to meet this requirement.

#### **1040.34** — Claim Investigation

District staff shall investigate the claim and gather information pertaining to the claim as soon as possible after the claim is presented to the District, except for claims for personal injury or wrongful death, which shall be sent immediately to the District's insurance company and attorney.

#### **1040.35** — Action on Claims by Board of Police Commissioners or its Designee

Government Code §935.4 provides that the District, by resolution, may authorize an employee to allow compromise or settle a claim against the District if the amount to be paid is less than fifty thousand dollars (\$50,000 ~~\$10,000~~). The Board of Police Commissioners designates the District Manager to act upon claims against the District in an amount of up to the District's insurance deductible in any manner outlined in this policy.

The District Manager, after evaluating the claim and consulting with the Chairperson of the Board of Police Commissioners, shall determine whether to present a proposed resolution of the claim to the Board of Police Commissioners, or to recommend that an advisory committee comprised of two directors be formed to work with District staff regarding the specific claim. When the claim is presented to the Board of Police Commissioners, it may be considered in closed session if the District Counsel is present.

Pursuant to Government Code §912.4, the Board of Police Commissioners or its designee must act upon the claim within forty-five (45) days after the claim has been presented. If the Board of Police Commissioners or its designee fails, or decides not to act with forty-five (45) days after presentation of the claim, the claim is deemed to have been rejected by operation of law on the forty-fifth (45<sup>th</sup>) day.

#### **1040.36** — Notice of Action Taken on Claims which are denied

It is important that a Notice of Action on Claim be sent for each claim that has been denied in order to limit the amount of time claimant has to file a lawsuit, whether the claim is denied by operation of law or by the Board of Police Commissioners or its designee. Subject to certain exceptions, if a Notice of Action on Claim is sent, a claimant generally has only six (6) months from the date of the Notice of Action on Claim is sent in which to file a suit. However, subject to certain exceptions, if no Notice of Action on Claim is sent, the claimant generally has two (2) years from the date the cause of action accrued (usually the date of the underlying incident or accident) in which to file suit (Government Code §945.6).

The following procedure should be followed when a claim has been denied:

(a) — Send a Notice of Action on Claim completed to show that the claim was rejected by the Board of Police Commissioners or its designee, or rejected by operation of law (Exhibit C) to the claimant, or to claimant's counsel at the address indicated in the claim. Select Option 1, or Option 2, at the bottom of the form (not both), depending upon whether or not the claimant is represented by counsel. A Proof of Service should be attached to this Notice (Exhibit D).

#### **1040.37** — Notice of Action Taken on Claims which are granted

The following procedure should be followed when a claim has been granted, or granted in part:

(a) — Send a Notice of Action on Claim completed to show that the claim was allowed in the amount specified (Exhibit C) or to claimant's counsel at the address indicated in the claim. Select Option 1, or Option 2, at the bottom of the form (not both), depending upon whether or not the claimant is represented by counsel. A Proof of Service should be attached to this Notice (Exhibit D).

(b) — All work performed, or money paid shall be documented (with "before" and "after" photographs when appropriate) and placed in the claim file.

#### **1040.38** — Other requests

———— Any other applications, such as applications for leave to submit a late claim, insufficient claim, or subrogation claim shall be provided to the District Manager, who in consultation with the District Counsel shall determine how to proceed.

**1040.3** All claims against the District must conform to the provisions of Government Code §910 and each subdivision thereof.

**1040.4** All claims against the District must be presented to the District strictly in conformity with the provisions of Government Code §911.2.



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# **Broadmoor Police Protection District**

## **BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK**

**POLICY TITLE:** Copying Public Documents  
**POLICY NUMBER:** 1050

**1050.1** Individuals requesting copies of public documents related to the Board of Police Commissioners at open Board meetings shall be charged ten cents (10¢) per sheet copied to defray expenses associated with the copying process.

**1050.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Police Commissioners at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged ten cents (10¢) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

DRAFT FOR DISCUSSION

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Executive Officer  
POLICY NUMBER: 2000

**2000.1** The District Manager shall be the Executive Officer of the Broadmoor Police Protection District and for the Board of Police Commissioners. ~~The Board of Police Commissioners has designated the Chief of Police of the Broadmoor Police Protection District to serve as District Manager.~~

**2000.2** The Chief of Police is also designated and shall serve as the District Manager. The title and position of Chief of Police shall also mean and include the title and position of District Manager. Whenever any reference is made to the Chief of Police such reference shall include the District Manager.

**2000.3** The Chief of Police / District Manager is the designated spokesperson of the Police Department and the District but not the Police Commission unless the Police Commission on a case-by-case basis designates the Chief of Police / District Manager to speak on its behalf.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Job Description – Chief of Police

**POLICY NUMBER:** 2100

### DEFINITION

Under administrative direction, to plan, organize and direct the operations of the Police Department; to coordinate the functions of all divisions of the Department; and to do related work as required.

### EXAMPLES OF DUTIES

Formulates policies and regulations governing activities of the Police Department. With the assistance of subordinate officers; plans, organizes, directs and coordinate the activities of personnel engaged in preserving law and order, protecting life and property and promoting harmonious police community relations; directs the investigation of continuing law enforcement problems, unusual or serious crimes, accidents and other criminal incidents; attends conferences and meetings with other law enforcement agencies and allied services, civic groups and citizens on matters of mutual interest; keeps abreast of developments in the field of crime prevention and law enforcement by attendance at and participation in conferences and professional groups and by review of literature; selects, assigns, promotes and disciplines departmental personnel and enforces training regulations; directs the preparation of reports and correspondence and the maintenance of departmental records; directs the analysis of operational costs and preparation of the budget for the Department; performs other related work as required.

### SPECIAL REQUIREMENTS

Possession of the Supervisory Certificate issued by the Commission on Peace Officers Standards and Training.

Successful completion of the Commission on Peace Officers Standards and Training supervisory and middle management training courses.

The Chief of Police shall obtain as soon as practicable a Management Certificate and an Executive Certificate issued by the Commission on Peace Officers Standards and Training.

Possession of a valid California Class "C" drivers license without any restrictions except for corrective lenses.

#### DESIRABLE QUALIFICATIONS

**Knowledge of:** Current criminal and civil law including law of arrest, rules of evidence and courtroom procedure, and laws governing jail procedures and facilities. Modern police planning and the principles and methods of law enforcement. Principles of public administration including: organization, budgeting the selection, training and disciplining of personnel.

**Ability to:** Coordinate the work of large functional units and plan, organize, direct and evaluate the work of others. Devise methods, procedures, regulations and evaluate their effect. Analyze and interpret crime statistics and reports. Speak effectively before large groups. Write and review reports, manuals and guides. Analyze situations accurately and adopt an effective course of action. Work cooperatively with those contacted in the course of work.

#### EXPERIENCE

Eight years of progressively responsible law enforcement experience, including at least two years in a management capacity comparable to that of a Commander of Police in the District of Broadmoor.

#### EDUCATION

Sixty or more units from an accredited college. Associate of Arts degree in Administration of Justice preferable.

DRAFT FOR  
DISCUSSION



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Job Description – District Manager  
**POLICY NUMBER:** 2105

### DEFINITION

Under administrative direction of the Chief of Police, in a non-law enforcement position respond to Public Records Requests, aid legal counsel in litigation discovery and otherwise, meet with officials of the state and county to secure grants, and provide administrative assistance to the District to plan for fiscal analysis and allocation of resources, and other non-law enforcement tasks assigned by the Chief of Police. Negotiates contracts subject to approval of the Police Commission.

### EXAMPLES OF DUTIES

Analyzes and prepares budgets, responds to requests for Public Records under the Public Records Act, aids and assists legal counsel in litigation discovery, meets with officials of the state and local governments, applies for grants and other things of benefit to the district, and provides administrative assistance to the Chief of Police and the Police Commission on an as-needed basis. Attends meetings at various venues throughout the state for the purpose of meeting with state and local officials. Participates in labor negotiations with District employees.

### SPECIAL REQUIREMENTS

Public entity management skills, including budgeting, grant writing, negotiating contracts and labor negotiations. Knowledge of the California Public Records Act and office management.

Human resources and employee relations experience necessary.

### DESIRABLE QUALIFICATIONS

**Knowledge of:** Principles of public administration including organization, budgeting the selection, hiring, training and disciplining of personnel. California Public Records Act.

**Ability to:** Coordinate the work of large functional units and plan, organize, direct and evaluate the work of others. Devise methods, procedures, regulations and evaluate their effect. Write and review staff reports, manuals and guides. Analyze situations accurately and adopt an effective course of action. Work cooperatively with those contacted in the course of work.

### EXPERIENCE

Not less than 5 years in any of the following capacities: City manager, manager of a special district, or management level employee of a city, county or city and county in any department of employing entity.

#### EDUCATION

Bachelor's degree in public administration, business administration, human resources, criminal justice, or related field is required. Master's degree in any discipline preferred.

DRAFT FOR  
DISCUSSION

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Job Description – Commander of Police  
**POLICY NUMBER:** 2110

### DEFINITION

Under general direction, to assist in planning, organizing and directing activities of the four divisions of the Police Department; to perform administrative and technical law enforcement work; and to do related work as required.

### EXAMPLES OF DUTIES

Assist the Chief of Police in planning and coordinating the activities of the four divisions in the Police Department; periodically inspects and appraises officers' work during the tours of duty; maintain effective public relations in the field and in the office; address interested groups and individuals concerning law enforcement activities; provide in-service training; prepare special reports; assist in the more complex technical law enforcement work as required; may prepare a budget for any division; attend meetings; make reports; establish goals and directives for any division(s); handle citizen complaints; recruit personnel; insures that the divisions operate in accordance with Department policy. Act as Chief of Police in his absence as required.

### SPECIAL REQUIREMENTS

Possession of the Supervisory Certificate issued by the Commission on Peace Officers Standards and Training.

Successful completion of the Commission on Peace Officers Standards and Training supervisory training course.

Possession of a valid California Class "C" drivers license.

### DESIRABLE QUALIFICATIONS

**Knowledge of:** Modern police methods and procedures, including but not limited to: patrol, crime prevention, traffic control, basic investigation and identification techniques. Current criminal and civil law with particular reference to apprehension, arrest and custody of persons accused of misdemeanors and felonies. Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases. Recent court decisions on the arrest and handling of suspects and prisoners. Principles of supervision, training and volunteer police services, planning and research and the evaluation of programs and personnel. Principles of police administration methods and procedures; law, ordinances and regulations affecting the work of the Department.

**Ability to:** Schedule, organize and supervise the work of subordinates. Analyze situations accurately and interpret and apply law and regulations. Demonstrate keen powers of observation and memory. Exercise good judgment in personal encounters and relationships with the general public. Prepare clear, concise and comprehensive written reports. Work cooperatively with those contacted in the course of work.

#### EXPERIENCE

Six years of progressively responsible law enforcement experience, including at least two years in a supervisory capacity comparable to that of a Sergeant of Police in the District of Broadmoor.

#### EDUCATION

Sixty or more units from an accredited college or an Advanced Certificate issued by the Commission on Peace Officers Standards and Training. Associate of Arts degree in Administration of Justice preferable.

DRAFT FOR  
DISCUSSION



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Job Description – Sergeant of Police  
**POLICY NUMBER:** 2120

### DEFINITION

Under general direction, to supervise and assist sworn and non-sworn personnel in carrying out assignments, tasks and functions of the various divisions within the Police Department.

### EXAMPLES OF DUTIES

Oversees law enforcement and related activities of subordinate departmental employees working during an assigned shift; inspects, instructs and assigns beats to police officers and other departmental personnel. Insures that Department rules, regulations and policies are enforced. Reviews and corrects reports submitted by subordinates. Personally conducts briefing and provides information concerning current activities in the District to officers and other department personnel. Maintains discipline; meets with assigned personnel on a regular basis to plan, evaluate and conduct performance evaluations. Prepares and writes activity reports; generates statistical information and maintains files. In the absence of a Police Officer, the Sergeant will perform all tasks normally performed by a Police Officer.

### OTHER DUTIES

May be required to speak and present information to the public or community groups; provide direction and information to the public; direct traffic; ride a motorcycle during traffic detail assignment. May appear in court and testify when necessary. May perform general law enforcement work such as investigation, documenting; collecting evidence in criminal or related matters or assisting subordinates in these duties. Follow up on non-routine matters as necessary.

### SPECIAL REQUIREMENTS

Work long hours at various times of the day or night. Work shifts, holidays and weekends as necessary.

Possession of the Intermediate Certificate issued by the Commission on Peace Officers Standards and Training.

Successful completion of the Commission on Peace Officers Standards and Training supervisory training course within one year of date of appointment.

Possession of a valid California Class "C" drivers license.

## DESIRABLE QUALIFICATIONS

**Knowledge of:** Modern police methods and procedures, including but not limited to: patrol, crime prevention, traffic control, basic investigation and identification techniques. Current criminal and civil law with particular reference to apprehension, arrest and custody of persons accused of violations of law. Recent court decisions on the arrest and handling of suspects and prisoners. Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

**Ability to:** Instruct and supervise personnel engaged in law enforcement activities including patrol, traffic enforcement and investigations. Analyze situations accurately and adopt effective courses of action. Analyze trends in criminal activity and traffic matters and adopt effective courses of action to reduce number of occurrences. Prepare clear, concise and comprehensive written and oral reports. Searches building, persons and vehicles. Searches for missing, wanted or lost persons or evidence. Participates in or plans surveillance, observation and the following of suspects or persons. Arrests persons with or without warrants, takes into custody and guards prisoners and safety equipment. Administers first aid and CPR. Secure and protect property including evidence and personal property. Mediate confrontations including but not limited to family and civil disputes and hostile groups or persons.

**Vision:** Normal, not less than 20/100 without correction and corrected to 20/25. Only mild color blindness allowed. Soft contact lenses acceptable.

**Hearing:** Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions. No hearing aids allowed. Hearing in the worst ear is to be no greater than 30 decibels at any one of the first 3 frequencies of 500Hz, 1000Hz, 2000Hz and 300Hz and the average of 4 frequencies no greater than 30 decibels.

**Skills:** Operation of a police vehicle at fast rates of speed

## EXPERIENCE

Four years of progressively responsible law enforcement experience comparable to that of a Police Officer in the District of Broadmoor.

## EDUCATION

Sixty or more units from an accredited college or an Advanced Certificate issued by the Commission on Peace Officers Standards and Training. Associate of Arts degree in Administration of Justice preferable.



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Job Description – Corporal of Police  
**POLICY NUMBER:** 2130

### DEFINITION

Under direction, the Corporal will perform all tasks normally performed by a Police Officer and will have the following additional responsibilities: to supervise and assist sworn and non-sworn personnel in carrying out assignments, tasks and functions of the various divisions within the Police Department.

### EXAMPLES OF DUTIES

In the absence of a Sergeant, the Corporal will oversee law enforcement and related activities of subordinate departmental employees working during an assigned shift. Insure that Department rules, regulations and policies are enforced. Review and correct reports submitted by subordinates. Personally conduct briefing and provide information concerning current activities in the District to officers and other department personnel. Maintain discipline; meet with assigned personnel on a regular basis to plan, evaluate and conduct performance evaluations. Prepare and write activity reports; generate statistical information and maintain files.

### OTHER DUTIES

May be required to speak and present information to the public or community groups; provide direction and information to the public; direct traffic; ride a motorcycle during traffic detail assignment. May appear in court and testify when necessary. May perform general law enforcement work such as investigations, documenting; collecting evidence in criminal or related matters or assisting subordinates in these duties. Follow up on non-routine matters as necessary.

### SPECIAL REQUIREMENTS

Work long hours at various times of the day or night. Work shifts, holidays and weekends as necessary.

**Ability to:** Run fast enough to apprehend fleeing suspects, generally 50-500 yards with speed. Climb or jump over obstacles of various heights, widths and depths, such as fences, walls, vehicles, shrubs, etc. Use firearms with speed and accuracy. Overcome and/or control physically-resistant persons or arrestees of various sizes and weights. (Averaging at least 6 feet tall and 220 pounds.) Move persons or objects of various sizes by pushing, dragging, lifting or carrying. Sit for long periods of time in police vehicles or at desks. Crouch, stoop, squat, crawl, kneel, climb, stretch and twist upper body during searches, apprehensions or transportation, or entering or exiting vehicles. Work cooperatively with all other agencies and people contacted during the course of work. Remain calm during emergencies and exercise good judgment at all times.

**Vision:** Normal, not less than 20/100 without correction and corrected to 20/25. Only mild color blindness allowed. Soft contact lenses acceptable.

**Hearing:** Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions. No hearing aids allowed. Hearing in the worst ear is to be no greater than 30 decibels at any one of the first 3 frequencies of 500Hz, 1000Hz, 2000Hz and 300Hz and the average of 4 frequencies no greater than 30 decibels.

Possession of the Intermediate Certificate issued by the Commission on Peace Officers Standards and Training. There will be no additional salary compensation other than established educational or certificate override programs.

Possession of a valid California Class "C" drivers license.

#### DESIRABLE QUALIFICATIONS

**Knowledge of:** Modern police methods and procedures, including but not limited to: patrol, crime prevention, traffic control, basic investigation and identification techniques. Current criminal and civil law with particular reference to apprehension, arrest and custody of persons accused of violations of law. Recent court decisions on the arrest and handling of suspects and prisoners. Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

**Ability to:** Instruct and supervise personnel engaged in law enforcement activities including patrol, traffic enforcement and investigations. Analyze situations accurately and adopt effective courses of action. Analyze trends in criminal activity and traffic matters and adopt effective courses of action to reduce number of occurrences. Prepare clear, concise and comprehensive written and oral reports. Search buildings, persons and vehicles. Search for missing, wanted or lost persons or evidence. Participate in or plan surveillance of suspects or persons. Arrest persons with or without warrants, take into custody and guard prisoners and safety equipment. Administer first aid and CPR. Secure and protect property including evidence and personal property. Mediate confrontations including but not limited to family and civil disputes and hostile groups or persons.

**Skills:** Operation of a police vehicle at fast rates of speed during emergency situations. Ability to use police radios as well as hand-held portables and use of proper radio codes. Ability to use hand-held and/or electronic equipment for drug and alcohol detection. Ability to use surveillance and electronic monitoring services as well as cameras and tape recording devices. Ability to process for and lift latent evidence. Ability to finger print and take palm prints from arrestees. Ability to safely use departmentally-issued firearms and safety equipment. Ability to use police department computer.

#### EXPERIENCE

Four years of progressively responsible law enforcement experience comparable to that of a Police Officer in the District of Broadmoor.

#### EDUCATION

Sixty or more units from an accredited college or an Advanced Certificate issued by the Commission on Peace Officers Standards and Training. Associate of Arts degree in Administration of Justice preferable.



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Job Description – Police Officer  
**POLICY NUMBER:** 2140

### DEFINITION

Under general supervision, to perform general law enforcement, crime prevention work and traffic related duties; interpret and enforce various laws, regulations and codes; perform special or unusual assignments.

### DISTINGUISHING FEATURES

This is the journey-level classification in the professional police series that is given sworn status. This position requires satisfactory completion of an accredited California POST Academy or possession of a California POST Basic Certificate.

### EXAMPLES OF DUTIES

Patrol various areas within the District by driving a police vehicle or by walking to prevent criminal activity, to enforce various laws, regulations and codes; respond to radio dispatched calls and report to crime scenes or locations of disorder to protect life and property.

Conduct investigations, gather information and write factual reports involving criminal activity, traffic accidents, suspicious activity or other unusual incidents. Make arrests as necessary and prepare reports of all arrests made and activities performed. Interview victims, complainants and witnesses of crimes or related incidents. Interview and interrogate suspicious persons, suspects and prisoners. Confer with and provide information to other law enforcement and criminal justice system personnel.

Gather, mark, preserve and record evidence in criminal or related matters; testify and present evidence in court. Serve warrants and subpoenas. Assist in the performance of special investigations and perform undercover and surveillance activities when necessary.

Answer questions from the public concerning state and local laws, regulations, codes and procedures and activities of the Department.

### OTHER DUTIES

May work as a watch commander or shift supervisor in the absence of the Sergeant. Perform court liaison officer duties including the filing of criminal complaints with the District Attorney's Office and obtain arrest warrants. Receive and process bail payments; retrieve and request information involving arrests and subpoenas. May be required to speak and present information to the public or community groups; provide direction and information to the public. Ride a motorcycle during traffic detail assignment.

## SPECIAL REQUIREMENTS

Work long hours at various times of the day or night. Work shifts, holidays and weekends as necessary.

**Ability to:** Run fast enough to apprehend fleeing suspects, generally 50-500 yards with speed. Climb or jump over obstacles of various heights, widths and depths, such as fences, walls, vehicles, shrubs, etc. Use firearms with speed and accuracy. Overcome and/or control physically-resistant persons or arrestees of various sizes and weights. (Averaging at least 6 feet tall and 220 pounds.) Move persons or objects of various sizes by pushing, dragging, lifting or carrying. Sit for long periods of time in police vehicles or at desks. Crouch, stoop, squat, crawl, kneel, climb, stretch and twist upper body during searches, apprehensions or transportation, or entering or exiting vehicles.

Work cooperatively with all other agencies and people contacted during the course of work. Remain calm during emergencies and exercise good judgment at all times.

**Vision:** Normal, not less than 20/100 without correction and corrected to 20/25. Only mild color blindness allowed. Soft contact lenses acceptable.

**Hearing:** Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions. No hearing aids allowed. Hearing in the worst ear is to be no greater than 30 decibels at any one of the first 3 frequencies of 500Hz, 1000Hz, 2000Hz and 3000Hz and the average of 4 frequencies no greater than 30 decibels.

Possession of a valid California Class "C" drivers license.

## DESIRABLE QUALIFICATIONS

**Knowledge of:** State laws, local regulations, ordinances and codes including laws of arrest, current court decisions. General police procedures and rules. Standard police broadcasting procedures and codes. Proper use and care of departmental equipment and firearms. Geography of the local area.

**Ability to:** Understand and carry out oral and written instructions. Read, comprehend, write and speak English effectively. Write clear, concise and grammatically correct police reports. Observe, hear, remember and record facts in writing. Interpret, explain and apply laws and regulations. Analyze situations accurately and adopt effective courses of action. Mediate confrontations including but not limited to family and civil disputes and hostile groups or persons. Physically search buildings, vehicles, persons and property. Search for missing, wanted or lost persons or evidence. Arrest persons with or without warrants; take into custody and guard prisoners and safety equipment. Administer first aid and CPR. Secure and protect property including evidence and personal property.

**Skills:** Operation of a police vehicle at fast rates of speed during emergency situations. Ability to use police radios as well as hand-held portables and use of proper radio codes. Ability to use hand-held and/or electronic equipment for drug and alcohol detection. Ability to use surveillance and electronic monitoring services as well as cameras and tape recording devices. Ability to process for and lift latent evidence. Ability to finger print and take palm prints from arrestees. Ability to safely use departmentally-issued firearms and safety equipment. Ability to use police department computer.

**Age:** At least 21 years of age at the time of appointment.

#### EXPERIENCE

Successful completion of an accredited, California POST approved basic academy and/or possession of a California POST certificate.

#### EDUCATION

High school graduate or equivalent.

DRAFT FOR  
DISCUSSION



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# **Broadmoor Police Protection District**

## **BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK**

**POLICY TITLE:** Job Description – Police Officer Trainee  
**POLICY NUMBER:** 2150

### **DEFINITION**

Under close supervision, to be trained and learn to perform general law enforcement, crime prevention work and traffic related duties; to be trained and learn to interpret and enforce various laws, regulations and codes; and to perform special or unusual assignments when necessary.

### **DISTINGUISHING FEATURES**

This is an entry-level classification. This position serves in a training capacity until the completion of an accredited California POST Academy. Upon successful completion and graduation from the academy, the candidate will receive the title of Police Officer and become a sworn member of the Broadmoor Police Department, at which time he/she will receive police officer wages and benefits.

### **EXAMPLES OF DUTIES**

Learn and apply all the important and essential duties of a Police Officer which include: Patrol various areas within the District by driving a police vehicle or by walking to prevent criminal activity, to enforce various laws, regulations and codes; respond to radio dispatched calls and report to crime scenes or locations of disorder to protect life and property.

Conduct investigations, gather information and write factual reports involving criminal activity, traffic accidents, suspicious activity or other unusual incidents. Make arrests as necessary and prepare reports of all arrests made and activities performed. Interview victims, complainants and witnesses of crimes or related incidents. Interview and interrogate suspicious persons, suspects and prisoners. Confer with and provide information to other law enforcement and criminal justice system personnel.

Gather, mark, preserve and record evidence in criminal or related matters; testify and present evidence in court. Serve warrants and subpoenas. Assist in the performance of special investigations and perform undercover and surveillance activities when necessary.

Answer questions from the public concerning state and local laws, regulations, codes and procedures and activities of the Department.

### **SPECIAL REQUIREMENTS**

Work long hours at various times of the day or night. Work shifts, holidays and weekends as necessary.



**Ability to:** Run fast enough to apprehend fleeing suspects, generally 50-500 yards with speed. Climb or jump over obstacles of various heights, widths and depths, such as fences, walls, vehicles, shrubs, etc. Use firearms with speed and accuracy. Overcome and/or control physically-resistant persons or arrestees of various sizes and weights. (Averaging at least 6 feet tall and 220 pounds.) Move persons or objects of various sizes by pushing, dragging, lifting or carrying. Sit for long periods of time in police vehicles or at desks. Crouch, stoop, squat, crawl, kneel, climb, stretch and twist upper body during searches, apprehensions or transportation, or entering or exiting vehicles.

Work cooperatively with all other agencies and people contacted during the course of work. Remain calm during emergencies and exercise good judgment at all times.

**Vision:** Normal, not less than 20/100 without correction and corrected to 20/25. Only mild color blindness allowed. Soft contact lenses acceptable.

**Hearing:** Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions. No hearing aids allowed. Hearing in the worst ear is to be no greater than 30 decibels at any one of the first 3 frequencies of 500Hz, 1000Hz, 2000Hz and 300Hz and the average of 4 frequencies no greater than 30 decibels.

Possession of a valid California Class "C" drivers license.

#### DESIRABLE QUALIFICATIONS

**Knowledge of:** State laws, local regulations, ordinances and codes including laws of arrest, current court decisions. General police procedures and rules. Standard police broadcasting procedures and codes. Proper use and care of departmental equipment and firearms. Geography of the local area.

**Ability to:** Understand and carry out oral and written instructions. Read, comprehend, write and speak English effectively. Write clear, concise and grammatically correct police reports. Observe, hear, remember and record facts in writing. Interpret, explain and apply laws and regulations. Analyze situations accurately and adopt effective courses of action. Mediate confrontations including but not limited to family and civil disputes and hostile groups or persons. Physically search buildings, vehicles, persons and property. Search for missing, wanted or lost persons or evidence. Arrest persons with or without warrants, take into custody and guard prisoners and safety equipment.

Administer first aid and CPR. Secure and protect property including evidence and personal property.

**Skills:** Operation of a police vehicle at fast rates of speed during emergency situations. Ability to use police radios as well as hand-held portables and use of proper radio codes. Ability to use hand-held and/or electronic equipment for drug and alcohol detection. Ability to use surveillance and electronic monitoring services as well as cameras and tape recording devices. Ability to process for and lift latent evidence. Ability to finger print and take palm prints from arrestees. Ability to safely use departmentally-issued firearms and safety equipment. Ability to use police department computer.

**Age:** At least 20 years of age at the time of written and/or oral test.

**EXPERIENCE**

Sufficient experience and training to meet the qualifications of the position.

**EDUCATION**

High school graduate or equivalent.

DRAFT FOR  
DISCUSSION

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# **Broadmoor Police Protection District**

## **BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK**

**POLICY TITLE:** Job Description – Police Records Clerk II  
**POLICY NUMBER:** 2160

### **DEFINITION**

Police Records Clerk II is a journey-level position in the Police Records Division requiring average knowledge and computer experiences. Under general supervision, to perform a variety of specialized typing, computer data entry, word processing; clerical work involving the processing, filing and maintenance of police department records, reports and documents; do related work as required.

### **EXAMPLES OF DUTIES**

Prepare materials for and process all types of warrants, fingerprint records and stolen and abandoned vehicle records; sort, index, route and make copies of reports and related documents; assist citizens at the police department front counter; take a variety of reports, answer questions, provide directions, etc.; aid in the completion of a variety of application and complaint forms; receive and process parking and traffic citations; check records and information by use of the police department computer system; maintain various logs of warrant, subpoenas, vehicles, etc.; post monies received for fines and forfeitures; compute the distribution of fines and forfeitures to the District; take incoming business related telephone calls or route them to the appropriate person or voice mail for proper handling, collect fees at the front office counter; etc.

### **OTHER DUTIES**

Use and read maps to provide directions to inquiring citizens; release property to citizens; transcribe audio tapes; package items for shipment in the U. S. mail; secure information from files and reports for authorized personnel or parties; extract information from reports and transfer it into the records computer by data entry using computer keyboard and monitor; prepare transmittal sheets for bail monies; compose a variety of correspondence to traffic offenders, arrested persons' court appearance times and dates or other reasons, process and file cases and reports with the prosecutor's office and the courts, act as secretary to the Chief of Police, as well as typing letters, envelopes, etc., for other departmental personnel; provide the public with general information and refer incoming telephone calls to appropriate personnel; write and issue receipts for purchases of copies of reports, vehicle releases, citation corrections and finger print and other processing fees; keep current on all laws and requirements concerning release of criminal offender record information, maintain an adequate sufficient supply of police and office materials, and place orders to replenish the same when needed, and such other duties within the foregoing general description that may from time-to-time be assigned by the Chief of Police.



### SPECIAL REQUIREMENTS

**Ability to:** Use independent judgment and initiative particularly when dealing with the public; establish and maintain cooperative working relationships with citizens, peers, police personnel and employees in other departments; remain calm and exercise good judgment; may be required to work evenings, weekends, holidays, etc.; sit for long periods of time at a desk; view a computer screen while using a computer keyboard and doing data entry; stretch, kneel, stoop, bend and twist body when viewing, locating or retrieving files, obtaining reports, additional supplies, etc..

**Vision:** Ability to read and comprehend written documents, computer screens, postage meter numbers, typewriter and computer keyboard, copy and facsimile machine instructions, etc..

**Hearing:** Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions

### DESIRABLE QUALIFICATIONS

**Knowledge of:** Police Department policies, procedures, rules and regulations; modern office methods, English language (usage, spelling, grammar, punctuation, etc.); basic arithmetic (adding, subtracting, multiplying, dividing, etc.).

**Ability to:** Learn to retain and use department policies and procedures and to explain them to the public; maintain a variety of records, reports, files, etc.; communicate clearly (orally and in writing) with the public; understand and follow oral and written instructions; perform clerical procedures of a modern law enforcement department; obtain information from written reports; and do data entries into the departmental computer system analyze situations accurately and adopt effective courses of action.

**Skills:** Attend and successfully complete a 40-hour basic records course and related course offered by an accredited California community college; ability to use and operate a number of machines including, but not limited to: a multi-line telephone switchboard, a police computer (keyboard and monitor), a facsimile machine, a copy machine, an electric typewriter, a postage meter machine, a computer aided dispatch keyboard and screen and a state computer keyboard and monitor; ability to type at a speed of at least 40 words per minute; use of any computer system with speed and accuracy; ability to use police radios as well as hand-held portables and use of proper radio codes.

**Age:** At least 18 years of age at the time of appointment.

### EXPERIENCE

A typical qualifying background would be at least one year of clerical experience, preferably in a law enforcement agency.

### EDUCATION

High school graduate or equivalent.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Job Description – Police Records Clerk I

**POLICY NUMBER:** 2170

### DEFINITION

Police Records Clerk I is an entry-level position in the Police Records Division requiring average knowledge and computer experiences. Under direct supervision, to perform a variety of specialized typing, computer data entry, word processing; clerical work involving the processing, filing and maintenance of police department records, reports and documents; do related work as required.

### EXAMPLES OF DUTIES

Prepare materials for and process all types of warrants, fingerprint records and stolen and abandoned vehicle records; sort, index, route and make copies of reports and related documents; assist citizens at the police department front counter; take a variety of reports, answer questions, provide directions, etc.; aid in the completion of a variety of application and complaint forms; receive and process parking and traffic citations; check records and information by use of the police department computer system; maintain various logs of warrant, subpoenas, vehicles, etc.; post monies received for fines and forfeitures; compute the distribution of fines and forfeitures to the District; take incoming business related telephone calls; collect fees at the front office counter; etc.

### OTHER DUTIES

Use and read maps to provide directions to inquiring citizens; release property to citizens; transcribe audio tapes; package items for shipment in the U. S. mail; secure information from files and reports for authorized personnel or parties; extract information from reports and transfer it into the records computer by data entry using computer keyboard and monitor; prepare transmittal sheets for bail monies; compose a variety of correspondence to traffic offenders, arrested persons' court appearance times and dates or other reasons, as well as typing letters, envelopes, etc., for other departmental personnel; provide the public with general information and refer incoming telephone calls to appropriate personnel; write and issue receipts for purchases of copies of reports, vehicle releases, citation corrections and finger print and other processing fees; keep current on all laws and requirements concerning release of criminal offender record information.

### SPECIAL REQUIREMENTS

**Ability to:** Use independent judgment and initiative particularly when dealing with the public; establish and maintain cooperative working relationships with citizens, peers, police personnel and employees in other departments; remain calm and exercise good judgment; may be required to work evenings, weekends, holidays, etc.; sit for long periods of time at a desk; view a computer screen while using a computer



keyboard and doing data entry; stretch, kneel, stoop, bend and twist body when viewing, locating or retrieving files, obtaining reports, additional supplies, etc..

**Vision:** Ability to read and comprehend written documents, computer screens, postage meter numbers, typewriter and computer keyboard, copy and facsimile machine instructions, etc..

**Hearing:** Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions

#### DESIRABLE QUALIFICATIONS

**Knowledge of:** Police Department policies, procedures, rules and regulations; modern office methods, English language (usage, spelling, grammar, punctuation, etc.); basic arithmetic (adding, subtracting, multiplying, dividing, etc.).

**Ability to:** Learn to retain and use department policies and procedures and to explain them to the public; maintain a variety of records, reports, files, etc.; communicate clearly (orally and in writing) with the public; understand and follow oral and written instructions; perform clerical procedures of a modern law enforcement department; obtain information from written reports; and do data entries into the departmental computer system analyze situations accurately and adopt effective courses of action.

**Skills:** Attend and successfully complete a 40-hour basic records course and related course offered by an accredited California community college; ability to use and operate a number of machines including, but not limited to: a multi-line telephone switchboard, a police computer (keyboard and monitor), a facsimile machine, a copy machine, an electric typewriter, a postage meter machine, a computer aided dispatch keyboard and screen and a state computer keyboard and monitor; ability to type at a speed of at least 40 words per minute; use of any computer system with speed and accuracy; ability to use police radios as well as hand-held portables and use of proper radio codes.

**Age:** At least 18 years of age at the time of appointment.

#### EXPERIENCE

A typical qualifying background would be at least one year of clerical experience, preferably in a law enforcement agency.

#### EDUCATION

High school graduate or equivalent.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Illness and Injury Prevention Program  
**POLICY NUMBER:** 3010

### 3010.1 Program Goal and Outline.

The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a safety and health program conforming to the best practices of agencies of this type. The District is covered, in the case of occupational injuries, by the **State Worker's Compensation Insurance Fund**, California Special District's Worker's Compensation Authority.

**3010.1.1** Employees injured while on the job shall complete the following forms:

**3010.1.2** Submit a memorandum to their immediate supervisor outlining the nature and scope of their injury.

**3010.1.3** Complete and submit State Compensation Insurance Fund Form 3067.

**3010.1.4** Complete and submit Department of Industrial Relations Form 3301.

**3010.1.5** Treatment authorization to Seton Medical Center, 1900 Sullivan Avenue, Daly City, CA 94015-2200, (650) 992-4000.

**3010.1.6** Completed forms shall be forwarded to the District Manager, or his designee, as soon as practical. All forms shall be forwarded to the appropriate agencies by the District Manager, or his designee.

**3010.1.7** An employee injury file shall be forwarded to the District Manager as soon as practical, and shall be forwarded to the appropriate agencies by the District Manager, or his designee.

### 3010.2 Program Responsibility.

Although the District recognizes that the responsibility for safety and health is shared, the District Manager shall be responsible and have full authority for implementing this policy and the District's Injury and Illness Prevention Program.

**3010.2.1** The District accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

**3010.2.2** Supervisory personnel are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

**3010.2.3** Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program -including compliance with all rules and regulations - and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to appropriate discipline.

**3010.3** Injury and Illness Records.

The District's record keeping system for its Injury and Illness Prevention Program shall conform to Cal/OSHA standards. Records shall be used to measure and evaluate the success of said program.

**3010.3.1** A report shall be obtained on every injury or illness requiring medical treatment. (See also Section 3010.8.)

**3010.3.2** Each injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 200, according to its instructions.

**3010.3.3** A supplementary record of the occupational injuries and illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," with the same information as in 3010.3.2, above.

**3010.3.4** Annually, the summary Cal/OSHA Form 200 shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until March 1.

**3010.3.5** All records specified in this section shall be maintained in the District's files for a minimum of five years after their preparation.

**3010.4** Documentation of Activities.

Records shall be maintained of steps taken to establish and maintain the District's Injury and Illness Prevention Program. They shall include:

**3010.4.1** Records of scheduled and periodic inspections as required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least three (3) years.

**3010.4.2** Documentation of safety and health training required by Cal/OSHA [*California Code of Regulations, Title 8, Chapter 4*] for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider. These records must also be kept for at least three years.

**3010.5** Program Communication System.



Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the worksite without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

**3010.5.1** Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.

**3010.5.2** The District's Code of Safe Practices, below, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.

**3010.5.3** Periodic meetings (at least one per quarter) of supervisory employees shall be held under the direction of the District Manager for the discussion of safety problems and accidents that have occurred. Documentation of these meetings shall be maintained for three years.

**3010.5.4** Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their subordinates at least every ten working days to emphasize safety. Documentation of these meetings shall be maintained for three years.

**3010.5.5** District employee meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Documentation of these meeting shall be maintained for three years. Discussions at these meetings should concentrate on:

**3010.5.5.1** Occupational accident and injury history within the District, with possible comparisons to other similar agencies.

**3010.5.5.2** Feedback from employees.

**3010.5.5.3** Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.

**3010.5.5.4** Brief audio-visual materials that relate to the District's operations.

**3010.5.6** Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of said equipment, machinery or tools. Documentation of training programs shall be maintained for three years.

**3010.5.6.1** New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three years.

**3010.5.7** Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's office.

**3010.5.8** News articles and publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption, to all new employees at the time of their hiring, and annually thereafter.

**3010.5.9** A safety suggestion box shall be maintained where employees, anonymously if desired, can communicate their concerns to the District Manager.

#### **3010.6 Hazard Assessment and Control.**

Periodic safety inspections shall be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures that could be potentially hazardous. The inspections shall be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

**3010.6.1** Safety inspectors will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.

**3010.6.2** Safety inspections will be conducted at least annually. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.

**3010.6.3** A written assessment shall be prepared after said inspections which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.

**3010.6.4** The District Manager, or his designee, will review written inspection reports and/or assessments and will assist in prioritizing actions and verify completion of previous corrective actions. He/she shall also review the overall inspection program to determine trends.

#### **3010.7 Accident Investigation.**

All accidents shall be thoroughly and properly investigated by the Sergeant of Police, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of said investigation shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

**3010.7.1** The investigation must obtain all the facts surrounding the occurrence: what caused the situation to occur; who was involved; was/were the employee(s) qualified to perform the functions involved in the accident or near-miss; were they properly trained; were proper operating procedures established for the task involved; were procedures followed, and if not, why not; where else this or a similar situation might exist, and how it can be corrected.

**3010.7.2** The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).

**3010.7.3** Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.



**3010.7.4** Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.

**3010.7.5** Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

**3010.8** Code of Safe Practices.

**BROADMOOR POLICE PROTECTION DISTRICT**

**3010.8.1** All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their immediate Supervisor, or District Manager, or his designee.

**3010.8.2** Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.

**3010.8.3** Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform their assigned duties, may be subject to the disciplinary action.

**3010.8.4** Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

**3010.8.5** All injuries shall be reported promptly to an immediate Supervisor so that arrangements can be made for medical or first aid treatment.

**3010.8.6** When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

**3010.8.7** Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Budget Preparation  
POLICY NUMBER: 3020

3020.1 An annual budget proposal shall be prepared by the District Manager.

3020.2 The proposed annual budget shall be reviewed by the Board of Police Commissioners at its regular meeting in May of each year.

3020.3 The proposed annual budget as presented to, or as amended by, the Board of Police Commissioners during its review shall be adopted at its regular meeting in July of each year.

3020.4 In the event a change in fiscal circumstances occurs after the adoption of the annual Final Budget, the Board of Police Commissioners, either on its own motion or at the request of the District Manager, may adopt a revised or amended budget as necessary at a special or regular meeting of the Board of Police Commissioners.

3020.5 Notwithstanding Policy 3020.2 and Policy 3020.3 the Police Commission by a 2/3 majority may advance either or both of the dates set forth in those two policies.

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# **Broadmoor Police Protection District**

## **BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK**

**POLICY TITLE:** Fixed-Asset Accounting  
**POLICY NUMBER:** 3030

**3030.1** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

**3030.2** An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the District Manager shall certify its completeness and report the results thereof to the Board of Police Commissioners at its next regular monthly meeting.

**3030.3** Applicable purchases for inclusion in said accounting shall be the following:

**3030.3.1** Equipment, tools, and vehicles that individually have an original total cost of more than \$500;

**3030.3.2** All land and building acquisitions regardless of price; and,

**3030.3.3** Additions or major improvements to the District's service infrastructure.

**3030.4** When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number shall be affixed to said item, and the number recorded in the permanent inventory records.

**3030.5** Permanent inventory records shall be maintained in either a paper file or electronic (computer data base) format. Said records shall be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

**3030.6** Information to be maintained in said inventory records shall include at least the following:

**3030.6.1** Asset number;

**3030.6.2** Description;

**3030.6.3** Manufacturer's serial number;

**3030.6.4** Storage location;

**3030.6.5** Original cost;

**3030.6.6** Acquisition date;

**3030.6.7** Life expectancy; and,

**3030.6.8** Classification code (e.g., office equipment, vehicle, etc.).

**3030.7** In the event a budgeted capital asset is not acquired in the fiscal year for which it was budgeted but is acquired in a succeeding fiscal year, the budgeted amount not expended in the fiscal year it was budgeted shall be rolled over into the fiscal year in which the budgeted capital asset is actually acquired so that the acquisition of such capital asset will be within the budget for such capital asset. This shall not reduce or affect the budget for the later fiscal year in which the transaction occurs.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Investment of District Funds

**POLICY NUMBER:** 3035

### 3035.1 PREMISE

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the Broadmoor Police Protection District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of Broadmoor Police Protection District funds.

### 3035.2 SCOPE

This investment policy applies to all financial assets of the Broadmoor Police Protection District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:  
General Fund  
Bank Accounts  
[others]

Investments:  
Local Agency Investment Fund  
Certificates of Deposit  
[others]

### 3035.3 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and

shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### **3035.4 OBJECTIVES**

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

**3035.4.1 Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Broadmoor Police Protection District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**3035.4.2 Liquidity:** The investment portfolio will remain sufficiently liquid to enable the Broadmoor Police Protection District to meet all operating requirements which might be reasonably anticipated.

**3035.4.3 Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

#### **3035.5 DELEGATION OF AUTHORITY**

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code §53600.3, the Treasurer is a trustee and a fiduciary subject to the prudent investor standard.

#### **3035.6 ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

#### **3035.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide



investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Broadmoor Police Protection District's account with the firm has reviewed the Broadmoor Police Protection District Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Broadmoor Police Protection District that are appropriate under the terms and conditions of the Investment Policy.

### **3035.8 AUTHORIZED AND SUITABLE INVESTMENTS**

The Broadmoor Police Protection District is empowered by California Government Code §53601, et seq., to invest in the following:

**3035.8.1** Bonds issued by the Broadmoor Police Protection District.

**3035.8.2** United State Treasury Bills, Notes & Bonds.

**3035.8.3** Registered state warrants or treasury notes or bonds issued by the State of California.

**3035.8.4** Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies.

**3035.8.5** Obligations issued by agencies or instrumentalities of the United States Government.

**3035.8.6** Bankers' acceptances with a term not to exceed 270 days. Not more than 40% of surplus funds can be invested in bankers' acceptances and no more than 30% of surplus funds can be invested in the banker's acceptances of any single commercial bank.

**3035.8.7** Prime commercial paper of U.S. corporations with assets greater than \$500 million, with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service (Moody's) or Standard & Poor's Corporation (S&P). Commercial paper cannot exceed 15% of total surplus funds, provided that, if the average maturity of all commercial paper does not exceed 31 days, up to 30% of surplus funds can be invested in commercial paper.

**3035.8.8** Negotiable certificates of deposit issued by federally or state chartered banks or associations. Not more than 30% of surplus funds can be invested in certificates of deposit.

**3035.8.9** Repurchase/reverse repurchase agreements of any securities authorized by this section. Securities purchased under these agreements shall be no less than 102% of market value. (See special limits in CGC §53601.i.)

**3035.8.10** Medium term notes (not to exceed 5 years) of U.S. corporations rated "A" or better by Moody's or S&P. Not more than 30% of surplus funds can be invested in medium term notes.

**3035.8.11** Shares of beneficial interest issued by diversified management companies (money market mutual funds) investing in the securities and obligations authorized by this Section. Such funds must carry the highest rating of at least two of the three largest national rating agencies. Not more than 15% of surplus funds can be invested in money market mutual funds.

**3035.8.12** Funds held under the terms of a trust indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.

**3035.8.13** Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.

**3035.8.14** Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better by a nationally recognized rating service. Not more than 30% of surplus funds may be invested in this category of securities.

**3035.8.15** Any other investment security authorized under the provisions of CGC §5922 and §53601. (Also, see CGC §53601 for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC §53601 is included by reference in this investment policy.)

**3035.8.15.1 Prohibited Investments.** Under the provisions of CGC §53601.6 and §53631.5, the Broadmoor Police Protection District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

### **3035.9 COLLATERALIZATION**

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC §53601(i)(2).

### **3035.10 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the Broadmoor Police Protection District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Broadmoor Police Protection District by book entry, physical delivery or by third party custodial agreement as required by CGC §53601.



### **3035.11 DIVERSIFICATION**

The Broadmoor Police Protection District will diversify its investments by security type and institution. It is the policy of the Broadmoor Police Protection District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply.

**3035.11.1** Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.

**3035.11.2** Maturities selected shall provide for stability of income and liquidity.

**3035.11.3** Disbursement and payroll dates shall be covered through maturities investments, marketable U.S. Treasury bills or other cash equivalent instruments such as money market mutual funds.

### **3035.12 REPORTING**

In accordance with CGC §53646(b)(1), the Treasurer shall submit to each member of the Board of Police Commissioners a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the Broadmoor Police Protection District by third party contracted managers. The report will also include the source of the portfolio valuation. As specified in CGC §53646 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy; and, (2) the Broadmoor Police Protection District will meet its expenditure obligations for the next six months as required by CGC §53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

### **3035.13 INVESTMENT POLICY REVIEW**

This Investment Policy shall be reviewed on an annual basis, and the Board of Police Commissioners must approve modifications.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Expense Authorization  
POLICY NUMBER: 3040

**3040.1** All purchases made for the District by staff shall be authorized by the District Manager and shall be in conformance with the approved District budget.

**3040.2** Except as provided in Policy 3040.5 Any commitment of District funds for a purchase or expense greater than \$2,000.000 \$5,000.00 shall first be submitted to the Board of Police Commissioners for approval, or shall be in conformance with prior Board action and/or authorizations. Payments of salaries and benefits, worker's compensation insurance, routine operating expenses such as liability insurance, vehicle maintenance and repairs, equipment maintenance and repairs, office expenses, station supplies, lease payments, payments to vendors of goods and services, janitorial services, telephone, gas and electric expenses, cable and internet expenses, recurring fees and charges, and fees charged for services provided by the state, outside agencies and entities, including the County of San Mateo, are among the things, things that will not require specific approval of the Police Commission and are deemed pre-approved.

**3040.3** A "petty cash" fund shall be maintained in the District.

**3040.3.1** Petty cash may be advanced to District staff or Commissioners upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Police Clerk, and any remaining advanced funds shall be returned.

**3040.3.2** No personal checks shall be cashed in the petty cash fund.

**3040.3.3** The petty cash fund shall be included in the District's annual independent accounting audit.

**3040.4** Whenever employees or Commissioners of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the District Manager prior to remuneration.

**3040.5** The provisions of Policy 3040.2 shall not apply to the purchase or acquisition of property or anything of value in excess of \$5,000.00, so long as the cost to purchase or acquire such property or thing of value has been budgeted and is reflected in the Budget, or any revised or amended Budget thereafter, that has been approved and adopted and the transaction occurs within the fiscal year of that Budget. In no event shall the purchase or acquisition of property or thing of value exceed the amount set forth in the budget without the express approval of the Commission.

**3040.6** The Chief of Police / District Manager shall report to the Police Commission at the first regular meeting of the Commission following the purchase or acquisition of all budgeted capital assets at a cost or value in excess of \$5,000 with a usable life in excess of one year that had been purchased or acquired pursuant to Policy 3040.5.

**3040.7** In the event a budgeted capital asset is not acquired in the fiscal year for which it was budgeted but is acquired in a succeeding fiscal year, the budgeted amount not expended in the fiscal year for which it was budgeted shall be rolled over into the fiscal year in which the budgeted capital asset is actually acquired so that the acquisition of such capital asset will be budgeted in the fiscal year it was acquired. This shall not reduce or affect the budget for the same class of capital asset(s) during the fiscal year in which the transaction occurs. The budget for the fiscal year in which the transaction occurs shall still provide for acquisition of such capital assets as though the transaction had not occurred.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Police Operations  
**POLICY NUMBER:** 3050

**3050.1** The Broadmoor Police Protection District maintains its operations at the facility located at 388 88<sup>th</sup> Street in Broadmoor, California. This facility consists of a public lobby, the Timothy J. Guiney Community Meeting Room, and a police station.

**3050.2** Due to security requirements, access to the non-public areas of the police facility station is restricted. The Chief of Police has the authority to establish rules and regulations regarding access to the police station. The only public areas of the police facility are the front lobby and the public meeting room.

**3050.3** No documents or materials that are confidential for law enforcement purposes shall be located in the public lobby or public meeting room without the express prior authorization of the Chief of Police.

**3050.4** No documents or materials that are confidential for law enforcement purposes shall be in public view in the police station when any public function or activity is held in the police station.

**3050.5** No computer monitors or screens in District vehicles or in the District's police facility that show or display any law-enforcement material shall be visible to the public at any time.

**3050.6** The entire police facility, with the exception of the front public lobby and the public conference room, is restricted. With the exception of the public meeting room and lobby no person other than authorized personnel shall be permitted to enter or be within any part of the police facility unless escorted by authorized personnel of the Broadmoor Police Department. The Chief of Police / District Manager or watch commander may allow a person or persons, other than authorized personnel, into the facility but such person or persons must at all times be escorted by authorized personnel of the Broadmoor Police Department. The Chief of Police / District Manager may grant special access to unauthorized persons and vendors to specific parts of the restricted areas in order to perform maintenance or work on District equipment or the building.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Use of District Property and Equipment  
**POLICY NUMBER:** 3060

**3060.1** The Broadmoor Police Protection District is the owner or lessee of property and equipment for use by its employees and commissioners in the course and scope of their official duties.

**3060.2** The use of District property and equipment is strictly limited to official business of the Broadmoor Police Protection District. No District employee or commissioner shall use or permit the use of any District property or equipment for personal business.

**3060.3** Among the District's property is a networked computer system, which includes terminals and stations, software, printers, email and other applications and appurtenances. The use of the computer system and each and every component, application and appurtenance thereof including the email system is subject to the provisions of Section 3060.2.

**3060.4** No user of the District's computer system, including the email system, shall have any expectation of privacy in the use of such property. The Chief of Police/District Manager or his or her designee without notice shall have the right to inspect or view all communications of every kind transacted over the District's computer system, including the email system.

**3060.5** An occasional email or a response to an email for personal business in cases of an emergency or confirming an appointment relating to a non-business meeting, receiving a telephone number or to arrange or confirm a meal shall not be subject to the provisions of section 3060.2.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Code of Ethics  
POLICY NUMBER: 4010

**4010.1** The Board of Police Commissioners of the Broadmoor Police Protection District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents. In order to assist in the interaction and behavior between and among members of the Board of Police Commissioners, the following rules shall be observed.

**4010.1.1** The dignity, style, values and opinions of each Commissioner shall be respected.

**4010.1.2** Responsiveness and attentive listening in communication is encouraged.

**4010.1.3** The needs of the District's constituents should be the priority of the Board of Police Commissioners.

**4010.1.4** The primary responsibility of the Board of Police Commissioners is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the Broadmoor Police Department are the sole responsibility of the Chief of Police/District Manager.

**4010.1.5** Commissioners should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

**4010.1.6** Commissioners should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

**4010.1.7** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Healthy and professional debate is essential to the democratic process of making of good decisions, but healthy debate does not include lambasting, insulting, demeaning, belittling, intimidating, badgering, or engaging any form of such course of unethical conduct. Once the Board of Police Commissioners takes action, Commissioners should commit to supporting said action even if a commissioner opposed the action and not to create barriers to the implementation of said action.



**4010.1.8** Commissioners should practice the following procedures:

**4010.1.8.1** In seeking clarification on informational items, Commissioners may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

**4010.1.8.2** In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager.

**4010.1.8.3** In handling items related to safety, concerns for safety or hazards should be reported to the District Manager, or his designee. Emergency situations should be dealt with immediately by seeking appropriate assistance.

**4010.1.8.4** In presenting items for discussion at Commission meetings, see Policy #5020.

**4010.1.8.5** In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the District Manager.

**4010.1.9** When approached by District personnel concerning specific District policy, Commissioners should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

**4010.2** The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

**4010.2.1** When responding to constituent requests and concerns, Commissioners should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

**4010.2.2** Commissioners should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

**4010.2.3** Commissioners should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

**4010.2.4** Commissioners may not commit the District to any policy, act, or expenditure.

**4010.2.5** Commissioners are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Attendance at Meetings  
POLICY NUMBER: 4020

**4020.1** Members of the Board of Police Commissioners shall attend all regular and special meetings of the Board unless there is good cause for absence.

**4020.2** A vacancy on the Board of Police Commissioners shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months except as authorized by the Board of Police Commissioners.

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# **Broadmoor Police Protection District**

## **BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK**

POLICY TITLE: Remuneration and Reimbursement  
POLICY NUMBER: 4030

**4030.1** Members of the Board of Police Commissioners shall serve without remuneration.

**4030.2** Members of the Board of Police Commissioners shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #4080.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Chairperson (Board of Police Commissioners)  
POLICY NUMBER: 4040

**4040.1** The Chairperson of the Board of Police Commissioners shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.2** In the absence of the Chairperson, the remaining members present shall select one of themselves to act as chairperson of the meeting. In the event the remaining members cannot agree and select an acting Chairperson, the more senior (by date the member is sworn in as a Commissioner) Commissioner shall by default be the acting Chairperson for that meeting. In the event neither remaining member is senior to the other, the acting Chairperson for that meeting shall be selected by a draw conducted by the Chief of Police / District Manager.

**4040.3** The Chairperson is at all times the spokesperson of the Police Commission unless the Police Commission by a majority (2/3) vote designates another spokesperson for a single instance or for more than one instance. This section is not intended abrogate the provisions of Policy 2000.03 of this Handbook designating the Chief of Police / District Manager as the spokesperson on behalf of the District but not the Police Commission.

**4040.4** The Chairperson shall control and shall exercise such control over all meetings of the Police Commission. If a commissioner interrupts any meeting, is disrespectful to other commissioners or the public in attendance during any meeting, refuses to abide by orders of the Chairperson, or in any way impairs the orderly flow of business of the meeting, the Chairperson may take all steps reasonably necessary to retain control of the meeting. Such steps include requesting a commissioner to cease and desist from improper conduct or behavior, call a recess, or, after repeated violations order the commissioner to leave the meeting either for the particular Agenda item being considered or for the duration of the meeting. During a commissioner's absence from the meeting he or she will be deemed absent from the meeting and will not be allowed to vote on any matter pending before the Commission during such absence.



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Members of the Board of Police Commissioners  
**POLICY NUMBER:** 4050

**4050.1** Commissioners shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Police Commissioners. Information may be requested from staff or exchanged between Commissioners before meetings.

**4050.1.1** Information that is exchanged before meetings shall be distributed through the District Manager, and all Commissioners will receive all information being distributed.

**4050.2** Commissioners shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

**4050.3** Commissioners shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the Agenda. All comments should be brief and confined to the matter being discussed by the Board.

**4050.4** Commissioners may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

**4050.5** Commissioners shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Commissioners ~~should~~ shall not abstain from the Board's decision-making responsibilities. When a Commissioner abstains from voting on an issue, he or she shall give the reason(s) for such abstention, which shall include the facts of any conflict.

**4050.6** Requests by individual Commissioners for substantive information and/or research from District staff will be channeled through the District Manager.

**4050.7** Absent specific direction from the Commission by a majority (2/3) vote, Commissioners shall not have any contact of any kind with any vendor or provider, or prospective vendor or provider, of goods or services to the District.

**4050.8** Any Commissioner who desires that the Commission adopt any new policy or procedure, or revise any existing policy or procedure, must first present the proposal in writing to Staff through the District Manager for a Staff Report.

**4050.9** Absent specific direction from the Police Commission by a majority vote, Commissioners shall not have any contact of any kind with employees of the District, except through the District Manager, regarding any District issue or business. This section shall not apply if a commissioner is involved in any action involving District police officers in the performance of their duties where a commissioner is personally involved in such action.

**4050.10** Any commissioner who desires to inspect the public records of the District shall have the same rights as any member of the public pursuant to the California Public Records Act and shall follow the procedures prescribed by that Act. By a majority vote of the Police Commission may, on a showing of good cause and on terms set by the Police Commission on a case-by-case basis, allow a commissioner to inspect a record that is exempt from disclosure under the California Public Records Act. Restricted or confidential law enforcement records cannot be examined by a commissioner unless such records are necessary and relevant to an issue to be decided by the Police Commission in a personnel hearing. To the extent any commissioner receives access to such restricted or confidential records, no commissioner shall disclose or discuss the contents of such records outside the confines of a closed session meeting of the Police Commission. Any commissioner seeking to inspect an exempt record shall not have the power to vote on the issue.

**4050.11** Except as provided in Policy 4040.4 no commissioner shall speak on behalf of the District or on behalf of the Police Commission absent specific direction from the Police Commission by a majority vote. This provision shall include postings to social media and websites.

**4050.12** The Agenda packet shall assembled by the Chief of Police / District Manager and the Chairman of the Police Commission. No commissioner shall place or include any material of any kind with the Agenda packet of a special or regular meeting of the Commission. No commissioner shall provide any materials to the public at any regular or special meeting of the Commission that does not constitute the official Agenda packet for that meeting. Likewise, no commissioner shall add to, supplement, augment or alter any of the materials that constitute the official Agenda packet or provide any additional materials or handouts for public consideration at any regular or special meeting of the Commission.

**4050.13** Commissioners shall not engage in any activity or conduct, whether or not they are sitting as commissioners at a meeting of the Police Commission, that could in any way cause injury or damage to the District.



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Police Commission Primary Role and Duty  
**POLICY NUMBER:** 4051

**4051.1** It shall be the primary role and duty of the Police Commission to set policy for the orderly operation of the District. The Commission shall not engage or participate in the actual operation of the District. The actual operation of the District shall be under the exclusive control and command of the Chief of Police / District Manager, subject to the policies adopted by the Commission.

**4051.2** The Police Commission is charged with the responsibility and the duty to hire the Chief of Police / District Manager and District Counsel, and to approve the hiring of a Commander of Police that has been nominated by the Chief of Police / District Manager. The Chief of Police / District Manager and District Counsel shall serve at the pleasure of the Police Commission. The Chief of Police / District Manager and District Counsel may be dismissed by a 2/3 majority vote of the Police Commission unless the Police Commission has approved that either may not be dismissed except upon a unanimous vote of all three commissioners.

**5051.3** With the exception of the Chief of Police / District Manager and District Counsel the Police Commission shall not engage in the hiring or discipline of any District personnel subordinate to the Chief of Police / District Manager as provided in Policy 5051.4.

**5051.4** The Chief of Police / District Manager is charged with the hiring and discipline, up to and including termination, of all District employees subordinate to him or her. However, the Commander of Police shall be nominated by the Chief of Police and hired subject to the approval of the Police Commission. The Commander of Police shall serve at the sole pleasure of the Chief of Police. The Chief of Police may without the approval or action of the Police Commission take disciplinary action up to and including dismissal of all employees of the District, including the Commander of Police.

**5051.5** Pursuant to Health & Safety Code §20071(c) the Police Commission expressly, explicitly and exclusively delegates to the Chief of Police / District Manager the duty and responsibility of appointing and disciplining (including dismissal) all District employees subordinate to the Chief of Police / District Manager.

**5051.6** This Policy 5051 is intended to be declaratory of the primary role and duty of the Police Commission and is not in any way intended to limit or restrict all powers and duties of the Police Commission provided by this Policy Handbook or by law.



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Committees of the Board of Police Commissioners  
**POLICY NUMBER:** 4060

**4060.1** The Chairperson shall appoint such *ad hoc* committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the *ad hoc* committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**4060.2** The following shall be standing committees of the Board:

**4060.2.1** Planning Committee;

**4060.2.2** Resolution Committee;

**4060.2.3** Public Relations Committee.

**4060.3** The Chairperson shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in August.

**4060.4** The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Chairperson, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

**4060.4.1** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

**4060.5** The Board's standing Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.

**4060.6** The Board's standing Resolution Committee shall be concerned with proposed resolutions and/or District policies, except those pertaining specifically to personnel.

**4060.7** The Board's standing Public Relations Committee shall be concerned with assuring that information regarding the affairs of the District are adequately and appropriately communicated to its constituents and the public at large.

**4060.8** The Board may suspend the appointment of one or more of the Standing Committees enumerated in Section 4060.2 if the Board finds that the appointment of such committee is, or such committees are, unnecessary at the present time. The Board may lift any suspension of a committee or committees based upon a change in circumstances that would warrant the appointment of such committee or committees.

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## **Broadmoor Police Protection Districts**

### **BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK**

**POLICY TITLE:** Membership in Associations  
**POLICY NUMBER:** 4070

**4070.1** The Board of Police Commissioners shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

**4070.2** The Board of Police Commissioners shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due.

**4070.3** The Board of Police Commissioners shall maintain membership in the San Mateo County Chapter of the California Special Districts Association and shall insure that annual dues are paid when due.

**4070.3.1** At the regular Board meeting in July, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff member shall at the same time be selected to serve as an alternate for the representation.

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# Broadmoor Police Protection Districts

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Training, Education, and Conferences  
**POLICY NUMBER:** 4080

**4080.1** Members of the Board of Police Commissioners are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Hence, there is no limit as to the number of Police Commissioners attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. *In the event that two or three commissioners attend the same conference or meeting, they must keep in mind that no District business of any kind may be discussed between the commissioners.*

**4080.1.1** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**4080.2** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

**4080.2.1** The District Manager is responsible for making arrangements for Police Commissioners for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Police Commissioners, or which are billed to the District by Police Commissioners, shall be submitted to the District Manager, together with validated receipts.

**4080.2.2** Attendance by Police Commissioners at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Chairperson of the Board of Police Commissioners prior to incurring any reimbursable costs.

**4080.2.3** Expenses to the District for Board of Police Commissioners' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the District Manager and by:

**4080.2.3.1** Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

**4080.2.3.2** Police Commissioners traveling together whenever feasible and economically beneficial.



**4080.2.3.3** Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

**4080.3** A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4080.4** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Police Commissioners will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Police Commissioners and staff.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Board Meetings  
POLICY NUMBER: 5010

**5010.1** Regular meetings of the Board of Police Commissioners shall be held on the second Tuesday of each calendar month at 7:00 PM in the Timothy J. Guiney Community Meeting Room (Broadmoor Police Station), 388 Eighty-Eighth Street, Broadmoor, CA 94015-1717. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board. **Notice of the Meeting and the Agenda shall be posted in accordance with the applicable provisions of the Ralph M. Brown Act.**

**5010.2** Special meetings (non-emergency) of the Board of Police Commissioners may be called by the Board Chairperson.

**5010.2.1** All Police Commissioners, the District Manager, District Counsel and Commander of Police shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

**5010.2.2** Newspapers of District circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including District to be transacted, will be given by telephone during District hours as soon after the meeting is scheduled as practicable.

**5010.2.3** An agenda shall be prepared as specified for **all** regular Board meetings **and all special Board meetings** in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above. **Notice of the Special Meeting and the Agenda shall be posted in accordance with the applicable provisions of the Ralph M. Brown Act.**

**5010.2.4** ~~Only those items of District listed in the call for the special meeting shall be considered by the Board at any special meeting.~~ **Only those items listed on the Agenda for a regular meeting or special meeting shall be considered by the Board.** In the event an issue comes up during a regular or special meeting that is not within the scope of an Agenda item at that meeting, the Chairperson may require that the issue appear on the Agenda of the next regular meeting of the Police Commission.

**5010.3** Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Police Commissioners may hold an emergency special meeting without complying with the 24-hour notice required in



5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the District Manager, Board Chairperson or selected Commissioner in the Chairperson's absence.

**5010.3.1** Newspapers of District circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the District Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**5010.3.2** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the District Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

**5010.4** Adjourned Meetings. A majority vote by the Board of Police Commissioners may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Police Commissioners are present at any regular or adjourned regular meeting, the District Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

**5010.5** Annual Organizational Meeting. The Board of Police Commissioners shall hold an annual re-organizational meeting at its regular meeting in July ~~January~~ of each year. At this meeting the Board will elect a Chairperson, Treasurer and Secretary from among its members to serve during ~~that the coming~~ calendar year. ~~The January meeting will be called to order and initially presided over by the Chairperson from the previous year. The first order of business in the January meeting will be the annual re-organization of the Police Commission. The newly selected officers shall immediately replace the officers from the previous year once the votes are taken and approved unless the Police Commission by a 2/3 vote orders that the new assignments shall take place at a later time. The Police Commission may by a 2/3 majority vote defer the re-organization to a later regular meeting.~~

**5010.6** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**5010.7** The Chairperson and the District Manager shall insure that appropriate information is available for the audience at meetings of the Board of Police Commissioners, and that physical facilities for said meetings are functional and appropriate.

**5010.8** With the prior consent of the Chairperson a commissioner or commissioners may appear via Zoom at a regular or special meeting of the Board of Police Commissioners. The Chairperson shall be personally present at any meeting in which a commissioner or commissioners appear via Zoom.



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda  
POLICY NUMBER: 5020

**5020.1** The District Manager, in cooperation with the Board Chairperson, shall prepare an agenda for each regular and special meeting of the Board of Police Commissioners. Any Commissioner may call the District Manager and request any item to be placed on the agenda no later than 5:00 o'clock P.M. ~~at least five business days prior to the regular meeting on which agenda the requested item is to appear.~~ on the day prior to the meeting date. ~~The ultimate decision to grant such request shall be up to the Chairperson.~~

**5020.2** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Police Commissioners, subject to the following conditions:

**5020.2.1** The request must be in writing and be submitted to the District Manager together with supporting documents and information, if any, at least five business days prior to the date of the meeting;

**5020.2.2** The District Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

**5020.2.3** No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

**5020.2.4** The Board of Police Commissioners may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

**5020.3** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

**5020.4** At least 72 hours prior to the time of all regular meetings, an agenda, which ~~complies with the requirements of the Ralph M. Brown Act~~ includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office (Broadmoor Police Station), Broadmoor Community Center, and the Colma Fire Station.

**5020.4.1** The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

**5020.5** The public agenda packet for regular meetings and special meetings shall be available for public inspection during normal business hours at the District Offices at the Broadmoor Police Station.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct  
POLICY NUMBER: 5030

**5030.1** Meetings of the Board of Police Commissioners shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

**5030.2** All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

**5030.3** The conduct of meetings shall, to the fullest possible extent, enable Commissioners to:

**5030.3.1** Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

**5030.3.2** Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

**5030.4** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Police Commissioners, shall be as followed:

**5030.4.1** ~~Three~~ Five minutes ~~may~~ **shall** be allotted to each speaker and a maximum of 20 minutes to each subject matter. ~~The Chairperson may extend such time as he or she deems appropriate under the circumstances.~~

**5030.4.2** No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Chairperson of that person's privilege of ~~to~~ address ~~the Commission.~~

**5030.4.3** No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Police Commissioners under provisions contained in Policy #1030.

**5030.5** Willful disruption of any of the meetings of the Board of Police Commissioners shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. Proper order and decorum of meetings shall be subject to Policy 5070, which shall be enforced by the Chairperson or the Sergeant at Arms.

**5030.5.1** In such an event, only matters appearing on the agenda may be considered in such a session.

**5030.5.2** After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

**5030.5.3** Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

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DISCUSSION



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSOINERS POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

**5040.1** Actions by the Board of Police Commissioners include but are not limited to the following:

**5040.1.1** Adoption or rejection of regulations or policies;

**5040.1.2** Adoption or rejection of a resolution;

**5040.1.3** Approval or rejection of any contract or expenditure;

**5040.1.4** Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

**5040.1.5** Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

**5040.1.6** In appropriate cases initiate, vote on and publically censure a commissioner for violating any provision of this policy handbook or engaging in any conduct that brings or tends to bring the District or the Police Commission into disrepute or generates contempt towards the District or the Police Commission.

**5040.2** Action can only be taken by the vote of the majority of the Board of Police Commissioners. Two (2) Police Commissioners represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require two votes to be effective (unless a vote of three (3) is required by policy or other law).

**5040.2.1** A member abstaining in a vote is considered as absent for that vote.

**5040.2.1.1** Example. If two of three Police Commissioners are present at a meeting, a quorum exists and business can be conducted. However, if one Commissioner abstains on a particular action and the other one cast an "aye" vote, no action is taken because a "majority of the Board" did not vote in favor of the action.

**5040.2.1.2** Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, two Police Commissioners must vote in favor of the appointment for it to be approved. If one of the two Police Commissioners present abstains, the appointment is not approved.

**5040.3** The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the District Manager.

**5040.3.1** The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Police Commissioners challenge the statement of the Chairperson, a voice vote may be requested.

**5040.3.2** A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the District Manager for review and recommendation, etc.).

**5040.3.3** Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

DRAFT FOR  
DISCUSSION

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# **Broadmoor Police Protection District**

## **BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK**

**POLICY TITLE:** Review of Administrative Decisions  
**POLICY NUMBER:** 5050

**5050.1** The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Police Commissioners pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

**5050.2** This policy affects those administrative decisions rendered by the Board of Police Commissioners governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

**5050.3** The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Police Commissioners.

DRAFT FOR DISCUSSION



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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings  
POLICY NUMBER: 5060

**5060.1** The Secretary of the Board of Police Commissioners shall keep minutes of all regular and special meetings of the Board and shall transmit the completed draft minutes as provided in Policy 5060.1.5 not less than five business days in advance of the meeting of the Board of Police Commissioners on which Agenda the draft minutes shall appear for approval.

**5060.1.1** Subject to Policy 5060.1.5 Copies of a meeting's minutes shall be distributed to Police Commissioners as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

**5060.1.2** Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Police Commissioners will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of two (2) years. Members of the public may inspect recordings of the open session of Board meetings without charge on a playback machine that will be made available by the District. Recordings of closed session Board meetings shall not be made available to the public and shall be exempt from production pursuant to the California Public Records Act as provided in Policy 5060.16.

**5060.1.3** Motions or resolutions shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions adopted by the Board shall be numbered consecutively, starting new at the beginning of each fiscal year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Police Commissioners present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Police Commissioners;
- Time and name of early departing Police Commissioners;
- Names of Police Commissioners absent during any agenda item upon which action was taken;
- Summarial record of staff reports;
- Summarial record of public comment regarding matters not on the agenda, including names of commentators;

Approval of the minutes or modified minutes of preceding meetings;  
Approval of financial reports;  
Record of all warrants approved for payment;  
Complete information as to each subject of the Board's deliberation;  
Record of the vote of each Commissioner on every action item for which the vote was not unanimous;  
Resolutions described as to their substantive content and sequential numbering;  
Record of all contracts and agreements, and their amendment, approved by the Board;  
Approval of the annual budget;  
Approval of all policies, rules and/or regulations;  
Approval of all dispositions of District assets;  
Approval of all purchases of District assets; and,  
Time of meeting adjournment.

**5060.1.4** The Minutes shall not contain any argument, opinions, conclusions, inflammatory or defamatory matter, quotes, conjecture, allegations or personal attacks. The Minutes shall contain nothing more than brief summaries of the facts of what was presented to the Police Commission and discussed and decided by the Police Commission. Minutes shall be streamlined and shall be drafted in the form of Action Minutes so that they are simple, concise, and inclusive without verbosity, unnecessary detail or the inclusion of material not germane to the issue.

**5060.1.5** The draft Minutes shall not be published or disseminated to anyone except the Police Commissioners in their commission packet, to the Chief of Police / District Manager, and to District Counsel unless otherwise directed by the Chairperson of the Police Commission.

**5060.1.6** Minutes of Closed Session meetings of the Police Commission shall remain confidential and shall not be made available for public inspection or disclosure. Such minutes shall be exempt from disclosure under the California Public Records Act.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

**POLICY TITLE:** Rules of Order for Board and Committee Meetings  
**POLICY NUMBER:** 5070

### 5070.1 General.

**5070.1.1** Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

**5070.1.1.1** If a Commissioner believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the chairperson. If the ruling of the chairperson is not satisfactory to the Commissioner, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

### 5070.2 Obtaining the Floor.

**5070.2.1** Any Commissioner desiring to speak should address the chairperson and, upon recognition by the chairperson, may address the subject under discussion.

### 5070.3 Motions.

**5070.3.1** Any Commissioner, including the chairperson, may make or second a motion. A motion shall be brought and considered as follows:

**5070.3.1.1** A Commissioner makes a motion; another Commissioner seconds the motion; and the chairperson states the motion.

**5070.3.2** Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

**5070.3.2.1** If the public in attendance has had an opportunity to comment on the proposed action, any Commissioner may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.



**5070.4** Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

**5070.4.1** Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Commissioners who moved and seconded, or by a new motion and second.

**5070.4.2** Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

**5070.4.3** Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

**5070.4.4** Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**5070.4.5** Motion to Close Debate and Vote Immediately. As provided above, any Commissioner may move to close debate and immediately vote on a main motion.

**5070.4.6** Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

**5070.5** Decorum.

**5070.5.1** The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting or hearing.

**5070.5.2** The chairperson may also declare a short recess during any meeting.

**5070.5.3** Pursuant to District Resolution 2022/23-07 adopted on January 10, 2023, the following additional rules of order and conduct shall apply to all meetings of the Police Commission:

**5070.5.3.1** All public comment shall be delivered by only one person at a time who shall speak only from the podium or other place in the meeting room designated by the Chair and from no other place or location within the meeting room. Only one person at a time shall be at or use the podium.

**5070.5.3.2** No commissioner shall engage in any dialogue with anyone offering public comment unless, in the opinion of the Chair, such dialogue is helpful to the Commission in deciding the matter under consideration.

**5070.5.3.3** Any person desiring to offer comments during the general public comment session at the beginning of each meeting shall approach the podium, state his or her name, then offer any comments he or she wishes to present. Each person shall be allotted up to three minutes for public comment unless the Chair, in his or her discretion, permits a longer time in the public interest. If that person does not use the allotted time, he or she shall not thereafter be allowed to reclaim the remaining time.

**5070.5.3.4** Any person desiring to offer comments on any specific agenda item for which public comment is allowed during the call of a specific item shall approach the podium, state his or her name, then offer any comments he or she wishes to present. Each person shall be allotted up to three minutes for public comment on a specific agenda item unless the Chair, in his or her discretion, permits a longer time in the public interest. If that person does not use the allotted time, he or she shall not thereafter be allowed to reclaim the remaining time.

**5070.5.3.5** No person shall be allowed to assign to another person or persons all or any part of the time allotted to each person for public comment.

**5070.5.3.6** Once the Chair declares the time for public comment closed, either at the general public comment session or on a specific agenda item, no further public comment shall be allowed unless the Chair, in his or her discretion, deems it appropriate in the public interest to allow additional comment.

**5070.6** Amendment of Rules of Order.

**5070.6.1** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

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# Broadmoor Police Protection District

## BOARD OF POLICE COMMISSIONERS POLICY HANDBOOK

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**5070.6.1** By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.



**BROADMOOR POLICE PROTECTION DISTRICT**  
**OFFICE OF THE CHIEF OF POLICE / DISTRICT MANAGER**  
**STAFF REPORT**

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TO : Police Commission  
FROM: Michael P. Connolly ICOP/IDC  
DATE: June 10, 2025  
RE : Replacement of Police Radios and Related Equipment

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**I. INTRODUCTION**

This request if approved would authorize the Chief of Police to proceed with the acquisition of updated, encryption-capable portable radios and supporting systems as outlined in the attached vendor quote from Metro Mobile Communications, at a total cost of **\$26,022.34**, to be paid in two phases: **\$10,000 due upon delivery**, and **\$16,022.34 due by July 10, 2025**. Funding will be drawn from **law enforcement revenue**, ensuring no impact to the department's primary operating budget.

**II. EXECUTIVE SUMMARY**

This report requests approval for the replacement of Broadmoor Police Department's failing handheld radio system with modern, interoperable, encryption-ready equipment. The current radios, purchased in 2019 with limited foresight, no longer meet operational demands and pose a significant risk to officer safety.

The proposed solution utilizes **Project 25 (P25)** compliant radios to ensure secure, interoperable communication with dispatch and mutual aid agencies. These radios are lightly used, fully warrantied, and represent a fiscally sound investment in multi-year public safety infrastructure. The return on investment (ROI) is strong, as this acquisition eliminates recurring repair costs, avoids non-compliance penalties, and ensures long-term interoperability with regional partners—thereby reducing future capital outlay and increasing operational reliability. The equipment includes full factory warranties and supports future encryption capability, ensuring operational sustainability for years to come.

### **III. BACKGROUND**

In early 2019, Interim Chief Dave Parenti procured a batch of portable radios at a cost of approximately \$19,000. These devices were not robust or future-proofed, lacking critical capabilities such as encryption and interoperability with other public safety agencies.

Upon assuming command in June 2019, I assessed the radio system and found it inadequate for law enforcement purposes. Within six months, the California Department of Justice issued a mandate requiring encryption of all law enforcement communications transmitting Personally Identifiable Information (PII). The department's radios were neither durable nor compatible with this requirement.

### **IV. DISCUSSION**

#### **A. Operational and Officer Safety Risks**

Although the radios acquired in 2019 did support shared channel frequencies at the time, many regional law enforcement agencies have since changed or decommissioned those frequencies. As a result, the department's ability to maintain seamless interagency communication has steadily declined, reducing operational effectiveness and increasing the likelihood of communication breakdowns during critical incidents.

Moreover, given the age, limitations, and lack of encryption capability of the current radios, it is not cost-effective or technically viable to upgrade them to meet modern standards. Replacement is the only fiscally and operationally responsible path forward.

**Industry standard guidance indicates that the average lifecycle for portable radios in law enforcement is approximately 5 to 7 years.** Beyond this window, radios are more likely to suffer hardware failures, battery degradation, and software incompatibility with modern communication and encryption standards. As such, the equipment currently in use by the department is at or beyond the end of its effective service life and presents increasing reliability and liability concerns.

Recent high-risk deployments, including a prolonged active shooter incident in South San Francisco, underscored the need for reliable, interoperable communications. Our officers were deployed alongside neighboring jurisdictions but experienced communication issues that compromised safety and effectiveness.

Failure of communication equipment in these scenarios places officers at unacceptable risk and exposes the department to potential liability.

## **B. Compliance Concerns**

The California DOJ mandates encrypted communication for all law enforcement transmissions involving PII. Broadmoor's current radios cannot be upgraded to meet these requirements. Delayed compliance risks operational isolation and non-compliance penalties.

## **C. Prior Fiscal Constraints**

Radio replacement was not financially feasible over the past three fiscal years due to limited general fund growth, competing operational priorities, and pandemic-related revenue shortfalls. Recent stabilization in citation and towing revenue now enables phased replacement.

## **D. Solution Proposed – P25-Compliant Equipment**

The radios proposed for purchase are **Kenwood Viking VP5330** units, compliant with **Project 25 (P25)** interoperability standards.

### **What is Project 25 (P25)?**

Project 25 is a national communications standard for public safety agencies, developed by APCO with input from law enforcement and emergency services. P25 ensures:

- Secure, encrypted communication.
- Interoperability across agencies and jurisdictions.
- Digital clarity and reliability in field conditions.
- Scalability for future upgrades.

This equipment is Bluetooth- and GPS-capable and comes with new batteries, chargers, and remote speaker microphones. Radios are lightly used (90-day loaners) and include full **three-year factory warranties**.

## **E. Fiscal Strategy – Updated with Vendor Quote**

**Vendor:** Metro Mobile Communications (legacy provider to the Broadmoor Police Department)

**Quote Date:** February 4, 2025

**Sales Order #48839**

**Breakdown:**

- 23 Kenwood VP5330 Radios with Accessories: \$22,425.00
- Labor (Configuration & Testing): \$1,495.00
- Sales Tax (9.375%): \$2,102.34
- **Total Cost:** \$26,022.34

**Payment Terms:**

- \$10,000 due upon delivery
- \$16,022.34 due by July 10, 2025

**Funding Source:** 100% funded from tow fee revenue; no impact to general fund or core operating budget.

**V. ALTERNATIVES CONSIDERED**

- **Defer Replacement:** Inadvisable due to officer safety risks and mounting equipment failures.
- **Full Encryption Now:** Cost-prohibitive; most neighboring agencies are not yet fully encrypted.
- **Alternate Vendors:** Explored; Metro Mobile offers best value and compatibility.

**VI. FISCAL IMPACT AND COST-BENEFIT ANALYSIS**

- **Total Cost:** \$26,022.34
- **Payment Terms:** Two payments over five months.
- **Budget Status:** Fully offset by tow fee revenue; no impact to FY 2024–2025 adopted budget, and no foreseeable impact to the FY 2025–2026 budget.

**Cost-Benefit Analysis:**

- **Avoided Costs:**
  - Annualized repair and maintenance costs on failing radios (estimated \$4,000–\$5,000 per year).
  - Potential liability from communication failures (unquantifiable but high risk).
  - Non-compliance penalties and loss of interoperability (future regulatory exposure).
- **Operational Gains:**
  - Immediate restoration of reliable communication infrastructure.
  - Enhanced officer safety and reduced incident response time.

- Compatibility with regional partners (interoperability compliance).
- **Asset Longevity:**
  - Radios expected to serve 5–7 years under standard conditions.
  - Covered under full three-year factory warranty.
- **ROI Justification:**
  - Avoids future capital outlay by preempting equipment failure.
  - Maximizes investment by leveraging durable, multi-year-use assets.
  - Funded entirely through non-general fund revenue.

## **VII. STRATEGIC ALIGNMENT**

- **Public Safety:** Enhances officer safety and mission reliability.
- **Legal Compliance:** Prepares for DOJ encryption mandate.
- **Interagency Coordination:** Enables seamless communication with regional partners.

## **VIII. ATTACHMENTS**

- **Attachment A:** Metro Mobile Sales Order #48839 (Quote dated 2/4/2025).
- **Attachment B:** DOJ Encryption Mandate Summary.

In October 2020, the California Department of Justice (CA DOJ) issued a bulletin mandating that all law enforcement agencies encrypt radio transmissions containing Personally Identifiable Information (PII) derived from the California Law Enforcement Telecommunications System (CLETS). Agencies were instructed to either:

1. Implement encryption for all radio transmissions containing CLETS data, or
2. Enforce policies prohibiting the broadcast of such data over unencrypted channels.

The directive was based on CLETS security requirements and supported by the FBI's CJIS Security Policy. Failure to comply could result in limited access to CLETS, increased legal liability, and compromised operational integrity. This mandate directly impacts the Broadmoor Police Department, whose existing equipment is non-compliant and incapable of supporting secure transmissions. The proposed equipment upgrade ensures future compliance with this encryption directive.

Sources:

- CLETS Policies, Practices, and Procedures – Dec. 2019 (CA DOJ).
- FBI CJIS Security Policy – Version 5.9.2 (Dec. 2022).

Respectfully submitted,

*Michael P. Connolly*

(digitally signed)

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Interim Chief of Police/Interim District Manager



**Metro Mobile Communications**

1140 Old County Rd, Suite A  
Belmont, CA 94002-3919  
650-367-1992  
liza@metromobile.com

**Sales Invoice****BILL TO**

City of Broadmoor, Police Department  
388 88th Street  
Broadmoor, CA 94015

**SHIP TO**

Michael P. Connolly, MS  
Chief of Police  
Broadmoor Police Department  
388 88th Street  
Broadmoor, CA 94015

**SALES**

49557

**INVOICE****DATE**

04/18/2025

**DUE DATE**

05/18/2025

**PURCHASE ORDER #**

vbl. Gabriel Carriel

**REP**

Singer

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	Refer to Sales Order# 48839			
Equipment	Kenwood Viking VP5330F2 Handheld Radio with KRA-27M Whip Antenna (lightly used only 90 days as loaners) AS IS CONDITION  -Includes Full Three-Year Factory Warranty -UHF 450-520 MHz, 1024 Channels, P25 Conventional and Phase I Trunking -Bluetooth and GPS  Unit S/N: 533045221530024, 533045221530021, 533045221530017, 533045221530028, 533045221530015, 533045221530016, 533045221530030, 533045221530019, 533045221530023, 533045221530026, 533045221530012, 533045221530020, 533045221530013, 533045221530022, 533045221530018  Unit S/N: 533045220030052, 533045220030056, 533045220030049, 533045220030051, 533045220030050, 533045220030055, 533045220030054, 533045220030001	23	975.00	22,425.00T
OTHER	8326000002 MDC1200 Software	23	50.00	1,150.00T
Battery	KNB-L2M Battery-New	23	0.00	0.00T
Charger	KSC-52BK Single-Unit Charger-New	23	0.00	0.00T
MICROPHONE	KMC-72W Remote Speaker Microphone-New	23	0.00	0.00T
Antenna	KRA-23M Spare Stubby Antenna-New	10	0.00	0.00T

Past due invoices are subject to a 1.5% monthly late charge or 18% per annum.

SERVICE	Labor: Configure and Bench Test Radio	23	65.00	1,495.00
Shipping Will Call	Shipping - Customer pick up from Metro Mobile Communications shop location.	1	0.00	0.00
Payment Terms Standard	PAYMENT TERMS: \$8,000 due on order placement (4/18/25), \$8,000 due 90 days from order placement (7/18/25), balance due 180 days (10/18/25) from order placement	1	0.00	0.00
*** Please make checks payable to "Metro Mobile Communications". ***				

PAYMENT TERMS: refer to payment terms under DESCRIPTION on invoice. Checks to be made payable to:  
 \*\*\* Metro Mobile Communications \*\*\*

Thank you for your business.

SUBTOTAL	25,070.00
TAX	2,328.03
TOTAL	27,398.03
PAYMENT	8,000.00
BALANCE DUE	<b>\$19,398.03</b>

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

**STAFF REPORT**

---

TO : Police Commission

FROM: Michael P. Connolly ICOP/IDC

DATE: June 10, 2025

RE : Confirm nomination of Sgt. Gamboa to Commander of Police

---

**INTRODUCTION**

Pursuant to Section 2(a)(iv) of District Resolution 2002/2003-09 the Chief of Police has nominated Sgt. Dominic Gamboa to the position of Commander of Police and requests that the nomination be approved.

**DISCUSSION**

Sgt. Dominic Gamboa has served the District with distinction in the capacity of Sgt. of Police (part-time). The position of Commander of Police is vacant. Sgt. Gamboa is highly qualified to serve as a part-time Commander of Police and therefore the Chief of Police has nominated him to serve in that position. Section 2(a)(iv) of District Resolution 2002/2003-09 requires that any nominee to the position of Commander of Police be approved and confirmed by the Commission.

**PROPOSAL**

The Chief of Police proposes that his nomination of Sgt. Dominic Gamboa to the position of Commander of Police effective July 1, 2025, should be approved and confirmed.

### CONCLUSION

Approve and confirm the appointment of Sgt. Dominic Gamboa to the position of Commander of Police effective July 1, 2025.

Respectfully submitted,

*Michael P. Connolly*

(digitally signed)

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Interim Chief of Police/Interim District Manager

## **Dominic Gamboa**

### **Professional Biography**

#### **BACKGROUND**

Sgt. Dominic Gamboa is a seasoned law enforcement professional with 34 years of distinguished service in public safety, training management, and organizational leadership. His career has a diverse portfolio of local and federal law enforcement experience, including roles with the San Francisco Police Department, the Federal Reserve Police Department, and multiple California public safety organizations.

In his current capacity, Dom serves as the Training Manager, Field Training Program Manager, Internal Affairs Investigations, and Reserve Unit Manager for the Broadmoor Police Department. He is responsible for developing POST-compliant training curricula, conducting internal investigations, managing field training evaluations, and guiding the strategic direction of the Reserve Officer Program. His leadership ensures operational accountability, professional growth, and training consistency across the department.

#### **ASSIGNMENTS**

Dom also holds a prestigious auxiliary assignment with Homeland Security Investigations (HSI), serving as a Task Force Officer (TFO) assigned to the Border Enforcement Security Task Force (BEST). This highly competitive federal role grants him full investigative authority, including arrest powers, warrant execution, and sensitive case management. Collaborating with HSI agents and interagency partners, Dom supports national efforts to combat transnational criminal networks while maintaining case integrity and coordination across jurisdictions.

As a full-time Training Manager with the Federal Reserve Police Department's 12th District, Dom directed training operations for regional police stations in San Francisco, Los Angeles, Salt Lake City, Seattle, and Phoenix. His leadership ensured that federal law enforcement training standards were consistently applied and that officer readiness remained high throughout the district. He also represented the 12th District on the national Law Enforcement Training Advisory Council and led several national-level training initiatives.

## **EXPERTISE**

Dom's contributions to law enforcement education extend statewide through his leadership with the California Commission on POST. As an Advisory Committee Member, he represents private training providers and helps guide policy development. As a POST-appointed Subject Matter Expert, Dom has participated in multiple work groups aimed at enhancing Field Training Officer (FTO) and Field Training Program (FTP) standards. He has revised and evaluated curriculum for the FTO Basic, Update, and Supervisor courses and was selected to co-develop POST's official FTO informational video and case studies. He was also featured in a POST-produced training video on Active Shooter Response, underscoring his tactical and instructional credibility.

As a founding instructor for the Savage Training Group. Its regarded as very popular training groups in the nation, Dom has played a critical role in shaping modern law enforcement instruction. He has developed and taught numerous high-impact courses focused on field training, instructional development, and compliance. In addition to his teaching role, Dom conducts FTP audits for law enforcement agencies across California, ensuring alignment with POST standards and training effectiveness. He also leads the selection and onboarding of new instructors, providing mentorship and quality control. Dom frequently delivers presentations and agency consultations throughout California and across the country, making him a recognized voice in advancing professional policing standards.

Dom has taught professional development courses to visiting international law enforcement agencies, including the Philippine National Police. His ability to translate modern training principles into global contexts reflects both his instructional skill and cultural competency. He also serves as a national-level instructor and advisor on FTP audits and field training implementation, helping agencies across the country improve training structures and compliance systems.

As President of the California Reserve Peace Officers Association (CRPOA) and Chairperson for the Annual Reserve Peace Officers Conference (ARPOC), Dom has expanded the reach and professionalism of reserve officer training. His leadership has fostered partnerships with organizations such as the Fraternal Order of Police, California Peace Officers Association, and CA POST, and has advanced legislative initiatives in support of reserve officers statewide.

His service has earned numerous accolades, including the Bronze Medal for Bravery from the San Francisco Sheriff's Office, captain commendations, unit



merit citations, and community awards from the San Francisco Police Department. He has also received multiple state legislative and U.S. Congressional recognitions for his lasting contributions to law enforcement training and public safety.

### **EDUCATION, TRAINING AND CERTIFICATION**

Dom has completed extensive college coursework and holds multiple POST credentials, including Basic, Intermediate, Advanced, Supervisory and Management Certificates. A passionate lifelong learner, he remains committed to completing his degree and mentoring the next generation of peace officers through high impact instruction, course design, and leadership development.

Dom's multifaceted career exemplifies a steadfast commitment to excellence, service, and the advancement of public safety. Whether leading local training initiatives, advising state regulatory bodies, or supporting federal enforcement operations, he continues to build bridges across jurisdictions and disciplines. His ability to mentor, innovate, and lead with integrity has not only shaped the careers of countless officers but has also contributed to the evolution of law enforcement training and policy across California and beyond.

06. JUNE 2025 TRANSACTIONS							
Broadmoor Police Department							
May 8-June 5, 2025							
	Transaction date	Transaction type	Num	Name	Line description	Item split account	Amount
Petty Cash							
	05/12/2025	Check	4965	GOOD SUBS MARKET	5/6/25 ROYAL AUTO APPRECIATION LUNCH	5199c-Meals	-180.00
	05/21/2025	Check	4966	GOOD SUBS MARKET	5/19/25 CAL AUTO APPRECIATION LUNCHEON	5199c-Meals	-180.00
	05/22/2025	Check	4967	JOSE CARRIEL	PLUMBING WORK/FACILITIES	5638-UTILITIES	-150.00
	05/28/2025	Check	4968	Robyn Rose	HOURS WORKED + TRAVEL	5876-PROFESSIONAL SPECIALIZED SERVICES	-1,105.00
	06/02/2025	Check	4969	Broadmoor Police Department	Remedy/Reimbursement For Radios	5424-RADIO EQUIP MAINTENANCE & REPLACEMENT	-8,000.00
Total Petty Cash							-\$9,615.00
General Fund	05/08/2025	Journal Entry	CALPERS		CALPERS CONTRIBUTION PPE		-16,573.79
	05/12/2025	Check	9402	Chase Card Services	DUE 05/19/25	5199a-General	-2,080.03
	05/14/2025	Check	9403	VERDANT	#905567864 Contract ID 9778001	5638-UTILITIES	-166.75
	05/14/2025	Check	9404	VERDANT	Contract ID 9778000	5638-UTILITIES	-322.60
	05/14/2025	Check	9405	Ninnescah Valley Bank	CHEVY LEASE	7311-VEHICLES & EQUIPMENT	-926.55
	05/14/2025	Check	9406	NevTec	INV 42415 MAY 2025	5858-PROFESSIONAL CONTRACT SERV	-4,521.50
	05/14/2025	Check	9407	NBS	INV202504-1919 MULTI YEAR PARCEL AUDIT	5876-PROFESSIONAL SPECIALIZED SERVICES	-13,000.00
	05/14/2025	Check	9408	Porter Scott	INV184814 PARENTI V TOBIN ET AL	5341-LEGAL SERVICES	-1,766.00
	05/14/2025	Check	9409	Bay Contract Maintenance, Inc.	INV 33149 APRIL SUPPLIES	5166-CLEANING & JANITORIAL SUPPLIES	-217.49
	05/14/2025	Check	9410	COLANTUONO, HIGSMITH, WHATLEY PC	INV 65040 SRVC THRU 4/30/25	5341-LEGAL SERVICES	-1,572.50
	05/14/2025	Check	9411	Daly City Auto Repair	105522 2018 FORD EXP	5455-VEHICLE MAINTENANCE EXPENSE	-78.56
	05/14/2025	Check	9412	County of San Mateo, PSC	FY24/25 Q4 MESSAGE SWITCH	5858-PROFESSIONAL CONTRACT SERV	-1,367.75
	05/14/2025	Check	9413	Wave	ACCT 15011299492-01 NETWORK SVCS	5638-UTILITIES	-419.57
	05/14/2025	Check	9414	Wave	ACC 1501103745901 INTERNET	5638-UTILITIES	-208.81
	05/14/2025	Check	9415	Royal Auto Body & Repair Center, Inc.	INV 24018 2015 FORD	5455-VEHICLE MAINTENANCE EXPENSE	-80.00
	05/14/2025	Check	9416	AT&T Mobility-FirstNet	INV 05102025 WIRELESS	5638-UTILITIES	-595.09
	05/14/2025	Check	9417	PG&E	ACCT 5739203490-6 DUE 05/23/25	5638-UTILITIES	-1,153.85
	05/14/2025	Check	9418	AAA Smart Home	INV 9230682 MAY 2025	5478-GENERAL CONTRACT MAINTENANCE	-34.20
	05/14/2025	Check	9419	City of Daly City	2/21/25 - 04/23/25 WATER	5638-UTILITIES	-126.66
	05/14/2025	Check	9420	Davis Law Firm	APRIL 2025	5341-LEGAL SERVICES	-9,500.00
	05/14/2025	Check	9421	Corporate Signatures, Inc.	INV 20199 STAR STICKERS	5199a-General	-284.30
	05/14/2025	Check	9422	Dunnigan Psychological	INV 2294 PRE EMPLOY PSYC	5876-PROFESSIONAL SPECIALIZED SERVICES	-650.00
	05/14/2025	Check	9423	Experian	INV 6000055835 APRIL 2025	5876-PROFESSIONAL SPECIALIZED SERVICES	-225.00
	05/14/2025	Check	9424	LC Action Police Supply	INV475700 ORDER #49774/00	5121-UNIFORMS AND SAFETY EQUIP	-1,375.31
	05/16/2025	Journal Entry	PPE 5/10/25		TO RECORD PAYROLL FOR PPE 5/10/25		-29,040.83
	05/16/2025	Journal Entry	PPE 5/10/25		TO RECORD PAYROLL FOR PPE 5/10/25		-10,927.46
	05/20/2025	Check	9425	Metro Mobile Communications	1 OF 3 PYMTS HANDHELD RADIOS	5424-RADIO EQUIP MAINTENANCE & REPLACEMENT	-8,000.00
	05/21/2025	Check	9426	C.J. BROWN CPA	FY23/24 AUDIT APRIL 2025	5876-PROFESSIONAL SPECIALIZED SERVICES	-5,700.00
	05/21/2025	Check	9427	NAPA AUTO PARTS	INV 279154 3YR WTY BAT	5455-VEHICLE MAINTENANCE EXPENSE	-190.71
	05/21/2025	Check	9428	GREAT AMERICA FINANCIAL	INV 39186696 SHARP COPIER PAYMENT	5478-GENERAL CONTRACT MAINTENANCE	-258.35
	05/21/2025	Check	9429	Bay Contract Maintenance, Inc.	INV 33206 MAY 2025 CLEANING	5166-CLEANING & JANITORIAL SUPPLIES	-550.10
	05/21/2025	Check	9430	TEA	INV 49338 MONTHLY FEE	5424-RADIO EQUIP MAINTENANCE & REPLACEMENT	-185.00
	05/21/2025	Check	9431	County of San Mateo County Assessor	INV 2324038 ELECTION DIVISION SERVICES	5858-PROFESSIONAL CONTRACT SERV	-16,041.29

[illegible]



**COUNTY OF SAN MATEO**  
**DEPOSIT PERMIT**

Permit Number

(1) TITLE OF DEPOSITING ORGANIZATION			(2) No. of Depositing Org.			(3) Preparation Date		(4) Reference Date		
Broadmoor Police Department			02500			Jun-25				
(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 AGY COLLECTIONS			90-1342	2500	2658			1,952.00		
RESTITUTION FUND			90-1342	2500	2658			19.15		
SMCO COURT - FINE COLLECTIONS APRIL 2025			64-1278	2500	2658			1,838.91		
BROADMOOR PD CHASE BANK ACCT-REMEDY/REIMB RADIOS			90-7162	2500	2658			8,000.00		
								\$11,810.06		
(8) Remarks:							TOTAL			
							DISTRIBUTION OF TOTAL	Cards	\$11,810.06	
								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  05/08/2025 - 06/03/2025 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			