

MEMO

To: Chief of Police, Michael Connolly, Broadmoor Police Protection District
From: Amanda Welker, NBS
Date: November 1, 2024
Re: 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”) focuses 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. This review is conducted to confirm the correct land use classifications and accuracy of the corresponding applied rates in accordance with the Authorizing Resolution. Additionally, NBS compares the findings to previously assigned classifications and rate application to determine the changes required for accurate special tax revenue collection.

The summary below highlights the findings of the Parcel Audit and the impact on the Special Tax levy.

| Property Type | FY 2023/24 Special Tax (Unaudited) | FY 2023/24 Special Tax (Audited) | Difference |
|--------------------------------|---------------------------------------|-------------------------------------|---------------------|
| Single-Family Residential | \$694,039.18 | \$693,781.20 | (\$257.98) |
| Undeveloped | 5,092.37 | 5,092.37 | 0.00 |
| Residential Care | 17,286.40 | 60,381.75 | 43,095.35 |
| Multi-Family Residential | 22,490.21 | 224,160.30 | 201,670.09 |
| Non-Residential ⁽¹⁾ | 57,201.93 | 83,514.19 | 26,312.26 |
| Grand Total | \$796,110.09 | \$1,066,929.81 | \$270,819.72 |

(1) Includes three Mixed-Use Parcels. Refer to Exhibit A for specific changes.

As indicated in the table above, NBS was able to determine that the Special Tax was under-levied by \$270,819.72 in FY 2023/24. In most cases of incorrect levy amounts, the Special Tax rate was either not applied per the Authorizing Resolution on a per unit (Multi-Family) or per bed (Residential Care) basis, or the rate was entirely incorrect (Non-Residential).

For FY 2024/25, the total year-over-year increase in revenue is \$284,360.70 as a result of the Parcel Audit findings and the additional application of the 5% rate increase.

Of the total 1,533 taxable parcels in the District, 136 parcels were identified as being levied in a manner not in accordance with the Authorizing Resolution in FY 2023/24 (and prior years). By classification type, these include:

- 41 Multi-Family Residential parcels
- 64 Non-Residential parcels
- 26 Residential Care parcels
- 2 Single Family Residential parcels
- 3 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

- 41 Multi-Family Residential parcels were levied an incorrect rate.
 - 38 were levied a “Single-Family Residential” rate.
 - Three were levied a “Non-Residential” rate.
- The rates were incorrectly applied on a per-parcel basis rather than the correct per-unit basis as specified in the Authorizing Resolution.
- The difference in revenue for Multi-Family Residential parcels totals \$201,670.09. For specific parcel changes, please refer to Exhibit A of this memo.

Non-Residential Parcels

- All 64 Non-Residential parcels were levied an incorrect rate.
 - Eight were levied an “Undeveloped” rate.
 - Ten parcels were levied a “Single-Family Residential” rate.
 - 46 parcels were levied a rate of \$1,055.25 which is not listed in the Resolution No. 2023/24-02 which set the rates for FY 2023/24.
- Among these, nine parcels that were previously levied the “Single-Family Residential” rate are known to be Airbnb parcels. These have now been correctly reassigned a “Non-Residential” rate, as directed by the District.
- Non-Residential parcels are levied on a per-business basis. Two parcels were identified to have more than one business on the parcel.
- The difference in revenue for Non-Residential parcels totals \$15,985.48. For specific parcel changes, please refer to Exhibit A of this memo.

Residential Care Parcels

- 26 Residential Care parcels were levied an incorrect rate.
 - 19 were levied a “Single-Family Residential” rate per parcel.
 - Five were levied a “Non-Residential” rate per parcel.
 - Two parcels were levied an amount not found in Resolution No. 2023/24-02 of \$1,055.25.
- Residential Care parcels were previously not levied on a “per bed” basis. Exhibit A reflects the application of the rate per bed, as directed by the District.

- The difference in revenue for Residential Care parcels totals \$43,095.35. For specific parcel changes, please refer to Exhibit A of this memo.

Single-Family Residential Parcels

- Two Single-Family Residential parcels were levied an incorrect rate.
 - One parcel was levied a “Non-Residential” rate.
 - One parcel was levied an “Undeveloped” rate.
- The difference in Single-Family Residential revenue totals (\$257.98). For specific parcel changes, please refer to Exhibit A of this memo.

Mixed-Use Parcels

- There are currently 3 parcels that have been reclassified as “Mixed-Use”.
- The Special Tax amounts were computed by applying the “Single-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 \$10,326.78. For specific parcel changes, please refer to Exhibit A of this memo.

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 parcels identified as having incorrectly assigned rates for FY 2023/24.

EXHIBIT A
Broadmoor Police Protection District
Parcel Audit Findings and Corrections

| Reason for Change | APN | Land Use Classification | Unit Count | FY 2023/24 Special Tax (Unaudited) | FY 2023/24 Special Tax (Audited) | Change in Levy |
|--|-------------------|--------------------------|------------|------------------------------------|----------------------------------|---------------------|
| Incorrect Application of Rates | 006-086-020 | Multi-Family Residential | 2 | \$507.15 | \$1,014.30 | \$507.15 |
| | 006-094-050 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-104-230 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-111-550 | Multi-Family Residential | 3 | 507.15 | 1,521.45 | 1,014.30 |
| | 006-111-580 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-111-590 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-124-060 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-152-100 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-165-030 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-196-270 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-311-200 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-312-350 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-353-070 | Multi-Family Residential | 11 | 507.15 | 5,578.65 | 5,071.50 |
| | 006-353-080 | Multi-Family Residential | 11 | 507.15 | 5,578.65 | 5,071.50 |
| | 006-353-090 | Multi-Family Residential | 11 | 507.15 | 5,578.65 | 5,071.50 |
| | 006-353-100 | Multi-Family Residential | 11 | 507.15 | 5,578.65 | 5,071.50 |
| | 006-353-110 | Multi-Family Residential | 11 | 507.15 | 5,578.65 | 5,071.50 |
| | 006-353-120 | Multi-Family Residential | 11 | 507.15 | 5,578.65 | 5,071.50 |
| | 006-353-130 | Multi-Family Residential | 11 | 507.15 | 5,578.65 | 5,071.50 |
| | 006-353-140 | Multi-Family Residential | 11 | 507.15 | 5,578.65 | 5,071.50 |
| | 006-364-160 | Multi-Family Residential | 8 | 507.15 | 4,057.20 | 3,550.05 |
| | 006-364-170 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-364-290 | Multi-Family Residential | 74 | 1,055.25 | 37,529.10 | 36,473.85 |
| | 006-372-080 | Multi-Family Residential | 4 | 507.15 | 2,028.60 | 1,521.45 |
| | 006-373-050 | Multi-Family Residential | 4 | 507.15 | 2,028.60 | 1,521.45 |
| | 006-373-150 | Multi-Family Residential | 20 | 507.15 | 10,143.00 | 9,635.85 |
| | 006-392-030 | Multi-Family Residential | 3 | 507.15 | 1,521.45 | 1,014.30 |
| | 006-393-040 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-393-300 | Multi-Family Residential | 3 | 507.15 | 1,521.45 | 1,014.30 |
| | 006-393-310 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-473-120 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-484-100 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 008-121-040 | Multi-Family Residential | 8 | 507.15 | 4,057.20 | 3,550.05 |
| | 008-121-190 | Multi-Family Residential | 30 | 1,055.25 | 15,214.50 | 14,159.25 |
| | 008-122-140 | Multi-Family Residential | 153 | 507.15 | 77,593.95 | 77,086.80 |
| | 008-125-030 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 008-125-090 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 008-125-110 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 008-125-120 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| | 006-311-160 | Multi-Family Residential | 2 | 1,108.01 | 1,014.30 | (93.71) |
| | 008-125-270 | Multi-Family Residential | 2 | 507.15 | 1,014.30 | 507.15 |
| Multi-Family Residential Total: | 41 Parcels | | 442 | \$22,490.21 | \$224,160.30 | \$201,670.09 |
| Reason for Change | APN | Land Use Classification | Unit Count | FY 2023/24 Special Tax (Unaudited) | FY 2023/24 Special Tax (Audited) | Change in Levy |
| Incorrect Application of Rates | 006-083-290 | Non-Residential | 1 | \$507.15 | \$1,108.01 | \$600.86 |
| | 006-093-130 | Non-Residential | 1 | 507.15 | 1,108.01 | 600.86 |
| | 006-101-030 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-111-460 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-111-540 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-133-420 | Non-Residential | 1 | 507.15 | 1,108.01 | 600.86 |
| | 006-141-100 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-142-080 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-151-010 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-152-010 | Non-Residential | 1 | 507.15 | 1,108.01 | 600.86 |
| | 006-152-060 | Non-Residential | 1 | 507.15 | 1,108.01 | 600.86 |
| | 006-154-040 | Non-Residential | 1 | 507.15 | 1,108.01 | 600.86 |
| | 006-154-120 | Non-Residential | 1 | 507.15 | 1,108.01 | 600.86 |
| | 006-196-040 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-196-160 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-196-430 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |

EXHIBIT A
Broadmoor Police Protection District
Parcel Audit Findings and Corrections

| Reason for Change | APN | Land Use Classification | Unit Count | FY 2023/24 Special Tax (Unaudited) | FY 2023/24 Special Tax (Audited) | Change in Levy |
|--------------------------------|-------------------|-------------------------|------------|------------------------------------|----------------------------------|--------------------|
| | 006-196-460 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-311-120 | Non-Residential | 1 | 507.15 | 1,108.01 | 600.86 |
| | 006-312-530 | Non-Residential | 1 | 507.15 | 1,108.01 | 600.86 |
| | 006-336-210 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-342-070 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-343-020 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-364-150 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-364-180 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-364-250 | Non-Residential | 1 | 164.27 | 1,108.01 | 943.74 |
| | 006-372-020 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-372-030 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-372-050 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-372-060 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-372-070 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-372-100 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-372-170 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-372-180 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-373-030 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-373-130 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-373-140 | Non-Residential | 1 | 164.27 | 1,108.01 | 943.74 |
| | 006-391-020 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-391-030 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-391-040 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-391-060 | Non-Residential | 1 | 507.15 | 1,108.01 | 600.86 |
| | 006-473-010 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-473-070 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-473-130 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-473-140 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-482-040 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-482-050 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-483-060 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-484-110 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-484-140 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-484-150 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-484-160 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-484-170 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-488-130 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 006-488-150 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 008-113-030 | Non-Residential | 1 | 164.27 | 1,108.01 | 943.74 |
| | 008-113-040 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 008-113-060 | Non-Residential | 1 | 164.27 | 1,108.01 | 943.74 |
| | 008-113-070 | Non-Residential | 1 | 164.27 | 1,108.01 | 943.74 |
| | 008-121-150 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 008-122-040 | Non-Residential | 1 | 164.27 | 1,108.01 | 943.74 |
| | 008-122-050 | Non-Residential | 1 | 164.27 | 1,108.01 | 943.74 |
| | 008-122-060 | Non-Residential | 1 | 164.27 | 1,108.01 | 943.74 |
| | 008-125-010 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| | 133-000-580 | Non-Residential | 1 | 1,055.25 | 1,108.01 | 52.76 |
| Non-Residential Total: | 64 Parcels | | 64 | \$54,927.16 | \$70,912.64 | \$15,985.48 |
| Reason for Change | APN | Land Use Classification | Unit Count | FY 2023/24 Special Tax (Unaudited) | FY 2023/24 Special Tax (Audited) | Change in Levy |
| Incorrect Application of Rates | 006-083-160 | Residential Care | 6 | \$507.15 | \$2,533.50 | \$2,026.35 |
| | 006-083-280 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-091-190 | Residential Care | 6 | 1,108.01 | 2,533.50 | 1,425.49 |
| | 006-111-140 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-112-200 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-113-020 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-113-130 | Residential Care | 6 | 1,108.01 | 2,533.50 | 1,425.49 |
| | 006-121-220 | Residential Care | 4 | 507.15 | 1,689.00 | 1,181.85 |
| | 006-121-310 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |

EXHIBIT A
Broadmoor Police Protection District
Parcel Audit Findings and Corrections

| Reason for Change | APN | Land Use Classification | Unit Count | FY 2023/24 Special Tax (Unaudited) | FY 2023/24 Special Tax (Audited) | Change in Levy |
|---|--------------------|---------------------------|---------------------------|------------------------------------|----------------------------------|---------------------|
| | 006-141-070 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-151-070 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-151-100 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-151-120 | Residential Care | 4 | 1,055.25 | 1,689.00 | 633.75 |
| | 006-154-030 | Residential Care | 1 | 507.15 | 422.25 | (84.90) |
| | 006-154-190 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-163-040 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-165-060 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-171-030 | Residential Care | 6 | 1,108.01 | 2,533.50 | 1,425.49 |
| | 006-174-130 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-184-090 | Residential Care | 4 | 1,108.01 | 1,689.00 | 580.99 |
| | 006-184-120 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-185-140 | Residential Care | 6 | 1,108.01 | 2,533.50 | 1,425.49 |
| | 006-321-280 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-332-220 | Residential Care | 4 | 1,055.25 | 1,689.00 | 633.75 |
| | 006-333-210 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| | 006-335-060 | Residential Care | 6 | 507.15 | 2,533.50 | 2,026.35 |
| Residential Care Total: | 26 Parcels | | 143 | \$17,286.40 | \$60,381.75 | \$43,095.35 |
| Reason for Change | APN | Land Use Classification | Unit Count | FY 2023/24 Special Tax (Unaudited) | FY 2023/24 Special Tax (Audited) | Change in Levy |
| Incorrect Application of Rates | 006-091-120 | Single-Family Residential | 1 | \$1,108.01 | \$507.15 | (\$600.86) |
| | 006-103-520 | Single-Family Residential | 1 | 164.27 | 507.15 | 342.88 |
| Single-Family Residential Total: | 2 Parcels | | 2 | \$1,272.28 | \$1,014.30 | (\$257.98) |
| Reason for Change | APN | Land Use Classification | Unit Count ⁽¹⁾ | FY 2023/24 Special Tax (Unaudited) | FY 2023/24 Special Tax (Audited) | Change in Levy |
| Incorrect Application of Rates | 006-372-010 | Mixed Use | 8 | \$1,055.25 | \$7,061.50 | \$6,006.25 |
| & Incorrect Classification | 006-488-170 | Mixed Use | 3 | 1,055.25 | \$3,324.03 | 2,268.78 |
| | 008-113-100 | Mixed Use | 2 | 164.27 | \$2,216.02 | 2,051.75 |
| Mixed Use Total: | 3 Parcels | | 13 | \$2,274.77 | \$12,601.55 | \$10,326.78 |
| Grand Total: | 136 Parcels | | 664 | \$98,250.82 | \$369,070.54 | \$270,819.72 |

(1) Includes both Residential and Non-Residential Units