

Broadmoor Police Protection District
Minutes of the January 13, 2025 Regular Meeting

- 1. Call to Order:** Meeting is called to order at 7:00 p.m. Chair Aguerre leads Pledge of Allegiance.
- 2. Roll Call:** Commissioners Aguerre, Hall, and Hutchens are present. Chief of Police and District Manager Michael Connolly, District Counsel Davis, and members of the public are also present.
- 3. Public Comment:**

(a) John Armfield, resident, addresses the Commission regarding complaints he has received from other residents about reassessments of single-family dwellings to multi-family units. He states that residents are frustrated with inaccurate assessments by NBS. He notes that some properties with detached garages are being incorrectly classified as having accessory dwelling units (ADUs). Mr. Armfield asks the Commission to “get some clarity” and “create an avenue” for residents to appeal these assessments, noting that affected residents “feel they get the bureaucratic run-around.” He reports that residents do not have faith in the Police Commission and some residents are weighing litigation against the District.

Chair Aguerre thanks Mr. Armfield for bringing these concerns and notes that information regarding the increased assessment is available on the Police Department website.

Chief Connolly responds that approximately 17 people have called NBS to complain about the reassessments. He explains that, based on the complaints received by NBS, he will go or send an officer out to house to evaluate whether it is a multi-unit structure. He states that some of the complaints have resulted in reversals of the reassessments.

(b) Commissioner Hall raises that she received an email from the California Victims Compensation Board asking about victim liaison, which Government Code section 13962. Chief Connolly responds that “every officer here is a victim liaison” and that the Department works with the District Attorney’s office and CORA. Commissioner Hall offers to forward the email from the Victims Compensation Board to Chief Connolly to ensure that victims of crime in Broadmoor receive adequate support.

- 4. Annual Reorganization of the Board of Police Commissioners**

Chair Aguerre opens nominations for the annual reorganization pursuant to District Policy No. 5010.5. Commissioner Hutchens states: “I think you did a great job as chair, and everybody else has been doing fine. So I’d like to have it remain the same.” Commissioner Hall seconds the nomination.

Commissioner Hutchens moves to maintain the current organization with Commissioner Hutchens as Treasurer, Commissioner Hall as Secretary, and Commissioner Aguerre as Chair for calendar year 2026. Commissioner Hall seconds.

Roll Call Vote:

Commissioner Hutchens: Aye

Commissioner Hall: Aye

Chair Aguerre: Aye

The motion passes unanimously.

5. Chief of Police Report:

(a) *Chiefs' Retreat and New Sheriff*: Chief Connolly reports attending a retreat with numerous chiefs, the District Attorney, and other officials. He notes the privilege of meeting the new Sheriff of San Mateo County and that the District looks forward to collaborating with him. The new Sheriff has announced Undersheriff Hsiung and Assistant Sheriff Ryan Monaghan as part of his leadership team.

(b) *Human Trafficking Task Force*: Chief Connolly reports that the District is collaborating with other law enforcement agencies on a human trafficking task force in anticipation of the Super Bowl. The County Manager has generated a list of agencies with human trafficking interest in their jurisdictions; Broadmoor had none listed, though there are at least four locations in Daly City.

(c) *Christmas Parade*: Chief Connolly reports the annual Christmas parade with the Fire Department was a “resounding success” and “well attended event.”

(d) *Tax Remittances and NBS Audit*: Chief Connolly reports the District received its tax remittance for fiscal year 2025-26 on schedule. The District also received its first installment for escaped taxes, though there is “some discussion with the county now” about “fuzzy math” regarding how NBS calculations were applied. Chief Connolly states he may engage HDL to conduct a secondary audit to verify that changes submitted to the county have been properly implemented in the AB 8 distribution formula, noting this formula has not been reviewed “in decades.”

Counsel Davis adds that the county initially came up “about \$700,000 short.” He wrote a letter to the County, and initially the County maintained its position. He explains that after that, the County issued another check to the District for \$214,000. He notes that the District continues to negotiate with the County regarding the property taxes.

6. Consent Agenda:

(a) Approval of Minutes from December 9, 2025 Regular Meeting

(b) Approval of January 2026 Warrants and Deposits

Chair Aguerre asks for public comment. There is none. Commissioner Hutchens moves to approve items (a) and (b) on the Consent Agenda. Commissioner Hall seconds.

Roll Call Vote:

Commissioner Hutchens: Aye

Commissioner Hall: Aye

Chair Aguerre: Aye

The motion passes unanimously.

7. Further Discussion and Possible Action on Pilot Project for Interactive Audio and Video of Commission Meetings:

Chief Connolly reports the District has an active Zoom account (correcting the agenda packet which referenced YouTube) with the ability to record audio. The technical aspects are set up. He notes the policy needs to be discussed and adopted, and a moderator or proctor needs to be

identified. He explains that most proctors at other agencies are staff members given ancillary duties, but he does not want an officer in the “awkward position of making that determination” and believes non-sworn personnel are better suited to the role.

Commissioner Hall suggests that “just broadcasting the meetings would be an admirable first step” without initially accepting remote public comment, to “make sure nothing blows up, and then maybe work to incorporate accepting public comment remotely.”

Commissioner Hutchens asks if there is a way to gauge how many people might tune in, noting “it might turn out it’s not even worthwhile” if viewership is low. Counsel Davis responds that remote access is intended to increase participation by people who cannot attend in person.

Chair Aguerre emphasizes his support for interactive capabilities, stating: “If I’m going in, I’m going all the way in... I don’t want to limit people’s input.” He suggests the pilot program could begin with broadcasting only to gauge potential audience size before adding interactive comment features.

Commissioner Hall suggests inquiring with Best Best & Krieger (BB&K) about their board clerk services to potentially help with moderation. Chief Connolly agrees this could be a starting point.

Chair Aguerre directs staff to make inquiry with BB&K regarding moderator services and to clarify legislative requirements regarding remote public comment. The item is tabled for further discussion at the February meeting.

8. Discussion and Possible Action to Amend Policy Handbook Regarding Interactive Audio and Video:

The Commission discusses the draft resolution adopting a policy for live streaming Commission meetings. Chief Connolly notes the draft incorrectly references YouTube when the District is using Zoom.

Commissioner Hall expresses concern about Section 3, which states meetings “shall be live streamed,” and Section 7, which states the resolution “shall take effect immediately upon adoption.” She notes passing this now would require live streaming at the next meeting before a moderator is in place.

Chief Connolly clarifies the document is draft language for discussion purposes and “doesn’t have to be adopted until it’s properly worded.”

The item is tabled for further attention to language, implementation timing, and start dates, to be revisited at the February meeting.

9. Action to Correct Pay Rate Schedule (Nunc Pro Tunc to December 9, 2025):

Chair Aguerre explains this item corrects a clerical error in Resolution No. 2025/26-04 where the Commander’s hourly rate was incorrectly stated as \$60 instead of the correct rate of \$63.

Commissioner Hutchens moves to correct the Commander’s hourly pay rate on the salary pay schedule effective January 1, 2026 from \$60 to \$63. Commissioner Hall seconds.

Roll Call Vote:

Commissioner Hutchens: Aye
Commissioner Hall: Aye
Chair Aguerre: Aye
The motion passes unanimously.

10. Discussion on Commissioner Hall's Proposed Policy Regarding Public Comments:

Commissioner Hall introduces her proposed public comment policy, explaining it was developed with the expectation that the District would begin accepting remote public comment and that such comment needs to remain focused on the District, the issues over which it has jurisdiction, such as providing public safety services to the people of Broadmoor.

Chair Aguerre reviews the proposed policy section by section. Regarding Comment Means (Section 1), he suggests the remote participation language might be better incorporated into the live streaming policy being developed under item 7(b). He also asks about email comments, noting concern about not “inundating staff.”

Regarding Comment Topics (Section 2), Chair Aguerre asks if the language might be “too limiting.” Commissioner Hall responds that the meetings are “a limited public forum” and the policy provides clear guidance for redirecting comments outside the District’s jurisdiction. Counsel Davis notes the word “ordinance” should be stricken since the District cannot pass ordinances.

Regarding Redundant Comments (Section 8), Chair Aguerre expresses concern about limiting speakers with similar viewpoints, stating: “If two or three people have the same concern, if I hear that two or three different times, well, that’s going to go a little bell in my head to say, ‘Hey, John, pay this a little bit of attention.’”

Regarding Lengthy Comment Periods (Section 10), Chair Aguerre asks members of the public present how they would feel about having their comments moved to the end of a meeting after 45 minutes of public comment. Commissioner Hall acknowledges some provisions “might be overzealous for Broadmoor,” given its limited population and jurisdiction.

Counsel Davis suggests the decorum provisions in the proposed policy should be incorporated with existing rules of decorum in the policy handbook rather than being separate.

Chair Aguerre requests to table the item for the February meeting, offering to work with Commissioner Hall to simplify the language and identify redundancies with existing handbook provisions. Commissioner Hall agrees to revise the policy.

11. Discussion and Action to Adopt Official Holiday Schedule for the District:

Chief Connolly explains the District has no official holiday schedule separate from the MOU with the Police Officers Association. He notes this became an issue when the President of the United States proclaimed two additional holidays for 2025 (the day after Christmas and Christmas Eve), which the District was obligated to honor under the MOU language covering “every day proclaimed by the President.”

Counsel Davis recommends adopting the current schedule now and addressing any changes during upcoming MOU negotiations, suggesting the Commission may want to establish “a specific number of days” rather than open-ended language.

Chair Aguerre moves to approve Resolution 2026-1 adopting the holiday schedule from the current MOU as the official holiday schedule of the District, retroactive to January 1, 2026. Commissioner

Hall seconds.

Roll Call Vote:

Commissioner Hutchens: Aye
Commissioner Hall: Aye
Chair Aguerre: Aye

The motion passes unanimously. Resolution 2026-1 adopting the official holiday schedule is approved.

12. Adjournment: Commissioner Hutchens moves to adjourn the meeting in the memory of Randall “Randy” Okamura, a former officer at Broadmoor, and set the next regular meeting for February 10, 2026 at 7:00 p.m. Commissioner Hall seconds.

Roll Call Vote:

Commissioner Hutchens: Aye
Commissioner Hall: Aye
Chair Aguerre: Aye

13. Next Meeting: The Commission’s next regular meeting will be February 10, 2026 at 7:00 p.m. at 388 88th Street.

Respectfully submitted,
/s/ Commissioner Andrea M. Hall, Secretary