

SAN MATEO



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

**May 10, 2023**

**To:** LAFCo Commissioners  
**From:** Rob Bartoli, Executive Officer  
 Sofia Recalde, Management Analyst  
**Subject:** Broadmoor Police Protection District Update

## **Background**

LAFCo Commissioners approved the Broadmoor Special Study at the March 15, 2023 meeting and directed staff to request that the District respond in writing with their agreement or disagreement of the key issues and recommendations identified in the Special Study for inclusion in the agenda packet at this meeting. In addition, the Commission directed staff to present updates on the Broadmoor Police Protection District, specifically regarding the implementation of the Study's recommendations and the district's fiscal conditions within 90 days, 6 months and 12 months of the adoption of the Special Study.

## **Summary**

The LAFCo Executive Officer sent a written request via email to Chief Connolly on March 16, 2023 and April 17, 2023 to review the Commission's request as described above and to provide a written response to LAFCo staff by May 1, 2023. The email also outlined the Commission's actions from the March 15 meeting, a template for the written responses from the District, a schedule of upcoming meetings to review the implementation of the recommendations and fiscal condition of BPPD (July 19, September 20, 2023, and March 20, 2024) and a notice that there will be an informational item regarding the dissolution process at the May 17, 2023 LAFCo meeting.

On March 10, 2023, LAFCo staff received a written response to the Special Study. The response includes the following:

- That the calls for service data for BPPD that was provided by the District to LAFCo is incorrect. The District asserts that there were 8,203 calls for service during Fiscal Year 2021, not the 750 calls stated in the Special Study under Table 2. The cost per call would

**COMMISSIONERS:** ANN DRAPER, CHAIR, PUBLIC ▪ KATI MARTIN, VICE CHAIR, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY ▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ RAY MUELLER, COUNTY ▪ VACANT, SPECIAL DISTRICT

**ALTERNATES:** CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER ▪ SOFIA RECALDE, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL ▪ ANGELA MONTES, CLERK

then be approximately \$328 instead of \$3,591. The District states the Special Study is fatally flawed due to this incorrect data and should not be relied upon for any purpose.

*LAFCo Response:* In October 2022, LAFCo submitted an administrative draft of the Special Study of the Broadmoor Police Protection District to former Chief Melville for a review of the accuracy of data included in the report, including calls for service. In a response from former Chief Melville received by LAFCo on November 8, 2022, there are no comments from the District regarding the inaccuracy of any data in the report.

During the public comment periods and at the three LAFCo hearings on the Special Study, no new data or comments regarding statistic in the report were submitted to LAFCo, with the exception of a correction to the population number for the service area of BPPD (which was made in the final report).

The calls for service was only one data point in the Special Study, which was focused on the fiscal ability, governance, and administration of the BPPD. LAFCo will review new data and could amend the report if needed. However, the new calls for service data that is referred to in the BPPD letter has not been submitted to LAFCo for review.

**Table 2. Comparison of Costs of Police Services**

Agency	Police Budget	Calls for Service	Cost per Call for Service
BPPD (FY21)	\$2,692,985	750 <sup>1</sup>	\$3,591
City of Daly City PD (FY22)	\$48,030,642	57,177	\$840
Town of Colma PD (FY22)	\$9,167,209	23,458	\$390
County Service Area 1 (Sheriff Service) (FY22)	\$866,555	2,110	\$411

- That Table 1 in the Special Study incorrectly lists the population of the District.

*LAFCo Response:* The Special Study presented to the Commission on March 15 included corrected population data.

- That the District is aware of budget shortfalls and has taken steps to reduced overall costs. One reason for these shortfalls was mismanagement and litigation costs.

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<sup>1</sup> Estimate

*LAFCo Response:* BPPD has had significant budget deficits in five of the last six fiscal years for a cumulative total loss of \$1.4 million. BPPD's net position has been negative every year since the end of FY17. The BPPD Commission has adopted unbalanced budgets for FY17, FY18, FY19 and FY23. While these financial challenges by be partially related to mismanagement and litigation costs, there are other factors that the District should review such as increases in pension liability and the use of fund balance to address deficits.

- That long-term financial planning for the District “involves nothing more than budgeting” for operational and service costs. That a strategic plan would be a burden to the small District and a “waste of taxpayer dollars.” The District does intend to prepare quarterly updates regarding the District's finances, however.

*LAFCo Response:* As recommend in the Special Study, the District should develop long-term fiscal documents that will assist the District in planning for expenditures, such as retirement costs. As the District has had several years of unbalanced budgets and budget deficits, a long-term financial plan seems warranted. The Board could engage in a strategic planning session that will help prioritize goals, review the District's fiscal ability to meet these goals, and allow the public to be able to participate in the plan for the District.

- The District has implemented serval changes in policy and procedure regarding the hiring of personnel.
- That the report unfairly compares the District to two neighboring cities and an unincorporated area for police service costs and levels of service.

*LAFCo Response:* LAFCo routinely compares similar service providers (water, sewer, police, fire, cities) to each other in MSRs and other studies. This allows the Commission and the public a point of reference when reviewing financial costs, service delivery, and other matters.

The comparison between the District, cities, and unincorporated area (which is served by a County Service Area) is viewed by LAFCo staff as an appropriate comparison. The comparison to the two cities was limited to the budgets of their respective police departments. For the County Service Area, the budget reviewed was limited to the contract with the Sheriff's Office. In areas where there are noticeable differences in services or finances between BPPD and the other agencies, the Study could be used by the District to focus on ways to become more efficient or explore ways to share services with other agencies.

As of the publication of the May LAFCo meeting packet BPPD has not provide a comprehensive response to all of the key issues and recommendations and information about when these responsive actions will be implemented by the District.

In addition, LAFCo staff has been in communication with the County Controller's Office to understand the requirements for participation in the San Mateo County Pooled Investment Fund and the District's fund status. The Investment Policy for Calendar Year 2023 states that participants must acknowledge changes to the policy in writing and meet the minimum balance requirements (\$250,000). The Controller's Office confirmed that as of April 7, 2023 Broadmoor Police Protection District acknowledged the policy statement and has a balance of \$379,150. For any participant who is unable to maintain the required \$250,000 balance, the Controller's Office would request to close the account to be in compliance with the policy.

LAFCo staff continues to have communication with the County, the Sheriff's Office, and the City of Daly City on this topic.

**Attachments**

- A. Written response from Broadmoor Police Protection District dated May 9, 2023
- B. Letter and template sent from LAFCo to Broadmoor Police Protection District dated March 16, 2023



## BROADMOOR POLICE DEPARTMENT

388 Eighty Eighth Street  
Broadmoor, CA 94015-1717  
(650) 755-3838 • Fax (650) 755-9732



Michael P. Connolly  
Interim Chief of  
Police

May 9, 2023

Board of Police Commissioners  
Hon. James Kucharszky  
Hon. Ralph Hutchens  
Hon. Marie Brizuela

Robert Bartoli, Director  
San Mateo County LAFCo  
Redwood City, California 94063  
rbartoli@smcgov.org

Hon. Ann Draper, Chair  
c/o Angela M. Cardenas, Administrative Secretary  
San Mateo County LAFCo  
Redwood City, California 94063  
amontescardenas@smcgov.org

RE: Special Study of November 9, 2022

Dear Chair Draper and Director Bartoli:

The Broadmoor Police Protection District ("District") by this correspondence shall address certain factual and other discrepancies set forth in LAFCO's Draft Special Study ("Study") dated November 9, 2022. This shall constitute the District's supplemental response and position with respect to that Study.

### I. INTRODUCTION

On May 9, 2023, the Board of Police Commissioners ("Commission") of the District met in open session to discuss the contents of this correspondence. This correspondence outlines the official position of the District by a vote of the Commission.

For convenience the District shall first address in serial order the eight points set forth on pages 2 and 3 of the letter appended to the Study and repeated in the Study itself. (See Part III below.)

## **II. SUMMARY**

The District very much appreciates the in-depth Study, with which the District agrees in part and disagrees in part as set forth below. Moreover, the District appreciates some, but not all, of the recommendations offered in that Study. However, many of the recommendations are neither realistic nor justifiable for a single-purpose (police only) district with a budget of less than Three Million Dollars.

The Study unfairly attempts to compare or juxtapose the District with two adjoining cities and the unincorporated area of the county as well, a comparison that is itself fatally flawed for that very reason – the comparison is neither a fair nor accurate one. To compare a single-purpose special district with a municipal corporation or a county will produce only a skewed and grossly inaccurate comparison.

This supplemental response to the Study is offered to correct many, but not all, of the erroneous data upon which the Study appears to rely. A great amount of additional time would be needed for a more comprehensive supplemental response.

Costly city-type master plans and strategic plans, such as recommended in the Study, have never been a part of the governance of the District since its formation in 1948. Likewise, it is doubtful that any small special district incur such expense. To burden the single purpose small District that employs nine officers and one administrative assistant with the substantial cost of preparing unnecessary master and strategic plans is wholly unnecessary and a waste of tax dollars with no substantial benefit in return. This position is consistent with other small special districts within the county.

As discussed below, the Study is fatally and deeply flawed in several respects, thus that Study cannot and should not be relied upon for any purpose.

Troubling is that LAFCo staff apparently did not verify any of the data previously supplied by a prior administration of the District. Much of that data was obtained from a singular internal source without resorting to the county for additional relevant data thereby resulting in the production of the fatally flawed Study.

Noticeably absent from the Study is any data that mentions and compares crime statistics between the District, Daly City, Colma and the unincorporated area of the County. To the extent a fair comparison could be made between all four jurisdictions, the data would show that the District enjoys the lowest overall crime rate in the area. Nevertheless, such comparisons would be very difficult because Colma has a very high population and crime by day with a very small population and very little crime by night in comparison to its daytime population.

Finally, the District posits that the fatally flawed Study should be disregarded, set aside, and not adopted, and any action taken in response to that Study should be vacated.

### III. DISCUSSION

#### A. Eight Points Raised

1. The District is keenly aware of budget shortfalls during certain prior years. The District has taken some steps to reduce overall costs. Among the reasons for these shortfalls were mismanagement and unprecedented litigation by former employees. Those cases are still pending but no new litigation has been initiated. Much of the cost of that litigation is being covered by insurance, but the District's share of such costs nevertheless remains high.

2. The District does indeed prepare financial documents and the District's contractual Financial Consultant does, to the extent possible and feasible, engage with staff in long-term financial planning and provides advice to the Commission as well.

3. Future fiscal reports will be agendized and such reports will be prepared on a quarterly basis.

4. The District is not a city and has absolutely no control of any asset or infrastructure beyond its fleet of motor vehicles and the police station. Streets, sewers, lighting, and all other governmental services and services and functions involving infrastructure are handled exclusively by the County of San Mateo, thus any Master Plan for the District should be under the jurisdiction of the County of San Mateo, not the District. Capital improvements, to the extent they might be necessary for the small police facility that is about twenty years old, would be limited to the single police station that is situated in a Planned Unit Development ("PUD") and is governed by a Declaration of Covenants, Conditions and Restrictions. Any upgrades, changes or modifications to the fairly new facility would require

approval of the Association that governs the PUD. No upgrades are planned. Likewise, repairs are governed in part by the Association as well.

5. Long-term financial planning for the District, unlike a city or county, involves nothing more than budgeting for general maintenance of the police station, repair and replacement of equipment within the station, utilities, legal counsel, office supplies, police equipment, insurance, motor vehicles and labor. Growing costs have not impacted delivery of police services.

6. As the Study correctly points out the main sources of revenue indeed include the District's share of property taxes and supplemental taxes approved by the voters and the excess ERAF funds, which have been regular and consistent. Additionally, the District receives revenue from fines and forfeitures through the Court, parking fines, as well as a share of forfeitures resulting from the sale of assets seized as the fruits of certain crimes. The District also receives incidental revenue from administrative fees that are charged for a variety of services the District provides. The fees for these services help defray costs.

7. The Study's initial and erroneous assertion that the District has a high officer-to-population ratio of 2.04 per 1,000 residents has apparently been updated. The actual ratio is 1.25 officers per 1,000 residents. The District has 9 full-time officers<sup>1</sup> and 7,200 residents, not 4,411 residents as shown in the Study. The District appreciates that the Study was updated and corrected in that regard. This ratio is consistent with the surrounding area.

8. A lawsuit alleging a Brown Act violation was brought by a former disgruntled Reserve Officer who neither resides in nor has any stake in the District. Notwithstanding that lawsuit the District has implemented a number of comprehensive changes regarding the hiring of personnel, including a permanent Police Chief / District Manager. The current Interim Chief of Police / District Manager will serve until either a successor is hired or a permanent Chief of Police / District Manager is selected and appointed after a thorough vetting process.

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<sup>1</sup> Since 1948 until 2021 the District boasted the best Reserve Officer Program in the county, perhaps in Northern California. Most Reserve Officers volunteer their time to either augment full-time officers or actually handle calls that would otherwise be handled by full-time officers, thus the ratio officer-per 1,000 residents would substantially increase without a concomitant cost increase, thereby providing the residents with high quality, high visibility police services at minimal cost. At the present time the Reserve Officer Program is not in operation due to the same previous mismanagement that caused host of issues, which included at least two, perhaps three, administrations that were philosophically opposed to the Program, preferring instead to increase the paid force. The current administration is in the process of actively exploring the recommissioning of the Reserve Officer Program and warmly embraces the retention of qualified reserve officers.



The District is very much aware that there were systemic problems of mismanagement that needed to be addressed; many, perhaps most, of those issues have been addressed. The process of making positive and cost-effective changes is an ongoing one.

**B. Table 1**

Table 1 of the Study is erroneous and grossly inaccurate.

The comparisons between the District, Daly City, Colma and the unincorporated area of the County are inaccurate because for the District the fiscal year 2021 is used while the fiscal year 2022 is used for Daly City, Colma and the unincorporated area of the County.

But perhaps more striking is that the Study, prior to its correction, erroneously shows the District has only 4,411 residents while indeed it actually has approximately 7,200 residents. This data error resulted in an erroneous ratio of officers per 1,000 residents. As noted above the Study reports a ratio of 2.04, when, in fact, the correct ratio is 1.25, which is .19 above Daly City's ratio of 1.06, and which provides the level of service consistent with the wishes of the residents of the District for increased police services<sup>2</sup>.

**C. Table 2**

Table 2 of the Study is erroneous and grossly inaccurate.

Table 2 purports to show the cost per call for police services service and attempts to draw a comparison between the costs of the District as compared to Daly City, Colma and the unincorporated area of the county.

The District's \$3,591.00 purported cost per call for service as set out in the Study is absurd. The correct approximate cost per call was \$328.29, not \$3,591.00.

As in Table 1 the Study in Table 2 uses the same data from 2021 for the District and 2022 for Daly City, Colma and the unincorporated area of the county the Study. This is not a fair comparison, particularly in light of the pandemic.

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<sup>2</sup> The very reason the District was formed in 1948 was because the residents of the District wanted enhanced police services there were not available through the cities of Colma, Daly City or the county. Since its formation the District has been providing those enhanced police services with the overwhelming support and insistence of the residents.

Table 2 also shows the District had 750 calls for police service during F/Y 2021. That is incorrect. The true number of calls for service for that period is 8,203, not 750, yielding the true cost per call to be approximately \$328.29, not \$3,591.00 as shown in the Study. The cost per call for the District is the lowest of the three comparisons and 61% below Daly City's cost of \$840.00 per call. In other words, the residents of the District receive high quality police services for a very reasonable cost that is clearly below the average cost for such service in the area.

The entirety of Table 2 on Page 6 of the Study is fatally flawed because it uses incorrect data.

#### **D. Gann Spending Limit**

It is questionable if the Gann Spending Limit is applicable to the District that has been in existence since 1948. During the fiscal year 1977/78 the District did not levy a property tax of 12 ½% or more per \$100 value of the property<sup>3</sup>. Moreover, the most recent iterations from the State suggest that the subventions apply only to cities. (See letters from the California Department of Finance dated December 7, 2022, and March 29, 2023, copies of which are attached, that discusses cities, not special districts.)

### **IV. THE RESIDENTS AND VOTERS OF THE DISTRICT OVERWHELMINGLY REQUEST THE QUALITY AND LEVEL OF POLICE SERVICES PROVIDED**

In 2000 Broadmoor Measure A was placed on the Ballot. That ballot measure set a permanent supplemental property tax with an annual increase not to exceed 5%. Measure A passed by a 90% favorable vote, well in excess of the 2/3 vote required. (See attached election results.) Once again, this demonstrates the level of service the residents demand. This favorable result is just one of many similar ballot measures passed since the implementation of Proposition 13 in 1978.

Year after year the voters and residents of the District continue to express their desire for very high quality and reasonably priced local policing. The District meets and often exceeds the needs of the community it was formed to serve.

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<sup>3</sup> See, California Constitution Article XIII B Section 9 Subd. c.

The District is keenly aware of the resident who lodged with LAFCo copies of correspondence expressing her extreme displeasure with the District. That resident has waged an ongoing war against the District because the District's officers will not take sides in her ongoing dispute with a neighbor. Moreover, the purported lawsuit she attached to the correspondence she sent to LAFCo was never filed. The District did everything possible to assuage her complaints but she would not accept that the District's officers must remain neutral and they cannot take enforcement action unless the facts and the law justify such action.

## **V. CONCLUSION**

For the reasons discussed above, the District respectfully requests that the Study dated November 9, 2022, be disregarded and not adopted in whole or in part, and any action taken in response to that Study should be set aside.

As noted above, this supplemental response is very limited in scope and is not intended to address all of the material flaws of the Study.

While it is unclear why LAFCo has chosen to single out the District that has been proudly and honorably serving the residents of Broadmoor Village since 1948 the District is nevertheless willing and committed to cooperate with LAFCo through this process. If a new Study is commissioned, the District looks forward to cooperating with its preparation.

The District thanks LAFCo and in particular its director, Mr. Robert Bartoli, for the opportunity to present this supplemental response.

The District looks forward to any guidance LAFCo might want to offer that would assist the District to improve efficiency and reduce overall costs.

Respectfully,

BROADMOOR POLICE PROTECTION  
DISTRICT



~~James Kucharsky~~, Chair  
Board of Police Commissioners

MARIE BRIZUELA

cc: Hon. David J. Canepa (Supervisor, District 5)



Gavin Newsom ■ Governor

1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ [www.dof.ca.gov](http://www.dof.ca.gov)

March 29, 2023

Carolyn Coleman, Executive Director, and CEO  
League of California Cities  
1400 K Street  
Sacramento, CA 95814

Dear Ms. Coleman,

**State Subventions for Fiscal Years 2022-23 and 2023-24**

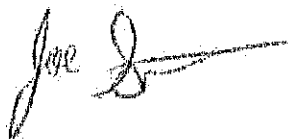
In a previous communication from our office to yours, dated December 7, 2022, we provided specific information and direction to be utilized by cities to ensure their compliance with changes made to Government Code Section 7903 in the Budget Act of 2022. Changes to that statute require cities (commencing with the 2021-22 fiscal year) to include specified state subventions within their local appropriations limits. The information we provided in that previous communication identified the specific dollar amount for each city attributable to each new subvention that needed to be included in their limits for 2021-22. To the extent that any of these subventions would cause a city to exceed their local limit, our previous communication provided further direction on how to identify and report those excess values to our office by March 1, 2023.

The purpose of this communication is to inform cities that they are to utilize the same subvention information already provided in our December 7, 2022 correspondence for 2021-22, for use in both their 2022-23 and 2023-24 appropriation limit calculations and adjustments pursuant to Government Code Section 7903. To the extent that the subvention values cause a city to exceed their limit in either 2022-23 or 2023-24, those excess values should be reported to the Department of Finance by November 1, 2023 and November 1, 2024 respectively, and by that same date annually thereafter pursuant to Government Code Section 7903. Cities should report this information via email to the following staff: [Susan.Wekanda@dof.ca.gov](mailto:Susan.Wekanda@dof.ca.gov) and [Matthew.Westbrook@dof.ca.gov](mailto:Matthew.Westbrook@dof.ca.gov).

Moving forward, commencing with 2024-25, Finance will provide updated subvention information no later than February 1 of each year preceding the start of the subsequent fiscal year in which that information will be utilized for local appropriation limit calculations. In the case of 2024-25, that information will be provided no later than February 1, 2024.

Finance respectfully requests that you share this information with cities identified in the attachment to facilitate their compliance with the provisions of Government Code Section 7903.

If you have any questions or need additional information regarding this matter, please contact Susan Wekanda, Principal Program Budget Analyst, at (916) 445-5332.

A handwritten signature in black ink, appearing to read "Joe Stephenshaw", with a long horizontal flourish extending to the right.

JOE STEPHENSHAW  
Director

Attachment

cc: Melanie M. Perron, Deputy Executive Director, League of California Cities  
Nicolas Romo, League of California Cities

December 7, 2022

Carolyn Coleman, Executive Director, and CEO  
League of California Cities  
1400 K Street  
Sacramento, CA 95814

Dear Ms. Coleman,

**State Subventions for Fiscal Year 2021-22**

Pursuant to subdivision (b) of Government Code section 7903, commencing with the 2021-22 fiscal year, city governments are required to include specified state subventions within their appropriations limits. Specifically, the attached spreadsheet identifies both the total dollar value of all these subventions (the "City Totals" tab) to be included within a city's appropriations limit for the 2021-22 fiscal year, as well as additional details regarding the dollar value attributable to each individual subvention (the "City Programs" tab). Column B of the "City Programs" tab provides specific statutory references to each subvention contained in subdivision (b) of Government Code section 7903.

The language contained in subdivision (b) of Government Code section 7903 requires each city to include the full value of these subventions within the city's appropriations limit for the 2021-22 fiscal year and each subsequent fiscal year. To the extent that any portion of the values identified for each city in the "City Totals" tab of the attached spreadsheet would cause a city to exceed its appropriations limit, subdivision (c) of Government Code section 7903 requires the city to identify the specific amount attributable to these subventions in excess of their limit and report that information to the Department of Finance. The excess amounts that cannot be included in the city's appropriations limit will instead be included within the state's appropriations limit pursuant to that subdivision.

The timing of this communication will not allow reporting of this information by the date specified in statute. As a result, the Department of Finance directs cities to report any amounts pursuant to subdivision (c) of Government Code section 7903 for the 2021-22 fiscal year to the department by March 1, 2023. Cities should report this information via email to the following staff: [Susan.Wekanda@dof.ca.gov](mailto:Susan.Wekanda@dof.ca.gov) and [Matthew.Westbrook@dof.ca.gov](mailto:Matthew.Westbrook@dof.ca.gov).

Finance respectfully request that you share this information with cities identified in the attachment to facilitate their compliance with the provisions of Government Code section 7903.

If you have any questions or need additional information regarding this matter, please contact Susan Wekanda, Principal Program Budget Analyst, at (916) 445-5332.



JOE STEPHENSHAW  
Director

Attachment

cc: Melanie M. Perron, Deputy Executive Director, League of California Cities  
Nicolas Romo, League of California Cities



# Warren Slocum

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road  
San Mateo, CA 94402-4098  
phone 650.312.5222  
fax 650.312.5348

May 18, 2000

Chief Timothy J. Guiney  
Broadmoor Police Protection District  
P.O. Box 306  
Colma, CA 94014

Dear Chief Guiney,

Subject: Certificate of the Chief Elections Officer for  
the Broadmoor Police Protection District  
Special Mail Ballot Election held May 16, 2000

Attached hereto is the Chief Elections Officer's Certification in connection with  
the subject election held on May 16, 2000.

Sincerely,

William Jackson  
Manager, Registration-Elections Division

Enclosures



# **CERTIFICATE OF CHIEF ELECTIONS OFFICER**

In the Matter of the CANVASS OF THE VOTE CAST  
at the BROADMOOR POLICE PROTECTION DISTRICT  
SPECIAL MAIL BALLOT ELECTION held on May 16, 2000

**I, WARREN SLOCUM**, Chief Elections Officer of the County of San  
Mateo, State of California hereby certify;

**THAT** an election was held within the boundaries of the BROADMOOR  
POLICE PROTECTION DISTRICT on Tuesday, May 16, 2000, for the purpose of  
submitting MEASURE A to the qualified electors and; I caused to have  
processed and recorded the votes from the canvass of all ballots cast at said  
election within the boundaries of the BROADMOOR POLICE PROTECTION  
DISTRICT.

**I HEREBY FURTHER CERTIFY** that the record of votes cast at said  
election are set forth in Exhibit "A" attached hereto and incorporated herein by  
reference as though fully set forth at length.

**IN WITNESS WHEREOF**, I hereunto affix my hand and seal this 17th day  
of May, 2000, and file this date with the Governing Body of the BROADMOOR  
POLICE PROTECTION DISTRICT.

A handwritten signature in black ink, appearing to read 'W. Slocum', is written over a vertical line.

**WARREN SLOCUM**  
Chief Elections Officer &  
Assessor-County Clerk-Recorder

SAN MATEO COUNTY,  
CALIFORNIA

SPECIAL MAIL  
BALLOT ELECTION

STATEMENT OF VOTES CAST

**BROADMOOR POLICE PROTECTION DISTRICT  
MEASURE A**

<u>5 PRECINCTS</u>	<u>REGISTERED VOTERS</u>	<u>BALLOTS CAST</u>	<u>TURNOUT PERCENTAGE</u>	<u>YES</u>	<u>NO</u>
5101	638	324	50.78%	296	27
5102	635	374	58.90%	336	37
5103	577	334	57.89%	301	29
5104	199	46	23.12%	34	12
5701	*NEV				
GRAND TOTAL	2049	1078	52.61%	967	105

\*NEV: No Eligible Voters

SAN MATEO



## LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

March 16, 2023

Interim Chief of Police Michael P. Connolly  
Broadmoor Police Protection District  
388 88<sup>th</sup> Street  
Broadmoor, CA 94015-1717

*Sent Via Email*

**Subject: Request for Response to LAFCo Special Study on the Broadmoor Police Protection District**

Dear Interim Chief of Police Connolly,

On March 15, 2023 the San Mateo Local Agency Formation Commission (LAFCo) approved and adopted the Special Study on the Broadmoor Police Protection District (BPPD). As part of the adoption of the Study, the Commission directed LAFCo staff to request that BPPD respond in writing to the key issues and recommendations identified in the Special Study. Per the Commission, these responses should identify if BPPD agrees with each recommendation and if BPPD disagrees, provide a statement stating the reason for disagreement. The response should also include an explanation about how the recommendation would be implemented, along with the timing of implementation.

To help facilitate responses to the recommendations, LAFCo staff has included a table listing each recommendation from the Special Study along with areas to provide responses. In order for these to be included in the May 17, 2023 LAFCo meeting packet, LAFCo staff is requesting that BPPD provide written responses by **May 1, 2023**. Please send the written responses to my attention by mail or by email at [rbartoli@smcgov.org](mailto:rbartoli@smcgov.org)

In addition, the Commission directed LAFCo staff to present updates regarding BPPD, the implementation of the recommendations, and fiscal condition of BPPD within 90 days (July 19), 6 months (September 20, 2023), and 1 year (March 20, 2024) of adoption of the LAFCo Special Study. LAFCo will notify the District prior to each of these meetings. When the BPPD 2023-2024 budget, audit documents, or other financial documents become available, we would request that these documents be transmitted to LAFCo.

Lastly, the Commission also requested that staff prepare an information item regarding the dissolution process for a special district. LAFCo staff will present this item at the May 17, 2023

**COMMISSIONERS:** ANN DRAPER, CHAIR, PUBLIC • VACANT, SPECIAL DISTRICT • HARVEY RARBACK, CITY • TYGARJAS BIGSTYCK, CITY • WARREN SLOCUM, COUNTY • RAY MUELLER, COUNTY • KATI MARTIN, SPECIAL DISTRICT

**ALTERNATES:** CHRIS MICKELSEN, SPECIAL DISTRICT • ANN SCHNEIDER, CITY • JAMES O'NEILL, PUBLIC • NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER • SOFIA RECALDE, MANAGEMENT ANALYST • TIM FOX, LEGAL COUNSEL • ANGELA MONTES, CLERK

LAFCo meeting. No action regarding dissolution will occur at the May meeting. Any action by the LAFCo Commission to initiate a dissolution would require a separate LAFCo action.

Sincerely,

*Rob Bartoli*

Rob Bartoli

San Mateo LAFCo Executive Officer

**Attachment**

Broadmoor Police Protection District Response to LAFCo Recommendations Table

## Broadmoor Police Protection District Response to LAFCo Recommendations

RECOMMENDATION	Does BPPD AGREE/NOT AGREE with recommendation (YES/NO)	PLANNED DATE FOR CHANGE OR IMPLEMENTATION	COMMENTS OR REASON FOR NON-AGREEMENT	DETAILS OF CHANGE OR IMPLEMENTATION
<b><i>Capacity and Adequacy of Public Facilities and Services</i></b>				
1) The District should explore cost sharing with adjacent cities or other alternatives to contract for or consolidate services to reduce costs.				
2) The District may consider developing and monitoring performance measures, which could include measurements of response times for calls and call volume to demonstrate the benefit of higher costs associated with higher levels of performance.				
<b><i>Financial Ability</i></b>				
1) Prepare a quarterly financial report which presents the District's financial condition in a user-friendly way so board members and staff can better understand financial data. At a minimum the financial data				

<p>should include a balance sheet, income statement and a budget-to-actual report to detect potential errors. The reports should reference final actual numbers from the previous fiscal year and should be compared to budgeted numbers. In years where there are deficits, the impact to the District's fund balance should be discussed in the budget documents.</p>				
<p>2) Develop long-term fiscal documents that will assist the District in planning for expenditures, such as retirement costs. The Board could engage in a strategic planning session that will help prioritize goals and review the District's fiscal ability to meet these goals.</p>				
<p>3) Budget documents should show the amount of funds that are allocated to the District fund balance/reserve.</p>				
<p>4) Independent audits should be presented to the Board for discussion at public meetings.</p>				

<p>The audit should include management letters and a review of any recommendations for the audit process and fiscal ability of the District. Audits should be conducted in a timely manner.</p>				
<p>5) Develop accounting, financial, governance and general administrative policies to help guide its decision making in a consistent manner. This should include policy regarding the development of a reserve fund as well as a policy about how reserve funds are utilized.</p>				
<p>6) Explore the development of a Master Plan, Strategic Plan or Capital Improvement Plan that plans for asset management and replacement, such as facility upgrade or repairs and replacement of equipment and vehicles to help plan for long-term capital costs.</p>				

7) Consider allocating accounting and auditing services to two separate firms to enhance fiscal oversight and transparency.				
8) Adopt annual Gann Appropriation Limit resolutions.				
9) Explore ways to reduce reliance on Excess ERAF for routine District operations and maintenance and divert Excess ERAF to a reserve fund that the District can draw from for unexpected expenses.				
10) Post budget documents and audits on the District's website.				
<b><i>Accountability, Structure and Efficiencies</i></b>				
1) LAFCo recommends the creation of staff reports for Board of Commissioners agenda items. The creation of staff reports for Board items can increase transparency and raise public awareness of the issues that are being reviewed and acted on by the Commissioners. The District could explore sharing				



services with cities or other special districts to assist in creating the staff reports and compiling an agenda packet.				
2) Video/audio of Board meetings should be posted on the District's website for public viewing.				
3) Provide Brown Act training for all Commissioners.				
4) Explore hiring additional staff or consultants to perform human resource functions and administrative tasks, including budget support. These functions could also be shared services with neighboring agencies.				
5) Post position salary and compensation data on the District's website.				
6) Post contracts and hiring policies on District's website.				
7) Develop accounting, financial, governance and general administrative policies to assist the Commission and District staff. This				

should include the creation of policies regarding meeting agendas and noticing, Brown Act training, and audit and budget review.				
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Completed by: \_\_\_\_\_

Date: \_\_\_\_\_