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## *Security, Bus and Traffic Committee*

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### **Agenda**

Administration Conference Room

Wednesday, August 9, 2017

1:00 p.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
  - a. Introduction of Guests and Staff
  - b. Rules of Order
  - c. Chair's Report
4. Approval of Minutes of July 12, 2017 (pp. 1-5)
5. Shareholder/Member Comments – Agenda Items Only (*Limited to 3 minutes per person*)
6. Correspondence
  - a. Potential Solution to Mutual One Parking Problem (pp. 6-7)
  - b. Illegal Parking Photos (pp. 8-10)
7. Old Business
  - a. 2018 Budget Report on Cost Centers 37, 38 (pp. 11-20)
8. New Business
  - a. Golf Cart and LSV Rules 19xx-37 (pp. 21-24)
  - b. Urban Crossroads Study of Traffic on Del Monte Drive between Security and On-Site Sales Office (pp. 25-29)
  - c. Passes for Guests, Contractors, Caregivers, etc.
  - d. Trust Parking Passes
9. Transportation Work Study Group Report
10. Policies- Committee Charter (pp. 30-31)



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## *Security, Bus and Traffic Committee*

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### 11. Staff Reports

- a. Security Services Director, Officers Beare and Duarte presentation (pp. 32-33)
- b. Fleet Manager (pp. 34-36)
- c. Executive Director

### 12. Shareholder/Member Comments – Any Item (*Limited to 3 minutes per person*)

### 13. President's Comments

### 14. Committee Member Comments

### 15. Next Meeting/Adjournment



## **SECURITY, BUS AND TRAFFIC COMMITTEE MINUTES**

### **July 12, 2017**

The regular scheduled meeting of the Security, Bus and Traffic Committee was called to order by Vice Chair Perrotti at 2:00 p.m. and was held on Wednesday, July 12, 2017, in Conference Room B, followed by the Pledge of Allegiance by Mrs. Reed

#### **ROLL CALL**

Present:      Mrs. L. Perrotti, Vice Chair      Ms. I. Heinrichs  
                 Mr. T. Doderio                              Ms. R. Winkler  
                 Mr. P. Pratt                                      Mr. P. Moore

Absent:        Mr. S. McGuigan, Chair

Also Present:      Mr. R. Ankeny, Executive Director  
                 Ms. C. Miller, Director of Finance  
                 Ms. L. Stone, GRF President  
                 Mr. P. Bristow, Security Services Director  
                 Mr. B.J. Hawke, Security Manager  
                 Mr. G. Winford, Fleet Manager  
                 Ms. F. Quirin, Recording Secretary  
                 Ms. P. Snowden, GRF Representative, Mutual Two  
                 Mrs. J. Reed, GRF Representative, Mutual Four  
                 Mrs. C. Damoci, GRF Representative, Mutual Twelve  
                 Nine Shareholders/Foundation Members

There being no objections, Vice Chair Perrotti declared the reading of the Quorum Notification be dispensed with by unanimous consent.

The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the **Security, Bus and Traffic Committee** will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not



committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Committee meeting will be presented to the Board for approval following the approval of the Committee meeting minutes in August, 2017.

## **VICE CHAIR'S ANNOUNCEMENTS**

Vice Chair Perrotti welcomed the Committee members, guests and staff, including GRF President Linda Stone; Executive Director Randy Ankeny; Director of Finance Carolyn Miller; Security Services Director Paul Bristow; Security Manager B.J. Hawke; Fleet Manager Grant Winford; and Recording Secretary, Fara Quirin. She also requested for everyone to please turn off their cell phones.

## **APPOINTMENT OF BUS WORK STUDY GROUP BY CHAIR**

As requested by the absent Chair, Mr. McGuigan, the Committee concurred to accept the formation of the Bus Work Study Group, to be chaired by Mr. Pratt and include members Mr. Lukoff and Mrs. Perrotti. The appointees accepted and Chair Pratt advised his intention to invite experts to the study group for the purpose of fact finding. The Committee concurred. Grant Winford, GRF Fleet Manager, will participate with the work study group.

## **APPROVAL OF MINUTES**

The minutes of the May 3, 2017, meeting were approved as presented.

## **SHAREHOLDER/MEMBER COMMENTS – Agenda Items Only**

Three shareholders/members commented on items that were not on the agenda.

## **CORRESPONDENCE**

There was no correspondence to consider.

## **NEW BUSINESS**

### Appointment of Vice Chair

Mrs. Perrotti, presiding on behalf of Chair McGuigan, was nominated by Ms. Winkler as the Vice Chair. There being no further nominations, Mrs. Perrotti was declared, by acclamation, Vice Chair of the Security, Bus & Traffic Committee.

### Security Parking in Mutual Seventeen



At the April 5, 2017 meeting of Mutual Seventeen Board, the Board unanimously agree to grant Security Officers the opportunity to park in six spaces reserved for the Mutual. At the July 16 meeting of the Mutual Seventeen Board, the Board unanimously agreed to increase the number of spaces to eight.

Ms. Winkler MOVED, seconded by Mr. Moore and carried unanimously by the Committee-

TO permit Security Officers, on shift only, to park in the eight Mutual Seventeen spaces provided for Security.

#### Purchase of a New Coin Counter for the Security Department

The Security Services Director advised the Committee of the need to replace the current model of coin counter and provided the replacement cost.

Ms. Winkler MOVED, seconded by Mr. Pratt and carried unanimously by the Committee-

TO recommend the Finance Committee add the new coin counter, in an amount not to exceed \$7,100, to the reserve funding schedule.

#### **POLICIES**

No policies were considered at this meeting.

#### **STAFF REPORT**

##### Security Service Director

Security Services Director presented the Monthly Security Report to the Committee.

##### Budget Reports, Cost Center 37

The Committee reviewed the proposed 2018 budget for Cost Center 37.

##### Fleet Manager

Fleet Manager provided the Transportation and Mini-Bus Monthly reports.

##### Budget Reports, Cost Center 38

The Committee reviewed the proposed 2018 budget for Cost Center 38.

**EXECUTIVE DIRECTOR**

The first Town Hall meeting regarding the street renovation project is to be held Thursday, July 13<sup>th</sup> at 6:00 p.m. in Clubhouse Two. There will be a thirty to sixty day sign compliance. Once the streets are certified, the Seal Beach Police will patrol and issue live citations. Also to be implemented will be a four-way traffic light at the St. Andrews Gate making left turns safer. There will be notification in the newspaper of these changes.

**PRESIDENT'S COMMENTS**

The President reported the I.D. Badge project was a huge one. It went well due to all the great volunteers who did a good job getting all the work done. By Monday, all the pedestrian gates will work with the new cards.

**SHAREHOLDER COMMENTS**

Two shareholder/members spoke on various items pertaining to the Committee's area of purview.

**COMMITTEE MEMBERS COMMENTS**

Five Committee members spoke on the proceedings and accomplishments of the committee.

**CHAIR'S COMMENTS**

Vice Chair Perrotti thanked the Committee members, shareholders, and staff present for attending and participating in today's meeting.

**ADJOURNMENT**

Vice Chair Perrotti adjourned the meeting at 3:25 p.m.

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Leah Perrotti, Vice Chair  
SECURITY, BUS AND TRAFFIC COMMITTEE  
fqm 07.13.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE  
SECURITY, BUS AND TRAFFIC COMMITTEE MEETING**

**ACTIONS**

- There being no objections, Vice Chair Perrotti declared the reading of the Quorum Notification be dispensed with by unanimous consent,
- The minutes of the May 3, 2017, were approved, as presented,
- Mrs. Perrotti was declared, by acclamation, Vice Chair of the Security, Bus & Traffic Committee,
- Meeting adjourned at 3:25 p.m.

**MOTIONS**

- **TO** approve Security on-duty Officers to park in Mutual Seventeen's eight designated spaces,
- **TO** send to the Finance Committee for approval the purchase of a new heavy-duty coin counter not to exceed the cost of \$7,100.



## Potential Solution to Mutual One Parking Problem

**Problem:** Mutual One Street parking is Stressed. Many times there is NO available Parking for Visitors, Contractors, Care-takers.

**Reasons:** Some Shareholders have 2 or more vehicles. Too many Shareholders with Only 1 Vehicle persist in parking on the streets and Not in their carports. There would Not be a Parking problem if Shareholders would park in their Carports

**Considerations:** Many shareholders complain that visitors have no place to park or caretakers have difficulty in finding parking spots.

**SOLUTION:** GRF Security Issue a "Special" Street Parking "Decal" Permit for those Shareholders with 2 or more vehicles and also "any" Shareholders who persist in parking on streets NOT their carports "stressing" available street parking spots for visitors, caretakers, etc

**Note:** Shareholders with 2 or more vehicles can also Rent an Unused Carport from Shareholders WITHOUT a Vehicle thereby avoiding the cost of a Street Parking Permit.

**Implementation:** Trust Streets are Managed by GRF and patrolled by GRF Security

- 1) **GRF Issue a Special Street Parking Decal Permit** to Shareholders with Multiple vehicles. Decal MUST be placed on the Windshield above or on the side of existing GRF Decal.
- 2) **COST \$ to Shareholder:** Special Street Parking Permit Decal cost is \$25.00 - \$50.00 per month, Paid Quarterly in Advance to GRF Accounting. The costs for Street Parking vehicles is between \$.83 cents to \$1.67 per day. **Very Inexpensive!** 😊 😊
- 3) **Regular Decal** – Shareholders with a Regular Decal Cannot Park on the streets they must park in their Carport.
- 4) **Street Parking** – Street Parking is ONLY for vehicles with Special Street Parking Decal OR Visitors with a Security Pass placed on the Dashboard, OR Contractors, Vendors or Caretakers with a Security Pass placed on the dashboard.
- 5) **Optional:** Loading/Unloading Parking Spot? One spot per block "Stenciled" 15 Minute Loading/Unloading Painted Yellow. Yellow Zone 15 Minute loading/unloading Only. TBD M1 & GRF?
- 6) **Optional:** Handicap Parking Zone? One spot per block "Stenciled" Handicap. Painted Blue. Blue Zone Vehicle Must have Placard or Handicap License Plate prominently displayed. Handicap Parking Spot is short term and Not Long Term shareholder parking. Shareholders must park in their Carports. Handicap would also be used by family/visitors if necessary. TBD M1 & GRF?
- 7) **Enforcement:** GRF Security would be mandated to do checks, issue warnings, tickets, and arrange for towing vehicles.
- 8) **Posting:** All Mutual One Shareholders Notified and Parking signs "Posted" with specific Vehicular Code, Fines and Contact Info for Towing Company. Cost of signage paid for by Mutual One or GRF?

## Benefits of Street Parking Decals

### GRF Benefits

- 1) **Trust Streets are in constant need of repair**, stenciling of cross walks, lane dividers, curbing paint parking regulations ie; Red Curbs. Etc.
- 2) **Additional Revenue Source for GRF** to use and that will offset Trust Street Maintenance Costs as indicated in #1 (above)
- 3) **Estimated Income to GRF.** Mutual One has 844 Apartments Estimate 10% of M1 Shareholders have multiple vehicles. Projection=844 X 10% = 84 Shareholders with Multiple vehicles. **Projected Income to GRF:>>**  
**\$25 Monthly Permit Fee = \$25,200 Annual GRF Income** (84X12X\$25=\$25,200)  
**\$50 Monthly Permit Fee = \$50,400 Annual GRF Income** (84X12X\$50=\$50,400)
- 4) **Example of Repairs Needed:** Annandale St. Sinking, there are “trip” hazards at the curbs due to sinking and patching with black top. Curbs have sunk below sidewalks in some locations. Crosswalks, curbs, etc needs stenciling and painting.  
**NOTE: All these repairs are needed and the Special Street Parking Decal would help offset costs to GRF for Mutual One Street repairs.**

### Benefits to Mutual One Board and Mutual One Shareholders

- 1) **Would eliminate the \$50,000 per carport cost to knock down Carport Safety Walls and reconstruct walls, sidewalks, and driveways for additional Parking.**  
**Total estimated Cost = \$1 Million Dollars for all carport modification. That would be paid by Shareholders through additional \$\$ major assessments.**  
**Every Shareholder would be assessed a Projected Increase of \$98.74 per month to pay for this destructive project.** ☹ ☹
- 2) **The majority of shareholders park in their carports OR do NOT have multiple vehicles but would have to pay additional assessment of \$98.74 per month to pay for the destructive project of tearing down carport safety walls. This is Unacceptable.** ☹ ☹
- 3) **Shareholders with 2 or more cars OR those Shareholders who persist in parking on the street and NOT in their Carports MUST pay for their convenience of street parking.**  
**Not the 90% of Shareholders with no vehicle or 1 vehicle who park in their carports.**
- 4) **Mutual One Board Benefit: No \$1 Million Cost factor to modify carports for parking.**  
The only cost would be for Street signage to be posted as indicated #8 above and cost could be shared with GRF?

**This would be a more “equitable solution” to the parking problem in Mutual One and if other Mutuels have similar problems this could be adopted for their solutions?**

**We trust and hope the Mutual One Board and GRF will see the benefits to adopting this “equitable resolution” to the Parking Problem.**



**GOLDEN RAIN FOUNDATION**  
*Security Department*  
Golden Rain Road  
July 2017





**GOLDEN RAIN FOUNDATION**  
*Security Department*  
Golden Rain Road  
July 2017





**GOLDEN RAIN FOUNDATION**  
*Security Department*  
Golden Rain Road  
July 2017





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## COMMITTEE ACTION REQUEST

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TO: FINANCE COMMITTEE  
FROM: SECURITY, BUS & TRAFFIC COMMITTEE  
SUBJECT: 2018 PROPOSED OPERATING BUDGET – CC37 & 38  
DATE: AUGUST 9, 2017  
CC: FILE

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### **Committee Action:**

To recommend to the Finance Committee the acceptance of the proposed 2018 operating budget for Cost Centers 37 – Security and 38 – Transportation.



**Golden Rain Foundation**  
**2018 Proposed Operating Budget - Cost Center 37 - Security (Draft)**  
**Data as of June 30, 2017**

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
<b>Expenses - Security</b>												
6100000 37	Salaries & Wages - Security	1,274,443	1,218,952	55,491	4.6%	627,990	1,244,538	29,905	1,255,980	18,463	1,223,201	51,242
6140000 37	Employment Taxes - Security	124,060	118,668	5,392	4.5%	65,809	114,099	9,961	131,619	(7,559)	126,490	(2,430)
6142000 37	Workers' Compensation - Security	89,319	93,796	(4,477)	-4.8%	48,414	82,090	7,229	96,827	(7,508)	86,509	2,810
6143000 37	Group Insurance - Medical - Security	79,296	39,588	39,708	100.3%	19,460	39,254	40,042	38,920	40,376	38,082	41,215
6143300 37	Group Insurance - Dental - Security	1,788	720	1,068	148.3%	437	797	991	873	915	774	1,014
6143500 37	Group Insurance - Vision - Security	1,200	444	756	170.3%	276	498	702	553	647	473	727
6144000 37	401(k) Match - Security	14,081	9,697	4,384	45.2%	3,991	8,896	5,185	7,982	6,099	10,704	3,377
6145000 37	Group Insurance - Life - Security	3,060	1,332	1,728	129.7%	466	1,132	1,928	932	2,128	1,249	1,811
6146000 37	Long Term Disability Insurance - Security	3,576	1,548	2,028	131.0%	411	1,185	2,391	821	2,755	1,143	2,433
	<b>Total Wages &amp; Benefits</b>	<b>1,590,823</b>	<b>1,484,745</b>	<b>106,078</b>	<b>7.1%</b>	<b>767,254</b>	<b>1,492,489</b>	<b>98,334</b>	<b>1,534,507</b>	<b>56,316</b>	<b>1,488,624</b>	<b>102,199</b>
6211000 37	Continuing Education - Security	2,900	1,900	1,000	52.6%	0	948	1,952	0	2,900	379	2,522
6212000 37	Employee Exams - Security	12,120	8,375	3,745	44.7%	5,775	9,963	2,157	11,550	570	8,316	3,804
6214000 37	Meals & Special Events - Security	360	120	240	200.0%	0	60	300	0	360	0	360
6215000 37	Mileage - Security	396	400	(4)	-1.0%	0	198	198	0	396	41	355
6217000 37	Uniforms & Laundry - Security	8,712	8,649	63	0.7%	4,882	9,208	(496)	9,765	(1,053)	9,890	(1,178)
6410000 37	Office Supplies - Security	9,528	12,500	(2,972)	-23.8%	4,310	10,562	(1,034)	8,621	907	9,217	311
6410005 37	Building Supplies - Security	1,200	1,000	200	20.0%	193	691	509	386	814	5,806	(4,606)
6410010 37	Hospitality - Security	2,856	3,000	(144)	-4.8%	1,290	2,790	66	2,581	275	3,555	(699)
6410015 37	Computer Supplies - Security	492	500	(8)	-1.6%	2,981	3,081	(2,589)	5,961	(5,469)	3,708	(3,216)
6410020 37	Equipment Expense - Security	13,992	18,000	(4,008)	-22.3%	4,717	13,717	275	9,435	4,557	13,790	202
6410030 37	Printer / Copier Supplies - Security	6,132	2,200	3,932	178.7%	2,948	4,046	2,086	5,895	237	5,497	635
6420100 37	Electricity - Security	11,801	12,333	(532)	-4.3%	5,163	12,128	(327)	10,326	1,475	10,856	945
6422000 37	Telephone - Security	5,410	5,820	(410)	-7.0%	2,869	5,779	(369)	5,737	(327)	5,463	(53)
6425100 37	Natural Gas - Security	1,140	1,058	82	7.8%	813	1,258	(118)	1,625	(485)	1,022	118
6444000 37	Equipment Rental - Security	2,780	2,900	(120)	-4.1%	1,390	2,842	(62)	2,779	1	2,339	441
6471000 37	Building Repair & Maintenance - Security	756	750	6	0.8%	1,406	1,906	(1,150)	2,811	(2,055)	3,809	(3,053)
6472000 37	Equipment Repair & Maintenance - Security	5,000	5,000	0	0.0%	2,128	4,624	376	4,256	744	10,175	(5,175)
6477210 37	Pest Control	420	420	0	0.0%	210	420	0	420	0	752	(332)
6478000 37	Service Contracts - Security	2,100	2,975	(875)	-29.4%	976	2,464	(364)	1,952	148	2,528	(428)
6482000 37	Dues, Memberships & Books - Security	6,000	6,000	0	0.0%	415	3,415	2,585	830	5,170	3,000	3,000
6483000 37	Propane - Security	500	500	0	0.0%	0	250	250	0	500	0	500
6491000 37	Miscellaneous Writeoffs - Security	0	0	0	0.0%	0	0	0	0	0	3,833	(3,833)
6951000 37	Non-Budgeted Exp for Committee - Security	1,000	1,000	0	0.0%	0	0	1,000	0	1,000	183	817
	<b>Total Operating Expenses</b>	<b>95,595</b>	<b>95,400</b>	<b>195</b>	<b>0.2%</b>	<b>42,466</b>	<b>90,350</b>	<b>5,245</b>	<b>84,930</b>	<b>10,665</b>	<b>104,160</b>	<b>(8,564)</b>
	<b>Total Cost Center Expenses</b>	<b>1,686,418</b>	<b>1,580,145</b>	<b>106,273</b>	<b>6.7%</b>	<b>809,720</b>	<b>1,582,839</b>	<b>103,579</b>	<b>1,619,437</b>	<b>66,981</b>	<b>1,592,784</b>	<b>93,635</b>
<b>Other Cost Recovery</b>												

**Golden Rain Foundation**  
**2018 Proposed Operating Budget - Cost Center 37 - Security (Draft)**  
**Data as of June 30, 2017**

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
5351100 37	Parking Fines - Security	9,600	0	9,600	100.0%	645	645	8,955	1,290	8,310	0	9,600
5385000 37	Other Income - Security	0	0	0	0.0%	0	0	0	0	0	0	0
	<b>Total Other Cost Recovery</b>	<b>9,600</b>	<b>0</b>	<b>9,600</b>	<b>100.0%</b>	<b>645</b>	<b>645</b>	<b>8,955</b>	<b>1,290</b>	<b>8,310</b>	<b>0</b>	<b>9,600</b>
5330000 37	Income from / (Refund to) Mutuals	1,676,818	1,580,145	96,673	6.1%	790,049	1,580,120	96,698	1,580,098	96,720	1,607,592	69,226
	<b>Total Cost Recovery</b>	<b>1,686,418</b>	<b>1,580,145</b>	<b>106,273</b>		<b>790,694</b>	<b>1,580,765</b>	<b>105,653</b>	<b>1,581,388</b>	<b>105,030</b>	<b>1,607,592</b>	<b>78,826</b>
	<b>Net Income / (Expense)</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>(19,026)</b>	<b>(2,074)</b>	<b>2,074</b>	<b>(38,049)</b>	<b>38,049</b>	<b>14,808</b>	<b>(14,808)</b>
	<b>PAPM</b>	<b>21.15</b>	<b>19.93</b>	<b>1.22</b>								
	<b>FTE</b>	<b>38.99</b>	<b>38.60</b>	<b>0.39</b>								



**GOLDEN RAIN FOUNDATION  
2018 BUDGET ASSUMPTIONS  
Security Department – CC 37**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	<p>Total FTEs for 2018 will increase by .39 from 38.60 to 38.99 due to additional training hours added to part-time positions. The 2018 budget amount includes 483 annual overtime hours (\$10,953) compared to the 2017 budgeted 280 annual overtime hours (6,270). Merit increases of .5% for 2018 plus any merit increases given in 2017 that were not reflected in the 2017 budget are also reflected in the 2018 budget.</p> <p>On 7/14/2017, the EC approved the exchange of 400 part-time hours per week to 400 full-time hours per week. Additionally, the EC approved an additional two (2) hours of training bi-monthly per officer and watch commander that is equivalent to 1,128 hours per year (approx. \$13,884 annually). The additional hours are broken down between straight time hours for part-time employees and over-time hours for full-time employees.</p>																															
6140000 (61400)	Payroll Taxes	<p>Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below.</p> <table><tr><td></td><td>2017</td><td>2018</td></tr><tr><td>SS Max Salary</td><td>\$118,500</td><td>\$127,200</td></tr><tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr><tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr><tr><td>SS &amp; Med. Rate</td><td>7.65%</td><td>7.65%</td></tr><tr><td>UI Max Salary</td><td>\$7,000</td><td>\$7,000</td></tr><tr><td>UI State</td><td>3.7%</td><td>3.7%</td></tr><tr><td>UI Fed</td><td>2.0%</td><td>2.7%</td></tr><tr><td>UI Total</td><td>5.7%</td><td>6.4%</td></tr><tr><td>UI Max Total</td><td>\$399</td><td>\$448</td></tr></table>		2017	2018	SS Max Salary	\$118,500	\$127,200	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.7%	3.7%	UI Fed	2.0%	2.7%	UI Total	5.7%	6.4%	UI Max Total	\$399	\$448	
	2017	2018																															
SS Max Salary	\$118,500	\$127,200																															
SS Rate	6.20%	6.20%																															
Medicare Rate	1.45%	1.45%																															
SS & Med. Rate	7.65%	7.65%																															
UI Max Salary	\$7,000	\$7,000																															
UI State	3.7%	3.7%																															
UI Fed	2.0%	2.7%																															
UI Total	5.7%	6.4%																															
UI Max Total	\$399	\$448																															
6142000 (61420)	Workers Comp Insurance	<p>Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2018 budget assumes a 5.69% increase over 2017 actual rates and a 1% decrease over 2017 budget.</p>																															
6143000-6146000 (61430 – 61460)	EE Benefits	<p>The 2018 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 9.3% increase in premium rates over our 2017 budget.</p>																															
6211000 (64810)	Continuing Education	<p>Funds are budgeted for ongoing staff training in security and public safety. The 2018 budget includes an additional \$1,000 for Certified Protection Professional (CPP) program for the Security Services Manager (includes class and exam).</p>																															
6212000 (66255)	Employee Exams	<p>Exams at \$125 per exam. Head count is currently 97 once all positions are filled \$125.00 x 97 = 12,120.00</p>																															
6214000 (64821)	Meals & Special Events	<p>A small amount is set aside if staff needs to be reimbursed for meals while attending training or onsite meeting refreshments. Monthly staff and officer training refreshments 12x \$30.00 = \$360.00</p>																															



**GOLDEN RAIN FOUNDATION  
2018 BUDGET ASSUMPTIONS  
Security Department – CC 37**

6215000 (64820)	Mileage / Transportation	Allows for off-site training transportation costs for Security Staff. Mileage at \$33.00 per month including officers attending drug screening	
6217000 (64800)	Uniforms & Laundry	Funds are budgeted for uniforms for the Security Staff.	
6410000 (64100)	Office Supplies	Funds are budgeted for the day-to-day office operations of the Security Department (forms, decals, tickets, etc.). Current expenditures are at \$704.00 per month x 12 = \$9,528.00	
6410005 (64102)	Building Supplies	Funds are budgeted for building supplies (lightbulbs, repair parts, replacement valves, wood, and paint). Paint and cleanup of front gate office	
6410010 (64103)	Hospitality	Funds are budgeted for coffee, tea, etc. Department operates 24 hours a day, seven days a week. Current expenditure is \$238.00 per month and expect to continue at the current especially once up to strength.	
6410015 (64104)	Computer Supplies	Funds are budgeted for computer related supplies or replacement parts. (keyboards, mouse, screen, etc.).	
6410020 (64105)	Equipment Expense	Funds are budgeted for departmental equipment expense (safety vest replacements, traffic cones, safety signage, etc.) Increased use of PPE and new cones	
6410030 (64111)	Printer / Copier Expense	Funds are budgeted for paper and copier supplies (bulk paper, colored paper, toner, and laser printer cartridges). The 2018 budget increase is due to the printing of visitor passes.	
6420100 (64200)	Electricity	The 2018 budget assumes an overall increase of 7% over the last 12 months of actual expenses but remains relatively flat from the total company budget for 2017.	
6422000 (64280)	Telephone	Telephone expense includes:  562-594-4754 (Main Gate) 550 562-594-4757 (Main Gate) 1,130 7863 (Internet @ St. Andrews) 1,240 5 Hotspots for patrol vehicles 1,890 Phone cards for patrol vehicles 600 Total Budget \$5,410  2018 budget is based on the past six months of actual expenses inflated by 1%. For 2018, Account 2614 FIOS High Speed has been transferred to cost center 39 – Resales Office.	
6425100 (64260)	Natural Gas	The 2018 budget assumes an overall increase of 3.5% over the last 12 months of actual expenses which is a 9% increase over the 2017 budget.	
6444000 (64440)	Equipment Rental	Funds are budgeted for the leasing costs of two (2) copy machines in Security Department.  BizHub C224E \$1,443 BizHub 223 1,337 Total \$2,780	
6471000 64720	Building Repair & Maintenance	Funds are budgeted for small repairs to the Security building.	
6472000 (64700)	Equipment Repair & Maintenance	Repair of the department's vehicles. In-house repairs are parts only. Labor is covered under wages and salaries. Outside repairs consist of labor and materials for total cost.	
6477210	Pest Control	Pest control for department locations.	

**GOLDEN RAIN FOUNDATION  
2018 BUDGET ASSUMPTIONS  
Security Department – CC 37**

6478000 (64940)	Service & Contracts	Maintenance on two (2) Konica copiers. As the machines age, the maintenance cost increases each year. The budget for 2018 is set at \$2,100. No amount is budgeted for fire protection services for 2018, as these costs will be charged to CC79.	
6482000 (64830)	Dues Memberships & Books	Budgeted funds are used for staff to be finger printed and registered with the State of California as required by Business & Professions Code.	
6483000 (64870)	Propane	Funds budgeted for propane heater winter use at entry gates.	
6491000 (64890)	Miscellaneous Write-Offs	No funds are budgeted for this line item.	
6951000	Committee Non- Budgeted Expenses	Funds in the amount of \$1,000 per committee has been budgeted for 2017 per Policy 5516 adopted by the GRF board at its meeting on April 22, 2014. These funds are set aside for unbudgeted expenditures authorized at the committee level.	
5351100	Parking Fines	2018 budget is the first year for this revenue. As such, no trend has been established.	



**Golden Rain Foundation**  
**2018 Proposed Operating Budget - Cost Center 38 - Transportation (Draft)**  
**Data as of June 30, 2017**

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
<b>Expenses - Transportation</b>												
6100000 38	Salaries & Wages - Transportation	417,195	420,103	(2,908)	-0.7%	175,847	387,625	29,570	351,693	65,502	419,498	(2,303)
6140000 38	Employment Taxes - Transportation	43,760	42,593	1,167	2.7%	17,544	37,581	6,179	35,087	8,673	41,549	2,211
6142000 38	Workers' Compensation - Transportation	28,551	32,328	(3,777)	-11.7%	16,735	28,345	206	33,470	(4,919)	29,227	(676)
6143000 38	Group Insurance - Medical - Transportation	27,900	33,144	(5,244)	-15.8%	16,411	32,983	(5,083)	32,823	(4,923)	33,417	(5,517)
6143300 38	Group Insurance - Dental - Transportation	552	600	(48)	-8.0%	410	710	(158)	819	(267)	617	(65)
6143500 38	Group Insurance - Vision - Transportation	348	444	(96)	-21.6%	189	411	(63)	379	(31)	386	(38)
6144000 38	401(k) Match - Transportation	8,609	9,676	(1,067)	-11.0%	3,815	8,693	(84)	7,631	978	9,916	(1,307)
6145000 38	Group Insurance - Life - Transportation	1,008	1,008	0	0.0%	501	1,005	3	1,002	6	921	87
6146000 38	Long Term Disability Insurance - Transportation	1,176	1,176	0	0.0%	432	1,020	156	864	312	864	312
	<b>Total Wages &amp; Benefits</b>	<b>529,099</b>	<b>541,072</b>	<b>(11,973)</b>	<b>-2.2%</b>	<b>231,884</b>	<b>498,373</b>	<b>30,726</b>	<b>463,768</b>	<b>65,331</b>	<b>536,395</b>	<b>(7,296)</b>
6211000 38	Continuing Education - Transportation	1,600	800	800	100.0%	60	860	740	120	1,480	232	1,368
6212000 38	Employee Exams - Transportation	2,676	2,868	(192)	-6.7%	1,375	2,809	(133)	2,750	(74)	2,865	(189)
6213100 38	Temporary Agency Fee - Transportation	0	0	0	0.0%	0	0	0	0	0	1,943	(1,943)
6214000 38	Meals & Special Events - Transportation	120	120	0	0.0%	0	60	60	0	120	0	120
6215000 38	Mileage - Transportation	120	120	0	0.0%	0	60	60	0	120	0	120
6217000 38	Uniforms & Laundry - Transportation	8,304	7,404	900	12.2%	4,015	7,717	587	8,030	274	8,290	14
6410000 38	Office Supplies - Transportation	7,068	8,004	(936)	-11.7%	1,450	5,452	1,616	2,899	4,169	7,074	(6)
6410005 38	Building Supplies - Transportation	120	504	(384)	-76.2%	38	290	(170)	76	44	33	87
6410010 38	Hospitality - Transportation	240	120	120	100.0%	21	81	159	42	198	262	(22)
6410015 38	Computer Supplies - Transportation	120	120	0	0.0%	0	60	60	0	120	105	15
6410020 38	Equipment Expense - Transportation	0	0	0	0.0%	0	0	0	0	0	57	(57)
6410022 38	Tool Expense - Transportation	1,500	1,500	0	0.0%	720	1,470	30	1,439	61	1,418	82
6410030 38	Printer / Copier Supplies - Transportation	120	120	0	0.0%	82	142	(22)	164	(44)	126	(6)
6472000 38	Equipment Repair & Maintenance - Transportation	4,584	4,584	0	0.0%	1,922	4,214	370	3,844	740	2,722	1,862
6472100 38	Equipment Repair & Maint - Minibus - Transportation	36,000	35,892	108	0.3%	12,819	30,765	5,235	25,637	10,363	26,234	9,766
6478000 38	Service Contracts - Transportation	3,000	3,000	0	0.0%	627	2,877	123	1,253	1,747	3,375	(375)
6482000 38	Dues, Memberships & Books - Transportation	120	120	0	0.0%	0	120	0	0	120	0	120
6483000 38	Propane - Transportation	2,232	1,175	1,057	90.0%	1,764	2,324	(92)	3,528	(1,296)	1,228	1,004
6483100 38	Propane - Minibus - Transportation	18,996	22,000	(3,004)	-13.7%	11,304	22,306	(3,310)	22,609	(3,613)	18,378	618
6483105 38	Gasoline - Transportation	59,000	66,000	(7,000)	-10.6%	27,997	60,997	(1,997)	55,994	3,006	58,287	713
6484000 38	Permits & Licenses - Transportation	1,075	1,130	(55)	-4.9%	259	1,059	16	518	557	878	197
6491000 38	Miscellaneous Writeoffs - Transportation	0	0	0	0.0%	0	0	0	0	0	5,315	(5,315)
6911500 38	Inventory Over / Short - Transportation	0	0	0	0.0%	0	0	0	0	0	2,778	(2,778)
	<b>Total Operating Expenses</b>	<b>146,995</b>	<b>155,581</b>	<b>(8,586)</b>	<b>-5.5%</b>	<b>64,453</b>	<b>143,663</b>	<b>3,332</b>	<b>128,903</b>	<b>18,092</b>	<b>141,601</b>	<b>5,394</b>
	<b>Total Cost Center Expenses</b>	<b>676,094</b>	<b>696,653</b>	<b>(20,559)</b>	<b>-3.0%</b>	<b>296,337</b>	<b>642,036</b>	<b>34,058</b>	<b>592,671</b>	<b>83,423</b>	<b>677,996</b>	<b>(1,902)</b>

**Golden Rain Foundation**  
**2018 Proposed Operating Budget - Cost Center 38 - Transportation (Draft)**  
**Data as of June 30, 2017**

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2018 Total	2017 Budget	Variance	% Change	2017 YTD Actual	2017 Projected	Variance	2017 Annualized	Variance	2016 Actual	Variance
<b>Other Cost Recovery</b>												
5380380 38	Oil Recycling Income - Transportation	0	0	0	0.0%	0	0	0	0	0	0	0
5413100 38	Gain / Loss on Equipment - Transportation	0	0	0	0.0%	450	450	(450)	900	(900)	0	0
	<b>Total Other Cost Recovery</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>450</b>	<b>450</b>	<b>(450)</b>	<b>900</b>	<b>(900)</b>	<b>0</b>	<b>0</b>
<b>5330000 38</b>	<b>Income from / (Refund to) Mutuals</b>	<b>676,094</b>	<b>696,653</b>	<b>(20,559)</b>	<b>-3.0%</b>	<b>348,324</b>	<b>696,653</b>	<b>(20,559)</b>	<b>696,648</b>	<b>(20,554)</b>	<b>693,264</b>	<b>(17,170)</b>
	<b>Total Cost Recovery</b>	<b>676,094</b>	<b>696,653</b>	<b>(20,559)</b>		<b>348,774</b>	<b>697,103</b>	<b>(21,009)</b>	<b>697,548</b>	<b>(21,454)</b>	<b>693,264</b>	<b>(17,170)</b>
	<b>Net Income / (Expense)</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>52,437</b>	<b>55,067</b>	<b>(55,067)</b>	<b>104,877</b>	<b>(104,877)</b>	<b>15,268</b>	<b>(15,268)</b>
	<b>PAPM</b>	<b>8.53</b>	<b>8.79</b>	<b>(0.26)</b>								
	<b>FTE</b>	<b>11.18</b>	<b>11.28</b>	<b>(0.10)</b>								



**GOLDEN RAIN FOUNDATION  
2018 BUDGET ASSUMPTIONS  
Bus & Transportation – CC 38**

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries and Wages	Total FTEs for 2018 will decrease by .10 from 11.28 to 11.18 due to a reduction in scheduled hours. The 2018 budget assumptions include any pay increases during 2017 that were not included in the 2017 budget plus a pay for performance allowance of .5% for 2018.																															
6140000 (61400)	Payroll Taxes	Calculations are based on the current rates established by Federal and State statute. 2017 and estimated 2018 rates are listed below. <table><tr><td></td><td>2017</td><td>2018</td></tr><tr><td>SS Max Salary</td><td>\$118,500</td><td>\$127,200</td></tr><tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr><tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr><tr><td>SS &amp; Med. Rate</td><td>7.65%</td><td>7.65%</td></tr><tr><td>UI Max Salary</td><td>\$7,000</td><td>\$7,000</td></tr><tr><td>UI State</td><td>3.7%</td><td>3.7%</td></tr><tr><td>UI Fed</td><td>2.0%</td><td>2.7%</td></tr><tr><td>UI Total</td><td>5.7%</td><td>6.4%</td></tr><tr><td>UI Max Total</td><td>\$399</td><td>\$448</td></tr></table>		2017	2018	SS Max Salary	\$118,500	\$127,200	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.7%	3.7%	UI Fed	2.0%	2.7%	UI Total	5.7%	6.4%	UI Max Total	\$399	\$448	
	2017	2018																															
SS Max Salary	\$118,500	\$127,200																															
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UI Fed	2.0%	2.7%																															
UI Total	5.7%	6.4%																															
UI Max Total	\$399	\$448																															
6142000 (61420)	Workers Comp Insurance	Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2018 budget assumes a 5.69% increase over 2017 actual rates and a 1% decrease over 2017 budget.																															
6143000-6146000 (61430-61460)	EE Benefits	The 2018 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 9.3% increase in premium rates over our 2017 budget.																															
6211000 (64810)	Continuing Education	Budgeted funds are used for staff training such as forklift technical repair training and fleet service training. Due to anticipated new employees, an additional \$800 have been added for 2018.																															
6212000 (66255)	Employee Exams	25 exams at \$125 per exam.																															
6214000 (64821)	Meals	To cover off-site functions and staff called in for an emergency																															
6215000 (64820)	Mileage	Funds are budgeted for staff off-site training.																															
6217000 (64800)	Uniforms & Laundry	Funds are used for uniforms, cleaning towels and shop rags for mechanics vehicle prep person and minibus drivers.																															
6410000 (64100)	Shop Supplies & Materials	For 2018 this is the Auto shop's office supplies. Examples of typical items purchased are lubricants, fasteners, primary wire supplies, hand cleaner, safety equipment as well as hand and air tool maintenance supplies for the mechanics.																															
6410005 (64102)	Building Supplies	Cost to up keep the buildings associated with the Transportation department																															
6410010 (64103)	Hospitality	Coffee, tea supplies for repair technician staff																															
6410015 (64104)	Computer Supplies	Computer supplies for one desk top computer																															

**GOLDEN RAIN FOUNDATION  
2018 BUDGET ASSUMPTIONS  
Bus & Transportation – CC 38**

6410020 (64105)	Equipment Expense	Tools were expensed to this budget line item in 2015. For 2016 these items will be charged to Tool Expense. 2018 no budget	
6410022	Tool Expense	Funds are budgeted for the tools and equipment needed for four (4) staff to provide service to the Foundations fleet.	
6410030 (64111)	Printer / Copier Supplies	Toner, Ink, Copy Paper	
6472000 (64700)	Equipment Repair & Maintenance	Budgeted funds are used to repair Cushman vehicles and small engine equipment	
6472100 (64701)	Equipment Repair & Maintenance - Minibus	Budgeted funds are used to maintain the minibus fleet including Preventative Maintenance, and major and minor mechanical and body systems repairs. 2018 budget reflects a small projected increase in some types of repairs on the fleet due to their age. This does not account for major drivetrain (engines and transmissions) repairs.	
6478000 (64940)	Service Contracts	Budgeted cost for 2018 includes a parts cleaner machine, \$1,500, and software for fleet maintenance repair, \$1,600 due in November	
6482000 (64830)	Dues Membership & Books	Funds are budgeted for shop manuals and IECOC membership, a business organization that its goal is to improve communication between industry and government with the focus on compliance issues with the various Environmental, Health and Safety (EH&S) regulatory requirements and their enforcement.	
6483000 (64870)	Propane	Propane is used for heating the Transportation facility. The 2018 budget is based on historical figures and trending fuel rates. Also shared cost with purchasing which will no longer be sharing due to new heat pump installed in purchasing office	
6483100 (64871)	Propane - Minibus	The 2018 Budget reflects a decrease when compared to the 2017 Budget.	
6483105	Gasoline	The 2018 budget reflects a decrease when compared to the 2017 Budget. This line item is used for gasoline used in fleet vehicles for all departments.	
6484000 (64840)	Permits & Licenses	Funds are budgeted for forklift operator license and DMV registration of Auto Shop pickup and Buses	



**COMMUNITY OPERATIONS****GOLF CART AND LSV RULES****Traffic Rules and Regulations**

The following Traffic Rules and Regulations are strictly enforced and are applicable to all **Golf Carts** and **LSVs** (LOW SPEED VEHICLE).

**1. DEFINITION:**

- 1.1. The term "LW" as used herein means on any property managed by the Golden Rain Foundation.
- 1.2. The term "RESIDENT" as used herein means any owner, shareholder or legal occupant such as qualified permanent resident under the age of 55, a co-occupant {a residing non-owner}, a live-in caregiver, joint tenant living IN LW.
- 1.3. The term "VISITOR" as used herein means any person who is not an owner, shareholder or legal occupant as described above living IN LW.
- 1.4. The term "GOLF CART" means a MOTOR VEHICLE having not less than three wheels in contact with the ground, having an unloaded weight of less than 1,300 pounds, which is designed to be and is operated at no more than 20 mph, and has a maximum width of 48".
- 1.5. The term "LSV (LOW SPEED VEHICLE)" means a MOTOR VEHICLE similar to and including a gem car, which is designed to travel in excess of 20 MPH with a maximum speed of 25 MPH. LSVs less than 48" in width shall be driven in accordance with the rules and regulations established for GOLF CARTS. LSVs more than 48" in width are prohibited from all walkways and sidewalks.

**2. APPLICABILITY OF REGULATIONS:**

- 2.1. A RESIDENT is not required to have a driver's license to operate a GOLF CART OR LSV IN LW.
- 2.2. RESIDENTS, EMPLOYEES, and VISITORS may not use a handheld cell phone while operating a GOLF CART or LSV within LW as consistent with California state law.
- 2.3. RESIDENTS, EMPLOYEES, AND VISITORS may not wear any headset covering, or any earplugs, in both ears while driving IN LW. There are exceptions for persons using a prosthetic device which aids the hard of hearing.
- 2.4. All Golf Carts and LSV's must have lights if driven at night and windshield wipers if used when it's raining.

(Apr 08)

**COMMUNITY OPERATIONS****GOLF CART AND LSV RULES****Traffic Rules and Regulations****3. DECAL REQUIREMENTS:**

- 3.1. VEHICLES including golf carts and LSVs owned by a RESIDENT must have a valid decal issued by the Security Department displayed on the vehicle.
- 3.2. All Golf Carts and LSV must have insurance on them to be issued a decal.

**4. AREAS OF AUTHORIZED USE FOR MOTOR VEHICLES:**

- 4.1. Except as provided in Sections 8.2 and 8.3, no MOTOR VEHICLE shall be operated in LW except on streets, driveways, and designated parking areas designed for such use.

**5. SPEED LIMITS:**

- 5.1. Drivers of all golf carts or LSVs must observe the posted speed limit.

**6. USE OF DIRECTIONAL SIGNALS AND HEADLIGHTS:**

- 6.1. Drivers of all golf carts and LSVs must signal intent of directional change (including emerging onto roadway from parked position) by use of electric or approved hand signal.
- 6.2. All golf carts and LSVs driven on roadways at night must have headlights on.
  - 6.2.1. All MOTOR VEHICLES must have headlights on when windshield wipers are in operation.
- 6.3. All MOTOR VEHICLE drivers attempting to make a U-turn IN LW shall have an unobstructed view for 200 feet in both directions.

**7. PARKING:**

For the purpose of identifying parking limitations see Policy 1927-37.



**COMMUNITY OPERATIONS****GOLF CART AND LSV RULES****Traffic Rules and Regulations****8. GOLF CARTS AND LSVs:**

- 8.1. LSVs shall follow all the provisions of the California Vehicle Code and the regulations listed in the Leisure World Seal Beach Traffic Rules and Regulations and the policies of the Mutual Corporations. A Leisure World vehicle decal is required on all GOLF CARTS and LSVs.
  - 8.1.1. LSVs must meet federal Motor Vehicle Safety Standards, Title 49, Part 571 Subpart B, Section 571.500, S1 through S5 (a), S5 (b) 1 through 10.
  - 8.1.2. GOLF CARTS or LSVs used during night operations must have headlights, brake lights, and directional signals.
- 8.2. Driving a GOLF CART or LSV less than 48" in width on a sidewalk shall be permissible only from the point of origin to the nearest driveway or place of exit to the street.
  - 8.2.1. Driving a LSV more than 48" in width is prohibited on all walkways and sidewalks.
- 8.3. While driving a GOLF CART or LSV less than 48" in width on a Trust street, walkway, or sidewalk, the driver of the GOLF CART or LSV less than 48" in width shall yield the right of way to all PEDESTRIANS and shall not, under any circumstances, travel at a speed greater than is reasonable and prudent, having due regard for the safety of all PEDESTRIANS on the sidewalk.
  - 8.3.1. Gasoline-powered vehicles are prohibited from using sidewalks adjacent to Trust streets. EXCEPTION: golf carts, medical emergency vehicles belonging to the Health Care Center; service vehicles belonging to the Golden Rain Foundation; and service vehicles belonging to contractors or vendors that are designed for sidewalk use and are doing business with RESIDENTS or Mutual Corporations.
- 8.4. ANY VISITOR driving a GOLF CART or LSV must have a valid driver's license, be over 18 and be accompanied by a RESIDENT.

(Apr 08)

**COMMUNITY OPERATIONS****GOLF CART AND LSV RULES****Traffic Rules and Regulations****9. REPORTING ACCIDENTS:**

- 9.1. The driver of any GOLF CART or LSV involved in any accident resulting in death or injury to any person shall immediately stop and notify the Seal Beach Police Department and the LW Security Department of their identity and the particulars of the accident.
- 9.2. The driver of any GOLF CART or LSV involved in any accident resulting in damage to property, including a MOTOR VEHICLE, shall identify themselves to the owner or individual in control of said property, if present. Within twelve (12) hours they shall notify the LW Security Department of their identity and the particulars of the accident. This shall be in addition to any laws established by the State of California.

**10. LIST OF FINES:**

	1st	2nd or more
	offence	offence
No Decal	30 day fix-it	\$25.00
No Lights	30 day fix-it	\$25.00
No Wipers	30 day fix-it	\$25.00

**POLICY**

Adopted:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Apr 08)





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## COMMITTEE ACTION REQUEST

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**TO:** SECURITY,BUS, AND TRAFFIC COMMITTEE  
**FROM:** PAUL BRISTOW  
**SUBJECT:** MAIN GATE CIRCULATION REVIEW  
**DATE:** JULY 28, 2017  
**CC:** FILE

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Traffic circulation at the main gate is a focus in the analysis of the traffic slow into and out of Leisure World. The Community Access Ad Hoc committee has recommended that a circulation review of the main gate be commissioned by Urban Crossroads traffic engineers. The review will identify alternatives to the current traffic circulation to include indentifying existing conflicts and to identify alternative design concepts to improve operations at the gate.

### Action Request

Security Bus and Traffic Committee review and if deemed appropriate recommend to the PPC to review and forward for funding to the Financial Committee.

### Attachments:

Urban Crossroads, proposal for services

## PROPOSAL FOR SERVICES

July 24, 2017

Mr. Mark Weaver  
Golden Rain Foundation  
P.O. Box 2069  
Seal Beach, CA 90740

**SUBJECT: LEISURE WORLD SEAL BEACH MAIN GATE CIRCULATION REVIEW**

Dear Mr. Mark Weaver:

Urban Crossroads, Inc. is pleased to submit this proposal agreement to Golden Rain Foundation to provide a circulation review of the main gate entry for the Leisure World Seal Beach community. The purpose of the Main Gate Circulation Review is to review the existing conflicts and identify alternative design concepts to improve operations at the gate.

### SCOPE OF WORK

The following scope of work outlines the tasks needed to complete the project.

1. Coordinate with staff members to establish the initial goals and objectives for the Main Gate Circulation Review and refine this scope of work if needed.
2. Visit and review the Project study area to identify issues and opportunities to improve circulation conditions. This will include a photo survey and inventory that documents existing circulation conditions and deficiencies.
3. Collect one existing peak hour count at the entry gate to describe the existing traffic and pedestrian volumes.
4. Identify existing building access locations, pavement markings, parking restrictions, signage, pedestrian walkways, curb ramps, vehicular access locations, drive aisles, parking layout, parking requirements and overall on-site circulation.
5. Prepare a series of exhibits describing the existing conditions. The exhibits will identify physical limitations such as deficient curb ramp and crosswalk locations, sight distance constraints, on-street and off-street parking, traffic control measures, and other areas of concern.
6. Develop up to three entry gate circulation concept alternative exhibits for review by the Physical Property Committee.



7. Attend up to (1) meeting of the Physical Property Committee to present the entry gate circulation concept alternative exhibits.
8. Based on feedback from the Physical Property Committee, refine the recommended concept alternative for up to two review cycles.

## PROFESSIONAL FEE

The fixed fee to accomplish the above Scope of Work is **\$7,900**. The fees for the work outlined in this proposal are based upon personnel charges plus direct expenses as indicated in the attached Exhibit A. Due to potentially dynamic project considerations including, but not limited to: environmental occurrences, changes in the project description, and/or modifications in public/private policy, Urban Crossroads reserves the right to shift funds among individual task budgets according to specific needs. The proposed fee does not include attendance at public hearings/meetings. If these tasks are required to secure approval of the project, Urban Crossroads, Inc. would be pleased to perform them and charge the Client based on the hourly rates detailed in Exhibit A.

## DELIVERABLES/TIMING

It is estimated that the Main Gate Circulation Review will be completed in **25** working days from the date of Client's authorization and subsequent receipt of all requested data essential to complete the study, including the final site plan. Additionally, any delays resulting from circumstances beyond our control, such as environmental occurrences, changes in the project description, and/or modifications in public/private policy may extend the time schedule. In the event this occurs, Urban Crossroads, Inc. will make the Client aware of such issues and adjust expectations accordingly. A PDF (electronic) version of the report will be provided for the client's use.

## TERMS

If agreeable, this letter serves as our mutual, contractual agreement and authorization to proceed. The Client agrees to compensate Urban Crossroads on a Task Progress Basis (percentage of job completed) as subsequent work is completed. Please sign one copy of this scope of work and return it to us for our files, or send us the agreements utilized by your company. We are looking forward to serving you on this project. This proposal offer is valid for 60 days.



Mr. Mark Weaver  
Golden Rain Foundation  
July 24, 2017  
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If you have any questions, please contact me directly at (949) 336-5979.

Respectfully submitted,

URBAN CROSSROADS, INC.



Bill Lawson, P.E., INCE  
Principal

CONTRACT APPROVAL:
Approved by:
Title:
Firm: Golden Rain Foundation
Date:

## EXHIBIT A

### BILLING RATES FOR URBAN CROSSROADS, INC.

<u>Position</u>	<u>Hourly Rates</u>
Principal	\$180 – 250
Senior Associate	\$130 – 200
Associate	\$100 – 150
Senior Analyst	\$80 – 120
Analyst	\$70 – 110
Assistant Analyst	\$50 – 90
Administrative Support	\$60 – 100

#### General

- (1) Reimbursable direct costs, such as reproduction, supplies, messenger service, long-distance telephone calls, travel, and traffic counts will be billed at cost plus ten (10) percent.
- (2) Hourly rates apply to work time, travel time, and time spent at public hearings and meetings. For overtime work, the above rates may be increased 50 percent.
- (3) Client payment for professional services is not contingent upon the client receiving payment from other parties.
- (4) Billing statements for work will be submitted monthly. Statements are payable within thirty (30) days of the receipt by client of statement. Any statement unpaid after thirty (30) days shall be subject to interest at the maximum permitted by law.

January 18, 2016

**GOLDEN RAIN OPERATIONS****COMMITTEE FUNCTIONS****Security, Bus and Traffic Committee**

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Security, Bus and Traffic Committee (SB&T) and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

**1. PURPOSE:**

Oversee the operation of the Security Department, Bus Service, Traffic and Parking enforcement.

**2. DUTIES:**

- a. Publish an agenda four (4) days in advance of a Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the management of the Security Department, Bus services and Administration monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- d. Review monthly budget comparison for cost centers 37 and 38;
- e. Originate, research, evaluate and develop ideas, plans and programs which are pertinent to these specified areas;
- f. Receive and analyze pertinent requests from GRF Board members, Mutual Boards, Administrative Staff or Shareholder/Members;
- g. Study the adequacy of bus schedules, the acquisition and/or replacement of equipment;
- h. Implement the enforcement of the vehicle policies;
- i. Conduct studies and research in the areas of movement and parking on Trust property;



**GOLDEN RAIN OPERATIONS****COMMITTEE FUNCTIONS****Security, Bus and Traffic Committee**

- j. Initial approval and recommendation to the Finance Committee of the annual budget for cost centers 37 and 38, including Capital requests and upcoming Reserve replacements;
- k. Review policies for cost centers 37 and 38 yearly and send recommended changes to the GRF BOD for approval; and
- l. Furnish a report at the GRF annual meeting.

**3. LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

**Policy**

Adopted: 18 Jan 72  
 Amended: 15 Dec 76  
 Amended: 15 Oct 85  
 Amended: 19 Mar 96  
 Amended: 15 Mar 11  
 Amended: 21 June 16

**GOLDEN RAIN FOUNDATION**  
 Seal Beach, California



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## MEMO

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**TO:** SECURITY BUS & TRAFFIC COMMITTEE  
**FROM:** PAUL BRISTOW, SECURITY SERVICES DIRECTOR  
**SUBJECT:** MONTHLY DEPARTMENT REPORT  
**DATE:** 08/2/17  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR & FILE

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### Accomplishments / Narrative – June 2017

- **Traffic Enforcement officers**, Two Traffic enforcement officers have completed training and were deployed on 7/19/17
- **Watch Commander Meetings**, we continue to have regular watch commander meetings the last being held on 8/2/17, subjects covered, new training program for officers, additional training for WC, traffic enforcement officers gave short presentation.
- **Staffing Levels** – we have made a great effort to bring the staffing levels up to acceptable levels, since April 2017 the department had 12 employees leave, we have hired 8. We continue to interview, and will be at optimum staffing levels by August 31<sup>st</sup>.

### Goals and Objectives (for upcoming months):

- **Employee Hours / Hiring** – this is continues to be a main focus, until we are at full staffing levels.
- **Training Program** – our training program is well under way, starting with new officers
- **Video Management System** – we are currently in the process of developing a coverage survey to enable us to identify areas that may require coverage
- **Passes** – passes and access procedures are being analyzed with the aim of producing an overview of our current status and possible alternatives for the future



**TO:** SECURITY, BUS & TRAFFIC COMMITTEE  
**FROM:** PAUL BRISTOW, SECURITY SERVICES DIRECTOR  
**SUBJECT:** SECURITY MONTHLY REPORT  
**DATE:** July 21, 2017

### SECURITY MONTHLY COMMITTEE REPORT

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	2017 YTD
<u>Deaths Reported</u>	15	15	15	8	8	13	54
<u>Fires</u>	3	-	-	4	4	3	14
<u>Theft</u>	4	4	6	7	13	13	47
<u>Vandalism</u>	3	3	3	-	6	2	17
<u>Traffic Collisions</u>	5	7	8	12	6	8	46
<u>Lost Shareholder</u>	3	2	2	2	8	1	18
<u>Incident</u>	34	33	42	37	38	47	231
<u>Injury</u>	11	5	7	13	12	9	57
<u>Paramedics</u>	152	130	144	131	147	151	855
<u>Care</u>	22	17	20	15	15	10	99
<u>Shareholder Services</u>	2,058	1,780	1,918	2,046	2,043	1,884	11,729
<u>Decals Issued</u>	451	412	469	418	424	406	2,580
<u>Lock-Outs</u>	113	85	99	82	90	103	572
<u>Seal Beach Police Department</u>	105	113	133	96	111	100	658
<u>Citations: Residents, Parking (C1)</u>	120	72	59	98	104	50	503
<u>Citations: Residents, Moving (C2)</u>	6	7	3	1	3	-	20
<u>Citations: Non-Residents, Parking (C3)</u>	148	100	104	139	112	66	669
<u>Citations: Non-Residents, Moving (C4)</u>	1	3	1	1	-	-	6
<u>Citations: GRF Employee, Parking (C5)</u>	1	-	-	-	-	-	1
<u>Citations: GRF Employee, Moving (C6)</u>	-	-	-	-	-	-	-
<u>Citations: LWHCC, Parking (C7)</u>	2	1	-	-	-	-	3
<u>Citations: LWHCC, Moving (C8)</u>	-	-	-	-	-	-	-
<u>Citations: Contractors, Parking (C9)</u>	1	3	-	2	1	1	6
<u>Citations: Contractors, Moving (C10)</u>	-	-	-	-	-	-	-
<u>Incoming Calls</u>	21,705	20,184	21,302	19,631	19,884	20,107	122,813
<u>Incoming Vehicles Screened at Gates</u>	232,651	224,293	269,767	228,958	259,803	255,199	1,470,671





Golden Rain Foundation

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Leisure World, Seal Beach

## SECURITY, BUS & TRAFFIC COMMITTEE

**TO:** MARK WEAVER, COMMUNITY FACILITY DIRECTOR  
**FROM:** GRANT WINFORD, FLEET MANAGER  
**SUBJECT:** MINIBUS MONTHLY REPORT JUNE 2017  
**DATE:** AUGUST 3, 2017  
**CC:** LAURA WHITLOCK

**TOTAL PASSENGERS:** 4870 (5948) INC. ACCESS, T.J.'s, AMP & EVENT  
**DAILY AVERAGE MON-FRI:** 189  
**2017 YEAR TO DATE:** 27567 (35058) INC. ACCESS, T.J.'s, AMP & EVENT

### PASSENGER TOTALS FOR WEEKDAY ROUTES FOR THE MONTH

AM-BUS	A-BUS	B-BUS	C-BUS	D-BUS	PM-BUS	CALL INS
153	863	1142	861	789	135	83

### PASSENGER AVERAGE FOR WEEKDAY ROUTES FOR THE MONTH

AM-BUS	A-BUS	B-BUS	C-BUS	D-BUS	PM-BUS	CALL-INS
7	39	52	39	36	6	4

### PASSENGER TOTALS/AVERAGE FOR WEEKEND ROUTES FOR THE MONTH

D-BUS	PM-BUS
327 / 41	379 / 47

THE ACCESS W/C BUS MADE 437 ONE WAY TRIPS FOR A DAILY AVERAGE OF 15 TRIPS PER DAY. THE ACCESS BUS PICKED UP 632 PASSENGERS IN THE MONTH OF JUNE.

THE MONDAY & WEDNESDAY BUS TO TRADER JOE'S PROVIDED RIDES FOR 403 PASSENGERS ON 4 MONDAYS AND 4 WEDNESDAYS IN THE MONTH OF JUNE.

# **Budget Variance Report - June 2017** **Security Bus & Traffic - CC ## 38**

For Cost Center 38 there is a favorable variance of \$55,068 through the month of June 2017. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
38	6100000	Salaries and Wages	32,478	Favorable-One full-time employee has been out on leave
38	6140000	Employment taxes	5,012	Favorable- Same as Labor
38	6142000	Workers Compensation	3,983	Favorable- Actual premiums are less than planned plus 2016 refund of \$33K allocated to all cost centers.
38	6410000	Office Supplies	2,552	Favorable- Shop supplies expected later in the year.
38	6472100	Equipment Repair & Maintenance Bus	5,127	Favorable- Repairs to buses expected later in the year
38	6483105	Gasoline	5,003	Favorable-Cost of gasoline less than expected
		Total Explained Variances	54,155	

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Transportation			
6100000 38	Salaries & Wages - Transportation	175,847	208,325	32,478
6140000 38	Employment Taxes - Transportation	17,544	22,556	5,012
6142000 38	Workers' Compensation - Transportation	16,735	20,718	3,983
6143000 38	Group Insurance - Medical - Transportati	16,411	16,572	161
6143300 38	Group Insurance - Dental - Transportatio	410	300	(110)
6143500 38	Group Insurance - Vision - Transportatio	189	222	33
6144000 38	401(k) Match - Transportation	3,815	4,798	983
6145000 38	Group Insurance - Life - Transportation	501	504	3
6146000 38	Long Term Disability Insurance - Transpo	432	588	156
6211000 38	Continuing Education - Transportation	60	0	(60)
6212000 38	Employee Exams - Transportation	1,375	1,434	59
6214000 38	Meals & Special Events - Transportation	0	60	60
6215000 38	Mileage - Transportation	0	60	60
6217000 38	Uniforms & Laundry - Transportation	4,015	3,702	(313)
6410000 38	Office Supplies - Transportation	1,450	4,002	2,552
6410005 38	Building Supplies - Transportation	38	252	214
6410010 38	Hospitality - Transportation	21	60	39
6410015 38	Computer Supplies - Transportation	0	60	60
6410022 38	Tool Expense - Transportation	720	750	30
6410030 38	Printer / Copier Supplies - Transportati	82	60	(22)
6472000 38	Equipment Repair & Maintenance - Transpo	1,922	2,292	370
6472100 38	Equipment Repair & Maint - Minibus - Tra	12,819	17,946	5,127
6478000 38	Service Contracts - Transportation	627	750	123
6482000 38	Dues, Memberships & Books - Transportati	0	0	0
6483000 38	Propane - Transportation	1,764	615	(1,149)
6483100 38	Propane - Minibus - Transportation	11,304	10,998	(306)
6483105 38	Gasoline - Transportation	27,897	33,000	5,003
6484000 38	Permits & Licenses - Transportation	259	330	71
	Total Expenses	296,336	350,954	54,618
	Other Cost Recovery			
5413100 38	Gain / Loss on Equipment - Transportatio	450	0	450
	Total Other Cost Recovery	450	0	450
5330000 38	Income / Refund from Mutuals - Transport	348,324	348,324	0
	Total Cost Recovery	348,774	348,324	450
	Off Budget Items			
	Net Income / (Expense)	52,438	(2,630)	55,068

Dear Grant  
I want  
To write of John  
A man  
We can  
Depend upon.

There is no mixup  
When he picks up  
And though sometimes we test his patience  
We always reach our destinations.

When we sometimes pose a query  
His reply is always cheery  
And no matter what the mileage  
On his face there is a smileage

And he handles with real care  
A cane, a walker, a wheelchair  
With his help he always backs us  
When we need to call the Accessas

Always with a smile and joke  
Kindness to us senior folk  
This is why and how we feel  
About our H driver - John Neal.

Thank you

*Sally Diamond*

Sally Diamond  
Mutual 1 - 23 H