

SECURITY, BUS, & TRAFFIC COMMITTEE
Administration Conference Room
Wednesday, July 9, 2014 – 1:30 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Welcome Guests & Rules of Order
6. Approval of the Regular Meeting Minutes of Thursday, May 1, 2014.
7. Election of Vice Chair
7. Correspondence (Pages 1-4)
8. Shareholder Comments
9. **UNFINISHED BUSINESS**
 - a. Vice Chair Rapp - Policy 1920.1, Enforcement, Ad hoc Committee Update
10. **NEW BUSINESS**
 - a. Lockout Fee Review (Page 5)
 - b. License Plate Recognition System (Pages 6-10)
 - c. Approval of Security Vehicle Graphics (Pages 11-16)
 - d. Trespassing – Private Citizens Arrest (Pages 17-19)
 - e. Driver's License Discussion
 - f. 2015 First Draft Budget Review
11. **REPORTS**
 - a. Security Chief (Page 20)
 - b. Auto Shop/Bus Supervisor (Pages 21-23)
 - c. Community Facilities Manager (Page 24)
 - d. Executive Director
12. GRF President's Comments
13. Committee Member Comments
14. Next meeting: Wednesday, August 13, 2014, 1:30 p.m.
15. Adjournment

Tai Fulton

From: Randy L. Ankeny
Sent: Thursday, June 19, 2014 12:35 PM
To: Tai Fulton; Courtney Knapp
Subject: FW: Draft Policy 1920.1
Attachments: Draft 1920.1 June 2014.docx; ATTORNEY OPINION.docx

Please add to comment re 1920.1

Randy L. Ankeny
Executive Director
for the Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740
Tel: (562) 431-6586, ext. 312
Fax: (562) 598-2009
Email: randya@lwsb.com

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From: MARGIE MEIGS [<mailto:margiemeigs@gmail.com>]
Sent: Tuesday, June 17, 2014 12:37 PM
To: Randy L. Ankeny
Cc: Courtney Knapp
Subject: Draft Policy 1920.1

Dear Randy,

I have done my best to state my objections to the draft policy 1920.1 without "pointing fingers" at any individual, department, or employee. Over a year ago, policies 1920.1, 1920.2, and 1920.3 were drafted for shareholder comment. As you were not here at the time, I can only assume that you have heard about this endeavor from others.

Before the drafts were made available, the Security Department had apparently been told (by the Security, Bus and Traffic Committee) to begin enforcing the new policies immediately. Among the first citations were those given on Golden Rain Road for loading/unloading. I have briefly retold the story of the O'Donnell's in my letter. In the years that we have lived here, and in the nearly 20 years the O'Donnell's had been here, this had never been an issue.

This led to trying to find a way to accommodate the residents along Golden Rain Road by painting the curb white and allowing loading/unloading, but never parking. In retrospect, we needed better guidance on what could and could not be done, but it was done with the best interests of the shareholders at the center of the issue.

What we needed then and what is needed now is guidance from attorneys, engineers, law enforcement, etc. to insure that when we do develop a policy that it is enforceable. Unfortunately, shareholders do not possess the expertise that is required in many of these situations. We rely on staff to insure that the actions we take are legal, enforceable, and in the best interest of the community.

We've had a traffic study which still falls short of what was needed. In my letter, I cite a number of situations that could have been addressed so that we could have had a comprehensive traffic plan instead of the "Red Curbs on Golden Rain Road" as a separate issue. The "Red Curbs" issue has been a touchy subject since October of 2012 when the original draft policies were issued.

It is easy to point fingers at GRF directors, employees of the Security Department, and some of our fellow shareholders than it is to get to the bottom of a problem and fix it once and for all. I would still like to see a traffic study done that correctly identifies our community and its needs. If not a full traffic study, then the opinions of lawyers that were sought should have been considered. (I have enclosed the text of the letter from Michael Rabkin, Mutual 2 attorney provided by Margarita Bahr).

None of us like the current traffic situation. Drivers who fail to pay attention, stop, or check their speed will continue to cause accidents unless action is taken. Putting a policy with fines in place will only cause the careful drivers to take additional care. I'm not certain, however, that Draft Policy 1920.1 will be enforceable. Have legal opinions been sought?

None of us want to go through this year after year. Let's stop and think and do our "due diligence" before we go forward with 1920.1 or any other policy change. Thank you for your interest in our community and your ability to help us develop policies that will enhance our quality of life and attract new residents.

Margie Meigs
Mutual 2
562-493-7970

This email has been scanned by the Symantec Email Security.cloud service.

At your request, I spoke with Ms. Seifert concerning the Golden Rain fire lane issue. As you know, the local Fire Department has requested that the road along the outside of Mutual Two be designated a "Fire Lane." Pursuant to California law, a fire lane may be designated as a "no parking" lane using only signage. It is also possible to designate it as a "no stopping" lane, by painting the curbs red as well. It is allowable to stop in a "no parking" lane for temporary loading and unloading from a car.

I understand that the attorney for Golden Rain was asked if there were increased liability to the association if it allowed loading and unloading in this area. I understand that his response is that there is additional liability for allowing such activity. I think that this answer misses the point completely. First of all, it is important to note that it is never possible to eliminate all liability. The association's purpose is to act as a fiduciary to all owners and to maximize the use and enjoyment of the association property while keeping liability to a minimum. This does not mean that the association should attempt to eliminate all liability. Frankly, if that were the only goal, then why allow driving on the fire lane at all? The Fire Department recognizes this exact issue, and therefore expressly allows loading and unloading of cars in fire lanes, but prohibits parking in fire lanes. The reason for this is obvious. In the event of a fire, the owner of a car being loaded or unloaded could quickly move it, since the car remains under control of the driver at all times. This isn't the case when a car is parked and left by the car's owner. Additionally, the need for the Fire Department to access this road is very unlikely and unusual, so it is important to find the right balance.

As to liability, I strongly believe that the pendulum swings exactly in the direction of allowing unit owners to park temporarily to load and unload their cars in the fire lane. You have told me that a large number of shareholders and unit occupants living along that road are disabled, and that they use their ability to park temporarily on that road, in order to avoid a much longer walk to another access point. I understand that if these disabled persons aren't able to use this road to load/unload goods and themselves into their cars, that they must make a journey of over 100 to 150 feet, instead of just a few feet. This might require some of them to use a wheelchair, where they could use just a walker. This might also increase their burden exponentially of bringing goods into their home. California law requires associations to make reasonable accommodations to the disabled to reasonably assist with such disabled resident's disabilities.

I believe that the association can minimize liability most by balancing the rights of the disabled against the requirements of the Fire Department. Since the Fire Department requires only a "no parking" lane, not a "no stopping" lane, and since disabled residents need the closest possible access to their cars to load and unload themselves and their belongings, I believe that the best course of action is to install "no parking" signage only, and not to stripe the curbs red.

I hope that this information is helpful to you.

Best,
Michael

Michael W. Rabkin, Esq.

Attorney Opinion

June 20, 2014



Golden Rain Foundation Board of Directors
Attention: Executive Committee
Seal Beach, CA 90740

Dear Committee Members

I continue to be disappointed that the Board has failed to come up with an effective plan for traffic enforcement following the unwise decision to not adopt Policy 1920.1 with its provision for levying fines. The proposed amended policy with its provision to "force" violators to attend traffic school, and to leave it to the Mutuals to determine how to deal with violators is not sufficient to attack the problem of irresponsible drivers. There will not be effective change until there is a monetary consequence for traffic violations, just as there is outside the confines of Leisure World.

This issue is of importance to me because my husband lost his life because of a drunken driver, right here in Leisure World. I recognize efforts have been made to increase signage and to educate the shareholders regarding traffic safety, but more is needed to be done.

As a result of my filing a civil suit against this violator, months of soul-searching and weighing pros and cons occupied my thoughts. On one hand, I did not want GRF to be part of this civil action, and my attorney complied with my request. On the other hand, I was frustrated by the GRF Board's inaction. We still have numerous stop sign runners and speeders, and they all have the knowledge that there will be no monetary consequences for their irresponsible actions and disregard for others. I think this is appalling.

It is also frustrating that GRF gives approval to alcohol being consumed in the clubhouses. There are many instances where shareholders and non-residents attending BYOB events subsequently drive away while under the influence. I strongly believe alcohol should not be permitted in the clubhouses under any circumstances. If another alcohol-related tragedy occurs in Leisure World as a result of this permissive stance, there will undoubtedly be litigation that will hold GRF liable, unlike my case.

The current Executive Committee and Security Bus & Traffic Committee need to take action to address these concerns, which are shared by many in our community.

Sincerely,

Eunice Dillon
Mutual 6 – 136-D

cc: President, GRF
Randy Ankeny – Executive Director

MEMO

TO: SECURITY, BUS, AND TRAFFIC COMMITTEE
FROM: JAIME GUERRERO, SECURITY CHIEF
SUBJECT: LOCKOUT SERVICE CHARGE
DATE: JULY 9, 2014
CC:

The Security Department currently provides lock out services for Members that accidentally lock themselves out of their unit. Members can contacted the Security Department at any time and request this service. Security staff is dispatched to the Member's unit and they use the lock box to access the spare key and open the Member's unit.

A fee of \$1.00 is currently collected from members for this service. Staff issues the Member a receipt for the dollar that is collected and those funds are then forwarded to the Accounting Department for processing.

In reviewing the process for improvement, staff considered the cost of collecting a fee, processing times, and public perception. Staff found that the fee of \$1.00 dollar does not adequately off-set the cost of staff time / processing.

Staff recommends that the Committee authorize the Security Department to provide lockout services to Members as part of normal operations without charging a \$1.00 dollar fee. Members that request lockout services in excess of three (3) times within a twelve month period will be referred to Social Services.

Action by the Committee is requested.

MEMO

TO: SECURITY , BUS, AND TRAFFIC COMMITTEE
FROM: JAIME GUERRERO, SECURITY CHIEF
SUBJECT: LICENSE PLATE RECOGNITION SYSTEM
DATE: JULY 9, 2014
CC:

At the March meeting of the Golden Rain Foundation Board, the Board approved the purchase of a License Plate Recognition System from World Eyecam at a cost of \$18,842.46. The ITS Department has been working to install the system at each of the community gates.

During the installation phase, the ITS Department found that the configuration of the system for the Main Gate requires an additional software license to capture the license plates of outgoing vehicles.

Staff contacted the original vendors and received quotes as follows:

Company	Cost
World Eyecam	\$745.24
Apex CCTV	\$1,079.00
Protection One	Not Compatible

Staff recommends that the additional software license be purchased from World Eyecam at a cost of \$ 745.24.

Funds in the amount of \$1,157.52 are available in the 2014 Capital Acquisition Budget for the License Plate Recognition Equipment.

Action by the Committee to recommend the GRF Board of Directors approve the purchase of an additional software license from World Eyecam at a cost of \$745.24 using funds in the 2014 Capital Acquisition Budget, is requested.



Quote #38644 for Jaime Guerrero

Product Image	Product Title	Quantity	Unit Price	Total
	UPGRADE Customize UPGRADE Customize Selected options: 1 PC. GV-LPR WITH \$309.96 STORE Description: CREDIT APPLIED FROM RMA 80416- 37785 Edit options	1		\$690.04

Destination: Seal Beach , CALIFORNIA , United States , 90740

[Change](#)

Delivery method:

Free Ground Shipping (\$0.00)

Subtotal: \$745.24

Shipping cost: \$0.00

CA 8%: \$55.20

Total: \$745.24



Why Shop with Us?

Cost analysis, years of experience, and free tech support

Are just a few of the reasons why you should shop with Worldeyecam

FREE Cost Analysis

Worldeyecam will provide you with a professional cost analysis for any CCTV Security System on our site. Let us comparison shop with you in order to find the best option for your budget and knowledge base. Our equipment is top of the line with the most up to date technology available. Our DVR systems and camera units are manufacture tested and installer approved for quality. We have full confidence once you have done business with us you will be back for the unparalleled service and support.



Proposal For





Jaime Guerrero



9 LPR Camera Solution



Submitted By:
Clint Alexander
ApexCCTV.com
Phone: 1-800-997-8460
www.apexcctv.com

Itemized Hardware Investment

9 LPR Camera Solution			
Quantity	Product	Unit Price	Total Price
3	 Network Video Recorder <ul style="list-style-type: none"> • IP Camera Support • PC Remote Viewing • iPhone & Blackberry Compatible • 500 GB OS Drive • 2 TB Hard Drive Storage • CD/DVD Burner • H.264 Compression 	\$1,499.99	\$4,499.97
9	Hybrid Camera, LPR <ul style="list-style-type: none"> • 1.3 megapixel B/W progressive scan CMOS • Dual streams from H.264 or MJPEG • Up to 30 fps at 1280 x 1024 • IP66 rating • Built-in heater and fan • Support for TV-out • Two-way audio • Defog • Motion detection • Tampering alarm • Privacy mask • Text overlay • IP address filtering • PoE (IEEE 802.3 at++) 	\$1,139.00	\$10,251.00
3	 Monitor, 19" <ul style="list-style-type: none"> • LED • 19" Widescreen • 1440 x 900 • (1) VGA Input 	\$199.00	\$597.00
1	 PoE Switch <ul style="list-style-type: none"> • 10/100 Mbps + 1000 Mbps • Rack Mount • 2 Year Warranty 	\$349.00	\$349.00
2	 PoE Switch <ul style="list-style-type: none"> • 4 PoE Ports / 4 Standard Ports • 10/100/1000 Mbps • Wall Mountable • 2 Year Warranty 	\$225.00	\$450.00

3	 Cable, CAT5e <ul style="list-style-type: none"> ● Cat5e ● 1000 Feet ● White 	\$109.00	\$327.00
26	 Connectors, RJ45; AP-TB501 <ul style="list-style-type: none"> ● CAT5E ● RJ45 Connector 	\$0.11	\$2.86
1	License Plate Recognition Software- 6 Lanes	\$2,249.00	\$2,249.00
1	License Plate Recognition Software-2 Lanes	\$1,079.00	\$1,079.00
1	License Plate Recognition Software-2 Lanes	\$1,079.00	\$1,079.00
Subtotal			\$20,883.83
Total**			\$20,883.83

** Shipping and taxes not included.

MEMO

TO: SECURITY, BUS, AND TRAFFIC COMMITTEE
FROM: JAIME GUERRERO, SECURITY CHIEF
SUBJECT: SECURITY DEPARTMENT VEHICLE GRAPHICS
DATE: JULY 9, 2014
CC:

The Security Department recently purchased four vehicles for patrol activities in the community. The purchase has provided the Security Department with the opportunity to enhance the appearance of the graphics used on the vehicles. Staff contacted several vendors for graphic recommendations and associated costs.

The new graphics will be reflective for higher visibility during night time hours, have a longer life span, and a more professional appearance. An illustration of the improved graphics design and corresponding quotes are attached for the Committee's review.

Staff received quotes from three vendors as follows:

Company	Cost
North Star Graphics	\$1,351.60
Lucent Wrap	\$1,526.00
Iconography Studios	\$2,405.60

Staff recommends that the vehicle graphics be purchased and installed by North Star Graphics at a cost of \$1,351.60.

Funds in the amount of \$5,000 are available in the 2014 Capital Acquisition Budget for Security Department vehicle equipment.

Action by the Committee to authorize the Executive Director purchase graphics for four (4) Security Department vehicles from North Star Graphics, at a cost of \$1,351.60 using funds in the 2014 Capital Acquisition Budget is requested.



NORTH STAR GRAPHICS
10329 CORD AVE
DOWNEY CA 90241
(562) 803-5535 FAX 803-0255

INVOICE 8163
DATE 6/06/14

Bill To:
JAIME GUERRERO
SECURITY CHIEF/GOLDEN RAIN
PO BOX 2069
SEAL BEACH CA 90740

Ship To:
GOLDEN RAIN FOUNDATION

P.O.Number Terms PRICE QUOTE ONLY - NOT AN INVOICE CA
PRICE QUOTE NET 30

	Description	Amount
4 @\$ 310.00	LEISURE WORLD SECURITY VEHICLE GRAPHICS KITS PRICE INCLUDES INSTALLATION AT OUR FACILITY	1,240.00

Subtotal	1,240.00
Sales Tax On \$1,240.00 @ 9.00%	111.60
Total	\$1,351.60

Amount Paid \$0
Amount Due \$1,351.60

Tai Fulton

From: Jaime Guerrero
Sent: Tuesday, July 01, 2014 12:00 PM
To: Tai Fulton
Subject: FW: Chevy Impala

From: Edmund Karam [<mailto:edmund@lucentwraps.com>]
Sent: Tuesday, July 01, 2014 11:47 AM
To: Jaime Guerrero
Subject: Re: Chevy Impala

Hi Jamie,

We're looking at about \$350 per-car with the dimensions you described.

Thank you,

Edmund Karam
Lucent Wraps
1374 Logan Ave., Ste E-2
Costa Mesa, CA 92626
T: 949-334-3533 ext. 103
F: 949-334-3532
C: 949-500-6563
E: Edmund@LucentWraps.com
www.LucentWraps.com





ICONOGRAPHY STUDIOS

4431 Corporate Center Drive
Suite 131
Los Alamitos, CA 90720
Ph: (714) 527- 5424
FAX: (888) 605- 2331
Email: info@iconwrap.com
Web: www.IconWrap.com

Estimate #: 4826

Page 1 of 2

Created Date:	6/16/2014 1:55:06PM	Prepared For:	Golden Rain Foundation
Salesperson:	George Monachello	Contact:	Jaime Guererro, Security Chief
Email:	george@iconwrap.com	Office Phone:	(562) 431-6586 x279
Not Specified:	(714) 527- 5424	Office Fax:	(562) 431-8206
Not Specified:	(888) 605- 2331	Email:	jaimeg@lwsb.com
Entered by:	George Monachello	Address:	PO Box 2069 Seal Beach, CA 90740

Description: Security Vehicle Graphics

Thank you for contacting Iconography for your Vehicle Wrap! As you are probably aware, vehicle wraps offer the lowest cost per impression than any other form of outdoor advertising.

Iconography has extensive experience in both designing and installing vehicle wraps. Our specialty is quality - both in design and workmanship. Our award-winning team of designers collaborate with you to turn your vehicle into an effective marketing machine. We use only the highest quality materials, protecting your investment and ensuring your wrap will last for years to come.

If you have any questions, please don't hesitate to call us at 714-527-5424.

Terms: 50% deposit is required to begin project and/or reserve your installation/removal date, with the balance due upon completion. Balance must be paid before vehicle can be released.

48 hr. cancellation or rescheduling policy: an \$85 fee will be charged for missed appointments or appointments that are rescheduled less than 48 hrs. in advance.

CREDIT CARD AUTHORIZATION

I AUTHORIZE ICONOGRAPHY TO CHARGE MY CREDIT CARD FOR DEPOSIT PAYMENT TOWARD MY VEHICLE GRAPHICS ORDER.

CARD # _____

EXP DATE: _____ CODE: _____ AMOUNT: _____

NAME ON CARD: _____

BILLING ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNED _____

PRINT NAME _____ DATE: _____

*I agree that the remaining balance for this order will be charged to my card at the time of delivery and/or installation.
I understand that this is a custom manufactured product and that there are no returns or exchanges.

* I certify this is my signature for this credit card. (Must be signed by cardholder)

	Quantity	Unit Price	Subtotal
1 Product: Large Format Digital Print	4	\$500.00	\$2,000.00
Description: QTY 4 - CHEVY IMPALAS WITH VEHICLE GRAPHICS INSTALLED DOORS ON VEHICLES USING REFLECTIVE DIGITAL PRINT MATERIAL			
REQUIRES 1 FULL ROLL OF DIGITAL PRINT REFLECTIVE VINYL TO PRINT ENTIRE JOB			
4, 0 in x 0 in Single Sided Print(s) Made From, 5600 REFLECTIVE DIGITAL PRINT VINYL Stock Material			
Laminated with 8508 LAMINATE On Face			
Custom Finishing			

Print Date: 6/17/2014 9:30:16AM

SYSTEM:Estimate_Estimate01

Service Above Self



ICONOGRAPHY STUDIOS

4431 Corporate Center Drive
Suite 131
Los Alamitos, CA 90720
Ph: (714) 527- 5424
FAX: (888) 605- 2331
Email: info@iconwrap.com
Web: www.IconWrap.com

Estimate #: 4826

Page 2 of 2

Product: Installation

Description: Installation at ICONOGRAPHY

4 hr of Installation Time.

Using a Crew of 2 Personnel

		Quantity	Unit Price	Subtotal
2	Product: Level 1 Custom Vehicle Wrap Design	1	\$300.00	\$300.00
	Description: <ul style="list-style-type: none">Includes in-person or over phone (your choice) consultation with design team.One initial concept design, and 2 rounds of changes to that design.Includes set-up of design into vehicle template <p>Includes all file set-up, layout, proofs and design. Includes two rounds of changes to initial concept or design. Any additional change requests will be billed at \$45 per change, after approval from client.</p> <p>Includes all preflighting.</p> <p>Any stock photography or other art files purchased on behalf of client will be added to the final bill, after client approval.</p> <p>1 Files 30 min Setup Time Per File. 60 min Layout Time Per File. 90 min Creative Design Time Per File.</p>			

Notes

QUANTITY DISCOUNT APPLIED : IF QUANTITY CHANGES, UNIT PRICE MAY CHANGE

Please wash your vehicle 24 hours prior to installation. If vehicle is not washed, an \$85 washing and drying fee will be applied to your final bill. DO NOT wax.

HOW DO I CARE FOR THE WRAP?

1. **KEEP IT CLEAN.** Dirt and acid, particularly for those who live in big cities or near the coast, are a wrap's biggest enemy. The best way to wash your vehicle is by hand with a soft, non-abrasive cloth using a mild (solvent and alcohol-free) cleaner and, after a complete rinse, let the vehicle air dry. The next best method would be a commercial "no-touch" car wash; but be sure to skip the heated drying process. Just be aware that some car washes may use excessive pressure in their sprayers - avoid these establishments.

2. **WINDOW GRAPHICS:** If you have perforated window film on your windows (it has small holes that you can see through), please take the following precautions:

- Do not use heating or defrosting elements
- Do not use wind shield wipers
- Do not open or roll down windows

3. **MINOR VINYL REPAIR:** During the life of the graphics, you may experience some minor lifting of the vinyl in certain small areas. Do not worry, but please NOTIFY US IMMEDIATELY. We will fix this free of charge during the first year of your wrap.

Subtotal:	\$2,300.00
Taxes:	\$105.60
Total:	\$2,405.60
Deposit Required:	\$1,202.80

Payment Terms: Balance due upon receipt.

Client Reply Request

☐ Estimate Accepted "As Is". Please proceed with Order.

☐ Other: _____

☐ Changes required, please contact me.

SIGN: _____ **Date:** / /

Print Date: 6/17/2014 9:30:16AM

SYSTEM/Estimate_Estimate01

Service Above Self

MEMO

TO: SECURITY, BUS, AND TRAFFIC COMMITTEE
FROM: JAIME GUERRERO, SECURITY CHIEF
SUBJECT: AUTHORIZATION FOR LEGAL REVIEW – PRIVATE PERSONS ARREST
DATE: JULY 9, 2014
CC:

The Security Department has recently encountered incidents where unauthorized persons have been found in the community. When they are found, staff notifies the Seal Beach Police Department to investigate the persons. In each of the cases, the person has simply been escorted out of the community and not arrested or cited for trespassing.

In some cases, the same persons returned to the community and committed crimes. The lack of any consequence or deterrent has been a concern for Security Department staff. In an effort to prevent future incidents, staff researched local and state laws and found that unauthorized persons could be arrested for trespassing. Trespassing is a criminal act that could have a fine, probation, or a jail sentence assigned to it. These consequences may help prevent future incidents of trespassing and crime in the community.

Staff contacted the Seal Beach Police Department to determine why unauthorized persons are not being arrested for trespassing when they respond. They shared that our Security Department staff would have to sign a "Private Persons Arrest Form" in order for the police officers to make a formal arrest on a trespassing charge. Staff recognizes that there may be some liability concerns for the Foundation associated with staff signing a "Private Persons Arrest Form".

A copy of the Seal Beach Police Departments Policy on "Private Persons Arrest" is attached for the Committee's review.

Staff recommends that the Committee authorize the Executive Director to contact the Foundation's Attorney for review and direction.

Action by the Committee is requested.

Date: June 20, 2014
From: Mike Henderson, Seal Beach Police Department
Re: Trespassing

Here is the SBPD policy regarding private persons arrests.

Private Persons Arrests

364.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Penal Code § 837.

364.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Penal Code § 836(b) expressly mandates that all officers shall advise victims of domestic violence of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all other situations, officers should use sound discretion in determining whether or not to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.

(b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest

364.3 ARRESTS BY PRIVATE PERSONS

Penal Code § 837 provides that a private person may arrest another:

- (a) For a public offense committed or attempted in his or her presence;
- (b) When the person arrested has committed a felony, although not in his or her presence;
- (c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

364.4 OFFICER RESPONSIBILITIES

Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

(a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b)(1). The officer must include the basis of such a determination in a related report.

2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should

Seal Beach Police Department

Policy Manual

Private Persons Arrests

advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:

1. Take the individual into physical custody for booking
2. Release the individual pursuant to a Notice to Appear
3. Release the individual pursuant to Penal Code § 849

364.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a department Private Person's Arrest form under penalty of perjury.

In addition to the Private Person's Arrest Form (and any other related documents such as citations, booking forms, etc.), officers shall complete a narrative report regarding the circumstances and disposition of the incident.

Budget Variance Report - May 2014 Gates & Patrol - CC 37

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
61000	Salaries and Wages	(\$15,975)	Crossing Guard Position
61400	Payroll Taxes	(10,394)	Payroll taxes
64700	Equipment Repair & Maintenance	(1,479)	Repairs to older patrol vehicle fleet.
66255	Uniforms and Laundry	(479)	Incoming new staff required ordering and initiation of uniform service.
Total Explained Variances		<u>(28,327)</u>	Dollars

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITY MANAGER
FROM: GRANT WINFORD, AUTO SHOP / BUS SUPERVISOR
SUBJECT: MINIBUS MONTHLY REPORT MAY 2014
DATE: 06/05/14
CC: TAI FULTON

MAY 2014

TOTAL PASSENGERS: 4701 (5353) INCLUDING ACCESS)
DAILY AVERAGE MON-FRI: 184
2014 YEAR TO DATE: 22214 (25190) INCLUDING ACCESS)

PASSENGER TOTALS BY ROUTES FOR THE MONTH

<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>E-BUS</u>
880	1029	790	1346	656

PASSENGER AVERAGE PER WEEKDAY BY ROUTE

<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>E-BUS</u>
42	49	38	40	15

THE ACCESS W/C BUS MADE 494 ONE WAY TRIPS FOR A DAILY AVERAGE OF 17 TRIPS PER DAY. THE ACCESS BUS PICKED UP 652 PASSENGERS IN THE MONTH OF MAY.

Cost per passenger – Daily routes: \$4.01 for an annualized cost of \$2.85 per apartment per month.

Cost per passenger – W/C bus: \$6.33 for an annualized cost of \$.62 per apartment per month.

JUNE 2014 ACCESS BUS COUNTS						
	DATE	PASS		TRIPS		AMPH
SUN	1-Jun	18		12		
	2-Jun	25		19		
	3-Jun	29		20		
	4-Jun	21		17		
	5-Jun	17		15		
	6-Jun	16		14		
SAT	7-Jun	21		16		
SUN	8-Jun	31		21		
	9-Jun	20		16		
	10-Jun	15		11		
	11-Jun	18		11		
	12-Jun	11		8		
	13-Jun	13		13		
SAT	14-Jun	10		10		
SUN	15-Jun	31		12		
	16-Jun	10		6		
	17-Jun	20		15		
	18-Jun	15		12		
	19-Jun	19		15		
	20-Jun	18		13		
SAT	21-Jun	18		14		
SUN	22-Jun	27		17		
	23-Jun	21		13		
	24-Jun	26		18		
	25-Jun	11		11		
	26-Jun					
	27-Jun					
SAT	28-Jun					
SUN	29-Jun					
	30-Jun					
Monthly Totals		481		349		0
Weekday Average		18.056		13.722		

**BUS ROUTE DAILY COUNTS
YEAR END SUMMARY 2014**

DATE	A	B	C	D	E	AMP	TOTAL
JAN	836	950	821	1274	444	0	4325
FEB	747	768	686	1204	468	0	3873
MAR	943	978	807	1352	654	0	4734
APR	879	1041	798	1255	608	0	4581
MAY	880	1029	790	1346	656	0	4701
JUN	0	0	0	0	0	0	0
JUL	0	0	0	0	0	0	0
AUG	0	0	0	0	0	0	0
SEP	0	0	0	0	0	0	0
OCT	0	0	0	0	0	0	0
NOV	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0
							22214
TOTAL:	4285	4766	3902	6431	2830	0	22214
	19.29%	21.45%	17.57%	28.95%	12.74%	0.00%	100.00%

Budget Variance Report - May 2014 **Community Facilities - CC ## 38**

<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
38	61000	Salaries and Wages	25,702	One staff member was on disability leave- one Family Leave
38	64100	Materials & Supplies	2,575	Tools and materials needed later in the year
38	64700	Equipment Repair & Maint	2,495	Repairs needed later in the year
38	64701	Equipment Repair & Maint Minibus	3,363	Repairs needed later in the year
38	64870	Fuel and Oil	13,746	Gasoline is not purchased on a monthly basis
38	64871	Fuel and Oil Minibus	(2,067)	The cost of propane increased in January
38	64890	Uncollectible Accts/Misc W/Os	(5,592)	Damage caused by bus staff accident
Total Explained Variances			<u>40,222</u>	