

**SECURITY, BUS, & TRAFFIC COMMITTEE**  
**Administration Conference Room**  
**Wednesday, October 8, 2014 – 1:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Welcome Guests & Rules of Order
5. Approval of the Regular Meeting Minutes of September 10, 2014.
6. Correspondence
7. Shareholder Comments
8. **UNFINISHED BUSINESS**
  - a. Policy 1920.1, Traffic Rules and Regulation Enforcement Update
9. **NEW BUSINESS**
  - a. Parking Enforcement and Towing on Golden Rain Road Fire Lane Discussion (Pages 2-4)
10. **REPORTS**
  - a. Security Chief (Pages 5-7)
  - b. Auto Shop/Bus Supervisor (Pages 8-9)
  - c. Community Facilities Manager (Pages 10-13)
  - d. Executive Director
11. GRF President's Comments
12. Committee Member Comments
13. Next meeting: Wednesday, November 12, 2014, 1:00 p.m.
14. Adjournment



8341 Monroe Ave., Stanton, CA 90680  
Phone: 714-224-1360 Fax: 714-224-1454

## PRIVATE PROPERTY TOW SERVICES AGREEMENT

Agreement Date: July 7, 2009

Effective Date: July 30, 2009

Golden Rain Foundation

(Customer)

Leisure World Community

(Property)

### TYPE OF PRIVATE PROPERT (Check One)

☐ Residential ☐ Commercial ☐ Retail ☒ HOA/Common Interest Development

This agreement by and between Expertow, Inc. (Expertow) and Customer named above shall serve as authorization to service the Property named above in accordance with the requirements of California Vehicle Code Section 22658 (CVC 22658) "Removal From Private Property" upon the specific written authorization of Customer, except for Section 22658 (l) (1) (E), for which this agreement may serve as the general authorization.

Expertow agrees to respond to the Property within a reasonable period of time when requested by Customer for the purposes of removing any vehicles that are not in compliance with the property or business regulations as determined by Customer and communicated to Expertow in the written authorization provided by Customer under CVC 22658(l).

Expertow will, as prescribed by law, promptly report all impounded vehicles to the appropriate law enforcement agency and will perform all operations within the guidelines set forth in CVC 22658.

Expertow agrees that their employees will act and conduct themselves in a professional workmanlike manner on and off the above Property. This agreement is for a period of one (1) year commencing on the Effective Date noted above and shall automatically renew annually unless terminated in writing upon 30 days written notice by either party.

Accepted:

Customer: Golden Rain Foundation	Expertow
Signed:	Signed: <i>[Signature]</i>
Print Name: Dan Schaeffer	Print Name: James Kruger
Title: Administrator	Title: President/CEO
Date: July 7, 2009	Date: July 29, 2009

# PRIVATE PROPERTY TOW SERVICES AGREEMENT

## ACCOUNT INFORMATION FORM:

☒ Original ☐ Updated

**Property/Complex Name:** Leisure World Community

**Property Address:** 13531 St. Andrews Drive

**City:** Seal Beach, CA

**Zip:** 90740

**TG Map Grid:** Pgs 796-826

**Cross Streets:** Golden Rain Road and St. Andrews Drive

**Mailing Address (if different than above):** P.O. Box 2069 Seal Beach, CA 90740

**Property Management Company** ☒ Yes ☐ No

**If Yes, Name, Address & Phone:** Golden Rain Foundation, P.O. Box 2069, Seal Beach, CA 90740

**Manager Name**

Dan Schaeffer

**Asst Manager Name**

James Boutross

**On-Site Contact Name**

Jaime Guerrero

**Phone:** 562-431-6586

**Phone:** 562-431-6586

**Phone:** 562-431-6586

**Fax:** 562-598-2009

**Fax:** 562-598-2009

**Fax:** 562-598-2009

**Email:** dans@lwsb.com

**Email:** jamesb@lwsb.com

**Email:** jaimeg@lwsb.com

**Security Company** ☒ Yes ☐ No

**If Yes, Name, Address & Phone:** Internal Department of Property Management Company

**Persons Authorized To  
Sign for Vehicle  
Removals**

1 Dan Schaeffer

**Title:** Administrator

2 James Boutros

**Title:** Community Mgr.

3 Jaime Guerrero

**Title:** Security Mgr.

4

**Title:**

5

**Title:**

## Please Check Appropriate Boxes:

☒ Fire Lane Removals

☐ Visitor Only Parking

☒ Posted "Tow-Away Zone"

☒ Ingress/Egress Interference

☐ Mgr Only Parking

☒ GRF Policy 1920

☒ Within 15' of Fire Hydrant

☒ Expired Tags

☐
☐ Parking Permits

☒ No Street Parking

☐
☒ Handicap Parking

☐ Tenants authorized to tow

☐
☒ Blocking Garages

☐ Time Limit Parking

☐
☒ Blocking Dumpster

☒ Proof of residence required - Describe:

☐ Double Parked

**Local Rate Jurisdiction:**

Seal Beach PD - Exempted Rates

**Tow Rate:**
**Storage Rate / Day:**
**Other:**



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## PRIVATE PROPERTY TOW SERVICES AGREEMENT

### ADDENDUM

Agreement Date: July 7, 2009

Effective Date: July 7, 2009

\_\_\_\_\_ Golden Rain Foundation

(Customer)

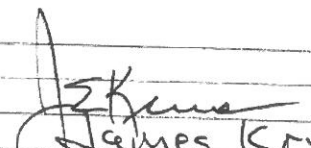
\_\_\_\_\_ Leisure World Community

(Property)

#### Disclosure:

The parties to this agreement understand and acknowledge that Eugene F Kruger is a resident in Leisure World Seal Beach Mutual 1 effective December 2008; that Eugene F Kruger is the father of the majority (90%) shareholder, James E Kruger President/CEO, of Expertow Inc; that Eugene F Kruger is retired and is not actively involved in the day to day management of Expertow, Inc and that Eugene F Kruger currently retains a 10% stock ownership interest in Expertow Inc.

#### Accepted:

Customer:	Golden Rain Foundation	Expertow	
Signed:		Signed:	
Print Name:	Dan Schaeffer	Print Name:	James Kruger
Title:	Administrator	Title:	President/CEO
Date:	July 7, 2009	Date:	July 29 2009

## Budget Variance Report - August 2014

### Gates & Patrol - CC 37

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
61000	Salaries and Wages	(\$19,207)	Crossing Guard Position
61400	Payroll Taxes	(6,047)	Payroll taxes
64700	Equipment Repair & Maintenance	(902)	Repairs to older patrol vehicle fleet.
64940	Service Contracts	(2,010)	Konica copier service.
Total Explained Variances		<u><u>(28,166)</u></u>	Dollars

**Golden Rain Foundation**  
**Budget Comparison Report**  
**Security- CC37**  
**For the Eight Months Ending August 31, 2014**

**INTERNALLY PREPARED**  
FOR MANAGEMENT USE ONLY

<u>August</u>			<u>YTD</u>						<u>Annual</u>
<u>Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>G/L Number</u>	<u>Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>Annual Budget</u>	<u>Unused Budget</u>
<b>Expenses</b>									
\$96,253	\$101,931	\$5,678	61000	Salaries & Wages	\$834,655	\$815,448	(\$19,207)	\$1,223,172	\$388,517
8,015	10,256	2,241	61400	Payroll Taxes	88,094	82,047	(6,047)	123,071	34,977
15,828	16,250	423	61420	Workers Compensation	116,671	130,003	13,333	152,561	35,890
2,578	2,824	246	61430	Group Insurance Medical	20,217	22,591	2,374	33,887	13,670
68	56	(12)	61433	Group Insurance - Dental	582	449	(133)	673	91
41	43	2	61435	Group Insurance - Vision	397	345	(52)	517	120
1,224	1,301	77	61440	Retirement Fund	6,631	10,402	3,771	15,606	8,975
81	81		61450	Group Insurance - Life	840	647	(193)	971	131
67	150	83	61460	Long Term Disability Insurance	839	1,198	359	1,798	959
2,536	3,000	464	64100	Materials & Supplies	19,913	24,000	4,087	36,000	16,087
1,321	1,307	(14)	64200	Electricity	9,049	10,451	1,402	15,679	6,630
47	127	80	64260	Gas	605	1,019	414	1,527	922
170	167	(3)	64280	Telephone	1,525	1,335	(190)	2,003	478
120	217	97	64440	Equipment Rental	806	1,736	930	2,604	1,798
197	700	503	64700	Equipment Repair & Maintenance	6,502	5,600	(902)	8,400	1,898
1,373	100	(1,273)	64720	Building Repair & Maintenance	2,208	800	(1,408)	1,200	(1,008)
1,949	1,217	(732)	64800	Uniforms & Laundry	10,281	9,736	(545)	14,604	4,323
	350	350	64810	Continuing Education	994	2,800	1,806	4,200	3,206
19	33	14	64820	Mileage	241	268	27	400	159
	10	10	64821	Meals & Special Events		80	80	120	120
505	500	(5)	64830	Dues & Memberships	1,895	4,000	2,105	6,000	4,105
			64890	Uncollectible Accts/Misc W/Os	506		(506)		(506)
150	158	8	64940	Service Contracts	3,278	1,268	(2,010)	1,900	(1,378)
250	969	719	66255	Employee X-Rays & Exams	6,585	7,749	1,164	11,625	5,040
<b>132,794</b>	<b>141,747</b>	<b>8,954</b>		<b>Total Expenses</b>	<b>1,133,312</b>	<b>1,133,972</b>	<b>661</b>	<b>1,658,518</b>	<b>525,206</b>
<b>Other Cost Recovery</b>									
221	74	147	5385...	Other Income	654	592	62	888	(234)
<b>221</b>	<b>74</b>	<b>147</b>		<b>Total Other Cost Recovery</b>	<b>654</b>	<b>592</b>	<b>62</b>	<b>888</b>	<b>(234)</b>
138,135	138,136	(1)	53300	Trust Admin. Cost Recovery	1,105,080	1,105,086	(6)	1,657,630	(552,550)
<b>138,356</b>	<b>138,210</b>	<b>146</b>		<b>Total Cost Recovery</b>	<b>1,105,734</b>	<b>1,105,678</b>	<b>56</b>	<b>1,658,518</b>	<b>(552,784)</b>
<b>Off Budget Items</b>									
<b>5,563</b>	<b>(3,537)</b>	<b>9,100</b>		<b>Net Income / (Expenses)</b>	<b>(27,578)</b>	<b>(28,294)</b>	<b>717</b>		<b>(27,578)</b>



**SECURITY DEPARTMENT ACTION REPORT**  
**October 8, 2014**

**1. LICENSE PLATE RECOGNITION CAMERA SYSTEM**

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Purchase approved by the Security, Bus, and Traffic Committee on February 6, 2014.
- March 14, 2014 (Special Meeting) the GRF Board voted to approve the purchase.
- System purchased in March, received in late due April.
- Installation order submitted to Service Maintenance on April 25, 2014.
- Requirement of additional license purchase submitted to Committee for consideration on July 9<sup>th</sup>, 2014. Committee approved purchase.
- Additional license received and the IT Department is working on implementation of software and cameras.

**2. SECURITY VEHICLE REPLACEMENT**

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Presented to the Security, Bus, and Traffic Committee on January 2, 2014. Received approval to recommend project to the GRF Board.
- On January 28<sup>th</sup>, the GRF Board voted to approve the purchase.
- Vehicles received in May and deployed out in the field.
- Graphics installed on vehicles. New light bars currently being installed.
- Final vehicle completed and deployed in service.

**3. SECURITY BODY-WORN CAMERAS**

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Cameras purchased.
- Cameras tested out in the field.
- Policy being developed for review by Committee.

**4. SECURITY DEPARTMENT WEBSITE**

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Access to website development page provided by the IT Department.
- Staff obtaining content information for website directories.
- Staff obtaining photos for web content.

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**MEMORANDUM**

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**TO:** MARK WEAVER, COMMUNITY FACILITY MANAGER  
**FROM:** GRANT WINFORD, AUTO SHOP / BUS SUPERVISOR  
**SUBJECT:** MINIBUS MONTHLY REPORT SEPTEMBER 2014  
**DATE:** 10/01/14  
**CC:** TAI FULTON

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**SEPTEMBER 2014**

**TOTAL PASSENGERS:** 4666 (5406) INCLUDING ACCESS)

**DAILY AVERAGE MON-FRI:** 184

**2014 YEAR TO DATE:** 41980 (47890) 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>
869	1012	703	1288	752

**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>
41	48	33	40	20

THE ACCESS W/C BUS MADE 482 ONE WAY TRIPS FOR A DAILY AVERAGE OF 17 TRIPS PER DAY. THE ACCESS BUS PICKED UP 692 PASSENGERS IN THE MONTH OF SEPTEMBER.

THE THURSDAY EVENING AMPHITHEATER BUS AND ACCESS BUS PROVIDED RIDES FOR 90 PASSENGERS FROM 2 SHOWS DURING THE MONTH OF SEPTEMBER.

**Cost per passenger – Daily routes: \$4.41 for an annualized cost of \$3.11 per apartment per month.**

**Cost per passenger – W/C bus: \$5.68 for an annualized cost of \$.64 per apartment per month.**



# 2014 AMPHITHEATER SEASON MINIBUS RECAP

TOTAL PASSENGERS: 762

EVENING AMPHITHEATER BUS: 442

ACCESS BUS: 306

THURSDAY SHOWS: 748

SATURDAY SHOWS: 14 (No Access Bus)

HIGHEST SINGLE SHOW COUNT: 119 (8/7/14)

AVERAGE RIDERSHIP THURSDAYS: 68

AVERAGE RIDERSHIP SATURDAYS: 4.6

# **Budget Variance Report - August 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	37,896	One staff member was on Disability Leave one Family Leave
38	64100	Materials & Supplies	2,155	Tools and materials needed later in the year
38	64700	Equipment Repair & Maint	4,247	Repairs needed later in the year
38	64870	Fuel and Oil	3,173	Gasoline is not purchased on a monthly basis
38	64890	Uncollectible Accts/Misc W/Os	(5,592)	Damage caused by bus staff accident
Total Explained Variances			<u>41,879</u>	

**Golden Rain Foundation**  
**Budget Comparison Report**  
**Transportation - CC 38**  
**For the Eight Months Ending August 31, 2014**

**INTERNALLY PREPARED**  
**FOR MANAGEMENT USE ONLY**

<u>August</u>			<u>YTD</u>					<u>Annual</u>	
<u>Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>G/L Number</u>	<u>Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>Annual Budget</u>	<u>Unused Budget</u>
<b>Expenses</b>									
\$32,763	\$38,994	\$6,231	61000	Salaries & Wages	\$274,050	\$311,946	\$37,896	\$467,922	\$193,872
2,778	3,812	1,034	61400	Payroll Taxes	26,977	30,495	3,518	45,743	18,766
6,108	6,271	163	61420	Workers Compensation	45,090	50,166	5,076	58,871	13,781
2,504	2,564	60	61430	Group Insurance Medical	19,429	20,507	1,078	30,763	11,334
69	64	(5)	61433	Group Insurance - Dental	972	514	(458)	770	(202)
35	47	12	61435	Group Insurance - Vision	351	376	25	564	213
642	694	52	61440	Retirement Fund	8,586	5,548	(3,038)	8,324	(262)
84	60	(24)	61450	Group Insurance - Life	581	484	(97)	724	143
72	112	40	61460	Long Term Disability Insurance	621	893	272	1,341	720
1,450	1,083	(367)	64100	Materials & Supplies	6,513	8,668	2,155	13,000	6,487
474	750	276	64700	Equipment Repair & Maintenance	1,753	6,000	4,247	9,000	7,247
3,027	1,333	(1,694)	64701	Equip't Repair & Maint.-Minibus	9,824	10,668	844	16,000	6,176
1,332	900	(432)	64800	Uniforms & Laundry	7,122	7,200	78	10,800	3,678
	60	60	64810	Continuing Education	40	480	440	720	680
	10	10	64820	Mileage		80	80	120	120
	10	10	64821	Meals & Special Events		80	80	120	120
	10	10	64830	Dues & Memberships		80	80	120	120
	13	13	64840	Permits & Licenses	115	98	(17)	150	35
21,058	8,750	(12,308)	64870	Fuel & Oil	66,827	70,000	3,173	105,000	38,173
1,189	2,083	894	64871	Fuel & Oil - Minibus	16,903	16,668	(235)	25,000	8,097
			64890	Uncollectible Accts/Misc W/Os	5,592		(5,592)		(5,592)
	267	267	64940	Service Contracts	1,445	2,132	687	3,200	1,755
80	250	170	66255	Employee X-Rays & Exams	3,070	2,000	(1,070)	3,000	(70)
<b>73,665</b>	<b>68,137</b>	<b>(5,528)</b>		<b>Total Expenses</b>	<b>495,861</b>	<b>545,083</b>	<b>49,223</b>	<b>801,252</b>	<b>305,391</b>
<b>Other Cost Recovery</b>									
66,771	66,771		53300	Trust Admin. Cost Recovery	534,168	534,168		801,252	(267,084)
<b>66,771</b>	<b>66,771</b>			<b>Total Cost Recovery</b>	<b>534,168</b>	<b>534,168</b>		<b>801,252</b>	<b>(267,084)</b>
<b>Off Budget Items</b>									
<b>(6,894)</b>	<b>(1,366)</b>	<b>(5,528)</b>		<b>Net Income / (Expenses)</b>	<b>38,307</b>	<b>(10,915)</b>	<b>49,223</b>		<b>38,307</b>

## 1. LIGHTED PAVEMENT CROSSWALK AT SWIMMING POOL ON ST. ANDREWS DRIVE

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- At the 11/7/2013 Security, Bus & Traffic Committee meeting the Committee sent a request to the Physical Property Committee to send out Request for Proposals for a lighted pavement crosswalk system
- Specifications for the Request for Proposal are complete
- Bidders conference is 2/14/14 and bids are due back 3/3/14
- Bids will be opened at March PPC meeting
- One bid opened at the PP Committee Meeting members asked staff to review the manufacture and check with Hawaiian Gardens as to what contractor they used
- Recommendation from staff to go with LaneLight in pavement LED System with a 5 year warranty was suggested
- Action by the Physical Property Committee to have staff work with a traffic engineer and provide a cost for a plan to send out an RFP to include saw cutting and installing a concrete crosswalk with the Lane Light Crosswalk System
- Action by the PPC at its May meeting requesting the services of Anderson Penna design plans to go out to bid with a concrete crosswalk
- PPC asked staff to secure 2 additional quotes from engineering plans to install a concrete crosswalk with the Lighted Crosswalk System
- Contract has been executed with JLS Engineering for a cost not to exceed \$2,000, to prepare construction documents to go out to bid for the lighted crosswalk system
- Received Construction documents RFP in process
- Task to be included in the 2014 Paving Project
- RFP sent out. Bidders Conference is on 9/18 and bids are due 10/7

## 2. AUTOMATIC GATE AT MAIN GATE EXIT

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Action by the SBT Committee to have Physical Property Department send out RFP was made
- Physical Property Department developed RFP
- Physical Property Department received 3 bids

- Contract executed on 1/21/14
- Gate will be installed after Perimeter Wall is complete.
- Physical Property Staff working with the contractor to set equipment for the gate
- The contract was signed with the understanding the system would comply with ADA standards and does not. Alternate options are being researched at this time.