



---

## *Security, Bus and Traffic Committee*

---

### **Agenda**

Administration Conference Room

Wednesday, October 14, 2015 at 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
  - a. Minutes of September 9, 2015
5. Shareholder/Member Comments – Agenda Items Only (*Limited to 3 minutes per person*)
6. Correspondence (p. 2)
7. Old Business
  - a. Policy 1925 Traffic Enforcement
  - b. Traffic Sub-Committee Report (Mr. Pratt)
  - c. Parking Sub-Committee Report (Mr. Moore)
8. New Business
  - a. Alternate Transportation
  - b. Replacement of Fleet
  - c. Review Policy on RV parking at Clubhouse Four
  - d. Citizens on Patrol
9. Shopping Area Transportation Sub-Committee Report (pp. 3-5)
10. Staff Reports
  - a. Security Chief (p. 6)
  - b. Fleet Manager (pp. 7-8)
  - c. Executive Director
11. President's Comments
12. Shareholder Member Comments (*Limited to 3 minutes per person*)
13. Committee Member Comments
13. Next Meeting/Adjournment

October 9, 2015

Golden Rain Foundation

Attn: Shopping Area Transportation Sub Committee

TO WHOM IT MAY CONCERN:

I wish to comment on the Trader Joe's/Denny's shuttle service that is about to expire.

The driver, Steve, is courteous, attentive and professional. The drive is direct and the half hour increment pickup times allow shoppers to stay in the mall for an extended period of time.

I realize there is a cost to provide this convenience and I hope it continues after this trial period has ended. The number of passengers utilizing the shuttle may have been affected by some unseasonal rains and some excruciatingly hot days.

I suggest to defray some of these expenses that advertising space be sold to be displayed on the interior bulkhead of the shuttle. It would seem to me that Ruby's Diner, Trader Joe's, The Coffee Bean and Tea Leaf and other shops might wish to advertise to promote their business.

Further, Anthem Blue Cross, Care, Scan, AARP, The HCC, various assisted living facilities in the area, Alamitos West, and the Los Alamitos Medical Center might like to purchase advertising space there as well.

While these measures would not cover the entire operating costs they could help reduce the expense, so that this wonderful service is not discontinued for those of us who have no access to the mall otherwise.

Thank you for your consideration.

Mitzi Winks.

Mutual 5



---

## COMMITTEE ACTION REQUEST

---

**TO:** SECURITY, BUS AND TRAFFIC COMMITTEE  
**FROM:** GRANT WINFORD, FLEET MANAGER  
**SUBJECT:** APPROACHING END OF THREE MONTH TRIAL BUS SERVICE TO TRADER JOE'S MARKET PLACE CENTER AND DENNY'S CENTER.  
**DATE:** OCTOBER 14, 2015  
**CC:** FILE

---

At the regularly scheduled meeting of the Security, Bus and Traffic Committee (SB&T) on May 13, 2015 the SB&T Committee duly moved and approved a Committee Action Item from the SB&T sub-committee on local shopping area transportation service. The sub-committee action request summarized their findings on enhancement of transportation services to local shopping and entertainment areas and concluded that an area that was underserved by all local transportation agencies is the Market Place / Trader Joe's Center at the corner of 2<sup>nd</sup> Street and Pacific Coast Highway and the Denny's Restaurant shopping and dining area on Westminster Avenue. The findings presented to the SB&T Committee concluded that in order to fully measure the scope and level of usage that a Golden Rain Foundation Transportation bus service to these local areas would provide to the Leisure World Community, the sub-committee presented to the SB&T Committee a review of costs and route options. The SB&T sub-committee on local shopping area transportation services recommended that a trial period bus route would best measure the effectiveness of a service to the Market Place / Trader Joe's and Denny's shopping and entertainment areas.

At their May 26, 2015 meeting the Golden Rain Foundation (GRF) Board of Directors approved the recommendation of the S,B&T Committee to begin the implementation of a once weekly, three month trial period bus route to the Market Place / Trader Joe's and Denny's shopping and entertainment areas. The three month trial period will expire on or about October 22, 2015

A summary of the trial period bus service is included here:

- Start Date: 7/15/2015 (soft roll-out)
- Start Date: 7/22/2015 (full roll-out)

- Service Hours: Wednesday 9:30am – 1:30pm (returns until 2:40pm)
  - Total Service Days: 12 (as of 9/30/2015)
  - Round Trip Loops: 10 Per Day
  - Total Trip Loops since start of service: 120
  - Staff Hours Per Service Day
    - Driver: 6 Hours
    - Vehicle Prep: 0.66 Hours
  - Staff Cost Per Service Day:  $\$96.48 + \$26.33 = \$122.81$  Per Day
  - Maintenance (parts, labor & registration) and Fuel =  $\$26.67$  Per Day (5.5 hours run time)
  - Staff and Maintenance Total Per Service Day:  $\$149.48$
  - Cost Subtotals Since Start of Service (12 weeks):
    - Fuel:  $\$163.48$  ( $\$13.62$  per day)
    - Maintenance (parts, labor, registration):  $\$156.48$  ( $\$13.04$  per day)
    - Driver / Staff Labor:  $\$1473.72$  ( $\$122.81$  per day)
  - Total Operational Cost Since Start of Service:  $\$1793.68$
  - Total Passengers Boarding's Since Start of Service: 388
  - Average Passenger Boarding's Per Service Day: 32.3
- Note:** It is assumed that generally the number of unique passengers is one-half of the daily total boarding's. The passenger boarding count sheets reflect that on four different occasions more people boarded the bus on the return trips than the departures. This was attributed to passengers who arrived at Denny's by some other means of travel, but chose to return to Leisure World via the shuttle.
- Cost Per Passenger / Per Boarding:  $\$4.62$
  - Cost Per Passenger / Per Round Trip:  $\$9.24$
  - Annualized 12 Month Cost Based on Trial Service:  $\$0.098$  per apartment / per month.
  - Cost of the Twelve Week Trial Service:  $\$0.271$  per apartment



The 2015 GRF Transportation Department Budget reflected sufficient funds for the operational and staffing costs of the previous approved trial period bus service to the Market Place Shopping Center. If an extension of the trial service is requested and approved, there are available operational funds in the 2015 Transportation Department Budget to support the projected daily costs of \$149.48 through the end of December 2015.

The GRF Transportation Department is requesting a directional action from the SB&T Committee on one of the following action requests:

- a) Discontinue the Wednesday shuttle service to the Market Place / Trader Joe's / Denny's shopping and entertainment areas not later than the 28<sup>th</sup> of October, 2015 by providing due notice to passengers and the Leisure World community.
- b) Continue the Wednesday shuttle service to the Market Place / Trader Joe's / Denny's shopping and entertainment areas for an additional trial period as approved by the SB&T Committee at a projected cost of \$149.48 per week for a period of ##### weeks with the operational funds coming from the appropriate General Ledger lines in the CC38 Transportation Department 2015 budget.
- c) Continue the shuttle service to the Market Place / Trader Joe's / Denny's shopping and entertainment areas with modifications to the departure location(s) by moving or adding the departure location to the Health Care Center for an additional trial period as approved by the SB&T Committee at a projected cost of \$149.48 per service day for a period of ##### weeks with the operational funds coming from the appropriate General Ledger lines in the CC38 Transportation Department 2015 budget.



Golden Rain Foundation

Leisure World, Seal Beach

## MEMO

**TO:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**FROM:** JAIME GUERRERO, SECURITY CHIEF  
**SUBJECT:** SEPTEMBER SECURITY REPORT  
**DATE:** OCTOBER 5, 2015  
**CC:** GRF BOARD MEMBERS, MUTUAL PRESIDENTS,  
 CAROL WELLER, MUTUAL ADMINISTRATION MANAGER  
 DOUG COX, MEDIA MANAGER

<u>September Monthly Reports</u>	<u>September 2015</u>	<u>September 2014</u>
• Death	16	10
• Fire	4	2
• Theft	13	6
• Vandalism	1	2
• Traffic Accident	5	10
• Social Services/Lost Resident	11	8
• Incident	45	60
• Injury	7	N/A
• Paramedic	165	109
• Care	32	63

<u>Additional Statistics</u>	<u>September 2015</u>	<u>September 2014</u>
• Misc. Resident Services	1825	1768
• Decals Issued	463	444
• Lock Outs	106	95
• SB Police Department	99	102
• Citations*	192	308
Pet Citations*	5	
Traffic Citations*	187	
Residents Parking	87	Moving 17
Non-Resident Parking	74	Moving 10
GRF Employee Parking	0	Moving 0
LWHCC Parking	0	Moving 0
Contractors Parking	3	Moving 1
• Incoming Telephone Calls	17,201	
• Incoming Vehicles Screened at Gates	133,442*	
*(Gate Counters Down)		

## Budget Variance Report - August 2015

### Security Bus & Traffic - CC ## 38

For Cost Center 38 there is a positive total variance of \$53,773 through the month of August. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
38	6100000	Salaries and Wages		8,034 Labor hours not used YTD
38	6142000	Workers Compensation-Transportation		9,059 Premiums are less than budgeted and credit received
38	6143000	Group Insurance-Medical-Transportation		(3,455) One time adjustment to a single staff member
38	6483100	Propane- Minibus-Transportation		8,588 Cost of propane less than expected
38	6483105	Gasoline-Transportation		26,357 Gasoline cost less than budgeted
38	6484000	Permits and License		(928) Unbudgeted funds used to license bus for outside use
38	6491000	Misc. Write-offs		(2,514) Damage to Bus's
38	5413100	Gain/Loss on Equipment-Transportation		2,515 Funds collected from surplus sales
Total Explained Variances			47,656	

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
<b>Expenses - Transportation</b>				
6100000 38	Salaries & Wages - Transportation	277,519	285,553	8,034
6140000 38	Employment Taxes - Transportation	26,585	27,618	1,033
6142000 38	Workers' Compensation - Transportation	28,363	37,422	9,059
6143000 38	Group Insurance - Medical - Transportati	21,596	18,141	(3,455)
6143300 38	Group Insurance - Dental - Transportatio	475	479	4
6143500 38	Group Insurance - Vision - Transportatio	280	280	0
6144000 38	401(k) Match - Transportation	5,775	5,471	(304)
6145000 38	Group Insurance - Life - Transportation	626	676	50
6146000 38	Long Term Disability Insurance - Transpo	576	788	212
6211000 38	Continuing Education - Transportation	650	668	18
6212000 38	Employee Exams - Transportation	2,326	2,085	(241)
6214000 38	Meals & Special Events - Transportation	0	80	80
6215000 38	Mileage - Transportation	0	80	80
6217000 38	Uniforms & Laundry - Transportation	4,607	5,597	990
6410000 38	Office Supplies - Transportation	3,372	5,668	2,296
6410005 38	Building Supplies - Transportation	393	332	(61)
6410010 38	Hospitality - Transportation	16	171	155
6410015 38	Computer Supplies - Transportation	27	268	241
6410020 38	Equipment Expense - Transportation	1,632	1,332	(300)
6410030 38	Printer / Copier Supplies - Transportati	50	132	82
6472000 38	Equipment Repair & Maintenance - Transpo	3,307	4,332	1,025
6472100 38	Equipment Repair & Maint - Minibus - Tra	12,265	11,332	(933)
6478000 38	Service Contracts - Transportation	1,465	2,000	535
6482000 38	Dues, Memberships & Books - Transportati	0	132	132
6483000 38	Propane - Transportation	472	1,500	1,028
6483100 38	Propane - Minibus - Transportation	11,412	20,000	8,588
6483105 38	Gasoline - Transportation	33,643	60,000	26,357
6484000 38	Permits & Licenses - Transportation	1,026	98	(928)
6491000 38	Miscellaneous Writeoffs - Transportation	2,514	0	(2,514)
Total Expenses		440,972	492,235	51,263
<b>Other Cost Recovery</b>				
5380380 38	Oil Recycling Income - Transportation	15	0	15
5413100 38	Gain / Loss on Equipment - Transportatio	2,515	0	2,515
Total Other Cost Recovery		2,530	0	2,530
5330000 38	Income / Refund from Mutuals - Transport	485,142	485,162	(20)
Total Cost Recovery		487,672	485,162	2,510
<b>Off Budget Items</b>				
Net Income / (Expense)		46,700	(7,073)	53,773

---

## MEMORANDUM

---

TO: MARK WEAVER, COMMUNITY FACILITY MANAGER  
FROM: GRANT WINFORD, AUTO SHOP / BUS SUPERVISOR  
SUBJECT: MINIBUS MONTHLY REPORT SEPTEMBER 2015  
DATE: 10/07/15  
CC: FARA QUIRIN

---

### SEPTEMBER 2015

TOTAL PASSENGERS: 4748 (5605) INCLUDING ACCESS)

DAILY AVERAGE MON-FRI: 185

2015 YEAR TO DATE: 43983 (50271) INCLUDING ACCESS)

#### PASSENGER TOTALS BY ROUTES FOR THE MONTH

<u>AM-BUS</u>	<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>PM-BUS</u>
138	902	1041	834	1230	529

#### PASSENGER AVERAGE PER WEEKDAY BY ROUTE

<u>AM-BUS</u>	<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>PM-BUS</u>
7	43	50	40	35	8

THE ACCESS W/C BUS MADE 493 ONE WAY TRIPS FOR A DAILY AVERAGE OF 17 TRIPS PER DAY. THE ACCESS BUS PICKED UP 614 PASSENGERS IN THE MONTH OF SEPTEMBER.

THE THURSDAY EVENING AMPHITHEATER BUS (INCLUDING ACCESS BUS) PROVIDED RIDES FOR 136 PASSENGERS FROM 2 SHOWS DURING THE MONTH OF SEPTEMBER. THE SATURDAY EVENING AMPHITHEATER BUS PROVIDED RIDES FOR 5 PASSENGERS FROM 1 SHOW. THE WEDNESDAY BUS TO TRADER JOE'S PROVIDED RIDES FOR 181 PASSENGERS FOR 5 WEDNESDAYS IN THE MONTH OF SEPTEMBER.