



SECURITY, BUS & TRAFFIC COMMITTEE

Agenda

Administration Conference Room
Wednesday, January 10, 2018
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:
Linda Stone, GRF President
Randy Ankeny, Executive Director
Paul Bristow, Security Services Director
Grant Winford, Fleet Manager
Fara Quirin, Recording Secretary
 - b. Rules of Order
 - c. Chair's Report
- 4. Approval of Minutes**
 - a. Minutes of November 8, 2017 (pp. 1-6)
- 5. Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
- 6. Correspondence**
 - a. E. Riddle (pp. 7-8)
- 7. Unfinished Business**
 - a. Gate Access System .
- 8. New Business**
 - a. Outside Bus Route to UCLB
 - b. Shopping Shuttle to Westminster Mall
 - c. Vehicle Decals -
 1. for car cover
 2. for rear window
 - d. Main Gate Entry Delineators

- 9. Transportation Work Study Group Report**
- 10. Policies**
 - a. 1920-37, Traffic Rules and Regulations (pp. 9-22)
- 11. Staff Reports**
 - a. Security Services Director (pp. 23-24)
 - b. Fleet Manager (pp. 25-26)
 - c. Executive Director
- 12. Shareholder/Member Comments**

(Limited to 3 minutes per person)
- 13. President's Comments**
- 14. Committee Member Comments**
- 15. Next Meeting**
 - a. February 14, 2018, 1:00 p.m., Administration Conference Room
- 16. Adjournment**



SECURITY, BUS AND TRAFFIC COMMITTEE MINUTES November 8, 2017

The regular scheduled meeting of the Security, Bus and Traffic Committee was called to order by Chair McGuigan at 1:00 p.m. on Wednesday, November 8, 2017, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. S. McGuigan, Chair	Ms. I. Heinrichs
	Mr. P. Moore	Ms. R. Winkler
	Mr. T. Doderio	Mr. P. Pratt

Absent: Mrs. L. Perrotti, Vice Chair

Also Present: Mr. R. Ankeny, Executive Director
Ms. L. Stone, GRF President
Mr. G. Winford, Fleet Manager
Mr. B.J. Hawke, Security 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
Mr. B. Lukoff, GRF Representative, Mutual Fourteen
Ms. S. Fekjar, GRF Representative, Mutual Sixteen
Thirteen Shareholder/Members

There being no objections, Chair McGuigan 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 4th 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 December 2017.

CHAIR'S ANNOUNCEMENTS

The Chair welcomed Committee members, guests and staff, including GRF President Linda Stone; Executive Director Randy Ankeny; Security Manager B.J. Hawke; and Fleet Manager Grant Winford. A request was made for all cell phones to be put on mute/vibrate; and for all meeting attendees to be courteous and respectful.

APPROVAL OF MINUTES

The minutes of the September 13, 2017, meeting were approved as presented.

SHAREHOLDER/MEMBER COMMENTS – Agenda Items Only

Three Shareholders made comments.

CORRESPONDENCE

Letters from five different Shareholders were included in the Agenda. Two of the letters were read. Three of the Shareholders were present; and made comments regarding their letters. The many photos were summarized by the Sender of several letters regarding parking enforcement.

OLD BUSINESS

Golf Cart Policy 1928-37

A MOTION was made by Ms. Winkler, and seconded by Ms. Heinrichs

TO recommend the GRF BOD adopt Golf Cart Policy 1928-37.

NEW BUSINESS

Gem Transportation

The Fleet Manager presented capabilities and costs for four new electric carts to replace the 1997 models being used by GRF Inspectors. No decision was made on the purchase of these vehicles.

TRANSPORTATION WORK STUDY GROUP

The Spokesman for this group stated information is still being gathered as there is a constant flow of new innovations such as autonomous vehicles which are now available.

POLICIES

Fees for Parking Fines, 1927.01-37

A MOTION was made by Mr. Dodero, seconded by Mr. Pratt, and unanimously agreed upon to recommend the GRF BOD approve:

TO consolidate all the red zone categories into one with a \$100 fine for the first offense, and a \$200 fine for the second offense; and,
TO add a first offense fine of \$50 to item: RV or VUFR generator running 8pm – 8am.

Security, Bus & Traffic Committee Charter, 5145.37

The Committee reviewed the Committee Charter changing "Function" to "Charter".

STAFF REPORTS

Security Service Director

The Security Manager gave the August and September Security Reports to the Committee in a Power Point presentation.

Parking enforcement continues to be a focus with five Mutuals now following policy 1927-37. Watch Commander Meetings took place 9/6, 9/20, 10/5, and 10/18/17. Subjects ranged from customer service to operational issues. A training program is being developed for the new foot patrol program. In September and October, the subject of one-on-one training has been customer service. Plans to schedule a tour of the Laguna Woods access control are in the works. We are evaluating possible short-term alternatives to the issue of license plate identification with the IT Department. A new video management system covering the RV Lot will be installed by 11/13/17. The first full-time Patrol position is due to start 11/13/17. More positions will be filled as forty hours become available. The new employee hang tag passes are highly visible so easier for gate staff to see. Passes for the Health Care Center employees

should be available by mid-November. A secondary sticker on the back of Shareholders' vehicles was discussed in order to enable Patrol Officers to identify vehicles in carports.

Fleet Manager

The Fleet Manager gave the September Transportation and Mini-Bus Reports; and presented a Committee Action Request regarding the refurbishment of twenty-four Cushman utility trucks.

A MOTION was made by Mr. Moore, seconded by Mr. Pratt, and unanimously agreed upon to recommend the GRF Finance Committee approve:

TO purchase engine blocks and rebuild kits from Directparts for the overhaul of 24 Cushman utility trucks for an amount not to exceed \$35,000.

The Fleet Manager announced 9am–3pm shopping shuttles to the Dollar Store and Westminster Mall on two Saturdays: November 23 and December 23. The sixth annual holiday lights tour is planned for December 18 – 22 at 5:15 p.m. on a first come – first serve basis. The on-call evening bus service has been extended on Mondays to Clubhouse One for the Finbars dining experience.

A suggestion was made to number the bus benches and the bus shelters.

EXECUTIVE DIRECTOR

The restriction of overnight parking in the Clubhouse One parking lot (Trust property) will be considered as a New Business item on the next agenda.

PRESIDENT'S COMMENTS

The President requested the oversight of all the different passes be worked out by June 1.

SHAREHOLDER COMMENTS

There were no Shareholder/Member comments.

COMMITTEE MEMBERS COMMENTS

Three Committee Members commended the Fleet Manager for his outstanding plan to refurbish twenty-four Cushman utility trucks at quite a savings, as opposed to purchasing new trucks.

CHAIR'S COMMENTS

The Chair thanked the Committee Members, Shareholders, and Staff present for attending and participating in today's meeting.

ADJOURNMENT / NEXT MEETING

Chair McGuigan adjourned the meeting at 3:33 p.m. The next meeting is scheduled for Wednesday, December 13, 2017, at 1:00 p.m.

Steven McGuigan, Chair
SECURITY, BUS AND TRAFFIC COMMITTEE
fq 11.13.17

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Nov. 29, 2017

Dear GRT Board,

I would like to thank you for your support of the mini bus service for those of us who no longer drive.

I was particularly happy to go to Westminster Mall and get quite a lot of my Christmas shopping done. I would like to see this service once a month.

My thanks also to the Transportation Supervisor for the good job he does.

Sincerely,

Esther Riddle

March 5 1996

P.S. Thanks for the good job you all do also. Happy Holidays!

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COMMUNITY OPERATIONS

VEHICLE AND PEDESTRIAN CODE

Traffic Rules and Regulations

The following Traffic Rules and Regulations are strictly enforced and are applicable to all **PEDESTRIANS** and persons operating **MOTOR VEHICLES** or **BICYCLES** on any property managed by the Golden Rain Foundation or owned by the Mutual Corporations.

1. DEFINITIONS:

- 1.1. The term "MOTOR VEHICLE" as used herein is a vehicle that is self-propelled, including Segway human- transporter-type vehicles.
- 1.2. The term "IN LEISURE WORLD" as used herein means on any property managed by the Golden Rain Foundation or owned by the Mutual Corporations.
- 1.3. The term "RESIDENT" as used herein means any owner or shareholder or legal occupant such as qualified permanent resident under the age of 55, a co-occupant {a residing non-owner}, a caregiver, or a non-resident co-owner, joint tenant living IN LEISURE WORLD.
- 1.4. The term "VISITOR" as used herein means any person who is not an owner, shareholder or legal occupant as described above living IN LEISURE WORLD.
- 1.5. The term "EMPLOYEE" means a person who is employed by the Golden Rain Foundation, either on a full-time, part-time or temporary basis, and employees of the contract companies doing business IN LEISURE WORLD.
- 1.6. The term "GOLF CART" means a MOTOR VEHICLE having not less than three wheels in contact with the ground, having an unladed 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".
- 1.7. 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.
- 1.8. The term "PEDESTRIAN" means any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. PEDESTRIAN also includes any person operating a self-propelled wheelchair, or motorized scooter, tricycle or quadricycle, and by reason of physical disability, is otherwise unable to move about as a person who is afoot.

(Apr 08)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

- 1.9. The term "BICYCLE" means a device upon which any person can ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.
- 1.10. Roller skates, roller blades, skate boards, razor-type scooters, and similar items may not be used IN LEISURE WORLD.

2. APPLICABILITY OF REGULATIONS:

- 2.1. Except as otherwise stated herein, Division 11, Rules of the Road, and Division 12, Equipment of Vehicles, of the most current California Vehicle Code, and all amendments or revisions apply IN LEISURE WORLD to all PEDESTRIANS and persons operating MOTOR VEHICLES or BICYCLES.
- 2.2. The exception to Section 2.1 is that a RESIDENT is not required to have a driver's license to operate a GOLF CART IN LEISURE WORLD.
- 2.3. Registration is not required for GRF service vehicles.
- 2.4. VISITORS are required to observe all regulations regarding the operation of MOTOR VEHICLES and parking within LEISURE WORLD.
 - 2.4.1. Commercial vehicles belonging to VISITORS of RESIDENTS which are too large to park within a standard parking space, or create a hazard, except when obviously loading and/or unloading items, must be parked in the parking facility located west of Clubhouse Four, space permitting
- 2.5. Commercial vehicles must be driven in such a manner as to conform to all regulations with respect to operation of vehicles and parking. Persistent violators of the LEISURE WORLD TRAFFIC RULES AND REGULATIONS may be denied entrance into LEISURE WORLD by management.
- 2.6. RESIDENTS, EMPLOYEES, and VISITORS may not use a handheld cell phone while operating a MOTOR VEHICLE, GOLF CART, or BICYCLE within LEISURE WORLD as consistent with California state law (effective July 1, 2008).

(Apr 08)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

- 2.6.1. RESIDENTS, EMPLOYEES, AND VISITORS may not wear any headset covering, or any earplugs, in both ears while driving IN LEISURE WORLD. There are exceptions for persons operating authorized emergency vehicles, special construction or maintenance equipment and refuse collection equipment, and for any person wearing personal hearing protectors designed to attenuate injurious noise levels and which do not inhibit the wearer's ability to hear a siren or horn from an emergency vehicle or horn from another MOTOR VEHICLE, and for any person using a prosthetic device which aids the hard of hearing.

3. LICENSING, PASSES AND DECAL REQUIREMENTS

- 3.1. Any person operating a MOTOR VEHICLE IN LEISURE WORLD shall be required to have a valid Driver's License in their possession when operating said MOTOR VEHICLE and is further required to present such license to any member of the Security Department upon request.
- 3.2. VEHICLES including golf carts and LSVs owned by a RESIDENT or GRF or Los Alamitos Medical Center (LAMC) EMPLOYEE must have a valid decal issued by the Security Department displayed on the windshield.
- 3.3. Issuance of a RESIDENT, EMPLOYEE or clergy decal by Security Department personnel will be contingent upon presentation of the following:
 - 3.3.1. Current vehicle registration listing the Leisure World RESIDENT or EMPLOYEE as owner.
 - 3.3.2. Current RESIDENT or EMPLOYEE identification card.
 - 3.3.3. Clergy must show Driver's license, current vehicle registration, and car license number.
- 3.4. Decals must show a month and year of expiration in order to be valid.
- 3.5. Any applicant for a business, domestic (caregiver) or clergy pass who intends on operating a MOTOR VEHICLE IN LEISURE WORLD shall be required to present a valid Driver's License and current registration.

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations****4. AREAS OF AUTHORIZED USE FOR MOTOR VEHICLES:**

- 4.1. Except as provided in Sections 8.2, 8.3, 8.4, and 8.5, no MOTOR VEHICLE shall be operated IN LEISURE WORLD except on streets, driveways, and designated parking areas designed for such use.

5. SPEED LIMITS:

- 5.1. Drivers of all MOTOR VEHICLES, including bicycles, golf carts, LSVs, etc. shall not exceed 25 miles per hour (MPH) or the posted speed limit.

6. USE OF DIRECTIONAL SIGNALS AND HEADLIGHTS:

- 6.1. Drivers of all MOTOR VEHICLES, including bicycles, golf carts, LSVs, etc., must signal intent of directional change (including emerging onto roadway from parked position) by use of electric or approved hand signal.
- 6.2. All MOTOR VEHICLES 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 approaching and/or entering any Leisure World gate are asked to place their vehicle's headlights in the parking light position in order to provide better visibility for the gate guard.
- 6.4. All MOTOR VEHICLE drivers attempting to make a U-turn IN LEISURE WORLD shall have an unobstructed view for 200 feet in both directions.

7. PARKING:

- 7.1. MOTOR VEHICLES may be parked against a curb or sidewalk so designated as a parking area in Section 7.2. At no time may a MOTOR VEHICLE be parked with any portion of the MOTOR VEHICLE on a sidewalk.
- 7.2. For the purpose of identifying parking limitations, the following curb markings shall be applicable:

COMMUNITY OPERATIONS

VEHICLE AND PEDESTRIAN CODE

Traffic Rules and Regulations7. PARKING: (Con't)

- a. **Red Curb**: No parking
- b. **Green Curb**: Not to exceed 15 or 30 minutes (unlimited parking in green zone with handicapped placard). *Green zones are conveniently located in areas where short parking intervals are help to RESIDENTS, such as the Pharmacy and Health Care Center. Usually these are 15- or 30-minutes zones, but vary as marked.
- c. **Yellow Curb**: Loading and unloading only.
- d. **Blue Curb**: Disabled persons parking only.
- e. **Unpainted**: Parking permitted unless posted.
- f. **Fire Hydrants**: Red curbing for a maximum of 15 feet on both sides of the fire hydrant.
- g. **Mail Boxes**: Red curbing for a maximum of 15 feet on both sides of the mail box.
- h. **Bus Stops**: Red curbing for a maximum of 60 feet to provide for loading and unloading of buses.
- i. **Intersections**: On request, the curbing on Trust street intersections may be painted red for a distance of 30 feet away from the intersection. Street intersections include intersections between Trust streets and carport driveways, parking lots and other vehicular entrance points.
- j. **Emergency and Service Access**: On request, areas on Trust streets may be painted red for a distance of 10 feet in front of a walkway area to allow emergency vehicle access where structures restrict turning radius.
- k. **Narrow Traffic Lanes**: Parking shall not be permitted on roadway sections where traffic lanes are less than 16 feet from curbing to lane marking. The curbing in these areas shall be painted red.

- 7.3. **MOTOR VEHICLES** shall be parked as close to the curb as is practical in a parallel position, but in no event further than 12 inches from said curb (unless otherwise directed in the case of diagonal or other parking as indicated by painting striping).

(Apr 08)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

- 7.3.1. Parking on all Trust Streets (streets having names) shall be in the direction of the flow of traffic in all cases of parallel parking.
- 7.4. Parking areas on the west and east sides of the Amphitheater are designated EMPLOYEE parking spaces during business hours. RESIDENTS are prohibited from using the EMPLOYEE spaces during business hours.
 - 7.4.1. Certain parking spaces in the north and east areas of the lot are painted green to indicate a limited parking time for MOTOR VEHICLES belonging to RESIDENTS and business VISITORS, or left unpainted to indicate availability to non-employees for a longer time frame. Non-resident parking is allowed at the green-curbed, 20-minute parking slots only. MOTOR VEHICLES belonging to non-residents may not be parked in the Amphitheater parking lot. The northwest corner of the Amphitheater parking lot is a "no parking" area. The first two spaces due east are green-striped, limited time parking spaces.
 - 7.4.2. Parking spaces in the Health Care Center parking lot, unless otherwise marked, will be for RESIDENTS of Seal Beach Leisure World during business hours.
- 7.5. Overnight parking is not allowed by RESIDENTS or guests in the Health Care Center, Clubhouse Five, or Clubhouse Six parking lots. Parking is permitted for up to 72 hours in the parking lots of Clubhouse One, Two, Three, and Four, and the Amphitheater (except the RV area – see Section 7.13).
- 7.6. Parking on the curb or sidewalk by any MOTOR VEHICLE or trailer other than certain EMPLOYEE vehicles is prohibited at all times.
- 7.7. Washing vehicles on the streets IN LEISURE WORLD is prohibited at all times.
- 7.8. Carports are the responsibility of the respective Mutual Corporations. See policy series 7502 for details.
- 7.9. Any vehicle without proof of registration or with an expired registration may not be parked on Trust Streets.
- 7.10. RESIDENTS' vehicles without a Seal Beach Leisure World decal may not be parked on Trust Streets.

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

- 7.11. 7.11 Trailers not connected to a vehicle may not be parked on Trust Streets (RV – See Section 7.13).
- 7.12. RESIDENT owners may park their RV in front of their apartment, or as near to their apartment as is safely possible, for up to 48 hours for the purpose of loading or unloading. Mutual Seventeen Only: Mutual Seventeen resident owners/lessees and their guests only may park their RV in front of their condo, or as near to their condo as is safely possible, for up to 72 hours for the purpose of loading and unloading.
 - 7.12.1. VISITORS may park their RV in front of their RESIDENT host's apartment, or as near as is safely possible, for up to 7 days PROVIDED the host notifies the Security Department AND posts the host RESIDENT'S name and telephone number in a conspicuous place in the right front window, or windshield in the case of a MOTOR VEHICLE.
 - 7.12.2. For the purpose of providing additional room for VISITORS, RESIDENT owners may park their RV in front of their apartment, or as near as is safely possible, for up to 7 days PROVIDED the RESIDENT notifies the Security Department AND posts their name and telephone number in a conspicuous space in the right window of the vehicle.
 - 7.12.3. RVs may not be parked on any curb or walk, or any place that any other vehicle may not legally park. Hoses or electric cords may not be passed to such vehicle across any walkway or roadway, nor can anything be discharged from a RV onto the ground, pavement or into any open container. Exterior protruding items, such as steps or louvered windows, are not allowed.
- 7.13. The Security Department reserves the right to have an RV relocated to the west side of the Clubhouse Four parking lot if, in its judgment, the parking of the RV causes a hazard or definite inconvenience to neighbors.
- 7.14. RESIDENT owners or visitors may park their RV or detached RV in the parking lot west of Clubhouse Four for up to 14 days PROVIDED that the name of the owner of the vehicle and the telephone number of the RESIDENT host, in case of visitors, is posted conspicuously in the right front window of the trailer or in the windshield of the RV. In all cases, the Security Department must be notified

(Apr 08)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

immediately of such parking. Extensions may be granted by the Security and Transportation Manager for humanitarian purposes.

- 7.14.1. Visitors who park their RV in the parking lot west of Clubhouse Four may not house a pet.
- 7.14.2. RVs that are equipped with generators must park along the south wall or in the center of the lot.
- 7.14.3. Generators shall not be operated before 8:00 a.m. or after 9:00 p.m.
- 7.15. Making non-emergency repairs to any MOTOR VEHICLE IN LEISURE WORLD is not permitted.

8. GOLF CARTS AND LSVs (Low-Speed Vehicles):

- 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.

(Apr 08)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

- 8.4. Maintenance MOTOR VEHICLES, when utilized by EMPLOYEES for the purpose of providing maintenance service to Leisure World Mutual Corporations, shall be permitted to travel on sidewalks, lawns, and walkways as necessary to efficiently provide such maintenance services. Maintenance MOTOR VEHICLES shall not be operated at such a speed as to pose a hazard to PEDESTRIANS and, unless unavoidable due to emergency maintenance, said MOTOR VEHICLES shall not be parked so as to block any normal PEDESTRIAN right of way, i.e., sidewalk, walkway or carport.

- 8.4.1. 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.

- 8.5. ANY VISITOR driving a GOLF CART or LSV must have a valid driver's license and be accompanied by a RESIDENT.

9. BICYCLES (NON-MOTORIZED):

- 9.1. While riding a BICYCLE on a street or sidewalk, the rider has the responsibility of following the safety rules listed herein.
- 9.2. While riding a BICYCLE on a sidewalk, the rider 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.
- 9.3. Any BICYCLE owned by a Leisure World RESIDENT may be registered with the Security Department.
- 9.4. BICYCLES may not be ridden within the confines of Clubhouses. BICYCLES must be walked in internal corridors, under roof overhangs, and in breezeways.
- 9.5. The following equipment is required while riding a BICYCLE on a street or sidewalk IN LEISURE WORLD:
- 9.5.1. A brake which enables the operator to make one braked wheel skid on dry, level, and clean pavement.

(Apr 08)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

- 9.5.2. Handlebars that are not raised so high that the operator must elevate their hands above the level of their shoulders in order to grasp the normal steering grip area.
- 9.6. BICYCLES shall not be of a size as to prevent the operator from safely stopping the BICYCLE, supporting it in an upright position with at least one foot on the ground, and restarting it in a safe manner.
- 9.7. BICYCLES operated during darkness shall be equipped with the following:
 - 9.7.1. A lamp emitting a white light that illuminates the street or sidewalk and is visible from a distance of 300 feet to the front and sides of the bicycle.
 - 9.7.2. A red reflector mounted on the rear of the BICYCLE which is visible from a distance of 500 feet to the rear of the vehicle.
 - 9.7.3. A white or yellow reflector mounted on each pedal which is visible from 200 feet to the front and rear of the BICYCLE, except BICYCLES which are equipped with reflectorized tires on the front and rear need not be equipped with side reflectors. All reflectorized tires must meet DMV requirements.
 - 9.7.4. A lamp or lamp combination, emitting a white light attached to the operator and visible from a distance of 300 feet in front and from the sides of the BICYCLE, may be used in place of the lamp attached to the BICYCLE.
- 9.8. When operating a BICYCLE at a speed less than the normal speed of traffic moving in the same direction at such time, the rider shall ride as close as practicable to the right-hand curb or edge of the roadway except under any of the following situations:
 - a. When overtaking and passing another BICYCLE or MOTOR VEHICLE proceeding in the same direction.
 - b. When preparing for a left turn at an intersection or into a driveway.
 - c. When reasonably necessary to avoid conditions (including, but not limited to, fixed or moving objects, bicycles, pedestrians, animals, surface hazards, or substandard width lanes) that make it unsafe to continue along the right-hand curb or edge. For purposes of this

(Apr 08)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

section, a "substandard width lane" is a lane that is too narrow for a bicycle and a vehicle to travel safely side by side within the lane.

- 9.9. Any person operating a BICYCLE on a one-way street with two or more marked traffic lanes may ride as near the left-hand curb or edge of the roadway as practicable.
- 9.10. Signals by hand and arm shall be given in the following manner:
 - 9.10.1. **Left turn** – Left hand and arm extended horizontally beyond the side of the BICYCLE.
 - 9.10.2. **Right turn** – Left hand and arm extended upward beyond the side of the BICYCLE or right hand and arm extended horizontally to the right side of the BICYCLE.

10. PEDESTRIANS IN ROADWAYS:

- 10.1. Every PEDESTRIAN upon a roadway shall yield the right-of-way to all vehicles upon the roadway so near as to constitute an immediate hazard.
 - 10.1.1. The driver of a MOTOR VEHICLE shall yield the right-of-way to a PEDESTRIAN crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection, except as otherwise provided in these rules and regulations.
 - 10.1.2. This section does not relieve a PEDESTRIAN from the duty of using due care for his or her safety. A PEDESTRIAN may not suddenly leave a curb or other place of safety and walk or run into the path of a MOTOR VEHICLE that is so close as to constitute an immediate hazard. A PEDESTRIAN may not unnecessarily stop or delay traffic while in a marked or unmarked crosswalk.
 - 10.1.3. The driver of a MOTOR VEHICLE approaching a PEDESTRIAN within any marked or unmarked crosswalk shall exercise all due care and shall reduce the speed of the vehicle or take any other action relating to the operation of the MOTOR VEHICLE as necessary to safeguard the safety of the PEDESTRIAN.

(Apr 08)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

- 10.1.4. Section 10.1.2 does not relieve a driver of a MOTOR VEHICLE from the duty of exercising due care for the safety of any PEDESTRIAN within any marked or unmarked crosswalk or within any unmarked crosswalk at an intersection.
- 10.2. Whenever any MOTOR VEHICLE has stopped at a marked or unmarked crosswalk at an intersection to permit a PEDESTRIAN to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.
- 10.3. A PEDESTRIAN may not walk upon any roadway if a sidewalk is available.
- 10.4. A totally or partially blind PEDESTRIAN who is carrying a predominantly white cane (with or without a red tip), or using a guide dog, shall have the right-of-way.

11. REPORTING ACCIDENTS:

- 11.1. The driver of any MOTOR VEHICLE or BICYCLE involved in any accident resulting in death or injury to any person shall immediately stop and notify the Seal Beach Police Department and the Security Department of their identity and the particulars of the accident.
- 11.2. The driver of any MOTOR VEHICLE or BICYCLE 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, and they shall notify the Leisure World Security Department of their identity and the particulars of the accident within twelve (12) hours. This shall be in addition to any laws established by the State of California.

12. TOWING POLICY

- 12.1. The Security Department has been authorized by the Boards of Directors to enforce the traffic rules of this community in compliance with Vehicle Code Section 22658, which may result in the towing of a vehicle at the vehicle owner's expense. The Security Department is authorized to tow abandoned, stored, and/or inoperable vehicles after requesting compliance to remove the vehicle. If no compliance is made within ten (10) days of written or verbal notification, vehicle will be subject to tow. When impossible to notify owner, MOTOR

(Apr 08)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****Traffic Rules and Regulations**

VEHICLE may be towed twenty-one (21) days after Security Department issues a citation.

- 12.2. MOTOR VEHICLES parked in a no parking zone, in handicapped spaces without a proper placard, in properly-posted construction zones, in front of fire hydrants, or that are blocking entrances and exits, may be towed immediately at the registered owner's expense.
- 12.3. MOTOR VEHICLES leaking gasoline, oil, or any other hazardous fluid may be towed, at owner's expense, if owner cannot be found.

Also see Policies 1909, 1909.1, 1909.2, 1911, and 1914 which relate to speed limits, one-way streets and handicap parking

MUTUAL CONCURRENCE

One:	11-19-09
Two:	12-15-09
Three:	12-09-09
Four:	11-18-09
Five:	11-18-09
Six:	11-24-09
Seven:	11-20-09
Eight:	11-23-09
Nine:	
Ten:	01-27-10
Eleven:	12-04-09
Twelve:	
Fourteen:	04-27-10
Fifteen:	11-16-09
Sixteen:	11-16-09
Seventeen:	12-08-09 (as amended under Section 7.12)

COMMUNITY OPERATIONS

VEHICLE AND PEDESTRIAN CODE

Traffic Rules and Regulations

POLICY

Adopted: 15 Apr 08

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Apr 08)



TO: SECURITY, BUS & TRAFFIC COMMITTEE
 FROM: PAUL BRISTOW, SECURITY SERVICES DIRECTOR
 SUBJECT: SECURITY MONTHLY REPORT
 DATE: December 13, 2017

SECURITY MONTHLY COMMITTEE REPORT

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	2017 YTD
Deaths Reported	15	15	15	8	8	13	14	8	7	10	8	121
Fires	3	-	-	4	4	3	2	3	3	3	1	26
Theft	4	4	6	7	13	13	4	15	11	10	17	106
Vandalism	3	3	3	-	6	2	1	1	3	7	3	32
Traffic Collisions	5	7	8	12	6	8	6	9	8	9	7	85
Lost Shareholder	3	2	2	2	8	1	1	3	1	2	3	28
Incident	34	33	42	37	38	47	41	43	48	36	24	423
Injury	11	5	7	13	12	9	13	11	11	18	7	117
Paramedics	152	130	144	131	147	151	127	157	136	116	112	1,503
Care	22	17	20	15	15	10	12	12	12	19	15	169
Shareholder Services	2,058	1,780	1,918	2,046	2,043	1,884	2,047	2,164	1,908	1,891	1,909	21,648
Decals Issued	451	412	469	418	424	406	566	543	455	569	470	5,183
Lock-Outs	113	85	99	82	90	103	93	103	103	87	115	1,073
Seal Beach Police Department	105	113	133	96	111	100	94	88	76	100	124	1,140
Citations: Residents, Parking (C1)	120	72	59	98	104	50	107	90	183	218	186	1,287
Citations: Residents, Moving (C2)	6	7	3	1	3	-	-	1	-	-	-	21
Citations: Non-Residents, Parking (C3)	148	100	104	139	112	66	95	127	108	101	75	1,175
Citations: Non-Residents, Moving (C4)	1	3	1	1	-	-	-	-	-	-	-	6
Citations: GRF Employee, Parking (C5)	1	-	-	-	-	-	-	-	-	-	-	1
Citations: GRF Employee, Moving (C6)	-	-	-	-	-	-	-	-	-	-	-	-
Citations: LWHCC, Parking (C7)	2	1	-	-	-	-	-	-	-	-	-	3
Citations: LWHCC, Moving (C8)	-	-	-	-	-	-	-	-	-	-	-	-
Citations: Contractors, Parking (C9)	1	3	-	2	1	1	1	-	2	-	-	9
Citations: Contractors, Moving (C10)	-	-	-	-	-	-	-	-	-	-	-	-
Incoming Calls	21,705	20,184	21,302	19,631	19,884	20,107	21,147	21,446	19,727	19,912	19,536	203,434
Incoming Vehicles Screened at Gates	232,651	224,293	269,767	228,958	259,803	255,199	243,839	261,014	202,305	199,630	148,702	2,526,161

Budget Variance Report - November 2017

Dept Name Security - CC 37

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	-69,319	Unfavorable - vacation paid out but was accrued CC20; Staff meeting in January / June / July, extra coverage for concerts and recreational activities.
6140000	Employment Taxes	(990)	Favorable: Actual FUI charged : 6% vs.budgeted rate of 2%. Monthly budget includes the federal payback at the end of the year.
6142000	Workers Compensation	14,217	Favorable; Actual premiums are less than planned plus 2016 refund of \$33K allocated to all cost centers.
6211000	Continuing education	1,661	department changes delayed implementation
6215000	Mileage	367	Cost saving measures by staff
6217000	Uniforms and laundry	(1,661)	Uniforms for officers
6410000	Office supplies	3,190	Cost saving measures by staff
6410015	Computer Supplies	(2,823)	Unfavorable - laptop purchased for CC37, two I pads for director and manager
6410030	Printer / Copier Supplies	(2,127)	Unfavorable - higher use due to daily entry passes need for visitor dashboards. (policy 1927)
6410020	Equipment Expense	6,914	favorable - Conservation effort by staff
6471000	Building Repair & Maintenance	(1,065)	Unfavorable - Material cost for safety repair to main gate office floor by service maintenance department.
6478000	Service Contracts-Security		Reduced use of contractors
6482000	Dues, memberships & books	4,980	Favorable - no memberships in current use / low BSIS renewal
6951000	Non-Bud Exp for Committee	1,000	Favorable - no funds used at this time.
6212000	Employee Exams	1,517	Physical exams
5351100	parking Fines	16,930	Fines over forecast
5385000	Other income	3,315	Refund from mutual for coverage
Total Explained Variances		<u>(23,894)</u>	

**SECURITY, BUS & TRAFFIC COMMITTEE**

TO: MARK WEAVER, COMMUNITY FACILITY DIRECTOR
FROM: GRANT WINFORD, FLEET MANAGER
SUBJECT: MINIBUS MONTHLY REPORT NOVEMBER 2017
DATE: DECEMBER 7, 2017
CC: CORINA MANCILLA

TOTAL PASSENGERS: 4641 (5944) INC. ACCESS, T.J.'s & EVENT
DAILY AVERAGE MON-FRI: 183
2017 YEAR TO DATE: 52546 (66581) INC. ACCESS, T.J.'s & EVENT

PASSENGER TOTALS FOR WEEKDAY ROUTES FOR THE MONTH

AM-BUS	A-BUS	B-BUS	C-BUS	D-BUS	PM-BUS	CALL INS
143	878	1087	820	668	133	82

PASSENGER AVERAGE FOR WEEKDAY ROUTES FOR THE MONTH

AM-BUS	A-BUS	B-BUS	C-BUS	D-BUS	PM-BUS	CALL-INS
7	42	52	39	32	6	4

PASSENGER TOTALS/AVERAGE FOR WEEKEND ROUTES FOR THE MONTH

D-BUS	PM-BUS
384 / 43	360 / 40

THE ACCESS W/C BUS MADE 479 ONE WAY TRIPS FOR A DAILY AVERAGE OF 17 TRIPS PER DAY. THE ACCESS BUS PICKED UP 744 PASSENGERS IN THE MONTH OF NOVEMBER.

THE MONDAY & WEDNESDAY BUS TO TRADER JOE'S PROVIDED RIDES FOR 525 PASSENGERS ON 4 MONDAYS AND 5 WEDNESDAYS IN THE MONTH OF NOVEMBER.

THE BUS TO WESTMINSTER MALL ON SATURDAY, NOVEMBER 25, PROVIDED RIDES FOR 91 PASSENGERS. THE TREE LIGHTING EVENT PROVIDED RIDES FOR 29 PASSENGERS.

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

For Cost Center 38 there is a favorable variance of \$77,583 through the month of November 2017 The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
38	6100000	Salaries and Wages	53,115	Favorable-One full-time employee has been out on leave
38	6140000	Employment taxes	7,862	Favorable- Same as Labor
38	6142000	Workers Compensation		Favorable- Actual premiums are less than planned plus
38	6143000	Group Insurance	4,848	2016 refund of \$33K allocated to all cost centers.
38	6213100	Temporary Agency Fees	4,308	Favorable - Actual premiums are less than planned
			(15,215)	Un-favorable- Staff members on leave are being filled in with outside agency, non budgeted
38	6217000	Uniforms & Laundry	(1,386)	Un-favorable- Due to employee change over
38	6410000	Office Supplies	2,868	Favorable- Shop supplies expected later in the year.
38	6472100	Equipment Repair & Maintenance Bus	10,680	Favorable- Repairs to buses expected December
38	6483000	Propane Transportation	(1,063)	Un-favorable- Due to higher cost of fuel grater than expected
38	6483105	Gasoline	11,464	Favorable-Cost of gasoline less than expected
38	6491000	Miscellaneous Write-offs	(5,000)	Unfavorable-property damage repairs
Total Explained Variances			72,481	

6100000 38	Salaries & Wages - Transportation	331,308	384,423	53,115
6140000 38	Employment Taxes - Transportation	31,861	39,723	7,862
6142000 38	Workers' Compensation - Transportation	27,061	31,909	4,848
6143000 38	Group Insurance - Medical - Transportati	26,074	30,382	4,308
6143300 38	Group Insurance - Dental - Transportatio	681	550	(131)
6143500 38	Group Insurance - Vision - Transportatio	325	407	82
6144000 38	401(k) Match - Transportation	6,264	8,854	2,590
6145000 38	Group Insurance - Life - Transportation	983	924	(59)
6146000 38	Long Term Disability Insurance - Transpo	825	1,078	253
6211000 38	Continuing Education - Transportation	60	800	740
6212000 38	Employee Exams - Transportation	2,125	2,629	504
6213100 38	Temporary Agency Fees - Transportation	15,215	0	(15,215)
6214000 38	Meals & Special Events - Transportation	89	110	21
6215000 38	Mileage - Transportation	6	110	104
6217000 38	Uniforms & Laundry - Transportation	8,173	6,787	(1,386)
6410000 38	Office Supplies - Transportation	4,469	7,337	2,868
6410005 38	Building Supplies - Transportation	51	462	411
6410010 38	Hospitality - Transportation	97	110	13
6410015 38	Computer Supplies - Transportation	0	110	110
6410020 38	Equipment Expense - Transportation	9	0	(9)
6410022 38	Tool Expense - Transportation	720	1,375	655
6410030 38	Printer / Copier Supplies - Transportati	112	110	(2)
6472000 38	Equipment Repair & Maintenance - Transpo	4,683	4,202	(481)
6472100 38	Equipment Repair & Maint - Minibus - Tra	22,221	32,901	10,680
6478000 38	Service Contracts - Transportation	3,216	2,875	(341)
6482000 38	Dues, Memberships & Books - Transportati	0	120	120
6483000 38	Propane - Transportation	2,108	1,045	(1,063)
6483100 38	Propane - Minibus - Transportation	20,383	20,163	(220)
6483105 38	Gasoline - Transportation	38,036	49,500	11,464
6484000 38	Permits & Licenses - Transportation	838	1,130	292
6491000 38	Miscellaneous Writeoffs - Transportation	5,000	0	(5,000)
Total Expenses		552,993	630,126	77,133
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	638,594	638,594	0
Total Cost Recovery		639,044	638,594	450
Off Budget Items				
Net Income / (Expense)		86,051	8,468	77,583