# SECURITY BUS & TRAFFIC COMMITTEE

## Agenda

Clubhouse Four
Wednesday, May 12, 2021
1:00 p.m.

To view the live SBT Committee meeting:

- Go to www.lwsb.com
- The tab will be active at 12:45 pm on the day of the meeting
- The live streaming uses YouTube live and terminates at the close of the meeting

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
   a. Introduction of Guests and Staff

      Susan Hopewell, GRF President
      Randy Ankeny, Executive Director
      Victor Rocha, Security Services Director
      Larry Norlander, Security Services Manager
      Grant Winford, Fleet Manager
      Corina Mancilla, Recording Secretary

   b. Rules of Order
   c. Chairs Report
4. **Shareholder/Member Comments** *(Limited to 3 minutes per person)*
5. **Approval of Minutes**
   a. Minutes of Regular Meeting, April 14, 2021 (pp. 1-5)
6. **Correspondence**
   a. One Item – LW Stickers in Rear Window (p. 6)
   b. One Item – Gates (p. 7)
   c. One Item – Off-Site/Bus Property (pp. 8-10)
7. **Staff Reports**
   a. Security Services Director (pp. 11-18)
   b. Fleet Manager (pp. 19-20)
   c. Executive Director
      a. Drainage Ditch Fencing – Outsourcing Surveillance Camera – Westminster

8. **Subcommittee Reports (N/A)**
9. **Unfinished Business**
    a. Gate Access System – Update
    b. Contracted/Off-site and On-site Bus Service
    c. License Plate Reader – addition to the gate access
    d. RFID – Phase II
    e. GPS Tracking
    f. Transportation – CBD Benefits/Education – Update
    g. California VW Mitigation Trust
10. **New Business**
    a. Staff Coverage – Thrash Location
    b. Staff – Cell Phone Use
    c. Marquee on Golden Rain Foundation and St. Andrews – Fact Finding
    d. Transportation Consultant (pp. 21-29)
    e. Bus Stop – Main Gate (p. 30)
11. **Governing Document**
    a. Adopt
    b. Amend
        **i.** 80-5145-3, Security Committee Charter (pp. 31-33)
    c. Rescind
    d. Review
12. **Future agenda items**
13. **President's Comments**
14. **Next Meeting**
    TBD
15. **Adjournment**

# SECURITY, BUS AND TRAFFIC COMMITTEE
# MINUTES
# April 14, 2021

The meeting of the Security, Bus and Traffic Committee was held on Wednesday, April 14, 2021 and was called to order at 1:00 p.m. by Chair Pratt, in Clubhouse Four and via Zoom.com, followedby the Pledge of Allegiance.

| | | |
|---|---|---|
| Present: | Mr. P. Pratt, Chair | Mr. L. Melody |
| | Mr. N. Massetti, Vice-Chair | Ms. P. Snowden Zoom |
| | Mr. T. Dodero | Mr. W. Thompson |
| | Ms. J. Isom – Zoom | Ms. S. Hopewell, Ex-Officio |

| | |
|---|---|
| Staff | Mr. R. Ankeny, Executive Director |
| And Guests: | Mr. V. Rocha, Security Services Director |
| | Mr. L. Norlander, Security Services Manager |
| | Mr. G. Winford, Fleet Manager |
| | Mrs. C. Mancilla, Recording Secretary |
| | Ms. C. Levine, GRF Representative, Mutual Ten |
| | Mr. P. Friedman, GRF Representative, Mutual Fifthteen |
| | Three Shareholders/Members |

Chair Pratt greeted and welcomed everyone to the Security, Bus and Traffic Committee meeting and introduced Foundation members, guests and staff.

**SECURITY, BUS AND TRAFFIC COMMITTEE MINUTES – 04/14/2021**

## CHAIR'S ANNOUNCEMENTS

Chair Pratt welcomed the Committee members, guests and staff, including GRF President, Susan Hopewell; Executive Director, Randy Ankeny; Security Services Director, Victor Rocha; Security Services Manager, Larry Norlander; Fleet Manager, Grant Winford and Recording Secretary, CorinaMancilla.

## SHAREHOLDER COMMENTS

One Shareholder/Member spoke at the time of the meeting.

Ms. Isom arrived at 1:05 p.m.

## APPROVAL OF MINUTES

The minutes of the March 10, 2021, regular meeting, were approved,as presented.

DRAFT

## CORRESPONDENCE

The Committee reviewed two pieces of correspondence, presented on the agenda.

## STAFF REPORTS

Security Services Director

The Security Services Director and the Security Services Manager provided the Security Report in various areas of the department.

Fleet Manager

The Fleet Manager provided the transportation report provided on the agenda.

Executive Director

The Executive Director provided information and updates throughout the meeting.

## SUBCOMMITTEE REPORTS (N/A)

## UNFINISHED BUSINESS

Gate Access System – Update

The Security Services Manager provided updated information on the gate access system, previously during staff reports.

Contracted/Off-site Bus Service

The Fleet Manager and Executive Director provided updated information on the contracted/Off-Sitebus service and was requested to bring additional information.

License Plate Reader – addition to the gate access

The Security Services Director provided information on license plate reader.

RFID – Phase II

The Security Services Director provided information on RFID – Phase II and was requested to bring additional information, at the next schedule meeting.

Chair Pratt called in for a fifteen-minute break at 2:35 p.m.

DRAFT

## NEW BUSINESS

GPS Tracking

The Fleet Manager provided information on the GPS Tracking.

Golf Carts – Driver's License

The Executive Director provided information on the golf carts driver's license.

Transportation – CBD Benefits/Education

The Fleet Manager provided information on transportation CBD Benefits and education.

After further discussion, Mr. Massetti MOTIONED, seconded by Mr. Thompson and carried unanimously by the Committee members–

> **TO** recommend to the GRF Board Community access to the King's Crew dispensary, contingent upon providing hours of operation and riding regulations for COVID restrictions.

California VW Mitigation Trust

The Fleet Manager and Executive Director provided information on the California VW Mitigation Trust.

## GOVERNING DOCUMENTS (N/A)

## PRESIDENT'S COMMENTS

President Hopewell provided information and updates throughout the meeting.

## FUTURE AGENDA ITEMS

The Committee concurred to add as future agenda items:

- Staff Coverage – Thrash Location
- 80-1930-1, Traffic – Rules
- 80-5580-1, Entry Passes – Rules
- 80-5580-3, Entry Passes - Procedures
- Staff – Cell Phone Use

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**ADJOURNMENT**

Chair Pratt adjourned the meeting at 3:53 p.m.

_____

Paul Pratt, Chair
SECURITY, BUS AND

TRAFFICcm 04.14.21

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# SECURITY, BUS & TRAFFIC COMMITTEE

**SUMMARY REPORT**
**Wednesday, April 14, 2021**
**1:00 p.m.**

| Action/Request | Person Resp. | Cmte. Referral | FC | BOD | Comments |
|---|---|---|---|---|---|
| **1. STAFF REPORTS: Security Services Director**<br>The Security Services Director and the Security Services Manager provided the Security Report in various areas of the department. | Recording Secretary | | | | |
| **2. UNFINISHED BUSINESS: Gate Access System**<br>The Security Services Manager provided updated information on the gate access system, previously during staff reports. | Recording Secretary | | | | |
| **3. UNFINISHED BUSINESS: Contracted/Off-site Bus Service**<br>The Fleet Manager and Executive Director provided updated information on the contracted/Off-Site bus service and was requested to bring additional information. | Fleet Manager | | | | |
| **4. UNFINISHED BUSINESS: RFID – Phase II**<br>The Security Services Director provided information on RFID – Phase II and was requested to bring additional information, at the next schedule meeting. | Security Services Director | | | | |
| **5. NEW BUSINESS: Transportation – CBD Benefits/Education**<br>The Committee moved to recommend to the GRF Board Community access to the King's Crew dispensary, contingent upon providing hours of operation and riding regulations for COVID restrictions. | Fleet Manager | | | | |
| **FUTURE AGENDA ITEMS:**<br>The Committee concurred to add future agenda items:<br>▪ Staff Coverage – Thrash Location<br>▪ Staff – Cell Phone Use<br>▪ 80-1930-1, Traffic – Rules<br>▪ 80-5580-1, Entry Passes – Rules<br>▪ 80-5580-3, Entry Passes - Procedures | | | | | **Recording Secretary** |

**From:** Dale Watkins
**Date:** April 19, 2021 at 1:56:15 PM PDT
**Subject: Re: LW Stickers in Rear Window**

Thank you, Steve! It raised points I hadn't considered, and probably others haven't either. I'll pass this around for others to also think about.
Dale

Sent from my iPhone

Below is an article regarding car rental companies removing their small identifying (rear and front) stickers from their rental cars because of criminal activity targeted toward the rental car driver. (This was a problem in the 90's, but no more since most companies have removed the identifying information.)

My next point is, my father-in-law (who lives in leisure world) has been targeted in the parking lot when he is out shopping around Seal Beach. He was approached at his car by a stranger, pretending to know him from LW, asking to borrow money but would repay him when they were next together at ... so and so get together... at LW. (My father-in-law sternly stated to the scammer "I don't know you" and then drove away.) I believe this attempted scam was only possible by seeing his identifying LW ID sticker on his front windshield.

I believe, by adding an additional LW sticker to one's back window, this will contribute to the continuation of this type of activity, if not increase it.

Additionally, since the sticker is now on the back window, a criminal can now identify you as a target while you are driving on the street or highway and follow you to your destination to attempt their next criminal act.

https://apnews.com/article/5637767051f9127879afeee72b39095c

Something to consider.

Steve

I personally spoke to Mr. Schulmeister today and thanked him for his insight and information regarding Security operations.

Victor

**Victor Rocha**
Security Services Director
Golden Rain Foundation
PO Box 2069, Seal Beach, CA 90740

☎ (562) 431-6586, ext. 371 | ✉ victorr@lwsb.com | ⓦ www.lwsb.com

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**From:** Heinz Schulmeister <
**Sent:** Monday, April 19, 2021 4:41 PM
**To:** Victor Rocha
**Cc:** Catherine Dailey ; Randy L. Ankeny <
**Subject:** Re: gates

The gates are still a mess. Too much nosy employees. No business of theirs who is coming to visit as long as there is a call in for a guest expected.  You always have cams going.

There is also still no connection between gates if guests come in on side gates.

The fact that guest passes are limited.to 4 is also rediculous.

The Uber/Lyft situation also has not changed.

You promised.last year changes were coming...hmmm guess you lied.

Here is what I think that should happen since we the stockholders are.paying for this.

1. There should be wifi throughout the entire LW, which there probably already is.
2. Each Unit should have a camera phone at the door connected to a cellphone.
3. At each entrance there should be gates and no attendees. There should be a dial pad to dial the unit that someone wishes to visit and the unit owner remotely opens gate.
3. There should be a separate entry gate for deliveries and tag holders. The gates should automatically open when reading the tag.

You will argue a backlog will be created with gate opening and closing. I believe there should be at least 5 gates at the main and 2 each on the sides. Remove the building at main gate.Sincerely,

Heinz Schulmeister

RECEIVED
APR 19 2021
By Admin

April 16, 2021

Dear Mr. Ankeny,

I attended the Security, Bus and Transportation Committee meeting on Wednesday 4/14/2021 and am delighted to hear that you and members of the GRF staff are resuming talks with the City of Seal Beach to restore the City's provision of the five-day/week Shopping Shuttle to the Rossmore Shopping Center.

The Shopping Shuttle is a far superior means of accommodating our transportation needs than phoning in for a taxi reservation 24 hours in advance of need, which frequently cannot be anticipated. I understand it is tiresome to hear complaints, but without the information you would not know- so I'll tell you that oftentimes the taxi is unreliable. On several occasions, when I've been waiting for the taxi and they're 20-30 minutes late, I've called into the Reservation Desk and have been told that the dispatcher is "still trying to locate an available taxi".

If we miss our taxi ride back home, we cannot find a public phone to find another means back. Public phones have vanished. Many of us have a hearing loss and/or low vision and do not carry a mobile phone in order to find another way to get back to LW.

Additionally, during Wednesday's meeting the Committee said GRF will be putting a Transportation Survey in the LW Weekly newspaper. This will, undoubtedly, get a fuller response than the mailers that the City sent out last year via USPS.

When Iris Lee sent out a survey to users of the taxi service now in place, she was only able to reach those for whom she had their home address, not all users of the Shuttle Service when it was in operation, so the results do not fully reflect those of us who have used the Shopping Shuttle, hence the results of the survey are inaccurate. The probability is that placing the Survey in the LW Weekly will result in a valid reflection of our needs if the reply can be easily and economically returned to GRF.

Mr. Ankeny, thank you for your interest in helping to restore our Senior Shuttle Transportation service, and thank you also for inviting comments and thoughts on this matter.

During the summer, I corresponded with our representative on the City Council, Thomas Moore, and the City's Assistant Manager, Patrick Gallegos, about the City's withdrawal of the Senior Shuttle Transportation shopping bus that operated on a regular fixed schedule Mondays through Fridays, from 8:00 a.m. to 4:30 p.m. for many, many years.

LW residents that used the shopping shuttle service were dependent on its regular hours of service and avidly used by those of us who have no other means of transportation,

have a disability, and/or no longer drive, to safely get to and from the Rossmore Shopping Center. As our Executive Director, you may be aware that the need for this service, as is currently provided, remains deficient.

*Mr. Ankeny, many of us structured our lives around its steady/predicable schedule and availability in order to responsibly manage the business of living: standard grocery shopping, getting a haircut, Target, buying a pair of shoes, the UPS store, the cleaners/tailor, Amazon returns at Kohl's, the public library, shopping at four department stores, the Pet store, The Senior Center, the dentist, pharmacies, and/or medical appointments.... far more establishments than groceries alone.*

*Additionally, and importantly, if we become weak or become ill during the shopping time out, we cannot wait until the time reserved for our return trip. If/when this happened with the shuttle service operating on their regular/steady/reliable schedule, we would be able to take the next bus back to LW and are not restrained by a reservation having been made the prior day.*

We need the structured predictability and reliability of the same days/hours and stops of the Senior Shuttle Transportation as was in place for many, many years and worked exceptionally well... you heard no complaints then.

Filtered as the funding may be, this service is paid for and designated for senior transportation that *best meets our needs.* What the City has put in place, as discussed, fails in this respect. We want the reliability of the same days/hours and stops of the Senior Shopping Shuttle as was in place for many, years, Monday – Friday, 8:00 – 4:30.

Furthermore, and an important consideration: I've spoken with some users of the shuttle service who have said that they would dare not say they are dissatisfied with what is in place because they have been trained not to express dissatisfaction or "complain". I've encouraged them to give a direct and honest reflection of the effect no longer having the Senior Transportation Shuttle is having, but they've steadfastly refused to because it would appear to be complaining and this is "prohibited".

Please advise what GRF is doing to help mitigate the hardship and restore the Senior Shuttle Transportation service. Please provide an update of activities since the cessation of the Senior Shuttle Transportation service, and please provide a timeline of when we may expect the shuttle service to resume.

For your information, I am copying our representative on the City Council, Thomas Moore, and the Assistant City Manager, Patrick Gallegos, on this matter. Nothing herein will be new to them inasmuch as I've covered it in earlier correspondence. Activities have been delayed because of the COVID-19 pandemic and vaccination activities. It is now time to move on to meet the needs for Shareholders who need the Senior Shopping Shuttle.

Once again Mr. Ankeny, I thank you for inviting thoughts and comments on this matter. A lot has been put into this letter and I sincerely thank you for your time, attention and courtesy in working your way through it and helping to restore the Senior Transportation Shuttle.

Sincerely and most respectfully submitted,

Shelley Middleton
M15
Seal Beach Leisure World

cc: Thomas Moore
Patrick Gallegos

**April 29, 2021**

**Security Department Staff Report for the**
**Security, Bus, and Traffic Committee Meeting on Wednesday, May 12, 2021**

***Report Completed by:*** **Victor Rocha, Security Services Director**
**********

## Visitor Access System

Fortunately, the significant prior issues with communication between computers, IPads, and our system have been resolved. Soft opening for the system is Monday, May 3, at noon. We will be using a 'hybrid' system for at least a week to ensure that if there are any technical issues with the new system that we have the current system in place.

## Access Control Program - Second Phase

The RFP for the second phase of the access control program was shared with the committee on April 14, 2021. There were structural changes the committee suggested should be included in the RFP.

As I was enhancing the RFP to the Committee's specifications, the Chairman of the SBT Committee stated that he had reservations regarding an RFID program, with most issues centering on the substantial cost of the program. The Chairman shared a possible new direction may involve License Plate Readers (LPR's) and video capture. I will investigate this new avenue regarding access control and report back to the Committee at the June SBT meeting.

## De-Escalation Training for GRF Employees

The De-escalation power point presentation for GRF employees has been sent to GRF President Ms. Susan Hopewell for review by the Executive Committee.

## Security Department Statistics

A recap of the latest statistics regarding Security Department operations for the month of April through April 28, 2021 is attached to this report.

The last two days of April were not reported due to the fact all information for the SBT Committee Meeting was due on April 29, 2021. I will send by e-mail to all SBT Committee members a completed monthly recap on May 3, 2021.

# Budget Variance Report - March, 2021
# Security - CC 837

| GL Code | Account Description | | Variance | Explanation |
|---|---|---|---|---|
| 6100000 | Salaries & Wages | $ | 15,660 | **Favorable**: reduction of overtime due to full staff |
| 6143000 | Group Insurance - Medical | $ | 15,489 | Favorable: Significant number of full time staff refusing GRF benefits |
| 62131000 | Independent Contractor Fees | $ | 8,950 | **Favorable:** Monitoring hours, ensuring no overtime. |
| 6482000 | Dues, Memberships, and Books | $ | 1,800 | **Favorable:** Limiting spending in this area. |
| | **Total Explained Variances** | **$** | **41,899** | **of $53,998** |

## Security Incident Recap
## APRIL 2021

**LWSB Community Recap** **THROUGH APRIL 28, 2021**

| *Type of Incident* | *Number of Incidents Through April 28, 2021 (28 Days)* | *Number of Incidents March 2021 (31 Days)* |
|---|---|---|
| Paramedic calls | **142** ***(Avg 5.1 per day)*** | **151** ***(Avg 4.9 per day)*** |
| Theft | **3** | **15** |
| Vandalism | **1** | **6** |
| Traffic Incidents | **3** | **7** |
| Death Investigations | **6** | **8** |
| Lost Residents | **4** | **5** |
| Injury | **9** | **14** |
| Noise Complaints | **22** | **14** |
| Fire | **2** | **3** |
| Dog/Pet Complaints | **1** | **1** |
| **Grand Totals** | **193** | **224** |

## FIRE

| Date | Time | Mutual | Additional Information |
|---|---|---|---|
| 4/18 | 9:36 AM | 2 | Pan left on stove, smoke only, no fire |
| 4/20 | 5:54 PM | 5 | Skillet left on stove, burned stove top, no other damage |

## THEFT

| Date | Time | Mutual | Additional Information |
|---|---|---|---|
| 4/2 | 9:14 AM | 12 | Resident stated her shopping cart was stolen – Security found cart next to her vehicle |
| 4/3 | 11:28 AM | 11 | Resident stated flowers were removed from her patio – Security found flowers on the patio. |
| 4/7 | 3:19 PM | Golf Course | Resident's electric scooter could not be found after a round of golf. |
| 4/14 | 4:40 PM | 6 | Resident stated an orange flag was taken off of her go-cart |
| 4/14 | 3:11 PM | 12 | Guest pass was taken out of a visitor's vehicle |
| 4/15 | 1:30 PM | 7 | Resident stated his barber tools were stolen on January 1, 2021. |
| 4/18 | 2:00 PM | 3 | On-going resident complaint of people entering her house and removing items, no items taken. |
| 4/25 | 2:58 PM | 5 | On-going resident complaint of people entering her house and removing items. |
| 4/26 | 11:42 AM | 1 | Rubbermaid cabinet pried open |

## VANDALISM

| Date | Time | Mutual | Additional Information |
|---|---|---|---|
| 4/20 | 7:19 PM | CH 2 | Caller stated someone was cutting down the flag pole – No one found upon arrival, no evidence of vandalism |

## DOG / PET COMPLAINTS

| Date | Time | Mutual | Additional Information |
|---|---|---|---|
| 4/1 | 10:08 AM | 1 | Resident stated dog barking for over two hours near his residence. No dog or noise detected |

## TRAFFIC INCIDENTS

| Date | Time | Mutual | Additional Information |
|---|---|---|---|
| 4/14 | 4:45 PM | Thunderbird at Golden Rain | Resident's vehicle struck parked vehicle on the rear bumper |
| 4/15 | 2:45 PM | St. Andrews and Golden Rain | Resident stated fire department struck her driver side mirror and did not stop |
| 4/25 | 12:58 PM | 5 | Vehicle struck corner of carport area |

## NOISE COMPLAINTS

| Date | Time | Mutual | Additional Information |
|---|---|---|---|
| 4/2 | 7:00 PM | 3 | Resident stated next door resident slams screen door all day long – no noise detected |
| 4/2 | 5:40 AM | 3 | On-going issue with resident stating loud TV playing next door – no noise detected |
| 4/3 | 11:04 PM | 10 | Resident stating next door resident constantly making noise – SBPD at scene, no noises detected |
| 4/3 | 11:24 PM | 3 | On-going issue with resident stating loud TV playing next door – no noise detected |
| 4/6 | 11:00 AM | 2 | Resident complained of construction noise – Security advised neighbor of noise levels |
| 4/6 | 1:45 AM | 2 | Resident complained of banging noises from a neighbor's unit – no noise detected |
| 4/10 | 2:46 PM | 2 | Resident complained of construction noise – no noise detected |
| 4/14 | 8:37 PM | 6 | Resident complained of loud guitar – other resident lowered volume |
| 4/16 | 9:25 PM | 1 | On-going resident complaint of noise issues |
| 4/16 | 12:49 PM | 1 | Complaint of loud noise – no noise detected |
| 4/17 | 7:10 AM | 1 | Complaint of loud music – no noise detected. |

| | | | |
|---|---|---|---|
| 4/18 | 1:50 PM | 9 | No noise detected |
| 4/19 | 4:16 PM | 9 | Resident reminded of the time construction is allowed. |
| 4/21 | 10:40 AM | 4 | O-going neighbor dispute regarding noise and visitor to neighbor's unit. |
| 4/22 | 6:52 PM | 10 | Resident stated she heard a loud banging sound – no noise detected. |
| 4/22 | 11:20 AM | 6 | Resident complained her neighbor yells at all hours of the day – no noise detected, neighbor denies making noise |
| 4/22 | 7:20 PM | 10 | On-going noise complaint, called out twice within two hours – no noise detected |
| 4/24 | 5:10 PM | 15 | Music detected from another Mutual – no noise violation |
| 4/24 | 12:37 AM | 10 | On-going resident complaint about noise – resident stated that there is someone hiding behind the refrigerator sawing wood – no one or noise detected. |
| 4/24 | 11:21 PM | 2 | On-going complaint regarding banging noises from neighbor's residence – no noise detected |
| 4/26 | 2:24 AM | 7 | On-going complaint regarding noise from neighbor's residence – no noise detected |
| 4/27 | 10:27 PM | 5 | Resident stated she heard noises outside her residence – no noise detected |

## OTHER INCIDENTS

| ***Date*** | ***Time*** | ***Mutual*** | ***Type of Incident*** | ***Information*** |
|---|---|---|---|---|
| 4/1 | 12:45 PM | 10 | Injury | Non-resident found on the ground by a resident. Person transported to LAMC. |
| 4/2 | 3:30 PM | 5 | Resident Dispute | Resident confronts a new resident stating they have no lawful business in the unit. SBPD notified, new resident has ownership of the unit. |
| 4/3 | 10:42 PM | 8 | Resident Complaint | On-going complaint of resident stating that people are spying on her – no suspects found |
| 4/4 | 7:30 AM | 4 | Resident Dispute | Driver and bicyclist engage in a verbal altercation regarding rules of the road |
| 4/6 | 11:47 AM | 6 | Resident Dispute with Contractor | Resident stated contractor was not protecting her vehicle while contactor was conducting work in carport. |

| | | | | |
|---|---|---|---|---|
| 4/7 | 1:37 PM | Front Gate | Trespasser | Non-resident attempted to enter community – escorted off property without incident |
| 4/8 | 10:20 AM | Golf Course | Injury | Resident fell when retrieving golf ball-transported to LAMC |
| 4/10 | 12:05 PM | Car Wash Area | Verbal Altercation | Resident involved in a verbal altercation another at the car wash. |
| 4/10 | 9:15 AM | 11 | Resident Complaint | On-going resident complaint regarding issues with her neighbors |
| 4/11 | 8:39 AM | 11 | Lost Resident | Resident taken home |
| 4/11 | 11:25 AM | 6 | Injury | Resident tripped while walking – no transport required |
| 4/12 | 3:10 PM | 11 | Lost Resident | Resident found and returned to unit. |
| 4/12 | 2:27 PM | 17 | Injury | Resident fell while using walker – transported to LAMC |
| 4/14 | 9:42 AM | 9 | Injury | Resident fell off her scooter |
| 4/14 | 4:30 PM | 15 | Injury | Lift and assist only |
| 4/14 | 12:46 AM | 2 | Lost Resident | Resident escorted safely home |
| 4/15 | 7:15 PM | 14 | Lost Resident | Resident returned safely home |
| 4/16 | 12:49 PM | 1 | Resident Complaint | Resident stated someone entered her vehicle and cleaned the inside. |
| 4/16 | 1:20 PM | 2 | Broken Window | Resident observed a broken window of a neighbor's unit. Neighbor contacted. |
| 4/18 | 9:15 PM | 16 | Harassment | Mutual Director reported verbal harassment by neighbor |
| 4/18 | 4:40 AM | 3 | Visitor Sleeping in Vehicle | Visitor visiting grandfather sleeping in his van – advised no sleeping allowed in vehicle, visitor complied. |
| 4/18 | 11:15 AM | 1 | Injury | Resident fell – taken to hospital |
| 4/20 | 5:05 PM | 15 | Illegal Dumping | Furniture left at trash dumpster |
| 4/20 | 7:19 PM | 11 | Neighbor Issue | Resident reported neighbor's BBQ was too close to neighbor's unit. BBQ not in operation, advised neighbor about safe cooking |
| 4/20 | 7:58 PM | 15 | Animal Control Issue | Resident reported bird in the elevator shaft |

| | | | | |
|---|---|---|---|---|
| 4/20 | 9:50 PM | Health Care Center | Person Sleeping | Anonymous call stating someone was sleeping on the bench in front of the health care center – full perimeter search found no one. |
| 4/22 | 6:45 PM | 7 | Resident with Weapon | Three residents report another resident with gun in hand wanted to shoot a coyote. SBPD called, no suspect found |
| 4/23 | 1:55 PM | 17 | Odor Detected | Unusual smell detected – no Security/emergency issue |
| 4/23 | 2:49 PM | 8 | Injury | Resident fell while exiting his vehicle – Transported to LAMC |
| 4/23 | 12:28 PM | 2 | Lost Resident | Resident reported another resident was lost and out of breath – taken to LAMC |
| 4/24 | 1:15 AM | 11 | Missing Person | Non-LW resident believed to be lost in LW. Police called, person not found. |
| 4/25 | 12:55 PM | 2 | Resident Painting Vehicle | Resident painting vehicle in carport – advised Mutual President |
| 4/25 | 7:25 PM | 11 | Resident Verbal Abuse Towards GRF Employee | Resident with prior history of verbal abuse uses obscene language toward GRF employee |
| 4/27 | 10:20 AM | 3 | Injury | Resident tripped on rain gutter – no transport |
| 4/27 | 2:55 PM | RV Lot | Damaged Solar Panels | Resident reported solar panels cracked |
| 4/27 | 8:37 PM | 10 | Resident Dispute | Residents in dispute regarding driving |
| 4/28 | 6:05 PM | 1 | Missing Person | Resident reported his granddaughter missing – granddaughter at home safe |
| 4/28 | 7:06 AM | 2 | Unauthorized Person in Unit | Unit vacant – no one found inside |

# Budget Variance Report - March 2021

## Security Bus & Traffic - CC ## 838

**For Cost Center 838 there is a favorable variance of $9,996 through the month of March 2021 The major variance is due to the following:**

| CC | GL Code | Account Description | Variance | Explanation |
|---|---|---|---|---|
| 838 | 6472000 | Equipment Repair & Maintenance Trans | (1,239) | Unfavorable-Unexpected repairs to fleet |
| 838 | 6472100 | Equipment Repair & Maintenance Bus | 4,963 | Favorable- Repairs to buses less than expected |
| 838 | 6483100 | Propane Mini bus | 4,011 | Favorable-Less usage than budget |
| | | Total Explained Variances | 7,735 | of $9,996 |

| Acct # | Description | Y-T-D Actual | Y-T-D Budget | Budget Variance |
|---|---|---|---|---|
| | Expenses - Transportation | | | |
| | Salaries & Wages Transportation | 93,995 | 93,328 | (667) |
| | Employment Taxes Transportation | 9,215 | 9,261 | 46 |
| 6142000 838 | Workers' Compensation - Transportation | 4,495 | 5,463 | 968 |
| | Group Ins - Medical Transportation | 3,953 | 4,737 | 784 |
| 6143300 838 | Group Insurance - Dental - Transportatio | 148 | 168 | 20 |
| 6143500 838 | Group Insurance - Vision - Transportatio | 98 | 111 | 13 |
| 6144000 838 | 401(k) Match - Transportation | 1,514 | 1,396 | (118) |
| 6145000 838 | Group Insurance - Life - Transportation | 234 | 267 | 33 |
| 6146000 838 | Long Term Disability Insurance - Transpo | 205 | 312 | 107 |
| 6212000 838 | Employee Exams - Transportation | 491 | 0 | (491) |
| 6214000 838 | Meals & Special Events - Transportation | 0 | 30 | 30 |
| 6215000 838 | Mileage - Transportation | 0 | 30 | 30 |
| 6217000 838 | Uniforms & Laundry - Transportation | 679 | 924 | 245 |
| 6410000 838 | Office Supplies - Transportation | 1,103 | 1,626 | 523 |
| 6410005 838 | Building Supplies - Transportation | 0 | 30 | 30 |
| 6410010 838 | Hospitality - Transportation | 72 | 102 | 30 |
| 6410015 838 | Computer Supplies - Transportation | 0 | 60 | 60 |
| 6410020 838 | Equipment Expense - Transportation | 421 | 0 | (421) |
| 6410022 838 | Tool Expense - Transportation | 473 | 375 | (98) |
| 6410030 838 | Printer / Copier Supplies - Transportati | 0 | 30 | 30 |
| 6472000 838 | Equipment Repair & Maintenance - Transpo | 2,865 | 1,626 | (1,239) |
| 6472100 838 | Equipment Repair & Maint - Minibus - Tra | 620 | 5,583 | 4,963 |
| 6478000 838 | Service Contracts - Transportation | 310 | 465 | 155 |
| 6482000 838 | Dues, Memberships & Books - Transportati | 0 | 0 | 0 |
| 6483000 838 | Propane - Transportation | 0 | 750 | 750 |
| 6483100 838 | Propane - Minibus - Transportation | 1,104 | 5,115 | 4,011 |
| 6483105 838 | Gasoline - Transportation | 12,079 | 12,082 | 3 |
| 6484000 838 | Permits & Licenses - Transportation | 0 | 0 | 0 |
| 6911500 838 | Inventory Over / Short - Transporation | (200) | 0 | 200 |
| | Total Expenses | 133,875 | 143,871 | 9,996 |
| 5330000 838 | Income / Refund from Mutuals - Transport | 144,984 | 144,984 | 0 |
| | Total Cost Recovery | 144,984 | 144,984 | 0 |
| | Off Budget Items | | | |
| | Net Income / (Expense) | 11,109 | 1,113 | 9,996 |

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

# SECURITY, BUS & TRAFFIC COMMITTEE

**TO:** SECURITY, BUS AND TRAFFIC COMMITTEE

**FROM:** GRANT WINFORD, FLEET MANAGER

**SUBJECT**: MINIBUS MONTHLY REPORT MARCH 2021

**DATE:** MAY 12, 2021

**CC:** FILE

**MARCH 2021 TOTAL PASSENGER 2309**

**MARCH 2020 TOTAL PASSENGER 2722**

## PASSENGER TOTALS FOR WEEKDAY ROUTES FOR THE MONTH

| A-BUS | B-BUS | C-BUS | D-BUS | E-BUS | CALL INS |
|---|---|---|---|---|---|
| 352 | 388 | 383 | 348 | 241 | |

## PASSENGER AVERAGE FOR WEEKDAY ROUTES FOR THE MONTH

| A-BUS | B-BUS | C-BUS | D-BUS | E-BUS | CALL-INS |
|---|---|---|---|---|---|
| 15 | 17 | 17 | 15 | 10 | |

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

| D-BUS | E-BUS |
|---|---|
| 121 / 15 | 101 / 13 |

THE ACCESS W/C BUS MADE **355** ONE WAY TRIPS IN THE MONTH OF MARCH. THE ACCESS BUS PICKED UP **375** PASSENGERS IN THE MONTH OF MARCH.

## Armen D. Hovanessian

***Armen David Hovanessian*** is the Chief Executive Officer and the managing director of Armen Hovanessian Transportation Consulting (AHTC, Inc.). Mr. Hovanessian is a professional Transportation Engineer with over 33 years of experience in the public and private sectors with extensive experience in transportation planning, traffic operations, transit planning and transit operations.

Mr. Hovanessian brings extensive experience and knowledge to AHTC as former Senior Transportation Engineer in charge of Transportation Planning and Development Review Division of City of Los Angeles, Department of Transportation (DOT), for San Fernando Valley, he managed transportation planning functions including the review and approval of various traffic impact studies for small and large scale residential, commercial, mixed use and master planned projects, worked with developers, traffic consultants, lobbyists and land use and CEQA attorneys to develop project related mitigation measures for traffic improvements, represented DOT at public hearings, City Planning Commission, Transportation Committee and the City Council, worked extensively with elected officials and community groups.

Mr. Hovanessian played a critical role in the planning, draft, and adoption of the Warner Center Specific Plan (WCSP) including the development of the traffic model, the transportation improvement program (TIP) and the transportation improvement mobility fee. The TIP was comprised of evaluating 152 intersections resulting in conceptual design improvement plans at 52 intersections. The improvements included enhanced traffic signal operation for pedestrian safety, street geometric design for double left-turn lanes with landscaped median islands and mixed flow traffic optimization for transit vehicles. WCSP is intended to spur job growth and economic development to strengthen City's sustainable Community Strategy and streamline project permit application and approval process.

As Division Head for DOT's On-Street Parking, he managed a team of 55 professional, administrative, and technical personnel with annual budget of $20 million. He managed citywide program for new parking meter hours of operations and rates program, assessed new technologies and oversaw maintenance and repair for over 40,000 parking meters and managed permit parking program which consists of preferential, overnight, and oversize parking within the City.

As District Engineer for City of Los Angeles, Hollywood-Wilshire District, he managed and supervised traffic operations functions for the installation of new and maintenance of existing

### KEY SKILLS

CEQA Compliance Traffic Impact Study

Parking design and internal circulation

Parking Occupancy and Duration Studies

Roadway Stripping Design

Traffic Signal Design

Bicycle and Pedestrian Safely

Traffic Calming Improvements

Transit Planning

Transit Operations

Safe Route to School

Public Outreach

Draft RFP, Review Responses & Contract Negotiation

### EDUCATION

1984 Bachelor of Science Civil Engineering, University of Southern California

### REGISTRATION

Professional Engineer CA. Civil - No. 53317

Professional Traffic Engineer, CA, Traffic - No. 1743

### CERTIFICATION

Professional Traffic Operation Engineer

### CONTACT INFORMATION

Armen D. Hovanessian
6520 Platt Avenue, Suite 923
West Hills, CA 91307
Phone: 818-438-2253
Armen@ ahtraffic.com
www.ahtraffic.com

traffic control devices to improve and facilitate the safe and efficient movement of pedestrian, motorized and non-motorized vehicular traffic. He represented DOT in community forums to provide technical support for community outreach efforts.

As Supervising Transportation Planner for City of Los Angeles, Transit Programs, he was responsible for development, implementation, and administration of the SMART SHUTTLE demonstration program in the City of Los Angeles with a budget of more than $11 million. He was responsible for administration of COMMUTER EXPRESS and DASH transit services with an annual budget of more than $12 million and 140 contracted employees. He represented the City of Los Angeles in numerous meetings with County, State and Federal government agencies. And he was responsible for preparation of Request for Proposals for city transit contracts and contract negotiations with private operators for the operation of transit services. He negotiated the procurement of transit vehicles registering fare boxes and various equipment and established operating policies and guidelines to ensure service quality, security, and passenger satisfaction.

**KEY SKILLS**

CEQA Compliance Traffic Impact Study

Parking design and internal circulation

Parking Occupancy and Duration Studies

Roadway Stripping Design

Traffic Signal Design

Bicycle and Pedestrian Safely

Traffic Calming Improvements

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Phone: 818-438-2253
Armen@ ahtraffic.com
www.ahtraffic.com

covid19.ca.gov/safer-economy/

**Why can some activities and businesses open while others have to stay closed?**

Activities and businesses that have a lower risk of spreading COVID-19 are allowed to open sooner. Higher-risk activities or businesses aren't allowed until later tiers. An activity or business's tier depends on whether it can:

- Accommodate mask wearing at all times (for example, eating and drinking requires removing masks)
- Allow physical distance between individuals from different households
- Limit the number of people per square foot
- Limit time that an individual is at the business or activity
- Limit time of exposure
- Limit mixing of people from different households
- Limit amount of physical interactions of visitors/patrons
- Increase airflow (such as operating outdoors or opening windows and doors)
- Limit activities that are known to increase virus spread (like singing, shouting and heavy breathing)

**What happens if my county's case rate and positivity measures fall into two different tiers?**

If a county's case rate and positivity rate fall into different tiers, the county remains in the stricter tier.

ahtraffic.com/our-firm.html

(818) 697-6626 contact@ahtraffic.com

**ARMEN HOVANESSIAN**
**TRANSPORTATION CONSULTING, Inc.**

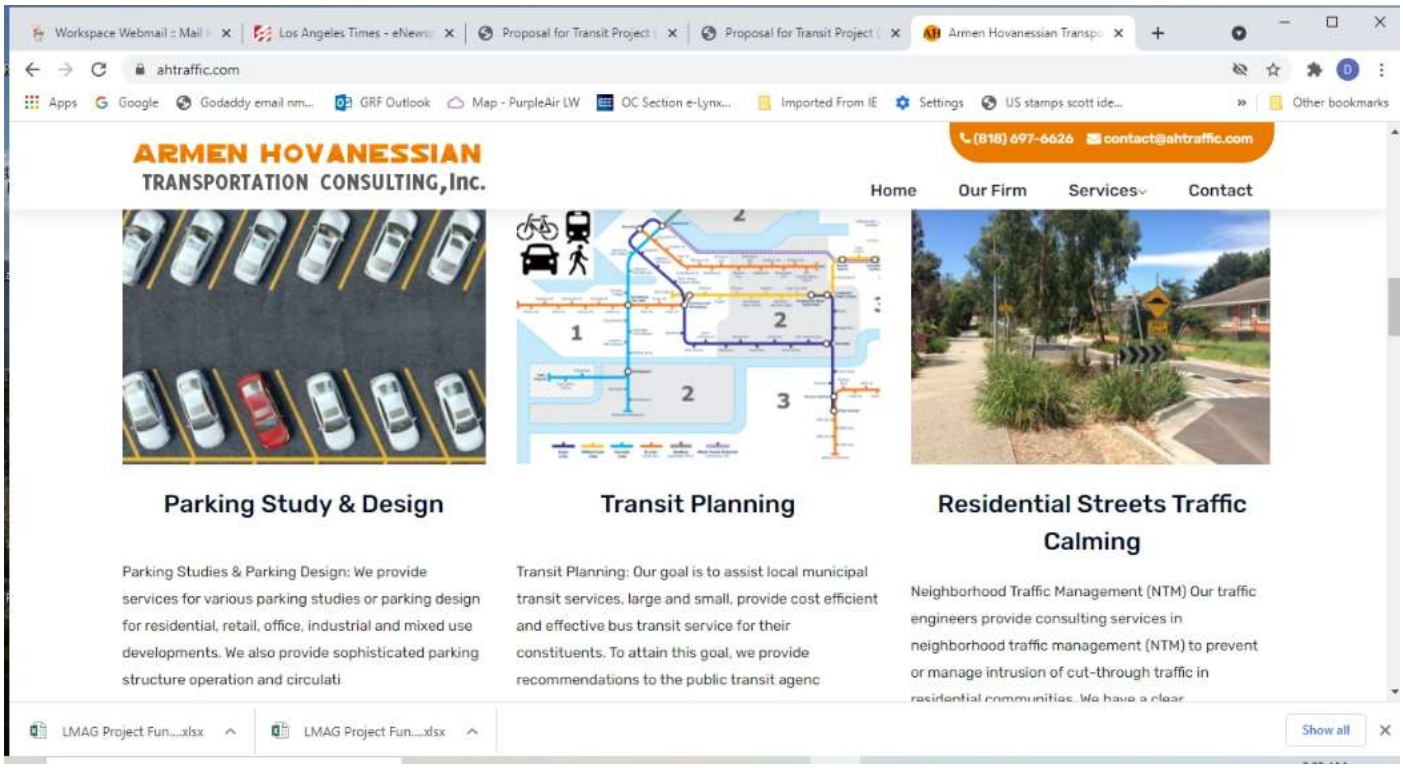
Home Our Firm Services Contact

Armen Hovanessian Transportation Consulting, Inc. is a privately owned professional Transportation Engineering and Planning firm based in Los Angeles, California. Our engineers and planners have a wealth of valuable and extensive knowledge of the regulatory requirements by governmental agencies at city, county and state levels. We strategically analyze project related issues and develop solutions that are practical and effective in obtaining project approval.

Our firm offers a comprehensive menu of services, listed below:

- Traffic Engineering Design and Operation
- Traffic Study for Development Projects
- Transportation studies
- Transit planning
- Bicycle plan management and implementation
- Parking Studies and design
- Site Access and Circulation Evaluations
- Residential streets traffic calming plans
- Transportation Modeling
- Transportation Demand Management (TDM) Plans
- Mobility Hub

We specifically focus on providing cost effective service by specifically selecting the right mix of experts for each project. Every project is assigned to a Principal-in-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ARMEN HOVANESSIAN
TRANSPORTATION CONSULTING, Inc.
(818) 697-6626
contact@ahtraffic.com
Home
Our Firm
Services
Contact
Parking Study & Design
Parking Studies & Parking Design: We provide services for various parking studies or parking design for residential, retail, office, industrial and mixed use developments. We also provide sophisticated parking structure operation and circulati
Transit Planning
Transit Planning: Our goal is to assist local municipal transit services, large and small, provide cost efficient and effective bus transit service for their constituents. To attain this goal, we provide recommendations to the public transit agenc
Residential Streets Traffic Calming
Neighborhood Traffic Management (NTM) Our traffic engineers provide consulting services in neighborhood traffic management (NTM) to prevent or manage intrusion of cut-through traffic in
LMAG Project Fun....xlsx
LMAG Project Fun....xlsx
Show all

ARMEN HOVANESSIAN
TRANSPORTATION CONSULTING

**6520 Platt Avenue, #923**
**West Hills, CA 91307**
**(818) 438-2253**
**armen@ahtraffic.com**

April 16, 2021

Mr. Nick Massetti

**Project: Proposal for Needs Assessment Study for Leisure World Seal Beach Internal Transit Operation**

As requested, Armen Hovanessian Transportation Consulting, AHTC Inc. (AHTC), has prepared a proposal to conduct a Needs Assessment Study for Leisure World (Seal Beach) Internal Transit Operation.

Based on our preliminary understanding of the proposed project and the information provided, the project consists of the following:

- **Evaluate the existing internal transit operation**
- **Make recommendations on alternatives to provide the internal transit services**
- **Make recommendations to improve efficiency of internal transit services**
- **Make recommendations to reduce cost overall cost of transit services**

**Proposed Fees:**

The proposed fees for the tasks listed in Exhibit A are shown in Exhibit B. The proposed fees are estimates and may increase or decrease based on changes required by the Client. Any deviations, modifications or additions to the project scope will be subject to your approval.

**Meeting Participation & Correspondence:**

AHTC staff will participate, in person or via teleconference, in all necessary meetings. An estimated meeting budget is included in Exhibit B. Time spent in meetings and/or correspondence, as shown in Exhibit B, will be charged in 15-minute increments. Any additional time spent on meetings and/or correspondence beyond the estimated hours in Exhibit B will be charged at the Hourly Rates as shown in Schedule of Fees in Exhibit B. Anticipated meetings are listed below:

- Meetings with the Client
- Meetings with the transit staff
- Meetings with Board members

**INVOICING:**

Invoices will be submitted based on the payment plan shown below:

1. Client will pay retainer fee upon issuance of Notice to Proceed.
2. AHTC will invoice the Client on monthly basis for the services provided, as outlined in Exhibit A, during the previous month, according to the pricing set forth in Exhibit B. AHTC will maintain adequate records to support hours claimed and will make such records available to the Client.
3. Meeting fees will be charged based on the hourly rates, and the estimated meeting budget as set forth in Exhibit B.

Upon receiving a Notice to Proceed and the payment for retainer, AHTC will commence services as outlined in Exhibit A and will coordinate with you and the project team to ensure on time preparation and submittal of all documents to the City. The invoices are payable upon receipt. A late fee of 1.5% per month will be added after 30 days of the invoice date. This proposal is valid for 30 days.

AHTC has been involved in numerous residential, mixed use, commercial development projects as well as transit operation and planning projects.

I am looking forward to work with your team on this project. Please contact me if you have any questions.

Sincerely,

Armen Hovanessian

Armen D. Hovanessian, Principal, P.E., T.E., PTOE
armen@ahtraffic.com
(818) 438-2253

**Exhibit A - Project Scope of**
**April 16, 2021**

**Scope of Services**

**Task 1 consists of the following:**

- Evaluate the existing internal transit operation based on provided data by the Client
- Make preliminary recommendations on alternatives to provide the internal transit services
- Make preliminary recommendations to improve efficiency of internal transit services
- Make preliminary recommendations to reduce cost overall cost of transit services

**Task 2**: Participate in meetings or conference calls with the Client, transit staff, and Board members and prepare project related correspondence for preliminary recommendations.

**Exhibit B – Cost Estimate & Proposed Fees**
**April 16, 2021**

**Project Proposal Cost Estimate for Tasks 1 and 2**

| Armen Hovanessian Transportation Consulting, AHTC Inc.<br>Total Estimated Project Proposal | |
|---|---|
| Tasks 1 - Estimated 26 Hours | $6,500 |
| Task 2 - Estimated 4 Hours | $1,000 |
| **Total*** | **$7,500** |

| Armen Hovanessian Transportation Consulting, AHTC Inc.<br>Schedule of Fees | |
|---|---|
| Classification | Hourly Rate |
| Armen Hovanessian, Principal | $250 |
| Meeting & Conference Calls more than the estimated 4 hours will be billed at the hourly rate per hour at 15-minute increments | |
| *A 7 % Overhead fee will be added to all invoices for insurance, travel, parking, printing, and miscellaneous expenses. This estimate does not include review fees to be paid to the City. | |

**Proposal Acceptance and Notice to Proceed:**

To: Armen Hovanessian Transportation Consulting, AHTC Inc.

**Transportation Engineering/Planning Consulting Services**

Please consider this as a Notice to Proceed to Armen Hovanessian Transportation Consulting, AHTC Inc., to provide professional transportation engineering/planning services for in accordance with the scope of services outlined in the attached Proposal dated April 16, 2021 (proposed scope of services and proposed fees are shown in **Exhibits A and B** of the proposal). A payment of **$2,500** as retainer is also enclosed. The retainer payment will be deducted from the last project invoice.

The signature below indicates acceptance of this proposal, and the proposed fees.

Approved By:

Signature _____

Name: _____

Date: _____

ARMEN HOVANESSIAN
TRANSPORTATION CONSULTING

# INVOICE

**Date:** April 16, 2021
**Invoice #:** 1
**For:**
**Bill To:**

Armen Hovanessian Transportation Consulting, AHTC Inc.
**6520 Platt Avenue, #923**
**West Hills, CA 91307**
Phone: (818) 438-2253
Email: contact@ahtraffic.com

nick@nickmassetti.com

| DESCRIPTION | AMOUNT |
|---|---|
| Project retainer fee to commence work on Preliminary Needs Assessment | **$2,500** |

| | |
|---|---|
| SUBTOTAL | $0.00 |
| OVERHEAD % | 0% |
| OVERHEAD | $0.00 |
| OTHER | |
| **TOTAL** | **$2,500** |

Make all checks payable to: AHTC Inc. If you have any questions concerning this invoice, contact Armen Hovanessian, (818) 438-2253, armen@ahtraffic.com

This invoice is payable upon receipt. A late fee of 1.5% per month will be added after 30 days of the invoice date.

**THANK YOU FOR YOUR BUSINESS!**

Southbound Bus blocks Residents and Visitor lines when visitor line backed up
Northbound Bus blocks only Visitor lines when visitor line backed up
If only Southbound Bus is moved to Seal Beach Blvd, Resident's lane will be unblocked
Northbound Buses cannot be moved to Seal Beach Blvd. They cannot make U-turn.
Northbound Buses remain here
STOP
ONLY

# SECURITY, BUS AND TRAFFIC

## Committee Charter

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

In accordance with Article VII Section I of the Bylaws, the committee chair and members shall be appointed by the GRF President and approved by action of the BOD.

## 1. GOALS

**1.1.** Increase organizational effectiveness and efficiency
**1.2.** Protect, preserve and improve our assets.

## 2. PURPOSE:

Oversee the operation of the Security and Transportation Departments.~~, Bus Service, Traffic and Parking enforcement.~~

Security includes patrol functions, gate access, traffic and parking enforcement, incident documentation, Mutual Support Services and other related duties.

Fleet Management to include, but not limited to, all vehicles operated by GRF staff (cars, carts, utility vehicles, trucks, vans, forklifts, trailers and large petroleum and/or electric-powered equipment) to optimize costs, risks and efficiency in fleet operations.

## 3. DUTIES:

**3.1** This Standing Committee may operate as a separate entity but has a duty to work cooperatively with other Standing Committees when projects and responsibilities overlap;

**~~3.1~~3.2** Publish an agenda four (4) days in advance of the Committee meeting;

**~~3.2~~3.3** ~~Elect a Vice-Chair at the first meeting;~~The Committee Chair shall, with the approval of the Committee, appoint a Vice Chair.

**~~3.3~~3.4** Review monthly staff report formats to be included in the monthly agenda;

**~~3.4~~3.5** Meet with the management of ~~the~~ Security ~~Department~~, Transportation ~~Bus~~ S~~s~~ervices and Administration monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;

**~~3.5~~3.6** Review monthly budget comparison for cost centers 837 (Security) and 838 (Transportation);

~~3.6~~3.7 Originate, research, evaluate and develop ideas, plans and programs which are pertinent to the Security, Bus and Traffic Committee;

~~3.7~~3.8 Analyze requests from various sources within the community that are within the purview of the BOD. ~~Receive and analyze pertinent requests from GRF Board members, Mutual Boards, Administrative Staff or Shareholder/Members;~~

~~3.8~~3.9 Study the adequacy of bus schedules and the acquisition and/or replacement of equipment;

~~3.9~~3.10 Implement the enforcement of ~~the~~ vehicle-related policies;

~~3.10~~3.11 Conduct studies and research in the areas of movement and parking on Trust property;

~~3.11~~3.12 Review all contracts that fall under this Committee quarterly.

~~3.12~~3.13 Provide an initial approval and recommendation to the GRF Finance Committee ~~—~~for the annual budget for cost centers 837 (Security) and 838 (Transportation), including Capital requests and upcoming Reserve replacements;

~~3.13~~3.14 Review policies for cost centers 837 (Security) and 838 (Transportation) yearly and send recommended changes to the GRF BOD ~~no later than May~~ for approval; and

3.15 Furnish a report at the GRF annual meeting.

~~3.14 Oversee of Fleet Management to include but not limited to, all vehicles operated by GRF staff (cars, carts, utility vehicles, trucks, vans, forklifts, trailers and large petroleum and/or electric powered equipment (does not include hand tools) for the optimization of costs, risks and efficiency in fleet operations.~~

## 4. LIMITATIONS:

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

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

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

**Document History**

| | | | | | |
|---|---|---|---|---|---|
| Adopted: | 18 Jan 72 | Amended: | 15 Dec 72 | Amended: | 15 Oct 85 |
| Amended: | 19 Mar 96 | Amended: | 15 Mar 11 | Amended: | 21 Jun 16 |
| Amended: | 23 May 17 | Reviewed: | 08 Nov 17 | Amended: | 23 Jul 19 |
| Amended: | 11 Sep 19 | | | | |

## SECURITY, BUS AND TRAFFIC

### Committee Charter

**Keywords:** Charter SBT Security Bus Traffic Transportation

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