



OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
SECURITY AND COMMUNITY ACCESS COMMITTEE**

**Wednesday, February 28, 2024– 1:30 p.m. – 4:30 p.m.
Hybrid Model Meeting in Board Room**

Join the Zoom meeting at: <https://us06web.zoom.us/j/82377037910>

NOTICE OF MEETING AND AGENDA

- | | |
|--|------------------|
| 1. Call to Order | Juanita Skillman |
| 2. Acknowledgement of Media | Juanita Skillman |
| 3. Approval of the Agenda | Juanita Skillman |
| 4. Approval of Meeting Report | Juanita Skillman |
| 5. Chair's Remarks | Juanita Skillman |
| 6. Member Comments (Items Not on the Agenda) | Juanita Skillman |

Reports:

- | | |
|-------------------------------------|---------------|
| 7. Disaster Preparedness Task Force | Eric R. Nuñez |
| 8. Security Statistics Update | Eric R. Nuñez |
| 9. Noteworthy Incidents | Eric R. Nuñez |

Items for Discussion and Consideration:

- | | |
|---|------------------|
| 10. GRF Fee Structure for New and Non-Returned ID Cards | Pamela Bashline |
| 11. Gate Entry for Non-Residents Attending Village Events | Alison Giglio |
| 12. Review Rules and Regulations of all Vehicles per Mutual | Juanita Skillman |
| 13. Antenna Project/ Emergency Radio Emergency Installation | Dan Lurie |

Items for Future Agendas:

14. To Be Determined

Concluding Business:

15. Committee Member Comments
16. Date of Next Meeting – Wednesday April 24, 2023 at 1:30 p.m.
17. Adjournment

Juanita Skillman, Chair
Eric Nuñez, Staff Officer
Telephone: (949) 268-2356



REPORT OF THE REGULAR MEETING OF THE GOLDEN
RAIN FOUNDATION OF LAGUNA WOODS SECURITY AND
COMMUNITY ACCESS COMMITTEE

The Hybrid Model Meeting of the Security and Community Access Committee was held on Wednesday, October 25, 2023 at 1:30 p.m. 24351 El Toro Road, Laguna Woods, California.

MEMBERS PRESENT: Chair: Juanita Skillman, Maggie Blackwell, SK Park, Sue Stephens

MEMBERS ABSENT: Martin Roza, Elsie Addington

OTHERS PRESENT: Bunny Carpenter

STAFF PRESENT: Eric Nuñez, Alycia Magnuson Carmen Aguilar,

1. CALL TO ORDER

Juanita Skillman, Chair, called the meeting to order at 1:33 p.m.

2. ACKNOWLEDGEMENT OF PRESS

Media via Zoom intermittent connection.

3. APPROVAL OF AGENDA

By way of consensus, the Committee approved the agenda without requested changes.

4. APPROVAL OF MEETING REPORT

By way of consensus, the Committee approved the June 28, 2023, meeting report.

5. CHAIRMAN'S REMARKS

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving.

6. MEMBER COMMENTS (items not on the agenda)

Members made comments about our Zoom connections and link not being posted on the agenda. We were having technical difficulties.

Chair Skillman shared expectations of respect and order from audience and members for today's SCAC meeting for all to participate moving. improved the Community. She would like to take this moment to acknowledge the two recipients of The Excellence Awards given by Laguna Woods Village to Kyle Belanger and Roger Cowdrey for job performance that demonstrates excellent customer service or exceptional achievement. Kyle Belanger has been with Laguna Woods Village since 2018 as a Patrol Officer. Promoted to Supervisor I in 2021. Excellent team player, self-initiative, and his flexible and adaptable attitude has been

a great fit to the Security Department. Roger Cowdrey has been with Laguna Woods Village for 14 years. His background in law enforcement has allowed us to gain inside knowledge of his expertise and professionalism in customer service and mastery in leadership. Roger continues to be a great resource that our team can rely on.

REPORTS:

6. Disaster Preparedness Task Force Report

Some of topics from our Last Disaster Preparedness meeting, 2023 The Fire suppression blankets are recommended to have.

Athena status- Outside vendors have been contacted about this. Current status waiting on estimates from different vendors.

The California Shake Out happened October 19, 2023, at 10:19 a.m. A windshield survey was in effect after the Great Shake Out a simulation Radio roll call was in place. There were some glitches noted that will be focused on for the next meeting. All members that are assigned a radio should be part of the roll call and have their radios on hand. On Nov. 17, 2023, the Clubhouse Coordinator for Clubhouse three will be hosting a meeting for Shelter in Place in case of natural disaster. Communication about shelter in place and how the Club House Coordinators play a vital role in case of natural disaster. The flyers will be coming out November 3, 2023.

8. SECURITY STATISTICS

Staff Nuñez explained the statistics provided within the agenda packet. Members made comments and asked questions. Note there are only ten spaces on the waiting list due to some prospects being in the middle of purchasing RV. The Pivot table had a glitch and it did not transfer the accurate information to the graph. This has been noted for next meeting. Staff Eric Nuñez mentioned, the Foot Patrol log is currently being monitored by hand, and the numbers do not reflect the accurate amount of time it takes our officers to go around the perimeter. In addition to our officers doing foot patrol, they also do self-initiative monitoring of intrusion or damage to our gates in addition to reporting running water, lights being out, reporting any hazards. We will have the accurate information at the next meeting. Notice of Violations Issued the log included the gates per phase as requested at the last SCAC meeting. Crime Reports are public information on OC mapping. Noted the gates will also be included per phase requested by board member.

9. NOTEWORTHY INCIDENTS

- On September 8 at 7:45 p.m., a resident's vehicle had stalled in the middle of the street and a call was made for assistance moving her vehicle as to not cause an accident. SPO Portuguese responded, assisted in moving the vehicle to a safe area and remained present until AAA arrived.
- On September 9 at 5:47 p.m., SPO Gluck went "above and beyond" assisting a resident at 4014-1F with her kitchen sink backing up.
- On September 13 at 4:10 p.m., it was brought to our attention that SPO Gluck had helped the resident at 371-C twice in 3 years and "her effective, thorough, professional approach was invaluable."

On September 23, at 10:21 a.m., it was brought to our attention that Supervisor Belanger assisted a resident at 5148 Miembro with resetting the electric breaker for the residence without hesitation

- On October 7 at 12:30 p.m., SPO Andrews assisted in rectifying a “6 to 7 year” ongoing dispute between the neighbors residing in 3109-O and 3109-B.

ITEMS FOR DISCUSSION AND CONSIDERATIONS:

10. Review of Rules and Regulations for all registered vehicles.

11. Status on Traffic Engineer- Waiting on quote

12: Gate Entry for non- residents attending Village events

Members made comments on these topics, and they will be further discussed in detail in the following SCAC meeting. Chair- Juanita Skillman stated that each mutual needs to check their rules and regulations so everyone can be on the same page.

ITEMS FOR FUTURE AGENDA

13. Review Rules and Regulations for all registered vehicles.

CONCLUDING BUSINESS

14. Committee Members Comments

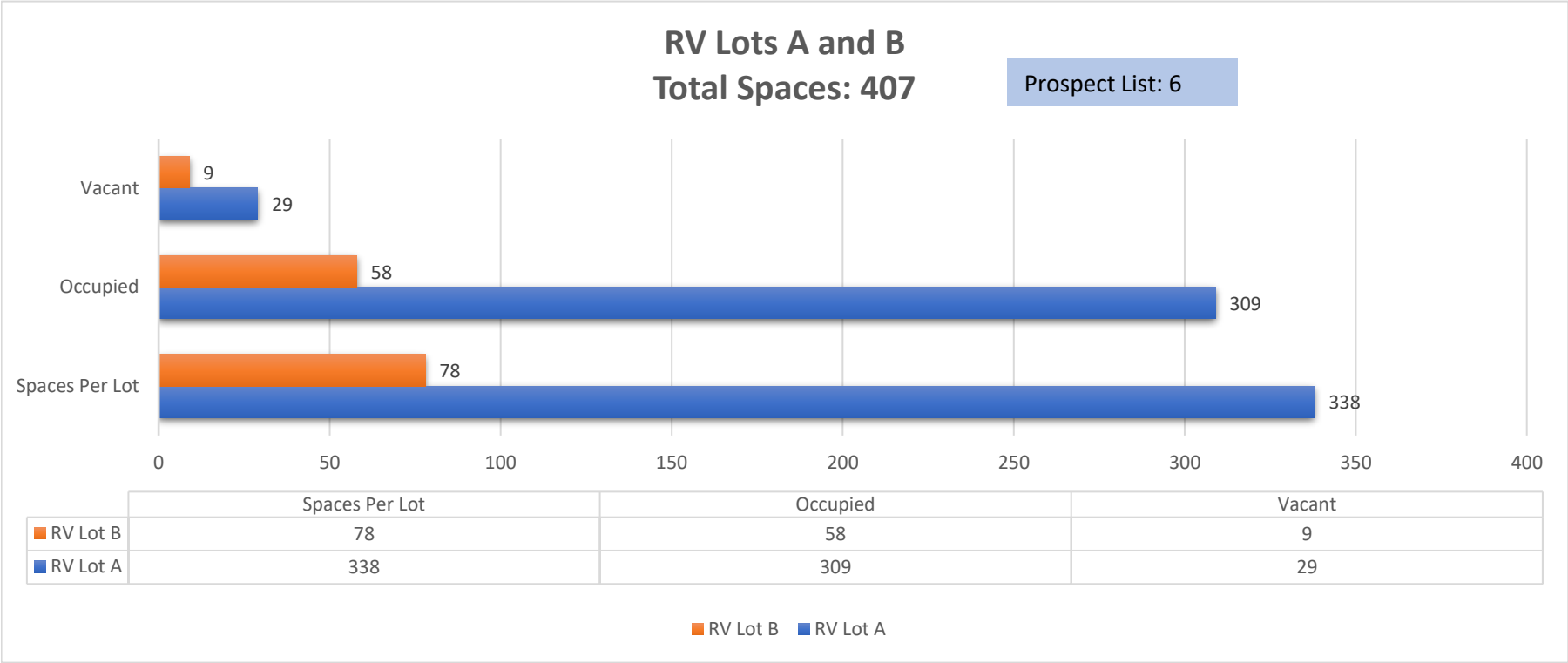
15. The next meeting will be held TBD, 2023 at 1:30 p.m.

16. Adjournment- 4:27 p.m.



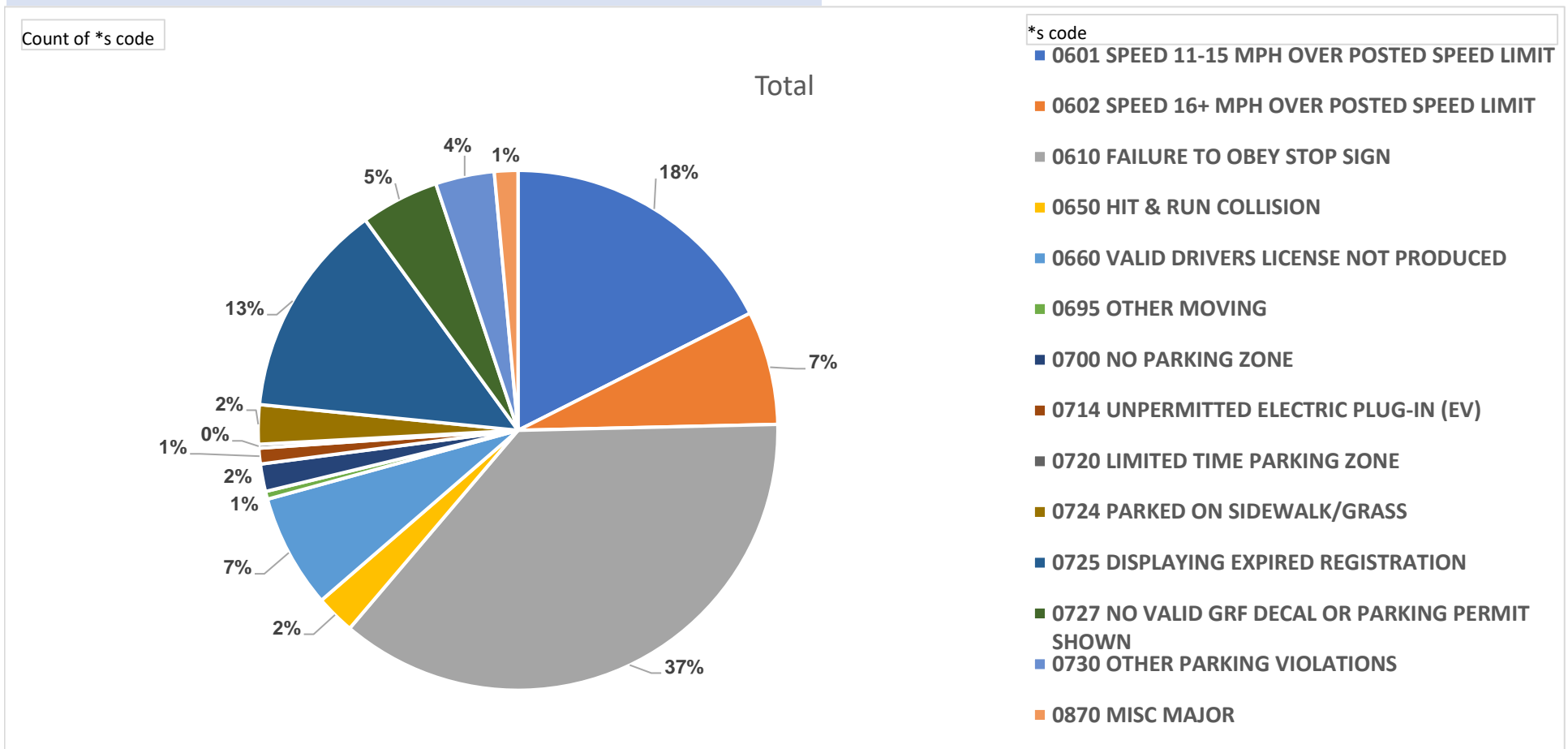
Juanita Skillman (Dec 14, 2023 11:50 PST)

RV Lots A and B					
	RV Lot A	RV Lot B			
Spaces Per Lot	338	78		Prospect List:	6
Occupied	309	58			
Vacant	29	9			
GRF Employee Occupied		11			



Row Labels	Count of *s code
0601 SPEED 11-15 MPH OVER POSTED SPEED LIMIT	72
0602 SPEED 16+ MPH OVER POSTED SPEED LIMIT	29
0610 FAILURE TO OBEY STOP SIGN	150
0650 HIT & RUN COLLISION	10
0660 VALID DRIVERS LICENSE NOT PRODUCED	29
0695 OTHER MOVING	2
0700 NO PARKING ZONE	7
0714 UNPERMITTED ELECTRIC PLUG-IN (EV)	4
0720 LIMITED TIME PARKING ZONE	1
0724 PARKED ON SIDEWALK/GRASS	10
0725 DISPLAYING EXPIRED REGISTRATION	55
0727 NO VALID GRF DECAL OR PARKING PERMIT SHOWN	20
0730 OTHER PARKING VIOLATIONS	15
0870 MISC MAJOR	6
Grand Total	410

Expired registration, Living in RV, Clutter, vehicle used for storage.



Count of Location	Phase/ Year/ Month													
	Phase 1				Phase 2					Phase 3			Phase 4	Total
	2023	2024			2023	2024				2023	2024		2023	
Row Labels	Oct	Dec	Jan	Feb	Oct	Nov	Dec	Jan	Feb	Dec	Jan	Feb	Dec	
ASSAULT REPORT								1	1					2
BATTERY				1										1
BATTERY REPORT	1													1
BURGLARY REPORT									1					1
CHECK REPORT												1		1
DISTURBANCE			1											1
DRUNK DRIVING	1			1	1				1					4
FORGERY REPORT								1						1
FRAUD REPORT		1	1	2		1	2	2	3		1	2		15
GRAND THEFT REPORT			1	1						1			1	4
ID THEFT	1													1
NARCOTIC VIOLATION						1		1						2
PETTY THEFT REPORT					2			1						3
VANDALISM REPORT		1	1											2
Total	3	2	4	5	3	2	2	6	6	1	1	3	1	39

Compliance Division

Allegations	Nov	Dec	Jan
Abandoned Vehicle:	12	7	8
Alteration Maintenance:	30	20	20
Alteration Standards:	52	51	47
Animal Nuisance:	55	52	44
Balcony Clutter:	29	30	32
Breezeway Clutter:	47	62	52
Caregiver Policy:	1	2	1
Carport Clutter:	72	82	49
Common Area Clutter:	57	52	62
Delinquencies:	80	67	88
Equestrian Center:	0	0	0
Estate Sales:	0	0	0
Events:	0	0	0
Garden Center Violations:	3	2	2
Gate Clearance:	1	1	0
Golf Course Violation:	0	0	0
Illegal Business:	0	0	0
Illegal Occupancy:	50	56	52
Interior Clutter:	23	23	19
Landscape:	37	37	29
Maintenance:	42	39	32
Nuisance:	68	70	72
Other:	0	0	0
Patio Clutter:	27	30	27
Real Estate Signage:	7	7	5
Recreation Policy:	1	1	0
RV Violation:	0	0	0
Smoking Policy:	7	7	6
Traffic Rules:	24	23	21
Vehicle Oil:	1	1	0
Total:	726	722	668

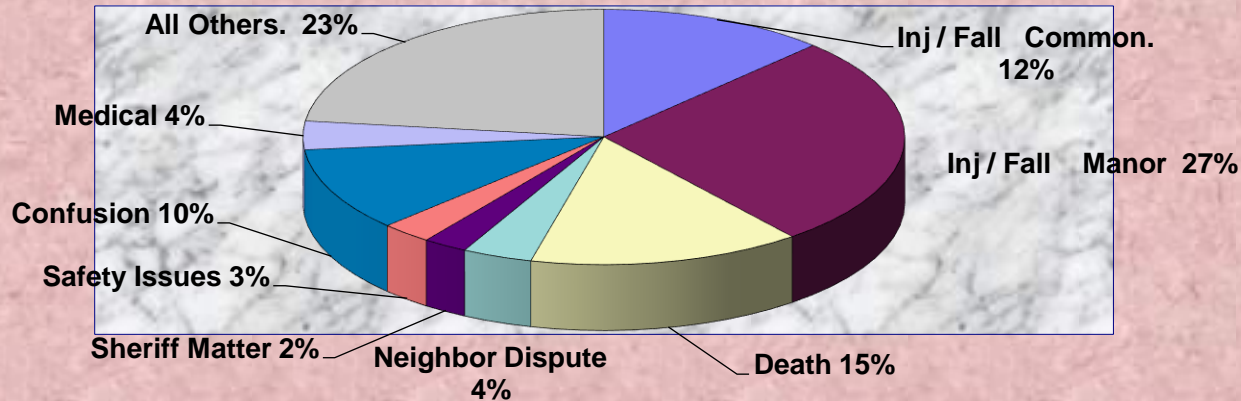
SOCIAL SERVICES - 2023 SECURITY REPORTS



Laguna Woods Village®

SOCIAL SERVICES DEPARTMENT

Reports 2023



MONTH	Inj / Fall Common	Inj / Fall Manor	Death	Neighbor Dispute	Sheriff Matter	Safety Issues	Confusion	Medical	All Others	TOTAL
Jan	21	34	20	3	5	3	19	2	18	125
Feb	10	31	20	3	1	3	11	3	13	95
Mar	14	40	14	6	4	5	18	7	20	128
Apr	17	20	11	1	1	1	9	4	11	75
May	10	35	11	8	1	4	17	4	14	104
Jun	14	33	17	5	3	5	10	7	24	118
Jul	10	27	15	6	6	5	11	1	27	108
Aug	19	27	13	0	0	4	2	4	43	112
Sep	15	36	29	1	1	0	11	4	26	123
Oct	12	30	21	3	6	0	21	6	35	134
Nov	16	30	14	2	4	6	11	4	67	154
Dec	12	31	18	14	1	2	7	4	21	110
Total	170	374	203	52	33	38	147	50	319	1386
	12.3%	27.0%	14.6%	3.8%	2.4%	2.7%	10.6%	3.6%	23.0%	

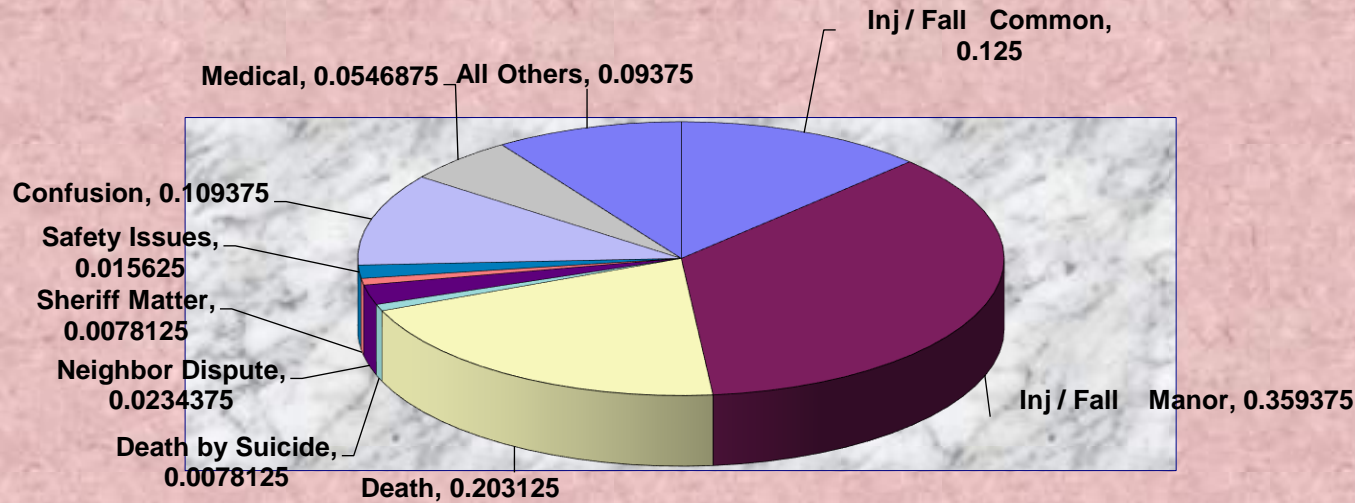
SOCIAL SERVICES - 2024 SECURITY REPORTS



Laguna Woods Village®

SOCIAL SERVICES DEPARTMENT

Reports 2024



MONTH	Inj / Fall Common	Inj / Fall Manor	Death	Death by Suicide	Neighbor Dispute	Sheriff Matter	Safety Issues	Confusion	Medical	All Others	TOTAL
Jan	16	46	26	1	3	1	2	14	7	12	128
Feb											0
Mar											0
Apr											0
May											0
Jun											0
Jul											0
Aug											0
Sep											0
Oct											0
Nov											0
Dec											0
Total	16	46	26	1	3	1	2	14	7	12	128
	12.5%	35.9%	20.3%	0.8%	2.3%	0.8%	1.6%	10.9%	5.5%	9.4%	

Chief Complaints from Incident Reports - October, 2023

DATE	Injury / Fall In Manor	Injury/Fall in Common area	Death	Neighbor Dispute	Sheriff Matter	Safety Issues	Confusion	Medical	All Others	TOTAL
10/2		2	1				1	1	1	6
10/3		1							1	2
10/4		1	1				1		1	4
10/5							1			1
10/6	1	3	1	1					6	12
10/9		1	1					1	2	5
10/10		2	1				2		2	7
10/11	1		1				1			3
10/12	3		2		2		2			9
10/13	1	4	3		1		1		3	13
10/16	1	4	1	1			1			8
10/17			4	1			1	1	1	8
10/18		1						2	1	4
10/19		1	1				1		1	4
10/20		1	1		1		1	1	2	7
10/23	1		1				1		1	4
10/24		3							1	4
10/25	1	2					1		1	5
10/26	1		1						1	3
10/27	1	1			2		4		8	16
10/30		1					1		1	3
10/31	1	2	1				1		1	6
Total	12	30	21	3	6	0	21	6	35	134

Chief Complaints from Incident Reports - December, 2023

DATE	Injury / Fall in Manor	Injury/ Fall in Common Area	Death	Neighbor Dispute	Sheriff Matter	Safety Issues	Confusion	Medical	All Others	TOTAL
12/1	1	2		1			1		3	8
12/4		4	2	2					1	9
12/5		2	2	1						5
12/6		4	1	3						8
12/7			1	1						2
12/8		2	2	2		2				8
12/11	1	1		4				1	2	9
12/12	1						1		2	4
12/13	2	2	1				1		2	8
12/14									1	1
12/15										0
12/18	1	2	2						1	6
12/19			4				1		1	6
12/20		1							2	3
12/21	1	4					1	1	1	8
12/22	2	5	1				1	2	2	13
12/27					1					1
12/28	1	2	1							4
12/29	2		1				1		3	7
Total	12	31	18	14	1	2	7	4	21	110

Chief Complaints from Incident Reports - November, 2023

DATE	Injury / Fall in Manor	Injury/Fall Common area	Death	Neighbor Dispute	Sheriff Matter	Safety Issues	Confusion	Medical	All Others	TOTAL
11/1							1		4	5
11/2		1	1							2
11/3	2	3	2				1		7	15
11/6	1	3					1		2	7
11/7						1	1			2
11/8	1	1	1				1		1	5
11/9	1	4	2		1	2	2	2	7	21
11/13	1						1		2	4
11/14	1	2								3
11/15					1				3	4
11/16		2					1		3	6
11/17		3	1		1				6	11
11/20									3	3
11/21	1	2	2						2	7
11/22	6	7	4			2	2	2	14	37
11/27		1			1				1	3
11/28	1	1		1					6	9
11/29						1			3	4
11/30	1		1	1					3	6
Total	16	30	14	2	4	6	11	4	67	154



Chief Complaints from Incident Reports - January, 2024

DATE	Injury / Fall Common In Manor	Injury/ Fall in Common Area	Death	Death by Suicide	Neighbor Dispute	Sheriff Matter	Safety Issues	Confusion	Medical	All Others	TOTAL
1/2		2	2					1			5
1/3	2		1								3
1/4		2								1	3
1/5	1	7	1		1			2		3	15
1/8		4	2					2	1		9
1/9			1			1			1		3
1/10		3			1						4
1/11		3			1					1	5
1/12	5	5	3						3	1	17
1/15		5	1					1			7
1/16	1	3	3								7
1/17								1			1
1/18	1	1	1								3
1/19	2	2	2				1	2		1	10
1/22		2	1					1		1	5
1/23			1					1		1	3
1/24		2	1								3
1/25	2	1									3
1/26		2	4				1	2	2	2	13
1/29	2	1									3
1/30		1	1	1							3
1/31			1					1		1	3
Total	16	46	26	1	3	1	2	14	7	12	128

STAFF REPORT

DATE: February 28, 2024
FOR: GRF Security and Community Access Committee
SUBJECT: GRF Fee Structure for New and Non-Returned ID Cards

RECOMMENDATION

In order to align GRF identification card (ID) fees with current practice, Staff recommends the board rescind GRF Resolution 90-18-35 and all other outdated resolutions pertaining to the issuance of ID cards, and establish a fee structure to regulate the issuance of new and non-returned ID cards.

BACKGROUND

GRF has a number of outdated resolutions governing the fees and processes of issuing ID cards.

- Resolution G-94-100 established a \$25 fee for the issuance of an ID card for each non-owner occupant (sans lessees) with a \$15 refund to those who surrender the ID card at the end of the residency. (ATT 1)
- Resolution G-95-18 established a \$25 fee to replace a lost ID card, except in the instance where an individual presents a theft report from a bona fide police agency or the Security Department. If an ID card has been found, the individual will be refunded \$15. (ATT 2)
- Resolution G-96-103 reduced the ID card renewal fee from \$20 to \$10. (ATT 3)
- Resolution 90-18-35 established a \$125 fee for non-return of ID cards and a \$125 fee for non-return of vehicle decals. (ATT 4)

The fees established in the above-mentioned resolutions are outdated and/or not charged due to policy changes over the years.

DISCUSSION

The Community Services Division issues ID cards when a resident is approved to reside in a unit.

All owners/members, non-owner occupants, and tenants are required to return their ID cards at the time residency is terminated, but many residents fail to do so, which may result in unauthorized entry into the community. Upon termination of occupancy, the ID cards are deactivated; however, if an ID card is not returned, an individual might continue to use the ID card to gain access through the gates and clubhouses.

According to Resolution 90-18-35 (ATT 4), the current fee for non-returned ID cards is \$125, but the resolution doesn't identify what the cost is for lost, stolen or destroyed ID cards. Although the previous resolutions identify such costs, the fees are outdated and not collected.

Since residents may attempt to circumvent the \$125 fee for the non-returned ID cards by claiming that the ID was lost or destroyed, the \$125 should include any unverified lost, destroyed or stolen ID cards. If the resident presents a police report indicating that the card was stolen, then a \$25 fee is sufficient to cover administrative costs to replace the card.

The following proposed fee structure will act as a deterrent and decrease the number of non-returned ID cards by individuals who move out of the community. Administrative documents will be revised to be consistent with approved fees.

Card Status	Fee
New ID card for non-owner occupant	\$25
New ID cards for new resident owners/members	No charge
New ID cards for lessees, sublessees, renters, lodgers	Included in application processing fee
ID card renewals (Lessees and Mutual Fifty)	No charge
Non-return or failure to surrender ID card	\$125
Unverified lost, destroyed, or stolen ID cards not returned	\$125
Replacement card for verified lost or destroyed cards, and stolen ID cards with the presence of a police theft report	\$25

Upon approval of the fee structure, it is recommended that the fee schedule be placed on the website.

If a member/co-occupant/tenant has been identified as violating this policy, GRF is authorized to take disciplinary action against a member found to be in violation. When a violation occurs, the Board is obligated to evaluate and impose if appropriate, member discipline as set forth in the governing documents. The GRF Board of Directors has the authority to impose monetary fines, suspend Member privileges, and/or bring forth legal action. The Member is entirely responsible for ensuring that the rules, regulations, and policies are following by anyone they allow into the community. This includes any co-occupant, lessee, guest, care provider, vendor, invitee or contactor.

As a side note, Resolution 90-18-35 not only established the \$125 for non-returned ID cards, it also reaffirmed the non-return fee of \$125 for vehicle decals. On December 3, 2019, the GRF Board eliminated the annual vehicle decal sticker program which became effective January 1, 2021 and required the use of vehicle RFID tags. Since the RFID tags are difficult to remove, staff has not been charging this fee and if the board approves to rescind Resolution 90-18-35 then this fee will no longer be in effect.

FINANCIAL ANALYSIS

None.

Prepared By: Patty Kurzet, Membership Services Coordinator

Reviewed By: Tom Siviglia, Security Operations Manager
Pam Jensen, Controller
Pamela Bashline, Community Services Manager
Jeff Spies, Community Services Supervisor

ATTACHMENT(S) -

ATT 1 – Resolution G-94-100
ATT 2 – Resolution G-95-18
ATT 3 - Resolution G-96-103
ATT 4 - Resolution 90-18-35
ATT 5 – Resolution 01-24-XX

RESOLUTION G-94-100
Adopted November 1, 1994

Policy for Resident Identification Cards for Non-Owner Occupants

WHEREAS, Resident Identification Cards are presently issued to resident owners and occupants approved for residency with a qualifying resident which entitles said occupant to all the privileges enjoyed by residents except voting in mutual elections; and

WHEREAS, the Administrative Transfer Fee covers the cost associated with the issuance of identification cards to resident owners, no charge has been made for processing the application for and issuance of identification cards for non-owner occupants; and

WHEREAS, non-owner occupants are required and informed via information letters of the advisability of returning said identification cards at the time residency is terminated but many occupants fail to do so, which may result in unauthorized entry to the community and/or use of community facilities; and

WHEREAS, the board of directors of this corporation believes it is in the best interest of the corporation and its members to institute a monetary incentive to encourage return of occupant's identification cards;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby adopts the following policy with regard to Resident Identification Cards for non-owner occupants

- 1) (Note: this policy does not apply to bona fide lessees)
- 2) Said policy is to take effect January 1, 1995, via the 1995 Fee Schedule using the following criteria:
 - a) A \$25.00 fee is hereby established, chargeable to the owner for each non-owner occupant identification card issued on or after January 1, 1995;
 - b) A \$15.00 refund shall be made to the owner when the non-owner occupant's identification card (only for cards issued after January 1, 1995) is surrendered to the Business Office at the termination of residency.
 - c) The fee for issuance of Resident Identification Cards to non-owner spouses of vested owners and Trustors shall be waived; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized and directed to take such action as is deemed necessary to implement said policy, effective January 1, 1995.

RESOLUTION G-95-18

Adopted March 7, 1995

WHEREAS, Resolution G-94-62 adopted on August 2, 1994, established a \$25 fee for lost identification cards based on the time and cost involved in making replacement cards; and

WHEREAS, the aforementioned resolution did not address certain circumstances such as theft;

NOW THEREFORE BE IT RESOLVED, that the board of directors of this corporation hereby authorizes its managing agent to impose the \$25 replacement identification card for lost identification cards EXCEPT in the instances where an individual presents a theft report from a bonafide police agency or the Leisure World Security Division to the Business Office of the managing agent; and

RESOLVED FURTHER, that in the instances where an individual produces evidence that the lost identification card has been subsequently found, that individual will be refunded \$15; and

RESOLVED FURTHER, that Resolution G-94-62, adopted on August 2, 1994, is hereby superseded and canceled; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution.

RESOLUTION G-96-103
Adopted December 3, 1996

\$10 Lessee ID Card Renewal Fee

WHEREAS, it has been a long-time practice to issue Lessee ID Cards up to a maximum of 12 months and if the leases are executed for more than 12-months, the Lessee must have his ID card renewed at the end of each 12 month period; and

WHEREAS, the ID Card renewal fee established by GRF has been \$20.00 and it has been determined that the actual cost of postage and materials to notify the lessee to renew the card is less than \$20.00 (subsection (c) of Civil Code 1368 requires that such costs be limited to the actual costs of the work performed); and

WHEREAS, with the implementation of the new photo ID Card program makes the issuance of a new card with a lease extension unnecessary or if the card requires renewal, year and month stickers denoting the end of the lease period will continue to be affixed;

NOW THEREFORE BE IT REVOLVED, that the fee shall be reduced to \$10.00 effective January 1, 1997; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of the resolution.

RESOLUTION 90-18-35

Non-Return Fee of Identification Card Fee (ID)

WHEREAS, the Golden Rain Foundation requires that all approved individuals to reside in the Village register and carry an ID card with them at all times; and

WHEREAS, the Resident Services Department issues ID cards and vehicle decals when a resident is approved to reside in the unit;

NOW THEREFORE BE IT RESOLVED, August 7, 2018, that the Board of Directors of this Corporation hereby establishes a fee for non-return of ID cards of \$125; and

RESOLVED FURTHER, that the Board of Directors of this Corporation reaffirms its non-return fee of \$125 for vehicle decals; and

RESOLVED FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of this Corporation to carry out the purpose of this resolution.

STAFF REPORT

DATE: February 28, 2024
FOR: Security & Community Access Committee
SUBJECT: Emergency Radio Equipment Installation

RECOMMENDATION

Authorize the installation costs for Emergency Radio Equipment with a supplemental appropriation in the amount of \$11,250 and a 10% contingency amount of \$1125, for a total of \$12,375 from the Equipment Fund.

BACKGROUND

On May 5, 2020 the purchase of Emergency Radio Equipment was approved through Resolution 90-20-22. This was after a Staff Report for purchase had been presented to both the Security & Community Access Committee and the Golden Rain Foundation Board. The Emergency Radio Equipment consisted of antennas, shielded coaxial cable and hardware. The antennas were to be installed at all of the Clubhouses (1, 2, 3, 4, 5, 6 & 7) along with additional locations of the Par 3 Golf Course and the Security Building E in the Maintenance Compound.

Due to Building E becoming uninhabitable, the Project Manager determined Building D was a more appropriate location, in an adjacent area. The Project Manager also determined that the original installation location, within Clubhouse 3, should be moved to an area adjacent the south side stage entrance, where it would be in a safer and more accessible area, while facilitating an easier and more timely equipment installation.

The original Staff Report, and associated costs for the Emergency Radio Equipment, was based on staff installing the equipment. However, after touring the aforementioned facilities, the Projects Manager determined the installation by Carpentry and Electrical would not be cost effective, or timely, to perform an in-house installation. This was due to a list of pre-existing prioritized projects. The consideration of outsourcing the project was not included in the original Emergency Radio Equipment Staff Report. As a result, the installation project went out to bid. Three approved vendors submitted bids. They were reviewed by the Projects Manager and the Purchasing Manager, who generated a Bid Comparison Spreadsheet. The Projects Manager determined the bid selected met the project's scope and the appropriate costs associated with the project.

DISCUSSION

The Emergency Radio Equipment (antennas, shielded coaxial cable and hardware) have already been purchased. Communication between the Care & Reception Centers and the Incident Command Center, in case of a disaster, is key and can be significantly improved with the installation of radio antennas.

FINANCIAL ANALYSIS

A supplemental appropriation in the amount of \$11,250 from the Equipment Fund to cover installation costs is required to fund this project. An additional 10% contingency in the amount of \$1125 is requested, to cover any unforeseen costs, for a total of \$12,375.

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Eric R. Nuñez, Chief of Security

Committee Routing: Security and Community Access Committee
Finance Committee

ATTACHMENT(S)

Attachment 1: Resolution



**Emergency Radio Equipment Installation
Resolution 90-24-XX, Adopted [DATE]**

WHEREAS, Communication between the Care & Reception Centers and the Incident Command Center, in case of a disaster is key and can be significantly improved with the installation of radio antennas; and

WHEREAS, the Board of Directors purchased Emergency Radio Equipment (antennas, shielded coaxial cable and hardware) in 2020; and

WHEREAS, after reviewing the scope and associated man-hours to complete the project, it was determined by the Project Manager to outsource this project;

NOW THEREFORE BE IT RESOLVED, [DATE], the Board of Directors of this Corporation hereby authorizes a supplemental appropriation in the amount of \$12,375 funded from the Equipment Fund to install the Emergency Radio Equipment; and

RESOLVE FURTHER, that the officers and agents of this Corporation are hereby authorized on behalf of this Corporation to carry out the purpose of this resolution.