



**SPECIAL MEETING OF THE LANDSCAPE COMMITTEE
2020 BUSINESS PLAN**

**Thursday, May 30, 2019 – 1:30 P.M.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

AGENDA

1. Call to Order
2. Acknowledgement of Media
3. Approval of Agenda
4. Chair's Remarks
5. Member Comments (Items Not on the Agenda)
6. Response to Member Comments
7. Department Head Update

Items for Discussion and Consideration:

8. Review Landscape Service Levels
2020 Proposed Business Plan, Version B

Concluding Business:

9. Committee Member Comments
10. Date of Next Meeting – June 6, 2019
11. Adjournment

Lynn Jarrett, Chair
Kurt Wiemann, Staff Officer
Eve Morton, Landscape Operations Coordinator 949-268-2565



STAFF REPORT

DATE: May 30, 2019
FOR: Landscape Committee
SUBJECT: Proposed 2020 Business Plan – Version B

RECOMMENDATION

Staff recommends that committee members review the proposed 2020 service levels and provide direction for change or revision.

DISCUSSION

On May 30, 2019 the Landscape Committee will meet to review all components of the proposed operating and reserve expenditure budgets. A brief narrative for each of the budgetary line items is listed in order of appearance and changes resulting from the meeting will be incorporated into future versions of the 2020 business plan. Managers responsible for the programs will be in attendance and available to answer questions at the meeting.

FINANCIAL ANALYSIS

In this version of the 2020 Business Plan, the operating portion of the Landscape budget totals \$5,174,637 for landscape services such as lawn maintenance and shrub bed maintenance. This proposal reflects an increase of \$174,290 or 3% when compared to the current year budget. These programs are funded from the Operating Fund and will require an increase in the assessment of \$2.38 per manor per month as presented.

Landscape planned reserve expenditures total \$1,861,588, an increase of \$548,068 or 42% for scheduled tree maintenance. An increase in planned reserve expenditures may impact the assessment. All reserve components will be evaluated within a 30-year reserves plan and presented for Board consideration at the July 12, 2019 business planning meeting.

Prepared By: Kurt Wiemann, Sr. Field Operations Manager

Reviewed By: Betty Parker, Chief Financial Officer

Attachments

ATT1 – Landscape Expenditures by Program with Narratives

**THIRD LAGUNA HILLS MUTUAL
2020 BUSINESS PLAN
Landscape Expenditures by Program**

DESCRIPTION	2016 ACTUALS	2017 ACTUALS	2018 ACTUALS	2019 BUDGET	2020 BUDGET	Increase/(Decrease)	
						\$	%
OPERATING FUND							
1 SHRUB-BED MAINTENANCE	\$2,089,267	\$1,825,615	\$1,829,446	\$2,194,647	\$2,357,653	\$163,006	7%
2 LAWN MAINTENANCE	1,209,523	1,414,141	1,414,878	1,396,778	1,457,990	61,212	4%
3 SLOPE MAINTENANCE	327,497	282,570	282,717	412,199	278,082	(134,117)	(33%)
4 MISCELLANEOUS TASKS	137,668	287,394	287,544	177,375	255,292	77,917	44%
5 SMALL EQUIPMENT REPAIR	177,427	191,985	204,148	216,941	215,737	(1,204)	(1%)
6 PEST CONTROL	130,250	132,306	132,375	148,624	180,954	32,330	22%
7 NURSERY	163,083	183,269	181,802	191,033	164,147	(26,886)	(14%)
8 ADMINISTRATION	68,084	128,807	94,424	134,882	138,946	4,065	3%
9 COMPOSTING	72,009	65,702	75,276	77,805	71,929	(5,876)	(8%)
10 GARDEN VILLA MAINTENANCE	139,786	107,962	108,018	50,063	53,906	3,843	8%
11 RESIDENT CHARGEABLE SERVICES	-	-	-	0	0	0	0%
TOTAL OPERATING FUND	\$4,514,594	\$4,619,751	\$4,610,628	\$5,000,347	\$5,174,637	\$174,290	3%
RESERVE FUND							
12 LANDSCAPE MODIFICATION	\$0	\$204	\$293,224	\$1,099,890	\$1,008,862	(\$91,028)	(8%)
13 TREE MAINTENANCE	88,966	738,686	933,684	213,630	852,726	639,096	299%
TOTAL REPLACEMENT FUND	\$88,966	\$738,890	\$1,226,908	\$1,313,520	\$1,861,588	\$548,068	42%

Landscape Expenditures by Program Operating Fund

Shrub-Bed Maintenance **\$2,357,653**

Components required for shrub-bed maintenance consist of all pruning, raking, weeding, mulching, re-planting, and edging of the planters around buildings. The shrub-bed maintenance cycle varies seasonally and is performed on 75 shrub-bed acres in United Mutual and the 83 shrub-bed acres in Third Mutual, and 10.7 shrub-bed acres in GRF.

Lawn Maintenance **\$1,457,990**

The lawn maintenance responsibilities consist of 138 acres in United Mutual, 165 acres in Third Mutual, and 8.8 acres in GRF. The mowing cycle schedules are adjusted seasonally throughout the year to respond to growing conditions. Lawn repair activity is slowed in the summer months and usually done only in emergency situations due to the increased water and care that is needed to establish new growth during the summer heat.

Slope Maintenance **\$278,082**

Components required for slope maintenance are similar to shrub-bed maintenance; pruning, raking, weeding, edging, re-planting, and renovation. The maintenance cycle is performed on all slopes, of which there are 24 acres in United Mutual, 118.7 acres in Third Mutual, and 22.7 acres in GRF.

Starting in 2019, all large slope maintenance is performed by contract. Smaller slope maintenance adjacent to housing units is performed by Staff in conjunction with shrub-bed maintenance. Slopes along perimeter walls are maintained using Orange County Fire Authority guidelines.

Miscellaneous Tasks **\$255,292**

The Grounds Maintenance work center also perform various miscellaneous tasks, including small jobs such as storm damage repair, storm preparation, training, assorted one-time only tasks, preparation of areas for paint crew access, preparation for building fumigation, and cleanup of the West Creek and Aliso Creek areas after storms.

Small Equipment Repair **\$215,737**

The Small Equipment Repair work center supports other crews by providing mower and small equipment maintenance, repair, and delivery. Supplies and materials used by crews to maintain lawns, slopes, and shrub beds are ordered and received through this department. This work center will also perform refurbishment on capital equipment such as riding mowers, reducing the need for capital expenditures.

Pest Control **\$180,954**

Pest Control uses various methods to control a variety of landscape pests. Pests include: weeds, insects including wasps and bees (in landscaping), and rodents and other vertebrae. Pest Control provides support to other Landscape Maintenance Sections.

Nursery **\$164,147**

The Nursery work center supports other crews by growing and providing shrubs and trees for use throughout the community for new and replanting tasks. By growing all the plants used by the crews on site, the costs of plant material are greatly reduced.

Administration **\$138,946**

Landscape Administration support is provided to the Mutual Boards and Committees at regularly scheduled meetings. Additionally, the administrative staff provides customer service, maintains databases, prepares work efficiency reports and annual operating budgets and other tasks not directly related to the daily operation of individual work centers.

Composting **\$71,929**

The Composting work center supports other crews by recycling tree and shrub cuttings, using a tub grinder, into the mulch used throughout the community. By recycling the green waste produced by the crews, disposal costs are greatly reduced as well as the expense of purchasing mulch.

Garden Villa Maintenance **\$53,906**

The landscape maintenance performed by the Grounds Maintenance work center at the Garden Villas consists of watering and pruning Mutual container plants and raised planters. Replacement of plants is also performed when plants have died or overgrown the planter. Residents are responsible for maintaining their personal plants.

Resident Chargeable Services **\$0**

In addition to routine maintenance, Grounds Maintenance crews also perform various services upon request. The cost of this service, for both labor and materials, is charged to the resident requesting service, resulting in a net zero cost to the Mutual. Services that are considered chargeable include additional plantings, additional weeding, or pruning done out of cycle.

Landscape Expenditures by Program Reserve Fund

Landscape Modification

\$1,008,862

Landscape renovation and modernization programs are designed to address specific areas of concern, as determined by each Mutual, and funded through the Replacement Fund. Each program requires varying levels of time and materials, depending upon the site(s) and project(s) selected to be completed each year.

For 2020, the Third Landscape Committee recommended that \$500,000 for Slope Maintenance/Modification, \$180,000 for Landscape Fire Risk Management, \$100,000 for Landscape Modification, \$200,000 for Turf Renovation and \$17,940 for Irrigation Retrofit.

For 2020, the United Landscape Committee recommended that \$250,000 for Landscape Renovation, \$100,000 for Slope Maintenance, and \$90,000 for Turf Renovation.

Tree Maintenance

\$852,726

Tree Maintenance crews, supplemented by contractors, perform routine tree trimming on approximately 29,000 trees within the Community. The service level is a five year rotating cycle based upon the specific trimming needs of each tree species. All pruning is performed in accordance with International Society of Arboriculture pruning techniques. The tree inventory is maintained using the Arbor Pro program.

This section covers the inspection, maintenance and repair of structures including, but not limited to, manor interiors, building exteriors, carports, laundries, balconies, railings and stairs. Primarily these maintenance items are in response to resident service requests, although many items are planned program work.