



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

**Thursday, May 30, 2019 – 10:00 A.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 13, 2019
11. Adjournment

Maggie Blackwell, 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 \$4,231,222 for landscape services such as lawn maintenance and shrub bed maintenance. This proposal reflects an increase of \$460,064 or 12% when compared to the current year budget. These programs are funded from the Operating Fund and will require an increase in the assessment of \$6.06 per manor per month as presented.

Landscape planned reserve expenditures total \$1,315,144, a decrease of (\$267,386) or (17%) for scheduled tree maintenance. All reserve components will be evaluated within a 30-year reserves plan and presented for Board consideration at the July 11, 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

**UNITED LAGUNA WOODS 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	\$1,594,640	\$1,433,979	\$1,524,880	\$1,924,389	\$2,173,912	\$249,523	13%
2 LAWN MAINTENANCE	853,858	1,171,751	1,231,879	1,053,234	1,185,712	132,478	13%
3 SMALL EQUIPMENT REPAIR	159,811	179,812	197,138	200,219	199,108	(1,111)	(1%)
4 MISCELLANEOUS TASKS	128,457	101,238	106,433	104,510	149,734	45,224	43%
5 NURSERY	126,904	129,084	122,883	123,209	148,749	25,541	21%
6 ADMINISTRATION	60,748	109,833	88,852	114,356	117,802	3,446	3%
7 PEST CONTROL	100,889	98,952	104,030	96,608	116,901	20,293	21%
8 SLOPE MAINTENANCE	120,101	85,080	89,446	85,517	75,407	(10,110)	(12%)
9 COMPOSTING	63,828	58,566	75,597	69,117	63,897	(5,220)	(8%)
10 RESIDENT CHARGEABLE SERVICES	-	-	-	-	-	-	0%
TOTAL OPERATING FUND	\$3,209,237	\$3,368,295	\$3,541,137	\$3,771,158	\$4,231,222	\$460,064	12%
RESERVE FUND							
11 LANDSCAPE RENOVATION	\$248,032	\$228,164	\$87,670	\$350,000	\$451,495	\$101,495	29%
12 TREE MAINTENANCE	880,681	587,330	416,257	1,232,529	863,648	(368,881)	(30%)
TOTAL RESERVE FUND	\$1,128,713	\$815,494	\$503,927	\$1,582,529	\$1,315,144	(\$267,386)	(17%)

Landscape Expenditures by Program Operating Fund

Shrub-Bed Maintenance **\$2,173,912**

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 **\$1,185,712**

The turf 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.

Small Equipment Repair **\$199,108**

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.

Miscellaneous Tasks **\$149,734**

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.

Nursery **\$148,749**

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 **\$117,802**

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.

Pest Control **\$116,901**

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 vertebrates. Pest Control provides support to other Landscape Maintenance Sections.

Slope Maintenance**\$75,407**

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.

Composting**\$63,897**

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.

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 Renovation

\$451,495

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 United Landscape Committee recommended that \$250,000 for Landscape Renovation, \$100,000 for Slope Maintenance (outsourced), \$11,495 for Irrigation Retrofit, and \$90,000 for Turf Renovation.

Tree Maintenance

\$863,648

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.