



SPECIAL OPEN SESSION

**SPECIAL OPEN MEETING OF THE GOLDEN RAIN FOUNDATION
OF LAGUNA WOODS BOARD OF DIRECTORS
A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Wednesday, July 10, 2024 -1:30 p. m.
Laguna Woods Village Board Room/Virtual Meeting
24351 El Toro Road, Laguna Woods, California**

Laguna Woods Village owners/residents are welcome to participate in all open meetings in-person and virtually. To submit comments or questions virtually for meetings, please use one of the following options:

1. Join the meeting via Zoom by clicking this link: <https://us06web.zoom.us/j/92081839160> or by calling 1-669-900-6833, Webinar ID: 92081839160.
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the meeting in the subject line of the email. Name and unit number must be included.

NOTICE OF MEETING AND AGENDA

This Meeting May Be Recorded

The purpose of this meeting is to review the 2025 GRF Business Plan – Version 2

1. Call Meeting to Order / Establish Quorum – Treasurer William Cowen
2. State Purpose of Meeting – Treasurer William Cowen
3. Approval of the Agenda
4. Chair Remarks
5. Open Forum (Three Minutes per Speaker)
6. Responses to Open Forum Speakers
7. Review of the Proposed 2025 GRF Business Plan – Version 2
8. Adjournment

STAFF REPORT

DATE: July 10, 2024
FOR: Board of Directors
SUBJECT: 2025 Business Plan – Version 2

RECOMMENDATION

Staff recommends the Board review the Proposed 2025 Business Plan – Version 2 and provide direction for change or revision if needed, at the meeting on July 10, 2024. All components of the plan will be discussed in detail.

BACKGROUND

The Board had several meetings in May and June to discuss the 2025 Business Plan and 2025 Capital Plan (CIP). Based on input received at the meetings and subsequent discussions, Staff refined the Business Plan, CIP, and Reserves Plan as included in this agenda.

On August 5, 2024, the GRF Board is scheduled to meet and review Version 3 of the proposed budget, inclusive of any changes made to the attached Business Plan; recommendations for change will be forwarded for Board consideration at their meeting on September 5, 2024.

DISCUSSION

BUSINESS PLAN SUMMARY

These documents present an overview of the proposed 2025 Plan – Version 2 and reflect a net increase of \$1,658,320 in the Total Basic Assessment, \$10.88 Per Manor Per Month (PMPM) or 4.8% when compared to current year.

Brief notations for line items with significant change from current year are noted below as increases or (decreases) in the assessment, and listed in order of appearance on the proposed Business Plan by Account – Version 2 (Attachment 1):

Line 1: Golf Greens Fees additional revenue of \$454,900 decreased the assessment by (\$2.98) PMPM to reflect the ongoing trend of higher golf course usage coupled with anticipated rate changes that will be effective in 2025.

Line 2: Golf Operations additional revenue of \$78,100 decreased the assessment by (\$0.51) PMPM to reflect current usage of golf driving range, golf cart usage, and anticipated rate changes effective 2025.

Line 4: Clubhouse Rentals and Event Fees additional revenue of \$247,084 decreased the assessment by (\$1.62) PMPM primarily due to the trend of more club related events held at the PAC post-pandemic coupled with approved room rental fee increases that will be effective in 2025.

Line 6: Broadband Services less revenue of \$518,660 increased the assessment by \$3.40 PMPM due to less advertising expected during a non-election year. In addition, less premium subscription revenue is anticipated as some users have moved to streaming platforms in recent years.

Line 7: Miscellaneous Revenue additional revenue of (\$300,680) decreased the assessment by (\$1.96) PMPM due to higher clubhouse labor fees at the PAC as a result of an increase in the number of events, increased class fee revenue to reflect recent trends, and increased rates for electric vehicle charging stations at the community center.

Line 8: Employee Compensation decreased by (\$105,172) or (\$0.69) PMPM primarily due to outsourcing of golf maintenance; an offset can be found in line 23. Savings were partially offset due to planned wage adjustments and a removal of turnover factors throughout the Recreation Services department, primarily at the PAC and clubhouses as work centers have returned to pre-Covid staffing levels.

Line 9: Expenses Related to Compensation decreased by (\$187,971) or (\$1.24) PMPM primarily due to outsourcing of golf maintenance; an offset can be found in line 23. Savings were partially offset due to an increase in workers' compensation premiums to reflect recent actuals and an anticipated increase in non-union medical insurance costs.

Line 10: Materials and Supplies decreased by (\$269,645) or (\$1.76) PMPM primarily due to outsourcing of golf maintenance resulting in an elimination of materials related expenses within the golf maintenance work centers. An offset can be found line 23. In addition, less information technology materials are expected to be needed in 2025 such as software licensing, phones, and headsets.

Line 12: Community Events increased by \$150,709 or \$0.99 PMPM due to more events held by clubs at the performing arts center based on an increasing trend in recent years. An offset can be found in line 4.

Line 13: Electricity increased by \$264,030 or \$1.73 PMPM based on current consumption and current year rate increases.

Lines 14-15: Sewer & Water increased by \$124,590 or \$0.82 PMPM based on current consumption and published rate increases in July 2024 and projected rate increase in 2025.

Line 21: Professional Fees increased by \$111,263 or \$0.73 PMPM primarily due to funding for consulting fees related to an on-site visit from GRF's reserve specialist in preparation for the 2026 Business Plan. Additionally, funding is provided for fees related to 2024 audit and tax services and assumes a 5% fee increase over the 2024 budget.

Line 22: Rentals decreased by (\$85,202) or (\$0.56) PMPM based on the anticipated transition of cardio equipment at the fitness centers from leased to owned. The cardio equipment purchases are included in 2025 Capital Plan.

Line 23: Outside Services increased by \$1,906,999 or \$12.48 PMPM primarily due to outsourcing of golf maintenance. Offset can be found in lines 8, 9, 10.

Line 27: Insurance increased by \$413,599 or \$2.70 PMPM due to increased hazard & liability insurance to reflect anticipated premium increases at renewal.

Line 31: Cost Allocations to Mutuals, the net result of interdepartmental allocations increased by \$161,257, effectively decreasing the assessment by (\$1.06) PMPM, to reflect existing service levels throughout the departments providing more of an offset to the line items listed above.

Line 32: (Surplus)/Deficit Recovery for Version 2, the Surplus Recovery is budgeted to remain at \$764,160.

Line 33: GRF Reserve Fund Contribution for Version 2, the Reserve Contribution is budgeted to remain at \$17.00 PMPM. To adequately plan for future expenditures, the Mutual adopts a 30-Year Funding Plan that projects contributions and disbursements to the Reserve Fund over the next 30 years. A reserve study is being conducted by Association Reserves Inc and recommended funding plans will be provided based on the existing 30-year funding plan at the next version of the budget. Reserves provide the funding necessary to maintain, repair, replace, or restore major common-area components. Contributions to the Reserve Funds are supplemented by the Transfer Fee of \$7,500 per eligible transfer.

Line 34: GRF Contingency Fund Contribution remained at \$0. Staff projects sufficient funds exist in the Contingency Fund to fund projected future year expenses.

FINANCIAL ANALYSIS

The financial impact of this proposed business plan would be a GRF assessment of \$239.10 PMPM, an increase of \$10.88 or 4.8% when compared to current year.

Prepared By: Jose Campos, Assistant Director of Financial Services

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENTS

- Attachment 1: GRF 2025 Business Plan by Account – Version 2
- Attachment 2: GRF 2025 Business Plan by Department – Version 2
- Attachment 3: GRF 2025 Budget Comparison Report – Operating Fund
- Attachment 4: 2025 Staffing Report (Full Time Equivalents)
- Attachment 5: Staff Report – 2025 Capital Plan Proposals



2025 BUSINESS PLAN - BY ACCOUNT

						ASSESSMENT			
DESCRIPTION		2021 ACTUAL*	2022 ACTUAL	2023 ACTUAL	2024 PLAN	2025 PLAN	Per Manor Per Month		
							2024	2025	Change
OPERATING REVENUES									
1	Golf Greens Fees	\$1,656,161	\$1,777,020	\$1,687,917	\$1,814,600	\$2,269,500	\$11.87	\$14.85	(\$2.98)
2	Golf Operations	318,827	363,750	249,558	377,400	455,500	2.47	2.98	(0.51)
3	Merchandise Sales	522,651	618,929	527,998	643,147	642,802	4.21	4.21	0.00
4	Clubhouse Rentals and Event Fees	113,331	565,790	749,973	695,493	942,577	4.55	6.17	(1.62)
5	Rentals	140,779	144,674	180,405	198,064	201,226	1.30	1.32	(0.02)
6	Broadband Services	5,038,208	5,277,634	5,433,370	6,423,300	5,904,640	42.03	38.63	3.40
7	Miscellaneous	659,087	1,021,743	1,286,011	1,171,790	1,344,566	7.67	8.80	(1.13)
Total Revenue		\$8,449,044	\$9,769,540	\$10,115,232	\$11,323,794	\$11,760,811	\$74.10	\$76.96	(\$2.86)
OPERATING EXPENSES									
8	Employee Compensation	\$17,060,816	\$18,221,733	\$19,505,281	\$20,108,764	\$20,000,576	\$131.58	\$130.87	(\$0.71)
9	Exp. Related to Compensation	5,058,750	5,405,108	6,007,299	5,965,952	5,776,551	39.05	37.80	(1.25)
10	Materials and Supplies	1,570,108	2,189,516	1,714,734	2,048,209	1,777,284	13.40	11.63	(1.77)
11	Cost of Merchandise Sold	431,568	477,382	499,613	467,066	472,540	3.06	3.09	0.03
12	Community Events	45,229	408,472	627,881	432,956	583,665	2.83	3.82	0.99
13	Electricity	881,645	1,161,822	1,205,325	1,015,216	1,279,246	6.64	8.37	1.73
14	Sewer	75,868	94,167	114,049	125,568	133,928	0.82	0.88	0.06
15	Water	762,448	783,105	580,194	709,660	825,890	4.64	5.40	0.76
16	Trash	128,609	86,161	96,295	139,544	158,860	0.91	1.04	0.13
17	Natural Gas	237,215	397,074	456,073	405,425	460,313	2.65	3.01	0.36
18	Telephone	308,599	281,881	377,362	303,338	361,488	1.98	2.37	0.39
19	Fuel & Oil for Vehicles	489,252	723,392	574,186	627,894	657,000	4.11	4.30	0.19
20	Legal Fees	737,723	92,364	233,489	248,350	231,680	1.62	1.52	(0.10)
21	Professional Fees	416,867	629,637	652,128	759,457	870,720	4.97	5.70	0.73
22	Rentals	258,816	272,854	277,566	328,042	242,840	2.15	1.59	(0.56)
23	Outside Services	2,829,913	2,886,946	3,402,362	3,216,787	5,123,308	21.05	33.52	12.47
24	Repairs and Maintenance	886,507	1,192,186	773,378	1,045,997	1,127,633	6.84	7.38	0.54
25	Other Operating Expense	647,885	734,620	753,382	1,036,567	1,105,817	6.78	7.24	0.46
26	Income, Property, and Sales Tax	(505,305)	35,300	29,807	37,892	35,357	0.25	0.23	(0.02)
27	Insurance	2,658,323	2,783,674	2,899,015	3,277,996	3,691,595	21.45	24.15	2.70
28	Cable TV Programming	3,966,508	4,196,413	4,476,120	5,143,360	5,125,000	33.65	33.53	(0.12)
29	Uncollectible Accounts	12,184	4,144	1,177	13,000	10,600	0.09	0.07	(0.02)
30	(Gain)/Loss on Sale or Trade	(180,899)	17,743	(34,769)	(810)	(30,900)	(0.01)	(0.20)	(0.19)
31	Cost Allocations	(2,775,314)	(2,988,482)	(2,780,728)	(3,087,099)	(3,249,225)	(20.19)	(21.24)	(1.05)
Total Expense		\$36,003,315	\$40,087,212	\$42,441,219	\$44,369,131	\$46,771,767	\$290.32	\$306.07	\$15.75
32	(Surplus)/Deficit Recovery	\$0	\$0	\$0	(\$764,160)	(\$764,160)	(\$5.00)	(\$5.00)	\$0.00
Net Operating		\$27,554,271	\$30,317,672	\$32,325,987	\$33,045,337	\$34,246,796	\$211.22	\$224.11	\$12.89
FUND CONTRIBUTIONS									
33	Reserve Funds	\$2,903,808	\$2,598,144	\$2,598,144	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
34	Contingency Fund	0	764,160	0	0	0	0.00	0.00	0.00
Total Fund Contribution		\$2,903,808	\$3,362,304	\$2,598,144	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
TOTAL BASIC ASSESSMENT		\$30,458,079	\$33,679,976	\$34,924,131	\$34,879,321	\$36,844,940	\$228.22	\$241.11	\$12.89

*2021 actuals were affected by COVID-19 Pandemic.



2025 BUSINESS PLAN - BY DEPARTMENT

DESCRIPTION	2021	2022	2023	2024	2025	ASSESSMENT		
	ACTUAL*	ACTUAL	ACTUAL	PLAN	PLAN	Per Manor Per Month		
						2024	2025	Change
OPERATING								
Office of the CEO	\$540,277	\$505,971	\$751,184	\$1,119,283	\$1,033,794	\$7.32	\$6.76	(\$0.56)
Media and Communications**	2,215,674	1,075,422	364,780	0	0	0.00	0.00	0.00
Information Services	1,417,894	1,633,877	2,055,487	2,395,627	2,460,329	15.67	16.10	0.43
General Services	4,043,651	5,559,078	6,599,948	6,972,635	7,546,831	45.62	49.38	3.76
Financial Services	1,206,550	2,181,385	1,722,478	1,694,599	1,922,024	11.09	12.58	1.49
Security Services	5,783,930	6,494,103	6,475,096	6,385,361	6,747,806	41.78	44.15	2.37
Landscape Services	1,104,296	951,646	1,355,172	1,480,560	1,473,596	9.69	9.64	(0.05)
Recreation Services	5,827,936	6,948,068	7,747,100	7,334,103	7,522,299	47.99	49.22	1.23
Human Resource Services	235,489	244,649	212,814	320,625	335,794	2.10	2.20	0.10
Insurance	2,658,205	2,783,639	2,898,956	3,271,530	3,691,595	21.41	24.15	2.74
Maintenance & Construction	1,912,302	1,875,867	2,158,398	2,065,014	1,969,589	13.51	12.92	(0.59)
Non Work Center	608,067	63,967	(15,426)	6,000	0	0.04	0.00	(0.04)
Net Operating Expense	\$27,554,271	\$30,317,672	\$32,325,987	\$33,045,337	\$34,703,657	\$216.22	\$227.10	\$10.88
(Surplus)/Deficit Recovery	\$0	\$0	\$0	(\$764,160)	(\$764,160)	(\$5.00)	(\$5.00)	\$0.00
Total Operating Contributions	\$27,554,271	\$30,317,672	\$32,325,987	\$32,281,177	\$33,939,497	\$211.22	\$222.10	\$10.88
FUND CONTRIBUTIONS								
Reserve Funds	\$2,903,808	\$2,598,144	\$2,598,144	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
Contingency Fund	0	764,160	0	0	0	0.00	0.00	0.00
Total Fund Contribution	\$2,903,808	\$3,362,304	\$2,598,144	\$2,598,144	\$2,598,144	\$17.00	\$17.00	\$0.00
TOTAL BASIC ASSESSMENT	\$30,458,079	\$33,679,976	\$34,924,131	\$34,879,321	\$36,537,641	\$228.22	\$239.10	\$10.88

*2021 actuals were affected by COVID-19 Pandemic.

**Work centers within department were moved into Office of the CEO and General Services in 2024.

**Golden Rain Foundation of Laguna Woods
Budget Comparison Report by Account
12/31/2025**

Attachment 3

GOLDEN RAIN FOUNDATION

	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Actuals</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
Non-Assessment Revenues:							
Golf Green Fees							
42001000 - Golf Green Fees - Residents	\$1,534,992	\$1,505,516	\$1,386,729	\$1,531,000	\$1,906,000	(\$375,000)	(24%)
42001500 - Golf Green Fees - Guests	121,169	271,504	301,188	283,600	363,500	(79,900)	(28%)
Total Golf Green Fees	1,656,161	1,777,020	1,687,917	1,814,600	2,269,500	(454,900)	(25%)
Golf Operations							
42002000 - Golf Driving Range Fees	99,771	151,326	41,920	165,000	205,000	(40,000)	(24%)
42003000 - Golf Cart Use Fees	191,780	197,670	196,524	196,400	238,000	(41,600)	(21%)
42004000 - Golf Lesson Fees	23,212	9,429	5,070	12,000	8,500	3,500	29%
42005000 - Golf Club Storage Fees	3,520	3,645	3,960	3,500	3,500	0	0%
42005500 - Golf Club Rental Fees	544	1,680	2,084	500	500	0	0%
Total Golf Operations	318,827	363,750	249,558	377,400	455,500	(78,100)	(21%)
Merchandise Sales							
41501000 - Merchandise Sales - Pro Shop	294,441	310,694	207,164	325,000	328,000	(3,000)	(1%)
41501500 - Merchandise Sales - Warehouse	11,293	16,313	13,005	17,142	10,285	6,857	40%
41502500 - Merchandise Sales - Fitness	54	174	330	174	186	(12)	(7%)
41503500 - Merchandise Sales - Broadband	17,112	18,108	17,450	15,000	16,500	(1,500)	(10%)
41504800 - Merchandise Sales - Fuel & Oil	173,557	215,192	228,937	228,831	228,831	0	0%
41505000 - Bar Sales	26,194	58,448	61,113	57,000	59,000	(2,000)	(4%)
Total Merchandise Sales	522,651	618,927	527,998	643,147	642,802	345	0%
Clubhouse Rentals and Event Fees							
42501000 - Clubhouse Room Rentals - Residents	71,288	320,804	485,692	424,000	661,804	(237,804)	(56%)
42501500 - Clubhouse Room Rentals - Exception Rate	0	9,915	21,750	25,540	27,532	(1,992)	(8%)
42502000 - Clubhouse Event Fees - Residents	38,558	220,778	227,035	226,903	240,441	(13,538)	(6%)
42502500 - Clubhouse Event Fees - Non Residents	0	0	149	0	0	0	0%
42503000 - Village Greens Room Rentals - Residents	3,296	12,543	11,407	16,300	9,800	6,500	40%
42503500 - Village Greens Room Rentals - Non Residents	190	1,750	3,940	2,750	3,000	(250)	(9%)
Total Clubhouse Rentals and Event Fees	113,331	565,789	749,973	695,493	942,577	(247,084)	(36%)
Rentals							
43001000 - Garden Plot Rental	56,872	57,335	73,171	75,000	75,000	0	0%
43001500 - Shade House Rental Space	407	382	450	400	400	0	0%
45506500 - Rental Fee	29,500	32,527	40,545	59,664	62,826	(3,162)	(5%)
48001500 - Lease Revenue	54,000	54,430	66,240	63,000	63,000	0	0%
Total Rentals	140,779	144,674	180,405	198,064	201,226	(3,162)	(2%)
Fees and Charges for Services to Residents							
46502000 - Resident Maintenance Fee	0	298	0	0	0	0	0%
Total Fees and Charges for Services to Residents	0	298	0	0	0	0	0%
Broadband Services							
45001000 - Ad Insertion	590,984	836,547	543,609	925,000	680,000	245,000	26%
45001500 - Premium Channel	317,094	285,588	250,080	270,000	225,000	45,000	17%
45002000 - Cable Service Call	83,230	75,472	65,481	72,000	70,000	2,000	3%
45002500 - Cable Commission	104,903	44,743	63,873	33,500	28,440	5,060	15%
45003000 - High Speed Internet	1,787,497	1,886,109	2,430,569	2,700,000	2,670,000	30,000	1%
45003500 - Equipment Rental	1,851,248	1,875,365	1,835,651	1,864,200	1,948,200	(84,000)	(5%)
45004000 - Video Production	89,251	78,681	43,525	50,000	43,000	7,000	14%
45004500 - Video Re-Production	90	49	56	100	0	100	100%
45005000 - Message Board	35,000	25,400	21,550	24,500	20,000	4,500	18%
45005500 - Advertising	178,911	169,680	178,975	484,000	220,000	264,000	55%
Total Broadband Services	5,038,208	5,277,635	5,433,370	6,423,300	5,904,640	518,660	8%
Miscellaneous							
43501000 - Horse Boarding Fee	60,342	85,044	114,661	102,120	129,120	(27,000)	(26%)
43501500 - Horse Feed Fee	30,333	46,572	42,934	63,600	51,600	12,000	19%
43502000 - Horse Trailer Parking Fee	213	370	800	1,360	1,360	0	0%
43502500 - Horse Lesson Fee - Resident	7,733	26,002	22,027	57,600	33,000	24,600	43%
44001500 - Pool Fee - Guests	0	168	0	0	0	0	0%
44002000 - Bridge Room Fee - Guests	9,435	25,265	33,026	25,000	33,000	(8,000)	(32%)
44002500 - Parking Fees - Non Residents	24,000	41,487	49,544	24,400	29,400	(5,000)	(20%)
44003000 - Class Fees	47,752	161,161	202,003	159,000	220,350	(61,350)	(39%)
44003500 - Locker Rental Fee	44	10,659	10,346	16,375	15,350	1,025	6%
44004500 - Clubhouse Labor Fee	9,290	12,634	77,184	11,018	113,939	(102,921)	(934%)
44005500 - Clubhouse Catering Fee	5,128	12,039	21,906	18,700	21,610	(2,910)	(16%)
44006500 - Sponsorship Income	27,667	83,300	86,967	75,000	99,600	(24,600)	(33%)
44008000 - Club Group Organization Registration Fee	(100)	4,090	6,601	9,000	9,000	0	0%
46001000 - RV Storage Fee	118,688	109,133	113,496	124,480	150,000	(25,520)	(21%)
46002000 - Traffic Violation	24,734	51,387	48,880	90,000	61,000	29,000	32%
46003500 - Security Standby Fee	2,310	3,339	3,087	3,500	3,500	0	0%

OPERATING FUND ONLY

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Version 2

Golden Rain Foundation of Laguna Woods
Budget Comparison Report by Account
12/31/2025

Attachment 3

GOLDEN RAIN FOUNDATION

	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Actuals</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	Assessment Increase/ (Decrease)	VAR %
46004000 - Estate Sale Fee	540	2,250	3,150	2,080	2,480	(400)	(19%)
46004500 - Resident Violations	0	0	1,602	1,056	478	578	55%
44501000 - Additional Occupant Fee	176,900	151,300	168,800	216,495	181,033	35,463	16%
44503500 - Resale Processing Fee	0	600	0	0	0	0	0%
44504000 - Resident Id Card Fee	9,600	12,275	20,540	11,000	32,950	(21,950)	(200%)
44506000 - Photo Copy Fee	21,745	50,679	65,636	65,000	72,500	(7,500)	(12%)
44506500 - Auto Decal Fee	52,910	52,321	64,150	60,000	70,000	(10,000)	(17%)
44507000 - Golf Cart Electric Fee	640	0	0	0	0	0	0%
47001000 - Cash Discounts - Accounts Payable	0	20,579	55,045	0	40,000	(40,000)	0%
47001500 - Late Fee Revenue	5,805	6,187	6,262	8,000	8,700	(700)	(9%)
47002800 - Fuel & Oil Administrative Fee	10,800	10,800	4,500	10,800	10,800	0	0%
47501000 - Recycling	0	0	329	0	0	0	0%
48001000 - Legal Fee	0	15	0	0	0	0	0%
46005500 - Disaster Task Force	214	1,010	944	0	0	0	0%
49009000 - Miscellaneous Revenue	12,366	40,779	61,591	16,206	81,700	(65,494)	(404%)
Total Miscellaneous	659,087	1,021,444	1,286,010	1,171,790	1,472,470	(300,680)	(26%)
Total Non-Assessment Revenue	8,449,044	9,769,538	10,115,232	11,323,794	11,888,715	(564,921)	(5%)
Expenses:							
Employee Compensation							
51011000 - Salaries & Wages - Regular	11,796,090	12,945,882	14,070,652	14,545,100	15,279,145	734,045	5%
51021000 - Union Wages - Regular	2,975,967	2,881,838	2,861,417	3,566,678	2,764,837	(801,841)	(22%)
51041000 - Wages - Overtime	174,106	228,615	261,257	183,523	200,449	16,927	9%
51051000 - Union Wages - Overtime	42,993	38,149	104,207	47,038	34,876	(12,161)	(26%)
51061000 - Holiday & Vacation	1,549,091	1,524,497	1,565,560	1,224,924	1,188,148	(36,775)	(3%)
51071000 - Sick	330,368	394,571	416,192	499,640	484,640	(15,001)	(3%)
51081000 - Sick - Part Time	8	0	0	14	0	(14)	(100%)
51091000 - Missed Meal Penalty	35,116	48,601	58,625	29,732	36,899	7,167	24%
51101000 - Temporary Help	86,823	145,845	140,718	12,116	14,598	2,482	20%
51981000 - Compensation Accrual	70,253	13,735	26,653	0	0	0	0%
Total Employee Compensation	17,060,816	18,221,733	19,505,281	20,108,764	20,003,593	(105,171)	(1%)
Compensation Related							
52411000 - F.I.C.A.	1,239,115	1,324,582	1,427,761	1,507,845	1,496,269	(11,575)	(1%)
52421000 - F.U.I.	19,611	21,115	22,179	18,845	17,964	(882)	(5%)
52431000 - S.U.I.	129,842	105,589	107,310	119,230	114,559	(4,671)	(4%)
52441000 - Union Medical	1,035,574	1,020,322	1,054,057	1,176,433	828,953	(347,480)	(30%)
52451000 - Workers' Compensation Insurance	832,327	1,014,989	1,493,118	963,326	1,114,224	150,898	16%
52461000 - Non Union Medical & Life Insurance	1,266,880	1,303,778	1,228,122	1,309,773	1,424,271	114,498	9%
52471000 - Union Retirement Plan	252,742	268,703	288,952	377,756	270,579	(107,177)	(28%)
52481000 - Non-Union Retirement Plan	268,394	344,755	382,115	492,744	511,162	18,419	4%
52981000 - Compensation Related Accrual	14,265	1,275	3,686	0	0	0	0%
Total Compensation Related	5,058,749	5,405,108	6,007,299	5,965,952	5,777,981	(187,971)	(3%)
Materials and Supplies							
53001000 - Materials & Supplies	1,231,351	1,507,575	1,474,610	1,552,805	1,426,349	(126,456)	(8%)
53003000 - Materials Direct	0	38,488	23,036	0	0	0	0%
53003500 - Materials Direct - Grf	308,069	610,952	183,213	445,380	304,100	(141,280)	(32%)
53004000 - Freight	30,689	32,501	33,876	50,024	48,115	(1,909)	(4%)
Total Materials and Supplies	1,570,108	2,189,516	1,714,734	2,048,209	1,778,565	(269,644)	(13%)
Cost of Goods Sold							
53101000 - Cost Of Sales - Warehouse	43,616	20,820	78,505	12,235	55,040	42,805	350%
53101500 - Cost Of Sales - Pro Shop	204,387	223,256	150,881	208,000	207,000	(1,000)	0%
53102000 - Cost Of Sales - Alcohol	8,734	17,915	19,508	18,000	19,500	1,500	8%
53103400 - Cost Of Sales - Fuel & Oil	173,557	215,192	228,937	228,831	191,000	(37,831)	(17%)
53103500 - Earthquake Materials	1,274	199	162	0	0	0	0%
Total Cost of Goods Sold	431,568	477,381	499,613	467,066	472,540	5,474	1%
Community Events							
53201000 - Community Events	45,229	408,472	627,881	432,956	583,665	150,709	35%
Total Community Events	45,229	408,472	627,881	432,956	583,665	150,709	35%
Utilities and Telephone							
53301000 - Electricity	881,645	1,161,822	1,205,325	1,015,216	1,279,246	264,030	26%
53301500 - Sewer	75,868	94,167	114,049	125,568	133,928	8,360	7%
53302000 - Water	762,448	783,105	580,194	709,660	825,890	116,230	16%
53302500 - Trash	128,609	86,161	96,295	139,544	158,850	19,306	14%
53303500 - Gas	237,215	397,074	456,073	405,425	460,313	54,888	14%
53304000 - Telephone	308,599	281,881	377,362	303,338	361,488	58,150	19%
Total Utilities and Telephone	2,394,384	2,804,210	2,829,298	2,698,751	3,219,715	520,964	19%
Fuel and Oil							
53304500 - Fuel & Oil For Vehicles	489,252	723,392	574,186	627,894	657,000	29,106	5%

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Version 2

**Golden Rain Foundation of Laguna Woods
Budget Comparison Report by Account
12/31/2025**

Attachment 3

GOLDEN RAIN FOUNDATION

	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Actuals</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Assessment Increase/ (Decrease)</u>	<u>VAR %</u>
Total Fuel and Oil	489,252	723,392	574,186	627,894	657,000	29,106	5%
Legal Fees							
53401500 - Legal Fees	737,723	92,364	233,489	248,350	231,680	(16,670)	(7%)
Total Legal Fees	737,723	92,364	233,489	248,350	231,680	(16,670)	(7%)
Professional Fees							
53402000 - Audit & Tax Preparation Fees	139,399	145,134	164,530	145,000	164,000	19,000	13%
53402500 - Payroll System Fees	151,928	179,526	164,569	176,832	178,500	1,668	1%
53403500 - Consulting Fees	117,540	295,977	313,029	427,625	518,220	90,595	21%
53404500 - Fees	8,000	9,000	10,000	10,000	10,000	0	0%
Total Professional Fees	416,867	629,637	652,128	759,457	870,720	111,263	15%
Equipment Rental							
53501500 - Equipment Rental/Lease Fees	258,816	272,854	277,566	328,042	242,840	(85,202)	(26%)
Total Equipment Rental	258,816	272,854	277,566	328,042	242,840	(85,202)	(26%)
Outside Services							
53601000 - Bank Fees	91,842	47,218	6,003	0	7,000	7,000	0%
53601500 - Credit Card Transaction Fees	224,525	285,088	318,594	272,032	306,118	34,086	13%
53602000 - Merchant Account Fees	7,464	15,555	20,353	17,627	20,586	2,959	17%
53602500 - Licensing Fees	5,900	6,488	5,900	6,000	6,000	0	0%
53603000 - Permit Fees	0	103	0	1,800	1,000	(800)	(44%)
54603500 - Outside Services CC	37,140	10,350	85,924	78,750	0	(78,750)	(100%)
53704000 - Outside Services	2,463,042	2,522,144	2,965,588	2,840,578	4,783,082	1,942,504	68%
Total Outside Services	2,829,913	2,886,946	3,402,362	3,216,787	5,123,786	1,906,999	59%
Repairs and Maintenance							
53701000 - Equipment Repair & Maint	653,177	894,622	520,241	659,286	774,574	115,287	17%
53702000 - Street Repair & Maint	6,218	0	3,293	5,000	0	(5,000)	(100%)
53702500 - Building Repair & Maint	226,648	285,332	236,816	365,430	219,562	(145,868)	(40%)
53703000 - Elevator /Lift Maintenance	464	10,700	10,888	12,049	13,892	1,843	15%
53703500 - Water Softener	0	1,532	2,140	4,232	3,114	(1,118)	(26%)
Total Repairs and Maintenance	886,508	1,192,186	773,378	1,045,997	1,011,142	(34,855)	(3%)
Other Operating Expense							
53604000 - Pest Control Fees	15,510	11,396	12,906	20,595	15,019	(5,576)	(27%)
53801000 - Mileage & Meal Allowance	3,811	4,200	7,690	11,469	6,507	(4,962)	(43%)
53801500 - Travel & Lodging	5	2,502	3,087	3,527	3,527	0	0%
53802000 - Uniforms	106,246	103,302	102,138	125,826	109,506	(16,319)	(13%)
53802500 - Dues & Memberships	14,355	11,915	11,000	20,811	18,425	(2,385)	(11%)
53803000 - Subscriptions & Books	14,978	19,093	14,244	26,554	22,716	(3,838)	(14%)
53803500 - Training & Education	34,516	36,736	56,600	161,054	98,898	(62,156)	(39%)
53804000 - Staff Support	64,087	97,248	120,188	150,050	177,830	27,780	19%
53901000 - Benefit Administrative Fees	4,088	3,019	6,221	4,000	6,500	2,500	63%
53901500 - Volunteer Support	277	12,910	17,093	24,600	22,600	(2,000)	(8%)
53902000 - Physical Examinations	48,677	46,411	33,296	50,000	35,000	(15,000)	(30%)
53902500 - Recruiting Fees	65,357	127,491	53,832	90,000	55,000	(35,000)	(39%)
53903000 - Safety	75,266	78,750	81,579	100,366	244,390	144,024	143%
54001000 - Board Relations	10,682	13,930	21,285	16,500	16,500	0	0%
54001020 - Board Relations - Third	0	0	175	0	0	0	0%
54001500 - Public Relations	6,059	14,483	5,402	10,000	0	(10,000)	(100%)
54002000 - Postage	35,879	31,131	47,098	44,837	36,164	(8,673)	(19%)
54002500 - Filing Fees / Permits	148,093	120,103	156,634	174,378	165,769	(8,609)	(5%)
54502500 - Cable Promotions	0	0	2,914	2,000	1,500	(500)	(25%)
Total Other Operating Expense	647,885	734,620	753,382	1,036,566	1,035,852	(714)	0%
Income, Property, and Sales Tax							
54301000 - State & Federal Income Taxes	(548,927)	2,224	0	1,000	0	(1,000)	(100%)
54301500 - State & Local Taxes	40,471	29,925	26,656	33,713	32,214	(1,499)	(4%)
54302000 - Property Taxes	3,151	3,151	3,151	3,179	3,143	(36)	(1%)
Total Income, Property, and Sales Tax	(505,305)	35,299	29,807	37,892	35,357	(2,535)	(7%)
Insurance							
54401000 - Hazard & Liability Insurance	2,261,770	2,404,137	2,600,314	2,931,112	3,340,456	409,344	14%
54401500 - D&O Liability	63,781	72,306	79,047	91,636	91,636	0	0%
54402000 - Property Insurance	326,200	284,697	211,413	231,981	240,003	8,022	3%
54402500 - Auto Liability Insurance	895	6,487	956	7,500	7,500	0	0%
54403000 - General Liability Insurance	2,785	8,721	6,502	8,267	7,000	(1,267)	(15%)
54403500 - Property Damage	2,892	7,326	782	7,500	5,000	(2,500)	(33%)
Total Insurance	2,658,323	2,783,673	2,899,015	3,277,996	3,691,595	413,599	13%
Cable Programming/Copyright/Franchise							
54501000 - Cable - Programming Fees	3,751,938	3,978,729	4,222,921	4,850,000	4,855,000	5,000	0%
54502000 - Cable - City of Laguna Woods Franchise Fees	214,570	217,684	253,199	293,360	270,000	(23,360)	(8%)

OPERATING FUND ONLY

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Version 2

Golden Rain Foundation of Laguna Woods
Budget Comparison Report by Account
12/31/2025

Attachment 3

GOLDEN RAIN FOUNDATION

	<u>2021 Actuals</u>	<u>2022 Actuals</u>	<u>2023 Actuals</u>	<u>2024 Budget</u>	<u>2025 Budget</u>	Assessment Increase/ (Decrease)	VAR %
Total Cable Programming/Copyright/Franchise	3,966,508	4,196,412	4,476,120	5,143,360	5,125,000	(18,360)	0%
Cost Allocations							
48501000 - Allocated To Grf Departments	(6,748,979)	(7,571,854)	(7,177,286)	(7,220,574)	(7,592,323)	(371,749)	(5%)
54602500 - Allocated Expenses	<u>3,973,664</u>	<u>4,583,372</u>	<u>4,396,558</u>	<u>4,133,475</u>	<u>4,343,965</u>	<u>210,490</u>	<u>5%</u>
Total Cost Allocations	(2,775,316)	(2,988,483)	(2,780,727)	(3,087,099)	(3,248,358)	(161,259)	(5%)
Uncollectible Accounts							
54602000 - Bad Debt Expense	<u>12,184</u>	<u>4,144</u>	<u>1,177</u>	<u>13,000</u>	<u>10,600</u>	<u>(2,400)</u>	<u>(18%)</u>
Total Uncollectible Accounts	12,184	4,144	1,177	13,000	10,600	(2,400)	(18%)
(Gain)/Loss on Sale or Trade							
54101000 - (Gain)/Loss - Warehouse Sales	<u>(180,899)</u>	<u>17,743</u>	<u>(34,769)</u>	<u>(810)</u>	<u>(30,900)</u>	<u>(30,090)</u>	<u>(3715%)</u>
Total (Gain)/Loss on Sale or Trade	(180,899)	17,743	(34,769)	(810)	(30,900)	(30,090)	(3715%)
Total Expenses	<u>36,003,316</u>	<u>40,087,209</u>	<u>42,441,219</u>	<u>44,369,131</u>	<u>46,592,372</u>	<u>2,223,242</u>	<u>5%</u>
Excess of Revenues Over Expenses	<u>(\$27,554,271)</u>	<u>(\$30,317,672)</u>	<u>(\$32,325,987)</u>	<u>(\$33,045,337)</u>	<u>(\$34,703,657)</u>	<u>\$1,658,321</u>	<u>5%</u>

Laguna Woods Village
Department Staffing (Full Time Equivalents)

	2021 Funded	2022 Funded	2023 Funded	2024 Funded	2025 V2 Funded	Funded Inc/(Dec)
ALL DEPARTMENTS	727.86	734.19	735.97	697.28	681.36	(15.92)
Office of the CEO	17.06	19.50	18.50	22.50	21.55	(0.95)
100 Office of the CEO	7.00	9.00	7.50	7.50	7.50	-
010 Media and Communications*	-	-	-	4.00	3.05	(0.95)
240 Community Services	10.06	10.50	11.00	11.00	11.00	-
Department of Media and Communications	12.33	23.35	23.15	-	-	-
010 Media and Communications*	3.83	3.50	4.30	-	-	-
020 Cable TV Network*	-	11.10	10.10	-	-	-
030 TV Studio*	6.50	6.50	6.50	-	-	-
040 Media Services*	2.00	2.25	2.25	-	-	-
Department of Information Services	47.50	36.00	38.00	34.00	34.00	-
360 Information Systems	10.30	11.00	11.00	11.00	11.00	-
020 Cable TV Network*	11.70	-	-	-	-	-
050 Internet Service*	1.00	-	-	-	-	-
200 Resident Services Admin	4.50	5.00	4.00	4.00	4.00	-
950 Property Services	20.00	20.00	23.00	19.00	19.00	-
Department of General Services	86.00	87.00	87.00	95.10	94.10	(1.00)
902 General Services Admin	4.00	4.00	4.00	4.50	6.00	1.50
020 Cable TV Network*	-	-	-	8.60	8.60	-
030 TV Studio*	-	-	-	5.75	5.75	-
040 Media Services*	-	-	-	2.25	2.25	-
935 Janitorial	18.00	18.00	18.00	18.00	17.00	(1.00)
936 Streets and Sidewalks	16.00	17.00	17.00	15.00	14.00	(1.00)
945 GRF Janitorial	17.00	17.00	17.00	14.00	14.00	-
960 Fleet Maintenance	12.00	12.00	12.00	12.00	12.00	-
970 Transportation	19.00	19.00	19.00	15.00	14.50	(0.50)
Department of Financial Services	31.00	31.00	30.50	30.50	30.50	-
300 Financial Services	20.00	20.00	19.50	19.50	19.50	-
241 Mail and Copy Service	3.00	3.00	3.00	3.00	3.00	-
311 Warehouse	3.00	3.00	3.00	3.00	3.00	-
370 Purchasing	5.00	5.00	5.00	5.00	5.00	-
Department of Security Services	118.68	117.55	118.03	107.96	107.96	-
400 Security Services	107.68	105.55	104.03	94.96	93.96	(1.00)
210 Compliance	6.00	7.00	8.00	7.00	8.00	1.00
220 Social Services	5.00	5.00	6.00	6.00	6.00	-

Laguna Woods Village
Department Staffing (Full Time Equivalents)

	2021 Funded	2022 Funded	2023 Funded	2024 Funded	2025 V2 Funded	Funded Inc/(Dec)
Department of Landscape Services	145.50	146.50	147.50	146.50	143.50	(3.00)
500 Landscape Admin	11.00	11.00	12.00	12.00	13.00	1.00
510 Improvement/Restoration	5.00	5.00	5.00	5.00	5.00	-
511 Nursery/Composting	5.00	5.00	5.00	4.00	4.00	-
520 GRF Grounds Maintenance	8.00	8.00	8.00	8.00	8.00	-
530 Grounds Maintenance	82.50	82.50	81.50	83.50	80.50	(3.00)
540 Irrigation	17.00	17.00	17.00	16.00	14.00	(2.00)
550 Small Equipment Repair	4.00	4.00	4.00	4.00	4.00	-
560 Pest Control	5.00	6.00	7.00	6.00	7.00	1.00
570 Tree Maintenance	8.00	8.00	8.00	8.00	8.00	-
Department of Recreation Services	82.29	84.79	84.79	82.22	72.25	(9.97)
600 Recreation Admin	15.00	12.60	5.00	5.00	6.00	1.00
521 Garden Centers	2.00	2.00	2.00	2.00	1.00	(1.00)
580 Golf Maintenance 27-Hole	18.64	17.64	17.64	16.64	-	(16.64)
581 Golf Maintenance 9-Hole	2.00	2.00	2.00	2.00	-	(2.00)
602 Bar Services	0.60	0.60	0.60	0.60	0.85	0.25
611 Clubhouse 1	2.66	3.00	4.40	3.50	6.00	2.50
612 Clubhouse 2	2.36	2.70	4.00	3.95	3.95	-
613 Performing Arts Center	4.53	6.75	7.50	5.50	8.50	3.00
614 Clubhouse 4	2.66	2.83	3.33	4.00	4.10	0.10
615 Clubhouse 5	3.19	3.70	4.20	3.20	4.70	1.50
616 Clubhouse 6	0.20	0.20	1.80	1.80	2.70	0.90
617 Clubhouse 7	1.13	1.30	3.00	2.95	2.95	-
620 Equestrian	4.50	5.33	5.58	7.40	7.50	0.10
670 Golf Operations 27-Hole	12.28	12.28	12.64	14.05	14.05	-
680 Golf Operations 9-Hole	1.96	1.96	2.10	1.10	1.10	-
690 Aquatics	1.00	1.00	1.00	1.00	1.00	-
691 Fitness	7.58	8.90	8.00	7.53	7.85	0.32
Department of Human Resource Services	8.40	9.40	9.40	9.40	8.40	(1.00)
700 Human Resource Services	8.40	9.40	9.40	9.40	8.40	(1.00)

**Laguna Woods Village
Department Staffing (Full Time Equivalents)**

	2021 Funded	2022 Funded	2023 Funded	2024 Funded	2025 V2 Funded	Funded Inc/(Dec)
Department of Maintenance & Construction	179.10	179.10	179.10	169.10	169.10	-
900 Maintenance Operations	6.00	7.00	7.00	7.00	7.00	-
904 Maintenance Services	7.00	8.00	8.00	7.00	8.00	1.00
909 Damage Restoration	8.00	10.00	10.00	9.00	10.00	1.00
910 Building Maintenance	10.00	10.00	10.00	9.00	10.00	1.00
911 Appliance	5.00	5.00	5.00	5.00	5.00	-
912 Carpentry	37.80	36.80	37.80	34.80	38.80	4.00
913 Electrical	10.00	9.00	9.00	9.00	6.00	(3.00)
914 Plumbing	23.80	23.80	23.80	22.80	23.80	1.00
917 Interior Components	7.00	7.00	7.00	7.00	6.00	(1.00)
920 Construction/Project Management	8.00	7.00	7.00	7.00	6.00	(1.00)
925 Manor Alterations and Permits	12.00	16.00	16.00	15.00	13.00	(2.00)
926 Facilities Management	5.00	5.00	5.00	5.00	4.00	(1.00)
932 Paint	39.50	34.50	33.50	31.50	31.50	-

**Prior to 2024 work center was part of Media and Communications department.*



STAFF REPORT

DATE: July 10, 2024
FOR: Board of Directors
SUBJECT: 2025 Capital Plan Proposals

RECOMMENDATION

Staff recommends the Board of Directors review the proposed 2025 Capital Plan and provide direction for change or revision at the meeting held on May 15, 2024.

BACKGROUND

At its May 15 meeting, the GRF Board of Directors reviewed 2025 Capital Plan Proposals. Based on input received at the meeting and subsequent discussions, staff have refined the CIP as included in this agenda.

Specifically, Version 2 contains the following additions:

- Funding of \$260,000 is recommended for the purchase of 32 gym machines to replace the currently leased equipment located at the Clubhouse 1 and Community Center Fitness Centers.
- Funding of \$190,000 is recommended for the design and construction to relandscape Clubhouse 4 to replace existing plants with more drought resistant plants and improve the overall appearance of the area.
- Funding of \$37,600 is recommended for fuel modification at West Creek for cleanup to reduce wildfire risk to life and property and remove debris.
- Funding of \$50,000 is recommended for Miscellaneous Recreation Equipment for equipment used by the different clubhouses. Contingency funds for tools and equipment allows for timely purchases of equipment, if needed, to support maintenance service levels.

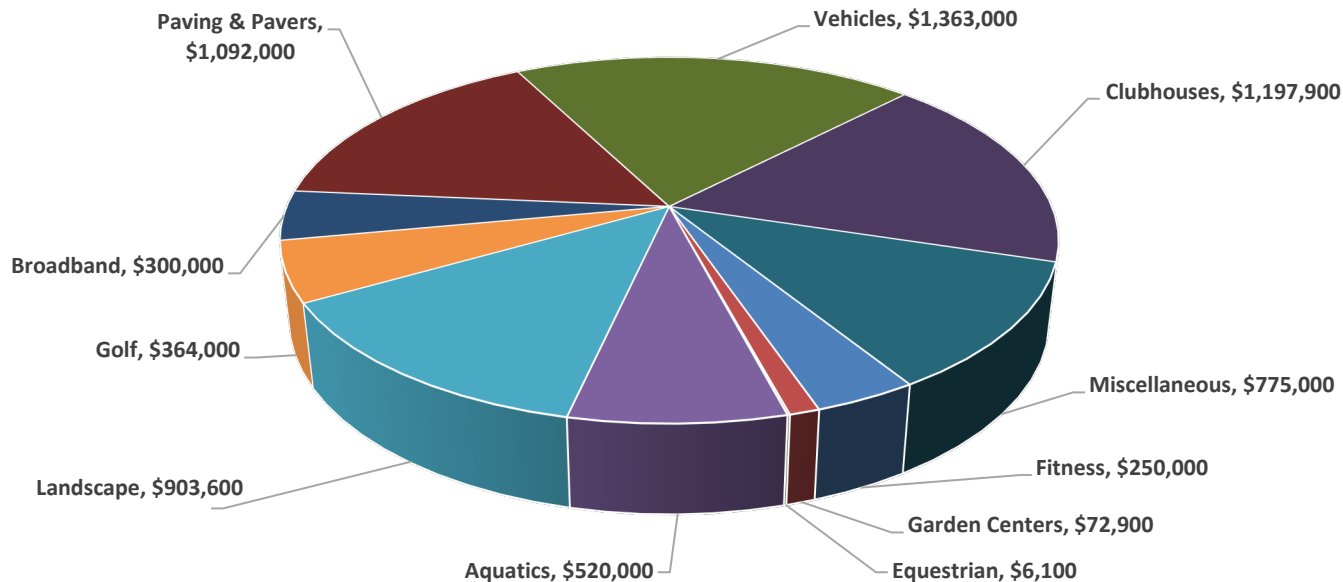
The Capital Plan of this corporation reflects the funding necessary to maintain, repair, replace and/or restore major common-area components over the next 30 years. Funding is provided from various reserve funds:

- The Equipment Reserve Fund is used for the purchase of new and replacement equipment, including but not limited to vehicles, machinery, office equipment, and furniture. This fund receives monies through assessments, investment earnings, and a transfer of operating surplus if directed by the board.
- The Facilities Reserve Fund is used for the acquisition, addition, replacement or improvement of Foundation and Trust facilities and their components. This fund receives monies through assessments, investment earnings, and a transfer of operating surplus if directed by the board.

- Trust Facilities Fee Fund accumulates fees charged at the time of title transfer, generating revenue to maintain and improve the recreational and other amenities available to all residents of Laguna Woods Village. These monies are transferred by the board, as needed, to fund projects included in this plan.

A narrower focus of the 2025 Capital Plan is provided below. This document details the proposed projects and budgetary estimates for upcoming equipment and facility needs. Annual funding is obtained as part of the business planning process.

A pie graph of proposed expenditures of \$6,868,500 is presented below:



FINANCIAL ANALYSIS

The proposed equipment and projects for 2025 total \$6,868,500, as summarized below. This report provides a brief description of each project recommended for the upcoming budget year, divided into the categories commensurate with the location of the projects.

	Equipment	Facilities	Total
Aquatics			\$520,000
Pool Chemical Distribution Upgrades		\$100,000	\$100,000
CH 2 Pool Deck Pavers		\$300,000	\$300,000
CH 2 Pool Replastering		\$75,000	\$75,000
CH 6 Pool Replastering		\$45,000	\$45,000

- Funding of \$100,000 is recommended for the replacement of aging equipment that is prone to malfunction. Currently, staff is manually adjusting the chemical levels of the pool and spa. Replacement of equipment will improve efficiency by lessening the frequency staff is required to handle pool chemicals.

- Funding of \$300,000 is recommended for the replacement of the pool deck surface with pavers. The existing deck was built in 1965 and has been re-coated on a routine basis. Over time, the surface has worn out and is displaying several imperfections beyond spot repairs.
- Funding of \$75,000 is recommended for replastering the Clubhouse 2 pool. The plaster is over 10 years old and is displaying wear causing safety implications for users.
- Funding of \$45,000 is recommended for replastering the Clubhouse 6 pool. The plaster is over 10 years old and is displaying wear causing safety implications for users.

	Equipment	Facilities	Total
Broadband			\$300,000
Broadband Infrastructure	\$175,000		\$175,000
Broadband Set Top Boxes	\$125,000		\$125,000

- Funding of \$175,000 is recommended for the replacement of the existing cable infrastructure that is nearly 25 years old displaying signs of deterioration of metal enclosures and underground conduits.
- Funding of \$125,000 is recommended for the purchase of set top boxes required for digital video services and replacement of failed units at the end of their useful lives.

	Equipment	Facilities	Total
Clubhouses			\$1,197,900
Camera Surveillance System CH 3, CH 4, Golf		\$130,000	\$130,000
CH 1 Billiard Lights		\$12,000	\$12,000
CH 1 Billiard Tables	\$9,000		\$9,000
CH 1 Bocce Court Resurfacing		\$6,000	\$6,000
CH 1 Bocce Furniture	\$19,000		\$19,000
CH 1 Carpet Replacement-Archery & Shuffleboard		\$8,300	\$8,300
CH 1 Chairs/Tables/Carts MPRs Billiards	\$30,000		\$30,000
CH 1 Commercial Appliances	\$74,000		\$74,000
CH 1 Fitness Center HVAC		\$100,000	\$100,000
CH 2 Annex Building & Pool Area Roofs		\$182,000	\$182,000
CH 2 Annex Building Assessment / Renovation		\$50,000	\$50,000
CH 2 Commercial Appliances	\$40,000		\$40,000
CH 2 Outdoor Benches Lawn Bowling		\$21,000	\$21,000
CH 2 Tables	\$12,500		\$12,500
PAC Electric Panel Design/Upgrade		\$50,000	\$50,000
PAC Dedicated Music Room		\$25,000	\$25,000
CH 4 Lounge Beautification		\$15,000	\$15,000
CH 4 Workbench Chairs for the Ceramic Studio	\$10,000		\$10,000
CH 5 DMPS Video Switcher	\$10,500		\$10,500
CH 5 Wireless Handheld Microphones	\$18,500		\$18,500
CH 6 Audio Upgrades	\$6,100		\$6,100
CH 7 Carpet in Reception and Ballroom		\$16,000	\$16,000

CH 7 Ceiling Mounted Video Projector	\$20,000	\$20,000
CH 7 HVAC System	\$175,000	\$175,000
CH 7 Tables	\$18,000	\$18,000
Wi-Fi at Clubhouses & Village Greens	\$90,000	\$90,000
Miscellaneous Recreation Equipment	\$50,000	\$50,000

- Funding of \$130,000 is recommended by Security for the purchase and installation of a camera surveillance system for Clubhouse 3, Clubhouse 4 and Golf Facilities. This will allow security staff to better conduct investigations.
- For Clubhouse 1:
 - Funding of \$12,000 is recommended for the purchase of two overhead lights for the Billiards tables. Adequate lighting is essential for accurate play and visibility for the Billiards. This improvement enhances playability and aesthetics and supports increased facility utilization due to room consolidation.
 - Funding of \$9,000 is recommended for the replacement of two old billiards tables that are falling apart due to age. No annual operational costs will be required, however, every 3 to 5 years resurfacing of a table may be required.
 - Funding of \$6,000 is recommended to resurface the Bocce Courts to improve functionality. Resurfacing is expected every 5 years and last occurred in 2019.
 - Funding of \$19,000 is recommended for the replacement of the outdoor bocce court furniture that is over 8 years old with signs of deterioration. Updating furniture is part of the ongoing beautification effort to enhance the facility's aesthetics.
 - Funding of \$8,300 is recommended for the carpet replacement in the archery and shuffleboard rooms, specifically in the archery area. The carpet is worn due to high utilization and estimated to be at least 10 years old.
 - Funding of \$30,000 is recommended for replacing tables, chairs, and carts that are damaged and outdated. This includes addressing broken and chipped equipment, some of which is over 10 years old. Replacing this equipment will enhance room aesthetics and maintain inventory compatibility with room capacities.
 - Funding of \$74,000 is recommended for the replacement of all commercial appliances which includes the following: refrigerator, coffee maker, oven range, ice machine, warming oven and dishwasher. They have surpassed their useful life of 12 years.
 - Funding of \$100,00 is recommended for the replacement of the Fitness Center HVAC system that is 20 years old and has surpassed its useful life of 15 years. The current HVAC lacks support for replacement parts. Installing a

new system will ensure timely repairs, optimize staff efficiency, minimize service disruptions, and enhance comfort for residents using the facility.

- For Clubhouse 2:
 - Funding of \$182,000 is recommended for the replacement of the 2-piece clay tile roof system that has surpassed its useful life of 60 years.
 - Funding of \$50,000 is recommended for the initial assessment expenses associated for the Annex Building. It displays signs of age-related deterioration. The results of the assessment will require additional funding.
 - Funding of \$40,000 is recommended for the replacement of all commercial appliances which includes the following: refrigerator, dishwasher, ice machine, freezer and range oven. They have surpassed their useful life of 12 years.
 - Funding of \$21,000 is recommended for the replacement of Clubhouse 2 outdoor lawn bowling benches. These chairs have exceeded their useful lives and are approximately 20 years old.
 - Funding of \$12,500 is recommended for the purchase and replacement of damaged tables. Proposed table replacements include 15 card tables and 20 eight-foot tables. Replacing the tables will improve the look of the rooms and keep the equipment inventory compatible with the room capacities.
- For Clubhouse 3:
 - Funding of \$50,000 is recommended for the design and replacement of the current electrical panel. The current panel is overloaded and malfunctions.
 - Funding of \$25,000 is recommended for providing a dedicated music room by consolidating the billiards room at Clubhouse 1 and PAC into one location at Clubhouse 1. The existing PAC billiards room is proposed to be a dedicated space for music groups and will be updated with proper sound proofing.
- For Clubhouse 4:
 - Funding of \$15,000 is recommended for upgrades to the facility lounge which includes painting, replacing and repairing cabinets, water damage repairs and resurfacing of the floor. Implementing this proposal would significantly impact the aesthetic and operational standards and will ensure easier maintenance.
 - Funding of \$10,000 is recommended for the replacement of work bench chairs in the ceramic studio. These chairs have exceeded their useful lives and wear and tear have decreased functionality.
- For Clubhouse 5:
 - Funding of \$10,500 is recommended for the replacement of the DMPS Video switcher that controls the inputs for the projectors. The current switcher has reached its useful life of 10 years and malfunctions sporadically.

- Funding of \$18,500 is recommended to purchase professional wireless rechargeable handheld microphones to replace old outdated equipment.
- For Clubhouse 6:
 - Funding of \$6,100 is recommended for the replacement of the existing sound equipment. Upgrading the sound system is essential due to failing microphones and speakers producing buzzing noises from aging equipment. Replacement will increase resident utilization and create a more pleasant experience.
- For Clubhouse 7:
 - Funding of \$16,000 is recommended for the replacement of the carpet located in the Ballroom and reception area. The ballroom is used by over 30,000 visitors annually and it shows visible wear with separated and worn areas in high-traffic zones, detracting from the facility's attractiveness; replacing the carpet will greatly enhance the aesthetics.
 - Funding of \$20,000 is recommended for the purchase and installation of a ceiling mounted projector to modernize presentations. The addition of a ceiling mounted projector requires electricity to be run and controls to be installed. Staff currently sets up a projector in the room's center, requiring removal of tables and posing tripping hazards. Installing a ceiling-mounted projector would improve floor space utilization and eliminate hazards.
 - Funding of \$175,000 is recommended for the replacement of the HVAC system. The system has reached its useful life of 13 years and parts are no longer available to source. Implementing a new system will enable timely repairs and optimize staff efficiency.
 - Funding of \$18,000 is recommended for the purchase and replacement of damaged tables. Replacing the tables will improve the look of the rooms and keep the equipment inventory compatible with the room capacities.
- Funding of \$90,000 is recommended for replacement of the Resident Facility Wi-Fi at the clubhouses and Village Greens to sustain functionality as technology advances. The current system is ineffective for the bandwidth requirements of today's devices.
- Funding of \$50,000 is recommended for Miscellaneous Recreation Equipment for equipment used by the different clubhouses. Contingency funds for tools and equipment allows for timely purchases of equipment, if needed, to support maintenance service levels.

	Equipment	Facilities	Total
Equestrian Center			\$6,100
Covered Cross-Ties for Equestrian Center		\$6,100	\$6,100

- Funding of \$6,100 is recommended for the purchase of modern cross-ties to replace the existing tie rails for horses. Cross-ties offer improved protection from severe weather and eliminate safety concerns associated with tying horses.

	Equipment	Facilities	Total
Fitness			\$274,000
CH 1 Multi Station Gym	\$14,000		\$14,000
Cardio Fitness Equipment	\$260,000		\$260,000

- Funding of \$14,000 is recommended for the replacement of the multi station modular. The existing equipment is 19 years old and will reach its useful life of 20 years at the time of replacement. While there is no modular that will replace all stations on the current modular machine, staff believes the proposed equipment will benefit most users. The proposed equipment will have a five-year warranty.
- Funding of \$260,000 is recommended for the purchase of 32 gym machines to replace the currently leased equipment located at the Clubhouse 1 and Community Center Fitness Centers.

	Equipment	Facilities	Total
Golf			\$364,000
Replacements:			
Greens Mower	\$55,000		\$55,000
Rough Mower	\$200,000		\$200,000
Additions:			
Golf Course Sprayer	\$75,000		\$75,000
Sod Cutter	\$10,000		\$10,000
Turf Collection System	\$24,000		\$24,000

Replacements:

- Funding of \$255,000 is recommended for the replacement of essential golf facilities maintenance equipment that has reached the end of its useful life. This equipment is vital for maintaining the aesthetic appeal and functionality of the Village golf courses, enabling the maintenance crew to address specific needs efficiently.

Additions:

- Funding of \$75,000 is recommended for the purchase of a golf course sprayer. The current sprayer is being overworked as it is charged with all spraying done on the golf courses. This new sprayer will allow the task of spraying chemicals to be more efficient and dependable. The existing sprayer is also not replaceable as it does not meet the diesel emissions standards in California.
- Funding of \$10,000 is recommended for the purchase of an additional sod cutter. This addition will efficiently impact turf removal and will improve the overall course conditions.

- Funding of \$24,000 is recommended for the purchase of a turf collection system. This addition will collect cores, leaves, clippings, and other types of debris quickly, efficiently, and with less people.

	Equipment	Facilities	Total
Landscape			\$903,600
48" Lawn Mowers w/Mulch Kits (9)	\$108,000		\$108,000
60" Mower w/Mulch Kit	\$15,000		\$15,000
Aerial Lift Truck	\$212,000		\$212,000
Battery Equipment	\$169,000		\$169,000
Slope Renovation		\$172,000	\$172,000
CH 4 Relandscaping		\$190,000	\$190,000
West Creek Fuel Modification		\$37,600	\$37,600

- Funding of \$108,000 is recommended for the replacement of five (5) sit down and four (4) stand on 48" lawn mowers with mulch kits that reached their useful life. The new mowers will require fewer repairs, offer increased comfort for operators, and enhance workflow efficiency.
- Funding of \$15,000 is recommended for the replacement of one (1) 60" lawn mower with mulch kit that reached its useful life. The new mower will be more reliable, require fewer repairs, and enhance operator comfort, ultimately boosting workflow efficiency.
- Funding of \$212,000 is recommended for the purchase of an Aerial Lift Truck. This addition will improve staff mobility and effectiveness, enabling more efficient work and eliminating hazards associated with manual climbing. It is estimated to increase the number of serviced trees by approximately 25%.
- Funding of \$169,000 is recommended for replacement of gas-powered equipment with electric powered equipment as mandated by State Law effective January 1, 2024.
- Funding of \$172,000 is recommended for the slope renovation and maintenance of landscapes slopes on GRF property in accordance to OCFA requirements which includes 60,000 sq. ft. of slopes.
- Funding of \$190,000 is recommended for the design and construction to relandscape Clubhouse 4 to replace existing plants with more drought resistant plants and improve the overall appearance of the area.
- Funding of \$37,600 is recommended for fuel modification at West Creek for cleanup to reduce wildfire risk to life and property and remove debris.

	Equipment	Facilities	Total
Miscellaneous			\$775,000
Automatic Lighting Controls		\$100,000	\$100,000
EMS System		\$390,000	\$390,000
Maintenance Operations Equipment	\$50,000		\$50,000
Maintenance Services Equipment	\$50,000		\$50,000
Miscellaneous Fleet/Paving Equipment	\$30,000		\$30,000
Miscellaneous Painting Equipment	\$30,000		\$30,000
Miscellaneous Projects		\$125,000	\$125,000

- Funding of \$100,000 is recommended for the installation of additional automatic lighting controls throughout all GRF facilities that use time and motion sensors to reduce electrical usage and minimize frequent manual adjustments throughout the year.
- Funding of \$390,000 is recommended for the implementation of the Energy Management System (EMS) for Clubhouse 1, 3 and 5. The existing system requires significant maintenance, while older software in other clubhouses is incompatible with current systems. Upgrading the HVAC technology in these clubhouses will enable staff to create schedules, adjust temperatures remotely, and receive alerts for system failures, improving resident comfort and energy efficiency. All work will be conducted by a third-party consultant.
- Funding of \$50,000 is recommended for building maintenance operations equipment used by carpentry, painting, and interior components crews. By including contingency funding in the Capital Plan, maintenance tools and equipment can be purchased, if needed, without deferring service requests or decreasing productivity.
- Funding of \$50,000 is recommended for building maintenance services equipment used by plumbing, electrical, facilities and appliance technicians. Contingency funds for tools and equipment allows for timely purchases of equipment, if needed, to support maintenance service levels.
- Funding of \$30,000 is recommended for the possible replacement of various fleet and paving equipment that is needed to support operations in Fleet Maintenance, Janitorial, and/or Streets and Sidewalks.
- Funding of \$30,000 is recommended for possible replacement of painting equipment reaching the end of their useful life. The equipment is needed to support operations in Painting. Contingency funds for tools and equipment allows for timely purchases of equipment, if needed, to support maintenance service levels.
- Funding of \$125,000 is recommended for miscellaneous projects. By including contingency funding in the Capital Plan, unforeseen small capital projects can be completed in an economical and timely fashion without going through the formal process required as supplemental appropriations.

	Equipment	Facilities	Total
Garden Centers			\$72,900
Data & Power to Garden Center 1		\$65,000	\$65,000
Water/Ice Dispenser		\$7,900	\$7,900

- Funding of \$65,000 is recommended for implementation of additional data and power to the Garden Center 1. Currently, the Garden Center lacks power and data connectivity hindering security measures like card swipes and security cameras. Connecting to the data network and implementing these security features will better secure the center and allow for more accurate utilization tracking without affecting overall usage.
- Funding of \$7,900 is recommended to purchase a water/ice dispenser for garden area residents, offering convenient hydration and potential savings by eliminating water deliveries. Maintenance costs are expected to be minimal based on the reliable performance of a similar machine at the golf course.

	Equipment	Facilities	Total
Paving & Pavers			\$1,092,000
V-Ditch (Swales) - Repair		\$26,000	\$26,000
Asphalt Paving and Sealcoat		\$837,000	\$837,000
Moving/Upgrading of Benches		\$29,000	\$29,000
Parkway Concrete Repairs		\$200,000	\$200,000

- Funding of \$26,000 is recommended for the repair and/or replacement of the existing v-ditch swales used to direct water on hillsides and ensure stability in various locations.
- Funding of \$837,000 is recommended for the Asphalt Paving and Sealcoat Programs. GRF streets and parking lots provide residents vehicular access to their manors and facilities within the Community. The anticipated serviceable life of the new pavement is estimated to be 25 years. Sealcoat work for GRF pavement is completed on a seven-year cycle.
- Funding of \$29,000 is recommended to move and upgrade 10 benches to new green benches, relocating them off the sidewalk for improved safety and accessibility. This initiative aligns with Vision Club's request and builds upon previous successful bench relocations and upgrades of 40 benches in 2022-23, with an additional 10 benches scheduled for relocation and upgrade in 2024.
- Funding of \$200,000 is recommended for concrete repairs. In coordination with paving, staff has identified concrete areas that require repair or replacement. The concrete repairs program is designed to repair damaged GRF curbs/gutters, driveway aprons, and sidewalks adjacent to the planned paving overlay areas prior to asphalt paving work and add curb return ramps, as needed.

	Equipment	Facilities	Total
Vehicles			\$1,363,000
Equipment Trailer (3)	\$61,000		\$61,000
Full Size Truck (5)	\$162,000		\$162,000
Miscellaneous Vehicle Purchases	\$200,000		\$200,000
Small Pick-up Truck (9)	\$312,000		\$312,000
Tractor/Loader	\$321,000		\$321,000
Transit Work Van (4)	\$254,000		\$254,000
Utility Vehicles (8)	\$53,000		\$53,000

Vehicle Maintenance is responsible for the maintenance and repair of the entire Laguna Woods Village vehicle and mobile equipment fleet. Staff strives to extend serviceable life where possible by providing preventive maintenance on equipment. However, as equipment ages, repairs can become more frequent and costlier. To minimize expense and downtime, replacement of certain equipment is necessary.

- **REPLACEMENTS:** Staff evaluated the fleet and recommends funding of \$1,363,000 for the vehicle replacements noted above. These components of the fleet are used by various departments to transport crews and equipment to job sites and to perform work. Because the funding is appropriated well in advance of the actual purchase, General Services Fleet Maintenance personnel will reevaluate utilization and repair costs prior to purchase to ensure that the appropriate individual vehicle is selected for replacement.

Prepared By: Jose Campos, Assistant Director of Financial Services

Reviewed By: Steve Hormuth, Director of Financial Services

ATTACHMENT(S)

Attachment 5A: 2025 Capital Plan Proposals



2025 Capital Plan Proposals

	Equipment	Facilities	Total
Aquatics			\$520,000
Pool Chemical Distribution Upgrades		\$100,000	\$100,000
CH 2 Pool Deck Pavers		\$300,000	\$300,000
CH 2 Pool Replastering		\$75,000	\$75,000
CH 6 Pool Replastering		\$45,000	\$45,000
Broadband			\$300,000
Broadband Infrastructure	\$175,000		\$175,000
Broadband Set Top Boxes	\$125,000		\$125,000
Clubhouses			\$1,197,900
Camera Surveillance System PAC, CH 4, Golf		\$130,000	\$130,000
CH 1 Billiard Lights		\$12,000	\$12,000
CH 1 Billiard Tables	\$9,000		\$9,000
CH 1 Bocce Court Resurfacing		\$6,000	\$6,000
CH 1 Bocce Furniture	\$19,000		\$19,000
CH 1 Carpet Replacement - Archery & Shuffleboard Rooms		\$8,300	\$8,300
CH 1 Chairs/Tables/Carts MPRs Billiards	\$30,000		\$30,000
CH 1 Commercial Appliances	\$74,000		\$74,000
CH 1 Fitness Center HVAC		\$100,000	\$100,000
CH 2 Annex Building & Pool Area Roofs		\$182,000	\$182,000
CH 2 Annex Building Assessment / Renovation		\$50,000	\$50,000
CH 2 Commercial Appliances	\$40,000		\$40,000
CH 2 Outdoor benches Lawn Bowling		\$21,000	\$21,000
CH 2 Tables	\$12,500		\$12,500
PAC Electric Panel Design/Upgrade		\$50,000	\$50,000
PAC Dedicated Music Room		\$25,000	\$25,000
CH 4 Lounge Beautification		\$15,000	\$15,000
CH 4 Workbench Chairs for the Ceramic Studio	\$10,000		\$10,000
CH 5 DMPS Video Switcher	\$10,500		\$10,500
CH 5 Wireless Handheld Microphones	\$18,500		\$18,500
CH 6 Audio Upgrades	\$6,100		\$6,100
CH 7 Carpet in Reception and Ballroom		\$16,000	\$16,000
CH 7 Ceiling Mounted Video Projector		\$20,000	\$20,000
CH 7 HVAC System		\$175,000	\$175,000
CH 7 Tables	\$18,000		\$18,000
Wi-Fi at Clubhouses and Village Greens	\$90,000		\$90,000
Miscellaneous Recreation Equipment	\$50,000		\$50,000
Equestrian Center			\$6,100
Covered cross-ties for Equestrian Center		\$6,100	\$6,100
Fitness			\$274,000
CH1 Multi Station Gym	\$14,000		\$14,000
Cardio Fitness Equipment	\$260,000		\$260,000



2025 Capital Plan Proposals

	Equipment	Facilities	Total
Golf			\$364,000
Replacements:			
Greens Mower	\$55,000		\$55,000
Rough Mower	\$200,000		\$200,000
Additions:			
Golf Course Sprayer	\$75,000		\$75,000
Sod Cutter	\$10,000		\$10,000
Turf Collection System	\$24,000		\$24,000
Landscape			\$903,600
48" Lawn Mowers w/Mulch Kits (7)	\$108,000		\$108,000
60" Mower w/Mulch Kit	\$15,000		\$15,000
Aerial Lift Truck	\$212,000		\$212,000
Battery Equipment	\$169,000		\$169,000
Slope Renovation		\$172,000	\$172,000
CH 4 Relandscaping		\$190,000	\$190,000
West Creek Fuel Modification		\$37,600	\$37,600
Miscellaneous			\$775,000
Automatic Lighting Controls		\$100,000	\$100,000
EMS System		\$390,000	\$390,000
Maintenance Operations Equipment	\$50,000		\$50,000
Maintenance Services Equipment	\$50,000		\$50,000
Miscellaneous Fleet/Paving Equipment	\$30,000		\$30,000
Miscellaneous Painting Equipment	\$30,000		\$30,000
Miscellaneous Projects		\$125,000	\$125,000
Garden Centers			\$72,900
Data and Power to Garden Center 1-Cameras and Card swipes		\$65,000	\$65,000
Water/Ice Dispenser		\$7,900	\$7,900
Paving & Pavers			\$1,092,000
V-Ditch (Swales) - Repair		\$26,000	\$26,000
Asphalt Paving and Sealcoat Programs		\$837,000	\$837,000
Moving/Upgrading of Benches		\$29,000	\$29,000
Parkway Concrete Repairs		\$200,000	\$200,000
Vehicles			\$1,363,000
Replacements:			
Equipment Trailer (3)	\$61,000		\$61,000
Full Size Truck (5)	\$162,000		\$162,000
Miscellaneous Vehicle Purchases	\$200,000		\$200,000
Small Pick up Truck (9)	\$312,000		\$312,000
Tractor/Loader	\$321,000		\$321,000
Transit Work Van (4)	\$254,000		\$254,000
Utility Vehicles (8)	\$53,000		\$53,000
TOTAL	\$ 3,352,600	\$ 3,515,900	\$ 6,868,500