



SPECIAL OPEN MEETING

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

**Monday, July 8, 2024 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, California
Board Room/Virtual Meeting**

NOTICE OF THE AGENDA

The purpose of this meeting is to conduct a special Golden Rain Foundation Board Meeting in accordance with *Civil Code* §4930 and was hereby noticed in accordance with *Civil Code* §4920

- 1. Call Meeting to Order / Establish Quorum – First Vice President Skillman**
- 2. State Purpose of Meeting – First Vice President Skillman**
- 3. Approval of the Agenda**
- 4. Chair Remarks**
- 5. Open Forum (Three Minutes per Speaker for items not on the Agenda)**
- 6. Consideration of Recommendations from the Building E Space Planning Ad Hoc Advisory Committee**
 - a. Option Presented by Nancy Carlson/Andy Ginocchio**
 - b. Option Presented by Jim Hopkins**
 - c. Staff Analysis**
- 7. Directors' Comments**
- 8. Adjournment**

*A quorum of the Third, United, Mutual 50 boards may also be present at the meeting.

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STAFF REPORT

DATE: July 8, 2024
FOR: Board of Directors
SUBJECT: Building E Space Planning Ad Hoc Committee Update

RECOMMENDATION

Consider the recommendations of the Building E Space Planning Ad Hoc Committee and provide direction to staff for the GRF Board preferred option.

BACKGROUND

In October 2023, the GRF Board approved Resolution 90-23-54 creating the Building E Space Planning Ad Hoc Committee to assist the board in developing strategic solutions for the replacement of Building E (Attachment 1). The Ad Hoc committee held its first of seven meetings on December 6, 2023 and concluded its deliberations at a meeting on May 1, 2024 where it voted to recommend two options for consideration by the GRF Board of Directors (Attachment 2).

DISCUSSION

On May 1, 2024, the Ad Hoc Committee by a vote of 8/2/0 (Director Bhada and Director Tuning opposed) voted to present Option (i) Proposed Solution by Nancy Carlson/Andy Ginocchio and Option (ii) Proposed Solution by Jim Hopkins to the GRF Board for consideration.

These options (Attachments 3 and 4) will be presented at the July 8, 2024 Special GRF Board meeting along with a staff analysis of the proposals (Attachment 5).

FINANCIAL ANALYSIS

The 2023 Business Plan included an allocation of \$750,000 for the Building E capital project. The 2024 Business Plan allocated an additional \$7 million. A portion of these funds was used for a contract awarded to Austin Company for a Space Utilization Study and for the lease payments for temporary offices for staff previously housed in the building E offices at the GRF maintenance facility. Approximately \$7,400,000 is available to fund the implementation of any option selected by the GRF Board of Directors.

Prepared By: Manuel Gomez, Maintenance and Construction Director

ATTACHMENT(S):

Attachment 1 – Resolution 90-23-54
Attachment 2 – May 1, 2024 Ad Hoc Committee Meeting Report
Attachment 3 – Option (i) Proposed Solution by Nancy Carlson/Andy Ginocchio
Attachment 4 – Option (ii) Proposed Solution by Jim Hopkins
Attachment 5 – Staff Analysis

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RESOLUTION 90-23-54

**Building E Space Planning Ad Hoc Advisory
Committee**

WHEREAS, the formation of a Building E Space Planning Ad Hoc Advisory Committee is being considered by the board of directors pursuant to Article 7, Section 7.1.2 and Section 7.5 of the bylaws of this corporation; and

WHEREAS, the primary mission of the Building E Space Planning Ad Hoc Advisory Committee is to advise and assist the Golden Rain Foundation (GRF) Board of Directors in fulfilling its responsibilities by:

1. Reviewing the impacts of a decision to demolish Building E, a 47-year-old building and associated space, resulting in the displacement and temporary relocation of approximately 45 employees, including the Security, Landscaping, and Maintenance & Construction Departments.
2. Evaluate the needs of the displaced departments and develop strategic (permanent) solutions that meet the needs and mission of the displaced staff departments.
3. Make recommendation(s) to the GRF Board of Directors to develop strategic solutions to space utilization as a result of the demolition of Building E, while also evaluating and resolving the impact of recommended solutions on resident amenities and services.
4. Recommending to the GRF Board a solution, or solutions with a recommendation for adoption.; and

WHEREAS, the duties and responsibilities of the Building E Space Planning Ad Hoc Advisory Committee are:

The following functions shall be the common activities of the Ad Hoc Advisory Committee in carrying out its responsibilities. These functions should serve as a guide with the understanding that the Ad Hoc Advisory Committee may review, analyze, and evaluate additional space planning solutions and as may be appropriate in light of changing space utilization requirements:

1. Perform the duties imposed upon all advisory committees as established in the GRF bylaws.
2. Work Diligently with all impacted staff departments, residential amenities to understand and resolve impacts of the committee's recommendations
3. Review and submit for approval any financial requirements or capital budgets to the GRF Finance Committee and the GRF Board of Directors.
4. Receive reports from staff as needed to evaluate cost estimates, viability, impact, and other considerations concerning the recommendation of any proposed solution.

The Building E Space Planning Ad Hoc Advisory Committee shall review and reassess, as needed, the adequacy of this mission statement and recommend to the board any improvements to the Ad Hoc Advisory Committee that are considered necessary or advisable.

NOW THEREFORE BE IT RESOLVED, October 3, 2023 the Board of Directors of this Corporation hereby adopts the mission statement, duties and responsibilities of the Space Planning Ad Hoc Committee; 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.

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OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION
BUILDING E SPACE PLANNING AD HOC ADVISORY COMMITTEE**

**Wednesday, May 1, 2024 – 12:30 p.m.
Clubhouse 5 – 24262 Punta Alta, Laguna Woods, CA 92637
In Person and Virtual with Zoom**

REPORT

MEMBERS PRESENT: James Hopkins - Chair, Yvonne Horton, Cush Bhada, Alison Bok, Nancy Carlson, Andy Ginocchio, Reza Karimi, SK Park, Sue Stephens, Tom Tuning

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Egon Garthoffner, Juanita Skillman
United: Maggie Blackwell
Third: Nathaniel Lewis

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Bart Mejia, Maintenance & Construction Assistant Director, Ian Barnette – Maintenance & Construction Assistant Director, Alison Giglio - Recreation and Special Events Director, Tom Siviglia – Security Division Operations Manager, Sandra Spencer – Department Administrative Assistant, Heather Ziemba – Projects Division Coordinator

1. Call Meeting to Order

Director Hopkins called the meeting to order at 12:35 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from April 10, 2024

Hearing no objection, the meeting report was approved as written.

Golden Rain Foundation
 Building E Space Planning Ad Hoc Advisory Committee
 Report of the Regular Open Session
 May 1, 2024
 Page 2 of 3

4. Remarks of the Chair

Chair Hopkins provided the audience an overview of what the meeting would include, what the next steps would be, and that the community would continue to be involved in the process.

5. Member Comments – *(Items Not on the Agenda)*

None.

6. Response to Member Comments

None.

7. Department Head Update

None.

8. **Consent:** *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*

a. None

9. Items for Discussion and Consideration

- a. Continue Discussion of Options Presented on April 10, 2024
 - i. Nancy Carlson/Andy Ginocchio – Directors Carlson and Ginocchio presented a condensed version of their previously submitted proposed solution.
 - ii. Jim Hopkins – Chair Hopkins presented a condensed version of his previously submitted proposed solution.
 - iii. Sue Stephens – Director Stephens withdrew her previously submitted proposed solution and announced her support of Chair Hopkins' proposal.
 - iv. Cush Bhada – Director Bhada presented his proposed solution.

The merits of the proposed solutions were discussed amongst the committee members. Comments included the need for a cost analysis of each proposed solution, maximizing the space within the Community Center, and the importance of member input.

Approximately 20 members commented on the proposed solutions presented by the committee members.

Golden Rain Foundation
Building E Space Planning Ad Hoc Advisory Committee
Report of the Regular Open Session
May 1, 2024
Page 3 of 3

Discussion ensued and various motions were made, seconded and rescinded.

A final motion was made by Chair Hopkins to present Option (i) Proposed Solution by Nancy Carlson/Andy Ginocchio and Option (ii) Proposed Solution by Jim Hopkins to the GRF Board for consideration. The motion was seconded by Director Stephens and passed by a vote of 8/2/0 (Director Bhada and Director Tuning opposed).

- 10. Future Agenda Items:** *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

The meeting adjourned without discussing this item.

11. Committee Member Comments

The meeting adjourned without discussing this item.

- 12. Date of Next Meeting:** TBD

- 13. Adjournment:** The meeting was adjourned at 4:04 p.m.


James Hopkins, Chair

James Hopkins, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380

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Ad Hoc Advisory Committee

Bldg E & Space Planning

Meeting May 1, 2024

Agenda Item 9 a: Addendum: Presentation Slides
Ad Hoc Subcommittee Proposed Options

Presentation by Director Carlson (United Mutual) and
Director Ginocchio (Thrid Mutual)

GRF Committee on Bldge E and Space Planning

Ad Hoc Advisory Committee

Affirmed Motion & Directive

March 6, 2024

Assignment

A plan be developed by Ad Hoc Committee Members to utilize existing space in the Laguna Woods Community Center and Clubhouses to consolidate staff and functions within the village campus.

Designees: Directors Carlson & Ginocchio

The Proposed Plan

- Satisfies all Guiding Principles,
- Most Cost Effective & Efficient Plan ,
- Immediate Solutions vs Two Year Event,
- Leaves Millions of \$\$ for Recreation Expansion !!



Guiding Principles

- Service life of 15-30 years .
 - Enhance residents recreation & activity experience.
 - Enhance department efficiency & function.
 - Optimize security /protection of systems, staff & community.
-

Planning Assignment

Relocate 3 Displaced Depts & Staff

Temporarily Located in Leased Office Space @ \$ 230 k per yr

	Dept.	Shift Staff	Space	
■	Landscape	12	1990	1 Shift Dept
■	M & C	20	2369	1 Shift Dept
■	Security	20	4483	3 Shift Dept
			8842	SF

Source: Austin Study & 2024 Staff Est.

The Study Revealed Abundant Available Options

Vacant Space

Under-utilized Space

Better Use of Space

Today's Presentation

An Exciting & Efficient Plan that Provides Long Term Solutions

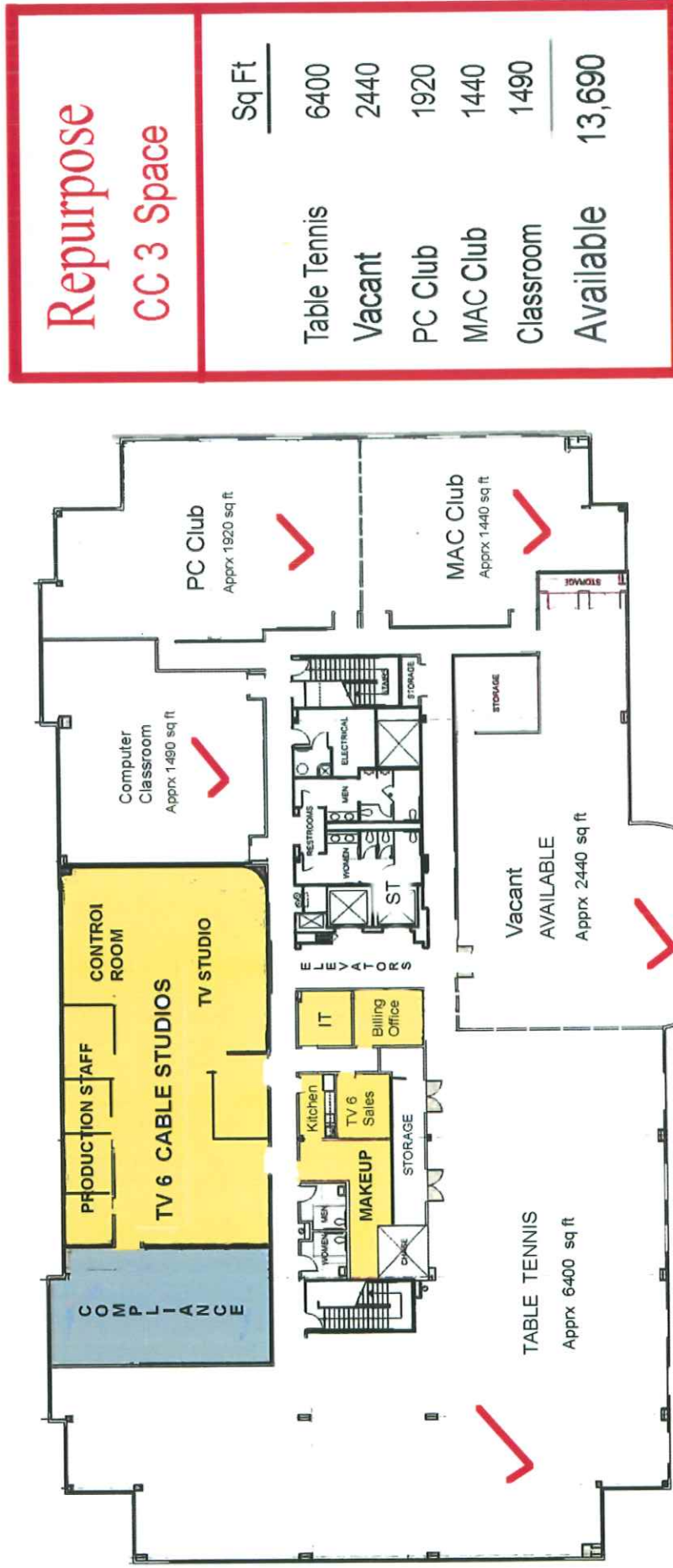
- ✓ 1. Consolidates Depts & Functions as Requested
- ✓ 2. Saves \$ 230 k / year in office rent
- ✓ 3. Creates Preferred Secure Central Command Center
- ✓ 4. Increases Table Tennis Recreation Space & Secures Access
- ✓ 5. Expands Resident Computer Facilities & Locations
- ✓ 6. Relocates Shuffleboard & Archery to contemporary standards.
- ✓ 7. Provides Immediate Solutions...Not a 2 Year Plan



Community Center Key to Solutions

Community Center -3rd Floor

✓ Space Opportunities



Community Center

Plan Recommendations

Separate	
Public & Resident Functions	Managment & Operation Functions

	1st Floor	Public & Resident Functions	Open Access
	2nd Floor	Management & Operations	Staff: Electronic Badge Access Guests: Escort Access
<u>Current ></u>	3rd Floor	Mixed Use	<u>NOT SECURE</u>

	3rd Floor	Relocated Staff/Operations	Staff: Electronic Badge Access Guests: Escort Access
<u>Proposed ></u>			

Proposed Plan

Currently in Leased Offices			New Location	
<u>Dept.</u>	<u>Staff</u>	<u>Space</u>	<u>Option 1</u>	<u>Option 2</u>
Landscape	12	1990	CC 3	CC 3
M & C	20	2369	CC 3	CC 3
Security	20	4483	CC 3	CC 1 Field Ops
		<u>8842 SF</u>		CC 3 Admn

4 Activities Would Be Relocated



Table Tennis (CC 3)



Computer Education (CC3)



Shuffleboard (CH 1)



Archery (CH 1)

Table Tennis

CC 3 Poor Location

Crowded into Office Bldg.

Low Ceilings / Hot

Excess A/C / Electricity Demand

Open Access / Gate Crashers

12 Tables Insufficient for Growth & Demand

Access / Use Hours Limited CC3

Restrooms Used for Bathing

Proposed Plan: Relocate to CH 1 Courts B & C

6400 sf to 10,200 sf

12 Tables to 21 Tables

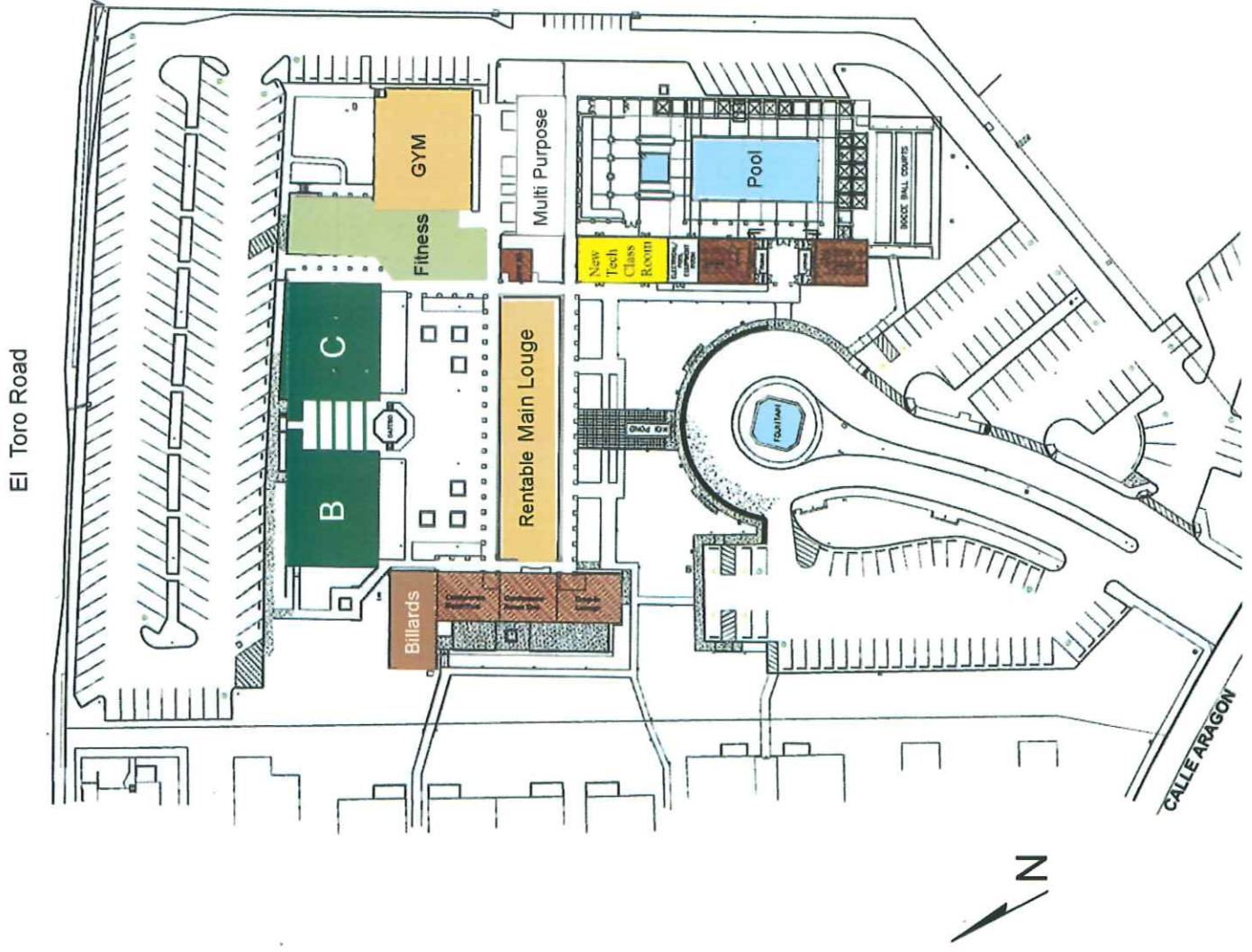
Large Tournament & Revenue Opportunities

Secure Gated Access

Clubhouse 1

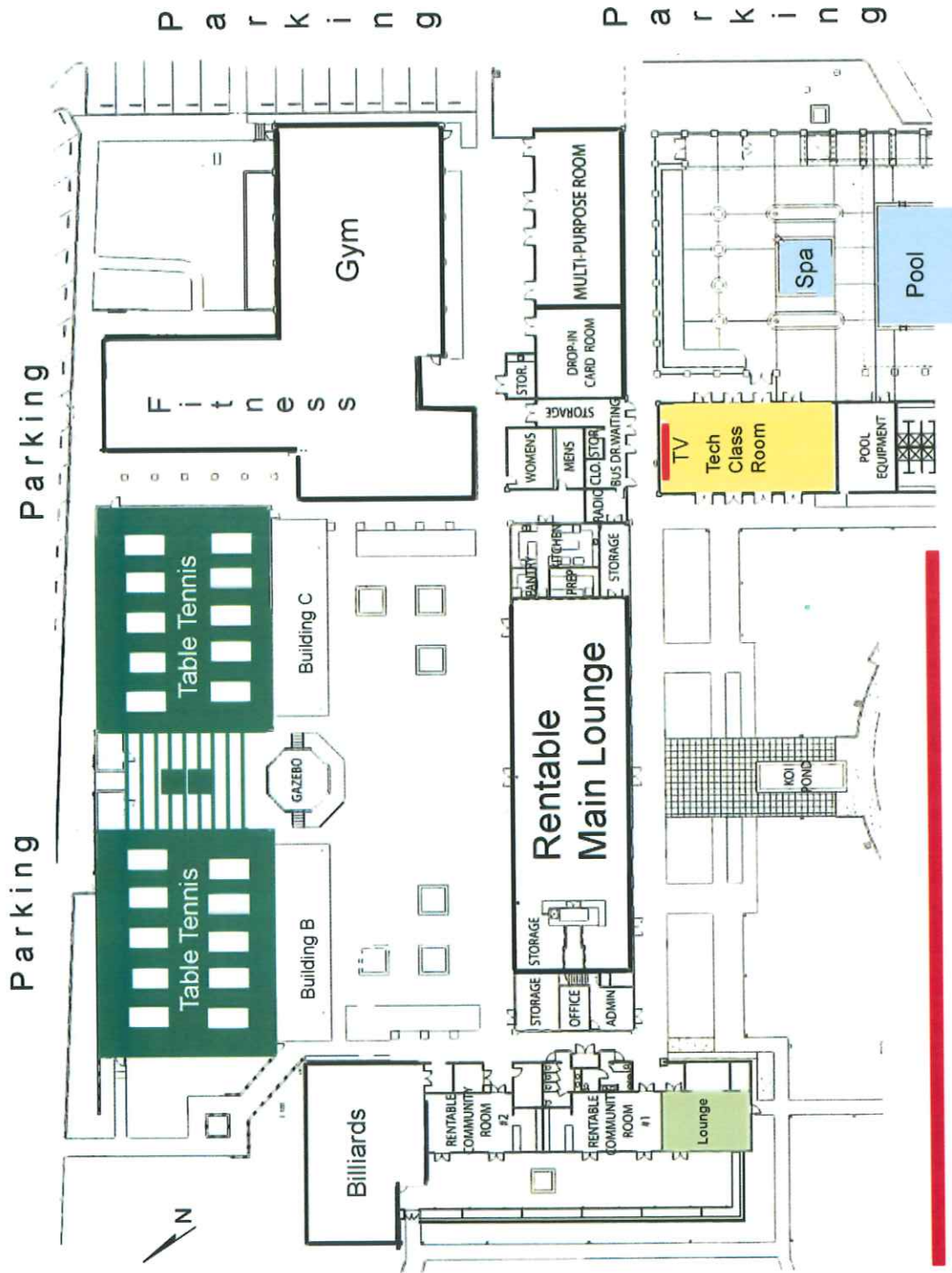
Site Plan

CH 1



Clubhouse 1 North Section

Gate 1 = Secure Access



Proposed



Table Tennis

Bldg B 4500 sf
Between 1200 sf
Bldg C 4500 sf

Courts:

Tourney Play Area
15 x 30
20 + Tables
Rentable Space Tournaments

Features:

High Volume Ceiling
Improved Ventilation
New Windows
CH 1 Remodel

Enhancing Amenities

Lockerrooms
Spa & Pool
Fitness Center
Gym
Drop-in Lounge

Improvements

Flooring to Spec
Additional Lights

Proposed
2nd Tech Classroom Etc

Closed for Six Month Remodel

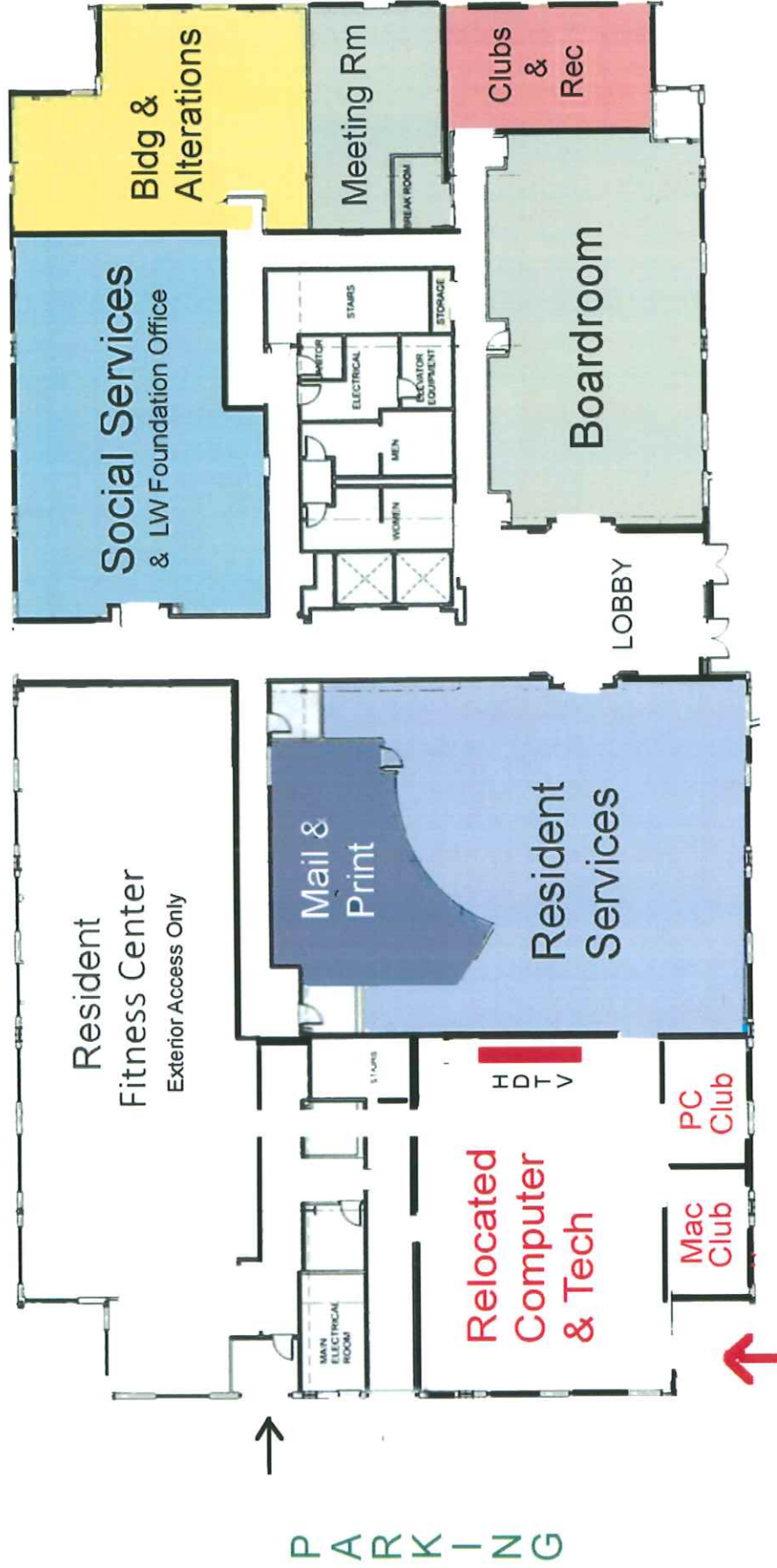
CH 1

Proposed Plan

Currently in Leased Offices			New Location	
<u>Dept.</u>	<u>Staff</u>	<u>Space</u>	<u>Option 1</u>	<u>Option 2</u>
Landscape	12	1990	CC 3	CC 3
M & C	20	2369	CC 3	CC 3
Security	20	4483	CC 3	CC 1 Field Ops
		<u>8842 SF</u>		CC 3 Admn

Relocated Computer/Tech Center

Community Center - 1st Floor



Relocated Computer/Tech Center

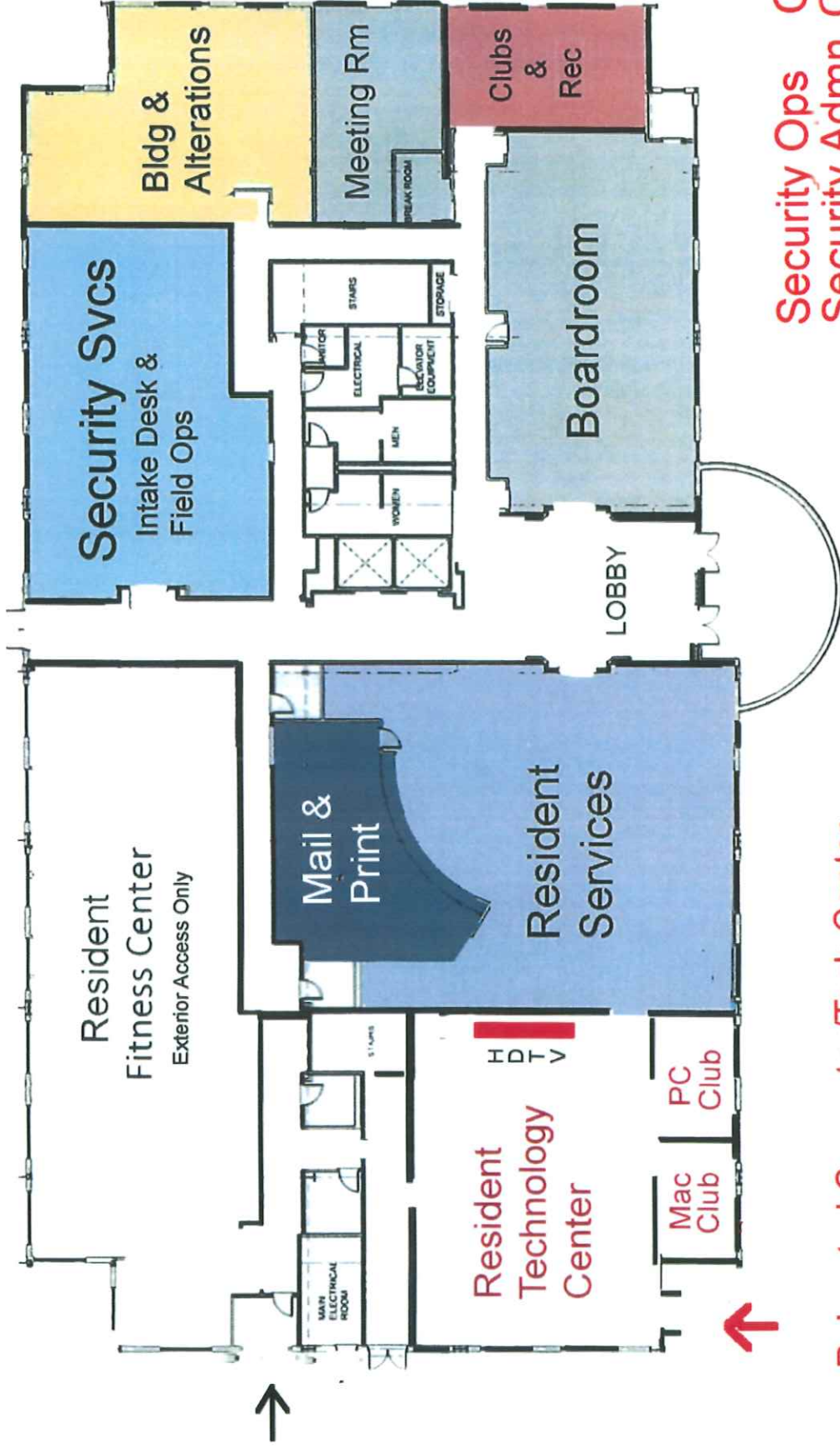
Exterior Access

For Extended Hours & Days of Use

Proposed
-Option One-

CC 1

Community Center – 1st Floor



Security Ops CC1
Security Admn CC2

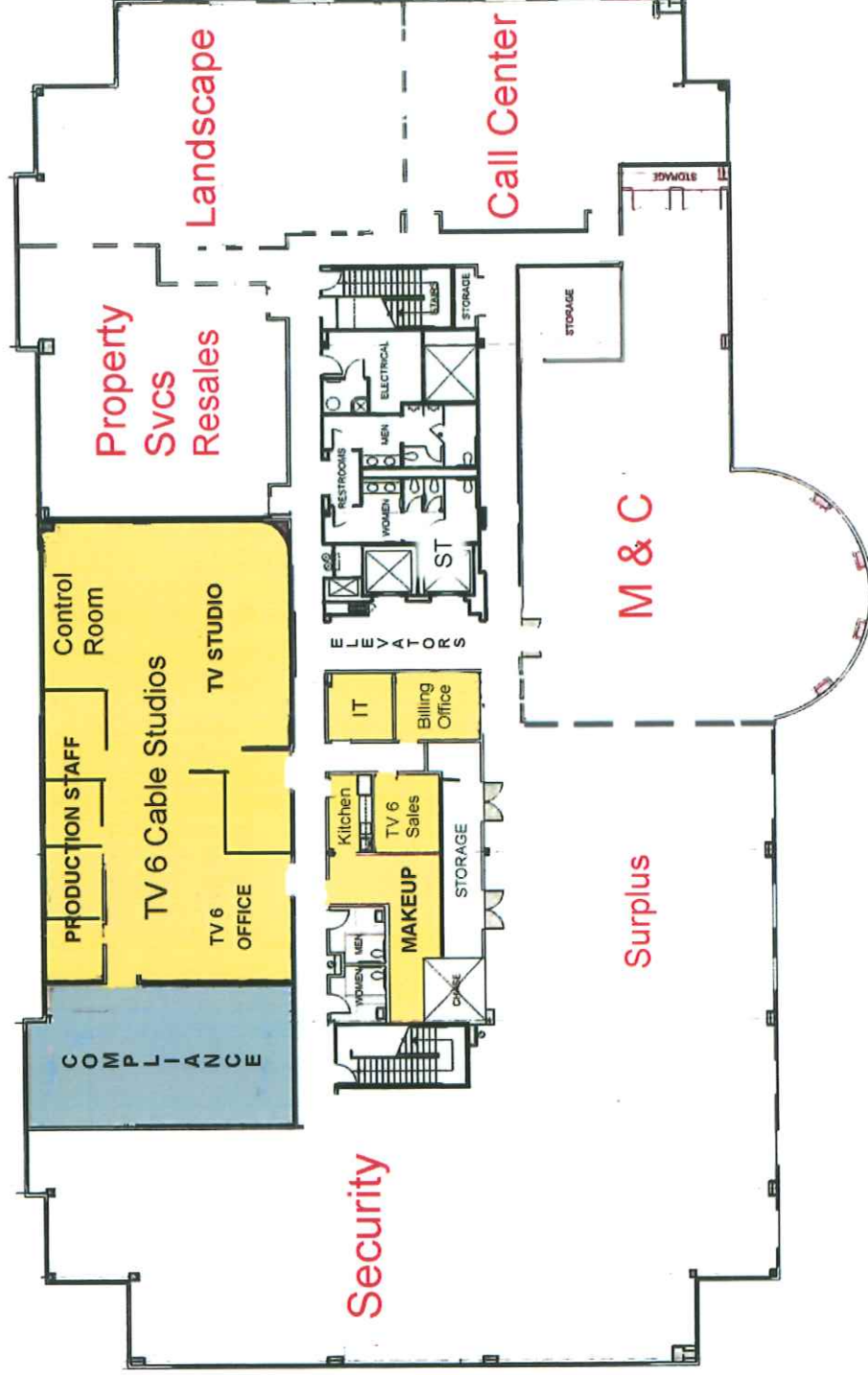
Proposed CC 1
■ Option Two ■

Relocated Computer/Tech Center

Exterior Access
For Extended Hours & Days of Use

Community Center -3rd Floor

Conceptual



Freed Up Space
13,690 sf

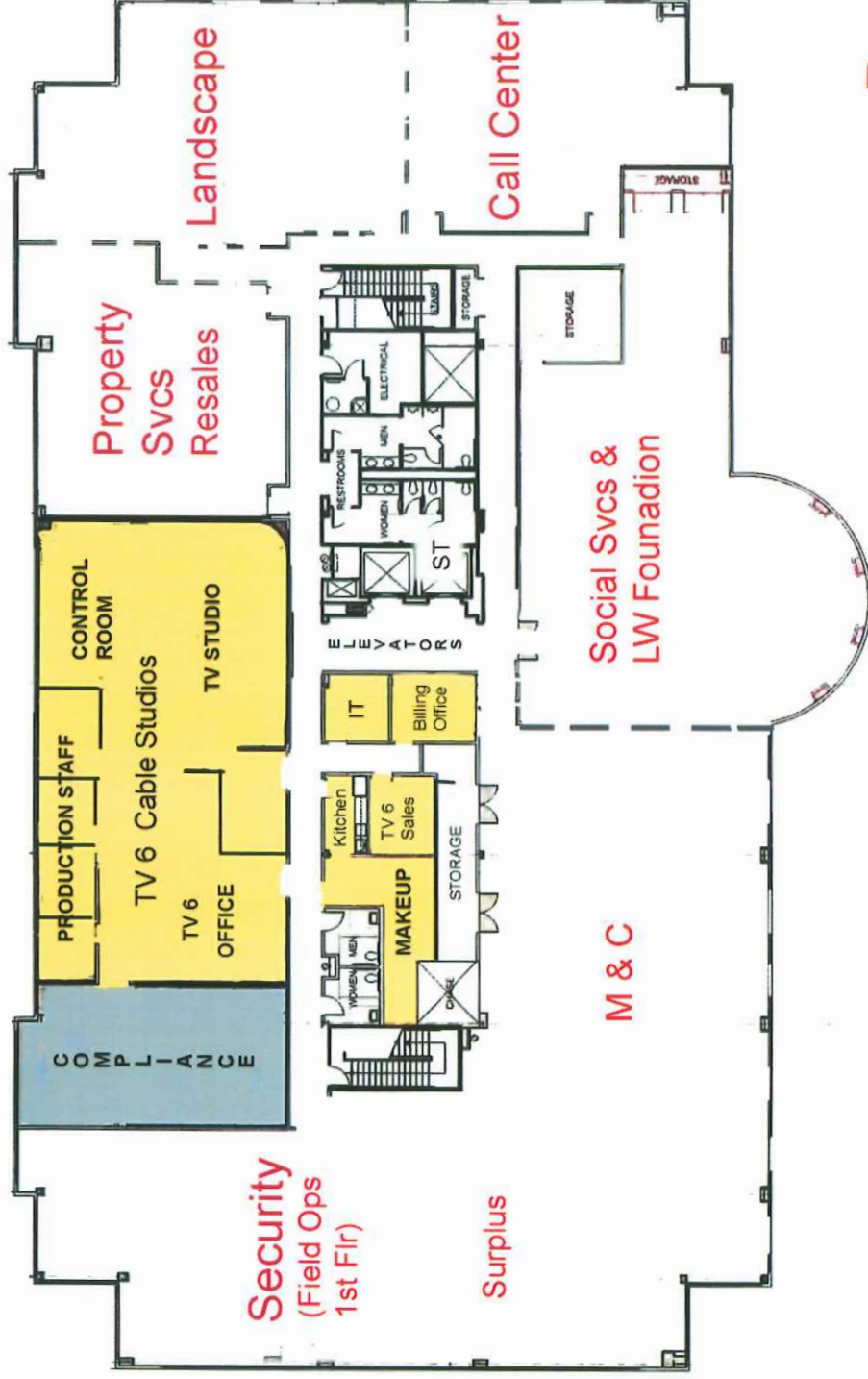
Relocated Depts
11,602

Surplus
2,080

Proposed CC 3
- Option One -

Community Center - 3rd Floor

Conceptual



Available 13,690 sf

Option Two

Security

Intake Desk
Field Ops CC1

Mgmt &
Training Rm CC3

Social Svcs
& Foundation CC3

Proposed
■ Option Two ■

CC 3

Clubhouse 2

Outdoor Shuffleboard - Competiton Standard

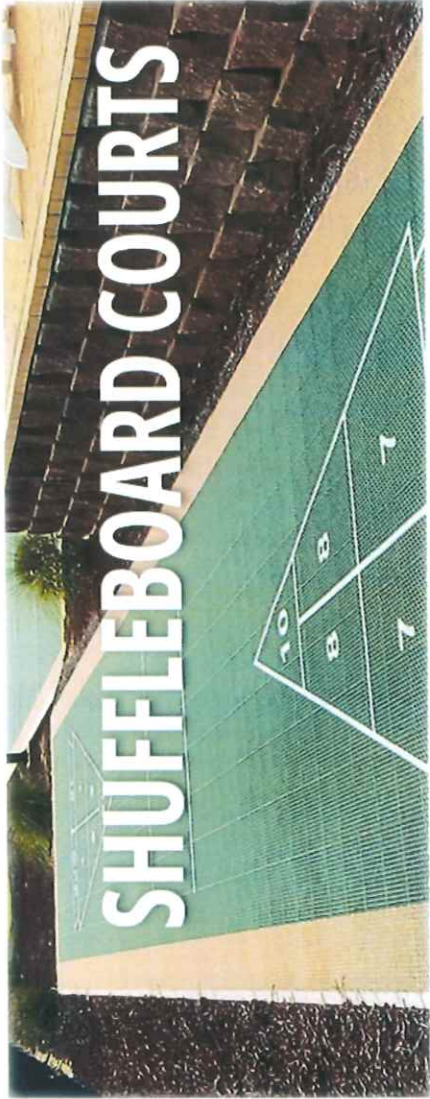
Historic Location



AB 1572 Non Functional Turf Legislation
Reinstalling Shuffleboard Courts Provides Solution

Shuffleboard

CH 1 Outdoors 70's



Outdoor Courts
Current Standard



Archery

Laguna Woods
Archers

GRF Provisional
Approval Indoors
Until CH 1 is
Remodeled



Outdoors is the Standard
Targets Stored in Outdoor
Locked Sheds



OC Archery Clubs

Security's Assessment

Community Center Centrally Located

- Security, Mgmt, Disaster Preparedness
Telecommunications, Admn in Central
Command Hub
- Better Able to Provide Prompt Response Incidents
& Hearings/Meetings
- Security Cameras Already in Place
- EV Stations for Overnight Charging
- IT and Connectively Systems in Place
- Secures Key Building/Systems/Data.
- Swift Egress Dual Points

Why Clubhouse 7 is not a good option.

- Bridge Club contributes significant Revenue to GRF
 - 5500 sf Main Ballroom is rentable.
 - Non gated direct access
 - Full restaurant equipped kitchen, bar, courtyard area, performance stage area.
 - Egress Problems onto Moulton
 - No EV Stations Other Eelectrical / Wiring Issues
-

Security's Assessment

Building E Maintenance Yard

- Not Centrally Located
- Not Near CC Located Mgmt & Disaster Preparedness & Admn
- Less Ability for Rapid Response & Meetings in CC
- Time and Money to Demo Bldg E and Construct New Building E
 - Two Years
 - 5500 sf
 - \$ 6 million plus
- Cost To Continue to Lease Offices
 - \$ 230 k per year during Demo & Construction

Security Only

PLAN: Use Available
Space CC & CH 1

Size: 13,700 sf

- Occupants:
- Security
 - M & C
 - Landscape

Cost: Improvements

TT: Extra Lights
Flooring Prep
TT Spec Floor
Painting
Window Coverings
Misc / Supply Storage
Shuffleboard - Outdoors
Archery - Outdoors
Tech/Wireless/Misc

Est: TBD / Staff

Timeline: 4-6 Months

On Approval

Construct.
New Bldg E in Maintenance Yard

5500 sf

- Security Only

Deconstruct & Reconstruct Building

- Demo Old Bldg
 - Lease Space
 - New Bldg
 - Relocate to CC
 - * Landscape
 - * M & C
- \$ 1,390 mm
\$ 4,074 mm
\$ 495. m

Est: \$ 5.9 Million

Two Years

- * Issues
 - * Who Moves Out of CC to accomodate Landscape, M & C ?
 - * Where will they be relocated ?
 - * Costs ?

Conclusion

- Using Available Space Is Efficient & Economical
- Saves Cost of Office Lease (x 2yrs \$ 460 k)
- Immediate & Long Term Use Solution
- Frees Up \$ 6 Million For New Recreation

Recreation & Activities is what

Sells Laguna Woods

Provides Residents Socialization

Improves Residents Health & Well Being

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Building E & Space Planning Analysis and Proposal

May 1, 2024

Jim Hopkins



Bldg. E Background and History



- GRF trust property, built 1976
- 5,500-square-foot, single-story wood-framed structure
- Security Department (11 office employees)
- M&C Department (20 employees)
- Landscaping Department (9 employees)
- Security Communication and Emergency Equipment
- Parking

Background and History



- 6/22 – Rengel Study – New Building E
 - 10,000 sq ft. – \$5.6 to \$6.6 depending on construction type
- 1/23 - The Austin Company (No Building E option)

Austin Study Options \$=M		
	<u>Option 1</u>	<u>Option 2</u> <u>Option 2A</u>
Construction	\$3.641	\$3.496 \$4.047
Design and Fixtures	<u>\$1.778</u>	<u>\$1.956</u> <u>\$1.997</u>
Total	\$5.419	\$5.452 \$6.044

- 6/23 Update - Office Lease during Construction (4 Years) and Demo Added \$1.360M
- 9/23 - \$7.0 Million Allocation added to 2024 budget and reserve allocation calculation. **No Impact to HOA Fee.**

Problem Definition and Choices



- **Problem Definition:**
 - Lost the use of 5,500 square feet of space
- **Choices:**
 - Do not Replace - Reallocate to remaining space.
 - Replace 5,500 Sq Ft
 - Replace as needed and reallocate existing space.
 - Replace and add additional space to anticipate multi-use patterns.

Guiding Principles (Solution Development)

- Solution and spending should reflect the strategic (15-30 yrs.) service and recreational needs of the residents.
- Solution should strive to enhance resident and employee safety and security.
- Solution should consider the resident service requirements of the Security Division to be paramount.

Space Utilization Analysis



- Community Center utilization is sub-optimized.
- Community Center designed for Mixed use in mind (Table tennis/PC MAC/ Fitness) (not an Administration Building)
- Recreation activities have constantly evolving space needs depending on popularity trends, new clubs, and evolving multicultural cultural patterns.
- Increased space requests (Billiards, Music, Pickleball...)
- **Space requirements may change, but not declining.**
- **Future flexibility necessary.**

Space Utilization Analysis



- Elimination or re-location of a service or amenity is not justifiable for reducing space in a climate of increased request for space and utilization flexibility requirements.
- Security has special requirements. (FEMA)
 - Emergency Operations Center (EOC)
 - Emergency access/egress
 - Special equipment
 - Special communication and back-up
 - Command center availability.
 - Special parking requirements
- Re-evaluate Building E Landscaping and Maintenance personnel space and location requirements
- Cost is important, but not the central goal of a strategic investment or decision. (Penny-wise/Pound Foolish) can be expensive in the long run

Recommended Solution



- **Permanent Type Modular/Prefab Building E optimized for Security Division (5,500 square feet or as required) Rengel Study as Guide)**
- **Consider Relocation of Landscaping and Maintenance Employees to Community Center (based on fit)**

WHY?



- Solution is **strategic** - It does not reduce space in this environment of constantly evolving space requirements.
- The special consideration of requirements and location of Security Division continue to emphasize **safety and of residents and employees**. Location is central to the Village and quick access to Community Center.
- **Solution makes the needs of the Security division paramount.**
- **Solution is least disruptive to the residents' amenities and services.**
- **Cost is important**
 - **not the determining factor of a strategic decision.**
 - **Strategic direction at the best price - **Best Practice**.**

Why?



- Emergency Operations Center (EOC) Facilities
 - Vulnerability – Avoid potential Hazards, high risk structures, minimal debris, collapsing building, etc.
 - Traffic Flow and congestion – limited traffic, traffic flow
 - Accessibility – to equipment, road network
 - Parking – adequate and secure
 - Alternate power generation
 - Alternate communication
 - EOC should be daily functional and flexible for future

Rengel Study Space Assumptions



	<u>Sq Ft</u>
Security	4,100
Landscape	1,350
Maintenance	1,438
Common	<u>3,125</u>
	10,013
Cost Estimate (Millions)	\$4.271
Cost per Sq Ft	\$427
Engineering/Fees (Millions)	<u>\$0.774</u>
Total Cost (Millions)	\$5.045

Cost Estimates



New 5,500 Sq Ft Building E			
<u>Estimated Cost:</u>		<u>CC Remodeling</u>	<u>Space (sq ft)</u>
Grading/Survey	\$250,000		
Utilities	\$175,000	Landscape (Employees 9)	1,350
Parking Lot Asphalt/Striping	\$320,000	Maintenance (Employees 20)	1,450
Prefab/Mod \$ \$400/sqft	\$2,200,000	Other (Contingency)	<u>500</u>
Arch/Eng/Permits	<u>\$450,000</u>		3,300
Subtotal	\$3,395,000	Cost per Sq. Ft.	<u>\$150.00</u>
20% Contingency	<u>\$679,000</u>		\$495,000
Building E Cost Estimate	\$4,074,000		

NEXT!

- Approvals
- Staff Analysis
- Basic Design Direction
- Competitive Bidding
- Selection of Contractor
- Start Project

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Rough Order Magnitude Construction Cost Summary

Task	Option 1	Option 2
Table Tennis improvements to CH 1 building B and C (HVAC, Flooring, Lighting, Furnishings/Fixtures /Equipment)	\$1.75	
Community Center tenant improvements (1 st floor computer/tech center, 3 rd floor resident services call center, property services resales, landscaping, maintenance, security, emergency generator, F/F/E)	\$2.50	
New improvements for Archery and Shuffleboard	\$1.00	
New Modular Build E for Security		\$4.00
Community Center tenant improvements (3 rd floor landscape, maintenance, F/F/E) *requires reduction in computer room space		\$1.75
Subtotal Construction	\$5.25	\$5.75
Time needed for implementation	18 months	12 months

Rough Order Magnitude Total Project Cost Summary

Task	Option 1	Option 2
Construction	\$5.25	\$5.75
Contingency (10%)	\$0.53	\$0.58
Construction PM (6%)	\$0.32	\$0.35
Engineering/Design Allowance (9%)	\$0.47	\$0.52
Subtotal Construction	\$6.57	\$7.20
Building E Demolition	\$0.45	\$0.45
Office Lease Cost (18 months)	\$0.34	
Office Lease Cost (12 months)		\$0.23
Total Estimated Expenditure	\$7.36 M	\$7.88 M