



## **SPECIAL OPEN MEETING**

### **SPECIAL OPEN MEETING OF THE BOARD OF DIRECTORS OF THIRD LAGUNA HILL MUTUAL, A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION**

**Friday, July 7, 2023  
Following Agenda Prep  
24351 El Toro Road, Laguna Woods, California  
Willow Room / Virtual Meeting**

### **AGENDA AND NOTICE**

**The purpose of this meeting is to discuss adding two Gardener positions to the Grounds Maintenance Division for the period of July through December 2023 in accordance with Civil Code §4923**

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- 1. Call Meeting to Order / Establish Quorum – President Laws**
- 2. Approval of the Agenda**
- 3. Contractual Matters**
  - a. Entertain a Motion to Approve Proposed Addition of Two Full Time Equivalents for the Grounds Maintenance Division**
- 4. Directors' Comments**
- 5. Adjournment**

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## STAFF REPORT

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**DATE:** July 7, 2023  
**FOR:** Landscape Committee  
**SUBJECT:** Proposed Addition of Two Full Time Equivalents

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### **RECOMMENDATION**

Recommend to the Board of Directors to add two Gardener positions to the Grounds Maintenance Division for the period of July through December 2023.

### **BACKGROUND**

Third Mutual has 366.8 acres of landscape to maintain, with 43 Gardeners assigned. The Grounds Maintenance Division has divided the acreage into five sections (Attachment 1), with crews averaging 8.6 gardeners each.

### **DISCUSSION**

The landscape maintenance schedule of four cycles is based on actual labor hours needed to perform tasks associated with the work; weeding, pruning, mowing, etc. When Gardeners are out sick or on vacation, the efficiency of the crews drop dramatically making it difficult to maintain schedules. The addition of two full time Gardeners functioning as “floaters” to fill in temporary vacancies will increase the effectiveness of affected crews, allowing them to perform the work efficiently and stay on schedule.

### **FINANCIAL ANALYSIS**

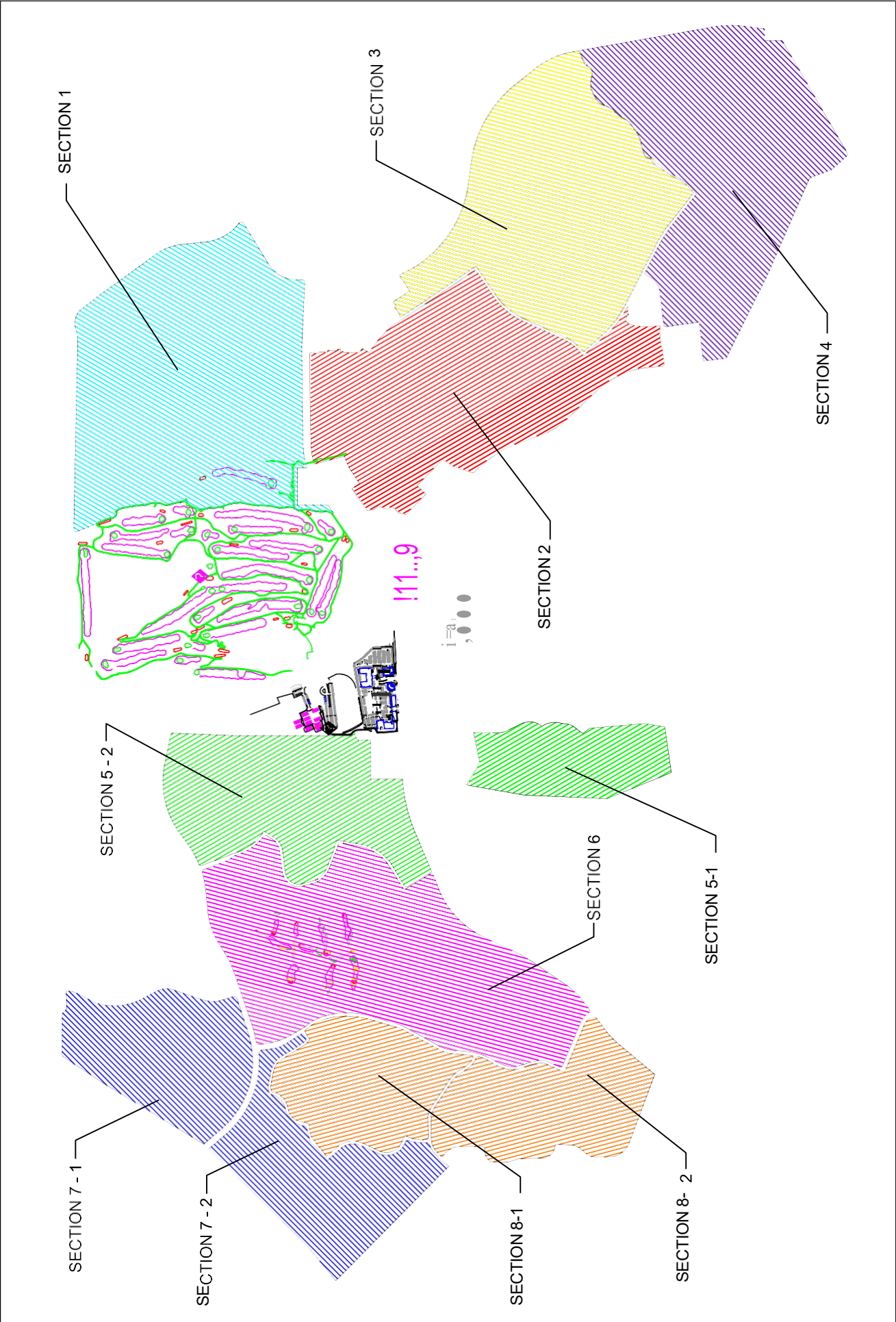
The staff costs to add two Gardeners from July through December 2023, would be a \$70,000 unbudgeted operating expense to be funded by operational savings in the current year.

**Prepared By:** Kurt Wiemann, Director of Field Operations  
**Reviewed By:** Jayanna Abolmoloki, Landscape Administrative Assistant

### **ATTACHMENT(S)**

**Attachment 1:** Section Map

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<p>Laguna Woods Village© - Laguna Woods Projects Department 24351 El Toro Road, Laguna Woods, California 92653 P.O. Box 2220, Laguna Woods, California 92654</p>		<p><u>MAINTENANCE CREW AREA ASSIGNMENTS</u> AREA MAP</p>
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