

A G E N D A

FITNESS CENTER ADVISORY COMMITTEE

REGULAR MEETING

WEDNESDAY, JULY 13, 2016, 9:30 A.M.

FAIRWAY ROOM AT CREEKSIDE CLUBHOUSE

1. MEETING CALLED TO ORDER: Claudia Tierney, Chairman
2. ROLL CALL: Tierney, Leonard, Smith, Green, Herdering, Howard, Rapp, and Fredlund, ex-officio member
3. APPROVAL OF REPORT OF JUNE 8, 2016 (Attachment)
4. ELECTION OF VICE CHAIR AND SECRETARY
5. CHAIRMAN'S REPORT
 - a. Monthly attendance reports for June 2016 (Hand-out at meeting)
 - b. Summary of year to date usage (Attachment)
6. CORRESPONDENCE AND ANNOUNCEMENTS
7. STAFF REPORTS
 - a. Equipment repair and maintenance.
8. SUB-COMMITTEE REPORTS
9. RESIDENTS' FORUM

FCAC will follow Rossmoor custom and limit comments to 3 minutes.
10. UNFINISHED BUSINESS
 - a. Update regarding the status of the Del Valle Renovation project. (Attachment)
11. NEW BUSINESS
 - a. Recommendation regarding the 2017 Fitness Center operating budget and level of service. (Attachment)
12. ADJOURNMENT
13. NEXT MEETING: Wednesday, August 10, 2016, at 9:30 a.m. in the Board Room at Gateway Complex

CT/kv

cc: GRF Board

FITNESS CENTER ADVISORY COMMITTEE REPORT

REGULAR MEETING

WEDNESDAY, JUNE 8, 2016, AT 9:30 A.M.

A regular meeting of the Fitness Center Advisory Committee (FCAC) was called to order by the Chairman, Claudia Tierney, at 9:30 a.m. on Wednesday, June 8, 2016, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Barbara Leonard, Vice Chairman, Catherine S. Herdering, Acting Secretary, Carol A. Green, Edson L. Montgomery, Virginia Lee Rapp, and Melvin C. Fredlund, GRF Board representative and ex-officio member. Sherry S. Smith, Secretary, was excused. Also attending were Leslie Birdsall, President, and Mary Lou Delpach, Secretary, GRF; Timothy O'Keefe, CEO; Jeffrey P. Matheson, Director of Resident Services; Masha Henzel, Fitness Supervisor; Fred Ponce, Project Manager, ArcPATH Project Delivery, Inc.; and two residents. Attendance

The report of the Committee's regular meeting of May 11, 2016, was approved as presented. Report Approved

The Chairman reported that there were 15,629 visits to the Fitness Center in May, which represents the number of key card scans plus sign-ins. Mr. Matheson pointed out that the report now indicates the number of unique scans (individual people) as well as the total number of visits. The unique number was 1,924, which does not include sign-in numbers. These figures continue to include a probable mix of fitness and pool users as the system cannot yet distinguish between the two. Chairman's Report

Ms. Henzel reported that all equipment is up and running. She also announced that staff member Rachel Anderson has resigned and has been replaced by Jo Nash, who is currently working as a substitute instructor for classes. Staff Report

During the Residents' Forum, Albione Becnel expressed concern about "second-hand noise" from piped-in music unrelated to classes. As someone with hearing aids, she said that music blends with ambient sound in the Fitness Center and creates an unpleasant static for her. She requested that the renovated Fitness Center limit music to classes and preserve quiet in the general areas. She suggested that people who want music could bring their own listening devices. Roxanne Stallings commented that people with hearing aids can't tolerate loud noise in general. Since ambient Fitness Center sound combines with the piped-in music, sound volume should also be considered. Residents' Forum

The Committee discussed the comments made during the Residents' Forum and generally supported the request to eliminate music in the renovated Fitness Center given that many residents wear hearing aids. In a dissenting view, Ms. Green pointed out that many residents enjoy the music and use it to pace their workouts. Mr. Matheson suggested that the FCAC and AAC Joint Subcommittee take up the issue and noted that a PA system, necessary for emergency announcements, has been planned for the renovated Fitness Center.

Discussion
Following
Residents'
Forum

In his update on the Del Valle Complex Renovation Project, Mr. Matheson introduced Fred Ponce of ArcPATH Project Delivery, Inc., the newly hired Project Manager. Mr. Ponce will serve as liaison between the Golden Rain Foundation and project contractors. He will also work on phasing issues, such as finding spaces for classes held at Del Valle that will be displaced by construction.

Update on
Del Valle
Complex
Renovation
Project

Mr. Matheson then announced that the GRF Board approved the Del Valle Complex renovation design at its April 28th meeting. This now brings the project into the design development phase. There have already been several meetings with the Walnut Creek Planning Department and the Fire Department regarding building codes. Cost estimates will be available by mid-June and a packet is being prepared for the GRF Board by month's end when the project plans will be finalized. Document completion and the bidding process are up next. Soft building costs for fees, permits, construction equipment use, etc., have been estimated at 30% of the project costs.

Mr. Montgomery reintroduced ideas for publicizing news to residents about the programs, potential, and benefits of the Del Valle Complex. This generated a number of comments and suggestions: Ms. Delpech suggested publicizing renovation project updates with bold headlines in the Rossmoor News. Mr. Matheson reminded the Committee of the project's website, which is always up-to-date, and referred to the FCAC and AAC Joint Subcommittee as an incubator for publicity ideas. Ms. Rapp thought a bi-weekly update with short articles in the Rossmoor News with a contact number might be useful.

Discussion
re.
Publicity

Ms. Green commented that letters in the Rossmoor News are a very effective means of publicity. The Committee agreed that it might also want to think about using the bus system for traveling ads. Mr. O'Keefe said he plans to include comments on the renovation in his "Meet the CEO" presentation on June 9th at Hillside Clubhouse.

Ms. Tierney announced that the next FCAC meeting will be the first meeting of the new GRF Board year with new and/or re-appointed Committee members. Since the FCAC does not currently have a publicity subcommittee, she suggested that the new Committee may want to consider forming one.

Forming
a Publicity
Sub-
committee

Fitness Center Advisory Committee
Regular Meeting


-3-

June 8, 2016

The Chairman adjourned the meeting at 10:05 a.m.

The next regular meeting of the FCAC will be held on Wednesday, July 13, 2016, at 9:30 a.m. in the Fairway Room at Creekside Clubhouse.

Adjourn-
ment/
Next Mtg.
7/13/16



Claudia Tierney, Chairman J P J
Fitness Center Advisory Committee

CSH/kv

Attachment: Fitness Center Statistics

SUMMARY OF CURRENT USAGE**2016 DATA**

- | | |
|---|--------|
| 1. Total number of visits from January 1, 2016-May 31, 2016 | 78,055 |
| 2. Total number of memberships created and keytags distributed | 3,862 |
| 3. Total number of unique scans from members using
keytags January 1, 2016-June 16, 2016 | 3,202* |

*This figure does not include Residents who are still signing in upon entry. It also does not include guests and caregivers.

**SUMMARY REPORT
GOLDEN RAIN FOUNDATION
FITNESS CENTER ADVISORY COMMITTEE**

REPORT PREPARED BY:

Jeff Matheson, Director of Resident Services

REQUESTED ACTION:

Update regarding the completion of the design development phase of the Fitness Center renovation project.

BACKGROUND:

At the January 28, 2016 meeting of the GRF Board, the Board authorized the CEO to execute an agreement with ELS Architecture and Urban Design to complete the plans for the renovation of the Del Valle Clubhouse. The Board also indicated that the design should be prepared based on an overall budget up to \$10 million including all related project expenses.

During the April 28th meeting the Board approved the schematic design for the project. Based on the approved schematic design, ELS and their sub consultants worked to further develop the plans and specifications. This has included meetings with the City Building Department and County Fire. The design team also further examined the building by opening up sections of walls and ceilings in a few areas. As the plans and specifications were refined the cost estimator, Sierra West, was able to update the cost estimate. The cost estimate was higher than anticipated which prompted the need to make some adjustments in order to keep the project within the overall \$10 million budget.

CURRENT COST ESTIMATE:

The plans for the fitness center renovation project have been prepared with a clear directive that all project costs are to be within the budget of up to \$10 million. In order to maintain cost control the following adjustments have been made to the plans:

1. The cantilever entry canopy has been removed. The cost of this item was originally included in the \$1.7 million estimate for raising the roof. Instead of a new canopy, the existing covered walkway will be retained and improved. The estimated cost to include the cantilevered entry canopy is \$700,000. A new canopy will be designed and bid as an alternate so the Board can choose whether or not to include once actual costs are known.

2. The expanded building footprint in the front has been removed. The approved schematic design included expanding the footprint in the front of the building. This would provide for additional space for the fitness floor and expand the views of the front. The estimated cost to include the expanded footprint is \$125,000.
3. Refinishing the interior of the gym has been removed. The approved schematic included updating the finishes to the gymnasium including refinishing the flooring, adding retractable basketball backstops and refinishing the walls. The revised plan only includes replacing the lighting and the mechanical systems for heating and air conditioning. The estimated cost to include these additional finishes to the gymnasium is \$150,000. These items will be bid as alternates so the Board can decide whether or not to include once actual costs are known.
4. In the schematic design estimate the cost for audio visual equipment was included in the construction budget. A portion of this item has been moved to the soft cost budget under the fixtures, furniture, and equipment line. The remaining estimate for the audio visual estimate will be evaluated and considered as an additional option for the Board to consider at a later date.

At the conclusion of the construction document phase, a final cost estimate will be prepared. The design team will continue to monitor costs and make adjustments as necessary to keep the estimates within the overall target budget.

Additional Alternates:

Since the approval of the schematic design there have been requests to explore some additional items. These items include:

1. Creation of a curbside drop-off area at the new entry of the facility
2. Addition of some golf cart and accessible parking spaces near the entry of the building
3. Addition of an electric vehicle charging station for up to two vehicles.
4. Addition of a solar thermal system to heat the water for the pools and the showers in the locker rooms.
5. The full scope of the Audio Visual systems is still being evaluated and will be presented for Board consideration at a later date as an additional alternate.

Attachment "B" provides a layout for the additional parking, EV charging and curbside drop-off area. The estimated cost to add these items is \$95,000. The cost for a solar thermal system is still being explored. These additional alternates are not included in the current scope of the project. The Board decided to evaluate these items further at a later date.

SUSBSEQUENT ACTION:

The Board approved the completion of the design development phase and confirmed the overall target budget of up to \$10 million; the consultant team will next prepare the construction documents. Prior to bidding the project a final cost estimate will be presented to the Board. This is scheduled for the end of September.

Staff and the project manager will be working on options for phasing and keeping programs and equipment operational during construction.

Staff and consultants are evaluating access systems, fitness equipment, and technology. Presentations will be made to the FCAC regarding these items at a later date.

ATTACHMENTS:

- A) Floor plans and renderings of the current design
- B) Layout plan for the additional alternates



PROPOSED PLAN

DEL VALLE AQUATICS SPORTS and FITNESS COMPLEX

06/23/2016

ELS



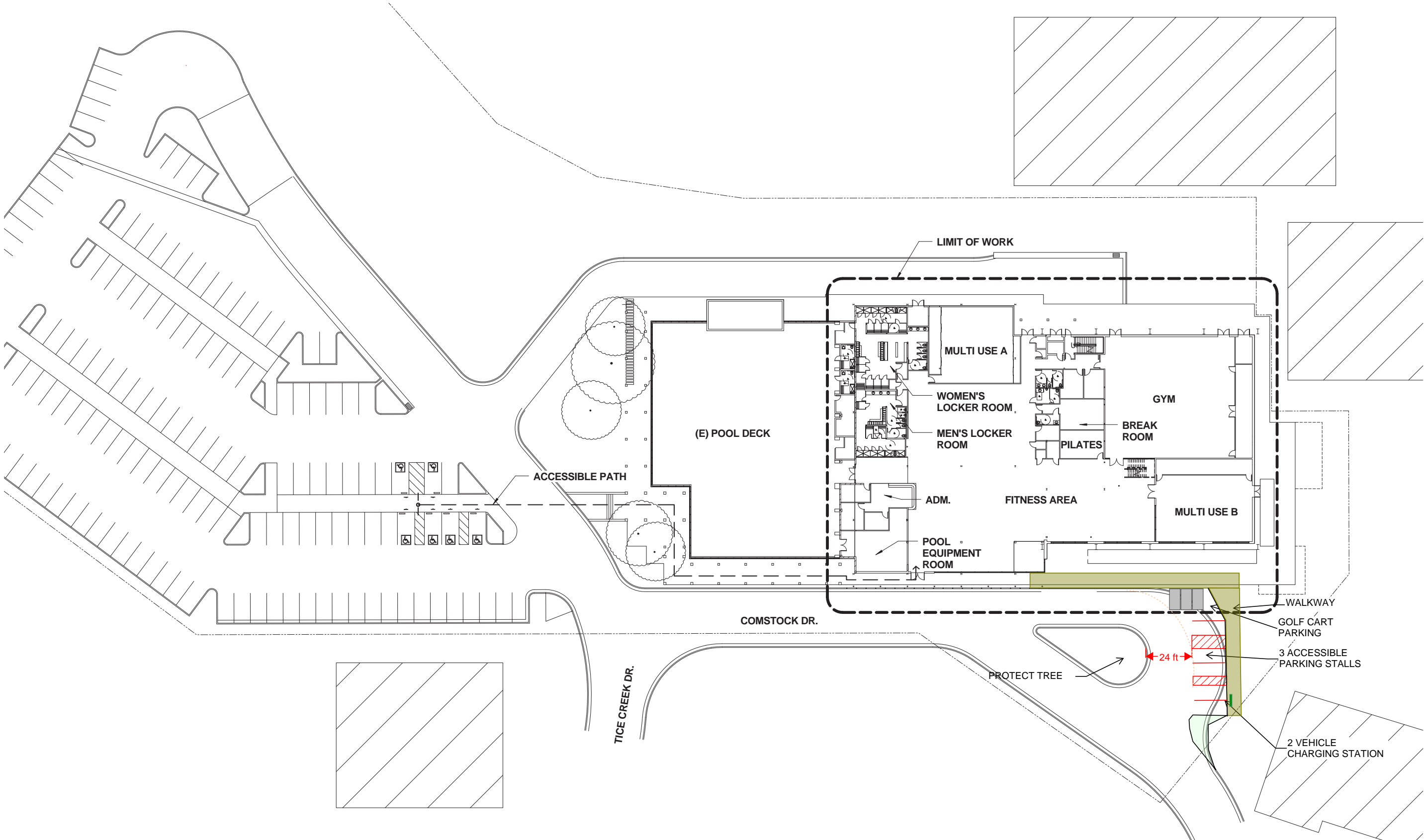
NEW FITNESS AREA (RAISED ROOF)

DEL VALLE AQUATICS

SPORTS and FITNESS COMPLEX

06/23/2016

ELS



Agenda Item: 11a
Subject: Fitness Center Annual Operating
Budget
Meeting Date: July 13, 2016

***SUMMARY REPORT
GOLDEN RAIN FOUNDATION
FITNESS CENTER ADVISORY COMMITTEE***

REPORT PREPARED BY:

Jeff Matheson, Resident Services Director

REQUESTED ACTION/RECOMMENDATION:

Discussion regarding the 2017 Fitness Center Operating Budget.

BACKGROUND:

On an annual basis, the Finance Committee and the GRF Board of Directors reviews the draft operating budget for all GRF Departments. The Board then considers adoption of the final GRF operating budget during the end of month meeting in September. The adopted budget will determine the monthly GRF portion of the coupon for 2017. For 2016 the cost on the coupon for the Fitness Center budget was \$9.75 per manor per month.

Each year the FCAC has the opportunity to review the Fitness Center budget and make recommendations to the Finance Committee and the GRF Board. During the July meeting the Committee typically discusses the level of service provided for programs, classes, equipment and staffing. Should the Committee desire to make recommendations regarding current levels of service, staff prepares the background information and financial impact for the proposed change and brings the information back for consideration during the August meeting. The Committee is not asked to review and make recommendations on each line of the operating budget. The focus should be on the desired level of service.

During the 2017 budget year, the Fitness Center will be undergoing renovations. This will require programs and equipment to be moved. The overall level of programming may need to be scaled back during significant portions of the construction schedule. Because of this it is not recommended that any new programs, equipment or staffing be implemented in 2017. Staff does recommend that the annual budget for equipment replacement remain the same as the current year so that older equipment can be replaced as needed.

Once the renovation is complete, staff will have several recommendations regarding staffing levels for the front desk and fitness floor. New equipment, technology, and furnishings will be included in the overall renovation budget.

ALTERNATIVES AND OPTIONS:

It is recommended that the FCAC discuss the current level of service offered at the fitness center and discuss any desired changes keeping in mind the impact a renovation will have on the 2017 operating year.

SUBSEQUENT ACTIONS:

Staff will prepare any additional information or cost impacts for items discussed by the committee. This information will be presented during the August meeting.

ATTACHMENTS:

2016 Fitness Center Budget Narrative and Head Count

FITNESS CENTER BUDGET NARRATIVE 2016**5420 Personal Training (Revenue)**

The personal training staff is projected to provide 1,800 hours of training in 2016. Personal training is offered at \$35.00/half hour or \$60.00 for an hour. Group training is also offered at \$10.00/hour per person. The increase in revenue is based on past year actuals and current year trends. Training staff is paid at a flat rate of \$40.00/hour while conducting paid training. Funds are budgeted under salaries and wages for the incremental increase in wages while conducting paid personal training.

\$110,000 is projected (Increase of \$5,000)

5802 Miscellaneous Income (Revenue)

Outside fitness instructors are charged a nominal facility use fee when using GRF facilities to conduct classes for residents and their guests. In 2015 the fee was adjusted so that all independent instructors pay a \$10.00 per class session facility use fee.

\$10,000 is projected (Increase of \$2,500)

6104 OVERTIME WAGES

Overtime wages for trainers who may need to stay to cover extra shifts due to illness, vacation, or when not fully staffed. Includes coverage during holidays when Fitness Center is open. Trainers are not scheduled for overtime so they may conduct personal training appointments.

\$6,000 is requested (increase of \$3,000)

6213 TRAVEL & MEAL ALLOWANCE

Travel for staff to earn CECs (continuing education credits) required to maintain certifications. Staff takes advantage of courses locally and online; however, certain courses which enable staff to better serve Rossmoor residents are only available outside the Bay Area. Budget includes mileage, airfare, meals and lodging expenses.

\$3,000 is requested

6219 STAFF TRAINING

Cost of registrations for continuing education credits for staff. Industry standards require staff maintain a minimum of 50 hours/year and supervisor maintain 90 hours/year. While staff pursues as many courses as possible online and locally, some specific classes are only taught outside the Bay Area.

\$5,000 is requested

6222 EMPLOYEE UNIFORMS & LAUNDRY

The fitness staff is now being required to wear uniforms during their shift. Uniforms are purchased by GRF.

\$3,500 is requested

6224 DUES & MEMBERSHIPS

Certifications and memberships with professional organizations and governing industry bodies.

\$2,500 is requested (Decrease of \$700)

6311 COPY & PRINTING SERVICES

Production costs of flyers, class schedules, brochures, floor signage, banners, and posters for special events.

\$2,500 is requested

6402 Administrative Supplies

Paper, pencils, pens, copier ink cartridges and office supplies.

\$6,500 is requested

6420 SUPPLIES

A) General Fitness supplies (\$19,000):

- fitness accessories (music, tapes, balls, bands, tubing, dumbbells, etc)
- yoga/Pilates accessories (mats, blocks, etc)
- special events prizes
- cables needed for TVs, etc.
- Pharma Smart paper for blood pressure machine readouts

B) Fitness Equipment (\$16,000):

The Fitness Center has been on a schedule to replace four pieces of equipment each year to keep equipment current and to prevent repair costs from increasing. Equipment averages \$4,000 per piece.

Total of \$35,000 is requested for supplies

6903 EQUIPMENT REPAIRS & MAINTENANCE

Equipment upgrades and warranties, and weekly preventive maintenance and repairs.

- Gym Doctors weekly maintenance: \$9,000
- Parts/repairs: \$25,000
- Pharma Smart maintenance: \$1,000

\$35,000 is requested

7003 Bank Charges

The Fitness Center collects fees via credit card. Charges are for processing fees.

\$1,200 is requested (Decrease of \$600)

FITNESS CENTER

Responsibilities:

- Provides trainers to operate the Fitness Center, teach fitness classes, and assist residents in proper use of equipment.
- Provides personal training and orientations.
- Coordination of contract instructors for a variety of ongoing classes and workshops.
- Arranges promotional fitness events and fitness challenges.
- Responsible for maintenance of fitness equipment

Headcount:

	2015 Budget	2015 Actual	2016 Budget
Fitness Supervisor	1.00	1.00	1.00
Fitness Trainer II	4.27	4.27	4.27
Fitness Trainer I	2.00	2.00	2.00
Fitness Specialist	0.90	0.90	0.90
Front Desk Staff	2.50	2.50	2.50
Total	10.67	10.67	10.67