

AGENDA

COMMUNITY SERVICES COMMITTEE

Regular Meeting
February 26, 2014
9:30 A.M.

Laguna Woods City Hall
Council Chambers
24264 El Toro Road
Laguna Woods, CA 92637

AGENDA DESCRIPTION: The agenda descriptions are intended to give notice, to members of the public, of a general summary of items of business to be transacted or discussed. Any person wishing to address the Community Services Committee on any matter, whether or not it appears on this agenda, may do so under the appropriate section of the agenda. Whenever possible, lengthy testimony should be presented to the Committee in writing (12 copies) and only pertinent points presented orally. Requests to speak to items on the agenda shall be heard at the appropriate point on the agenda; requests to speak about subjects not on the agenda will be heard during the Public Comment section of the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. COMMITTEE BUSINESS

A. City Council Advisory Committees

RECOMMENDED ACTION: Receive and file.

B. Community Grant Fund Distribution

RECOMMENDED ACTION: Provide input to staff regarding potential modifications to Administrative Policy 2.8 (Community Grant Fund Distribution).

C. City Website Modifications

RECOMMENDED ACTION: Provide input to staff regarding potential modifications to the City's website.

IV. COMMITTEE MEMBER COMMENTS

V. PUBLIC COMMENTS

VI. ADJOURN

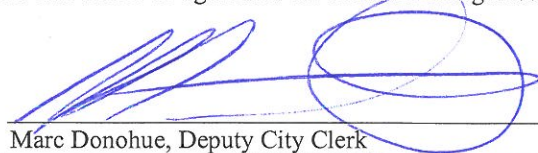
The next regular meeting of the Community Services Committee will be at 9:30 a.m. on March 26, 2014, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Meetings may be cancelled due to a lack of agenda items.

AMERICANS WITH DISABILITIES ACT: In compliance with Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk at (949) 639-0500 (Voice) or, TDD (949) 639-0535 or the California Relay Service at (800) 735-2929 if you have a TDD or (800) 735-2922 if you do not have a TDD. Notification 48 hours prior to the meeting should enable the City to make reasonable arrangements to assure accessibility to the meeting.

AGENDA: The Community Services Committee agenda and agenda back-up materials are available from the Office of the City Clerk, after 4:30 p.m., on the Friday prior to the Community Services Committee meeting. The office of the City Clerk is located at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Copies of the agenda are provided at no cost. Agenda back-up materials are available at City Hall for inspection and copies are available at no charge prior to the meeting. A per page copy cost does apply after the meeting. If you wish to be added to the e-mail or regular mail list to receive a copy of the agenda, a request must be made to the City Clerk in writing. Copies of the agenda are mailed only if stamped, self-addressed envelopes are provided. The City of Laguna Woods mailing address is 24264 El Toro Road, Laguna Woods, CA 92637. Phone: (949) 639-0500, FAX (949) 639-0591.

I declare under penalty of perjury that I posted this notice of agenda at the locations designated by Resolution 02-33.

2/21/14
Date


Marc Donohue, Deputy City Clerk

RECAP

COMMUNITY SERVICES COMMITTEE

**Regular Meeting
October 23, 2013
9:30 A.M.**

**Laguna Woods City Hall
Council Chambers
24264 El Toro Road
Laguna Woods, CA 92637**

I. CALL TO ORDER

Chair Oakes called the meeting to order at 9:30 am.

II. ROLL CALL

Present: Oakes, Brians, Coles, Levine, Portlock, Sheppard, Unatin, Unger
Absent: Gorman, Rhodes, Singer

III. PRESENTATIONS

Community Services Manager Foley introduced City Manager Christopher Macon and newly appointed committee member Catherine Brians.

IV. COMMITTEE BUSINESS

A. Community Outreach Strategies

City Manager Macon reviewed the agenda report.

After discussion, the Committee unanimously recommended that the City Council expand community outreach strategies to include replacing the quarterly *Woods Works* newsletter with a combination of periodic targeted mailings, public forums, and a Mayor's column.

Committee members also commented on the need to more actively promote the City website, provide electronic alternatives to paper mailings (inc. opportunities to "opt out"), be mindful of increasing ethnic diversity within the City, and have a presence at community events.

The Committee also discussed and provided the following input on the City's use of social media:

- The City website should be more actively promoted.
- Social media is valuable as a means of reaching out to baby boomers.
- Social media can be a nuisance and also raises privacy concerns.
- Twitter can be a nuisance, particularly as it relates to the generation of cell phone alerts/messages. Facebook is comparatively less of a nuisance.
- Many residents do not use or have access to the Internet or social media.

B. 2014 Community Services Grant Funding Recommendations

Community Services Manager Foley reviewed the agenda report.

Prior to the Committee taking action, the following organizations made presentations on their applications for funding:

Sallie Pappas	South County Outreach
Gloria Coulston	Braille Institute
Heather Sergeant	Trauma Intervention
Guy Nararro	Roxanna Todd Hodges Foundation
Shirley Witt	Age Well Senior Services
Marion Levine	Foundation of Laguna Woods Village

After discussion, the Committee voted 6-0 with Members Levine and Brians abstaining due to their service on the Foundation of Laguna Woods Village's Board of Directors, as follows:

1. Recommended that the City Council award a total of \$75,000 in competitive Community Services grants to six (6) grantees: The Braille Institute \$20,000, South County Outreach \$20,000, Trauma Intervention Program \$5,000, Dayle McIntosh Center \$8,000, Roxanna Todd Hodges Foundation \$7,000 and the Foundation of Laguna Woods Village \$15,000.

AND

2. Recommended that the City Council award a total of \$75,000 in Community Services Grants to Age Well Senior Services for:

Adult Day Services \$22,500, Transportation \$22,500 and Florence Sylvester Memorial Senior Center \$30,000.

C. Community Work Plan and Events

The Committee discussed its work plan and events.

V. COMMITTEE MEMBER COMMENTS

None

VI. PUBLIC COMMENTS

None

VII. ADJOURN

The meeting was adjourned at 11:05 a.m.

The next regular meeting of the Community Services Committee will be at 2 p.m. on January 22, 2014, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Meetings may be cancelled due to a lack of agenda items.

**City of Laguna Woods
Agenda Report**

DATE: February 26, 2014
Community Services Committee Meeting

TO: Honorable Chair and Committee Members

FROM: Patrick Foley, Community Services Manager

AGENDA ITEM: City Council Advisory Committees

Recommended Action

Receive and file.

Background

The City Council initially adopted Administrative Policy 1.4 defining the role of City Council-appointed standing advisory committees in June 2000. The policy has been revised on numerous occasions since then, most recently in February 2014.

There are currently three City Council-appointed standing advisory committees, each consisting of up to 11 members – a chair appointed by the City Council and two members nominated by each Councilmember. The areas of responsibility for each committee are outlined in Administrative Policy 1.4.

All three City Council-appointed standing advisory committees meet monthly at a regular date and time in the City Council Chambers. Some meetings are cancelled due to a lack of agenda items or a quorum. All meetings are open to the public and subject to the same agenda and noticing requirements of the Ralph M. Brown Act that apply to the City Council. The Brown Act applies regardless of the fact that the committees function in an advisory role to the City Council and staff.

Staff provide professional, administrative, and technical support to the committees, including participating in meetings; preparing agendas, reports, presentations, and recaps; and, posting and distributing agenda notices and packets.

Discussion

On February 19, 2014, the City Council approved revisions to Administrative Policy 1.4 (City Council Advisory Committees). Those revisions included:

- *Committee Use of Subcommittees* – Subject to prior City Council approval and conditions, committees may use ad hoc subcommittees for specific, short-term purposes. In the interest of transparency, subcommittees will not be formed to consider items related to the allocation or award of City grant monies, including the community services grants program.
- *Appointment of Committee Vice Chairs* – Committees are explicitly authorized to appoint a vice chair from amongst the City Council-appointed membership to conduct meetings in the absence of the chair.
- *Annual Committee Activity Reports* – In lieu of annual activity reports, staff will consolidate all committee recaps for the preceding calendar year and provide them to the City Council no later than January 31. The City Council will continue to receive committee recaps with committee agenda packets.
- *Elevation and Centralization of Environmental Issues* – The Land Use & Design Review Committee’s purview was expanded to include matters of environmental sustainability, solid waste, recycling, water conservation, and energy efficiency. Doing so elevates environmental issues that were formerly discussed at a staff-level committee (Greening the Woods) to a City Council-appointed committee with meetings publically noticed in accordance with the Brown Act. It also complements and further emphasizes public consideration of environmental issues in matters currently within the committee’s purview, such as growth, land use, and development permits and standards. Consequently, the Community Services Committee’s purview no longer include solid waste and recycling. To better reflect its purpose, the Land Use & Design Review Committee was renamed the “Planning & Environmental Services Committee.”
- To explicitly reflect current and past practices, the Land Use & Design Review Committee’s (Planning & Environmental Services Committee’s) purview was updated to include discretionary development permits.
- Other revisions were made for clarity and consistency.

Fiscal Impact

Funding to support three City Council-appointed standing advisory committees is included in the current year budget.

Conclusion

This agenda report is provided as a matter of information.

Attachment: A – Revised Administrative Policy 1.4, City Council Advisory Committees

CITY OF LAGUNA WOODS

ADMINISTRATIVE POLICY 1.4 CITY COUNCIL ADVISORY COMMITTEES

1.4.01 PURPOSE

To define responsibilities and authority of City Council appointed standing committees.

1.4.02 GENERAL POLICY

From time to time the City Council may establish standing advisory committees to assist in the operation and development of the City. These rules shall be interpreted to further the intent of the City Council that citizen judgment, expertise and effort be given fair, reasonable and efficient channels to reach and benefit the government of the City.

1.4.03 ELIGIBILITY

Any person, whether or not a resident of the City, shall be eligible to serve on a City standing committee. The qualifications for memberships shall be interest, willingness, and ability to contribute to the purpose of the committee. An individual may serve on only one standing committee at a time.

1.4.04 APPOINTMENT

Unless otherwise specified by the City Council, members of standing advisory committees shall be appointed as follows:

- A. Each member of the City Council shall nominate two members who shall serve at the pleasure of the appointer.
- B. All standing committee appointees shall be ratified by a vote of the City Council sitting in a duly scheduled meeting.
- C. The City Council as a whole shall appoint a chairperson for each standing committee.

1.4.05 TERM

Standing committee members shall serve for two-year terms, beginning in January of odd numbered years. Appointments to vacancies mid-term shall serve until the expiration of the original term, or until otherwise replaced by the appointer or the City Council as a whole. Committee members may serve unlimited terms.

1.4.06 REMOVAL

- A. By appointer: A member of a standing committee may be discharged from his or her position and duties at any time, and without cause, by his/her appointer, by filing a written statement with the City Clerk providing the following information:
- The facts of such removal;
 - The name of the person being removed; and
 - The date such removal is effective.
- B. By City Council as a whole: A member of a standing committee may be discharged from his/her position and duties, for cause, by a motion and subsequent approval of a 4/5 (four of five councilmembers) vote of the City Council at a duly scheduled meeting of the City Council.

1.4.07 MEETINGS

Standing committees shall hold regularly scheduled meetings once a month at a date and time fixed by the committee. All meetings shall be open to the public and shall conform to appropriate provisions of the "Ralph M. Brown Act" (Brown Act). Special meetings may be called by the chair of the committee or upon written request of a majority of its members. Committee members are expected to attend meetings on a regular basis. Meetings may be cancelled due to a lack of agenda items, lack of a quorum, or for any other lawful reason.

1.4.08 QUORUM

A majority of the members currently appointed to a committee shall constitute a quorum of that committee, and a quorum shall be required for a committee to conduct any business. A majority of the members present at a duly constituted meeting shall be required to carry a motion.

1.4.09 PROCEDURE

- A. Subject to the requirements of the Brown Act and/or unless otherwise specifically provided by law, committees shall establish their own rules for conducting meetings and doing business.
- B. It shall be the duty of each committee member to attend meetings and take an active part in committee discussions. Absence from three consecutive meetings without the formal consent of the committee shall be deemed to constitute retirement of the committee member, and the position shall automatically become vacant.
- C. Each committee shall appoint a vice chairperson from amongst its City Council-appointed membership to conduct meetings in the absence of the chairperson.

1.4.10 PUBLIC STATEMENTS

No committee or committee member shall make a financial commitment, political or other endorsement, statement of position on legislation, or commit or speak in anyway, including but not limited to the issuance of statements, on behalf of his or her committee or the City, without first obtaining the express consent of the City Council. Said consent shall be by motion and approval of the City Council at duly convened meeting of the City Council. Nothing in these rules shall be construed, however, to inhibit or forbid political or other speech or activity, in a purely individual capacity, by any member of a standing committee, so long as such member does not purport to speak for, or as a member of, such committee.

Unless so authorized, committee members who wish to speak on a subject within the purview of their committee may identify themselves as a committee member, but shall state that they do not speak on behalf of the City or any committee and that the opinion they offer is their own personal opinion.

1.4.11 REPORTS - DISSENT

When any committee submits a report or recommendations to the City Council, dissenting members shall be entitled to have their viewpoints fully, fairly and accurately presented.

1.4.12 REVIEW OF ACTIVITIES BY CITY COUNCIL

- A. Copies of agendas and minutes of all standing committees shall be provided to City Council members on a regular basis. Committee actions shall be considered recommendations to either staff or the City Council. All recommendations forwarded to the City Council shall require an affirmative vote of a majority of the committee members present at a duly convened meeting; recommendations of subcommittees shall require review and action of the full committee prior to proceeding forward to the City Council. Recommendations forwarded to the City Council shall not be implemented without formal action by the City Council.
- B. The City Manager and/or any City Council member may agendize consideration of a committee recommendation for City Council review and action.
- C. Committee minutes for the preceding calendar year shall be consolidated and provided to the City Council no later than January 31.
- D. Nothing in this section shall prohibit the City Manager from seeking input from committees in the pursuit of staff activities and determinations. Such input shall be considered a part of the staff determination and shall not require approval of the City Council. No committee or committee member shall speak on behalf of staff unless so authorized by the City Manager or his/her designee.

1.4.13 COMMITTEES ESTABLISHED

The City Council has established the following standing committees:

- A Planning & Environmental Services Committee to act in an advisory capacity to the City Council and staff in matters pertaining to community growth, land use and development standards, discretionary development permits, signage, urban run-off, solid waste, recycling, water conservation, energy efficiency, environmental sustainability, and the location of buildings, structures, and works. This committee shall also serve as the City's Landscape Advisory Committee, as defined by Chapter 4.26 of the Laguna Woods Municipal Code.

- A Community Services Committee to act in an advisory capacity to the City Council and staff in matters pertaining to transportation, health and social services; community beautification; recreation and cultural programs; and, community communications and public relations. This committee shall strive to promote the City of Laguna Woods as a community that embraces diversity and supports programs and services that benefit all of its residents.
- A Public Safety Committee to act in an advisory capacity to the City Council in matters of public safety including: road design, streetlight and traffic control device location, maintenance, and operation; fire, paramedic, and ambulance services, animal control services; and, emergency management services.

1.4.14 COMMITTEE USE OF SUBCOMMITTEES

The establishment and appointment of any subcommittee to a standing committee shall require prior approval of the City Council and shall comply with any other conditions as the City Council may require. In general, committees are encouraged to carry out their advisory duties at meetings of the committee as a whole, including at special meetings when necessary. All deliberations or actions related to the allocation or award of City grant monies, including the formation and approval of recommendations related to the community services grants program, shall be undertaken by committees as a whole. The City Council will only consider the establishment and appointment of ad hoc subcommittees to act in limited-term advisory capacities on discrete, short-term circumstances and matters.

Any subcommittee to a standing committee may be disbanded or terminated at any time upon a majority vote of the City Council. The City Council may also impose additional conditions or limitations on any subcommittee upon a majority vote.

Adopted by City Council: June 21, 2000

Revised: September 20, 2000
 March 21, 2001
 November 14, 2001
 April 17, 2002
 October 16, 2002
 March 21, 2007
 November 19, 2008
 February 19, 2014

City of Laguna Woods Agenda Report

DATE: February 26, 2014
Community Services Committee Meeting

TO: Honorable Chair and Committee Members

FROM: Patrick Foley, Community Services Manager

AGENDA ITEM: Community Grant Fund Distribution

Recommended Action

Provide input to staff regarding potential modifications to Administrative Policy 2.8 (Community Grant Fund Distribution).

Background

The City Council initially adopted Administrative Policy 2.8 providing direction for the administration of the City's Community Services Grant Program in September 2002. Since the initial funding cycle, the City has awarded more than \$1.5 million to organizations providing vital community services to Laguna Woods residents.

Discussion

Staff is requesting Community Services Committee input on the following topics, and any other topics related to the Community Services Grant Program, with the goal of ensuring that the City's award of grant funds continues to be responsive to community needs. The Community Services Committee's input will be considered in revising Administrative Policy 2.8 for consideration by the City Council.

Topic #1: Eligible Services

There are currently three types of services eligible to receive grant awards – social services, transportation, and other. "Other" includes activities and programs that contribute to the quality of life in Laguna Woods, but do not specifically apply to either social services or transportation (e.g., recreation and arts).

Initial Discussion Questions

- Are the existing eligible services adequate?
- Are there specific needs within the community that should be prioritized?

Topic #2: Application, Application Review, Award, and Evaluation Process

In the interest of transparency and to emphasize public accountability with respect to the expenditure of City funds, all Community Services Committee discussions related to the Community Services Grant Program will take place at meetings of the Committee as a whole. All meetings will be open and publically noticed.

Staff anticipates proposing that the grant cycle occur as follows:

1. Application period begins
2. Application period ends
3. Community Services Committee Meeting #1: Applicant presentations
4. Community Services Committee Meeting #2: Recommendations
5. City Council Meeting: Awards
6. Site evaluations for awarded grants
7. Community Services Committee Meeting #3: Evaluations

Initial Discussion Questions

- How long should the application period be?
- How should the application period be publicized?
- How should site evaluations for awarded grants be conducted?

Fiscal Impact

Community Services Grant Program funding is included in the City's budget.

Conclusion

Community Services Committee input on this subject is vital to ensuring that grant funds continue to be awarded in a manner that is responsive to community needs.

Attachment: A – Existing Administrative Policy 2.8 (Community Grant Fund Distribution)

CITY OF LAGUNA WOODS

ADMINISTRATIVE POLICY 2.8 COMMUNITY GRANT FUND DISTRIBUTION

2.8.01 PURPOSE

To define guidelines and procedures for the allocation of municipal funds, or provision of services in lieu of funds, that will, in part, finance Community Services programs and activities conducted by non-profit/not-for-profit organizations that provide services to the residents of the City of Laguna Woods.

2.8.02 GENERAL POLICY

- A. The City of Laguna Woods will consider requests for grant funding only during periods determined in this Council Policy and submitted on the appropriate application form.
- B. Public grant funds shall only be made available when funds are to be expended for a Community Services program or activity that will contribute to the quality of life in the City of Laguna Woods.
- C. Grant funds **shall not** be donated to political action committees or to any candidate seeking election to office, nor for the conduct of any religious activity.
- D. Approval of grant funds **shall not** constitute a precedent for grant allocations in subsequent years.

2.8.03 ELIGIBLE ORGANIZATIONS AND SERVICES

The following organizations/services are eligible to apply for a community services grant:

- A. Social Services
 - Crisis Intervention / Elder Abuse
 - Health and Safety

- Special Senior or Disabled services, such as Deaf or Speech Relay Service, Critical Life systems, Physical Fitness, Occupational/Home Training, Financial Assistance for Living, or Mobility Training.

B. Transportation

- Special Senior or Disabled services
- Connective services within and outside the community
- Golf cart and other alternative travel services
- Recreational bus or other transportation services
- Driver training for golf cart, motorbike, auto users
- Shuttle or other services within the City.

C. Other Services

Provide support for those services needed in the community which may not be described adequately in the preceding definitions, including recreation and arts programs

2.8.04 APPLICATION

- Each year, during its annual budget deliberations, the City Council shall determine if sufficient funding is available to establish a grant fund for community services organizations.
- If funding is available, the City manager or his/her designees shall publish notice in a local newspaper that grant funding is available and that the City is soliciting applications.
- The City manager's Office shall maintain a list of past applicants and interested organizations and shall mail applications to these organizations as well as ant current applicants.
- Non-profit/not-for-profit organizations shall make formal request to the City Council by filing an application for Grant Funding of Community Services Programs during the application period established by the City manager or his/her designee. An application should cover one category, such as social service or transportation. Application forms may be picked up from Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637, from 8:00 AM to 5:00 PM, Monday through Friday, Phone: (949) 639-0512, or through the City's website at www.lagunawoodscity.org.

2.8.04 APPLICATION REVIEW

Staff and the Community Services Committee will review applications and forward recommendations to the City Council for action. In its evaluation, the Community Services Committee shall consider and evaluate the following:

- A. The non-profit/not-for-profit status of the organization.
- B. The number of individuals within the community who will directly benefit from the grant.
- C. Adherence to goals and policies of the City of Laguna Woods.
- D. The public need that will go unmet without the grant allocation.
- E. How this service has been recognized as a contribution to the community (i.e., meets state/federal law, waiting list, number of requests, professional recommendations)
- F. Whether the service will expose the City to civil liability.
- G. The amount of the request.
- H. The ratio of overhead administrative costs to the actual direct benefit to the participants.

1.8.05 GRANT AWARD

- A. All grant awards shall be for a calendar year, and shall be approved by the City Council taking action in a noticed public meeting are for a calendar year basis.
- B. Organizations approved for grant funding will receive quarterly grant payments. The first quarterly payment will be mailed to the applicant will a fully executed contract. The remaining grant payments will be mailed to the organization within 10 business days of the City's receipt of their completed quarterly report of program activities and expenditures. The city, at its sole

discretion, may determine to make other than quarterly grant payments if necessary for a particular project.

- C. Grantees shall return any and all unexpended funds to the City at the end of the one-year funding period.
- D. If the City determines that the grantee has not performed in accordance with the approved program proposal or is unable to finish the program, and all unexpended funds shall be returned to the City.
- E. City grant monies shall be used only for the purpose(s)/program(s) duly authorized and in accordance with the approved budget. Deviation from the approved grant program proposal/scope of work may be made only with the City's prior written approval.

2.8.06 GRANT RECIPIENT REQUIREMENTS

Grant recipients shall:

- A. Carry adequate liability insurance naming the City of Laguna Woods as additional insured as may be required by the City.
- B. Not discriminate in employment or in clients served because of age, race, religion, national origin, or sex.
- C. Account for revenue and expenditures through careful record keeping procedures (standard bookkeeping procedures). An annual audit at the applicant's expense may be required, with the results available to the City of Laguna Woods upon request.
- D. Provide access to periodic reviews by City staff and City Council for purposes of monitoring the progress of the program.
- E. Provide the City with quarterly **and** end-of-year full financial accounting of the grant allocation and progress report.
 - 1. The quarterly reports shall be submitted in writing, and shall include a progress report and a financial summary indicating how

funds have been expended during the reporting period.

2. The end of year report shall be in writing and submitted within 60 days after the close of the grant. This report must include a complete financial statement detailing all expenditures of City grant monies for the program(s). The financial and a narrative report shall compare actual expenditures and accomplishments with the budget and tasks cited in the original proposal.

Approved by the City Council: September 18, 2002

**City of Laguna Woods
Agenda Report**

DATE: February 26, 2014
Community Services Committee Meeting

TO: Honorable Chair and Committee Members

FROM: Patrick Foley, Community Services Manager

AGENDA ITEM: City Website Modifications

Recommended Action

Provide input to staff regarding potential modifications to the City's website.

Background

On December 18, 2013, the City Council directed staff to identify potential website and technological improvements to provide greater electronic resources for residents, businesses, and contractors. Staff will report back to the City Council at the Priorities Workshop scheduled for April 30, 2014 at 2 p.m.

Discussion

Staff is requesting Community Services Committee input on potential modifications to the City's website (<http://www.lagunawoodscity.org>); specifically, whether there are features of the existing website that should be retained and whether there are new features that should be implemented. The Community Services Committee's input will be considered in preparing information for City Council consideration.

Fiscal Impact

The City Council may consider funding website modifications in future budgets.

Conclusion

Community Services Committee input on this item will help ensure that the City's website provides the necessary levels of service and accessibility.