

AGENDA

COMMUNITY SERVICES COMMITTEE

Regular Meeting
May 28, 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. 2014 Community Services Grant Program Recipients' Quarterly Reports

RECOMMENDED ACTION: Review the first quarterly reports from the 2014 Community Services Grant Program recipients.

B. Fiscal Year 2014-15 Budget Preparation

RECOMMENDED ACTION: Provide input to staff regarding the City's Fiscal Year 2014-15 budget.

IV. COMMITTEE MEMBER COMMENTS

V. PUBLIC COMMENTS

VI. ADJOURN

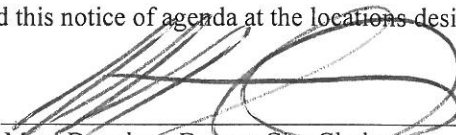
The next regular meeting of the Community Services Committee will be at 9:30 a.m. on June 25, 2014, at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. Meetings may be cancelled due to a lack of agenda items.

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 0233.

5/23/14
Date


Marc Donohue, Deputy City Clerk

RECAP

COMMUNITY SERVICES COMMITTEE

REGULAR MEETING

April 23, 2014

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 9:33 a.m.

II. ROLL CALL

Present: Oakes, Brians, Levine, Singer, Rhodes, Unatin

Absent: Coles, Gorman, Portlock, Sheppard, Unger

III. COMMITTEE BUSINESS

A. Fiscal Year 2014-15 Budget Preparation

Community Services Manager Foley reviewed the agenda report.

Administrative Coordinator Trippy discussed the City's senior mobility taxi voucher program.

Committee members provided the following input regarding the Fiscal Year 2014-15 budget:

- General travel taxi voucher books should continue to be sold in \$100 (sold at \$50) and \$50 (sold at \$25) denominations.
- The City's taxi voucher brochure should have a statement that reads "No cash refunds for unused or expired taxi vouchers after June 30th

of each year.” Residents should not be able to trade in expired taxi vouchers after July 31 annually. This information should be provided to residents when they purchase taxi vouchers.

- Special destination vouchers should not be sold to the Irvine Spectrum.
- The City’s taxi voucher brochure should be updated to clearly identify any limitations on the number of non-emergency medical trips and the number of passengers able to ride along.
- The City should reinstate its practice of providing local hospitals with general travel taxi voucher books for residents who have been taken to the emergency room by ambulance and do not have a means of transportation home when they are released by the hospital.
- The City’s agreement with California Yellow Cab should be extended for another fiscal year with service levels/fares adjusted as necessary to stay within the funding allocation and budget for the fiscal year.
- Due to the presence of services provided by the City and Age Well Senior Services, transportation should no longer be an eligible service for the Community Services Grant Program.
- Due to the significant local need for social services, a majority of the committee members felt that social services programs should be the highest and only eligible service.
- There is interest in replacing or adding new street banner designs.
- Sunday movie matinees should continue.
- The City should explore sponsoring a program with OC Human Relations to promote and celebrate the City’s cultural diversity. Ideas include a one book/one community event, movie discussion program, or cultural diversity activity.
- The City should host an annual E-Reader Workshop and other events to inform and educate residents and library patrons on the latest technologies being utilized by OC Public Libraries.
- The City should explore opportunities that would allow the sale of books at City Hall in support of City/OC Public Libraries programs. It is difficult to schedule author events without books being sold.
- Committee members noted that input was provided at the February 26, 2014 meeting regarding the City’s website.
- The City should keep its video and audio equipment compatible with future upgrades by the Golden Rain Foundation’s Broadband Services

and continue to use Channel 31 to inform residents and promote City events and activities.

- The City map/guide should be updated to highlight shopping centers, golf cart paths, hiking trails, churches, hospital, medical facilities, and urgent care facilities in the City. The map should also include points of interest in surrounding areas, including museums, performing arts, and major cultural events like the Laguna Beach Art Festival.
- The City should implement a recognition program for city volunteers who volunteer at City Hall and on advisory committees.

IV. COMMITTEE MEMBER COMMENTS

Member Unatin remarked that many people are unaware that the City stopped selling John Wayne Airport taxi vouchers in 2012.

Member Singer expressed an interest in the City's budget process.

V. PUBLIC COMMENTS

Robert Sherinian stated that the apartment community off of Moulton Parkway in Laguna Hills should be included in diversity programs.

VI. ADJOURN

The meeting was adjourned at 11:00 a.m.

The next regular meeting of the Community Services Committee will be at 9:30 a.m. on May 28, 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.

May 28, 2014
COMMUNITY SERVICES
COMMITTEE MEETING

AGENDA ITEM III A:

**2014 COMMUNITY SERVICES GRANT
PROGRAM RECIPIENTS'
QUARTERLY REPORTS**

ACCT # 001.6500.7300
2014 GRANT RECEIPENTS
AND QUARTERLY PAYMENT SCHEDULE

ORGANIZATION	PROGRAM	GRANT AMOUNT	Quarterly Payments
Braille Institute	Training for residents with sight loss	\$20,000	\$5,000.00
Trauma Intervention Program	Train residents as Trauma intervention volunteers	\$5,000	\$1,250.00
South County Outreach	Community Outreach	\$20,000	\$5,000.00
Dayle McIntosh Center	Aging with vision loss in home mobility training	\$8,000	\$2,000.00
Foundation of Laguna Woods	Provide emergency assistance to LWV residents	\$15,000	\$3,750.00
Roxanna Todd Hodges Foundation (RTH)	Stroke prevent and screenings	\$7,000	\$1,750.00
	Totals	\$75,000	\$18,750
Age Well Senior Services	Adult Day Services	\$22,500	\$5,625
Age Well Senior Services	Transportation	\$22,500	\$5,625
Florence Sylvester Memorial Senior Center	Health and Wellness	\$30,000	\$7,500
	Totals	\$75,000	\$18,750

2014 Payment Schedule

January, 2014 Advance 1st Quarter Payment (Jan. Feb. March),
April 2014 Advance 2nd Quarter Payment (April, May, June)
July 2014 Advance 3rd Quarter Payment (July, Aug. Sept.)
October 2014 Advance 4th Quarter Payment (Oct. Nov. Dec.)

Quarterly Report Due Dates

April 30, 2014 1st Quarter (Jan. Feb. March)
July 31, 2014 2nd Quarter (April, May, June)
October 31, 2014 3rd Quarter (July, Aug. Sept.)
January 31, 2015 4th Quarter (Oct. Nov. Dec.)



*Empowering visually impaired
people to live fulfilling lives*

Gloria Y. Coulston
EXECUTIVE DIRECTOR,
Orange County

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F.A.A.O., F.C.O.V.D.
Richard N. Weinreb, M.D.

RECEIVED
APR 23 2014
City of Laguna Woods

April 24, 2014

Mr. Patrick R. Foley
Manager, Community Services
City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92653

Dear Mr. Foley:

We are thrilled with the continued partnership we have with the City of Laguna Woods in support our Community Outreach Program. Your generosity and dedication to our cause ensures that we can help residents maintain their independence and quality of life when faced with low to no vision.

Enclosed please find a report of our program activities for the first quarter of 2014. We are pleased to report that we have already served 185 residents through this important community program.

With the support from the City of Laguna Woods we will continue to empower visually impaired people who come to us for help lead more fulfilling lives. Thank you.

Sincerely,


Gloria Coulston
Executive Director

GC:ma

Enclosures

CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM

January 1, 2014 – March 31, 2014

Briefly describe the program/service funded by the grant from the City of Laguna Woods:

Braille Institute's Laguna Woods Community Outreach Program helps residents with low to no vision learn adaptive skills that help them maintain independence, develop self-confidence, and improve their quality of life. Thanks to the generosity of donors like the City of Laguna Woods, all services are provided completely free of charge to residents in the comfort and familiarity of their home or community.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter?

During the 1st quarter of 2014, 185 residents were served through classes, trainings, in-home visits and presentations.

Briefly describe the grant-funded tasks performed during this quarter:

From January 1 thru March 31, 2014: 9 Low Vision Consultations were conducted. Our newly-hired Low Vision Specialist goes to Laguna Woods twice a month. 5 Orientation and Mobility trainings were held. 4 Independent Living Skills classes were held: *Understanding Low Vision* with 12 attending; *Staying Connected* with 11 attending; *Business of Living* with 7 attending; and *Gizmos and Gadgets* with 9 attending. 3 monthly Peer Counseling Support Groups were held with 25 residents attending each. A Focus Group was held for the Low Vision Club at Laguna Woods Club House to discuss programming and the needs of people with low to no vision as well as an overview of services provided by Braille Institute – 24 visually-impaired people and 7 caregivers attended. 2 *Day of Discovery* tours were held on campus on January 17 and March 21

for 16 Laguna Woods residents and were offered cooking classes, technology presentation, and library services.

**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Briefly describe your grant funded program/service goals and how effective you have been in meeting those goals during this quarter.

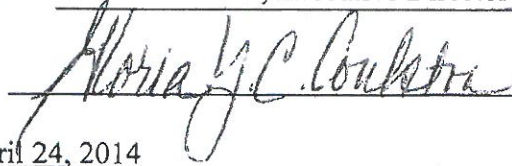
The goal of Braille Institute's Laguna Woods Community Outreach Program is to help visually impaired residents learn the skills necessary to adapt to vision loss so that they may maintain their independence and quality of life. This is achieved through low vision rehabilitation consultations, independent living skills training, individual and group support; and informative lectures and classes. Our objective in 2014 is to serve 675 residents. Current numbers served represent 27% of our established goal and we expect to reach our objective. Furthermore, we take advantage of every opportunity to increase visibility and community engagement – our Educational Program Manager was interviewed by local Laguna Woods TV channel Media 55 and we participated in the Senior Summit in Laguna Woods with 500 in attendance. Activities like these are crucial to expanding awareness of the services we offer to the visually-impaired.

**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

QUARTERLY REPORTING PERIOD DATES FROM 1/1/14 TO 3/31/14

SUBMITTED BY Gloria Coulston, Executive Director

SIGNATURE



DATE April 24, 2014

CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT
for year 2014

Braille Institute Orange County's City of Laguna Woods Community Outreach Program
Program Name

Category	Total Program Costs	Grant Funds	Expenses Jan - Mar	Expenses Apr - Jun	Expenses Jul - Sep	Expenses Oct - Dec	Total to Date
Salary & Benefits	\$ 79,158	\$ 19,500	\$ 4,875				\$ 4,875
Supplies	\$ 500	\$ 250	\$ 63				\$ 63
Printing	\$ 300	\$ -					\$ -
Professional Services							
Transportation	\$ 1,250	\$ 250	\$ 63				\$ 63
Facilities & Maintenance							
Insurance							
Capital Purchase							
Other (Please Specify) Public Education	\$ 1,000	\$ -					\$ -
Indirect Costs	\$ 5,754	\$ -					\$ -
TOTAL	\$ 87,962	\$ 20,000	\$ 5,000	\$ -	\$ -		\$ 5,000

Reporting period: 1/1/14 to 3/31/14

Date Submitted: 4/24/14

Submitted by: Gloria Coulston *gc*
Title: Executive Director, Braille Institute Orange County
Phone: (714) 821-5000, Ext. 2101

E-mail: gycoulston@brailleinstitute.org

GC
4-29-2014

Comments:



TIP
RECEIVED
APR 14 2014
City Clerk
City of Laguna Woods

**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Reporting Period: From: 01/01/2014 TO: 03/31/2014

Briefly describe the program/service funded by the grant from the City of Laguna Woods:

The TIP Liaison Project assigns a veteran TIP volunteer who is a Laguna Woods resident to serve as a liaison between TIP and Laguna Woods. The TIP Liaison's general responsibility is to find ways of increasing TIP services to Laguna Woods and to tailor TIP services to the needs of residents of Laguna Woods.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 29

Briefly describe the grant-funded tasks performed during this quarter

1. The TIP Liaison provided follow up services to 5 Laguna Woods residents.
2. 25 TIP Resource Guides were distributed in Laguna Woods.
3. The TIP Liaison made regular visits to OCSD/OCFA personnel who serve Laguna Woods.
4. The TIP regularly visited City Hall to assess needs and distribute resource materials.

Patricia
4-15-2014



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Briefly describe your grant funded program/service goals and how effective you have been in meeting those goals during this quarter.

1A Goal: Increase call volume to Laguna Woods.

1B Effectiveness: Call volume increased by 1%.

2A Goal: Provide Laguna Woods staff and residents with TIP Resource Guides.

2B Effectiveness: 25 Resource Guides were distributed.

3A Goal: Provide special follow up services to Laguna Woods residents

3B Effectiveness: The TIP Liaison provided special follow up services to 5 clients who were Laguna Woods Residents.

4A Goal: An Emotional First Aid class will be conducted.

4B Effectiveness: An Emotional First Aid class will be conducted in June 2014.

QUARTERLY REPORTING PERIOD DATES FROM 01/01/2014
TO 03/31/2014.

SUBMITTED BY Wayne Fortin

SIGNATURE Wayne Fortin

DATE 04/10/2014

**CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT
For year 2014**

Trauma Intervention Program
Program Name

Category	Grant Funds	Expenses Jan - Mar	Expenses Apr - Jun	Expenses Jul - Sep	Expenses Oct - Dec	Total to Date
Salary & Benefits	3,500	875				875
Supplies						
Printing	1,500	375				375
Professional Services						
Transportation						
Facilities & Maintenance						
Insurance						
Capital Purchase						
Other (Please Specify)						
TOTAL	5,000	1,250				1,250

Reporting period: 01/01/2014 to 03/31/2014

Date Submitted: 04/10/2014

Submitted by: Wayne Fortin

Title: CEO

Phone: (714) 314-0744 E-mail: tipincceo@aol.com

Comments:



RECEIVED

APR 29 2014

City of
City of Laguna Woods

April 29, 2014

Patrick Foley
Manager, Community Services
City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92653

Subject: Community Services Grant
Quarterly Report for January - March, 2014

Dear Patrick,

Please find enclosed our first quarterly report for the 2014 Community Services Grant. We are very appreciative to the City of Laguna Woods for their continued support of South County Outreach as we partner to prevent hunger and homelessness in South Orange County.

If there are any questions or errors in the report, please call me directly at 949-380-8144, ext. 222 or email me at phughes@sco-oc.org. As of January, we are officially operating at our new location off the 5 fwy and Bake and would love to schedule a site visit at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Pat Hughes", written over a horizontal line.

Pat Hughes
Contract and Grants Manager

**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

REPORTING PERIOD DATES

FROM January 1, 2014 TO March 31, 2014

Name of Program: South County Outreach

Brief Program Description: Provide emergency assistance to needy, low-income residents and workers of Laguna Woods and surrounding communities.

Start Date of Program: January 1, 2014

Briefly describe the program/service funded by the grant from the City of Laguna Woods:

South County Outreach continues to provide emergency assistance to include free food, rental assistance, and utility assistance to needy and low-income residents/workers of Laguna Woods and the surrounding communities. This assistance provided a safety net to minimize hunger, malnutrition, utility shut-offs, and eviction from their homes. Funds from the City of Laguna Woods were used to cover a portion of South County Outreach's operating expenses.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter?

TABLE 1 (Households / People Served – January 1, 2014 – March 31, 2014):

<u>CITY</u>	<u>Households Served</u>	<u>People Served</u>
Lake Forest	307	959
Laguna Hills	95	319
Laguna Woods	38	51
Mission Viejo	141	423
Laguna Niguel	50	164
SUB TOTAL	631	1,916
All Other South County cities	528	1,683
Total – Client Visits to SCO	<u>1,159</u>	<u>3,599</u>

[Handwritten Signature]
4-29-2014

City of Laguna Woods Grant Program Report

Briefly describe how effective you have been in meeting your grant funded program goals during this reporting period:

<u>Description of Program Goals</u>	<u>Anticipated Results</u>	<u>Progress in Meeting the Goals</u> <u>1st Quarter 2014</u>
Project task #1 Provide emergency services (food) to 700 low income resident/workers of Laguna Woods	Reduce hunger and malnutrition	Of the total of 3,599 people who received help from the SCO Food Pantry Program, 51 were from Laguna Woods.
Project task #2 Provide emergency utility assistance to low income resident/workers of Laguna Woods	Prevent disconnected services and disruption of normal family life	SCO helped 28 residents with emergency utility assistance, 0 were from Laguna Woods.
Project task #3 Provide rental assistance to low-income resident/workers of Laguna Woods	Prevent evictions and disruption of normal family life	A total of 14 residents received rental assistance, 0 were from Laguna Woods.
Project Task #4 Provide computer skills training to residents/workers of Laguna Woods	Reduce the number of under-employed and unemployed residents.	A total of 40 individuals participated in the SCO Computer Lab training program, 2 were from Laguna Woods.

Most of the assistance during the reporting period was in the form of emergency food. Clients received a week's worth of free food including fresh produce and bakery items as well as, non-perishable canned items. Clients can visit the South County Outreach Food Pantry once a month for as long as they need help. Due to a recent relocation that shut down operations for a significant portion of January and hiring of new staff – Director of Operations, Director of Marketing, and Contract & Grants Manager – the numbers of total individuals served is much lower than average for the quarter. South County Outreach understands its year-long requirements and remains on track to meet all 2014 goals.

Additionally, vital help in the form of rental and utility assistance was provided to needy residents of South Orange County in order to avoid eviction and/or shut-off of services. Others received free computer skills training at our Computer Learning Lab enabling them to improve their job skills and the ability to find work.

Included, please find a **Grant Expenditure Report** reflecting agency expenses of \$5,000 for the quarter. Funds from the City of Laguna Woods are used to offset the quarterly Facilities expense of building rent (\$24,177.51). Attached please find copies of rent checks as expense documentation. Please note that monthly rent is 8,059.17 for a quarterly total of \$24,177.51. This is reflected on the March 2014 check and will be the same on-going, and lower amounts in January/February are due to credit from deposits made prior to the official move. Please call or email if further information is needed – phughes@sco-oc.org (949) 380-8144 x 222.

**CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT**

Category	Grant Funds	Expenses 1st Quarter	Expenses 2nd Quarter	Expenses 3rd Quarter	Expenses 4th Quarter	Total
Salary & Benefits						
Supplies						
Printing						
Professional Services						
Transportation						
Facilities & Maintenance (rent)	\$20,000.00	\$5,000.00				
Insurance						
Capital Purchase						
Subcontracted accounting and audit services						
	Grant Funds	Expenses 1st Quarter	Expenses 2nd Quarter	Expenses 3rd Quarter	Expenses 4th Quarter	Total
Total	\$20,000.00	\$5,000.00				\$5,000.00
Reporting Dates From:	January - March, 2014					
Submitted By:	South County Outreach, Pat Hughes, Grants Manager					



DAYLE MCINTOSH
DISABILITY RESOURCE CENTERS
Changing Lives One at a Time

April 23rd 2014

City of Laguna Woods
Community Services Manager
24264 El Toro Road
Laguna Woods
CA 92637
Attn: Patrick R. Foley

Dear Mr. Foley

On behalf of the Dayle McIntosh Center and the Aging with Vision Loss Program, I would like to submit our 1st Quarter Report and Grant Activities for your review and use.

Should you have any questions, please contact Carol Bradley-Coonce, Deputy Director and/or Socorro Arroyo-Merchain, Program Manager at (714) 621 3300.

Thank you for your efforts to strengthen the community.

Sincerely,

Carol Bradley-Coonce
Deputy Director
Dayle McIntosh Center



CITY OF LAGUNA WOODS
Quarterly Report

Reporting Period: January 1, 2014 – March 30, 2014

1. Briefly describe the program/service funded by the grant from the City of Laguna Woods:

The funds awarded by the city of Laguna Woods allows the Aging with Vision Loss Program to provide direct services to older adults fifty-five years of age and older who are experiencing a visual impairment. The home-based services include independent living skills (ILS) training, peer support, introduction to assistive technology, adaptive writing skills, adaptive diabetic equipment (ADE) training, and coordination of other vision loss related services. AVL Program services are provided free of charge to residents of Laguna Woods and are tailored to meet each individual's needs.

2. How many residents in the City of Laguna Woods were served by the grant-funded program/service this quarter?

This quarter the AVL program served 2 new individuals, which set ten goals and met seven of their self-directed goals. Also, there were thirty-two ongoing individuals who continued to receive services. Overall, these individuals received 69 instances of service from the Aging with Vision Loss Program.

3. Briefly describe the grant-funded tasks performed during this quarter.

Below is an example of the services provided to Laguna Woods residents this quarter, which speak to the grant-funded tasks set forth in the grant application.



CITY OF LAGUNA WOODS
Quarterly Report

The ILS Counselor responsible for the Orange County service area conducted an in-home appointment with a new consumer in the city of Laguna Woods. The consumer is an 86-year-old female with a history of wet macular degeneration and was referred to the Aging With Vision Loss Program by the Braille Institute. Written communication, access to personal information, transportation, access to house-hold appliances and telephone access were identified as areas where the consumer is encountering some difficulty. A signature guide was issued to the consumer. The ILS Counselor provided a hands-on demonstration of the Wilson digital recorder, as the consumer requires an alternative means for capturing and reviewing important personal information. Information and referral was provided for OCTA Access transportation services, as the consumer wishes to travel independently. The consumer identified her microwave, TV remote-control and oven as household appliances that she has trouble operating. Tactile markings were placed on these appliances based upon the consumer's specific preference. The consumer also reported that she is beginning to struggle when using the telephone. The ILS Counselor provided information and referral for the California Telephone Access program, explaining eligibility criteria, the application process as well as the various phones and features available. The ILS Counselor advised the consumer that a portion of the CTAP application must be completed by the consumer's physician prior to submission. The consumer also expressed interest in purchasing a hand-held video magnifier; going on to say that she simply cannot afford to purchase a new unit. The ILS Counselor agreed to contact local CCTV venders to enquire about any second-hand hand-held video magnifiers. The ILS Counselor will be following up with the consumer regarding this matter as well as the consumer's status regarding OCTA Access and the California Telephone Access Program.



CITY OF LAGUNA WOODS
Quarterly Report

This Laguna Woods resident began to receive Aging with Vision Loss Program services impacting her activities of daily living in five areas such as household management. She has set five goals and met three of them, and has received a total of 3.75 hours of individualized services to meet her specific needs.

4. Briefly describe your grant funded program/service goals and how effective you have been in meeting those goals during this quarter.

Project Tasks

Assist 20 new Laguna Woods Residents

Result: Assisted 2 new in the 1st quarter – 10% of task completed

Quarterly Satisfaction Surveys

Result: Task completed

85% of seniors assisted will report meeting all their IL goals

Result: In the 1st quarter 70% of Laguna Woods program participants have met their IL goals.

Outcome of 90% of seniors enrolled in the program will meet their goals.

Result: 70% of program participants have met their goals

Secondary outcomes are that with safe environment and the ability to perform activities and remain in their homes and not relocated to nursing homes or other institutional settings.

Result: In the 1st quarter 100% of assisted Laguna Woods participants remain in their home setting.

95% of seniors with both vision loss and diabetes will show improved management of their diabetes due to learning about adaptive diabetic equipment and strategies.

Result: In the 1st quarter there were no program participants who were assisted with both vision loss and diabetes.



CITY OF LAGUNA WOODS
Quarterly Report

Reporting Period: January 1, 2014 to March 30, 2014

SUBMITTED BY CAROL A. BRADLEY COONCE

SIGNATURE Carol A. Bradley Coonce

DATE 4/25/14



DAYLE MCINTOSH
DISABILITY RESOURCE CENTERS
Changing Lives One at a Time

Date: April 8, 2014
 Invoice # 46667

INVOICE

Patrick Foley, Community Service Manager
 City of Laguna Woods
 24264 El Toro Road
 Laguna Woods, Ca 92653

CDBG 2014

For Project Costs incurred in the 2nd quarter 4-1-14 to 6-30-14

Description	Amount
Salaries and Benefits	\$2,000.00
Operating Expense	-0-
Equipment	-0-
Total Due	\$2,000.00

I certify under penalty of perjury that this claim is true and correct. I certify that this claim agrees with our official payroll and financial records and that these amounts have not been, nor will be claimed from any other funding sources.


 Authorized Signer

Please remit payment to:

Attn: Accounting Dept.
 Dayle McIntosh Center
 13272 Garden Grove Blvd.
 Garden Grove, CA 92843

*Coding 1130 Pledge Rec LW
 Transfer from Pledge to reg AR*

**CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT
For year 2014**

Aging With Vision Loss Program
Program Name

Category	Grant Funds	Expenses Jan - Mar	Expenses Apr - Jun	Expenses Jul - Sep	Expenses Oct - Dec	Total to Date
Salary & Benefits	\$8,000.00	\$2,000.00	\$2,000.00			\$4,000.00
Supplies						
Printing						
Professional Services						
Transportation						
Facilities & Maintenance						
Insurance						
Capital Purchase						
Other (Please Specify)						
TOTAL	\$8,000.00	\$2,000.00	\$2,000.00			\$4,000.00

Reporting period: April to June 2014 by: Diane Dunn

Title: Accounting Manager

Phone: 714-621-3300

E-mail: ddunn@daylemc.org

Comments:



The Foundation of Laguna Woods Village

P.O. Box 3279

Laguna Woods, CA 92654

949-268-2246

www.lagunawoodsvillagefoundation.com

thefoundation@comline.com

BOARD OF DIRECTORS

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April 16, 2014

Patrick Foley

City of Laguna Woods

24264 El Toro Road

Laguna Woods, CA 92637

Dear Patrick:

Subject: Community Services Grant to the Foundation of Laguna Woods Village – 1st quarter report 2014

Funds from the City were used to provide goods and services to Laguna Woods Village residents who had financial needs to meet costs for vital services.

All of these requests were verified by the Laguna Woods Village Social Services department which forwards them to the Foundation for funding.

The personnel who handle these tasks are the Board of the Foundation with the help of a paid part-time administrative assistant. The Board are all volunteers.

A spread sheet showing the activity for the quarter is attached.

Please direct any questions to Ruth Bailey at 949-587-1311 or rbailey@comline.com

Sincerely,

Marion Levine

Marion Levine

President

The Foundation of Laguna Woods Village

Dedicated to Lending a Helping Hand

Foundation of Laguna Woods Village
2014 Quarterly Activity Report to City of Laguna Woods

	1st quarter client expenses	City Share 27%
Caregiver	\$ 2,503.50	\$ 675.37
Cremation	\$ 673.50	\$ 181.85
Electricity	\$ 3,048.24	\$ 823.02
Emergency Response	\$ 359.40	\$ 97.04
Gasoline cards*	\$ 614.95	\$ 166.04
Grocery cards*	\$ 4,371.00	\$ 1,180.17
Home Repair	\$ 240.00	\$ 64.80
Medical Expense	\$ 938.50	\$ 253.40
Moving cost	\$ 905.50	\$ 244.49
Taxi Vouchers*	\$ -	\$ -
Telephone	\$ 236.44	\$ 63.84
	\$ 13,891.03	\$ 3,750.00
# receiving gas cards		16
# receiving grocery cards		41
# receiving taxi vouchers		2
# receiving other funds		30

*Purchased for future distribution by social services

[Signature]
9-22-2014



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

*Roxanna Todd Hodges
Foundation (RTH)*
RECEIVED
APR 08 2014
City Clerk
City of Laguna Woods

Reporting Period: From: 01/2014 TO: 03/2014

Briefly describe the program/service funded by the grant from the City of Laguna Woods:

We educated the Laguna Woods residents through community lectures so they can identify and cope with the risk factors that can cause a stroke.

We conducted free screenings to identify people at-risk for strokes, as well as people at risk for other life threatening vascular maladies.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 128 Educated & Screened

Briefly describe the grant-funded tasks performed during this quarter

We conducted 4 Stroke Prevention Lectures and Screenings this Quarter

1-21-14 Florence Sylvester Senior Center – Type of Screening Carotid Artery & Blood Pressure # of participants 33

2-21-14 Laguna Woods Club: National Active & Retires Federal Employees Association(NARFE) Type of Screening Blood Pressure # of participants 28

3-13-14 Las Palms Assisted Living Laguna Woods Business - Type of Screening Abdominal Aortic Aneurysm & Blood Pressure # of participants 35

3-24-14 Laguna Woods Club: Kiwanis Club House 3 – Type of Screening Carotid Artery & Blood Pressure # of participants 32

RTH
4-8-2014



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Briefly describe your grant funded program/service goals and how effective you have been in meeting those goals during this quarter.

This quarter we were at 13% of our goal 1,000 residents. We have many lectures scheduled in the 3 remaining quarters and are on target.

While we cannot empirically measure the post-event behavior of all attendees, we expect that individuals (a) would go home armed with better information about stroke and (b) would incorporate some of the lifestyle changes needed to reduce their risk of stroke.

QUARTERLY REPORTING PERIOD DATES FROM 01/14 TO 03/14

SUBMITTED BY: Guy Navarro

SIGNATURE _____

DATE: April 8, 2014

**CITY OF LAGUNA WOODS
COMMUNITY SERVICES GRANT EXPENDITURE REPORT**

For year 2014

Stroke Prevention and Screening Programs

Program Name

Category	Grant Funds	Expenses Jan - Mar	Expenses Apr - Jun	Expenses Jul - Sep	Expenses Oct - Dec	Total to Date
Salary & Benefits						
Supplies						
Printing		\$1.50 per person stroke material x 128 attendees= \$192				
Professional Services		\$1,275				
Transportation						
Facilities & Maintenance						
Insurance						
Capital Purchase						
Other (Please Specify)						
TOTAL		\$1,467				

Reporting period: to

Date Submitted:

Submitted by: Guy Navarro

Title: Executive Director

Phone: 949-305-8450

E-mail: guyn@rthfoundation.org

Comments: Professional Services: We hosted 4 Stroke Prevention Lectures and Screenings

1-21-14 Florence Sylvester Senior Center – Type of Screening Carotid Artery & Blood Pressure # of participants 33 – Cost \$400

2-21-14 Laguna Woods Club: National Active & Retires Federal Employees Association(NARFE)
Type of Screening Blood Pressure # of participants 28 – Cost \$75

3-13-14 Las Palms Assisted Living Laguna Woods Business
Type of Screening Abdominal Aortic Aneurysm & Blood Pressure # of participants 35 – Cost \$400

3-24-14 Laguna Woods Club: Kiwanis Club House 3 – Type of Screening Carotid Artery & Blood Pressure # of participants 32 – Cost \$400

Adult Day Services



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Reporting Period:

From: 01/01/14 TO: 03/31/14

Briefly describe the adult day services funded by the City's grant for the residents of Laguna Woods who are handicapped or economically disadvantaged:

This is an outpatient day program in which participants receive health and social services to maintain independence and prevent premature institutionalization through creative and therapeutic interventions in a safe, supportive, nurturing environment.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 52

Briefly describe the grant-funded tasks performed during this quarter including the number of Laguna Woods residents per day that are handicapped or economically disadvantaged and the criteria used to determine that residents of Laguna Woods using the AWSS adult day services are handicapped, economically disadvantaged.

26 unduplicated LW residents received at least 1 day of additional services.

A total of 65.4 additional days were provided for financially limited LW residents who have no funding source or insurance coverage for the

*Patt
4-22-2014*



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

additional days of health care service provided. An additional 26 caregiver
residents received respite.

65.4 days @ \$86.00/day = \$5,625 for Quarter 1 (01/01/14 – 03/31/14)

*Briefly describe your grant funded day care service goals for the
handicapped or economically disadvantaged residents of Laguna Woods
and how effective you have been in meeting those goals during this quarter.*

Participants experienced a decrease in social and health problems,

maintained their functional capabilities, and enhanced their quality of life.

Caregivers received ongoing support and education; thereby reducing

caregiver burnout, stress and related health problems.

The City's grant, to provide adult day care services to LW residents, who are

economically disadvantaged and disabled and who have no other

reasonable option than to be placed in a facility, is a positive solution for the

City's residents in greatest need who want to remain in the comfort of their

own home .



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

QUARTERLY REPORTING PERIOD DATES

FROM 01/01/14 TO 03/31/14

SUBMITTED BY: Dr. Marilyn L. Ditty

SIGNATURE: *Marilyn L. Ditty*

DATE: 4/16/14

City of Laguna Woods
 Community Services Grant Expenditures Report
 For year 2014
South County Adult Day Services

Program Name

Category	Total	Grant	Expenses	Expenses	Expenses	Expenses	Total to Date
	Program	Funds	Jan -Mar	Apr -Jun	Jul - Sep	Oct -Dec	
	Costs						
Salary & Benefits	5,625	22,500	5,625				5,625
Supplies							
Printing							
Professional Services							
Transportation							
Facilities & Maintenance							
Insurance							
Capital Purchase							
Other							
Please Specify							
Total	5,625	22,500	5,625				5,625

Reporting period: 01/01/14 to 03/31/14 Date Submitted: _____

Submitted by: Dr. Marilyn L. Ditty

Title: Chief Executive Officer

Phone: (949) 855-8033

E-mail: mditty@myagewell.org

Comments:

Thank you for your continued support of our programs serving Laguna Woods' residents.



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Reporting Period:

From: 01/01/14 TO: 03/31/14

Briefly describe the transit service funded by the City's grant for the residents of Laguna Woods who are handicapped or economically disadvantaged:

Provide door-to-door services to those seniors and disabled adults, who are homebound and need transportation to the senior center for congregate meals and socialization, shopping for groceries for overall nutritional well-being, and to medical care programs, services, and therapies. Funding received through the City's grant subsidizes the transportation cost for low income residents to the local senior center and a weekly shoppers shuttle.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 120

Briefly describe the grant-funded tasks performed during this quarter including the number of Laguna Woods residents per trip that are handicapped or economically disadvantaged, the number of residents per Shopper Shuttle trip from the "Fountains" and the criteria used to determine that residents of Laguna Woods using the AWSS transit services are handicapped, economically disadvantaged or have no other options for transit services.

2,031 trips were provided for handicapped or economically disadvantaged residents and 138 trips for the shopper shuttle.

*Pat A
4-22-2014*



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Criteria used to determine AWSS transit services: Residents reside in low income housing project, "Whispering Fountains" or require a lift bus or door-to-door services.

Briefly describe your grant funded transportation service goals for the handicapped or economically disadvantaged residents of Laguna Woods and how effective you have been in meeting those goals during this quarter.

Laguna Woods' (LW) residents maintained social interaction and leisurely entertainment through transportation access regardless of their disability.

LW residents were transported to doctor appointments, pharmacies, physical therapies, and health education seminars/classes; thereby, improving their overall health while continuing to enjoy the independence of remaining in their own homes.



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

The City's grant, to provide door-to-door transportation to the local senior center and for shoppers shuttle to the economically disadvantaged and disabled residents who have no other reasonable option, is a positive addition to the inventory of available transportation options to the City's residents in greatest need.



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

QUARTERLY REPORTING PERIOD DATES

FROM 01/01/14 TO 03/31/14

SUBMITTED BY Marilyn L. Ditty

SIGNATURE *Marilyn L. Ditty*

DATE 4/16/14

City of Laguna Woods
 Community Services Grant Expenditures Report
 For year 2014
 Transit Services

Program Name

Category	Total	Grant	Expenses	Expenses	Expenses	Expenses	Total to Date
	Program	Funds	Jan -Mar	Apr -Jun	Jul - Sep	Oct -Dec	
Salary & Benefits	5,625	22,500	5,625				5,625
Supplies							
Printing							
Professional Services							
Transportation							
Maintenance & Facilities							
Insurance							
Capital Purchase							
Other							
(Please Specify)							
TOTAL	5,625	22,500	5,625				5,625

Reporting period: 01/01/14 to 03/31/14 Date Submitted: _____

Submitted by: Dr. Marilyn L. Ditty

Title: Chief Executive Officer

Phone: (949) 855-8033

E-mail: mditty@agewell.org

Comments:

Thank you for your continued support of our programs serving Laguna Woods' residents.

FSM Senior Center



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

Reporting Period:

From: 01/01/14 TO: 03/31/14

Briefly describe the Senior Community Center (FSMSC) funded by the City's grant for the residents of Laguna Woods who are handicapped or economically disadvantaged:

Senior Community Center serving Laguna Woods residents provides the
following services and programs: Congregate meals, social activities,
health and wellness education, fall prevention and living healthy with
chronic condition classes, home-delivered meal management and
distribution, and special events.

How many residents or workers in the City of Laguna Woods were served by the grant-funded program/service this quarter? 2,600

Briefly describe the grant-funded tasks performed during this quarter including the number of Laguna Woods residents per day that are handicapped or economically disadvantaged and the criteria used to determine that residents of Laguna Woods using the AWSS adult day services are handicapped, economically disadvantaged.

*Patricia
4-22-2014*

The senior center programs and services continue to meet the nutritional,
educational and social needs of 400-500 Laguna Woods' seniors. We served
2,628 congregate meals to 156 unduplicated LW residents and 20,274
home-delivered to 203 homebound seniors. Overall, we served 4,003



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

congregate meals to 215 unduplicated seniors and 22,255 home-delivered
meals to 228 from the FSMSC site. Total cost to operate the FSMSC
annually: \$245,790. ($\$30,000/245,790 = 12\%$ of total cost).

Briefly describe your grant funded Senior Community Center service goals for the handicapped or economically disadvantaged residents of Laguna Woods and how effective you have been in meeting those goals during this quarter.

Seniors had social interaction with peers and were not home-bound. Seniors
ate nutritious meals, preventing social isolation, malnutrition, and premature
institutionalization. The physical, social, and emotional needs of seniors
were enhanced. Homebound seniors had nutritious meals delivered and
received case management assessments and referrals to needed services to
maintain their independence. We have been extremely successful in
empowering seniors to improve their quality of life.

The City's grant, to provide community services at the FSMSC to
economically disadvantaged and disabled residents, is a positive solution
for those in greatest need who want to remain in the comfort of their home.



**CITY OF LAGUNA WOODS
QUARTERLY REPORTING FORM**

QUARTERLY REPORTING PERIOD DATES

FROM 01/01/14 TO 03/31/14

SUBMITTED BY: Dr. Marilyn L. Ditty

SIGNATURE: *Marilyn L. Ditty*

DATE: 4/16/14

City of Laguna Woods
 Community Services Grant Expenditures Report
 For year 2014
Senior Community Center (FSMSC)

Program Name

Category	Total	Grant	Expenses	Expenses	Expenses	Expenses	Total to Date
	Program Costs	Funds	Jan -Mar	Apr - Jun	Jul - Sep	Oct -Dec	
Salary & Benefits	7,500	30,000	7,500				7,500
Supplies							
Printing							
Professional Services							
Transportation							
Facilities & Maintenance							
Insurance							
Capital Purchases							
Please Specify							
TOTAL	7,500	30,000	7,500				7,500

Reporting period: 01/01/14 to 03/31/14 Date Submitted: _____

Submitted by: Dr. Marilyn L. Ditty

Title: Chief Executive Officer

Phone: (949) 855-8033

E-mail: mditty@myagewell.org

Comments:

Thank you for your continued support of our programs serving Laguna Woods' residents.

**MAY 28, 2014
COMMUNITY SERVICES
COMMITTEE MEETING**

AGENDA ITEM III B:

**FISCAL YEAR 2014-15 BUDGET
PREPARATION**

City of Laguna Woods Agenda Report

DATE: May 28, 2014 Community Services Committee Meeting
TO: Honorable Chair and Committee Members
FROM: Patrick Foley, Community Services Manager
AGENDA ITEM: Fiscal Year 2014-15 Budget Preparation

Recommended Action

Provide input to staff regarding the City's Fiscal Year 2014-15 budget.

Background

Preparation of the City's Fiscal Year 2014-15 (July 1, 2014 through June 30, 2015) budget is now underway. The budget outlines a financial plan and scope of work for the City to undertake during the specified period of time.

Discussion

This year – to further the City's commitment to transparency and public outreach – staff has expanded the budget process to include additional opportunities for input from the City's standing advisory committees and general public.

At today's meeting, staff is requesting input on matters regarding the City's Fiscal Year 2014-15 budget as they relate to community services, including matters on which the City Council has provided preliminary direction. This is an opportunity to propose new programs, modifications to existing programs, and other suggestions, thoughts, or ideas for consideration in the City's upcoming budget.

Community services-related topics include:

- Transportation
- Health and social services
- Community beautification
- Recreation
- Cultural programs
- Community communications
- Public relations

The City Council's policy establishing the Community Services Committee states that the "committee shall strive to promote the [City] as a community that embraces diversity and supports programs and services that benefit all of its residents."

Preliminary Direction

The City Council provided the following direction on community services-related topics at the meeting on April 30, 2014. This direction is not final; staff will use the direction to prepare a draft General Fund budget for future consideration.

Priority Focus Areas

The City Council unanimously concurred with the following priority focus areas identified for the Fiscal Year 2014-15 budget:

A city that is...

- Healthy and safe
- High in quality of life
- Environmentally conscious
- Economically prosperous
- Fiscally responsible
- Professionally and efficiently served

Senior Mobility Taxi Voucher Program

The City Council unanimously directed staff to include funding to support the taxi voucher program, with no increases in costs per trip, in the draft Fiscal Year 2014-15 budget. The City Council also unanimously directed staff to include funding to explore partnerships and program modifications to focus on the areas of greatest need for the taxi voucher program in the draft Fiscal Year 2014-15 budget.

Community Services Grant Program

The City Council unanimously directed staff to include \$150,000 for competitive community services grants in the draft Fiscal Year 2014-15 budget and expressed a desire to have a more in-depth discussion of the Community Services Grant Program and associated policies. The City Council did not take action to allocate a portion of the \$150,000 for specific grantees. The City Council will continue its discussion of this program at the meeting on May 28, 2014 at 2 p.m.

Santa Maria Passive Park/Trailhead

The City Council unanimously directed staff to remove the Santa Maria Passive Park/Trailhead Project from the City's capital improvement project list.

General Plan Updates

The City Council unanimously directed staff to include funding for a comprehensive update of the General Plan Conservation Element and general plan resident and business survey in the draft Fiscal Year 2014-15 budget. This is first part of what is envisioned as a two fiscal year process to complete a comprehensive update of the entire General Plan, which would involve community services issues.

Fiscal Impact

The City Council will consider adoption of the Fiscal Year 2014-15 budget in June. Upcoming public budget meetings are scheduled for the City Council meetings on May 28, 2014, June 18, 2014, and June 25, 2014.

Conclusion

Community Services Committee input on this item will help ensure that the City's Fiscal Year 2014-15 budget is responsive to community needs.