

# AGENDA COMMUNITY SERVICES COMMITTEE

## REGULAR MEETING

August 28, 2013

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. PRESENTATIONS

None

### IV. COMMITTEE BUSINESS

#### A. Plans for the City's 15<sup>th</sup> Year Birthday Celebration

**RECOMMENDED ACTION:** Review with the Committee plans for a City Hall Open House on Monday, March 24, 2014 including the following:

- Birthday cake and refreshments
- Docent led tours of City Hall
- Hand out on how the City and the Departments Operate
- Information on Laguna Woods Branch Library
- A slide show perspective on 15 years of Cityhood.

B. Review the Potential for a Chautauqua

RECOMMENDED ACTION: Review and discuss with the committee the necessary steps for planning the Chautauqua including:

- Availability of a location
- Dates or date for the event
- Availability of appraisers
- Types of Items to be appraised
- Limit on the number of items per individual
- Types of activities and/or programs to include with the event
- Variety of food and refreshments
- Fee to be charged for appraisals and food

C. Review and Update the City Calendar of Events for FY 2013-2014

RECOMMENDED ACTION: Review and discuss with the committee the upcoming programs/events and recommendations for titles of movies and future programs for the remainder of the fiscal year.

D. Critique of the e-Reader Open House on August 17, 2013

RECOMMENDED ACTION: Review with the committee the eReader open house and make recommendations for similar future events.

**V. SUBCOMMITTEE REPORTS**

- A. Social and Health Services – meets third Thursday at 10 a.m.
- B. Arts, Culture & Recreation – meets fourth Friday at 10 a.m.
- C. Community Relations – meets first Monday at 10 a.m.
- D. Transportation Programs/Services – meets third Monday at 10 a.m.

**VI. INTERACTION WITH COMMITTEES AND ORGANIZATIONS**

- Friends of the Library

**VII. PROJECT UPDATES**

- A. Street Improvement Project Updates
- B. Landscape Improvement Project Updates
- C. City Hall Storm Drain Project Update

**VIII. COMMITTEE MEMBER COMMENTS**

**IX. PUBLIC COMMENTS**


**X. ADJOURN**

Next regular Community Services Committee meeting is scheduled for September 25, 2013.

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.

I declare under penalty of perjury that I posted this notice of agenda at the locations designated by Resolution 0233.

8/20/13  
Date

  
\_\_\_\_\_  
Marc Donohue, Deputy City Clerk

# RECAP COMMUNITY SERVICES COMMITTEE

## REGULAR MEETING

July 24, 2013

9:30 A.M.

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

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### I. CALL TO ORDER

Meeting called to order at 9:30 am.

### II. ROLL CALL

Present: Oakes, Gorman, Levine, Rhodes, Shepard, Singer, Unatin,

Absent: Coles, Leeper, Portlock, Unger

### III. PRESENTATIONS

No Presentations

### IV. COMMITTEE BUSINESS

#### A. Review the Potential for a Cookie Contest or a Chutauqua

The Assistant City Manager, Doug Reilly reviewed with the committee the various issues to be addressed in planning for a Chautauqua event and a Cookie Contest. He will report back on the availability of a location, facility and the dates or date that may be available for a Chautauqua.

B. Laguna Woods Day at the Orange County Fair

The Community Services Manager, Patrick Foley reviewed the letter from the Fair's Development Officer requesting that City representatives participate in Laguna Woods Day at the Fair on July 24, 2013. The notice was not in sufficient time for the city to consider participation. Next year if sufficient lead time is given, the Committee will consider the City's participation at that time.

C. Update City Map

Assistant City Manager, Doug Reilly updated the committee on the process for updating the city map and handed out a copy of the map to be updated to each committee member. The Community Relations subcommittee will begin reviewing the existing map and make recommendations on changes for the new map.

D. Update City Business Directory

The committee briefly discussed the update of the Business Directory done by members of the Community Relations subcommittee. The City staff has also compiled a list of commercial businesses. The subcommittee will review the two lists and develop a master list of all the existing businesses in the City.

E. Planning for the City's 15<sup>th</sup> Year Birthday Celebration

The committee discussed various ideas for a birthday celebration including a city hall open house on Saturday March 22<sup>nd</sup> with a birthday cake, refreshments and docent led tours of City Hall. The City also discussed the possibility of a 15<sup>th</sup> year banner and a slide show perspective of the 15 years of cityhood.

F. City Calendar of Events for FY 2013-2014

The Community Services Manager reviewed with the committee the calendar of upcoming programs and activities including:

August 17 <sup>th</sup>	eReader Open House at City Hall 10am to 2pm
August 25 <sup>th</sup>	Sunday Movie Matinee "Magic of Belle Isle."
Sept 11 <sup>th</sup>	9-11 Remembrance at City Hall 9am
Sept 21 <sup>st</sup>	Clean Up Day/Goods Exchange 8:30 am to 1 pm

## **V. SUBCOMMITTEE REPORTS**

Representatives from each of the subcommittees gave a brief update on the status of their current activities.

## **VI. INTERACTION WITH COMMITTEES AND ORGANIZATIONS**

Laguna Woods Friends of the Library

The Friends and the OC Library will host an e reader workshop on August 17<sup>th</sup> from 10 am till 2 pm in the City Council Chambers

## **VII. PROJECT UPDATES**

### **A. Street Improvement Project Updates**

Assistant City Manager Doug Reilly updated the Committee on the work being done at various locations: the widening of El Toro at Woods End going into Laguna Beach with 3 lanes and a bike lane is complete, the Moulton Smart street project will be underway for 6 months and the work on the golf course side of Moulton Parkway continues with the installation of the retaining wall and golf netting.

### **B. Landscape Improvements Project Update**

Assistant City Manager, Doug Reilly updated the Committee on the median landscaping project on Moulton Parkway. The City has hired an inspector to ensure that the landscaping is installed per the bid spec.

### **C. City Hall Storm Drain Project Update**

Assistant City Manager, Doug Reilly updated the committee on the city hall storm drain project that will begin in early September.

## **VIII. COMMITTEE MEMBER COMMENTS**

None

## **IX. PUBLIC COMMENTS**

None

**X. ADJOURN**

The meeting was adjourned at 11:15 a.m.

Next regular Community Services Committee meeting will be held on August 28, 2013.

Fiscal Year 2013-2014 Program Schedule

ITEM IV C

Month	Community Services Committee	Friends of the Library	Other
July 2013	July 10 Lecture John Adams July 21 Sunday Movie Matinee 42, Jackie Robinson story		
August 2013	Magic of Belle Isle Aug 25th Sunday Movie Matinee	E-Reader Open House Aug 17 <sup>th</sup> 10am – 2pm	
September 2013	Goods Exchange Sept 21 8:3 am to 1 pm		9-11 Remembrance Ceremony city hall
October 2013			
November 2013			
December 2013	Set Up Holiday Display City Council		
January 2014	TBA Sunday Movie Matinee		
February 2014	Academy Award nominated movie TBA		
March 2014	March 24 City B Day Celebration		
April 2014	Sunday Movie Matinee TBA		
May 2014			
June 2014	Sunday Movie Matinee TBA		



## City of Laguna Woods Agenda Report

**FOR:** August 28, 2013 Community Services Committee  
**TO:** Chair and Members of the Community Services Committee  
**FROM:** Patrick Foley, Community Services Manager  
**Agenda Item:** Critique of the e-Reader Open House on August 17, 2013

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### **Recommendation**

It is recommended that the Community Services Committee critique the August 17, 2013 e-Reader Open House and make recommendations for similar future events.

### **Background**

The e-Reader open house was held in the city council chambers on Saturday, August 17, 2013 from 10 a.m. to 2 p.m. The open house provided residents who own various portable electronic devices: Kindle, Nook, Nexus, iPads and other portable devices, the opportunity to meet one-on-one with trained library staff. Those in attendance learned firsthand from library staff how to download e-books for the library collection onto their portable devices.

### **Discussion**

There were a number of issues that have been identified by Library staff and members of the Community Services Committee who were in attendance. Committee members included: Bobby Oakes, Marion Levine and Cecile Unatin, and Ruth May from the Friends of the Laguna Woods Library.

Attached are the comments and observations made by Chairman Bobby Oakes.

**Conclusion**

The Community Services Committee will solicit input from the members in attendance at the e-Reader Open House and discuss the information contained in the attached memo from Chairman Bobby Oakes.

Attachment s: Memo from Bobby Oakes

To: Patrick Foley ( cc to Marion Levine, Ruth May, Cecile Unatin)  
From: Bobby Oakes

Report of the E Reader Open House given by Staff of OCPL 8/17/13

The event took place at Laguna Woods City Hall from 10AM to 2PM.

Many tables were set up in the Council Chambers, each to explain how to download books using a specific device. The four computer stations were used to explain access using Kindles. All were staffed by OCPL personnel.

This year there were fewer Kindle users and far more using other devices.

People had to have their OCPL cards and passwords available. Many didn't and a long line developed at the librarian's counter in City Hall where new cards were issued and passwords were confirmed. The largest crowd assembled in the first hour, by 10:30AM there were more than 80 people wanting information. Giving out numbers didn't work so some staff members kept things flowing in both rooms. There were chairs for people waiting in the Chambers and there were refreshments in City Hall.

Some Observations ( all before noon, when I left)

People were very grateful for the help in spite of the glitches like not having enough power in the WIFI when trying to download, the noise in the Chambers , the surprise that the library card and pin were essential and how many were wanting more general information about using the devices rather than just how to reserve a book.

Here are some thoughts for the future:

Our committee should consider planning information sessions twice a year using OCPL staff, if available, and using instructors from both computer clubs in LWV. One session should be in January to help those with new holiday devices.

All publicity prior to the event should stress the requirement of the OCPL card and pin and suggest getting these at any branch before attending.

Consider registration: limiting a small number for each hour or half-hour.

Use a clicker to count the attendance and also ask where people live.

Make sure our WIFI is strong enough to handle the many users.

If the session goes through lunch hour, provide sandwiches for the instructors , staff and volunteers.