

# **AGENDA**

## **COMMUNITY SERVICES COMMITTEE**

**Regular Meeting**  
**Wednesday, September 25, 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. Committee Policies, Procedures, and Regulations**

Staff will provide information on policies, procedures, and regulations that pertain to Community Services Committee activities and conduct.

**RECOMMENDED ACTION:** Discuss and provide feedback to staff.

**B. Appointment of a Committee Vice Chair**

**RECOMMENDED ACTION:** Appoint a Vice Chair of the Community Services Committee to conduct meetings in the absence of the Chair.

C. Status of Community Services Subcommittees

RECOMMENDED ACTION: Dissolve the Social and Health Services; Arts, Culture & Recreation; Community Relations; and, Transportation Programs/Services subcommittees.

D. Appointment of an Ad Hoc Community Services Grants Committee

RECOMMENDED ACTION: Appoint four members of the Community Services Committee to an Ad Hoc Community Services Grants Committee through October 23, 2013 to make recommendations regarding the award of 2014 Community Services Grants.

E. Critique of the September 21, 2013 Laguna Woods Goods Exchange

RECOMMENDED ACTION: Discuss the September 21, 2013 Laguna Woods Goods Exchange and provide feedback to staff.

F. Committee Work Plan and Events

RECOMMENDED ACTION: Discuss the Community Services Committee's work plan and events and provide feedback to staff.

G. Modification of Committee Meeting Schedule

RECOMMENDED ACTION: Cancel the regular Community Services Committee meetings scheduled for November 27, 2013 and December 25, 2013.

**V. STAFF REPORTS**

A. Community Services Project Updates and General Information

RECOMMENDED ACTION: Receive and file.

**VI. COMMITTEE MEMBER COMMENTS**

## VII. PUBLIC COMMENTS

## VIII. ADJOURN

The next regular meeting of the Community Services Committee will be at 9:30 a.m. on October 23, 2013, 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.

9/20/13  
Date

  
Marc Donohue, Deputy City Clerk

# RECAP 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

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### I. CALL TO ORDER

Meeting called to order at 9:30 am.

### II. ROLL CALL

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

Absent: Portlock,

### III. PRESENTATIONS

No Presentations

### IV. COMMITTEE BUSINESS

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

The Community Services Manager, Patrick Foley reviewed with the Committee plans for a City Hall open house on Monday, March 24, 2014 to celebrate the City's 15<sup>th</sup> Birthday that included 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 retrospective on 15 years of Cityhood.
- 

The committee also discussed adding crackers and cheese for the event and a city birthday banner that could be displayed each year during the month of March. The committee's recommendation for recognizing the City Manager was also discussed.

**B. Review the Potential for a Chautauqua**

The committee continued this item for a future meeting when more information would be available.

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

Community Services Manager, Patrick Foley reviewed with the committee the upcoming events and the September 21<sup>st</sup> Goods Exchange. The Committee members volunteered to work the event at the following times:

Joan	8:30am to 1 pm
Roz	9am to 11 am
Cecile	10 am to 12 pm
Mimi	9 am to 11 am
Loretta	9am to 11 am
Marion	8:30 am to 1 pm
Mel	8:30 am to 1 pm

The committee will discuss their critique of the Goods Exchange at their next meeting on September 25, 2013.

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

The committee reviewed and discussed the memo prepared by Committee Chair Bobby Oakes, critiquing the e-Reader Open House. Of particular concern to the committee members was the need to inform the public of the fact that they must have their library card and their PIN number before being able to get assistance from the county staff.

**V. SUBCOMMITTEE REPORTS**

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

**VI. PROJECT UPDATES**

The project updates were continued to the next meeting.

**VIII. COMMITTEE MEMBER COMMENTS**

None

**IX. PUBLIC COMMENTS**

None

**X. ADJOURN**

The meeting was adjourned at 10:55 a.m.

Next regular Community Services Committee meeting will be held on September 25, 2013.

**Fiscal Year 2013-2014 Program Schedule**

**ITEM V C**

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

**Fiscal Year 2013-2014 Program Schedule**

**ITEM IV-C**

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<b>July 2013</b>	<b>July 10 Lecture John Adams July 21 Sunday Movie Matinee 42, Jackie Robinson story</b>		
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