

Laguna Woods CIVIC SUPPORT FUND

AGENDA FOR MEETING OF THE

BOARD OF DIRECTORS OF THE

LAGUNA WOODS CIVIC SUPPORT FUND,
a California Nonprofit Public Benefit Corporation

Regular Meeting
Tuesday, December 1, 2020
3:00 p.m.

Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637

NOVEL CORONAVIRUS (COVID-19) NOTICE

Please consider participating in this meeting remotely. Written public comments may be submitted via email (contact@lwcivicsupportfund.com) or by mail (Laguna Woods Civic Support Fund, 24264 El Toro Road, Laguna Woods, CA 92637), provided that they are received by the City prior to 3 p.m. on the day of the meeting. Written public comments may be read or summarized to the Laguna Woods Civic Support Fund Board of Directors at the meeting, and parties submitting comments should be aware that their email addresses and any information submitted may be disclosed or become a matter of public record. No party should expect privacy of such information.

Please exercise caution when attending this meeting. If you do attend this meeting, please maintain a distance of six feet or more between yourself and others, wash your hands with soap and water before and after the meeting, and refrain from handshaking and other physical contact.

ABOUT THE LAGUNA WOODS CIVIC SUPPORT FUND

The specific and primary purpose of the Laguna Woods Civic Support Fund is to raise and distribute funds to support programs, projects, and services of the City of Laguna Woods, as well as to function as a “friends of the library” group in support of the Laguna Woods branch of the County of Orange’s public library system.

1. CALL TO ORDER

2. ROLL CALL

Carol Moore, Chair
Noel Hatch, Vice Chair
Steve Carpenter

Ryna Rothberg
Ed Tao
Fran Williams

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS – This is the time and place for members of the public to address the Board of Directors on items *not* appearing on this agenda. Pursuant to state law, the Board of Directors is unable to take action on such items, but may briefly respond, provide references for factual information, request follow-up by staff, or schedule items for consideration at future meetings.

5. BOARD OF DIRECTORS MEETING MINUTES

Recommendation: Approve the Board of Directors meeting minutes for the meeting on September 1, 2020.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

Recommendation: Receive and file reports from the Chief Executive Officer and the Chief Financial Officer.

7. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

Recommendation: Provide direction to staff on fundraising to support the City of Laguna Woods’ City Hall/Public Library Project and the Laguna Woods branch of the County of Orange’s public library system.

8. “A PLACE FOR PAWS” DOG PARK CONTRIBUTIONS

Recommendation: Authorize a payment to the City of Laguna Woods in the amount of \$564.34 to offset costs for maintenance of “A Place for Paws” Dog Park incurred for the month of June 2020, with the payment drawn from funds raised by contributions restricted for use to support “A Place for Paws” Dog Park.

9. BOARD OF DIRECTORS MEETING SCHEDULE

Recommendation: Cancel the regular meeting scheduled for January 5, 2021 at 3 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

10. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

11. ADJOURNMENT

The next regular meeting of the Laguna Woods Civic Support Fund Board of Directors will be at 3:00 p.m. on January 5, 2021 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.


Public Comments: Persons wishing to address the Board of Directors are requested to complete and submit a speaker card to staff. Speaker cards are available near the entrance to the meeting location. Persons wishing to address the Board of Directors on an item appearing on this agenda will be called upon at the appropriate time during the item's consideration. Persons wishing to address the Board of Directors on an item *not* appearing on the agenda will be called upon during the "Public Comments" item. Persons who do not wish to submit a Speaker Card, or who wish to remain anonymous, may indicate their desire to speak from the floor. Speakers are requested, but not required, to identify themselves.

Americans with Disabilities Act (ADA): It is the intention of the Laguna Woods Civic Support Fund to comply with the ADA. If you need assistance to participate in this meeting, please contact either the City of Laguna Woods' City Clerk's Office at (949) 639-0500/TTY (949) 639-0535 or the California Relay Service at (800) 735-2929/TTY (800) 735-2922. The Laguna Woods Civic Support Fund requests at least two business days' notice in order to effectively facilitate the provision of reasonable accommodations.

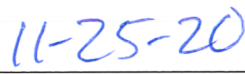
AFFIDAVIT OF POSTING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF LAGUNA WOODS)

I, Yolie Trippy, Secretary, Laguna Woods Civic Support Fund, hereby certify under penalty of perjury that this agenda was posted at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, California 92637; on the City of Laguna Woods' website (www.cityoflagunawoods.org); and, at other locations designated by Resolution No. 17-30, pursuant to California Government Code Section 54954.2 of the Ralph M. Brown Act.



YOLIE TRIPPY, Secretary



Date

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**LAGUNA WOODS CIVIC SUPPORT FUND
BOARD OF DIRECTORS MINUTES
REGULAR MEETING
SEPTEMBER 1, 2020
3:00 P.M.
Laguna Woods City Hall
24264 El Toro Road
Laguna Woods, California 92637**

1. CALL TO ORDER

Chair Moore called the meeting of the Laguna Woods Civic Support Fund Board of Directors to order at 3:00 p.m.

2. ROLL CALL

BOARD OF DIRECTORS: PRESENT: Carpenter, Hatch, Moore, Williams
ABSENT: Rothberg, Tao

All members of the Board of Directors participated via teleconference as permitted by Governor Newsom's Executive Order N-29-20 (dated March 17, 2020).

STAFF: PRESENT: Macon, Trippy

CEO Macon and Secretary Trippy participated in-person at the meeting location.

3. PLEDGE OF ALLEGIANCE

Vice Chair Hatch led the pledge of allegiance.

4. PUBLIC COMMENTS – None

5. BOARD OF DIRECTORS MEETING MINUTES

Moved by Vice Chair Hatch, seconded by Director Williams, and carried unanimously on a 4-0 vote with directors Rothberg and Tao absent, to approve the Board of Directors meeting minutes for the meeting on August 4, 2020. This vote was conducted by roll call.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

CEO Macon reviewed the Chief Financial Officer's Report that was included in the agenda packet and responded to related questions.

7. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

CEO Macon reviewed the status of the City of Laguna Woods' City Hall/Public Library Project and the schematic design plan that was included in the agenda report. He also responded to related questions.

Director Tao joined the meeting at 3:27 p.m.

Discussion included:

- Benefits of the expanded public library
- The use of slogans in fundraising activities
- Funding plans and needs for the City Hall/Public Library Project
- Benefits of retractable exterior doors for events using the activity room

8. "A PLACE FOR PAWS" DOG PARK CONTRIBUTIONS

At CEO Macon's request, no action was taken on this item. CEO Macon stated that the item would be included on a future agenda.

9. BOARD OF DIRECTORS MEETING SCHEDULE

CEO Macon suggested that the regular meeting on November 3, 2020 be canceled due to a conflict with the use of City Hall as a vote center.

Moved by Director Williams, seconded by Director Tao, and carried unanimously on a 5-0 vote with Director Rothberg absent, to cancel the regular meeting scheduled for November 3, 2020 at 3 p.m. at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637. This vote was conducted by roll call.

10. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Carpenter expressed excitement for the activity room component of the City Hall/Public Library Project and its potential use for fundraising.

Director Williams expressed excitement for the City Hall/Public Library Project.

CEO Macon stated that staff is continuing to look into the status of fundraising for "A Place for Paws" Dog Park and a related item will be included on a future agenda.

Director Tao commented on a potential Chinese/Korean New Year show fundraising opportunity.

CEO Macon stated that staff would follow-up with Director Tao to discuss his idea further.

11. ADJOURNMENT

The meeting was adjourned at 3:57 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, October 6, 2020 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: December 1, 2020

CAROL MOORE, Chair

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CHIEF FINANCIAL OFFICER'S REPORT
October 2020

Balance Sheet
as of October 31, 2020

Assets:

Checking - US Bank	\$	8,581.67	
		8,581.67	\$ 8,581.67
Total Assets			8,581.67

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$	564.34	
		564.34	
Total Liabilities		564.34	

Fund Balance:

Restricted - Dog Park		3,355.05	
Restricted - Library		2,654.47	
Assigned - Administrative Support		2,007.81	
		8,017.33	
Total Fund Balance		8,017.33	

	\$	8,581.67
Total Liabilities and Fund Balance		8,581.67

**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**

for the period July 1, 2020 through October 31, 2020
(33% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 10,000.00	\$ 272.00	2.7%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	500.00	5.0%
R3 Donations Unrestricted	-	-	0.0%
R4 Fundraising	-	-	0.0%
R5 Grant Funding	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	0.27	1.8%
Total Revenues	<u>20,015.00</u>	<u>772.27</u>	3.9%
Expenditures:			
E1 Contract Services	575.00	-	0.0%
E2 Corporate Fees	200.00	-	0.0%
E3 Information Technology	500.00	-	0.0%
E4 Supplies and Printing	250.00	-	0.0%
E5 Supportive Contributions - Library	12,383.00	-	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	-	0.0%
E7 Miscellaneous	500.00	-	0.0%
Total Expenditures	<u>24,408.00</u>	<u>-</u>	0.0%
Net Change in Fund Balance	(4,393.00)	772.27	-17.6%
Beginning Fund Balance	<u>7,245.06</u>	<u>7,245.06</u>	
Ending Fund Balance	<u>\$ 2,852.06</u>	<u>\$ 8,017.33</u>	281.1%



City of Laguna Woods
 24264 El Toro Rd
 Laguna Woods CA 92637

Customer #: 19226683
Invoice #: 6863148
Invoice Date: 6/1/2020
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For June	11,883.54
431100022	Laguna Woods City Hall Dog Parks - 90886 For June	564.34
431100022	Laguna Woods City Hall City Hall - 4478 For June	725.81
431100022	Laguna Woods City Hall City Centre Park Woods For June	1,505.88
Total invoice amount		14,679.57
Tax amount		
Balance due		14,679.57

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 714-546-7843

Please detach stub and remit with your payment

Payment Stub

Customer Account#: 19226683
 Invoice #: 6863148
 Invoice Date: 6/1/2020

Amount Due:	\$14,679.57
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Thank you for allowing us to serve you

Please reference the invoice # on your check
 and make payable to:

City of Laguna Woods
 24264 El Toro Rd
 Laguna Woods CA 92637

BrightView Landscape Services, Inc.
 P.O. Box 31001-2463
 Pasadena, CA 91110-2463