

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, June 2, 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 2 p.m. on the day of the meeting.

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

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 February 4, 2020.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

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

7. “A PLACE FOR PAWS” DOG PARK CONTRIBUTIONS

Recommendation: Authorize a payment to the City of Laguna Woods in the amount of \$6,164.08 to offset costs for maintenance of “A Place for Paws” Dog Park incurred between July 2019 and April 2020, with the payment drawn from funds raised by contributions restricted for use to support “A Place for Paws” Dog Park.

8. FISCAL YEAR 2020-21 BUDGET

Recommendation: Adopt a budget for Fiscal Year 2020-21 commencing July 1, 2020 and ending June 30, 2021.

9. 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.

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 July 7, 2020 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
FEBRUARY 4, 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 3:03 p.m.

2. ROLL CALL

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

STAFF: PRESENT: Macon, Trippy

3. PLEDGE OF ALLEGIANCE

Director Carpenter 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 5-0 vote with Director Chong absent, to approve the Board of Directors meeting minutes for the meeting on November 5, 2019.

6. ADMINISTRATIVE AND FINANCIAL STAFF REPORTS

CEO Macon reviewed fundraising programs to support “A Place for Paws” Dog Park and noted that the amenity sponsorship flyer is now available. The commemorative tile program flyer was included with the agenda packet; CEO Macon responded to questions about the planned use and distribution of the flyer.

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

CEO Macon noted that at an upcoming meeting, staff will ask the Board of Directors to authorize a payment to the City of Laguna Woods to offset “A Place for Paws” Dog Park maintenance costs.

Vice Chair Hatch requested that staff provide the Board of Directors with information regarding the City of Laguna Woods' costs to support the Civic Support Fund.

7. FRIENDS OF THE LAGUNA WOODS OC LIBRARY

CEO Macon made a presentation and responded to related questions. The presentation included an overview of the City of Laguna Woods' City Hall/Public Library Project, as well as conceptual plans and renderings. The library is anticipated to open in June 2021 (tentative; subject to change).

The Board of Directors discussed potential fundraising activities 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. Discussion included:

- Potential fundraising events – themed costumes, book tours, and author signings
- Potential strategies to fundraise for a “founders wall” program

Director Williams suggested that clubs be explicitly allowed to participate in a “founders wall” program at a \$150 contribution level and above.

Moved by Vice Chair Hatch, seconded by Director Williams, and carried unanimously on a 5-0 vote with Director Chong absent, to approve a “founders wall” fundraising program to support the construction of the building that will house the expanded Laguna Woods branch of the County of Orange's public library system, and authorize staff to implement and incur costs for such a program, generally consisting of the following:

Contribution levels:

- \$50 (non-business only)
- \$100 (non-business only)
- \$150 (non-business or club only)
- \$300 (business, non-business, or club)
- \$500 (business, non-business, or club)
- \$1,000 (business, non-business, or club)

Plaque design: Contributions will be recognized on a single bronze cast plaque with larger contributions appearing in larger font sizes. Plaque design to have a book-themed motif.

Timing: Contributions will be accepted through March 31, 2021. The plaque will be unveiled at the grand opening of the expanded Laguna Woods branch of the County of Orange's public library system.

Discussion included:

- A possible groundbreaking event with a fundraising component
- That businesses located both in and outside of Laguna Woods should be encouraged to participate in the “founders wall” program
- How to handle potential future sponsors of library-related amenities who would like to renew their sponsorships, but at lower levels than the levels of their present amenities
- Potential use of the new plaza area for fundraising events

While discussion occurred, the Board of Directors took no action regarding a potential amenity sponsorship fundraising program or a naming rights policy for the building that will house the

expanded Laguna Woods branch of the County of Orange’s public library system. Both items will be re-agendized for further discussion and consideration of action in the future.

At members of the Board of Directors’ request, CEO Macon stated that staff would return with additional information on naming rights policies used by other libraries and/or cities.

Discussion included:

- The 501(c)3 status of the Civic Support Fund
- The possibility of obtaining grants to support the library

8. BOARD OF DIRECTORS COMMENTS AND ANNOUNCEMENTS

Director Rothberg commented on the Golden Rain Foundation of Laguna Woods’ plans for a nonprofit to raise money to support their programs.

Director Williams commented on an upcoming Black History Month event at City Hall and her daughter’s invitation to speak at a literacy conference.

9. ADJOURNMENT

The meeting was adjourned at 4:21 p.m. The next regular meeting will be at 3:00 p.m. on Tuesday, March 3, 2020 at Laguna Woods City Hall, 24264 El Toro Road, Laguna Woods, CA 92637.

YOLIE TRIPPY, Secretary

Approved: June 2, 2020

CAROL MOORE, Chair

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CHIEF FINANCIAL OFFICER'S REPORT
April 2020

Balance Sheet
as of April 30, 2020

Assets:

Checking - US Bank	\$	14,922.09	
Accounts Receivable		-	
		-	
Total Assets			\$ 14,922.09

Liabilities and Fund Balance:

Liabilities:

Accounts Payable	\$	-	
Due to Other Funds		-	
		-	
Total Liabilities		-	

Fund Balance:

Restricted - Dog Park		11,836.11	
Restricted - Library		2,382.47	
Assigned - Administrative Support		2,385.45	
		16,604.03	
Total Fund Balance		16,604.03	

			\$ 16,604.03
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**Revenues, Expenditures and Changes in Fund Balance -
Budget vs Actual**
for the period July 1, 2019 through April 30, 2020
(83% of Fiscal Year Elapsed)

	Budget	Actual	Actual % of Budget
Revenues:			
R1 Donations Restricted - Friends of the Library	\$ 1,500.00	\$ -	0.0%
R2 Donations Restricted - Friends of the Dog Park	10,000.00	200.00	2.0%
R3 Donations Unrestricted	-	-	0.0%
R4 Fundraising	-	-	0.0%
R5 Grant Funding	-	-	0.0%
R6 Miscellaneous - City Support, Interest, Other	15.00	6.36	42.4%
Total Revenues	<u>11,515.00</u>	<u>206.36</u>	1.8%
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	-	-	0.0%
E6 Supportive Contributions - Friends of the Dog Park	10,000.00	1,888.30	18.9%
E7 Miscellaneous	500.00	-	0.0%
Total Expenditures	<u>12,025.00</u>	<u>1,888.30</u>	15.7%
Net Change in Fund Balance	(510.00)	(1,681.94)	329.8%
Beginning Fund Balance	<u>16,604.03</u>	<u>16,604.03</u>	
Ending Fund Balance	<u>\$ 16,094.03</u>	<u>\$ 14,922.09</u>	92.7%

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MEMORANDUM

At the February 4, 2020 Laguna Woods Civic Support Fund Board of Directors meeting, Vice Chair Hatch asked staff to provide information regarding the City of Laguna Woods' costs to support the Civic Support Fund. The following is an estimate of the City's direct personnel costs based on actual Fiscal Year 2018-19 activities.

CITY OF LAGUNA WOODS COSTS TO SUPPORT THE LAGUNA WOODS CIVIC SUPPORT FUND		
Activity	Primary Personnel	Approximate Annual Cost
<i>Financial Services</i>		
Accounts Payable	Accountant	\$81
Budget Preparation	City Manager	\$112
Comprehensive Annual Financial Report (CAFR) Preparation	Administrative Services Director/City Treasurer and Independent CPA Firm (contract)	\$238
Deposits	Accounting Clerk	\$510
Reconciliations	Accountant	\$162
Monthly Report	Administrative Services Director/City Treasurer	\$528
Annual Reports: Form 199N Form 990N Form RRF-1 Form SI-100	Administrative Services Director/City Treasurer	\$264
<i>Board of Directors Meetings</i>		
Agenda Preparation	City Manager	\$1,345
Agenda Posting	City Clerk	\$308
Meetings (monthly)	City Manager and City Clerk; Administrative Services Director/City Treasurer (as needed; not included in approximate annual cost)	\$1,961
Minutes	City Manager	\$1,345
<i>Other Services</i>		
Misc. Support	City Manager	\$1,121
TOTAL		\$7,975

Certain costs vary commensurate with fundraising activity. The costs above are based on actual Fiscal Year 2018-19 activities for which fundraising totaled \$14,068.58.

Fundraising for Fiscal Year 2019-20 is anticipated to total \$200.

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**INVOICE**

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

Customer #: 19226683
Invoice #: 6394810
Invoice Date: 7/1/2019
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For July	11,426.49
431100022	Laguna Woods City Hall Dog Parks - 90886 For July	542.64
431100022	Laguna Woods City Hall City Hall - 4478 For July	697.90
431100022	Laguna Woods City Hall City Centre Park Woods For July	1,447.97
	<i>AMB</i>	
	Total invoice amount	14,115.00
	Tax amount	
	Balance due	14,115.00

Terms: Net 15 Days

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

INVOICE



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

Customer #: 19226683
Invoice #: 6444397
Invoice Date: 8/1/2019
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For August	11,426.49
431100022	Laguna Woods City Hall Dog Parks - 90886 For August	542.64
431100022	Laguna Woods City Hall City Hall - 4478 For August	697.90
431100022	Laguna Woods City Hall City Centre Park Woods For August	1,447.97
	Total invoice amount	14,115.00
	Tax amount	
	Balance due	14,115.00

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



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

Customer #: 19226683
 Invoice #: 6487467
 Invoice Date: 9/1/2019
 Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For September	11,426.49
431100022	Laguna Woods City Hall Dog Parks - 90886 For September	542.64
431100022	Laguna Woods City Hall City Hall - 4478 For September	697.90
431100022	Laguna Woods City Hall City Centre Park Woods For September	1,447.97
Total Invoice amount		14,115.00
Tax amount		
Balance due		14,115.00

Terms: Net 15 Days

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

INVOICE



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

Customer #: 19226683
Invoice #: 6533157
Invoice Date: 10/1/2019
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For October	11,426.49
431100022	Laguna Woods City Hall Dog Parks - 90886 For October	542.64
431100022	Laguna Woods City Hall City Hall - 4478 For October	697.90
431100022	Laguna Woods City Hall City Centre Park Woods For October	1,447.97
	Total invoice amount	14,115.00
	Tax amount	
	Balance due	14,115.00

Terms: Net 15 Days

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

INVOICE



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

Customer #: 19226683
Invoice #: 6579114
Invoice Date: 11/1/2019
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For November	11,426.49
431100022	Laguna Woods City Hall Dog Parks - 90886 For November	542.64
431100022	Laguna Woods City Hall City Hall - 4478 For November	697.90
431100022	Laguna Woods City Hall City Centre Park Woods For November	1,447.97
	<i>AKB</i> Total invoice amount	14,115.00
	Tax amount	
	Balance due	14,115.00

Terms: Net 15 Days

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

INVOICE



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

Customer #: 19226683
Invoice #: 6621994
Invoice Date: 12/1/2019
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For December	11,426.49
431100022	Laguna Woods City Hall Dog Parks - 90886 For December	542.64
431100022	Laguna Woods City Hall City Hall - 4478 For December	697.90
431100022	Laguna Woods City Hall City Centre Park Woods For December	1,447.97
	Total Invoice amount	14,115.00
	Tax amount	
	Balance due	14,115.00

Terms: Net 15 Days

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

**INVOICE**

Sold To: 19226683
City of Laguna Woods
24264 El Toro Rd
Laguna Woods CA 92637

Customer #: 19226683
Invoice #: 6626799
Invoice Date: 11/27/2019
Sales Order: 7099415
Cust PO #:

Project Name: the new dog park

Project Description: repaired broken irrigation

Job Number	Description	Amount
431100022	Laguna Woods City Hall Irrigation Tech 1806 Sam PRS rain bird w/Nozzle DS 400-wire connector 1/2" marlex sch40 rain bird 1800 caps 1/2"x6" Nipple sch80	293.88
	Total Invoice Amount	293.88
	Taxable Amount	
	Tax Amount	
	Balance Due	293.88

Terms: Net 15 Days

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



ITEM 7
INVOICE

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

Customer #: 19226683
Invoice #: 6663344
Invoice Date: 1/1/2020
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For January	11,883.54
431100022	Laguna Woods City Hall Dog Parks - 90886 For January	564.34
431100022	Laguna Woods City Hall City Hall - 4478 For January	725.81
431100022	Laguna Woods City Hall City Centre Park Woods For January	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



INVOICE

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

Customer #: 19226683
 Invoice #: 6704979
 Invoice Date: 2/1/2020
 Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For February	11,883.54
431100022	Laguna Woods City Hall Dog Parks - 90886 For February	564.34
431100022	Laguna Woods City Hall City Hall - 4478 For February	725.81
431100022	Laguna Woods City Hall City Centre Park Woods For February	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

INVOICE



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

Customer #: 19226683
Invoice #: 6753237
Invoice Date: 3/1/2020
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For March	11,883.54
431100022	Laguna Woods City Hall Dog Parks - 90886 For March	564.34
431100022	Laguna Woods City Hall City Hall - 4478 For March	725.81
431100022	Laguna Woods City Hall City Centre Park Woods For March	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

INVOICE



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

Customer #: 19226683
Invoice #: 6781788
Invoice Date: 4/1/2020
Cust PO #:

Job Number	Description	Amount
431100022	Laguna Woods City Hall Right of Ways - 505353 For April	11,883.54
431100022	Laguna Woods City Hall Dog Parks - 90886 For April	564.34
431100022	Laguna Woods City Hall City Hall - 4478 For April	725.81
431100022	Laguna Woods City Hall City Centre Park Woods For April	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

**INVOICE**

Sold To: 19226683
City of Laguna Woods
24264 El Toro Rd
Laguna Woods CA 92637

Customer #: 19226683
Invoice #: 6820628
Invoice Date: 4/28/2020
Sales Order: 7184337
Cust PO #:

Project Name: New Dog Park at Ridge Route St.
Project Description: Plant infill

Job Number	Description	Amount
431100022	Laguna Woods City Hall Dianella Clarity Blue (5Gal) Carissa Dwarf (5Gal) Ligustrum (5Gal)	357.00
Total Invoice Amount		357.00
Taxable Amount		
Tax Amount		
Balance Due		357.00

Terms: Net 15 Days

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

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**LAGUNA WOODS CIVIC SUPPORT FUND
FISCAL YEAR 2020-21 BUDGET**

<u>Beginning Fund Balance</u>	June 30, 2020 - Projected Beginning Fund Balance	\$ 8,392
<u>Revenues - Estimated*</u>	<u>General Description</u>	
R1 Donations - Restricted	Friends of the Library - Contributions from individuals and businesses	\$ 10,000
R2 Donations - Restricted	Friends of the Dog Park - Contributions from individuals and businesses	\$ 10,000
R3 Donations - Unrestricted	Civic Support Fund, No Specific Designation - Contribution from individuals and businesses	\$ -
R4 Fundraising	Funds from special events, may be unrestricted or restricted	\$ -
R5 Grant Funding	Monies applied for and received from government and private giving programs	\$ -
R6 Miscellaneous	All other revenue, including support from City of Laguna Woods and bank interest	\$ 15
	TOTAL	\$ 20,015
<u>Expenditures - Projected**</u>	<u>General Description</u>	ADOPTED 6/2/2020
E1 Contract Services	Accounting, graphic design, legal, and other professional services (excluding information technology)	\$ 575
E2 Corporate Fees	Monies paid to maintain corporate and charitable status (e.g., IRS, CA Attorney General)	\$ 200
E3 Information Technology	Domain name registration, email service, website hosting/design, and related professional services	\$ 500
E4 Supplies and Printing	Letterhead, envelopes, flyers, and other purchases or reproductions (excluding equipment)	\$ 250
E5 Supportive Contributions	Friends of the Library - Expenditures from restricted contributions for programs, projects, etc.	\$ 12,383
E6 Supportive Contributions	Friends of the Dog Park - Expenditures from restricted contributions for programs, projects, etc.	\$ 10,000
E7 Miscellaneous	All other expenditures, including bank fees	\$ 500
	TOTAL	\$ 24,408
	REVENUES OVER / (UNDER EXPENDITURES)	\$ (4,393)
 <u>Unappropriated Fund Balance</u>	 June 30, 2021 - Projected Ending Fund Balance	 <u>\$ 3,999</u>

* The Chief Executive Officer may decrease revenue estimates to reflect economic change during the fiscal year and may reduce expenditure appropriations as a method of fiscal control.

** The Chief Executive Officer is authorized to transfer appropriations and make adjustments within and between expenditure accounts, provided that there is no increase in overall appropriations and such transfers are not between restricted and unrestricted funds. Appropriations from unappropriated fund balance must be approved by the Board of Directors.

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