



W Laguna Woods WOOD WORKS

WINTER

CITY OF LAGUNA WOODS

2009

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NEWSLETTER EDITOR

Douglas Reilly
Assistant City Manager

NEWSLETTER CONTRIBUTORS

Leslie Keane
LT Bill Griffin
Dave Blodgett



CITY OF LAGUNA WOODS



WOOD WORKS is published by the City of Laguna Woods and is distributed as a public service to the homes and businesses of the City. The City of Laguna Woods welcomes your comments, suggestions and questions regarding WOOD WORKS. Please call or write:

Editor, WOOD WORKS
City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92637
(949) 639-0500
dreilly@lagunawoodscity.org

Safety During the Holidays



The holiday season is a special time of year. It is also a time when busy people can become careless and vulnerable to theft and other crimes. We can never be too careful, too prepared or too aware. Please share this information with family, friends and neighbors.

DRIVING

Keep all car doors locked and windows closed while in or out of your car. If you must shop at night, park in a well-lighted area. Never leave your car unoccupied with the motor running. Do not leave packages or valuables on the seat of your car. This creates a temptation for thieves. If you must leave something in the car, lock it in the trunk or put it out of sight. Be sure to locate your keys prior to going to your car. Keep a secure hold on your purse, handbag and parcels. Do not put them down or on top of the car in order to open the door. When approaching and leaving your vehicle, be aware of your surroundings. Do not approach your car alone if there are suspicious people in the area. Ask mall or store security for an escort before leaving your shopping location.

AUTOMATED TELLER MACHINES (ATM)

If you use an ATM, choose one that is located inside a shopping mall, or in a well-lighted location. Protect your PIN by shielding the ATM keypad from anyone who is standing near you. Do not throw your ATM receipt away at the ATM location. And, remember to take your card out of the machine before you leave.

SHOPPING

If you shop at night, go with a friend or family member. Avoid wearing expensive jewelry. Even though you are rushed and thinking about a thousand things, stay alert to your surroundings. Avoid carrying large amounts of cash. If you do, do not "flash" your money wad. Notify the credit card issuer immediately if your credit card is lost, stolen or misused. Be extra careful if you carry a wallet or purse. They are the *(Please turn to page 2)*

LAGUNA WOODS CITY HALL WILL BE CLOSED FOR THE HOLIDAYS STARTING AT 5 P.M. ON WEDNESDAY, DECEMBER 23, 2009, AND WILL REOPEN AT 8 A.M. ON MONDAY, JANUARY 4, 2010. THE OC LIBRARY AT CITY HALL WILL NOT BE OPEN DURING THIS PERIOD, BUT BOOKS CAN BE RETURNED TO THE DROP BOX IN FRONT OF CITY HALL. NO BUILDING PERMIT INSPECTIONS WILL BE SCHEDULED AND THERE WILL BE NO ONE AT CITY HALL TO HANDLE TAXI VOUCHER ARRANGEMENTS OR NOTARIZATIONS DURING THIS PERIOD. REMEMBER TO MAKE ARRANGEMENTS FOR THESE SERVICES PRIOR TO THE HOLIDAY CLOSURE.

Holiday Safety, continued from page 1

prime targets of criminals in crowded shopping areas, transportation terminals, bus stops, on buses and other rapid transit. Avoid overloading yourself with packages. It is important to have clear visibility and freedom of motion to avoid mishaps. Beware of strangers approaching you for any reason.



HOME

Be extra cautious about locking doors and windows when you leave the house, even for a few minutes. When leaving home for an extended time, have a neighbor or family member watch your house and stop your newspaper and mail service. Indoor and outdoor lights should be on an automatic timer. Large displays of holiday gifts should not be visible through the windows and doors of your home. When setting up a Christmas tree or other holiday display, make sure doors and passageways are clear inside your home. Be sure your Christmas tree is mounted on a sturdy base so it will not be easily knocked over. If you use lights on your Christmas tree, ensure the wiring is not damaged or frayed. Frayed or damaged wiring can cause a fire. Never place wrapping paper in your fireplace.



It is not uncommon for criminals to take advantage of the generosity of people during the holiday season by soliciting donations door-to-door for charitable causes, although no charity is involved. Ask for identification and tell the solicitor you will mail your donation.

HOLIDAY PARTIES

Never drink and drive. 🚗🚫

Moulton Smart Street Construction to Start in Laguna Hills

Work could begin in December on the Moulton Smart Street project, Segment 2, from El Pacifico to Santa Maria Avenue in Laguna Hills. The contractor that won the bid, Ortiz Enterprises, has proposed removing and paving over center medians on Moulton Parkway between Ridge Route and Santa Maria to provide room to shift traffic lanes to accommodate construction work. Ortiz plans to keep two northbound and two southbound lanes and most left-turn lanes open at all times. The contract does not allow work from December 21 through January 3, so major roadway widening and reconstruction will not begin until early January. Most work will be performed at night, after 6 p.m., although the contractor may choose to work during the day to get the project completed sooner and lessen inconvenience to drivers. Contact Assistant City Manager Doug Reilly at (949) 639-0561 if you have questions. 🌲🌲



Shopping on the Internet

Here's a list of tips you should consult when shopping online. Keep it in a handy place so it will be easy to review before you order.

1. Trust your instincts. If you don't feel comfortable buying or bidding on an online item, or if you feel pressured to place your order immediately, maybe you shouldn't.
2. Be knowledgeable about web-based auctions. Take special care to familiarize yourself not only with the rules and policies of the auction site itself but with the legal terms (e.g., warranties, refund policy) of the seller's items on which you wish to bid.
3. Double check pricing. Be suspicious of prices that are too good to be true. Also consider whether you may be paying too much for an item, particularly if you're bidding through an auction site. You may want to comparison shop, online or offline, before you buy. Make sure that there are no extra shipping or handling costs.
4. Find and read the privacy policy. Read the privacy policy carefully to find out what information the seller is gathering from you, how the information will be used, and how you can stop the process. If a site does not have a privacy policy posted, you may not want to do business with it. If it does have a privacy policy, there will probably be a link to it from the seller's home page, or it could be included with the legal terms.
5. Review the return, refund and shipping and handling policies as well as the other legal terms. If you can't find them, ask the seller through an e-mail or telephone call to indicate where they are located on the site or provide this information in writing.
6. Make sure the Internet connection is secure. Before you give your payment information, check for indicators that security software is in place.
7. Use the safest way to pay on the Internet. Pay for your order using a credit card.
8. Print the terms. You should print out and date a copy of terms, conditions, warranties, item description, company information, even confirming e-mails, and save them with the record of your purchase.
9. Insure the safe delivery of your item. If you're concerned you may not be home when your package is delivered and that someone may take it if it is left on the doorstep, ask whether you can specify that the shipper must receive a signature before leaving the

package. It may be safer to have the package delivered to your office.

10. Inspect your purchase. Look at your purchase carefully as soon as you receive it. Contact the seller as soon as possible if you discover a problem with it. Tell the seller in writing about any problems you have, ask for a repair or refund, and keep a copy of your correspondence.

— Source: American Bar Association 🌲

The Season of Giving

This holiday season, when people turn their attention to family, friends and loved ones, consider giving the gift of charity — in your own name or as a gift in the name of another.

TIPS FOR CHARITABLE GIVING THIS HOLIDAY

Do's:

- Ask how much of your donation goes to the actual cause vs. administration, people, staff, etc. High-quality charities should be giving 75% of your money to the actual cause.
- Check out the Better Business Bureau's Wise Giving Alliance to ensure the charity is on the up and up.
- Get a receipt that states the amount and includes the charity's name.
- If you have access to the Internet, do a quick search to see what others on the Internet have to say about the charity. This can provide some valuable insight into the credibility of the charity. To find a charity's efficiency rating, go to www.forbes.com/charities.
- Know the difference between tax exempt and tax deductible when making a contribution.
- Watch out for similar-sounding names. Phony nonprofits use names that closely resemble those of respected, legitimate organizations.
- Trust the organization to allocate your money where it is most needed. Don't try to specify where your money will go. After you've researched the charity and decided you are comfortable with them, trust them to use the funds in the wisest manner. Specifying how the money should be used just makes it more difficult and costly on the charity.

Don'ts:

- Don't give out personal information such as account numbers or Social Security numbers over the phone or via the Internet. Doing so can put you at risk of identity theft and even theft in general. When paying online using a credit or debit card, make sure the site is secure.
- Don't give to telemarketers. Telemarketing has the highest percentage on scams, and frequently most of these organizations keep 65 to 95 cents of each dollar.
- Don't succumb to pressure or guilt tactics. If you are ever heavily pressured or feel threatened, call the organization's office or report them to the Better Business Bureau in your area.
- Never pay cash or use a credit card as payment for a charity unless you know them well. Checks should be written out to the charity, not the company or individual collecting the donation.

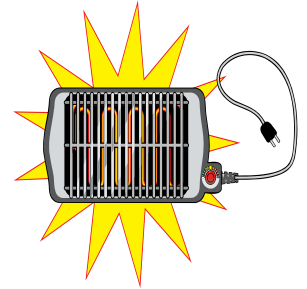
There are many worthy causes and many charitable choices available. However, this holiday season may be bleak for some residents in our own City. Check with your local church or synagogue and/or consider giving to the following organizations that provide assistance directly to residents of Laguna Woods:

- The Foundation of Laguna Woods Village (949) 268-2246
- South County Outreach (949) 380-8144
- South County Senior Services (949) 855-8033 🌲



Space Heater Safety

If you plan to use space heaters to help heat your home this winter, use extreme caution.



According to the National Fire Protection Association (NFPA), supplemental heating equipment is the leading cause of home fires during the months of December, January and February, and trails only cooking equipment as the leading cause of home fires year-round.

Keep the following safety tips and precautions in mind when using space heaters:

- Space heaters have one function — to provide supplemental heat. Don't use them to warm bedding, cook food, thaw pipes or dry clothing. Misusing space heaters can put you and your family at risk of fire or burn injuries.
- Remember that three-foot safety zone. Keep things that burn at least three feet away from space heaters.
- Turn off space heaters when you are not in the room or when you go to sleep.
- Supervise children and pets at all times when space heaters are in use. Even the slightest contact with a heating coil or element can cause a severe burn.
- If you have an electric space heater, check for frayed insulation, broken wires or overheating. Have all problems repaired by a professional technician before operating.
- When buying space heaters, look for devices with automatic shut-off features and heating-element guards.
- Avoid using extension cords with space heaters. If you must use one, make sure you choose an extension cord of the right wire gauge size and type for your heaters.
- Keep the air heater's power supply cord away from high-traffic areas in your home. You don't want people walking on or tripping over the cord. 🌲

HAPPIEST HOLIDAYS!




CITY HALL
24264 El Toro Road
Laguna Woods, CA 92637
8 a.m. – 5 p.m.
Plan Counter Hours: 8 a.m. – 12 p.m.
O.C. Public Library: 10 a.m. – 4:30 p.m.
Phone: 949-639-0500
Fax: 949-639-0591
Website and E-mail Links:
www.lagunawoodscity.org

CITY COUNCIL
Bob Ring, Mayor
Milt Robbins, Mayor Pro Tem
Cynthia Conners, Councilmember
Bert Hack, Councilmember
Marty Rhodes, Councilmember

Leslie A. Keane, City Manager

Get Connected to City Services

Attend City Council Meeting

 3rd Wednesday of each month,
2 p.m., Laguna Woods City Hall,
Council Chambers, 24264 El
Toro Road. Cablecast live on LW
Communications Channel 31.

Visit the City's Website

 www.lagunawoodscity.org

 **Call us** at (949) 639-0500
TTY phone at (949) 639-0535



Tune In
Channel 31



Write To Us

City of Laguna Woods
24264 El Toro Road
Laguna Woods, CA 92637



Send Us an E-mail

cityhall@lagunawoodscity.org
Share your thoughts and ideas.

Apply to Serve on a Committee
Call the City Clerk's office at (949) 639-0500.

City Meeting Schedules

- ❖ City Council 3rd Wednesday of month 2 p.m.
 - ❖ Community Services Committee 4th Wednesday of month 9:30 a.m.
 - ❖ Public Safety Committee..... 2nd Wednesday of month... 9:30 a.m.
 - ❖ Land Use and Design Review Committee.... 2nd Thursday of month..... 9 a.m.
- Meetings are held at City Hall, 24264 El Toro Rd., Laguna Woods CA (949) 639-0500.
Meeting schedules are subject to change.