WELCOME TO YOUR MILITARY SUPPORT COMMITTEE MEETING!

Regular meetings are held on the second Monday of each month at 12:00 p.m. in the Council Chambers of City Hall, 30111 Crown Valley Parkway, Laguna Niguel, California 92677.

Any person wishing to address the Committee will need to complete and present a white colored, "Request to Speak" form to the Secretary. These forms are available on the counter that is located inside the Council Chambers. Please be aware that the time limit will be established by the Chair. To allow equal time for speakers, minutes may not be given to another speaker. You may have another person read your written statement. The Committee may establish a time limit of all comments of not less than one half hour.

No action will be taken on any items not on the agenda, unless the Committee makes a determination that an emergency exists or that there is a need for immediate action and the need to take action came to the attention of the City subsequent to the agenda being posted. Any documents that are provided to the Committee regarding items on this agenda less than 72 hours prior to this meeting will be available for public inspection at the public review table that is located in the reception area on the second floor of City Hall at 30111 Crown Valley Parkway, Laguna Niguel, California 92677, until 12:00 p.m. on the date of the Committee meeting. After 12:00 p.m., the documents will be available at the counter located inside the City Council Chambers.

Thank you for attending your Laguna Niguel Military Support Committee meeting.
CALL TO ORDER AND ROLL CALL

INVOCATION – Committee Member Garnreiter

PLEDGE OF ALLEGIANCE – Committee Member Harms

PRESENTATIONS

1. Administration of Oath of Office to Incoming Military Support Committee Members

   Recommendation

   Administer Oath of Office.

PUBLIC COMMUNICATIONS

DISCUSSION ITEMS AND PRESENTATIONS

1. Member Orientation and Review
   a. Brown Act Training
   b. Guidelines, Policies and Procedures
   c. Laguna Niguel Military Support Foundation Purpose – Foundation Representative

   Recommendation

   Review and discuss.

2. Foundation Financial Report

   Recommendation

   Receive and file report.

3. Update on City Military Support Committee Account

   Recommendation

   Hear Update.

4. Minutes of the Regular Military Support Committee Meeting on November 4, 2019

   Recommendation

   Approve as written or amended.
5. Reports from the 1st Battalion, 4th Marines, USS Stockdale, and 1st Assault Helicopter Battalion, 140th Aviation Regiment Representatives

Recommendation

Hear reports.

6. Recap on Holiday Parties

Recommendation

Hear report.

7. Recap Holiday Parade and Luncheon

Recommendation

Hear report.

8. Recap of Barracks Project

Recommendation

Hear report

9. Review Sub-Committee Appointments

Recommendation

Review and take action.

10. Proposal for Girl Scout Mailbox

Recommendation

Review and take action.

11. Committee Reports

Recommendation

Hear reports.

ADJOURNMENT
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

Council Member Elaine Gennawey – Co-Chair
Council Member Sandy Rains – Co-Chair

Daniel Abrams          Matt Kenney
Carole Allen           Kathy Khalifa
Sam Joseph DeBaca      Frank McGrath
Rich Encinas           Rischi Paul Sharma
Elena Faita-Nguyen    Bill Sundin
Debra Garnreiter       David Tuma
John Harms             John Ulrich
Lynn Hoskins           David Weiss
John Humphrey          Stephanie Winstead

Sebrina King, First Battalion, Fourth Marines
CMDCN (SW) Jared Mueller, USS Stockdale
Major Dan Goldsmith, 1st Assault Helicopter Battalion,
140th Aviation Regiment

Email address..................................................info@lnmilitarysupport.org
Website address.............................................www.lnmilitarysupportfoundation.org

Americans with Disabilities Act - In compliance with the Americans with Disabilities Act, if you are an individual who requires accommodations to participate in this meeting, please contact the City Clerk's Office at (949) 362-4300. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

The Council Chambers is wheelchair accessible and disabled parking is available in the City Hall parking lot. Assisted Listening is available in the Council Chambers. To arrange for use of a personal listening device, please contact the City Clerk prior to the meeting.

AFFIDAVIT OF POSTING

COUNTY OF ORANGE)
CITY OF LAGUNA NIGUEL)

I, TAMBERLYN LUKECH, POLICE SERVICES SECRETARY, hereby certify, under penalty of perjury, that I caused the posting of this agenda by 12:00 p.m. on Friday, January 10, 2020 at City Hall, 30111 Crown Valley Parkway; Crown Valley Community Park, 29751 Crown Valley Parkway, and Sea Country Senior and Community Center, 24602 Aliso Creek Road.

POSTED BY:  

Tamberlyn Luketich, Police Services Secretary
Discussion Items and Presentations

Agenda Item No. 1
GUIDELINES FOR THE LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

Membership shall consist of not less than ten (10) no more than twenty (20) members. Two (2) members of the City Council shall serve on the Committee and shall be appointed by majority vote of the full City Council. The two (2) members appointed by the City Council shall serve as Co-Chairs of the Committee.

The remaining members of the Committee shall be At-Large Members appointed by the Co-Chairs as deemed appropriate, and may include representatives from local service clubs, charities, civic organizations, veterans, business owners and individuals residing outside of the City of Laguna Niguel.

The following Ex-Officio Members shall serve on the Committee in a non-voting, advisory role.

A. A Liaison appointed by the Commanding Officer of the USS Stockdale.
B. A Liaison appointed by the Commanding Officer of the USMC 1/4.
C. A Liaison appointed by the Commanding Officer of the 1/140 Aviation Regiment.
D. A Representative appointed by the USS Stockdale Spouse/Family support group.
E. A Representative appointed by the USMC 1/4 Spouse/Family support group.
F. A Representative appointed by the 1/140 Aviation Regiment Spouse/Family support group.
G. One or more Representatives from the Laguna Niguel Military Support Foundation.

QUALIFICATIONS: None

TERMS: The appointees may serve a one-year or two-year term, to be determined by Co-Chairs.

Updated 1/7/20
MEETINGS The second Monday, of every month, at 12:00 p.m., in the Council Chambers, beginning on January 13, 2020.

ABSENCES: Absence from three consecutive meetings will automatically vacate the position.

DUTIES:

1. To maintain continuous communication and contact between the City and representatives of the USS Stockdale, USMC 1/4, and the 1/140 Aviation Regiment.
2. To determine the support needs of the personnel and families of the USS Stockdale, USMC 1/4 and 1/140 Aviation Regiment.
3. To plan, organize and conduct programs and special events to support the personnel and families of the USS Stockdale, USMC 1/4, and 1/140 Aviation Regiment.
4. To represent the City at ceremonial and social events, upon the invitation of the Commanding Officer (or his/her representative) of the USS Stockdale, USMC 1/4, and 1/140 Aviation Regiment.
5. To solicit and raise private funds and donations to support the Laguna Niguel Military Support Foundation's mission to support City's adoptive relationship, programs and special events with the USS Stockdale, USMC 1/4, and 1/140 Aviation Regiment.
6. To provide periodic updates to the City Council on its activities.
7. Such other duties and responsibilities as may be assigned by the Laguna Niguel City Council.
LNMSC Procedures for Handling Funds, Requesting Funds, and Participation of Outside Organizations at LNMSC Events

BACKGROUND

The Laguna Niguel Military Support Committee (LNMSC) was established by the City of Laguna Niguel in 2007. The Committee consists of volunteers who provide support for various activities, conduct fundraising events, coordinate volunteers, engage the community, and provide the necessary manpower in support of the City’s adopted military units: the 1st Battalion, 4th Marine Regiment, the USS Stockdale and the 1/140th Aviation Regiment. The LNMSC is Co-Chaired by two members of the City Council. LNMSC committee members are appointed by the Co-Chairs in accordance with City policy.

The Laguna Niguel Military Support Foundation (LNMSF), a non-profit organization, was established to support the work of the LNMSC. The LNMSF accepts monetary and gift card donations received at LNMSC events, as well as online, mailed, and hand delivered donations that are in support of LNMSC. The LNMSF also expends funds to support approved LNMSC activities. The LNMSF is a separate organization from the LNMSC and has its own Board of Directors.

PROCEDURE FOR HANDLING FUNDS

LNMSC members may receive cash, check, or gift card donations (collectively referred to as funds) which are essential to the Committee’s efforts to support the City’s adopted military units. The LNMSC accepts funds only for the purpose of delivering them to the LNMSF. The LNMSC does not have a bank account, nor a way to accept or expend funds. Each member of the LNMSC has the authority to receive funds on behalf of the Committee for the sole purpose of delivering those funds to the LNMSF.

The LNMSC does, however, accept in-kind donations such as toys, baby items, and care package items.

The following procedures sets forth the process for accepting funds on behalf of the LNMSC:

1. Cash and check donations collected by members of the LNMSC at fundraising events or, at any other time, shall be delivered to the LNMSF Treasurer or his/her designee within 48 hours of receipt unless prior arrangements have been made. Checks shall be made payable to the Laguna Niguel Military Support Foundation.
2. Donated gift cards shall be delivered to the LNMSF Treasurer or his/her designee within 48 hours of receipt unless prior arrangements have been made, so they can be logged in for safe-keeping and properly accounted for until such time as needed for distribution.

3. A LNMSC member MUST be present at all times, and have custody of funds at all times, whenever funds are collected at a LNMSC event or public event.

**PROCEDURE FOR REQUESTING FUNDS**

All events and activities that require funding shall be brought before the LNMSC for approval, prior to the event or activity taking place. Upon approval, the following procedures apply:

1. The sub-committee Chair or Co-Chair submits an LNMSC Event Planning Form outlining specific details of the event including: date, time, locations, command approval, cost, funds required, etc. to the LNMSC Co-Chairs. The LNMSC Co-Chairs forward the request to the LNMSF. The LNMSF has final approval authority.

2. Notification of LNMSF approval must be received prior to expending funds.

3. The sub-committee Chair or Co-Chair of the event forwards the receipts/invoices to the LNMSF for payment.

The exception to the procedure outlined above applies when a request is received for funds to support a “special need.” These types of requests typically come directly from the Military Command to the “Special Needs sub-committee” Chair and must be acted on very quickly. In this case, the “special needs” Chair may request funds directly from the LNMSF Treasurer and notify the LNMSC Co-Chairs of the request.

**PROCEDURES FOR HANDLING REQUESTS FROM OUTSIDE ORGANIZATIONS TO PARTICIPATE IN LNMSC EVENTS**

On occasion, the LNMSC receives requests from outside organizations that wish to participate in, or co-sponsor, a LNMSC event. The following identifies the procedures by which such requests are processed.

1. All requests from outside organizations to participate in a particular LNMSC event shall be submitted in writing to the LNMSC Co-Chairs for review and consideration.

2. Upon receipt of such request, the Co-Chairs will confer with the City Attorney.

   Items to be considered include:
   
   A) Purpose of the outside organization
   B) Nature of the event
   C) Possible liability to the City
   D) Legal responsibility of the City
   E) If the outside organization were to derive benefit from their participation, could that be considered a “gift of public funds”?
   F) What is the organization’s involvement?
   G) What is the benefit to the organization?

Reference: City Attorney Memorandum dated
H) What is the benefit to the LMSC?

I) Duties and responsibilities will be clearly defined in writing.

3. If approved to move forward, the request will be brought to the LMSC for consideration.

4. Under no circumstances, shall the LMSC delegate or relinquish any of its authority over an event to another organization.

5. All LMSC events shall be conducted utilizing only the promotional and marketing materials, and procedures established by the LMSC.

6. A member of the LMSC must be present, at all times, at any fundraising event.

7. Only LMSC members are authorized to handle funds donated from the public to support LMSC activities.

The above outlined procedures do not apply to outside organizations whose members volunteer as “members of the community at large” for LMSC events or, outside organization holding their own event and designating the LMSC as the beneficiary of the proceeds. Under no circumstances, should such an event be marketed or promoted in a manner that would suggest the LMSC is an event sponsor or host.
City Volunteers are Prohibited from Entering into Contracts on Behalf of the City

Our City’s policies and practices are governed by the City of Laguna Niguel Municipal Code, which sets forth procedures for contracts and any commitment of City funds or assets that include required authorization from the City Council, City Manager, or a Department Director, depending on the amount of the contract or purchase.

The City actively engages in contractual practices to avoid and/or transfer risk to reduce City liability. This means that contracts are reviewed by the City Attorney and the City Risk Manager before being executed. Entering into a contract on behalf of the City, which includes renting or leasing of vehicles or equipment, or committing City assets or funds, in your role as a volunteer of the City, is prohibited unless proper authorization occurs in advance. To do otherwise would be a violation of our Municipal Code and therefore prohibited.

Thank you for the services that you provide to the City, City Council, and our residents.
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION
EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION

Event Name: 

Description: 

Location: 

Event Date: Date Funds Required By: 

Request Submitted by: 

Sub-Committee Co-Chair Sub-Committee Co-Chair

APPROVALS OBTAINED

Command: 

1/4 Battalion USS Stockdale 1/140th NA

Committee: 

Yes If Yes, approval date: Not Obtained

<table>
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<th>DESCRIPTION OF EXPENSE</th>
<th>UNIT(S) BENEFITED</th>
<th>AMOUNT $</th>
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Total Amount Requested

CHECK PAYABLE TO: 

STREET ADDRESS: 

CITY: STATE: ZIP: 

TELEPHONE: EMAIL: 

Submit form to Military Support Committee for approval. If approved, indicate approvals and submit form to the following WITH ATTACHED RECEIPTS:

William J. Kelley, III
Treasurer, Laguna Niguel Military Support Foundation
24495 Rue de Gauguin, Laguna Niguel, CA 92677
Tel: (949) 363-7519 Email: wjk@kelleyandkelleylaw.com

For LNMS Foundation Only:

Auth 1: Date: Auth 2: Date:
2020 Military Support Committee

Meetings are held on the 2nd Monday of every month at 12:00 Noon

Dan Abrams
Re-Appointed 12/16/19. Term expires December 31, 2021
30012 Ivy Glenn, Suite 270.................................Work (949) 429-7000
Laguna Niguel, CA 92677.................................Cell (949) 874-6000
E-mail: dan@insuresaver.com

Carole Allen
Re-Appointed 12/16/19. Term expires December 31, 2021
25216 Via Las Palmas.................................Home (949) 922-0011
Laguna Niguel, CA 92677.................................Cell (949) 922-0011
E-mail: carolealln8@aol.com

Sam Joseph DeBaca
Appointed 12/16/19. Term expires December 31, 2020
1 Saint Martin...........................................Home (949) 573-5281
Laguna Niguel, CA 92677.................................Cell (949) 573-5281
E-mail: sdebaca@cox.net

Rich Encinas
Re-Appointed 12/16/19. Term expires December 31, 2020
23291 Cheswald Drive.................................Cell (949) 632-3210
Laguna Niguel, CA 92677.................................Work (949) 240-7979
E-mail: richrencinas@gmail.com

Elena Faita-Nguyen
Appointed 1/14/19. Term expires December 31, 2020
27761 Homestead Road.................................Home (949) 448-9094
Laguna Niguel, CA 92677.................................Cell (949) 874-3448
E-mail: elena_f@cox.net

Debra Garnreiter
Re-Appointed 1/14/19. Term expires December 31, 2020
25761 Dillon Road.................................Home (949) 215-1108
Laguna Hills, CA 92653.................................Cell (480) 773-4460
E-mail: garnreiter@icloud.com

John W. Harms
Re-Appointed 12/16/19. Term expires December 31, 2021
29801 Weatherwood.................................Home (949) 481-9597
Laguna Niguel, CA 92677.................................Cell (714) 743-7444
E-mail: jwharms@cox.net
Lynn Hoskins
Appointed 12/16/19. Term expires December 31, 2020
  24946 Eaton Lane ........................................... Home (949) 922-3066
  Laguna Niguel, CA 92677 ................................. Cell (949) 922-3066
  E-mail: mediatones@gmail.com

John Humphrey
Re-Appointed 1/14/19. Term expires December 31, 2020
  29231 Kensington ......................................... Home/Cell (949) 233-3646
  Laguna Niguel, CA 92677 .............................. E-mail: jjhumphrey606@gmail.com

Matt Kenney
Re-Appointed 12/16/19. Term expires December 31, 2021
  29261 Via San Sebastian ................................. Home (949) 324-4131
  Laguna Niguel, CA 92677 .............................. Cell (949) 795-1246
  E-mail: mkenney@cityoflagunaniguel.org

Kathy Khalifa
Re-Appointed 1/14/19. Term expires December 31, 2020
  4 Little Pond ............................................... Home (949) 388-7964
  Laguna Niguel, CA 92677 .............................. Cell (949) 357-7484
  E-mail: sphinxa@cox.net

Frank McGrath
Re-Appointed 12/16/19. Term expires December 31, 2021
  32021 East Nine Drive ................................... Home (949) 493-3227
  Laguna Niguel, CA 92677 .............................. Cell (949) 267-8670
  E-mail: frankmcgrath2@cox.net

Rischio Paul Sharma
Re-Appointed 12/16/19. Term expires December 31, 2021
  25482 Rue Terrace ....................................... Home/Cell (949) 433-6349
  Laguna Niguel, CA 92677 .............................. E-mail: rsharma@assemblypointe.com

William (Bill) Sundin
Re-Appointed 12/16/19. Term expires December 31, 2021
  23973 Catamaran Way .................................... Home/Cell (949) 394-4659
  Laguna Niguel, CA 92677 .............................. E-mail: wpsundin@aol.com
David Tuma  
Re-Appointed 12/16/19. Term expires December 31, 2021  
10 Mykonos .............................................. Home (949) 363-0191  
Laguna Niguel, CA 92677 ................................. Cell (949) 235-5758  
E-mail: kdtuma@cs.com

John Ulrich  
Re-Appointed 1/14/19. Term expires December 31, 2020  
30412 North Hampton Road............................ Home (949) 429-8595  
Laguna Niguel, CA 92677 ................................. Cell (303) 726-0067  
E-mail: Johnulrich@cox.net

David Weiss  
Appointed 12/16/19. Term expires December 31, 2020  
28437 La Falda .............................................. Home (949) 347-9700  
Laguna Niguel, CA 92677 ................................. Cell (949) 347-9700  
E-mail: dave@dwdfj.com

Stephanie Winstead  
Appointed 12/16/19. Term expires December 31, 2020  
29436 Pointe Royale ...................................... Home (949) 639-9606  
Laguna Niguel, CA 92677 ................................. Cell (949) 639-9606  
E-mail: swinstead@WinsteadLaw.net

REPRESENTATIVES

1/4 Marines: Sebrina King, Family Readiness Officer/Cell (760) 500-2539  
Box 555432, Camp Pendleton, CA 92055...E-mail: sebrina.king@usmc.mil

USS Stockdale DDG 106: CMDCN (SW) Jared Mueller/Cell (619)252-9772  
E-mail: cmc@ddg106.navy.mil

1/140 Aviation Regiment: Maj Dan Goldsmith/.............Cell (562) 631-3850  
E-mail: daniel.m.goldsmith8.mil@mail.mil/.............Work (562) 795-2452  
Headquarters, 1-140th Aviation Regiment, 4306 Doolittle Ave., Los  
Alamitos, CA 90720

COUNCIL CO-CHAIRS

Council Member Elaine Gennawey  
30111 Crown Valley Parkway............................Cell: (949) 636-3841  
Laguna Niguel, CA 92677..Email: egennawey@cityoflagunaniguel.org
Council Member Sandy Rains
30111 Crown Valley Parkway..........................Cell: (951) 972-0719
Laguna Niguel, CA 92677...........Email: srains@cityoflagunaniguel.org

CITY STAFF
Tamberlyn Luketich, Police Services Secretary......Work (949) 362-4303
Email: tluketich@cityoflagunaniguel.org

Updated: 01/06/20
2020 Military Support Committee Meeting Dates

Regular Military Support Committee meetings are held on the second Monday of each month at 12:00 p.m. in the Council Chambers of City Hall, 30111 Crown Valley Pkwy

January 13th – Regular Meeting
Agenda Items needed by 1/6

February 10th – Regular Meeting
Agenda Items needed by 2/3

March 9th – Regular Meeting
Agenda Items needed by 3/2

April 13th – Regular Meeting
Agenda Items needed by 4/6

May 11th – Regular Meeting
Agenda Items needed by 5/4

June 8th – Regular Meeting
Agenda Items needed by 6/1

July 13th – Regular Meeting
Agenda Items needed by 7/6

August 10th – Regular Meeting
Agenda Items needed by 8/3

September 14th – Regular Meeting
Agenda Items needed by 9/8

October 12th – Regular Meeting
Agenda Items needed by 10/5

November 9th – Regular Meeting
Agenda Items needed by 11/2

December 14th – Regular Meeting
Agenda Items needed by 11/30
LNMSC Event Planning Guide

Event Name: 

Purpose: 

Date/Time: 

LNMSC Sub-Committee: 

Military Unit/Public: 

Military Contact: 

Funding: 

Event Description: 

Timeline

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<th>Key Date</th>
<th>Action</th>
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LNMSC Event Planning Guide

Instructions

Event Name: _____________________________________________________________

Purpose: Why are we doing this?

______________________________________________________________

Date/Time: Ex: Nov. 11, 2nd Saturday in December, Spring

LNMSC Sub-Committee: __________________________________________________

Military Unit/Public: Is this for a specific unit, or a major fundraiser where the public is the audience?

Military Contact: May or may not be applicable

Funding: _____________________________________________________________

Event Description: ___________________________________________________

______________________________________________________________

Timeline (use as many pages as necessary)

Step-by-step, outline ALL the necessary actions for a successful event. This includes securing committee approval, military approval, venue, sponsors, funding approval, volunteers, and, PR and Social Media. It also includes ordering supplies (such as flags) and vendors in advance, as well as making PayPal arrangements.

This list is not all inclusive – whatever it takes for a successful event!!

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<th>Key Date</th>
<th>Action</th>
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Foundation Financial Report

Agenda Item No. 2
<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Nov 19</th>
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<tbody>
<tr>
<td>Income</td>
<td></td>
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<tr>
<td>40000 - Direct Public Support</td>
<td>1,063.87</td>
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<td>Total Income</td>
<td>1,063.87</td>
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<tr>
<td>Gross Profit</td>
<td>1,063.87</td>
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<tr>
<td>Expense</td>
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<tr>
<td>60000 - Program Expenses</td>
<td>12,711.04</td>
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<td>70000 - Management &amp; Administrative</td>
<td>430.00</td>
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<td>Total Expense</td>
<td>13,141.04</td>
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<td>Net Ordinary Income</td>
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<td>Net Income</td>
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## Assets

**Current Assets**

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<th>Amount</th>
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<tr>
<td>10110 · Unrestricted Amounts</td>
<td>73,167.09</td>
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<tr>
<td>10120 · Temporarily Restricted Amounts</td>
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<tr>
<td>10125 · 1-4 Marines</td>
<td>-12,726.97</td>
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<tr>
<td>10130 · USS Stockdale/McClusky</td>
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<td><strong>Total 10120 · Temporarily Restricted Amounts</strong></td>
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<td>Total 10100 · US Bank Checking</td>
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<td>10310 · PayPal New</td>
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<td>10315 · PayPal New Unrestricted</td>
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<tr>
<td>10320 · Temporarily Restricted PayPal</td>
<td></td>
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<tr>
<td>10322 · 1-4 Marines PayPal</td>
<td>114.25</td>
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<td>10327 · USS Stockdale PayPal</td>
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<td><strong>Total 10320 · Temporarily Restricted PayPal</strong></td>
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<td><strong>Other Current Assets</strong></td>
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<td>12000 · *Undeposited Funds</td>
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<td><strong>Total Other Current Assets</strong></td>
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## Liabilities & Equity

**Equity**

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Update on City Military Support Committee Account

Agenda Item No. 3
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Report Total: 12,000.00 7,963.63 4,712.05 2,843.58 9,156.42 76.30 %
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Report Total: 12,000.00 7,963.63 4,712.05 2,843.58 9,156.42 76.30 %
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Report Total:

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<td>12,000.00</td>
<td>7,963.63</td>
<td>4,712.05</td>
<td>2,843.58</td>
<td>9,156.42</td>
<td>76.30 %</td>
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Minutes of the Regular Military Support Committee Meeting on November 4, 2019

Agenda Item No. 4
MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE MEETING
November 4, 2019 @ 12:00 p.m.

CALL TO ORDER: Co-Chair Gennawey called the Meeting of the City of Laguna Niguel Military Support Committee to order at 12:02 p.m.

ROLL CALL

Present
Daniel Abrams, Carole Allen, Rich Encinas, Elena Faita-Nguyen
Debra Garmreiter, John Humphrey, Bill Kelley, Matt Kenney, Frank McGrath, Dennis Mulvaney, Rischi Paul Sharma, Bill Sundin (12:10 arr.), David Tuma, John Ulrich; Councilmember Elaine Gennawey, (Co-Chair), Councilmember Laurie Davies (Co-Chair)
Sabrina King, First Battalion, Fourth Marines
Lt. Col. Mike Regner, Battalion Commander, First Battalion, Fourth Marines
Lt. Andrew Hoyle, Chaplin, First Battalion, Fourth Marines
CMDCN (SW) Jared Mueller, USS Stockdale
Christina Garrison, Ombudsman, USS Stockdale

Absent: John Harms, Kathy Khalifa

City Staff: Tamberlyn Luketich, Police Services Secretary
Tammy Letourneau, City Manager
Eileen White, Recording Secretary

INVOCATION: Committee Member McGrath led the Invocation.

PLEDGE OF ALLEGIANCE: Committee Member Allen led the Pledge of Allegiance.

PRESENTATIONS
None

PUBLIC COMMUNICATIONS
None
DISCUSSION ITEMS

1. Update on City Military Support Committee Account

Tamberlyn Luketich, Police Services Secretary, was available for questions.

Report received and filed.

2. Minutes of the Regular Military Support Committee Meeting on October 14, 2019

A MOTION was made by Committee Member Faita-Nguyen, seconded by Committee Member Allen to approve the Minutes of the October 14, 2019, Regular Meeting of the Military Support Committee as submitted.
Motion Carried 15-0-3, with Committee Member Kenney abstaining, and Committee Members Harms and Khalifa being absent.

3. Reports from the 1st Battalion, 4th Marines, USS Stockdale, and 1st Assault Helicopter Battalion, 140th Aviation Regiment Representatives

Sabrina King, 1st Battalion, 4th Marines Representative, displayed photographs taken during the Marine luncheon on October 31, 2019; photos of Marines volunteering at the City’s Haunted Trails event; photos from the family Halloween event. She advised a Gold Star mom rented out a home in Escondido and invited all for Thanksgiving; invited all to attend the Sea World event, which includes lunch and admission; asked those with expired Marine Base Admission Passes to stay after and consult with her. She will send information to Secretary Luketich for forwarding to the Committee.

Lt. Col. Mike Regner, Battalion Commander, First Battalion, Fourth Marines, reported the troops have been moving houses on base and the Marine officers elected to install individual air conditioning units in camp rooms; thanked the Committee for their support at events; informed the troops were continuing to undergo training.

CMDCN (SW) Jared Mueller, USS Stockdale, introduced their new Ombudsman, Christine Garrison; reported the ship will be undergoing shipyard maintenance for the next 6 months; thanked the Committee for its support of holiday parties and special events.

4. Discuss Possible Cancelation of the December 9, 2019, Military Support Committee Meeting

A MOTION was made by Committee Member Encinas, seconded by Committee Member Faita-Nuygen to cancel the Regular December 9, 2019, meeting.
Motion Carried 16-0-2, with Committee Members Harms and Khalifa being absent.
5. **Discuss the Veterans Day Ceremony on November 11, 2019.**

Co-Chair Gennawey encouraged all to attend the event, noted there will be a table with information on potential job openings for the upcoming census.

6. **Discuss City Social Media- City Manager Letourneau**

City Manager Letourneau reviewed the City's social media policy, which has recently been refined and streamlined. Key provisions are a limit to one account run by the City Manager’s office to ensure accuracy, consistency, and maximum outreach. She encouraged the Committee Members to use the appropriate channels for posting updates, information, recaps, events, etc., and urged anyone with information, questions or concerns to contact her office.

In response to a suggestion, Secretary Luketich agreed to contact the Parks and Recreation Division to inquire about inserting information regarding the Committee and its events into the quarterly magazine.

7. **Check Request for 1st Battalion, 4th Marines, Barracks Rehab Project, in the amount of $15,801.00**

Lt. Col. Mike Regner, Battalion Commander, First Battalion, Fourth Marines, reviewed the request for funds for renovation, classroom supplies, BBQ grills and bleachers for the Camp Horno barracks and classroom area. Referring to the breakdown of costs included with the request, he suggested the items could be arranged in phases if the funds cannot be awarded all at once. The 1st Battalion, 4th Marines will occupy the barracks until they deploy in November of 2020; after that the barracks will be occupied by new Marines. It will add to their quality of life until then, allowing them to BBQ, socialize at tables and chairs, live in clean, neat quarters, and have adequate bleacher seating.

Committee Member Humphreys described the existing single Marines barracks as deplorable, with broken furniture and equipment, walls badly in need of painting, and unkept grounds. The requested funding will provide the troops with BBQ grills for morale building, a clean and neat socializing area, classroom supplies and proper seating to enhance learning, and freshly painted individual spaces.

Committee Member Ulrich acknowledged the need for the renovations and supported the proposed use of the funds, but cautioned that the amount requested was the entire amount raised this year. He suggested the Committee work extra hard during the spring and/or consider holding a major fundraiser to replace the funds.

Committee Member Encinas apologized for not having the photos of the existing barracks submitted in time for inclusion in the agenda packet. He speculated that with shopping around and getting additional contractor bids the costs could be reduced. The proposed improvements are the bare minimum to improve their quality of life.
During discussion, the Committee elected to reorganize the proposed improvements as a practical matter to help with cost estimates and volume discounts; directed Single Marines Subcommittee Members to arrange alternative painting bids and continue shopping around for the best prices on supplies.

A MOTION was made by Committee Member Encinas, seconded by Committee Member Faita-Nguyen, to approve the Marines Barracks Rehab project and release of funds as follows:

Barracks' painting and supplies in an amount not to exceed $8,873.00
Purchase of BBQ's (4) in an amount not to exceed $2,888.00
Purchase of Bleachers in an amount not to exceed $4,040.00
Motion Carried 16-0-2, with Committee Members Harms and Khalifa being absent.

8. Check Request for the Holiday Parade Brunch for the Military Members on December 14, 2019, in the amount of $1,939.50.

Committee Member Garnreiter summarized the staff report; revised the requested amount to not to exceed $2,500.00 to ensure adequate food is purchased once the total number of attendees is established.

A MOTION was made by Committee Member Tuma, seconded by Committee Member Humphreys, to approve a check in an amount not to exceed $2,500.00 to cover the costs of brunch for marching Military members.
Motion Carried 16-0-2, with Committee Members Harms and Khalifa being absent.

9. Check Request for the USS Stockdale Holiday Party on December 5, 2019, not to exceed $5,000.00

A MOTION was made by Committee Member Encinas, seconded by Committee Member McGrath to approve a check in the amount of NTE $5,000.00 to cover the costs of the USS Stockdale Holiday Party.
Motion Carried 16-0-2, with Committee Members Harms and Khalifa being absent.

10. Check Request for the USS Stockdale Children’s Holiday Party on December 7, 2019, in the amount of $3,204.62.

Committee Member McGrath reviewed the request; revised the amount requested to reflect return of the deposit.

A MOTION was made by Committee Member Humphreys, seconded by Committee Member Ulrich, to approve a check in the amount of $3,004.62 to cover the costs of admission, food, games, and rides for the USS Stockdale Holiday Children’s Party on December 7, 2019.
Motion Carried 16-0-2, with Committee Members Harms and Khalifa being absent.
11. Check Request for the Laguna Niguel Holiday Parade Bus Transportation on December 14, 2019, not to exceed $500.00

Committee Member Abrams reviewed the request; thanked the City for their support.

A MOTION was made by Committee Member Tuma, seconded by Committee Member McGrath, to approve a check in an amount not to exceed $500.00 to cover the costs of bus transportation at the Holiday Parade on December 14, 2019.
Motion Carried 16-0-2, with Committee Members Harms and Khalifa being absent.

12. Update on Holiday Toy Drive

Committee Member Encinas announced that the annual Holiday Toy Drive was scheduled for this weekend; requested Committee Members volunteer to man the tables. He asked those unable to volunteer to contact him separately. Committee Members briefly discussed potential that email addresses are incorrect/not sending properly through the system. He will ensure he has personal and up to date addresses and email the sign-up sheet out again.

13. Committee Reports

Committee Member Abrams requested volunteers for the parade and asked all to respond to an upcoming email indicating volunteer opportunities.

Individual Committee Members thanked the representatives for invites and reported good times had at the Single Marines BBQ, USS Stockdale Family Day Cruise, and Marine Ball.

Sabrina King, 1st Battalion, 4th Marines Representative, thanked the Committee for their support; advised they will continue to work on fundraising as well to help build up the coffers.

Co-Chair Gennawey reminded all that agenda items have to be submitted at least one week in advance to satisfy Brown Act regulations; encouraged all to attend the Veteran’s Day Ceremony on November 11, 2019.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Gennawey adjourned the meeting at 1:41 p.m. to the Regular Military Support Committee Meeting to be held on January 13, 2020, at 12:00 p.m. in the City of Laguna Niguel Council Chambers located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.
Review Sub-Committee Appointments

Agenda Item No. 9
# MILITARY SUPPORT COMMITTEE

## SUB-COMMITTEE ASSIGNMENTS - 2020

CO-CHAIRS: ELAINE GENNAWEY AND SANDY RAINS

(Updated 01-08-2020)

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<tr>
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<th>Member</th>
<th>Event Date</th>
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| 4th of July Celebration    | David Tuma – Co-Chair (YMCA Liaison)  
Bill Sundin  
John Ulrich – Co-Chair (Military)  
Dan Abrams – Co-Chair  
Matt Kenney                  | July 4, 2020                                                           |
| Baby Care Packages*        | Rich Encinas – Co-Chair  
Debra Garreiter  
Carole Allen  
Elena Faita-Nguyen – Co-Chair  
Kathy Khalifa  
Sam Joseph DeBaca             | March 14, 2020  
March 15, 2020  
9:00 am – 6:00 pm            |
| Care Packages*             | John Humphrey – Co-Chair  
David Tuma – Co-Chair  
Rischii Paul Sharma  
Lynn Hoskins  
John Harms  
David Weiss                  | TBD                       |
| Car Washes*                | Frank McGrath – Co-Chair  
Dan Abrams – Co-Chair  
Bill Sundin  
Elena Faita-Nguyen  
David Weiss  
Lynn Hoskins                | USS Stockdale – TBD  
1/4 Marines – TBD  
140th -                     |
| 2020 Major Fundraiser      | John Ulrich – Co-Chair  
John Harms – Co-Chair  
Stephanie Winstead  
David Weiss  
Elena Faita-Nguyen  
Matt Kenney                 | TBD                       |
| Holiday Parade             | Dan Abrams – Co-Chair (Parade)  
Debra Garreiter – Co-Chair (Luncheon)  
Kathy Khalifa – Co-Chair (Luncheon)  
John Humphrey – Co-Chair (Parade)  
Lynn Hoskins                | December 12, 2020     |
| Holiday Toy Drive*         | Rich Encinas  
Carole Allen – Co-Chair  
Elena Faita-Nguyen – Co-Chair  
John Harms  
Lynn Hoskins  
Sam Joseph De-Baca           | November 28, 2020  
November 29, 2020  
December 5, 2020  
December 6, 2020             |
| Letter Writing             | Rischii Paul Sharma – Co-Chair  
Matt Kenney  
Stephanie Winstead – Co-Chair | Ongoing                   |
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<td>Rich Encinas</td>
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<td>Single Marines</td>
<td>John Humphrey – Co-Chair</td>
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<td>Sam Joseph DeBaca</td>
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<td>Single Sailors</td>
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<td>Frank McGrath – Co-Chair</td>
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<td>David Weiss</td>
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<tr>
<td>General/Special Needs – Stockdale</td>
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<td>General/Special Needs – 1/4 Marines</td>
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<td>General/Special Needs – 1/140 Aviation Regiment</td>
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<td>Veterans Day</td>
<td>Debra Garnreiter – Co-Chair</td>
<td>November 11, 2020</td>
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<td>Elaine Gennawey – Co-Chair</td>
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<td>David Tuma</td>
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<td>American Legion Auxiliary Unit 281</td>
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<td>Winstead, Stephanie</td>
<td>Laguna Niguel Chamber of Commerce</td>
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<td>Boy Scouts, Girl Scouts</td>
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</tbody>
</table>

The Laguna Niguel community is supportive of the LNMSC activities – if it knows about the activities. The role and responsibility of the LNMSC Community Organization Liaison is to:

1. Keep the community informed about any and all LNMSC activities where their participation is invited.
2. Enlist volunteers for LNMSC activities.
3. Keep the community informed about the LNMSC, USS Stockdale, and 1st Battalion, 4th Marine Regiment and 140th Aviation Regiment to cultivate a continuing relationship of care and support.
4. Inform the community of the ongoing opportunity to support the LNMSC through donations to the LNMS Foundation.
5. Enlist sponsorship of the LNMSC golf tournament and/or signature fundraiser.
6. If applicable, provide information to the organization’s newsletter, e-newsletter, e-mail communications, website, and meeting announcement/agenda. This information can be provided by the LNMSC Secretary or Social Media Coordinator.