



Laguna Niguel Military Support Committee AGENDA

**REGULAR MEETING OF
April 8, 2019 - 12:00 p.m.**

**COUNCIL CHAMBERS
LAGUNA NIGUEL CITY HALL**

**30111 Crown Valley Parkway
Laguna Niguel, California 92677**

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.

**City Hall
30111 Crown Valley Parkway
(949)362-4300 Fax (949)362-4340
www.cityoflagunaniguel.org**

CALL TO ORDER AND ROLL CALL

INVOCATION – Committee Member John Humphrey

PLEDGE OF ALLEGIANCE – Committee Member David Tuma

PRESENTATIONS -

- 1. Administration of Oath of Office to Incoming Military Support Committee Member Jason Kirmel-Long**

Recommendation

Administer Oath of Office.

- 2. Girl Scout Council and Laguna Niguel Girl Scout Leaders**

Recommendation

Hear Presentation.

PUBLIC COMMUNICATIONS

DISCUSSION ITEMS

- 1. Foundation Financial Report**

Recommendation

Receive and file report.

- 2. Update on City Military Support Committee Account**

Recommendation

Hear update.

- 3. Minutes of the Regular Military Support Committee Meeting on March 11, 2019**

Recommendation

Approve as written or amended.

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

Recommendation

Hear reports.

5. **Check Request for the USS Stockdale Homecoming Food**

Recommendation

Discuss and approve the check request for breakfast items for the families waiting at the Pier, not to exceed \$500.00.

6. **Check Request for the USS Stockdale Single Sailor Bags**

Recommendation

Discuss and approve the check request for the USS Stockdale Single Sailor Bags and items, not to exceed \$3,000.00.

7. **Discuss the October 5th Veterans Resource Fair, Hosted by Senator Bates and Assemblyman Brough**

Recommendation

Discuss.

8. **Discuss “The Wall that Heals”**

Recommendation

Discuss.

9. **Recap of the 1st Battalion, 4th Marines and USS Stockdale Baby Shower Drive Held on March 16 & 17, 2019**

Recommendation

Hear recap.

10. **Committee Reports**

Recommendation

Hear reports.

ADJOURNMENT

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

**Mayor Pro Tem Laurie Davies – Co-Chair
Council Member Elaine Gennawey – Co-Chair**

**Daniel Abrams
Carole Allen
Rich Encinas
Elena Faita-Nguyen
James Forsyth
Debra Garnreiter
John Harms
John Humphrey
Bill Kelley**

**Kathy Khalifa
Jason Kirmel-Long
Frank McGrath
Dennis Mulvaney
Rischi Paul Sharma
Bill Sundin
David Tuma
John Ulrich**

**Sebrina King, First Battalion, Fourth Marines
CMDCN (SW) Jared Mueller, USS Stockdale
Lt. Col. Tom Potter, 1st Assault Helicopter Battalion,
140th Aviation Regiment**

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

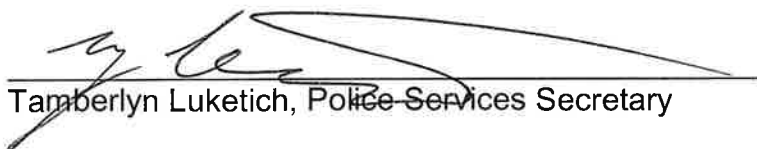
The Council Chambers is wheelchair accessible and disabled parking is available in the City Hall parking lot. Assisted Listening is available in the Council Chambers. To arrange for use of a personal listening device, please contact the City Clerk prior to the meeting.

AFFIDAVIT OF POSTING

COUNTY OF ORANGE)
CITY OF LAGUNA NIGUEL)

I, TAMBERLYN LUKETICH, POLICE SERVICES SECRETARY, hereby certify, under penalty of perjury, that I caused the posting of this agenda by 12:00 p.m. on Friday, April 5, 2019 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

Foundation Financial Report

**Agenda Item No. 1
Distributed at Meeting**

Update on City Military Support Committee Account

Agenda Item No. 2



Laguna Niguel, CA

Detail vs Budget Report Account Detail

Date Range: 07/01/2018 - 06/30/2019

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Encumbrances	Fiscal Budget	Vendor	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	07/01/2018	GLPKT00238	Military Support	JN00814		Civic Plus Inc. - Annual hosting fee - Military Support website (7/1/18-6/30/19)	0.00	12,000.00	5009 - KRISTIN NGUYEN	0.00	8,408.74	8,408.74	3,591.26	29.93 %
	08/15/2018	APPKT00032		PC 8/13/18 FY18-19	1672	Petty Cash Replenishment for City Hall			2499 - LAGUNA NIGUEL MILITARY SUPPORT FO...					Amount
	09/13/2018	APPKT00044		October 27, 2018	1897	Table for Tribute to Our Military event - 10/27/18								5,832.87
	09/26/2018	APPKT00047		9/6/18 Gomez	2018	Visa charges for Eileen Gomez			2667 - U.S. BANK CORPORATE PAYMENT SYSTEM					7.98
	10/18/2018	APPKT00055		10/02/18	2175	Reimbursement for Military Support Committee			VEN01216 - FRANK MCGRATH					900.00
	10/30/2018	APPKT00056		10/29/2018	2201	Petty Cash Replenishment for City Hall			5009 - KRISTIN NGUYEN					350.00
	11/08/2018	APPKT00060		26259	2367	Printing for Military Support Committee			1041 - SOLINK INC.					160.01
	11/28/2018	APPKT00067		11/6/18 Sterling	2520	Visa charges for Megan Sterling			2667 - U.S. BANK CORPORATE PAYMENT SYSTEM					23.94
	12/14/2018	GLPKT00317		JN01210		LN Military Support Foundation - Reimbursement for 50% of Solink/Aliso Creek costs for Toy Drive flyers (Inv #26380)								269.38
	12/17/2018	APPKT00073		26380	2728	Printing for Military Support Committee			1041 - SOLINK INC.					231.47
	12/18/2018	APPKT00073		11/11/18	2657	Reimbursement for Veterans Day Ceremony supplies			VEN01278 - DEBRA GARNREITER					-67.35
	12/20/2018	APPKT00074		5190145-0011205045	2643	Military Support Committee notices November 2018			1580 - CALIFORNIA NEWSPAPERS PARTNERSHIP					741.00
	12/20/2018	GLPKT00301		JN01104		To adjust account coding for CA Newspapers Ptnrshp Inv #5190145-0011205045.								-741.00
	02/11/2019	APPKT00087		2/8/19	3017	Petty Cash Replenishment for City Hall			5009 - KRISTIN NGUYEN					24.88
	03/11/2019	APPKT00098		26678	3281	Printing for Military Support Committee			1041 - SOLINK INC.					420.23

Report Total: 0.00 12,000.00 8,408.74 3,591.26 29.93 %

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	Military Support	0.00	12,000.00	0.00	8,408.74	8,408.74	3,591.26	29.93 %
Report Total:		0.00	12,000.00	0.00	8,408.74	8,408.74	3,591.26	29.93 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	12,000.00	0.00	8,408.74	8,408.74	3,591.26	29.93 %
Report Total:	0.00	12,000.00	0.00	8,408.74	8,408.74	3,591.26	29.93 %

**Minutes of the Regular Military Support
Committee Meeting on
March 11, 2019**

Agenda Item No. 3

**MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE MEETING
March 11, 2019 @ 12:00 p.m.**

CALL TO ORDER: Co-Chair Davies called the Meeting of the City of Laguna Niguel Military Support Committee to order at 12:04 p.m.

ROLL CALL

Present

Daniel Abrams, Carole Allen, Rich Encinas, Elena Faita-Nguyen, James Forsyth, Debra Garnreiter, John Harms, John Humphrey, Bill Kelley, Kathy Khalifa, Frank McGrath, Dennis Mulvaney, Rishi Paul Sharma, Bill Sundin, John Ulrich; Councilmember Elaine Gennawey, (Co-Chair), Councilmember Laurie Davies, (Co-Chair)

Sabrina King, First Battalion, Fourth Marines Representative
Lindsey Pattyson, USS Stockdale Family Association
Robert West, 1st Assault Helicopter Battalion, 140th Aviation Regiment Representative

Absent:

Jason Kirmel-Long, David Tuma

City Staff:

Tamberlyn Luketich, Police Services Secretary
Eileen Gomez, City Clerk
Eileen White, Recording Secretary

INVOCATION: Member Sharma led the Invocation.

PLEDGE OF ALLEGIANCE: Member Encinas led the Pledge of Allegiance.

PUBLIC COMMUNICATIONS

None

PRESENTATIONS

1. Administration of Oath of Office to Incoming Military Support Committee Member Jason Kirmel-Long

No administration of Oath due to the absence of Committee Member Kirmel-Long.

DISCUSSION ITEMS

1. **Foundation Financial Report**

Committee Member Kelley reviewed the totals on the financial documents

Report received and filed.

2. **Update on City Military Support Committee Account**

Police Services Secretary Luketich was available for questions.

Report received and filed.

3. **Minutes of the Regular Military Support Committee Meeting on February 11, 2019**

A MOTION was made by Committee Member McGrath, seconded by Committee Member Abrams to receive and file the Minutes of the March 11, 2019, Regular Meeting of the Military Support Committee with revision.

MOTION CARRIED 15-0-4, with Committee Members Encinas, Kirmel-Long, Mulvaney, and Tuma being absent.

Revised as follows:

Page 2, Discussion Item #3, revise the Motion result to read, "**Motion Carried 2-0**"

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

1st Battalion, 4th Marines Representative King displayed 3 videos showing military training exercises, daily activities, and military personnel interactions with the local community and schools; reported on the success of the halfway dinner; reported monies to fund the halfway events were saved due to less than anticipated spending; announced, "Help a Hero" event to provide free child care for spouses, on April 6, 2019, and Easter Potluck on April 13, 2019. It is anticipated the Marines will return between the 10th and 20th of May, 2019.

USS Stockdale Family Association Representative Pattyson announced that families' halfway events were successful; gifted the Committee with a sign made by the USS Stockdale family members to honor the Committee for its support; announced the Sky Zone activity scheduled for later this month. Committee Member McGrath announced and invited the Military Support Committee Members to attend the USS Stockdale Tiger Cruise. Family and Committee Members are welcome to travel to Hawaii and meet the ship on May 14, 2019, then travel with the ship from Hawaii to base and arrive on May 20, 2019.

1st Assault Helicopter Battalion, 140th Aviation Regiment Representative West reported troops are readying to do aerial gunman training at Twenty-nine Palms from March 20-24, 2019; vehicles will be moved between May 18 to June 18, 2019; the Battalion will be ready for deployment in 2021. He thanked the Committee for all their support, and noted requests for flyovers must be made at least 90 days in advance.

5. **Check Request for the Purchase of (6) EZ Ups**

Committee Member Humphrey requested the Committee approve the purchase of 6 EZ-Up tents to use during the car washes for shade and efficiency. He noted the tents come in red, white, and blue; requested the Committee provide input on the color choices.

Councilmember Gennaway reported the City had just purchased tents and suggested Committee Member Humphrey contact Parks and Recreation Director Giglio to see if the committee may be able to take advantage of volume pricing.

Committee Members agreed to revise the estimate to add “not to exceed” in the event the tents come in at a lower price; agreed that two (2) red, two (2) blue, and two (2) white tents would provide the best impact and potentially increase car wash participation.

A motion was made by Committee Member McGrath, seconded by Committee Member Encinas to approve the check request in the amount of *not to exceed* \$1,939.44 for the purchase of 6 EZ-Up Canopy Tents. Tent colors shall be two (2) red, two (2) white, and two (2) blue.

Motion carried 17-0-2, with Committee Members Kirmel-Long and Tuma being absent.

6. **Check Request for the 1st Battalion, 4th Marines Single Marines Homecoming /Barracks Clean-up, not to exceed \$3,000**

Representative King described the proposed expense, an operation that uses volunteers to clean the barracks and leave a list of supplies for the single Marines. Additional volunteers are always welcome. Operation organizer Wendy Ruiz thanked the Committee for their support and noted all donations go directly to the 1/4. She will forward staff the “Help a Hero” website for information/volunteer sign ups. Co-Chair Davies suggested promotion of the operation on facebook pages as well in order to encourage additional volunteers.

A motion was made by Committee Member Khalifa, seconded by Committee Member Encinas to approve the check request in the amount of not to exceed \$3,000.00 for the purchase of towel sets for approximately 650 marines.

Motion carried 17-0-2, with Committee Members Kirmel-Long and Tuma being absent.

7. Check Request for the USS Stockade, Materials for Making the Stockade Homecoming Lei

Committee Member Allen explained that the homecoming lei construction is being organized by the families. Committee Member Encinas noted there were boxes of flowers left over from previous leis and agreed to deliver to Representative Pattyson. Lindsay Representative Pattyson announced the lei making event is scheduled for May 5, 2019. She will forward the contact information to staff in case anyone wants to volunteer to help.

A motion was made by Committee Member McGrath, seconded by Committee Member Faita-Nguyen to approve the check request in the amount of \$771.01 for the purchase of materials need to make the Lei and refreshments for the Lei party.

Motion carried 17-0-2, with Committee Members Kirmel-Long and Tuma being absent.

8. Check Request for Letter Writing Materials

Committee Member Humphrey explained that the amount requested will cover the cost of the new letter writing materials for approximately 2 years. This amount will also cover the cost of water-soluble markers (to ease clean-up of kids' hands), pens, and stickers.

Committee Member Khalifa offered to deliver the left over (from previous years) writing materials and supplies to Mr. Humphrey.

A motion was made by Committee Member McGrath, seconded by Committee Member Mulvaney to approve the check request in the amount of \$213.36 for the purchase of postcards, pens, markers and stickers.

Motion carried 17-0-2, with Committee Members Kirmel-Long and Tuma being absent.

9. Check Request for Beautification of the 1st Battalion, 4th Marines Command Post

Representative King reviewed the request, which includes plastic yellow chain.

A motion was made by Committee Member Harms, seconded by Committee Member Ulrich to approve the check request in the amount of not to exceed \$400.00 for the purchase of postcards, pens, markers and stickers.

Motion carried 17-0-2, with Committee Members Kirmel-Long and Tuma being absent.

10. Update on the 1st Battalion, 4th Marines and USS Stockdale Baby Shower Drive Being Held on March 16 & 17, 2019

Committee Member Encinas updated the Committee on the status of the Baby Shower Drives; distributed a sign-up sheet for potential volunteers to man 3 hour shifts outside stores.

Report received and filed.

11. Discuss Car Wash for the 1st Assault Helicopter Battalion, 140th Aviation Regiment

Committee Member McGrath reported the car wash tentatively scheduled for April has been postponed and will be rescheduled during the summer months.

Report received and filed.

12. Discuss Updating the Military Support Committee Brochure

Police Services Secretary Luketich reviewed the current brochure; noted intent to update with new photos and have on hand for review at the Committee's April or May meeting.

Report received and filed.

13. Committee Reports

Representative King invited all to attend the Welcome Home event; noted the date/time will be announced as soon as it is available.

Committee Member McGrath invited all to attend the Welcome Home event for the USS Stockdale; he will provide the date/time when available. Donations to support the Welcome Home event are always welcomed and appreciated.

Committee Member Ulrich encouraged new members to forward their information to Secretary Luketich for ordering new name tags; requested long term Committee Members reach out and provide mentoring for the newer Members.

Committee Member Mulvaney reported he has secured Girl Scout Cookies for upcoming homecomings.

Co-Chair Davies announced The Brown Act training will be organized by the City's new law firm. She anticipates it will be a separate meeting and include City Council as well as all City Commissions and Committees.

Co-Chair Gennaway offered to research and report back to Committee Member Encinas regarding the storage of new baby items.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Davies adjourned the meeting at 1:13 p.m. to the next Regular Military Support Committee Meeting to be held on April 8, 2019, at 12:00 p.m. in the City of Laguna Niguel Council Chambers located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.

**Check Request for the USS Stockdale
Homecoming Food**

Agenda Item No. 5

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION	
Event Name:	USS Stockdale Homecoming Food
Description:	Breakfast items for the Families the morning of Homecoming
Location:	Navy Base San Diego
Event Date:	May, 2019
Date Funds Required By:	4/14/19

Request Submitted by: <u>Frank McGrath</u>	<u>Carole Allen</u>
Sub-Committee Co-Chair	Sub-Committee Co-Chair

APPROVALS OBTAINED	
Command:	<input type="checkbox"/> 1/4 Battalion <input checked="" type="checkbox"/> USS Stockdale <input type="checkbox"/> 1/140th <input type="checkbox"/> NA
Committee:	<input type="checkbox"/> Yes If Yes, approval date: _____ <input type="checkbox"/> Not Obtained

DESCRIPTION OF EXPENSE	UNIT(S) BENEFITED	AMOUNT \$
The Homecoming for the USS Stockdale	Stockdale	NTE \$500
is scheduled for about May 20th.		
On the morning of the homecoming breakfast items		
will be provided for the families waiting at the Pier.		
Total Amount Requested		NTE \$500

CHECK PAYABLE TO:	<u>USS Stockdale Family Association</u>		
STREET ADDRESS:	<u>Lindsey Pattyson, 1421 Leyte Rd, Apt E</u>		
CITY:	<u>Coronado</u>	STATE:	<u>CA</u> ZIP: <u>92118</u>
TELEPHONE:	<u>330-697-2614</u>	EMAIL:	<u>ussstockdalefa@gmail.com</u>

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:

**Check Request for the USS Stockdale
Single Sailor Bags**

Agenda Item No. 6

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION EVENT PLANNING AND CHECK REQUEST FORM

EVENT/ACTIVITY INFORMATION	
Event Name:	USS Stockdale Homecoming Single Sailor Bags
Description:	Bags with necessities will be provided to the Single Sailors
Location:	Navy Base San Diego
Event Date:	May, 2019
Date Funds Required By:	4/14/19

Request Submitted by: <u>Frank McGrath</u>	<u>Carole Allen</u>
Sub-Committee Co-Chair	Sub-Committee Co-Chair

APPROVALS OBTAINED	
Command:	<input type="checkbox"/> 1/4 Battalion <input checked="" type="checkbox"/> USS Stockdale <input type="checkbox"/> 1/140th <input type="checkbox"/> NA
Committee:	<input type="checkbox"/> Yes If Yes, approval date: _____ <input type="checkbox"/> Not Obtained

DESCRIPTION OF EXPENSE	UNIT(S) BENEFITED	AMOUNT \$
The Homecoming for the USS Stockdale	Stockdale	NTE \$3000
is scheduled for about May 20th.		
The MSC will assemble bags containing necessity items		
for about 150 single sailors. This request is for the		
items and bags.		
Total Amount Requested		NTE \$3000

CHECK PAYABLE TO: <u>Carole Allen</u>
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: