



Laguna Niguel Military Support Committee AGENDA

SPECIAL MEETING OF
May 23, 2022 - 12:00 p.m.

WELCOME TO YOUR MILITARY SUPPORT COMMITTEE REGULAR MEETING!

Regular meetings are held on the third 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, located in the reception area on the first 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

ROLL CALL

INVOCATION – Committee Member McGrath

PLEDGE OF ALLEGIANCE – Committee Member Betonte

PRESENTATIONS

PUBLIC COMMUNICATIONS

CONSENT CALENDAR

1. Foundation Financial Report

Recommendation

Receive and file report.

2. City Military Support Committee Account

Recommendation

Receive and file report.

3. Minutes of the Military Support Committee Regular Meeting on April 18, 2022

Recommendation

Approve as written or amended.

DISCUSSION ITEMS

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

Recommendation

Hear reports.

2. Discuss Sea Country Festival Ideas/Activities/Guidelines/Participation

Recommendation

Discuss and approve.

3. **Discuss and Approve Reimbursement Form for the Military Units to Travel to the Military Support Committee Meetings.**

Recommendation

Discuss and approve.

4. **Discuss New Dates for the Baby Care Package Drive at Walmart**

Recommendation

Discuss and approve.

5. **Discuss and Approve Date/Location for Major Fundraiser: October 20, 2022- Laguna Niguel Community Center**

Recommendation

Discuss and approve.

6. **Discuss and Approve Major Fundraiser Website Domain Name**

Recommendation

Discuss and approve.

7. **Hear Update on Status of Restaurants, to Date, for Major Fundraiser**

Recommendation

Hear update.

8. **Discuss and Approve Various Roles by the Military Support Committee Members for Major Fundraiser**

Recommendation

Discuss and approve.

9. **Committee Reports**

Recommendation

Hear reports.

ADJOURNMENT

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

**Mayor Pro Tem Sandy Rains – Co-Chair
Council Member Risch Paul Sharma – Co-Chair**

**Amy Betonte
Timothy Bowman
Melissa Caldwell
Elena Faita-Nguyen
Debra Garnreiter
Michael Gerard
James Charles Glantz
Lynn Hoskins
John Humphrey**

**Kathy Khalifa
Frank McGrath
Edward Struzik
Bill Sundin
David Tuma
John Ulrich
Jeff von Waldburg
David Weiss
Stephanie Winstead**

**Sebrina King, First Battalion, Fourth Marines
Command Master Chief Eli Robles, USS Stockdale
LT Col Matt Jonkey, 1st Assault Helicopter Battalion,
140th Aviation Regiment**

Carole Allen, Laguna Niguel Military Support Foundation Representative


Email address.....info@Inmilitarysupport.org
Website address.....www.Inmilitarysupportfoundation.org

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, May 21, 2022 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

Laguna Niguel Military Support Foundation
Balance Sheet Summary (Unaudited)
As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	46,141.62
10120 · Temporarily Restricted Amounts	
10125 · 1-4 Marines	4,851.09
10138 · Robert Ming Memorial	725.00
Total 10120 · Temporarily Restricted Amo...	<u>5,576.09</u>
Total 10100 · US Bank Checking	<u>51,717.71</u>
10310 · PayPal New	
10315 · PayPal New Unrestricted	655.89
10320 · Temporarily Restricted PayPal	
10329 · Robert Ming Memorial PayPal	4,201.30
Total 10320 · Temporarily Restricted PayPal	<u>4,201.30</u>
Total 10310 · PayPal New	<u>4,857.19</u>
Total Checking/Savings	<u>56,574.90</u>
Other Current Assets	
12000 · *Undeposited Funds	50.00
Total Other Current Assets	<u>50.00</u>
Total Current Assets	<u>56,624.90</u>
TOTAL ASSETS	<u>56,624.90</u>
LIABILITIES & EQUITY	
Equity	
30200 · Available for Operations	22,686.88
30400 · Operating Reserve	15,000.00
31000 · Temp. Restricted Net Assets	
31110 · Use Restricted-1/4 Marines	5,149.56
Total 31000 · Temp. Restricted Net Assets	<u>5,149.56</u>
Net Income	<u>13,788.46</u>
Total Equity	<u>56,624.90</u>
TOTAL LIABILITIES & EQUITY	<u>56,624.90</u>

4:37 PM
 05/08/22
 Cash Basis

Laguna Niguel Military Support Foundation
Income & Expense Detail (Unaudited), 1-4 Marines
 January through March 2022

Date	Num	Name	Memo	Paid Amou...
Ordinary Income/Expense				
Income				
40000 · Direct Public Support				
40010 · Individ, Small Bus Contribs				
01/18/2022		One Shield Security Services	1-4 Marines	700.00
Total 40010 · Individ, Small Bus Contribs				700.00
Total 40000 · Direct Public Support				700.00
Total Income				700.00
Gross Profit				700.00
Expense				
60000 · Program Expenses				
61100 · Supplies--Pgm Exp				
01/18/2022	15012	OCC Outdoors	1-4 Memorial Park Benches	7,313.38
03/11/2022		RMBQ INC	1-4 Marines - Town Hall Meeting	250.00
Total 61100 · Supplies--Pgm Exp				7,563.38
62000 · Facilities and Equipment				
62100 · Equipment Rental--Pgm Exp				
02/13/2022	00009...	Encore	Refund - Audio Visual Services Group - 2021...	-3,843.50
Total 62100 · Equipment Rental--Pgm Exp				-3,843.50
Total 62000 · Facilities and Equipment				-3,843.50
63820 · Credit Card Processing Fees				
63824 · Other Transaction Fees				
01/12/2022	17198...	Eventbrite	Refund of 1-4 Marine Birthday Ball Fees	-838.91
01/12/2022	17158...	Eventbrite	Refund of 1-4 Marine Birthday Ball Ticket Fees	-1,882.50
Total 63824 · Other Transaction Fees				-2,721.41
Total 63820 · Credit Card Processing Fees				-2,721.41
Total 60000 · Program Expenses				998.47
Total Expense				998.47
Net Ordinary Income				-298.47
Net Income				-298.47

4:33 PM
05/08/22
Cash Basis

Laguna Niguel Military Support Foundation
Income & Expense--Month Summary 2022 (unaudited)
March 2022

	<u>Mar 22</u>
Ordinary Income/Expense	
Income	
40000 · Direct Public Support	<u>3,915.99</u>
Total Income	<u>3,915.99</u>
Gross Profit	3,915.99
Expense	
60000 · Program Expenses	<u>433.48</u>
Total Expense	<u>433.48</u>
Net Ordinary Income	<u>3,482.51</u>
Net Income	<u><u>3,482.51</u></u>

**City Military Support
Committee Account**

Agenda Item No. 2



Laguna Niguel, CA

Detail vs Budget Report Account Detail

Date Range: 07/01/2021 - 06/30/2022

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>100-01-5750</u>			Military Support				0.00	4,000.00	0.00	1,476.48	1,476.48	2,523.52	63.09 %
	08/20/2021	APPKT00395		8/6/21 Luketich	9657	Military support							
	08/20/2021	APPKT00397		8/6/21 Asuncion	9657	Military support							
	10/26/2021	APPKT00416		10/6/21 Luketich	10070	Military Support Committee							
	10/26/2021	APPKT00416		2109013	10028	Public Works maintenance for September 2021							
	11/24/2021	APPKT00424		11/8/21 Luketich	10258	Military Support Committee supplies							
	02/18/2022	APPKT00449		2/7/22 Luketich	10863	Military Support supplies							
	03/23/2022	APPKT00460		3/7/22 Luketich	11105	Military Support Committee							
	04/25/2022	APPKT00468		4/6/22 Luketich	11296	Military Support Committee							
Report Total:													
								4,000.00	0.00	1,476.48	1,476.48	2,523.52	63.09 %



Detail vs Budget Report

Date Range: 07/01/2021 - 06/30/2022

Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	Military Support	0.00	4,000.00	0.00	1,476.48	1,476.48	2,523.52	63.09 %
Report Total:		0.00	4,000.00	0.00	1,476.48	1,476.48	2,523.52	63.09 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	4,000.00	0.00	1,476.48	1,476.48	2,523.52	63.09 %
Report Total:	0.00	4,000.00	0.00	1,476.48	1,476.48	2,523.52	63.09 %

**Minutes of the Regular Military Support
Committee Meeting on
April 18, 2022**

Agenda Item No. 3

**MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE REGULAR MEETING
April 18, 2022 – 12:00 p.m.**

CALL TO ORDER – Co-Chair Sharma called the Regular Meeting of the City of Laguna Niguel Military Support Committee to order at 12:00 p.m.

ROLL CALL

Present: Co-Chair Rains
Co-Chair Sharma
Amy Betonte
Tim Bowman
Melissa Caldwell
Debra Garnreiter
Michael Gerard
Lynn Hoskins
John Humphrey
Kathy Khalifa
Frank McGrath
Ed Struzik
Bill Sundin
David Tuma
John Ulrich
Jeff von Waldburg
David Weiss
Stephanie Winstead

Sebrina King – First Battalion, Fourth Marines Representative
Lt. Dilorenzo – First Battalion, Fourth Marines
Bill Kelley, President, Military Support Foundation
Carole Allen, Liaison, Military Support Foundation
Council Member, Kelly Jennings

Absent: Elena Faita-Nguyen, James Glantz

City Staff: Tamberlyn Luketich, Police Services Secretary
Justin Martin, Deputy City Manager

INVOCATION – Committee Member Hoskins

PLEDGE OF ALLEGIANCE – Committee Member Ulrich

PRESENTATIONS – Bill Kelley, President, Laguna Niguel Military Support Foundation, reviewed the background and procedures of the Laguna Niguel Military Support Foundation. Committee Member Khalifa asked if there was a procedure in place to list

the names of donors on the financials. Bill Kelley will research this request and members may also contact Ceri Hill with questions. Committee Member McGrath asked about procedure for special needs. Bill Kelly stated that once the Co-Chairs have approved a special need to contact him directly for disbursement of funds.

PUBLIC COMMUNICATIONS

Roberta Schwartz, a PACT volunteer, wanted to let the Military Support Committee know that she is available for any volunteer opportunities that become available.

CONSENT CALENDAR

Co-Chair Sharma pulled Item No. 1 for discussion.

A MOTION was made by Committee Member McGrath, seconded by Committee Member Khalifa, to approve Consent Calendar Items No. 2 and 3.

Motion carried 18-0-2, with Committee Members Faita-Nguyen and Glantz being absent.

2. City Military Support Committee Account

Receive and file.

3. Minutes of the Military Support Committee Regular Meeting on Marcy 21, 2022

Approved as written.

ITEMS PULLED FROM CONSENT CALENDAR

1. Foundation Financial Report

Bill Kelley reviewed the Laguna Niguel Military Support Foundation Financials. Co-Chair Rains inquired where the \$10,000.00 donation from the Picérne Foundation was allocated to. Bill Kelley will research this item and give an update to Co-Chair Rains. Co-Chair Sharma asked if the gift cards are listed on the reports and a total reflected. Bill Kelley stated that approximately \$4,000 are accounted for as part of the \$17,000 balance. Co-Chair Sharma asked if they could be separated as a line item. Co-Chair Rains asked if Bill could speak to the Foundation about bidding on the gift cards, in inventory, in order to bring in cash. Bill Kelley suggested using the gift cards on a check request in order to purchase items needed for the military.

A MOTION was made by Co-Chair Sharma, seconded by Committee Member Caldwell, to approve Consent Calendar Item No. 1.

Motion carried 18-0-2, with Committee Members Faita-Nguyen and Glantz being absent.

DISCUSSION ITEMS

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

Sebrina King, 1st Battalion, 4th Marines introduced Lieutenant Dilorenzo who was available for questions. The Easter event was a huge success. They held the Speak Their Names 7th annual hike and many families attended. The Pot Luck - Baby Shower event will be held on April 24th and the Mothers' Day Celebration will be May 8th. The Marines and Sailors are very busy out in the desert and are getting ready for deployment. Committee Member Khalifa asked how many expectant mothers would be at the event. Sebrina is expecting approximately 25 to attend.

Committee Member McGrath reviewed the status of the USS Stockdale. The Change of Command will be on May 2nd and will be shared on YouTube. The City Council meeting on May 17th will honor Commander Booher.

2. Review and Discuss Sub-Committee Dates/Events

Committee Member Betonte discussed having the major fundraiser either at the Community Center or Sea Country. Two fundraiser ideas are Taste for the Troops with a silent auction/raffle and a Gala event. The sub-committee is open for other ideas. Committee Member Struzik presented a power point presentation outlining the fundraiser procedure and roles/responsibilities. They will also be working with the Chamber of Commerce to create a donor data base. Collecting donations from Amazon Smile, Grocery Stores and Corporations are ideas being discussed. Co-Chair Sharma suggested adding churches and corporate donations as on-going to the outline. Committee Member Winstead mentioned adding the donors to the excel spreadsheet.

A MOTION was made by Committee Member Betonte, seconded by Committee Member Bowman, to develop Taste for the Troops.

Motion carried 18-0-2, with Committee Members Faita-Nguyen and Glantz being absent.

3. Discuss Support Needed for Major Fundraiser and Request for Additional Volunteers from the Military Support Committee and Community

Discussed during Item #2.

4. Discuss Ideas for Minor Fundraisers to Compliment Major Fundraiser that are Outside the Required Items, as stated, In the Military Support Operational Guidelines and Approval to Explore Same.

Discussed during Item #2.

5. Discuss the May 14th & 15th Baby Care Package Drive at Walmart

Committee Member Caldwell stated the sub-committee has reached out to schools and churches to donate as well as the actual Walmart Drive. Committee Member

Garnreiter is asking for members to sign up for shifts for the drive. Committee Member Caldwell will send out a form of donations needed, in Spanish, for families at the schools and churches.

A MOTION was made by Committee Member Tuma, seconded by Committee Member Sundin, to approve the Baby Care Package Drive at Walmart and to accept donations from schools and churches.

Motion carried 18-0-2, with Committee Members Faita-Nguyen and Glantz being absent.

6. Discuss Reimbursing USS Stockdale Personnel for Gas Used to Attend the Military Support Committee Meetings Using the Gift Cards Donated.

Committee Member McGrath asked for reimbursement to USS Stockdale, 1st Battalion, 4th Marines and 1st Assault Helicopter Battalion personnel. Co-Chair Sharma suggested they keep a travel log documenting mileage on a quarterly basis. Committee Member Winstead asked what the reimbursement rate would be. Co-Chair Rains suggested they turn in their receipts.

A MOTION was made by Committee Member McGrath, seconded by Committee Member Ulrich, to reimburse for documented travel costs on a quarterly basis provided no contingency is in place for reimbursement.

Motion carried 18-0-2, with Committee Members Faita-Nguyen and Glantz being absent.

7. Update on Proposed USS Stockdale Family Activities

Committee Member McGrath mentioned a family roller skating event will be taking place soon and has funding in place.

8. Discussion of Possible Ideas/Activities for our Participation at the Sea Country Festival

Committee Member Struzik mentioned setting up a fund raiser activity at this event. Committee Member McGrath reviewed the 2019 activities of face painting, letter writing and tickets were purchased for rides for the military families. Committee Member Tuma stated that, in previous years, there was a donation box on the table to collect donations.

9. Check Request for the Sea Country Festival in August, Not to Exceed \$1,500.00

Co-Chair Rains stated that the check request should be more specific on items needed. Request will be tabled until a future meeting.

10. Check Request for the 1st Battalion, 4th Marines Command Post/Barracks Renovation, Not to Exceed \$3,000.00

Sebrina King discussed the requested items needed for renovations of the Command Post/Barracks. Lt. Dilorenzo reviewed a power point presentation showing the requested renovations.

A MOTION was made by Committee Member Khalifa, seconded by Committee Member Weiss, to approve the check request for the 1st Battalion, 4th Marines Command Post/Barracks Renovation, not to exceed \$3,000.00.

Motion carried 18-0-2, with Committee Members Faita-Nguyen and Glantz being absent.

11. Check Request for the 1st Battalion, 4th Marines June 3rd Family Day – Beach Luau, Not to Exceed \$3,000.00

Sebrina King discussed the menu items needed for this event being provided by Impeccable Taste.

A MOTION was made by Committee Member Weiss, seconded by Committee Member Tuma, to approve the check request for the 1st Battalion, 4th Marines June 3rd Family Day – Beach Luau, not to exceed \$3,000.00.

Motion carried 18-0-2, with Committee Members Faita-Nguyen and Glantz being absent.

12. Committee Reports

Co-Chair Sharma wanted to acknowledge Committee Members Betonte, Caldwell, Faita-Nguyen, Gerard, Khalifa, Struzik, Ulrich, Von Waldburg, Weiss and Winstead for their efforts.

Committee Member Hoskins suggested having a meeting regarding the challenges for social media and wanted to know if the city logo can be used on all flyers being sent out. Co-Chair Sharma will so some due diligence on this and then communicate the outcome. Committee Member Gerard will be updating the brochure once a new group photo is available.

Committee Member McGrath stated that this will be the last year that Pronto Car Wash will be doing the car washes.

Co-Chair Rains asked that members who see any children of military families, wearing purple, to recognize and thank them for their family's service. Co-Chair Rains offered condolences to Committee Member Faita-Nguyen on the passing of her mother.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Sharma adjourned the meeting at 1:29 p.m. to the Regular Military Support Committee meeting to be held on April 18, 2022 at 12:00 p.m. in the City of Laguna Niguel

Council Chambers located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.

Respectfully submitted by:



Tamberlyn Luketich
Secretary

**Discuss Sea Country Festival
Ideas/Activities/Guidelines/Participation**

Agenda Item No. 2

LNMSC Event Planning Guide

Event Name: City Carnival

Purpose: Represent the Military Support Committee at the City Carnival and support Military personnel that attend

Date/Time: August 2020

LNMSC Sub-Committee: Frank McGrath, Dave Tuma

Military Unit/Public: USS Stockdale, 1-4 Marine Battalion, 140th Helicopter Battalion

Military Contact: Units MSC reps

Funding: \$1K to \$2K depending on military attendance

Event Description: MSC will have booth at City Carnival. We will provide ride tickets for military and families attending. 1-4 Marines will provide volunteers for camouflage face painting. Senior members of units will be acknowledged by City Officials.

Timeline

Key Date	Action
_____	Attend City Carnival meetings
_____	Apply for booth space
_____	Determine booth activities
_____	Schedule MSC Volunteers to man booth
_____	Determine Military attendees

_____ **Purchase early ride tickets for Military personnel and family members. Procedure will be developed to ensure attendance.**

_____ **Schedule 1-4 Marine volunteers for face painting**

_____ _____

**Discuss and Approve Reimbursement Form for
the Military Units to Travel to the Military Support
Committee Meetings**

Agenda Item No. 3

**Laguna Niguel Military Support Committee
Travel Reimbursement**

Date Military Unit Name Miles Traveled Fuel Expense Reimbursement Date