



# Laguna Niguel Military Support Committee AGENDA

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**REGULAR MEETING OF  
June 10, 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](http://www.cityoflagunaniguel.org)**

## CALL TO ORDER AND ROLL CALL

INVOCATION – Committee Member Rich Encinas

PLEDGE OF ALLEGIANCE – Committee Member Dan Abrams

## PRESENTATIONS

1. **Administration of Oath of Office to Incoming Military Support Committee Member**

**Recommendation**

Administer Oath of Office.

2. **Deployment of the USS Stockdale Presentation by Commander Leo Leos, Commanding Officer and Commander Brandon Booher, Executive Officer**

**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 May 13, 2019**

**Recommendation**

Approve as written or amended.

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

**Recommendation**

Hear reports.

5. **Discuss Military Support Committee Website and Donation Link**

**Recommendation**

Discuss.

6. **Discuss Fundraising – Car Wash Sponsors**

**Recommendation**

Discuss.

7. **Discuss July 4<sup>th</sup> Pancake Run**

**Recommendation**

Discuss.

8. **Discuss and Take Action on the Military Support Committee Participation in City's 30<sup>th</sup> Anniversary Celebration Being Held on August 16<sup>th</sup>-18<sup>th</sup>, 2019**

**Recommendation**

Discuss and take action.

9. **Updates on the Military Support Committee Car Wash on July 20<sup>th</sup> for USS Stockdale and Date Selection for 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines**

**Recommendation**

Hear update.

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  
Frank McGrath  
Dennis Mulvaney  
Rischi Paul Sharma  
Bill Sundin  
David Tuma  
John Ulrich**

**Sebrina King, First Battalion, Fourth Marines  
CMDN (SW) Jared Mueller, USS Stockdale  
Lt. Col. Tom Potter, 1<sup>st</sup> Assault Helicopter Battalion,  
140<sup>th</sup> 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, June 7, 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**

**Laguna Niguel Military Support Foundation**  
**Income & Expense--Month Summary 2019 (unaudited)**  
April 2019

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	<u>Apr 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40000 · Direct Public Support	2,585.00
<b>Total Income</b>	<u>2,585.00</u>
<b>Gross Profit</b>	2,585.00
<b>Expense</b>	
60000 · Program Expenses	5,888.76
70000 · Management & Administration	340.00
<b>Total Expense</b>	<u>6,228.76</u>
<b>Net Ordinary Income</b>	<u>-3,643.76</u>
<b>Net Income</b>	<u><u>-3,643.76</u></u>

Laguna Niguel Military Support Foundation  
**Balance Sheet (Unaudited)**  
As of April 30, 2019

	<u>Apr 30, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	63,488.02
10120 · Temporarily Restricted Amounts	
10125 · 1-4 Marines	-1,701.09
10130 · USS Stockdale/McClusky	-4,644.95
Total 10120 · Temporarily Restricted Amounts	<u>-6,346.04</u>
Total 10100 · US Bank Checking	57,141.98
10300 · PayPal Account	4,739.74
10310 · PayPal New	10,959.02
Total Checking/Savings	<u>72,840.74</u>
Other Current Assets	
12000 · *Undeposited Funds	155.00
Total Other Current Assets	<u>155.00</u>
Total Current Assets	<u>72,995.74</u>
<b>TOTAL ASSETS</b>	<b><u>72,995.74</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Unrestricted Net Assets	24,943.89
39999 · Opening Balance Equity	49,265.88
Net Income	-1,214.03
Total Equity	<u>72,995.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>72,995.74</u></b>

**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	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
						Vendor					Project Account		Amount
100-01-5750			Military Support				0.00	12,000.00	0.00	9,212.01	9,212.01	2,787.99	23.23 %
07/01/2018	GLPKT00238	JN00814				Civic Plus Inc. - Annual hosting fee - Military Support website (7/1/18-6/30/19)							5,832.87
08/15/2018	APPKT00032	PC 8/13/18 FY18-19		1672		Petty Cash Replenishment for City Hall			5009 - KRISTIN NGUYEN				7.98
09/13/2018	APPKT00044	October 27, 2018		1897		Table for Tribute to Our Military event - 10/27/18			2499 - LAGUNA NIGUEL MILITARY SUPPORT FO...				900.00
09/26/2018	APPKT00047	9/6/18 Gomez		2018		Visa charges for Eileen Gomez			2667 - U.S. BANK CORPORATE PAYMENT SYSTEM				350.00
10/18/2018	APPKT00055	10/02/18		2175		Reimbursement for Military Support Committee			VEN01216 - FRANK MCGRATH				160.01
10/30/2018	APPKT00056	10/29/2018		2201		Petty Cash Replenishment for City Hall			5009 - KRISTIN NGUYEN				23.94
11/08/2018	APPKT00060	26259		2367		Printing for Military Support Committee			1041 - SOLINK INC.				269.38
11/28/2018	APPKT00067	11/6/18 Sterling		2520		Visa charges for Megan Sterling			2667 - U.S. BANK CORPORATE PAYMENT SYSTEM				231.47
12/14/2018	GLPKT00317	JN01210				LN Military Support Foundation - Reimbursement for 50% of Solink/Aliso Creek costs for Toy Drive flyers (Inv #26380)			1041 - SOLINK INC.				134.69
12/17/2018	APPKT00073	26380		2728		Printing for Military Support Committee			VEN01278 - DEBRA GARNREITER				120.64
12/18/2018	APPKT00073	11/11/18		2657		Reimbursement for Veterans Day Ceremony supplies							741.00
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.							
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
03/13/2019	GLPKT00393	JN01696				LN Military Support Foundation - Reimbursement for US Flag purchase (McDaniel Cal Card March 2019 Statement)							-360.00
03/15/2019	GLPKT00393	JN01697				Reimbursement for shirt orders (Westway Enterprises Inv #190228)							-319.00
03/18/2019	GLPKT00393	JN01701				LN Military Support Foundation - Baby Shower Flyer reimbursement (50%) (Aliso Creek Printing - Inv 26678)							-210.12
03/22/2019	APPKT00102	3/6/19 McDaniel		3420		Visa charges for Matt McDaniel			2667 - U.S. BANK CORPORATE PAYMENT SYSTEM				360.00
03/22/2019	APPKT00102	LNMS-02-2019		3337		Military Support Committee meeting minutes 2/11/19			1810 - EILEEN B. WHITE				350.00
04/08/2019	APPKT00106	LNMS-03-2019		3461		Military Support Committee meeting minutes 3/11/19			1810 - EILEEN B. WHITE				300.00

**Detail vs Budget Report**

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

Account	Post Date	Packet Number	Name	Source Transaction	Pmt Number	Description	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750			Military Support - Continued				0.00	12,000.00	0.00	9,212.01	9,212.01	2,787.99	23.23 %
	04/17/2019	APPKT00113	11765		3596	Name tags for Military Support Committee			2127 - JEFFREY H. SEAL				
	05/09/2019	APPKT00118	190228		3760	Shirts for Military Support Committee			1809 - MARJORIE S. MCKERNAN				
	05/09/2019	APPKT00118	LNIMSC-04-2019		3723	Military Support Committee meeting minutes 4/8/19			1810 - EILEEN B. WHITE				

**Report Total:** 0.00 12,000.00 0.00 9,212.01 9,212.01 2,787.99 23.23 %

### Account Summary

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<u>100-01-5750</u>	Military Support	0.00	12,000.00	0.00	9,212.01	9,212.01	2,787.99	23.23 %
<b>Report Total:</b>		<b>0.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>9,212.01</b>	<b>9,212.01</b>	<b>2,787.99</b>	<b>23.23 %</b>

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	12,000.00	0.00	9,212.01	9,212.01	2,787.99	23.23 %
<b>Report Total:</b>	<b>0.00</b>	<b>12,000.00</b>	<b>0.00</b>	<b>9,212.01</b>	<b>9,212.01</b>	<b>2,787.99</b>	<b>23.23 %</b>

**Minutes of the Regular Military Support  
Committee Meeting on  
May 13, 2019**

**Agenda Item No. 3**

**MINUTES OF THE  
CITY OF LAGUNA NIGUEL  
MILITARY SUPPORT COMMITTEE MEETING  
May 13, 2019 @ 12:00 p.m.**

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**CALL TO ORDER:** Co-Chair Davies called the Meeting of the City of Laguna Niguel Military Support Committee to order at 12:03 p.m.

**ROLL CALL**

**Present** Daniel Abrams, Carole Allen, Elena Faita-Nguyen, James Forsyth (12:10 p.m. arrival), Debra Garnreiter, John Harms, John Humphrey, Kathy Khalifa, Bill Kelley, Frank McGrath, Dennis Mulvaney, Rishi Paul Sharma, Bill Sundin, David Tuma, John Ulrich; Councilmember Elaine Gennaway, (Co-Chair), Councilmember Laurie Davies (Co-Chair)

Lt. Col. Tom Potter, First Battalion, Fourth Marines  
Lindsey Pattyson, USS Stockdale Family Association

**Absent:** Rich Encinas

**City Staff:** Tamberlyn Luketich, Police Services Secretary  
Aaron Spradlin, Management Analyst  
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. 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

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

Report received and filed.

## 3. Minutes of the Regular Military Support Committee Meeting on April 8, 2019

**A MOTION** was made by Committee Member Abrams, seconded by Committee Member Allen to receive and file the Minutes of the April 8, 2019, Regular Meeting of the Military Support Committee as submitted.

**Motion Carried 16-0-2, with Committee Member Khalifa abstaining and Committee Member Encinas being absent.**

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

Lindsey Pattyson, USS Stockdale Family Association, reported the homecoming lei for the ship has been created and snacks for the homecoming event have been purchased.

Committee Member McGrath provided an update on the status of the USS Stockdale, which recently visited and interacted with the locals in Darwin, Australia and Fiji. On 5/14/19, the ship will dock in Hawaii to allow those leaving to fly out and take on those flying in to meet the ship and travel with it back to California. He described the traditional rituals performed as the ship crosses the equator and special ceremony for those passing the international dateline and equator at the same time.

Lt. Col. Tom Potter, First Battalion, Fourth Marines, thanked the Military Support Committee for all they do to support the Marines and their families; described the upcoming training sessions for the 1st Battalion, 4<sup>th</sup> Marines.

## 5. Check Request for the Baby Shower Supplies

Co-Chair Gennawey, summarized the request.

**A motion** was made by Committee Member Tuma, seconded by Committee Member McGrath to approve the check request in the amount of not to exceed \$129.69 for the purchase of baby shower supplies for the 1st Battalion, 4<sup>th</sup> Marines and their families.

**Motion Carried 17-0-1, with Committee Member Encinas being absent.**

## 6. Update on Letter Signing

Committee Member Mulvaney reported 300 letters will be provided to the USS Stockdale today in addition to the boxes of Girl Scout Cookies; noted additional letters are on the way and more have been ordered.

Committee Member Garrreiter established that a thank-you card signing table will still be featured at the 4<sup>th</sup> of July event to raise awareness and encourage the tradition of signing cards for the military that so many people enjoy.

**7. Discuss Military Support Committee 2019 Annual Fundraiser**

Committee Member McGrath discussed past fundraising events and cost cutting measures that have resulted in the Committee's solid financial position. The Fundraiser Subcommittee is recommending the Committee forego the major golf tournament, and instead do a series of small fundraisers, such as a wine tasting event, and increase sponsorship of the car washes to generate funds. Fundraising Subcommittee Members will continue to work toward organizing the events and recruiting sponsors, and will keep the Committee informed.

**8. Discuss Sub-Committee Reassignments due to Military Support Committee Vacancies**

Co-Chair Davies reported the Committee is seeking to fill subcommittee vacancies due to Committee Member Kirmel-Long's inability to serve on the Committee.

Committee Member Forsyth volunteered to serve on the Holiday Parade Sub-Committee and Committee Member Allen volunteered to serve on the Single Marines Sub-Committee. It was determined that the other subcommittees Member Kirmel-Long was assigned to did not need replacements.

**A motion** was made by Committee Member Nguyen, seconded by Committee Member Harms to approve assignment of Committee Member Forsyth and Committee Member Allen to the Holiday Parade and Single Marines Subcommittees, respectively.

**Motion Carried 17-0-1, with Committee Member Encinas being absent.**

**9. Discuss the USS Stockdale Homecoming**

Committee Member McGrath advised those planning on attending the homecoming to meet at City Hall at 10:00 a.m. on May 20, 2019.

**10. Discuss Military Support Committee Car Wash Dates for USS Stockdale, 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines and 1<sup>st</sup> Assault Helicopter Battalion, 140<sup>th</sup> Aviation Regiment**

Committee Member McGrath announced a car wash to benefit the USS Stockdale has been scheduled for July 20, 2019. He suggested Lt. Col. Tom Potter might want to attend the 7/20 car wash to observe its operation.

Lt. Col. Tom Potter stated that August or September would be a good month for the 1<sup>st</sup> Battalion, 4<sup>th</sup> Marines to hold a car wash and expressed optimism that he would be able



to arrange for 60 volunteers, made up of Marines and family members, to attend to help out.

**11. Discuss 4<sup>th</sup> of July Pancake Run**

Committee Member Ulrich advised those planning to attend the YMCA Run in the Parks 5k or 10k run/walk and kids' race can register for \$30.00 until 6/20 with Lindsey Pattyson.

**12. Discuss Military Support Committee Website and Donation Link**

Secretary Luketich introduced Aaron Spradlin, who created the City's new website and will be creating a donation link for sponsors; requested the Committee forward flyers to her for posting on the City's website and other social media pages.

Aaron Spradlin agreed to research ability for the Military Support Committee to have its own social media accounts; advised all events, flyers, announcements, etc., should be posted on the existing platforms at this time as they have a number of existing followers.

Committee Members advised him to speak to Robert Ming, founding President of the Laguna Niguel Military Support Foundation, for additional donation procedure information.

Committee Member Abrams volunteered to work with Aaron to provide any information he needed.

**13. Committee Reports**

Committee Member Khalifa agreed to contact the Fundraising Subcommittee to provide potential sponsor leads.

Committee Member Allen reported 178 \$20 gift cards were presented to the single sailors and a donated \$50 gift card was used for thank-you cards postage.

**ADJOURNMENT**

There being no further business before the Committee, Co-Chair Davies adjourned the meeting in the memory of Brud LeTourneau at 12:56 p.m. to the next Regular Military Support Committee Meeting to be held on June 10, 2019, at 12:00 p.m. in the City of Laguna Niguel Council Chambers located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.