WELCOME TO YOUR MILITARY SUPPORT COMMITTEE SPECIAL MEETING!

Regular meetings are held on the third Monday of each month at 12:00 p.m. in the Community Room 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 Community Room. 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 Community Room.

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 Struzik

PLEDGE OF ALLEGIANCE – Committee Member Lovejoy

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 Regular Military Support Committee Meeting on May 15, 2023
   
   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. Major Fundraising Committee and Event Update
   
   Recommendation

   Hear Update
3. **Discussion and Approval of the Laguna Niguel Military Support Committee Operational Guidelines Updates**

   **Recommendation**

   Discuss and Approve.

4. **Discuss and Approve the Charity Matterz Consulting Agreement for the Taste for the Troops Event on October 19, 2023**

   **Recommendation**

   Discuss and Approve.

5. **Discuss and Approve a Check Request for Registrations to the YMCA 4th of July Run, Not to Exceed $500.00**

   **Recommendation**

   Discuss and approve a check request for registrations to the YMCA 4th of July run, not to exceed $500.00.

6. **Discuss and Approve a Check Request for Car Wash Microfiber Towels, In the Amount of $339.22**

   **Recommendation**

   Discuss and approve a check request for car wash microfiber towels, in the amount of $339.22.

7. **Sub-Committee Reports**

   **Recommendation**

   Hear reports from:

   - July 4th Celebration
   - Baby Care Packages
   - Care Packages
   - Car Washes
   - Holiday Parade – Report in September
   - Holiday Toy Drive – Report in September
   - Letter Writing
   - Sea Country Festival
   - Social Media
   - Special Needs
   - Veterans Day
8. Election of Military Support Committee Chair and Vice Chair

Recommendation

1. Elect a Chair for 2023; and
2. Elect a Vice Chair for 2023.

9. Chair Report

Recommendation

Hear comments.

ADJOURNMENT
LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

Mayor Pro Tem Stephanie Oddo – Chair

Janice Baker
Ralph Boelter
Timothy Bowman
Melissa Caldwell
Melissa Crew
Cheryl Flohr
Michael Gerard
John Humphrey

Christopher Kling
Elizabeth Lovejoy
Frank McGrath
Edward Struzik
David Tuma
John Ulrich
Jeff von Waldburg

Sebrina King, First Battalion, Fourth Marines
Command Master Chief Gomer Turiano, USS Stockdale
LT Col Michael Kappelmann, 1st Assault Helicopter Battalion,
140th Aviation Regiment
Ed Struzik, Laguna Niguel Military Support Foundation Representative

Email address..............................................................info@lnmilitarysupport.org
Website address....................................................www.lnmilitarysupportfoundation.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, June 23, 2023 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 April 30, 2023

## Assets

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<td>10110 Unrestricted Amounts</td>
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## Liabilities and Equity

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<td><strong>Total Liabilities</strong></td>
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<td><strong>Equity</strong></td>
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City Military Support Committee Account

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<td>Various - Monies Provided by LN Military Support Foundation - Reimbursement for shirts (Marjorie S. McKernan - Inv 230307)</td>
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Report Total:  
- Encumbrances: 0.00  
- Fiscal Budget: 4,000.00  
- Beginning Balance: 0.00  
- Total Activity: 1,265.71  
- Ending Balance: 1,265.71  
- Budget Remaining: 2,734.29  
- % Remaining: 68.36%
### Account Summary

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<th>Account</th>
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<th>Fiscal Budget</th>
<th>Beginning Balance</th>
<th>Total Activity</th>
<th>Ending Balance</th>
<th>Budget Remaining</th>
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<td>2,734.29</td>
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Report Total: 0.00  4,000.00  0.00  1,265.71  1,265.71  2,734.29  68.36%
### Fund Summary

**Date Range:** 07/01/2022 - 06/30/2023

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<td>1,265.71</td>
<td>2,734.29</td>
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</table>

**Report Total:**
- Encumbrances: 0.00
- Fiscal Budget: 4,000.00
- Beginning Balance: 0.00
- Total Activity: 1,265.71
- Ending Balance: 1,265.71
- Budget Remaining: 2,734.29
- % Remaining: 68.36%
Minutes of the Regular Military Support Committee Meeting on May 15, 2023

Agenda Item No. 3
CALL TO ORDER – Chair Oddo called the Regular Meeting of the City of Laguna Niguel Military Support Committee to order at 12:02 p.m.

ROLL CALL

Present:  Chair Oddo
          Janice Baker (arrived 12:10)
          Tim Bowman
          Melissa Caldwell
          Melissa Crew
          Cheryl Flohr
          Michael Gerard
          John Humphrey
          Christopher Kling
          Frank McGrath
          Ed Struzik
          David Tuma
          John Ulrich
          Jeff von Waldburg (arrived 12:10)

          Sebrina King, 1st Battalion, 4th Marines
          Command Master Chief, Eli Robles, USS Stockdale

Absent:  Ralph Boelter, Elizabeth Lovejoy

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

INVOCATION – Committee Member Crew

PLEDGE OF ALLEGIANCE – Committee Member McGrath

PRESENTATIONS – Chair Oddo Presented a Certificate of Recognition to Master Chief Elias Robles, USS Stockdale

PUBLIC COMMUNICATIONS – None.

CONSENT CALENDAR

1.  Foundation Financial Report

    Receive and file.
2. City Military Support Committee Account

Receive and file.

3. Minutes of the Military Support Committee Regular Meeting on April 17, 2023

Approve as written.

A MOTION was made by Committee Member Ulrich, seconded by Committee Member Gerard, to approve the Consent Calendar Items. Motion carried 14-0-2, with Committee Members Boelter and Lovejoy 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 said that homecoming went very well. The marines and sailors are enjoying two weeks off for post-deployment leave. There was a regiment wide skate night and they are considering having this once per month, going forward. Planned calendar events are Change of Command on June 8th, 10:00 a.m., at Camp Horno, the Car Wash on June 3rd and some town halls.

Command Master Chief Robles thanked everyone for the Certificate of Appreciation. The crew is now living back on the USS Stockdale. Out of 360 sailors there are 40 single sailors living on the ship. They will be having a single sailors night and a bowling night soon. The USS Stockdale will be out at sea in August and training will be June through July. There is a planned Change of Command for the first week of August.

Committee Member Bowman stated the 1st Assault Helicopter Battalion, 140th Aviation Regiment is working in conjunction with Cal Fire in anticipation of a busy fire season. There is no official word on the new commander position. They will be having their annual training in June, in Louisiana.

2. Major Fundraising Committee and Event Update

Committee Member Gerard stated that there are two plaques that still need delivered to Starfish and Beach Fire. Sponsorship packets are available to send out.

3. Discuss the June 3rd Car Wash for the 1st Battalion, 4th Marines

Committee Member McGrath stated the car wash will be an “all hands on deck”
event. The flyers have been sent out and copies are available for everyone. ARCO is providing ice and water for the car wash and the marines will be doing face painting. There will also be t-shirts available for donations. There will be a credit card reader for transactions and the DJ is confirmed. Jersey Mikes, Tony Pepperoni Pizza and donuts will be provided. Committee Member McGrath discussed the car wash equipment that will be used for the car wash.

4. Discuss and Approve a Check Request for the June 3rd Car Wash - Food and Supplies - for the 1st Battalion, 4th Marines, Not to Exceed $500.00

A MOTION was made by Committee Member McGrath, seconded by Committee Member Bowman, to approve the check request for the June 3rd car wash – food and supplies – for the 1st Battalion, 4th Marines, not to exceed $500.00. Motion carried 13-0-3, with Committee Members Boelter and Lovejoy being absent and Committee Member Struzik abstaining.

5. Discuss and Approve a Check Request for the June 3rd Car Wash – General Supplies - for the 1st Battalion, 4th Marines, Not to Exceed $500.00

A MOTION was made by Committee Member Gerard, seconded by Committee Member Ulrich, to approve the check request for the June 3rd car wash – general supplies – for the 1st Battalion, 4th Marines, not to exceed $500.00. Motion carried 13-0-3, with Committee Members Boelter and Lovejoy being absent and Committee Member Struzik abstaining.

6. Discuss and Approve a Check Request for the June 3rd Car Wash – Sprayers - for the 1st Battalion, 4th Marines, In the Amount of $387.84

Committee Member Bowman asked who will own the car wash equipment. Chair Oddo will ask the city for clarification on who will own the car wash equipment.

A MOTION was made by Committee Member Tuma, seconded by Committee Member Caldwell, to approve the check request for the June 3rd car wash - sprayers – for the 1st Battalion, 4th Marines, in the amount of $387.84. Motion carried 13-0-3, with Committee Members Boelter and Lovejoy being absent and Committee Member Struzik abstaining.

7. Discuss and Approve the Ball Fund Deficit for the 1st Battalion, 4th Marines

Sebrina King, 1st Battalion, 4th Marines stated that they raised an additional $5,142.35 and the outstanding balance is now $4,409.77. She is requesting permission to give the checks, for money raised, to the Military Support Foundation so that they can issue a check to Marine Corp Community Service to help offset the ball fund deficit. She is asking the Military Support Foundation for this transaction because it has to go through MCCS originating from a non-profit entity.

A MOTION was made by Committee Member Humphrey, seconded by
Committee Member Ulrich, to approve giving the checks to the Foundation for deposit and receiving a check in the same amount made payable to the Marine Corp Community Service.
Motion carried 13-0-3, with Committee Members Boelter and Lovejoy being absent and Committee Member Struzik abstaining.

8. Discuss and Approve Proceeds of the June 3rd Car Wash going to the Ball Fund Deficit for the 1st Battalion, 4th Marines

Sebrina King, 1st Battalion, 4th Marines requested to use proceeds from the car wash to bring the deficit to a zero balance which is approximately $4,409.77, or less, depending on additional fund raising. Committee Member McGrath stated that the account needs to be brought to zero before the new Change of Command on June 8th. Committee Member McGrath stated that if the Military Support Committee does not raise enough funds, at the car wash, to zero out the deficit, that funds be taken out of the general fund account. Chair Oddo stated that if there is additional funds needed, over the car wash proceeds, the committee would need to have this as an additional agenda item next month. Committee Member von Waldenburg suggested having a goal chart for the car wash. Committee Member Caldwell volunteered to oversee the goal chart.

A MOTION was made by Committee Member McGrath, seconded by Committee Member Tuma, to approve proceeds of the June 3rd car wash going to the ball fund deficit for the 1st Battalion, 4th Marines.
Motion carried 13-0-3, with Committee Members Boelter and Lovejoy being absent and Committee Member Struzik abstaining.

9. Discuss and Approve Using Charity Matterz to Administer the Taste for the Troops Silent Auction

Committee Member Struzik asked if the Military Support Committee can review the contract. Chair Oddo suggested reading the contract and tabling this item until the next meeting so that all Committee Members can review the contract prior to making a decision.

A MOTION was made by Committee Member Ulrich, seconded by Committee Member Caldwell, to add this item to the next meetings’ agenda.
Motion carried 14-0-2, with Committee Members Boelter and Lovejoy being absent.

10. Sub-Committee Reports

July 4th Celebration – Committee Member Tuma will have more information at the next meeting for the 4th of July 5K Run. The letter writing sub-committee will need to obtain tables/chairs for the event which usually are provided by the Chamber of Commerce. He suggested having flyers for Taste for the Troops available at this event.
Baby Care Packages – Committee Member Caldwell has only received a list of
babies from Committee Member McGrath. She will get together with the sub-committee to come up with a date for the baby care drive. Committee Tuma and Ulrich will help Caldwell on this committee.

Care Packages – No report.
Car Washes – Committee Member McGrath discussed prior.
Holiday Parade – No report until September.
Holiday Toy Drive – No report until September.
Letter Writing – Committee Member Crew has been working with Committee Member Ulrich on getting tables for the July 4th event. Committee Member Baker will be helping on this sub-committee.

Sea Country – Committee Member Struzik stated there will be two booths and that Handel’s Ice Cream will be donating 20% of proceeds to the Military Support Committee. The committee pays for their booth. They will be creating a special flavor for the event.

Social Media – Nothing to report.
Special Needs – No needs at this time.
Veterans Day – Nothing to report.

11. Chair Report

Chair Oddo stated that Committee Member Betonte resigned and thanked her for all of her hard work. At the end of the next meeting the members will be electing a chair and vice chair per the city’s new ordinance. The chair will lead the meeting, finalize the agenda with city staff and keep up with the sub-committees. Nominations will be taken from the floor and then voted on for both positions. The vice chair is a substitute when the chair is not available. The Standard Operating Procedures will need to be updated by the committee.

ADJOURNMENT

There being no further business before the Committee, Chair Oddo adjourned the meeting at 1:02 p.m. to the Regular Military Support Committee meeting to be held on June 19, 2023 at 1:02 p.m. in the Community Room, located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.

Respectfully submitted by:

[Signature]

Tammy Lyn Luketich
Secretary
Discuss and Approval of the Laguna Niguel Military Support Committee Operational Guidelines Updates

Agenda Item No. 3
The City of Laguna Niguel has a number of Commissions and Committees whose members are appointed on an annual basis. These operational guidelines provide an overview of the policies and procedures that support the Military Support Committee.

1) **Purpose of the Military Support Committee:**

   The Military Support Committee was formed in 2007 and is an official committee of the City of Laguna Niguel. The Military Support Committee works closely with command-appointed liaisons from the City Council's selected adoptive military units and provides opportunities for community involvement and participation.

2) **Role and Responsibilities of the Military Support Committee:**

   Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 3 (Military Support Committee), Exhibit "C":

   a) To maintain continuous communication and contact between the City and representatives of the City Council's selected adoptive military units.

   b) To determine the support needs of the personnel and families of the City Council's selected adoptive military units.

   c) To plan, organize and conduct programs and special events to support the personnel and families of the City Council's selected adoptive military units.

   d) To represent the City at ceremonial and social events, upon the invitation of the Commanding Officer (or his/her representative) of the City Council's selected adoptive military units.
e) 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 City Council's selected adoptive military units.

f) To provide periodic updates to the City Council on its activities.

g) Such other duties and responsibilities as may be assigned by the Laguna Niguel City Council.

3) Qualifications for Membership:

To qualify for membership on the Military Support Committee, an applicant must be a Registered Voter. Applicants do not have to live within the City of Laguna Niguel.

4) Membership and Appointment:

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 3 (Military Support Committee) as updated by Ordinance No. 2023-221:

a) Membership shall consist of not less than ten (10) nor more than twenty (20) members. Two (2) members of the City Council shall serve on the Military Support Committee in a non-voting and advisory role as liaisons between the City Council and the committee.

b) The remaining members of the Military Support Committee shall be at-large members appointed by the City Council as deemed appropriate, and may include representatives from local service clubs, charities, civic organizations, veteran's organizations, as well as interested Laguna Niguel residents, local veterans, business owners and individuals residing outside of the City of Laguna Niguel.

c) The City Council may appoint up to five (5) at-large members nominated by specific charitable, service, or civic organizations which by virtue of their significant and ongoing presence within the City are expected to make a substantial contribution to the mission of the Military Support Committee. Such at-large members shall be considered the liaisons to the specified organizations and shall serve at the discretion of the organization. The City Council may grant or revoke the right for an organization to appoint an at-large member at any time.
d) The Military Support Committee shall hold an annual organizational meeting and each at-large member who is appointed for a term of one (1) year shall serve from their date of appointment until the Military Support Committee’s next annual organizational meeting and each at-large member who is appointed to serve a term of two (2) years shall serve from the date of their appointment until the annual organizational meeting held in two years.

e) Annually, the members of the committee shall select a chair and a vice chair of the committee from the appointed and voting members of the committee. The selected chair and vice-chair shall serve until the committee’s next annual organizational meeting at which time the committee may select the same or different members to serve as chair and vice-chair. At each annual organizational meeting thereafter, the members of the committee shall make its annual selection of a chair and a vice chair of the committee from the appointed and voting members of the committee. The committee may select a chair and vice-chair to serve successive one-year terms in those positions. City Council members appointed as liaisons to the committee shall not be eligible to be selected as a chair or vice-chair of the committee.

f) The City Council when making the annual appointments of the at-large members of the Military Support Committee shall as to each member appointed designate whether that member shall serve for a term of one (1) year or a term of two (2) years. Each year, the City Council shall appoint enough at-large members to ensure that with the members who had been appointed the previous year for a two-year term there are at least ten (10) members of the Military Support Committee and no more than twenty (20) members of the Military Support Committee.

5) **Application Process:**

Applications are available via the City’s website and noticed publicly. Completed applications can be submitted via email or mailed to the attention of the City Clerk.

6) **Scheduled Vacancies and Interview Process:**

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 1 (General Provisions), Exhibit "C":

Members of the Military Support Committee shall be appointed by the following procedure:
a) The City Clerk shall provide public notice, in the manner he or she deems appropriate, that the City Council will be appointing members by considering applicants for membership and of the deadlines and timing for submittal of applications and selection of members.

b) The City Council shall, after public notice, receive and consider applications for membership, determine which applicants, if any, to interview, hold interviews with the selected applicants, and appoint members by a majority vote of membership of the City Council.

c) The City Clerk shall retain all applications submitted to the City for a period of two years.

In addition to these procedures, the City Clerk shall, on or before December 31 of each year prepare and submit to the City Council for approval, a list of all regular and ongoing commissions, boards, and committees of the City, which list shall be known as the City’s local appointments list, as required by Government Code Section 54972, as such section may be amended from time to time.

7) **Term:**

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 1 (General Provisions), Exhibit “C”:

The appointees may serve a one-year or two-year term to be determined by the City Council. Terms run from January 1st through December 31st of the same year for a one-year term or from January 1st through December 31st of the succeeding year for a two-year term.

8) **Term Renewal:**

Membership terms are one-year or two-years and based on a calendar year. At the end of each year, as a courtesy, the City Clerk’s Office will provide one written notice to each member, notifying them of their term expiration date and how to reapply if they are interested.

Ultimately, it is the member’s responsibility to verify their existing term on the Military Support Committee and submit in a timely manner their renewal application.
9) Term Limit:

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 1 (General Provisions), Exhibit "C":

Term limits do not apply to the Military Support Committee.

10) Unscheduled Vacancies:

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 1 (General Provisions), Exhibit "C":

When a vacancy occurs on the Military Support Committee before the end of the incumbent’s term, that vacancy shall be considered unscheduled and shall be filled in compliance with the Laguna Niguel Municipal Code (referenced above).

In addition to following those procedures, such vacancies shall be filled by appointment for the unexpired portion of the term made in the manner as set forth in Section 6 (Scheduled Vacancies and Interview Process) of these operational guidelines, or the City Council may, by majority vote of its membership and in lieu of utilizing the procedures set forth in Section 6 of these operational guidelines, appoint a person to fill a vacancy on the Military Support Committee whose name is on a list of applicants for membership for the Military Support Committee that had previously been developed pursuant to Section 6 of these operational guidelines.

11) Removal from the Military Support Committee:

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 1 (General Provisions), Exhibit “C”:

The City Council has the sole authority to remove any member of the Military Support Committee before the expiration of their term and may do so with or without cause or with or without reason.

12) Absence from meetings:

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 1 (General Provisions), Exhibit “C”: 
Should a member of the Military Support Committee be absent from three consecutive meetings during his or her term, that member shall automatically vacate his or her position on the Military Support Committee. Such vacancy shall be filled in the same manner as any other unscheduled vacancy, unless the position remains vacant for the remaining term of the incumbent, in which case, it will thereafter be filled in the manner required for a scheduled vacancy.

13) Quorum:

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 3 (Military Support Committee), Exhibit “C”:

A quorum shall consist of seven (7) voting Military Support Committee Members being present at the meeting.

14) Regular Meetings:

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 3 (Military Support Committee) as updated by Ordinance No. 2023-221:

Normally the third Monday of every month at 12:00 p.m. in the Council Chambers or City Hall Community Room.

The Military Support Committee shall determine when and how frequently to meet. The Military Support Committee shall meet at least once annually for the purposes of appointing and organizing its members and establishing such Sub-Committees that it deems necessary or appropriate. A meeting may be called and scheduled by the chair or by a majority of the members of the committee.

15) Special Meetings:

Special meetings are scheduled upon the request of the Chair. If a special meeting is scheduled, the City Staff Liaison will support the special meeting in the same way a regular meeting is supported. The support will include the development and publishing of an agenda and other activities in support of the special meeting.

16) City Staff Liaison:

The City Staff Liaison is assigned by the City to support the Military Support Committee.
The duties of the City Staff Liaison shall:

a) Maintain the original, or a copy of these operational guidelines as amended or otherwise altered to date.

b) In coordination with the Chair and members of the Military Support Committee, develop, publish, and distribute the agenda in support of all Military Support Committee meetings. The agenda will be published on the City’s website at least 72 hours in advance of a meeting.

c) Develop, maintain, and distribute minutes of all Military Support Committee meetings, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

d) Develop, maintain, and distribute a list of active members of the Military Support Committee. The list will contain the name and address of each member as well as the existing term for each member.

e) Serve as custodian of the records of the Military Support Committee and work with the City Clerk’s Office to ensure compliance with the City’s retention policy.

f) Perform all other duties in support of the Military Support Committee and required by the City.

17) **Ex Officio Members:**

Pursuant to Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 3 (Military Support Committee), Exhibit “C”:

The following Ex-Officio Members shall serve on the Military Support Committee and attend regular or special meetings in a non-voting, advisory role.

a) A Liaison appointed by the Commanding Officer of each of the City Council’s selected adoptive military units.

b) A representative appointed from Spouse/Family support group of each of the City Council’s selected adoptive military units.

c) One or more representatives from the Laguna Niguel Military Support Foundation.
18) Agenda Items:

Agenda items are due to the City Staff Liaison one week before the meeting date. To start the process of collecting agenda items, the City Staff Liaison will email the Chair and members of the Military Support Committee, asking for agenda item submissions. Once received, submitted agenda item(s) are reviewed by the Chair for approval before the item(s) are placed on the agenda for the upcoming meeting.

19) Invocation:

Each meeting will begin with an invocation. Prior to the meeting, the Chairs or staff liaison will coordinate with a member to provide the invocation.

20) Pledge of Allegiance:

The invocation is followed by the Pledge of Allegiance. Prior to the meeting, the Chair or staff liaison will coordinate with a member to recite the Pledge of Allegiance.

21) Sub-Committees:

The purpose of the sub-committees are to:

a) Decide what actions to perform to address the Sub-Committees area of responsibility.

b) Provide support for those who are doing the work.

c) Make certain the work is completed.

d) During the regularly scheduled meetings, report back to the Military Support Committee on the progress of the Sub-Committee. The report should include an outline detailing:

   (1) The goals of the Sub-Committee and when they will be accomplished.
   (2) The resources needed to accomplish the goal.
   (3) How the Sub-Committee will keep track of the steps to accomplish the goal.

To date, the Sub-Committees have supported our troops in several areas from sending to those serving on the front lines: letters, cards, care packages and soccer equipment (balls, uniforms, pumps & nets), etc. to organizing toy drives, welcome home parties, picnics, fundraisers, and providing financial assistance to our military families when needed.
22) **Sub-Committee Assignments:**

The Chair will assign or reassign members to sub-committees.

23) **List of Sub-Committees and Descriptions:**

a) **4th of July Celebration:** To coordinate participation from the City Council’s selected adoptive military units in the City’s annual 4th of July Celebration.

b) **Baby Care Packages:** To provide baby care packages for the City Council’s selected adoptive military units.

c) **Care Packages:** To provide care packages for the City Council’s selected adoptive military units.

d) **Car Washes:** Raise funds for specific military units by washing cars and accepting donations.

e) **Chamber Liaison:** To serve as liaison to the Laguna Niguel Chamber of Commerce. This sub-committee can be staffed by an at-large member.

f) **Community Partnership:** To work with community members or organizations that request that the Military Support Committee partner with a particular organization on event(s) throughout the year. Those relationships can turn into ongoing partnerships, which help provide needed resources to military families. This sub-committee will work with the organizations interested in establishing a formal and ongoing partnership with the Military Support Committee. This sub-committee will bring forward the official requests for discussion by the entire Military Support Committee.

g) **Corporate Donor:** To serve as liaison to the regional business community in support of the City Council’s selected adoptive military units and to coordinate planned giving and corporate outreach and sponsorship. This sub-committee can be staffed by an at-large member.

h) **Major Fundraiser:** To plan and host a major fundraiser based on the financial needs of the Military Support Committee.

i) **General/Special Needs – U.S.S. Stockdale:** To support the activities/needs of the crew on the U.S.S. Stockdale.
j) **General/Special Needs – USMC 1/4:** To support the activities/needs of the USMC 1/4.

k) **General Special Needs – 1st Assault Helicopter Battalion, 140th Aviation Regiment:** To support the activities/needs of the 1st Assault Helicopter Battalion, 140th Aviation Regiment.

l) **Holiday Parade:** To coordinate participation from the City Council’s selected adoptive military units in the City’s annual Holiday Parade.

m) **Holiday Toy Drive:** To collect holiday gifts for the City Council’s selected adoptive military units.

n) **Letter Writing:** To coordinate letter writing efforts in support of the City Council’s selected adoptive military units.

o) **New Member Mentors:** To mentor new members to the Military Support Committee by reviewing policies, procedures, operational guidelines, and sub-committee responsibilities.

p) **Planned Giving:** To educate and promote opportunities to legacy giving through local professionals and residents.

q) **Single Sailors:** To provide services (e.g., BBQ, activities) for single sailors on the U.S.S. Stockdale.

r) **Single Marines:** To provide services (e.g., BBQ, activities) for single marines in the USMC 1/4.

s) **Social Media Liaison:** To provide social media content to the City in support of the City Council’s selected adoptive military units.

t) **Veterans Day:** To plan and host a Veterans Day event at the Sea Country Senior and Community Center.

u) **Veterans Resource Fair:** To plan and host a resource fair for military veterans.

24) **Sub-Committee Expenses:**

After an event is approved during a Military Support Committee meeting, the sub-committee member(s) or City Staff Liaison will purchase items or services in support of the event.
Items or services that do not directly benefit the personnel, or the families of the personnel, of the City Council’s selected adoptive military units will be purchased by the City Staff Liaison using a City credit card (and coded to the annual budget allocated by the City to the Military Support Committee). Examples include printing or shipping costs.

All items or services that directly benefit the personnel, or the families of the personnel, of the City Council’s selected adoptive military units will be reimbursed by the Laguna Niguel Military Support Foundation (Foundation). Examples include event costs (car wash or golf tournament) or supplies in support of a program (baby care packages or holiday toy drive). Regarding these items or services:

a) Expenses up to $250.00 can be purchased by the sub-committee member and reimbursed by the Laguna Niguel Military Support Foundation (Foundation).

b) Expenses over $250.00 will be purchased by the City Staff Liaison and reimbursed by the Foundation. To initiate the purchase, the sub-committee member will email the City Staff Liaison with directions on how to purchase the item or service. The email will include the desired purchase date and shipping information. If the purchase cannot be made online, the subcommittee member will work with the City Staff Liaison on an alternative method of payment.

25) Reimbursement:

After a sub-committee receives approval during a Military Support Committee meeting to plan an event (including the purchase of items or services), the sub-committee member will complete an “Event Planning and Check Request Form” (see Exhibit “A”) and submit the form as an agenda item to the City Staff Liaison one week before the meeting date.

Once submitted as an agenda item, the City Staff Liaison will email the Chair and members of the Military Support Committee. Submitted agenda item(s) require the approval of the Chair before the item(s) is placed on the agenda for the upcoming meeting.

If the item is approved at a regularly scheduling meeting, the City Staff Liaison will submit the Event Planning and Check Request Form with applicable receipts to the City or the Foundation. Once received, the City or the Foundation will review the request and mail payment to the member.

The Foundation will not approve a reimbursement for any expense or activity unless the expense is pre-approved, and reimbursement is understood prior to original payment being made for such event. The exception to this regular procedure for
handing funds/reimbursement is for "Special Needs" circumstances. These requests for funds come directly from the Military Command to the "Special Needs" unit subcommittee members and must be acted on very quickly. The "Special Needs" unit subcommittee members simultaneously notify the Committee Chair, Staff liaison, Foundation President, and Foundation Treasurer of the “Special Needs” request. Upon approval by the Committee Chair, the Foundation President determines the necessary level of approval per Foundation policy, and the Foundation Treasurer issues payment. Recent examples include instances related to loss of life, loss of property, and extreme and unforeseen hardship.

26) Laguna Niguel Military Support Foundation:

The Laguna Niguel Military Support Foundation (Foundation) is a 501(c)(3) non-profit corporation that received tax exempt status on May 30, 2008. The Foundation is managed by members of the community that may or may not be active members of the Military Support Committee. Members of the Military Support Committee work closely with the Foundation. The City does not have any affiliation with the Foundation.

27) Role and Responsibilities of the Foundation:

a) To accept donations on behalf of the Military Support Committee. As a 501(c)(3) non-profit corporation, individual and corporate donations to the Foundation are tax deductible.

b) To reimburse member expenses in support of the mission of the Military Support Committee.

c) To operate independently of the City including but not limited to the maintenance of the Foundation website.

28) Distinction amongst activities (City or Foundation):

To keep this distinction to a minimum, to the extent possible, attempt to keep all Military Support Committee events under the City. The Foundation would only become involved to the minimum extent necessary when donations become involved. This gives the Chair and Staff Liaison control over the actions of the Military Support Committee.

Examples:
a) **City:** Have the car wash as a volunteer event for connecting with people. There may be a separate tent should people wish to make a donation to the Foundation.

b) **Foundation:** A car wash to raise money. Advertised through the Foundation website etc.

29) **Media Operations:**

See Exhibit “B” to review the Media Operations Flow worksheet.

30) **Identification of donations/donors:**

a) Where the Military Support Committee is a donor of Funds/Activities/Events/Material items, there will be acknowledgment of such donor status by receiving entity.

Examples include:

(1) Jerseys/Sports Equipment: The Military Support Committee Logo shall be included on jerseys in such a fashion to acknowledge donor status.

(2) Park Benches/Plaques/Documents: The Military Support Committee Logo shall be included in such a fashion to read “Donated by:”

(3) Buildouts/Room Furnishings/Grills/Cooking Supplies/etc.: Should include a placard identifying the Military Support Committee as the donor or co-donor of funds.

b) Where the Military Support Committee has received a donation or series of donations, and in as much the original donor(s) of those funds request identification, there will be acknowledgement that includes both the Military Support Committee as well as the source(s) of funds.

31) **Fundraising:**

The Military Support Committee conducts a variety of fundraising activities managed by Sub-Committees to support events and activities. The Sub-Committees organize and manage the various events hosted by the Military Support Committee (see Event Planning Guide). Each event provides a certain level of support and is dependent upon the needs and requirements of each unit.
32) Procedure for Handling Funds:

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

The Military Support Committee does, however, accept in-kind donations such as toys, baby items, and Care Package items.

The following procedures set forth the process for accepting funds or donations on behalf of the Military Support Committee.

a) Cash or check donations collected by members of the Military Support Committee at fundraising events, or as a representative of the Military Support Committee, shall be delivered to the City Staff Liaison within 48 hours of receipt unless prior arrangements have been made. Checks shall be made payable to the Laguna Niguel Military Support Foundation.

b) Gift cards donated to the Committee shall be delivered to the City Staff Liaison 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. The Foundation will not accept gift cards donated to the Committee.

c) A Military Support Committee member must always be present, and always have custody of funds, whenever funds are collected at a Military Support Committee event or public event.

d) Within seven business days upon receiving any donations (e.g., cash, checks or gift cards) the Military Support Committee Member shall let the Chair know that the donation has been received and has been sent to the City Staff Liaison in accordance with the procedures above.
33) Participation of Outside Organizations at Military Support Committee Events:

On occasion, the Military Support Committee receives requests from outside organizations that wish to participate in, or co-sponsor, a Military Support Committee event. The procedure for handling these requests is listed below:

a) All requests from outside organizations to participate in a particular event shall be submitted in writing to the Chair for review and consideration.

b) Upon receipt of such requests, the Chairs will confer with the Staff Liaison. Items to be considered include:

   (1) Purpose of the outside organization
   (2) Nature of the event
   (3) Possible liability to the City
   (4) Legal responsibility of the City
   (5) If the outside organization were to derive benefit from their participation, could that be considered a "gift of public funds"?
   (6) What is the organization's involvement?
   (7) What is the benefit to the organization?
   (8) What is the benefit to the Military Support Committee?
   (9) Duties and responsibilities will be clearly defined in writing.

c) If approved to move forward, the request will be brought to the Military Support Committee for consideration.

d) Under no circumstances, shall the Military Support Committee delegate or relinquish any of its authority over an event to another organization.

e) All Military Support Committee events shall be conducted utilizing only the promotional and marketing materials, and procedures established by the Military Support Committee.

f) A member of the Military Support Committee must be always present at any fundraising event.

g) Only Military Support Committee Members and/or a Staff liaison are authorized to handle funds donated from the public to support activities in support of the Military Support Committee.

The procedure listed above does not apply to outside organizations whose members volunteer as "members of the community at large" for Military Support Committee
events or, outside organizations holding their own event and designating the Military Support Committee as the beneficiary of the proceeds.

34) Creating New Fundraising Events:

If a member of the community or community group is interested in hosting a fundraising event to support military families, the Military Support Committee shall approve that event prior to the advertisement of the event or money/items are collected in connection with said event.

Military Support Committee Members who are made aware of or are approached by members of the community to create such events shall notify the Military Support Committee Chair and Staff liaison in a timely manner so the item can be placed on the appropriate Military Support Committee agenda for discussion.

35) Budget:

It is anticipated that the City will continue to budget on an annual basis funds to support activities of the Military Support Committee with the primary source of funding expected to come from the Laguna Niguel Military Support Foundation and various fundraising events.

The budgeted funds will not be spent on programming that directly supports the adopted military units.

36) Contracts:

The City of Laguna Niguel's polices, 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/or the City Risk Manager before being executed.

Entering a contract on behalf of the City, which includes renting or leasing of vehicles or equipment, or commitment of City assets or funds, in your role as a member of the Military Support Committee is prohibited unless proper authorization occurs in advance. To do otherwise would be a violation of the City of Laguna Niguel Municipal Code and therefore, prohibited.
37) Storage of Military Support Committee Supplies:

The Military Support Committee owns a variety of supplies that are used in support of various activities and events. All supplies are stored within the Crown Valley Community Center. To access the supplies, members should contact the City Staff Liaison to coordinate the removal of storage of supplies.
Exhibit “A”
Event Planning and Check Request Form
# EVENT PLANNING AND CHECK REQUEST FORM

## EVENT/ACTIVITY INFORMATION

**Event Name:**

**Description:**

**Event Date:**

**Date Funds Required By:**

## APPROVALS OBTAINED

**Command:**
- [ ] 1-4 Battalion
- [ ] USS Stockdale
- [ ] None
- [ ] N/A

**Committee**
- [ ] Yes
- [ ] No

If Yes, approval date:

## DESCRIPTION OF EXPENSE | UNIT(S) BENEFITED | AMOUNT $ | 
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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:
Ed Struzik  
Treasurer, Laguna Niguel Military Support Foundation  
28202 Cabot Rd, Suite 300, Laguna Niguel, CA 92677  
Tel: (949) 210-6698  
Email: ed.struzik@gmail.com

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For LNMS Foundation Only:
Exhibit “B”

Military Support Committee— Media Operations Flow Worksheet
CITY: Committee events that are designed, for example, to raise public awareness, should fall under the City’s purview: lists, websites, etc. [insurance]

While the Foundation can advertise the activities of the Committee, sharing information about what the Committee is doing (on the Foundation does not have control over those actions.

FOUNDATION: Whenever there is an event that will raise money, these activities shall be approved and controlled by the Foundation. The Committee pr the Foundation approves, declines, and advertises the activity. [insurance]

COMMITTEE: Members to disseminate/share dynamic data created by the City/Foundation. To participate in activities as outlined in the MSC Guidelines

---

**Foundation**

- Maintenance of:
  - Website
  - Donation Links
  - Funds

**City**

- Maintenance of:
  - Website
  - Social Media

**WEBSITE/Marketing/Social Team**

- Maintenance of:
  - Photos/Home/News/Contact/Ops Info
  - MSC, via MSC portal or City/Foundation, shall only maintain access to site data (i.e.: photos) that would not compromise security/integrity of processes.

**CONTROL(s):** Separate pages/controls to Foundation & City. No Committee member will have control of/access to the following:
- Hyperlinks to Donation: Foundation
- Hyperlinks to City Website/Social
  
  Engagement of respective agency web/social teams
Exhibit "C"

Laguna Niguel Municipal Code, Title 2 (Administration and Personnel), Division 3 (Commissions, Boards, and Committees), Article 3 (Military Support Committee)
ARTICLE 3. MILITARY SUPPORT COMMITTEE

Sec. 2-3-21. Establishment, membership and appointment.

(a) The military support committee is hereby established.

(b) The military support committee shall consist of not less than ten nor more than 20 members. Two members of the city council shall serve on the committee and shall be appointed by majority vote of the city council. The two members appointed by the city council shall serve as co-chairs of the committee.

(c) The remaining members of the committee shall be at-large members appointed by the city council as deemed appropriate, and may include representatives from local service clubs, charities, civic organizations, veteran's organizations, as well as interested Laguna Niguel residents, local veterans, business owners and individuals residing outside of the City of Laguna Niguel.

(d) The city council may appoint up to five at-large members nominated by specific charitable, service or civic organizations which by virtue of their significant and ongoing presence within the city are expected to make a substantial contribution to the mission of the Laguna Niguel Military Support Committee. Such at-large members shall be considered the liaisons to the specified organizations and shall serve at the discretion of the organization. The city council may grant or revoke the right for an organization to appoint an at-large member at any time.

(e) The committee shall hold an annual organizational meeting and each at-large member who is appointed for a term of one year shall serve from their date of appointment until the committee’s next annual organizational meeting and each at-large member who is appointed to serve a term of two years shall serve from the date of their appointment until the annual organizational meeting held in two years.

(f) The city council when making the annual appointments of the at-large members of the committee shall as to each member appointed designate whether that member shall serve for a term of one year or a term of two years. Each year, the city council shall appoint enough at-large members to insure that with the members who had been appointed the previous year for a two-year term there are at least ten members of the committee and no more than 20 members of the committee.

(g) The city council has the sole authority to remove any member of the committee before the expiration of their term and may do so with or without cause or with or without a reason.


Sec. 2-3-22. Ex officio members.

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 each of the city council's selected adoptive military units.

(b) A representative appointed from spouse/family support groups of each of the city council's selected adoptive military units.

(c) One or more representatives from the Laguna Niguel Military Support Foundation.

(Ord. No. 2019-198, § 3, 10-1-19; Ord. No. 2022-212, § 3, 4-19-22)

Sec. 2-3-23. Duties of the committee.

The duties and responsibilities of the military support committee shall consist of the following:

(a) Maintain continuous communication and contact between the city and representatives of the city council’s selected adoptive military units.
(b) Determine the support needs of the personnel and families of the city council's selected adoptive military units.

(c) Plan, organize and conduct programs and special events to support the personnel and families of the city council's selected adoptive military units.

(d) Represent the city at ceremonial and social events, upon the invitation of the commanding officer (or his/her representative) of the city council's selected adoptive military units.

(e) Solicit and raise private funds and donations to support the Laguna Niguel Military Support Foundation's mission to support the city's adoptive relationship, programs and special events with the city council's selected adoptive military units.

(f) Provide periodic updates to the city council on its activities.

(g) Such other duties and responsibilities as may be assigned by the city council.

(Ord. No. 2019-198, § 3, 10-1-19; Ord. No. 2022-212, § 4, 4-19-22)

Sec. 2-3-24. Ad hoc committees.

The committee may establish such ad hoc committees, including ex officio members, as it deems necessary to carry out the duties and responsibilities of the committee.

(Ord. No. 2019-198, § 3, 10-1-19)

Sec. 2-3-25. Time and place of meetings; quorum.

The military support committee shall determine when and how frequently to meet. The committee shall meet at least once annually for the purposes of appointing and organizing its members and establishing such ad hoc committees that it deems necessary or appropriate. All meetings of the committee shall be held at the City of Laguna Niguel City Hall. A meeting may be called and scheduled by either co-chair. A quorum shall consist of seven voting committee members being present at the meeting.

(Ord. No. 2019-198, § 3, 10-1-19)

Sec. 2-3-26. Accounting and approval of expenditures.

It is anticipated that the city will continue to budget on an annual basis funds to support activities of the military support committee with the primary source of funding expected to come from the Laguna Niguel Military Support Foundation and various fundraising events. The finance director shall establish such funds and accounts that he/she deems necessary to properly account for contributed city funds and private contributions/donations. The finance director is authorized to disburse funds only upon the written request of a committee co-chair and written approval of the city manager.

(Ord. No. 2019-198, § 3, 10-1-19)

Sec. 2-3-27. Staff assistance.

The city manager, the finance director and the executive secretary shall provide the necessary staff for the military support committee.

(Ord. No. 2019-198, § 3, 10-1-19)
Exhibit “D”
Ordinance No. 2023-221
ORDINANCE NO. 2023-221

AN ORDINANCE OF THE CITY OF LAGUNA NIGUEL, CALIFORNIA
AMENDING THE LAGUNA NIGUEL MUNICIPAL CODE RELATING TO
THE MILITARY SUPPORT COMMITTEE, INCLUDING PROVISIONS ON
THE ROLE OF CITY COUNCIL LIAISONS, DESIGNATION AND
SELECTION OF CHAIR AND VICE-CHAIR, AND OTHER NON-
SUBSTANTIVE REVISIONS AND MAKING A FINDING OF EXEMPTION
UNDER CEQA IN CONNECTION THEREWITH

The City Council of the City of Laguna Niguel does hereby ordain as follows:

Section 1.  Recitals.

a. On October 1, 2019, the City Council adopted Ordinance No. 2019-198, amending the Laguna Niguel Municipal Code to include previously adopted provisions for the operation of all City Commissions, Boards and Committees into Division 3 of Title 2 of the Laguna Niguel Municipal Code. Ordinance No. 2019-198 became effective thirty days thereafter, on October 31, 2019.

b. On February 18, 2020, the City Council adopted Ordinance No. 2020-203 to further amend Division 3 of Title 2 by amending Section 2-3-21 governing the procedures for removal of members of the Military Support Committee and making other changes to other advisory committees and commissions.

c. On April 19, 2022, the City Council adopted Ordinance No. 2022-212 to further amend Division 3 of Title 2 by amending Section 2-3-21 governing the procedures for appointment and removal of members of the Military Support Committee, Section 2-3-22 governing Ex officio members and Section 2-3-24 Duties of the committee.

d. The City Council now desires to further amend the provisions relating to the Military Support Committee that are contained in Division 3 of Title 2 of the Laguna Niguel Municipal Code to: (1) provide that the City Council liaisons shall serve as non-voting advisory members of the Committee and not as Co-Chairs; and (2) provide that the members of the Committee shall select the Chair and Vice Chair of the Committee; and (3) a non-substantive amendment regarding the disbursement of funds by the Chair and not the Co-Chairs.

Section 2.  Section 2-3-21 (Establishment, membership and appointment) of Article 3 (Military Support Committee) of Division 3 (Commissions, Boards and Committees) of Title 2 (Administration and Personnel) of the Laguna Niguel Municipal Code, is hereby amended to read as follows with deletions shown in strikeout format and additions shown with underlining:

“Sec. 2-3-21. - Establishment, membership and appointment.

(a) The military support committee is hereby established.

(b) The military support committee shall consist of not less than ten nor more than 20 members. Two members of the city council shall serve on
the committee in a non-voting and advisory role as liaisons between the city council and the committee and shall be appointed by majority vote of the city council. The two members appointed by the city council shall serve as co-chairs of the committee.

(c) The remaining members of the committee shall be at-large members appointed by the city council as deemed appropriate, and may include representatives from local service clubs, charities, civic organizations, veteran's organizations, as well as interested Laguna Niguel residents, local veterans, business owners and individuals residing outside of the City of Laguna Niguel.

(d) The city council may appoint up to five at-large members nominated by specific charitable, service or civic organizations which by virtue of their significant and ongoing presence within the city are expected to make a substantial contribution to the mission of the Laguna Niguel Military Support Committee. Such at-large members shall be considered the liaisons to the specified organizations and shall serve at the discretion of the organization. The city council may grant or revoke the right for an organization to appoint an at-large member at any time.

(e) The committee shall hold an annual organizational meeting and each at-large member who is appointed for a term of one year shall serve from their date of appointment until the committee’s next annual organizational meeting and each at-large member who is appointed to serve a term of two years shall serve from the date of their appointment until the annual organizational meeting held in two years.

(f) Within ninety (90) days of the effective date of the ordinance that added this subsection (e), or as soon thereafter as the committee deems appropriate, the members of the committee shall select a chair and a vice chair of the committee from the appointed and voting members of the committee. The selected chair and vice-chair shall serve until the committee’s next annual organizational meeting at which time the committee may select the same or different members to serve as chair and vice-chair. At each annual organizational meeting thereafter, the members of the committee shall make its annual selection of a chair and a vice chair of the committee from the appointed and voting members of the committee. The committee may select a chair and vice-chair to serve successive one-year terms in those positions. City Council members appointed as liaisons to the committee shall not be eligible to be selected as a chair or vice-chair of the committee.

(g) The city council when making the annual appointments of the at-large members of the committee shall as to each member appointed designate whether that member shall serve for a term of one year or a term of two years. Each year, the city council shall appoint enough at-large members to insure that with the members who had been appointed
the previous year for a two-year term there are at least ten members of
the committee and no more than 20 members of the committee.

(h) The city council has the sole authority to remove any member of the
committee before the expiration of their term and may do so with or
without cause or with or without a reason.

Section 3. Section 2-3-25 (Time and place of meetings; quorum) of Article 3
(Military Support Committee) of Division 3 (Commissions, Boards and Committees) of
Title 2 (Administration and Personnel) of the Laguna Niguel Municipal Code, is hereby
amended to read as follows with deletions shown in strikeout format and additions shown
with underlining:

"Sec. 2-3-25. - Time and place of meetings; quorum.

The military support committee shall determine when and how frequently to
meet. The committee shall meet at least once annually for the purposes
of appointing and organizing its members and establishing such ad hoc committees
that it deems necessary or appropriate. All meetings of the committee shall be
held at the City of Laguna Niguel City Hall. A meeting may be called and
scheduled by the chair or by a majority of the members of the committee, either
ex officio. A quorum shall consist of seven voting committee members being
present at the meeting.

Section 4. Section 2-3-26 (Accounting and approval of expenditures) of
Article 3 (Military Support Committee) of Division 3 (Commissions, Boards and
Committees) of Title 2 (Administration and Personnel) of the Laguna Niguel Municipal
Code, is hereby amended to read as follows with deletions shown in strikeout format and
additions shown with underlining:

"Sec. 2-3-26. – Accounting and approval of expenditures.

It is anticipated that the city will continue to budget on an annual basis funds
to support activities of the military support committee with the primary source of
funding expected to come from the Laguna Niguel Military Support Foundation
and various fundraising events. The finance director shall establish such funds
and accounts that he/she deems necessary to properly account for contributed
city funds and private contributions/donations. The finance director is authorized
to disburse funds only upon the written request of the chair and written approval of the city manager.

Section 6. Exemption from CEQA. The City Council hereby finds that it can be
seen with certainty that there is no possibility the adoption of this Ordinance will have a
significant adverse effect on the environment because the Ordinance only contains
administrative provisions related to the membership and operation of the City’s Military
Support Committee. The adoption of this Ordinance is therefore exempt from California
Environmental Quality Act review pursuant to State CEQA Guidelines Section
15061(b)(3) because the Ordinance is covered by the general rule common sense
exemption that CEQA applies only to projects which have the potential for causing a
significant effect on the environment. The adoption of this Ordinance only provides for the
inclusion and amendment of the Laguna Niguel Municipal Code of the operational provisions for the City's already established Military Support Committee and does not have the possibility of resulting in any physical changes in the environment.

Section 7. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrases, or portion thereof irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 8. Effective Date of Ordinance. This Ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

Section 9. City Clerk's Certification. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen (15) days after passage and adoption as required by law; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and post a certified copy of the text of this Ordinance in the Office of the City Clerk five (5) days prior to the date of adoption of this Ordinance, and, within fifteen (15) days after adoption, the City Clerk shall cause to be published the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

PASSED, APPROVED AND ADOPTED this 18th day of April 2023.

______________________________
Kelly Jennings, Mayor

ATTEST:

______________________________
Marissa J. Asistin, City Clerk
Discuss and Approve the Charity Matterz Consulting Agreement for the Taste for the Troops Event on October 19, 2023

Agenda Item No. 4
CONSULTING AGREEMENT

Military Support Committee

Taste for the Troops

Date of the Event: October 19, 2023

Date of the Auction: October 19-22, 2023

This Agreement is made effective as of May 31, 2023, between Military Support Committee, and Charity Matterz, of 16 Maidstone Coto De Caza, CA 92679.

In this Agreement, the party who is contracting to receive services shall be referred to as "Military Support Committee (MSC)," and the party who will be providing the services shall be referred to as "Charity Matterz (CM)." CM has a background in Nonprofit Fundraising Project Planning and is willing to provide services to MSC based on this background. MSC desires to have services provided by CM.

Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES. Beginning on May 31, 2023 and upon receipt of Retainer, CM will provide the following services (collectively, the "Services"):

Fundraising Management: Fundraising guidance, fundraising strategy, and virtual execution of the fundraising project to include ticketing and auction management

*Upon request: services that can also be provided are project planning advisement, event budget strategy, expense, income reconciliation,

Includes all:

Processes: management of fundraising management software (Givsum), credit card processing systems (Stripe). Facilitating guest data collection/registration/reconciliation through these systems.
Auction Items: all organization, item placement, digital management, presentation, editing imagery, auction item organization, merchandising, pricing.

Curation of all Consignment based items to meet matrix for success.

Does not include:

- procurement of 100% donated items, by MSC Members, for auction but does include curation of these items as well as complementing reserve Items.

- procurement of Sponsors

- collection of physical items, descriptions, details of items, and donors consists of the fair market value, restrictions, and donors logos

- Manual donor thank you letters- tax donation letters

- marketing of the fundraising event through MSC internal channels

2. PERFORMANCE OF SERVICES. CM shall determine how the services are to be performed and the specific hours worked by CM.

3. FEE FOR SERVICE PAYMENTS. MSC will pay a deposit for services of $500, due upon signing of consulting agreement. Full Fee for service for MSC based on 12% of net auction proceeds. (Proposed Date: October 19-22, 2023). For planning and execution aspects and responsibilities of the MSC virtual auction. For this Agreement, means:

MSC agrees to pay CM:

- $500 Deposit (non-refundable) for October Auction Fundraising Event. Due within 30 days of signing Consultant Agreement.

- $500 Event Management Progress Payment (non-refundable). Due September 1, 2023;

- A final assessment of 12 % of agreed upon net proceeds of fundraising associated with the Taste of Troops Event to include: Auction- Due November 30, 2023

- If hours worked, on the auction and event, by CM exceed 20 hours, additional hours will be billed at $75/ hour (This is a discount of $25 per hour). Additional hours exceeding 20 must be approved in advance by MSC.
Fee for Services Structure: 12% of event net proceeds. Retainer and Progress payment will be considered a flat fee for service and non-refundable. CM will generate an invoice and submit it to MSC for final payment, the amount due within 30 days of each event milestone.

- **Accounting.** MSC shall maintain records in sufficient detail for purposes of determining the amount of the commission. Proof of event accounts receivable and payable will be held in a shared digital folder (Shared by CM and MSC) for easy access to most up to date records.

- **To reconcile event accounting** CM or CM's agent, shall require a meeting ten days post-event with one or both of the following representatives from the MSC; Event co-chairs, a detailed accounting reconciliation meeting in person or via Zoom. Request for meeting to commence sooner is to be reserved if all invoicing is accounted. At this meeting, MSC and CM will reconcile all expenses and income and Net proceeds determined. Both parties will sign off on agreed net proceeds, which sets forth how the commission payment was calculated, no later than November 30, 2023.

- **Right to Inspect.** CM, or CM's agent, shall have the right to inspect MSC's records for the limited purpose of verifying the commission payments' calculation, subject to such restrictions as MSC may reasonably impose to protect the confidentiality of the records. Such inspections shall be made during reasonable business hours as may be set by MSC to be resolved within 30 days post-event.

- **Death.** If the agent of CM, Kristin Epperson, dies during the term of this Agreement, Kristin Epperson and or Kristin Epperson's heirs shall be entitled to payments or partial commission payments for the period ending with the date of Kristin Epperson's death.

4. **EXPENSE REIMBURSEMENT.** CM shall be entitled to reimbursement from MSC for the following "out-of-pocket" expenses. This includes extra staff hours if determined necessary: any expense that the consultant would like for reimbursement must be pre-authorized by MSC in writing.

5. **NEW PROJECT APPROVAL.** CM and MSC recognize that CM's services will include working on an auction for MSC. CM shall obtain the approval of MSC before the commencement of a new project.
6. **TERM/TERMINATION.** This Agreement shall terminate automatically upon completion by CM of the Services required by this Agreement.

7. **RELATIONSHIP OF PARTIES.** The parties understand that CM is an independent contractor concerning MSC and not an employee or representative of MSC. MSC will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the use of CM.

8. **EMPLOYEES.** CM's contract labor, if any, who performs services for MSC under this Agreement shall also be bound by this Agreement's provisions.

9. **INJURIES.** CM acknowledges CM's obligation to obtain appropriate insurance coverage for the benefit of CM. CM waives any rights to recovery from MSC for any injuries that CM (and CM's contract labor) may sustain while performing services under this Agreement resulting from CM or CM's contract labor negligence.

10. **INDEMNIFICATION.** CM agrees to indemnify and hold harmless MSC, the City of Laguna Niguel, and the Laguna Niguel Military Support Foundation from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that MSC may assert against CM that result from the acts or omissions of CM, CM's contract labor if any, and CM's agents. MSC agrees to indemnify and hold harmless CM from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against CM that result from the acts or omissions of MSC, MSC's employees, if any, and MSC's agents.

11. **INTELLECTUAL PROPERTY.** The following provisions shall apply concerning copyrightable works, ideas, discoveries, inventions, applications for patents, and patents (collectively, "Intellectual Property"):  

   a. *Consultant's Intellectual Property.* Consultant's Intellectual Property. CM personally holds an interest in the Intellectual Property generated in consultation for events, event strategy, or Nonprofit business strategy. Any strategy or product expressly created for MSC will be the property of MSC.

12. **CONFIDENTIALITY.** MSC recognizes that CM has and will have the following information:

   - plans
   - business affairs
   - process information
   - trade secrets
   - copyrights
   - Donor, sponsor, or grant information
   - customer lists
and other proprietary information (collectively, "Information"), which are valuable, special, and unique assets of MSC and need to be protected from improper disclosure. In consideration for the disclosure of the information, CM agrees that CM will not at any time or in any manner, either directly or indirectly, use any information for CM's benefit, or divulge, disclose, or communicate in any way, any information, to any third party without the prior written consent of MSC. CM will protect the information and treat it as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement.

13. CONFIDENTIALITY AFTER TERMINATION. The confidentiality provisions shall remain in full force and effect after the termination of this Agreement.

14. RETURN OF RECORDS. Upon termination of this Agreement, CM shall deliver all records, notes, data, memoranda, models, and equipment of any nature that are in CM's possession or under Kristin Epperson's control and that are MSC's property or relate to MSC's business.

15. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

For MSC:
Justin Martin
Deputy City Manager, City of Laguna Niguel
jjmartin@cityoflagunaniguel.org

For Charity Matterz LLC:

Charity Matterz

Kristin Epperson, CEO
kristin@charitymatterz.com
16 Maidstone
Coto De Caza, CA 92679

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.
16. ENTIRE AGREEMENT. This Agreement contains the parties' entire Agreement, and there are no other promises or conditions in any additional agreement, whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

17. AMENDMENT. This Agreement may be modified or amended. The amendment is made in writing and signed by both parties.

18. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. Suppose a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable. In that case, such provision shall be deemed to be written, construed, and enforced as so limited.

19. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

20. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of California.

21. INTERRUPTION OF SERVICE. Either party shall be excused from any delay or failure in performance required hereunder if caused because of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire, insurrection, laws proclamations, edits, ordinances or regulations, strikes, lock-outs or other serious labor disputes, riots, earthquakes, floods, explosions or other acts of nature. The party's obligations and rights so excused shall be extended on a day-to-day basis for the time equal to the period of such excusable interruption. When such events have abated, the parties' respective obligations hereunder shall resume. Suppose the interruption of the excused party's obligations continues for a period over thirty (30) days. In that case, either party shall have the right to terminate this Agreement upon ten (10) days' prior written notice to the other party.

22. GENERAL TERMINATION. If either party finds that termination of the contract is needed, either party can initiate termination with written notice to the other party. Either party's obligations continue for thirty (30) days post receipt of termination unless an agreement is reached otherwise.
23. ASSIGNMENT. CM agrees that it will not assign, sell, transfer, delegate, or otherwise dispose of any rights or obligations under this Agreement without the prior written consent of MSC. Any purported assignment, transfer, or delegation shall be null and void. Nothing in this Agreement shall prevent the consolidation of MSC with, or its merger into, any other corporation, or the sale by MSC of all or substantially all of its properties or assets, or the assignment by MSC of this Agreement and the performance of its obligations hereunder to any successor in interest or any affiliated company. Subject to the preceding, this Agreement shall be binding upon and shall inure to the benefit of the parties and their respective heirs, legal representatives, successors, and permitted assigns, and shall not benefit any person or entity other than those enumerated above.

Disclosure: Kristin Epperson is currently a consultant for Givsum Software Systems. Disclosure: Invoicing for onsite Registration staff, Provided By Charity Matterz, will be quoted and billed separately from this contract. This will be a budgeted amount that an approved party will authorize before execution.

24. SIGNATORIES. This Agreement shall be signed on behalf of MSC by Laguna Niguel Deputy City Manager, Justin Martin and CM by Kristin Epperson, Owner/CEO, and effective as of the date first above written.

Party receiving services:

City of Laguna Niguel

By: ____________________________ Date: ____________________________

Justin Martin
Deputy City Manager, City of Laguna Niguel

Party providing services:

Charity Matterz

By: ____________________________ Date: 5/15/23

Kristin Epperson, CEO Owner
Discuss and Approve the Check Request for Registrations to the YMCA 4th of July Run, Not to Exceed $500.00

Agenda Item No. 5
**LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/Foundation**  
**EVENT PLANNING AND CHECK REQUEST FORM**

### EVENT/ACTIVITY INFORMATION

- **Event Name:** 44th Annual Run In The Parks  
- **Description:** YMCA 4th Of July Run.  
- **Location:** YMCA  
- **Event Date:** July 4th 2023  
- **Date Funds Required By:** July 4th 2023

### Request Submitted by:

- **David Tuma**  
  Sub-Committee Co-Chair  
- **Sub-Committee Co-Chair**

### APPROVALS OBTAINED

- **Command:**  
  - [ ] 1-4 Battalion  
  - [ ] USS Stockdale  
  - [ ] None  
  - [ ] N/A

- **Committee:**  
  - [ ] Yes  
  - If Yes, approval date: ____________  
  - [ ] Not Obtained

### DESCRIPTION OF EXPENSE  

<table>
<thead>
<tr>
<th>Description of Expense</th>
<th>Unit(s) Benefited</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>not to exceed $500.00 to pay for our city extra</td>
<td>1-4</td>
<td>500.00</td>
</tr>
<tr>
<td>Military Families to run in the 4th of July Run in The park event.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount Requested</td>
<td></td>
<td>500.00</td>
</tr>
</tbody>
</table>

### CHECK PAYABLE TO: YMCA  
**CITY:** Laguna Niguel  
**STATE:** CA  
**ZIP:** 92677  
**STREET ADDRESS:** 29831 Crown Valley Pkwy.

**TELEPHONE:**  
**EMAIL:** ymcaoc.org/run

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

- Adam Liquori  
  Treasurer, Laguna Niguel Military Support Foundation  
  28202 Cabot Rd, Suite 300, Laguna Niguel, CA 92677  
  Tel: (909) 606-4268  
  Email: aliquori@aplwmg.com

For LNMS Foundation Only:

- Auth 1:  
  - Date:  
  - Auth 2:  
  - Date:
Discuss and Approve the Check Request for Car Wash Microfiber Towels, In the Amount of $339.22

Agenda Item No. 6
# LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE/FOUNDATION

## EVENT PLANNING AND CHECK REQUEST FORM

### EVENT/ACTIVITY INFORMATION

**Event Name:** Car Wash Cleaning Towels  
**Description:** Car Wash  
**Location:** Plaza de La Paz, Laguna Niguel  
**Event Date:** 6/3/23  
**Date Funds Required By:** 6/20/23

### APPROVALS OBTAINED

**Command:**  
- [ ] 1-4 Battalion  
- [ ] USS Stockdale  
- [ ] None  
- [ ] N/A  
**Committee:**  
- [ ] Yes  
  If Yes, approval date: 6/19/23  
- [ ] Not Obtained

### DESCRIPTION OF EXPENSE

<table>
<thead>
<tr>
<th>Description of Expense</th>
<th>Unit(s) Benefited</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase 18 bags of Microfiber Towels for Car Washes. The total is 640 towels.</td>
<td>All</td>
<td>$339.22</td>
</tr>
<tr>
<td>Note that this item was in addition to the previous approved NTE amount.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount Requested:** $339.22

### CHECK PAYABLE TO:

**Frank McGrath**

**32021 E Nine Dr**

**CITY:** Laguna Niguel  
**STATE:** CA  
**ZIP:** 92677

**TELEPHONE:** 949-267-8670  
**EMAIL:** frankmcgrath2@cox.net

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 Gaugin, Laguna Niguel, CA 92677  
Tel: (949) 363-7519  
Email: wjk@kelleyandkelleylaw.com

For LNMS Foundation Only:

**Auth 1:**  
**Date:**  
**Auth 2:**  
**Date:**