



Laguna Niguel Military Support Committee AGENDA

**REGULAR MEETING OF
October 18, 2021 - 12:00 p.m.**

WELCOME TO YOUR MILITARY SUPPORT COMMITTEE REGULAR MEETING!

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

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

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

Thank you for attending your Laguna Niguel Military Support Committee meeting.

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

CALL TO ORDER

ROLL CALL

INVOCATION – Committee Member Allen

PLEDGE OF ALLEGIANCE – Committee Member Weiss

PRESENTATIONS

PUBLIC COMMUNICATIONS

DISCUSSION ITEMS AND PRESENTATIONS

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 September 20, 2021

Recommendation

Approve as written or amended.

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

Recommendation

Hear reports.

5. Discuss Status of the 1st Assault Helicopter Battalion, 140th Aviation Regiment and the Military Support Committee's Engagement.

Recommendation

Discuss and take action.

6. Discuss and Approve the Cost for the Memorial Benches

Recommendation

Discuss and approve.

7. Discuss Holiday Dinner for the Single Marines and Sailors on December 15, 2021

Recommendation

Discuss and take action.

8. Discuss Holiday Event for the Military Families on December 18, 2021

Recommendation

Discuss and take action.

9. Fundraising Update

Recommendation

Hear update.

10. Update on the Holiday Parade

Recommendation

Hear update.

11. Discuss and Approve Holiday Gift Cards Amount and Final Count for the Kids of the 1st Battalion, 4th Marines (83 Girls/92Boys) and USS Stockdale (116) Total of 291

Recommendation

Discuss and approve.

12. Discuss Children's Holiday Party for the 1st Battalion, 4th Marines and USS Stockdale

- a. **Location/Dates?**
- b. **Will Mr. & Mrs. Claus be Present?**
- c. **When/Whom will be Presenting Gift Cards?**

Recommendation

Discuss.

- 13. Discuss the Post Holiday Parade Luncheon**

Recommendation

Discuss.

- 14. Discuss Removing the Veterans Resource Fair as a Sub-Committee**

Recommendation

Discuss and take action.

- 15. Notification of Expiring Terms on December 31, 2021 are as Follows:**

**Dan Abrams
Carole Allen
Melissa Caldwell
John Harms
Matt Kenney**

**Frank McGrath
Caroline Swift
Bill Sundin
David Tuma**

Recommendation

To inform Military Support Committee Members with terms expiring on December 31, 2021.

- 16. Committee Reports**

Recommendation

Hear reports.

ADJOURNMENT

LAGUNA NIGUEL MILITARY SUPPORT COMMITTEE

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

**Daniel Abrams
Carole Allen
Melissa Caldwell
Elena Faita-Nguyen
Debra Garnreiter
John Harms
Lynn Hoskins
John Humphrey
Matt Kenney**

**Kathy Khalifa
Frank McGrath
Caroline Swift
Bill Sundin
David Tuma
John Ulrich
David Weiss
Stephanie Winstead**

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

Adam Liquori, 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, October 15, 2021 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

1:22 PM
10/06/21
Cash Basis

Laguna Niguel Military Support Foundation
Income & Expense--Month Summary 2021 (unaudited)
August 2021

	<u>Aug 21</u>
Ordinary Income/Expense	
Income	
40000 · Direct Public Support	26.25
51000 · Program Income from sales/f...	<u>17,357.91</u>
Total Income	<u>17,384.16</u>
Gross Profit	17,384.16
Expense	
60000 · Program Expenses	15,265.10
70000 · Management & Administration	<u>160.00</u>
Total Expense	<u>15,425.10</u>
Net Ordinary Income	<u>1,959.06</u>
Net Income	<u><u>1,959.06</u></u>

Laguna Niguel Military Support Foundation
Balance Sheet Summary (Unaudited)
As of August 31, 2021

	<u>Aug 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · US Bank Checking	
10110 · Unrestricted Amounts	37,268.12
10120 · Temporarily Restricted Amounts	
10125 · 1-4 Marines	3,627.11
10130 · USS Stockdale	-546.98
Total 10120 · Temporarily Restricted Amo...	<u>3,080.13</u>
Total 10100 · US Bank Checking	40,348.25
10310 · PayPal New	
10315 · PayPal New Unrestricted	1,558.52
10320 · Temporarily Restricted PayPal	
10322 · 1-4 Marines PayPal	16,958.86
Total 10320 · Temporarily Restricted PayPal	<u>16,958.86</u>
Total 10310 · PayPal New	<u>18,517.38</u>
Total Checking/Savings	58,865.63
Other Current Assets	
12000 · *Undeposited Funds	730.00
Total Other Current Assets	<u>730.00</u>
Total Current Assets	<u>59,595.63</u>
TOTAL ASSETS	<u>59,595.63</u>
LIABILITIES & EQUITY	
Equity	
30000 · Unrestricted Net Assets	61,940.35
Net Income	-2,344.72
Total Equity	<u>59,595.63</u>
TOTAL LIABILITIES & EQUITY	<u>59,595.63</u>

1:21 PM
 10/06/21
 Cash Basis

Laguna Niguel Military Support Foundation Income & Expense Detail (Unaudited), 1-4 Marines January through August 2021

Date	Num	Name	Memo	Paid Amou...
Ordinary Income/Expense				
Income				
40000 · Direct Public Support				
40010 · Individ, Small Bus Contribs				
07/05/2021		One Shield Security Services	General Donation	3,075.00
Total 40010 · Individ, Small Bus Contribs				3,075.00
Total 40000 · Direct Public Support				3,075.00
51000 · Program Income from sales/fees				
51200 · 1-4 Marines Event Income				
07/26/2021		1-4 Marines Ball Sales	1-4 B-day Ball	175.56
08/08/2021		1-4 Marines Ball Sales	1-4 B-day Ball	4,227.53
08/15/2021		1-4 Marines Ball Sales	1-4 B-day Ball Tickets	3,191.91
08/22/2021		1-4 Marines Ball Sales	1-4 B-day Ball Ticket Sales	4,016.43
08/29/2021		1-4 Marines Ball Sales	1-4 B-day Ball Ticket Sales	3,167.63
08/31/2021		1-4 Marines Ball Sales	1-4 B-day Ball Ticket Sales	2,754.41
Total 51200 · 1-4 Marines Event Income				17,533.47
Total 51000 · Program Income from sales/fees				17,533.47
Total Income				20,608.47
Gross Profit				20,608.47
Expense				
60000 · Program Expenses				
61100 · Supplies--Pgm Exp				
03/19/2021		Gonzalez, Kayla	1-4 Marines Kickball Equipment	207.04
03/31/2021		Gonzalez, Kayla	1-4 Marines, Kickball Jerseys	252.00
05/19/2021		Covington, Susan	Reimb - 1-4 Mar Gold Star Parents Housing	1,940.00
05/28/2021	Reimb	King, Sebrina	1-4 Mar_Homecoming Snacks Reimb	692.97
07/20/2021		Gonzalez, Kayla	1-4 Marines, Kickball Team Snacks	90.00
Total 61100 · Supplies--Pgm Exp				3,182.01
62000 · Facilities and Equipment				
62100 · Equipment Rental--Pgm Exp				
08/07/2021		Encore	Audio/Visual - 2021 USMC Birthday Ball, Pro...	3,843.50
Total 62100 · Equipment Rental--Pgm Exp				3,843.50
62200 · Facility Rent, Parking, Utils				
08/31/2021		1-4 Marines Ball Sales	1-4 Marine Ball Expenses	10,726.74
Total 62200 · Facility Rent, Parking, Utils				10,726.74
Total 62000 · Facilities and Equipment				14,570.24
63820 · Credit Card Processing Fees				
63823 · Transaction Discount Fee				
07/26/2021	PayPal	PayPal	PayPal Fees - 1-4 B-day Ball	5.69
08/08/2021	PayPal	PayPal	PayPal Fees 1-4 B-day Ball Tickets	166.08
08/15/2021	PayPal	PayPal	PayPal Fees 1-4 B-day Ball Tickets	124.11
08/22/2021	PayPal	PayPal	PayPal Fees 1-4 B-day Ball Ticket Sales	151.42
08/29/2021	PayPal	PayPal	PayPal Fees 1-4 B-day Ball	123.23
08/31/2021	PayPal	PayPal	PayPal Fees 1-4 B-day Ball Ticket Sales	108.82
Total 63823 · Transaction Discount Fee				679.35
Total 63820 · Credit Card Processing Fees				679.35
Total 60000 · Program Expenses				18,431.60
Total Expense				18,431.60
Net Ordinary Income				2,176.87
Net Income				2,176.87

**City Military Support
Committee Account**

Agenda Item No. 2



Laguna Niguel, CA

Detail vs Budget Report

Account Detail

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

Account	Post Date	Packet Number	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100-01-5750	08/20/2021	APPKT00395	Military Support	0.00	4,000.00	0.00	616.60	616.60	3,383.40	84.59 %
	08/20/2021	APPKT00397	Military Support							
			Source Transaction							
			8/6/21 Luketich							
			8/6/21 Asuncion							
			Pmt Number							
			9657							
			9657							
			Description							
			Military support							
			Military support							
			Vendor							
			2667 - U.S. BANK NATIONAL ASSOCIATION							
			2667 - U.S. BANK NATIONAL ASSOCIATION							
			Project Account							
			Amount							
			16.60							
			600.00							
			Report Total:	0.00	4,000.00	0.00	616.60	616.60	3,383.40	84.59 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
100 - GENERAL	0.00	4,000.00	0.00	616.60	616.60	3,383.40	84.59 %
Report Total:	0.00	4,000.00	0.00	616.60	616.60	3,383.40	84.59 %

**Minutes of the Regular Military Support
Committee Meeting on
September 20, 2021**

Agenda Item No. 3

**MINUTES OF THE
CITY OF LAGUNA NIGUEL
MILITARY SUPPORT COMMITTEE REGULAR MEETING
September 20, 2021 – 12:00 p.m.**

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

ROLL CALL

Present: Co-Chair Sandy Rains
Co-Chair Rischi Paul Sharma
Daniel Abrams
Carole Allen
Melissa Caldwell
Elena Faita-Nguyen
Debra Garnreiter
John Harms – via Zoom
Lynn Hoskins
Matt Kenney
Kathy Khalifa
Frank McGrath
Caroline Swift – via Zoom
Bill Sundin
David Tuma
David Weiss
Stephanie Winstead

Sebrina King – First Battalion, Fourth Marines Representative
Robert Ming – Military Support Foundation

Absent: John Humphrey, John Ulrich,

City Staff: Tamberlyn Luketich, Police Services Secretary
Russell Narahara, Management Analyst

INVOCATION – Committee Member Sundin

PLEDGE OF ALLEGIANCE – Committee Member Swift

PRESENTATIONS

None.

PUBLIC COMMUNICATIONS

Cassandra Ondryas, with the Family Assistance Ministry, would like to donate gift cards, as needed, to the Military Support Committee. Cassandra would like to have the gift card drive on the first two Sundays in December. Co-Chair Sharma thanked Cassandra for attending the car wash. Co-Chair Rains and Co-Chair Sharma will follow up with Cassandra on dates.

DISCUSSION ITEMS AND PRESENTATIONS

1. Foundation Financial Report

A MOTION was made by Committee Member Khalifa, seconded by Committee Member Allen, to receive and file this report.

Motion carried 17-0, with John Humphrey and John Ulrich being absent.

2. City Military Support Committee Account

A MOTION was made by Committee Member McGrath, seconded by Committee Member Tuma, to receive and file this report.

Motion carried 17-0, with John Humphrey and John Ulrich being absent.

3. Minutes of the Regular Military Support Committee Meeting on August 16, 2021

A MOTION was made by Committee Member Caldwell, seconded by Committee Member Sundin, to approve the Minutes of the Regular Military Support Committee Meeting on August 16, 2021.

Motion carried 17-0, with John Humphrey and John Ulrich being absent.

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

Sebrina King, 1st Battalion, 4th Marines, showed pictures from the car wash and thanked everyone for the food donated to the marines. A slide show was shown of the marines during their latest deployment. The Marine Corps Birthday Ball is November 6th and on September 30th there will be a Town Hall meeting. She will be getting the number of children for the holiday party before the next meeting. The Rotary Club, at Camp Pendleton, will be hosting a Halloween event on October 30th. On November 23rd, the spouses will be bringing turkey meals to the single marines. On Thanksgiving Day, the Single Marines Program will be hosting a Thanksgiving meal for the single marines.

Committee Member McGrath mentioned to the committee members to read the USS Stockdale newsletter for updates.

5. Update on September 11, 2021 Car Wash

Committee Member McGrath reported that the car wash raised \$5,813.00. The

expenses were approximately \$700.00. He thanked Committee Member Abrams for the Costco donations. Thank You letters will be going out to all the vendors and he wanted to thank all the Marines, Sebrina King, Master Gunny Sergeant Bridges and Staff Sergeant Lindsey. Co-Chair Rains thanked everyone for all their hard work with a special thank you to Committee Member Hoskins for the social media which was brought up from residents and was instrumental for the success of the car wash. She stated a check will be coming from the Picerne Group as a donation.

6. Review and Discuss items for the USS Stockdale Family Assistance Group. This includes participation in the City Holiday Parade and Family Christmas Party

Committee Member McGrath stated that families of USS Stockdale will be present at the parade. They are planning a Christmas Party and more information will be given at the next meeting.

7. Discuss and Approve Funding for Nine 6' Benches to be Installed at The Cross at Camp Pendleton to Commemorate the Eight Marines and Navy Corpsman Who Perished in the Training Exercise off San Clemente Island

Sebrina King, 1st Battalion, 4th Marines stated that Mrs. Bath's sister created a Go Fund Me Page and they donated the funds to the Military Support Committee to be used for the marines. They were requesting a bench to be placed up at The Crosses. Sebrina discussed the benches and the cost of \$550 per bench and money donated that was left over was to be used for the marines. She is requesting approval on the cost of the benches. On October 16th there will be a Gold Star BBQ and she will send information regarding this.

A MOTION was made by Committee Member Winstead, seconded by Committee Member Weiss, to approve the cost of the benches at \$550 per bench.

Motion carried 17-0, with John Humphrey and John Ulrich being absent.

Robert Ming, Laguna Niguel Military Support Foundation Representative, wants to make sure that the money is in the 1st Battalion, 4th Marines account and will report his findings at the next meeting. Committee Member McGrath asked if the Picerne check was to be deposited into the general fund. Co-Chair Rains stated that the check was to be put into a general fund for the military.

8. Discuss Thank You Cards and Letters of our Adopted Units

Committee Member Hoskins wanted to check on the needs for our adopted units regarding cards and letters. Co-Chair Rains suggested a snack care package, in addition to the cards, when out on deployment. Committee Member Winstead asked what the lead time would be to send cards out to the USS Stockdale. Committee Member McGrath will find out what the lead time will be. Committee Member Winstead stated we have more Valentines for Veterans than active members and is requesting to get more names of Veterans. Committee Member

Garnreiter will be at the November 11th event, at Sea Country, and would be able to bring cards to the veterans that day. Committee Member Caldwell stated that they are reaching out to the schools, churches, the Woman's Club and Lyons Club. Co-Chairs Rains suggested having a sign-up sheet for veterans at the November 11th event to receive addresses of veterans. Committee Member Garnreiter will revise the sign-up sheet.

9. Discuss and Approve Moving the Military Support Mailbox from City Hall to the Crown Valley Community Center

Committee Member Winstead suggested moving the mailbox to the Community Center so it will have more exposure. Co-Chair Rains stated that if the committee votes to approve moving the mailbox, the Co-Chairs will discuss the logistics of moving the mailbox with the City Manager.

A MOTION was made by Committee Member Weiss, seconded by Committee Member Khalifa, to approve moving the Military Support Mailbox from City Hall to the Crown Valley Community Center.

Motion carried 17-0, with John Humphrey and John Ulrich being absent.

10. Review and Discuss the Post Holiday Parade Luncheon

Committee Member Khalifa stated the sub-committee had a meeting on September 17th and were able to tour the Crown Valley Community Center. There is no regulation at the center to have items individually boxed. She is waiting for an estimate from a caterer and will have a final cost once there is a closer estimate of how many people will be coming. The Woman's Club members will be baking goods that will be individually wrapped for the luncheon. Committee Member Garnreiter is working on obtaining a van with Enterprise Rent a Car. Committee Member Abrams discussed transportation options for the parade and that by October 1st, they should have the number of people attending the luncheon. Committee Member Kenney suggested asking El Niguel Country Club for extra golf carts.

11. Review and Discuss Information on Fundraising

- a. Instructions for tools; their use and locations.**
- b. Instructions for the process; existing and new donors.**
- c. Instructions for updating the spreadsheet.**

Committee Member Winstead reviewed the process for the spreadsheet and would like permission to give the spreadsheet to everyone. She is asking that everyone on the Military Support Committee reach out to their contacts to solicit donations and she will offer her assistance to any member who needs help with inputting information onto the spreadsheet. Co-Chair Rains suggested that members take ten envelopes each to pass out as a goal for next month.

12. Committee Reports

Committee Member Khalifa was able to obtain a few ball gowns, evening bags and jewelry to donate for the Military Ball and she will give them to Sebrina King. She stated that money will be coming from her family foundation for the car wash. Sebrina King thanked Committee Member Khalifa for the donated items.

Committee Member Winstead had the Boy Scouts reach out to her and they would like to help with any upcoming events.

Co-Chair Rains stated the Reed Malleck's position will be left vacant until the end of the term. Interviews for the Military Support Committee will be held on December 6th and December 7th. Co-Chair Sharma asked everyone to please check their renewal dates. The city will also send out a courtesy notice. Co-Chair Rischi wanted to remind members that we do receive stock certificates as a donation. He is reaching out to the corporate office of Walmart for donations.

ADJOURNMENT

There being no further business before the Committee, Co-Chair Sharma adjourned the meeting at 1:27 p.m. to the Regular Military Support Committee meeting to be held on October 18th, 2021 at 12:00 p.m. in the City of Laguna Niguel Council Chambers located at 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.

Respectfully submitted by:



Tamberlyn Luketich
Secretary

**Discuss and Approve the Cost for the
Memorial Benches**

Agenda Item No. 6

Hello John Humphrey,

Thank you for your Quote Request from OCCOutdoors, Inc.. To view all details, edit or accept this proposal visit My Quote in your dashboard by [logging into your account](#).

If you have questions about your quote request, you can email us at customercare@occoutdoors.com or call us at [1-317-223-8881](tel:1-317-223-8881).

Your Quote #Q15.000002994 Nov 10, 2021

Placed on October 12, 2021 at 11:05:36 AM EDT

Remarks with Request

Good Morning Sebrina,

Your order has been updated with shipping cost. This will be a freight delivery to limited access with a liftgate.

Delivery is Estimated at 20-22 weeks. Please allow 3-4 days for Transit. This is an estimated time frame.

You can place your order from the link on this page or contact me at any time.

If you have any questions or may be of help in any way, please contact me at any time.

Thank you,
Jimmy Estes
Ph. 317-223-8881
E-mail jimmyestes@occoutdoors.com

Items	Qty	Item Discount	Quoted Price	Row Total
In-Ground Anchor Kit for ASM Benches SKU: FP-ANKGRD	9	\$0.00	\$30.00	\$270.00
6-foot Landmark Memorial Park Bench with Plaque	9	\$0.00	\$696.65	\$6,269.85

SKU: ASM-LB6B-PLQ-BK-BN-
PLQ-68-BRNZ

Frame colors

9 x Black

**Slat Colors With Black
Frame**

9 x Brown

Type of Memorial Plaque

9 x Bronze Plaque

Size of Bronze Plaque

9 x 6" x 8" +\$2,187.00

Plaque Font

9 x Time New Roman

**Number of Lines of Text on
the Plaque**

9 x Three

**Note the 1st Line of Plaque
Text**

In Loving Memory Of

**Note the 2nd Line of Plaque
Text**

Rank FN/MI/LN

**Note the 3rd Line of Plaque
Text**

July 30, 2020

Describe Text On Plaque

Logo to left, Text to right
of Logo

**Add Logo(s) to the Bronze
Plaque**

9 x One Logo +\$90.00

Upload Logo 1

Marines.jpg 1122 x
1334 px.

***Describe Placement of
Logo(s) on Plaque***

Logo to left

***Discribe Placement of
Plaque on the Bench***

Center of bench

Arm Rests

9 x None

Subtotal \$6,539.85

Shipping & Handling \$773.53

Grand Total \$7,313.38

[Proceed to checkout](#)

[Or click here for more options](#)

Thank you, OCCOutdoors, Inc.!