



# Military Support Committee Operational Guidelines



Approved: 01/18/2022  
Updated: 06/26/2023

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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) **4<sup>th</sup> of July Celebration:** To coordinate participation from the City Council's selected adoptive military units in the City's annual 4<sup>th</sup> 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 policies, 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**

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

EVENT/ACTIVITY INFORMATION	
<b>Event Name:</b>	_____
<b>Description:</b>	_____
<b>Event Date:</b>	<b>Date Funds Required By:</b> _____

<b>Request Submitted by:</b> _____	Sub-Committee Co-Chair	Sub-Committee Co-Chair
------------------------------------	------------------------	------------------------

APPROVALS OBTAINED			
<b>Command:</b>	<input type="checkbox"/> 1-4 Battalion	<input type="checkbox"/> USS Stockdale	<input type="checkbox"/> None <input type="checkbox"/> N/A
<b>Committee</b>	<input type="checkbox"/> Yes	If Yes, approval date: _____	<input type="checkbox"/> Not Obtained

DESCRIPTION OF EXPENSE	UNIT(S) BENEFITED	AMOUNT \$
<b>Total Amount Requested</b>		

<b>CHECK PAYABLE TO:</b>	_____		
<b>STREET ADDRESS:</b>	_____		
<b>CITY:</b>	_____	<b>STATE:</b>	_____
<b>TELEPHONE:</b>	_____	<b>EMAIL:</b>	_____
		<b>ZIP:</b>	_____

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

For LNMS Foundation Only:

Auth 1:

Date:

Auth 2:

Date:

# **Exhibit “B”**

**Military Support Committee— Media Operations Flow  
Worksheet**

# Military Support Committee: Media Operations Flow

**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 website), 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 proposes these activities, 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 Manual.



# **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.

( Ord. No. 2019-198 , § 3, 10-1-19; Ord. No. 2020-203 , § 2, 2-18-20; Ord. No. 2022-212 , § 2, 4-19-22)

### **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.
- (e 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 strikethrough 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 co-chair.~~ 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 strikethrough 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 ~~a committee co-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 18<sup>th</sup> day of April 2023.

\_\_\_\_\_  
Kelly Jennings, Mayor

ATTEST:

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Marissa J. Asistin, City Clerk