

**MINUTES OF THE
WEDNESDAY, NOVEMBER 6, 2024
REGULAR MEETING OF THE
MONTCLAIR COMMUNITY ACTIVITIES COMMISSION**

**MONTCLAIR CITY COUNCIL CHAMBERS
5111 BENITO STREET, MONTCLAIR, CALIFORNIA
7:00 P.M.**

CALL TO ORDER

Chairperson Escalante called the meeting to order at 7:00 p.m.

SALUTE TO THE FLAG

Commissioner Rangel led those present in the salute to the flag.

ROLL CALL

Present: Chairperson Richard Escalante, Vice-Chairperson Darlene Ferraro, Commissioners Hector Martinez, Laurie Milhiser (arrived at 7:20 p.m.), Arturo Padilla, Rosa Rangel, and Diane Wells

Excused: City Council Liaisons Corysa Martinez and Bill Ruh

Also Present: Assistant City Manager/Director of Human Services Marcia Richter
Administrative Specialist Abigail Perales
Administrative Specialist Krystal Rabino
Community Services Supervisor Jordi Ubaldo
Recreation Coordinator, Community Angela Franco

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Padilla made the motion to approve the minutes from the Community Activities Commission meeting on October 2, 2024. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Chairperson Escalante, Commissioner Padilla, and Ms. Franco attended OPARC's opening on October 17 of the Sensory Garden at their Monte Vista Avenue Location and toured the beautiful new garden. The garden is designed for people with intellectual and developmental disabilities to stimulate the five basic senses, sight, smell, sound, touch, and taste. Last March the Commission,

through the Community Benefits Program, awarded OPARC with \$5,000. Chairperson Escalante accepted a Certificate of Appreciation on CAC's behalf from OPARC for the generous award, which helped purchase a metallophone instrument for the Sensory Garden. Commissioner Padilla shared that this event was very touching and moving and encouraged the Commission members to visit the facility. The certificate was framed and passed to each CAC member present to view.

Ms. Richter announced that Administrative Specialist Krystal Rabino will be taking another position at the Montclair Public Works' City Yard and Abigail Perales will be the new Administrative Specialist for the Human Services Department. She will be preparing agenda packets, attending the meetings, and assisting in general with CAC activities and other programs in the Human Services Department.

OLD BUSINESS

A. *Halloween Spooktacular - Recap*

The Halloween Spooktacular took place on Saturday, October 26, 2024 from 6:00 p.m. to 9:00 p.m. at Montclair Place. Ms. Richter informed the Commission that the Marketing Director at Montclair Place estimated that around 12,500 attended the event compared to 10,000 from last year.

Chairperson Escalante expressed his gratitude for the staff and their efforts for preparing for this event. Chairperson Escalante and Commissioner Padilla received a preview tour of the event, including the new addition of the Neon Room. Chairperson Escalante added that the breakroom was one of the best breakrooms he has ever seen and he liked the idea of passing out contestant numbers for the Halloween costume contest. This number system kept the contestant line organized and helped with the voting and tallying the winner.

Vice-Chairperson Ferraro agreed the event worked out well.

Commissioner Martinez also thanked the staff and volunteers for their time and effort put into this event.

All Commissioners agreed the Halloween Costume Contest voting went smoothly.

Chairperson Escalante commented that the DJ was a bit loud. Ms. Richter clarified the sound is always a challenge and last year comments were that it was too low, so we will continue to adjust as needed.

Ms. Richter added that staff started preparing the decoration layouts in the middle of October and thanked both the staff and the Community Activities Commission for helping with the event and making it successful.

B. Military Banner Programs

Mr. Ubaldo provided an update on the Veteran banner applications. Staff have received three new Veteran banner applications and three Active Duty banner applications. There are five banner applications pending renewals. Orders will be placed as soon as we receive confirmations from the families.

Ms. Richter explained that the Military Banner program is for Montclair residents who are currently serving in the Armed Forces and the Veteran Banner program is for Montclair Residents who have been honorably discharged from the Armed Forces. After the banner holder in the Current Member of the Armed Forces program is discharged or the banner holder in the Veteran program chooses to not display their banner it will be presented to them or their family at a City Council meeting. When a veteran passes away, then a plaque can be purchased for the Memorial Wall.

C. Holly Jolly Holiday

The Holly Jolly Holiday will take place on Thursday, December 5, 2024 from 6 p.m. to 8:30 p.m. in the Montclair Youth Center.

Ms. Richter shared that the lights will be installed on the tree in front of the Youth Center during the week of November 11, 2024.

Mr. Ubaldo prepared a PowerPoint presentation with the event plans and logistics. The Youth Center parking lot next to the tennis courts will have a 50' x 30' snow play area with sledding for families and kids. Children will be able to take part in the snow attraction more than once by waiting in line again and if time allows. The front of the Youth Center will have falling snow as people wait in line. Similar to prior years, the firetruck will arrive in front of the Youth Center with Mr. and Mrs. Claus after the tree lighting takes place. Other planned attractions include a reindeer stable with motorized reindeer, photos with Santa and a station for writing letters to Santa, along with refreshments.

Ms. Richter gave an update on this year's Santa and Mrs. Claus. It is a husband and wife duo from Upland. The gentleman playing Santa went to high school with our City Manager. This will be their first time as Santa and Mrs. Claus. They accepted to participate in our event because they are thrilled that our event is free for the community.

Mr. Ubaldo shared last year we had between 800 to 1,000 attendees. Commissioner Milhiser recalled it was crowded inside the Youth Center. Ms. Richter confirmed there will be indoor and outdoor activities this year for everyone to enjoy.

Ms. Richter reminded the Commissioners of their program assignments from last month's meeting and asked them to arrive at the event by 5 p.m. Mr. Ubaldo recommended wearing boots and gloves if the Commission members decide to visit the snow play area.

Refreshments

The Commission agreed to have coffee, hot cocoa, and the packaged Knott's Berry Farm cookies as refreshments. Mr. Ubaldo will provide Commissioner Rangel with a letter of solicitation to request 5 gallons of coffee from Starbucks. Vice-Chairperson Ferraro and Commissioner Milhiser volunteered to be in charge of the refreshments.

Entertainment

The group *Caroling Connection Entertainment* will be contracted to stroll and sing Christmas Carols throughout the event.

Letters to Santa

Children will be encouraged to write a letter to Santa and those that include a legible complete address may receive a response from Santa Claus, as we have in previous years. Commissioner Rangel volunteered to assist in the Letters to Santa station. Commissioner Martinez has a prior engagement but will also assist if he is able to make it to the event.

Photos with Santa

Staff and Chairperson Escalante volunteered to help with the photos and Commissioner Padilla will be assigned at the entrance gate to count attendees with a counter clicker.

Volunteers for the event

Recreation Coordinator Ms. Gomez-Medina is working on securing volunteers from the Montclair High School Key Club.

Dignitaries

Save the Date emails have been sent to dignitaries.

D. Holiday Home Decoration Contest

The Holiday Home Decoration Contest application submission deadline for the community is Friday, December 6, 2024 at 6:00 p.m. The entry form is available on the City's website. The entry form was also included in the Human Services brochure which was mailed to all Montclair residents, as well as a social media post.

Commissioners received a map that outlines their randomly assigned area for their nomination selections and also a list of ineligible homes that have won within the last three years. Each Commissioner is asked to nominate two homes within the area they are assigned; nominations are due by Friday, December 6.

The Commission will meet in the Senior Center at 5:00 p.m. on Wednesday, December 11, 2024 for a special meeting and dinner. Commissioners decided on cheese enchiladas, tacos, rice, and beans from Los Portales and home-made tamales courtesy of Commissioner Padilla's wife for dinner. Commissioner Rangel offered to bring dessert; hot cocoa and holiday themed cookies will also be provided. Judging will begin at approximately 6:00 p.m. Commissioners will caravan to view the nominated homes and will score them on a scale of 1-10. Tallies of scores and dessert will take place in the Senior Center at approximately 8:30 p.m.

Ms. Richter requested that the Commission save the date for the awards ceremony which will be held at the City Council meeting on December 16, 2024 at 7:00 p.m. Chairperson Escalante volunteered to read the script.

NEW BUSINESS

A. *Election of Officers*

In compliance with the provisions of Resolution No. 96-2096, authorizing the Montclair Community Activities Commission, an election shall be held each calendar year at the last regularly scheduled meeting of the CAC to elect officers for the upcoming year. The November meeting of the CAC is the last regularly scheduled business meeting for 2024; therefore, elections for the offices of Chairperson and Vice-Chairperson are in order.

Chairperson Escalante opened the nominations; Commissioner Milhiser nominated Chairperson Escalante to continue as Chairperson and Commissioner Padilla seconded the motion; no other nominations were made; all were in favor and the motion was carried that Chairperson Escalante will continue to serve as Chairperson for 2025.

Commissioner Rangel suggested Vice-Chairperson Ferraro continue her term for a second year and Commissioner Ferraro declined and suggested another member be given the opportunity to serve in that position. Commissioner Padilla nominated Commissioner Rangel to serve as Vice-Chairperson and Commissioner Wells seconded the motion; Commissioner Rangel accepted the nomination; no other nominations were made; all were in favor and the motion was carried that Commissioner Rangel will serve as Vice-Chairperson starting in January 2025.

B. Community Benefits Funding Program

Ms. Richter announced that the Commission received a total of \$45,000, to award to non-profit agencies that serve the Montclair community.

The staff report listing the agencies invited during the 2023-2024 fiscal year was reviewed and Commissioners discussed the agencies previously awarded, the services they provide to the City of Montclair, and whether there were any other non-profit agencies that should be invited.

Commissioner Padilla made a motion to keep the 13 agencies from last year's program. Commissioner Milhiser seconded the motion and it was carried unanimously to approve this motion.

A total of 13 agencies will be invited to participate in the Program.

Ms. Richter reminded the CAC that the 2024-2025 Community Benefits Funding Program is scheduled to take place at their regular CAC meeting on Wednesday, March 5, 2025.

ITEMS OF SPECIAL INTEREST

Ms. Franco and Mr. Ubaldo distributed polo shirts to the Community Activities Commission members.

ADJOURNMENT

Chairperson Escalante adjourned the meeting at 7:51 p.m.

Respectfully submitted,

Abigail Perales
Administrative Specialist