

**MINUTES OF THE
WEDNESDAY, JANUARY 8, 2025
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 Milhiser led those present in the salute to the flag.

ROLL CALL

Present: Chairperson Richard A. Escalante, Vice-Chairperson Rosa Rangel, Commissioners Darlene Ferraro, Hector Martinez, Laurie Milhiser, Arturo Padilla (arrived at 7:08 p.m.), Diane Wells and City Council Liaison Bill Ruh

Excused: City Council Liaison Corysa Martinez and Administrative Specialist Abigail Perales

Also Present: Assistant City Manager/Director of Human Services Marcia Richter
Community Services Supervisor Jordi Ubaldo
Recreation Coordinator, Community Angela Franco

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Milhiser made the motion to approve the minutes from the Community Activities Commission meeting on November 6, 2024. Commissioner Ferraro seconded the motion and it was carried unanimously to approve the minutes.

Commissioner Martinez made the motion to approve the minutes from the Community Activities Commission meeting on December 11, 2024. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter distributed a Happy Holidays card from Anthesis and a thank you email from OPARC. OPARC's email shared a link to a video that showcased the sensory room that they were able to complete thanks to the contribution from the Community Benefits Funding. Ms. Richter informed the Commissioners that the email would be forwarded to them by staff so that they could access the link to view the video.

OLD BUSINESS

A. Military Banner Program

Ms. Richter provided an update for the Military Banner Program and said that there are a total of six new applications this year, three Veterans Banners and three Military Banners; one for Army and two for Marine Corps. The current Military Banner program consists of 26 Military Banners along with three Veterans and two all-Veterans banners.

Ms. Richter informed the Commissioners that the Military Banner Presentation will take place at the City Council meeting next week on Tuesday, January 21, 2025 at 7:00 p.m. Seven banners will be removed of those service men and women who have been honorably discharged and only five will be present at the Military Banner Presentation. One of the veterans will not be able to attend the presentation and one participant is still pending. All Commissioners are encouraged to attend.

Commissioner Ferraro volunteered to read the script for the PowerPoint Presentation and agreed to meet with Community Services Supervisor Jordi Ubaldo and Recreation Coordinator, Community Angela Franco, in the Council Chambers at 6:00 p.m. to practice the prepared script.

B. Holly Jolly Holiday - Recap

Holly Jolly Holiday took place on Thursday, December 5, 2024 from 6:00 p.m. to 8:30 p.m. in the Montclair Youth Center.

Chairperson Escalante expressed that the Holly Jolly Holiday set up was great and commends staff for their hard work. Some of the feedback he received from those in the community was confusion over the two lines to enter the event; however he saw staff was present to answer questions and to direct the lines. Chairperson Escalante received many compliments from the community about the snow, inflatables, and decorations.

Ms. Richter shared some statistics from the event including that over 1,000 guests were in attendance throughout the event. A total of 715 guests entered the "Photo with Santa" station, 257 photos were taken with Santa, 289 letters were written to Santa, and 551 waivers were completed to participate in the snow activities. Finally, 25 student volunteers were present from Montclair High School's Water Polo Team, Key Club, and Montclair to College Program.

Commissioner Milhiser was pleased to see the snow attraction at the event and expressed that there are probably a lot of kids who have never seen snow before, so having snow for the event was a nice addition. Vice Chairperson Rangel loved all the decorations and shared that the Letters to Santa Station was always busy with attendees. She included that we may have outgrown the space. Chairperson Escalante added that Mr. and Mrs. Claus were very nice and were accommodating to those getting pictures. Ms. Richter included that they were also a nice addition, and they shared with her that they loved it as well. Commissioner Martinez said that after being a resident for 20 years in Montclair, it was his first time attending a City event, and he was glad that he was able to attend. City Council Liaison Bill Ruh mentioned that Senator Rubio loved that there were a lot of volunteers because it gives it a hometown flavor. Commissioner Ferraro is curious to see how the event will be improved next year because she thought this year was outstanding.

As a thank you, the Commissioners gifted Mr. and Mrs. Claus a box of See's Candies, a Northwoods Inn gift card, and a signed thank you card.

C. Holiday Home Decoration Contest - Recap

Nineteen entries were judged this year for the 2024 Holiday Home Decoration Contest which included six nominations from the public of which one of those had already been nominated by one of the Commissioners. The three winning families attended the December 16, 2024 City Council meeting. Chairperson Escalante read the script while a PowerPoint presentation showed photos of each decorated home. Each family received a framed certificate and \$50 gift card to the restaurant or business of their choice. The winners included:

Christmas Magic
5045 Kingsley Street

Magic! Musical Lights
9015 Helena Avenue

Bright Lights of Christmas
9091 Ramona Avenue

Chairperson Escalante mentioned that he took a group of people to go look at the decorated houses and they were all in awe. Chairperson Escalante also included that he read a community Facebook post where some residents wanted to know why apartments and trailer home parks are not allowed in the contest. Chairperson Escalante responded to the post with an approved explanation and the person understood.

Commissioner Padilla also took his family visiting from Mexico to see the decorated homes, and mentioned that everybody was amazed and speechless over the participation from the community for this contest.

Ms. Richter reminded the Commissioners that information regarding the Holiday Home Decoration Contest is shared through the Human Services Activities and Programs Brochure,

which is mailed to all Montclair Residents, and via the City's social media accounts. The contest information includes the deadline to submit nominations and encourages the community to decorate early.

Ms. Richter mentioned the tentative deadline for the 2025 Home Decoration Contest is Friday, December 5 and judging may take place on Monday, December 8 to give staff time to prepare for the presentation. The Commissioners will discuss these dates at a future meeting and provide a decision by the June meeting.

D. Community Benefits Program

Ms. Richter stated that the invitation packets have been mailed to the thirteen agencies invited by the Commission. The agency information, budget, and funding requests are due by Thursday, January 30, 2025 in order to be considered for funding and no applications have been received as of this evening. A funding amount of \$45,000 is available to be distributed to agencies this year.

These are the thirteen agencies who received an invitation packet:

- | | |
|--------------------------------------------------|---------------------------------------|
| 1. AgingNext | 8. Love for Humanity |
| 2. Anthesis | 9. Montclair Meal on Wheels |
| 3. Assistance League of the Foothill Communities | 10. OMSD Health and Wellness Services |
| 4. Care & Company | 11. OPARC |
| 5. Christian Development Center | 12. Project Sister Family Services |
| 6. Foothill Family Shelter | 13. VNACare |
| 7. Hope Through Housing Foundation | |

Ms. Richter explained that the Commission will receive the agency packets before the hearing scheduled on March 5, so they can review.

NEW BUSINESS

A. Volunteer Recognition Program

The Volunteer Recognition Program is scheduled to be held on Monday, April 21, 2025 during the City Council Meeting which will begin at 7:00 p.m. followed by the reception in the Senior Center.

Ms. Richter distributed a list of organizations to be sent an application. The invitations are sent to different organizations that help support our community through volunteers.

Discussion among the Commission included the following:

- Theme of this year's event was decided to be "Montclair Volunteers - The Stars of the Community"
- Ideas to use stars, red carpet, spot light to tie in with the theme.
- A donation list of previously asked donors will be distributed at next month's meeting, and Ms. Richter asked the Commission to assist in personally delivering invitations to possible donors.
- Refreshments to include as in previous years; sparkling cider, cake, deli wraps, fresh strawberries, cookies, and cheese/crackers.

B. Memorial Day Program

The Memorial Day Program is scheduled to be held on Monday, May 26, 2025 at 6:00 p.m. in the Memorial Garden adjacent to City Hall. The Commission is asked to arrive by 4:00 p.m.

- Ms. Richter stated the Veterans Memorial Wall Plaque Application will soon be available through the Human Services Brochure which will be mailed to all the Montclair residents.
- Mr. Ubaldo submitted an email request to the 300th Army Band for Memorial Day to be a part of the event. If they are not available we will go with the band from last year.
- Ms. Richter confirmed that the refreshments will remain the same as previous years including BBQ hot dogs, chips, cake, cookies, lemonade and water.
- Ms. Richter mentioned that staff will send save the date emails to dignitaries soon, and a formal invitation will be sent as the event draws near.
- Commissioner Padilla will speak to the Veterans who will be attending the Military Banner Presentation to see if they can participate and lead the Pledge of Allegiance. Commissioner Padilla will have his uniform ready to lead the Pledge of Allegiance if no Veteran is able to attend.
- Ms. Richter asked the Commission members to submit any new poems they may have by the next meeting. The Commission will decide on the poem at the March meeting.
- Montclair High School JROTC will be invited to participate.

Commissioner Milhiser mentioned shorter poems with 6-7 stanzas give more flexibility. She also mentioned that having one person read it was better. Ms. Richter added that it went smoother and sounded better with the audience.

C. Autism Certified City (ACC)

Commissioner Martinez updated the Commissioners that due to the holidays he was not able to connect to the Autism Society of the Inland Empire. He plans to continue to do more research.

Commissioner Martinez and Padilla mentioned the following organizations may qualify to get certified: OPARC, Anthesis, and Our Lady of Lourdes.

Ms. Richter added that the cost of certification is very high, involves training, and a certain percentage of agencies would need to work together to continue the certification. The City Council would need to be on board as well. She shared that the adopted General Plan for the City includes a section dedicated to inclusivity, which includes learning and physical disabilities.

ITEMS OF SPECIAL INTEREST

Ms. Richter announced the June meeting originally scheduled for June 4, 2025 has been moved to June 11 in order to provide staff ample time for the Country Fair Jamboree event taking place on June 7.

ADJOURNMENT

Chairperson Escalante adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Abigail Perales
Administrative Specialist