

**MINUTES OF THE  
WEDNESDAY, MARCH 5, 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 7:02 p.m.

**SALUTE TO THE FLAG**

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

**ROLL CALL**

**Present:** Chairperson Richard Escalante, Vice-Chairperson Rosa Rangel, Commissioners Darlene Ferraro, Hector Martinez, Laurie Milhiser, Arturo Padilla, Diane Wells and City Council Liaison Bill Ruh

**Excused:** City Council Liaison Corysa Martinez and Recreation Coordinator, Community Angela Franco

**Also Present:** Assistant City Manager/Director of Human Services Marcia Richter  
Community Services Supervisor Jordi Ubaldo  
Administrative Specialist Abigail Perales

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATIONS**

**A. *Hearing for the Community Benefits Funding Program***

All thirteen of the non-profit organizations invited to participate in the Community Benefits Funding Program attended the hearing.

The following non-profit agencies made presentations to the Commission for consideration of Community Benefits Funding. A total of \$45,000 is available for distribution.

After the presentations and a brief intermission, Commissioners discussed the funding distribution. Commissioner Padilla motioned to recommend allocating the funds as listed to

the thirteen agencies present. Commissioner Martinez seconded the motion and it was carried unanimously to recommend the following allocations:

<u>Requesting Agencies</u>	<u>FY 2024-2025 Recommendations</u>
Aging Next	\$5,500
Anthesis	\$3,000
Assistance League of the Foothill Communities	\$3,000
Care & Company	\$3,000
Christian Development Center	\$5,500
Foothill Family Shelter	\$3,000
Hope Through Housing Foundation	\$2,500
Love for Humanity	\$3,500
Montclair Meals on Wheels	\$2,000
OMSD Health and Wellness Services	\$2,000
OPARC	\$5,000
Project Sister Family Services	\$2,000
VNAcare	\$5,000
<b>Subtotal:</b>	<b>\$45,000.00</b>

AYES: Escalante, Ferraro, Martinez, Milhiser, Padilla, Rangel, and Wells  
 NOES: None  
 ABSTAIN: None  
 ABSENT: None

**APPROVAL OF MINUTES**

Vice-Chairperson Rangel made the motion to approve the minutes from the Community Activities Commission meeting on February 5, 2025. Commissioner Ferraro seconded the motion and it was carried unanimously to approve the minutes.

**ORAL AND WRITTEN COMMUNICATIONS**

None

**OLD BUSINESS**

**A. Community Benefits Funding Program**

Staff will prepare an agenda report to submit to City Council and request approval of the Commission’s funding allocation recommendations for the thirteen participating agencies. Once the recommendations are approved by the City Council, staff will submit payment

requests to the Finance Department. Each agency should receive their check in the mail before the end of the current fiscal year.

## **B. *Volunteer Recognition Program***

The Volunteer Recognition Program is scheduled to be held at the City Council meeting on Monday, April 21, 2025 at 7:00 p.m. It will begin with a pre-reception at the Montclair Senior Center, followed by the Volunteer Recognition Program at the Council Chambers, and will conclude with a post reception at the Senior Center.

At the last meeting, each Commissioner received a list of businesses to request donations for the Volunteer Recognition Program. Chairperson Escalante provided an update from his business list, Shakey's Pizza Parlor has closed and is replaced by Gina's Pizza. Since Gina's Pizza is a newer business looking to increase advertising, Chairperson Escalante suggested to them about donating personalized pizzas. He hopes Gina's Pizza will use his suggestion. He also shared Applebee's will be donating a gift basket. Vice-Chairperson Rangel and Commissioner Padilla received gift cards ranging from \$15 to \$75 from the following businesses: Stater Bros., Lazy Dog, SED Cocina, Pola's Mariscos, and La Poblanita. Vice-Chairperson Rangel said she would follow-up with Starbucks to see if they are interested in making a donation. Commissioner Martinez was not in attendance at the last meeting but agreed to help follow-up with businesses for donations, as recommended by Ms. Richter.

Commissioner Padilla mentioned that Los Portales is interested in the number of nominations received and Ms. Richter informed him we have been averaging about 10 nominations each year. We will have staff reach out to the Commissioners via email on the number of applications received after the March 7 deadline. So far, we have received one application from the Montclair Chamber of Commerce, with applications expected from Women's Club of Montclair, Montclair Senior Center, and the Montclair Youth Basketball League. Staff will be sending email reminders to the organizations and agencies that have not submitted a nomination application.

A draft of the program's proposed design was shown to the Commission, which includes a picture of a red carpet. The plan is to have a red carpet starting at the Montclair Senior Center's entrance. Commissioner Milhiser mentioned that the Assistance League of the Foothill Communities had an Oscars-themed meeting that included a red carpet and she will ask them where they purchased theirs. The program will also include a list of the businesses that donated to the program. Ms. Richter clarified that businesses that donate will be sent a thank you letter and a copy of the event program will be included.

Ms. Richter informed the Commissioners that representatives from Congresswoman Norma Torres, Senator Susan Rubio, Assemblymember Michelle Rodriguez, and County Supervisor Curt Hagman will be in attendance to distribute certificates to the recognized volunteers.

## **C. *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. Ms. Richter informed the Commission that staff is

working on finalizing the event flyer and it will be shared with them as soon as it is ready. The following updates were also shared.

- **Memorial Wall Plaque(s) Update**

The plaque application deadline was on Friday, February 21, 2025. No applications were received this year.

Ms. Richter shared there are a few ideas being discussed to help fill in that space in the program, including a Betsy Ross impersonator that does a presentation on making the first American flag.

Another option is having the City recognized as a Purple Heart City. Ms. Richter discussed the meaning of a Purple Heart medal. She explained that a Purple Heart medal is presented to service members or their family that have been wounded or killed as a result of enemy action while serving in the US military. Purple Heart medals represent a service member's sacrifice while in the line of duty. Ms. Richter clarified that all names on the Remembrance Wall have received the Purple Heart medal. Commissioner Padilla added that children of Purple Heart recipients are eligible for free college tuition at any college in the United States. Ms. Richter shared an example of what the sign would look like and explained these signs would be posted at various entrances to the City. She added that a representative would be present to talk about the sign and the Purple Heart City designation, with the unveiling of the sign at the event. The Mayor would also present a certificate to the representative from the Purple Heart Organization. The Organization would donate two signs and we would purchase two additional signs. The exact placement of the signs will be discussed with the Public Works Department.

Ms. Richter invited Community Services Supervisor Jordi Ubaldo to give an update on the "Stars for Our Troops" organization that Commissioner Padilla had presented at the last meeting. Mr. Ubaldo distributed a sample of the star to the Commissioners. He shared that the organization is a non-profit organization based in Troy, New York. Volunteers cut out stars from recycled embroidered American flags that fit a certain criteria. Stars are packaged in individual plastic bags and can include a personalized message. The stars come in packages of 50 for \$10 or for a donation. Ms. Richter informed the Commission that we will be purchasing from the organization and it is up to the Commission to decide how they will be distributed at the event. The Commission agreed it would be nice to distribute stars to the veterans before the Armed Forces Medley. Ms. Richter said we will include an intermission before the band plays the medley song so the Commissioners that are available can distribute the stars.

- **Entertainment**

Mr. Ubaldo updated the Commissioners that we have secured the 300<sup>th</sup> Army Band. The Band has played at other cities and Disneyland. The Band will consist of 10 members and will be volunteering their time from the start to end of the program.

Ms. Richter included that the 300<sup>th</sup> Army Band will also be performing Taps.

- **Refreshments**

Refreshments will be available for the event. The Commission agreed that the refreshments will be similar to last years, which will include: barbeque hotdogs, chips, cookies, cake and lemonade.

- **Dignitaries**

Ms. Richter updated the Commissioners that the “Save the Dates” were recently sent out and a few dignitaries have already confirmed that they will be attending, including the office of Congresswoman Norma Torres and Senator Susan Rubio.

- **Pledge of Allegiance**

Ms. Richter informed the Commissioners that staff will be following-up with Veteran Marine Mario Amado Monsibais to confirm his attendance.

Ms. Richter informed the Commissioners that Commissioner Milhiser spoke with Anne Dutrey, who is a retired Army Lieutenant Colonel, about leading the Pledge of Allegiance if necessary, and she agreed.

- **Poem**

Ms. Richter suggested perhaps not reading a poem this year in order to fit in the Purple Heart presentation and the Betsy Ross impersonator’s reenactment. If the Betsy Ross impersonator is not available, then the Commission can discuss including a poem at the April meeting.

All Commissioners agreed with Ms. Richter’s suggestion.

- **Review Program Outline**

The program outline will be reviewed in the April meeting.

## **NEW BUSINESS**

None

## **ITEMS OF SPECIAL INTEREST**

Chairperson Escalante reminded the Commissioners of the Ethics and Sexual Harassment Prevention trainings that need to be completed. Ms. Richter added that Commissioners should have received an email from the City Clerk with instructions and deadlines to complete their online trainings. Once the Commissioners have completed the trainings, they need to provide their certificates to the City Clerk and Human Services staff can assist with routing the certificates, if needed.

**ADJOURNMENT**

Chairperson Escalante adjourned the meeting at 9:12 p.m.

Respectfully submitted,

Abigail Perales  
Administrative Specialist