

**MINUTES OF THE
WEDNESDAY, APRIL 3, 2019
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 Padilla called the meeting to order at 7:05 p.m.

SALUTE TO THE FLAG

Vice-Chairperson Ferraro led those present in the salute to the flag.

ROLL CALL

Present: Chairperson Arturo Padilla, Vice-Chairperson Darlene Ferraro, Laurie Milhiser, Rosa Rangel, Diane Wells, and City Council Liaison Bill Ruh

Excused: Commissioner Edwin Alexander Hernandez

Also Present: Director of Human Services Marcia Richter
Senior Human Services Supervisor Michelle Castillo
Administrative Specialist Renee Walker

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Commissioner Rangel made the motion to approve the minutes from the regular meeting of the Community Activities Commission on March 6, 2019. Commissioner Milhiser seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

None

OLD BUSINESS

A. *Community Benefits Funding Program*

Ms. Richter stated that staff prepared an agenda report and submitted it for the March 18, 2019 City Council meeting to request approval of the Commission's funding allocation recommendations for the eleven participating agencies. She informed the Commission that the agenda report was approved by City Council and noted that staff has submitted the payment requests to the Finance Department. Each agency should receive their check in the mail before the end of the fiscal year.

B. *Volunteer of the Year Program*

The Volunteer of the Year Program will take place at the City Council meeting on Monday, April 15, 2019 at 7:00 p.m. Commissioners are asked to arrive by 5:30 p.m. to assist with event setup. Guests are asked to arrive at 6:15 p.m. for a reception in honor of all the nominees.

Nominations

Ms. Richter reminded Commissioners that there are eight nominees from the following seven nominating agencies: Christian Development Center, Montclair Meals on Wheels, the Montclair Senior Citizen's Program, the Montclair Youth Center, the Senior Nutrition Program, Vernon Middle School, and Women's Club of Montclair

Judges

Three individuals were selected to serve as judges for the Volunteer of the Year Program: Barbara Culler, Michael LaPre, and Rick McClure. The judges are not associated with any of the nominating organizations and do not have a family member nominated for Volunteer of the Year. All three judge's evaluation packets have been returned and staff is in the process of tallying the scores to determine the winner and runner-up(s).

Dignitaries

Fourth District Supervisor Curt Hagman, District Representative Maria Arias from Senator Connie Leyva's office, Field Assistant Julie Leyba from Congresswoman Norma Torres' office, and Senior Field Representative Josue Castillo from Assemblymember Freddie Rodriguez's office have confirmed their attendance for the Volunteer of the Year Program.

Theme

It was unanimously decided at the February CAC Meeting that "Volunteers Keep Us Growing" will be the theme for the 2019 Volunteer of the Year Program.

Decorations

Ms. Castillo provided a program sample featuring a green and yellow floral color scheme to show Commissioners. She stated that the list of donors will be updated closer to the event. Ms. Castillo also distributed three pictures of floral cake designs and asked Commissioners to put a checkmark next to the floral cake they prefer. She noted that the floral design titled "Gardener Easter" seems to coordinate best with the program's garden theme. Chairperson Padilla commented that he and City Council Liaison Ruh recently met the owner of San Antonio Bakery in Montclair and exchanged contact information with her. He stated that he will reach out to the owner next year about donating a cake for the event's reception.

Donations

Ms. Walker announced that the Commission has received the following donations for the Volunteer of the Year Program: a gift certificate for four club seats to any 2019 Quakes regular season game from the Rancho Cucamonga Quakes baseball team, a one night stay for two people with breakfast included from the DoubleTree by Hilton Hotel Ontario Airport, four \$5 gift certificates to Olive Garden, ten \$10 Paradise Buffet gift certificates, one \$50 Costco gift card, four Vince's Spaghetti gift certificates for a free lunch or dinner, one \$25 Pancakes R' Us gift card, as well as one \$25 Mimi's Café gift card, one \$15 Jamba Juice gift card, three \$10 Jamba Juice gift cards, and four \$10 El Pollo Loco gift cards donated by Commissioner Wells. Additionally, City Council Liaison Ruh will donate eight \$10 Target gift cards and Commissioner Rangel will donate three boutonnieres, five corsages, and one floral centerpiece for the event's reception.

Ms. Walker also stated that she received a voicemail from Graber Olive House informing her that a donation for the Volunteer of the Year Program is ready to be picked up, however, they are only open Friday through Sunday, so a staff member will retrieve the donation this Friday. Commissioner Wells added that she will be picking up a donation of eight individually-wrapped goody bags from Logan's Candies next Thursday.

Chairperson Padilla asked if any of the Starbucks locations he delivered a donation request letter to have donated to the program. Ms. Walker replied that she has not received a donation from any of the local Starbucks locations that Chairperson Padilla approached.

Ms. Richter suggested that Commissioners follow-up with the organizations that they delivered donation request letters to and ask that donations be submitted by Thursday, April 11, 2019.

Vice-Chairperson Ferraro stated that she attempted to deliver a donation request letter to The Tamale Guy, but the Montclair location is temporarily closed. She added that she followed up with Metro Acura, Metro Honda, and The Taco Man, but they are all unable to donate to the Volunteer of the Year Program this year.

Refreshments

The refreshments for the Volunteer of the Year Program will include: sandwich roll-ups, fresh strawberries, a vegetable tray, cheese and crackers, cake, sparkling apple cider, and small bottles of water.

Commissioner Wells will assist at the check-in table and will be a greeter for the event, Commissioner Rangel will assist the nominees with their corsages and boutonnieres, Chairperson Padilla will serve drinks, Vice-Chairperson Ferraro and Commissioner Wells will assist at the food table, Commissioner Milhiser will serve the cake at the reception, and Commissioner Hernandez will read the script during the program. Vice-Chairperson Ferraro and Commissioner Milhiser volunteered to read the script during the program in the event that Commissioner Hernandez is unable to attend due to work.

C. Memorial Day Program

The Memorial Day Program will take place on Monday, May 27, 2019 at 6:00 p.m. in the Memorial Garden adjacent to City Hall.

Ms. Richter stated that three carnations and a wreath will be needed for the Ceremony. Commissioner Rangel volunteered to assemble the wreath if the City purchased the frame and the flowers. Ms. Castillo stated that she would contact Commissioner Rangel at the end of April to arrange a time to meet and order the flowers from the supplier. Commissioner Rangel noted that the flowers cannot be purchased with a credit card. Ms. Castillo stated that she can submit a check request for the purchase if she knows the total in advance.

Dignitaries

Invited dignitaries include Congresswoman Norma Torres, Senator Connie Leyva, Assemblymember Freddie Rodriguez, Fourth District County Supervisor Curt Hagman, and all City Council members. Ms. Walker sent "save the date" notices via email and will mail official invitations closer to the event.

Memorial Day Wall Plaques

Ms. Castillo informed the Commission that she received a last-minute plaque application and payment from the wife of a Montclair veteran, Kirk Jackson Billingsley, who recently passed away. She noted that Mr. Billingsley lived on Fremont Avenue directly across from the street from the Montclair Civic Center. Ms. Castillo added that the Commission worked with the family in the past as they were repeat winners of the Holiday Home Decoration Contest. She added that the family would often attend City events and would regularly donate to the Holiday Food and Toy Drive.

Ms. Castillo stated that a total of three plaques will be added to the Memorial Wall, which is the maximum number of plaques the existing wall can accommodate. The new plaques that will be revealed during the Memorial Day Program will honor Kirk Jackson Billingsley, Robert George Klein, and Verna M. Murphy.

Pledge of Allegiance

Chairperson Padilla confirmed that Barbara Ortiz-Sanchez, a member of the armed forces and a family member of the new plaque honoree, Robert George Klein, will lead the Pledge of Allegiance during the Memorial Day Program.

Poem

At the February CAC Meeting, Commissioners voted to read “Remember Memorial Day” by William A. Predeau during the Memorial Day Program. There are five stanzas in the poem and the Commission agreed to assign poem stanzas alphabetically using each Commissioner’s first name; Commissioner Hernandez will read the first stanza, Vice-Chairperson Ferraro will read the second stanza, Commissioner Wells will read the third stanza, Commissioner Milhiser will read the fourth stanza, and Commissioner Rangel will read the fifth stanza. After receiving their assigned stanzas, Commissioners rehearsed reading the poem aloud.

Refreshments

The CAC will host another Memorial Day barbeque after the program concludes. Guests will be treated to hotdogs, potato chips, fresh strawberries, cake, patriotic cookies, lemonade and water in the Senior Center. Station assignments will be decided at the May CAC meeting.

Entertainment

Ms. Richter announced that all entertainment for the 2019 Memorial Day Program has been confirmed. She stated that the Montclair High School JROTC will present the colors, Father Clarence from Our Lady of Lourdes Parish will lead the invocation, Morgan Johnson will sing the National Anthem, and the Barbershop Quartet and the Montclair Walkers Choral Group will perform. She added that Wayne Morin has agreed to be the guest speaker and will present the City with a U.S. internment flag that recognizes the sacrifices made by Montclair High School’s graduating class of 1968, James Alcantara will close the program with a live performance of “Taps,” and Learning Coordinator John Sio will display his collection of rare autographs and challenge coins from Medal of Honor recipients at the reception following the ceremony.

Memorial Day Program Outline

Ms. Richter reviewed the tentative outline for the 2019 Memorial Day Program:

- Opening Remarks – [Chairperson Padilla](#)
- Invocation – Father Clarence from Our Lady of Lourdes Parish
- The Presentation of the Colors – Montclair High School Junior ROTC
- The Pledge of Allegiance – Barbara Ortiz-Sanchez
- Morgan Johnson will sing the National Anthem.
- Mayor J. John Dutrey will give a welcome speech and introduce the dignitaries in attendance.

- The dignitaries will briefly address the crowd.
- The Walker's Choral Group will sing patriotic songs.
- Presentation of U.S. Internment Flag by Wayne Morin in honor of the sacrifices made by Montclair High School's graduating class of 1968 during the Vietnam War.
- Vice-Chairperson Ferraro and Commissioner Wells will read the existing names on the Veteran's Memorial Wall and Commissioner Milhiser will unveil the additional three names on the Veteran's Memorial Wall and will read a short biography about each of the new honorees.
- Commissioner Rangel will present a flower to the veteran's family representative.
- The Barbershop Quartet will sing the "Armed Forces Medley."
- Commissioner Hernandez and Commissioner Rangel will read the names on the Remembrance Wall.
- The wreath will be presented at the Remembrance Wall.
- City Council Liaison Ruh will introduce the patriotic poem that Commissioners will read.
- Vice-Chairperson Ferraro and Commissioners Hernandez, Milhiser, Rangel, and Wells will read "Remember Memorial Day" by William A. Predeau.
- The Barbershop Quartet will sing "God Bless America."
- The American Flag is lowered as James Alcantara plays "Taps."

NEW BUSINESS

A. Home Beautification Program

All Commissioners will be involved in the nominating and judging process for the 2019 Home Beautification Program. Each Commissioner will be assigned a general area in Montclair to select one drought tolerant nomination and one traditional nomination.

Vice-Chairperson Ferraro asked to receive a new area in Montclair to judge for the Home Beautification Program. Ms. Castillo stated that she would take a map of Montclair and randomly assign each Commissioner a new area to judge, but would not assign a Commissioner their own neighborhood. She noted that the map is divided into seven sections, but due to a vacancy on the Commission, the seventh section will have to be divided or a Commissioner will have to judge two sections. Chairperson Padilla and Vice-Chairperson Ferraro agreed to share the seventh section and judge the area together. Ms. Castillo distributed a map to each Commissioner with a list of homes that won within the last three years and are not eligible to participate in the 2019 Home Beautification Program; she will also email Commissioners a digital copy of the map and the ineligibility list. Commissioners are asked to nominate homes that look aesthetically pleasing and homes that have shown major improvements in exterior finishing (e.g. paint and remodeling) and/or landscaping. The due date for nominations is Memorial Day, May 27, 2019. Ms. Castillo asked that Commissioners email her their nominations or give them to her at the Memorial Day event.

The Commissioners' judging caravan is scheduled to meet at 5:00 p.m. at the Senior Center on Wednesday, June 5, 2019. Typically homes are viewed for one and a half to two hours, then Commissioners meet at a restaurant to discuss the homes that were viewed and select winners around 6:30-7:00 p.m. The Commission agreed to select a restaurant as their post-viewing choice at the May meeting. Commissioner Milhiser suggested selecting a restaurant with a large table in a private area where Commissioners can discuss the homes that were viewed.

Ms. Richter reminded Commissioners that the awards ceremony for the Home Beautification Program is scheduled for Monday, July 15, 2019 at 7:00 p.m. in the Council Chambers. Commissioners will decide on a prize for the 2019 Home Beautification Program winner at the May meeting.

ITEMS OF SPECIAL INTEREST

- Ms. Castillo announced that all Commissioners are invited to the 38th annual Volunteer Recognition Dinner on Tuesday, April 30, 2019 at 5:00 p.m. in the Community Center.

Invitations have already been mailed out. The theme is "We Need S'more Volunteers Like You." Ms. Richter reminded the Commission that volunteers may attend for free; guests are \$20 each. The \$20 fee covers dinner, dessert and entertainment. Chairperson Padilla, Vice-Chairperson Ferraro, and Commissioners Milhiser, Rangel, and Wells confirmed their attendance at the event.

- Ms. Richter informed the Commission that the General Plan charrettes are scheduled to take place Monday, April 8, 2019 through Thursday, April 11, 2019 at 12:00 p.m. – 2:00 p.m. in the South Conference Room and at 6:00 p.m. – 8:00 p.m. in the Montclair Senior Center. All Commissioners are welcome to attend the charrettes, but their attendance is not mandatory. Ms. Richter will email Commissioners a schedule of the meetings.
- Ms. Richter also announced that the Community Day of Prayer Luncheon will be held on Thursday, May 2, 2019 from 11:30 a.m. to 1:00 p.m. in the Community Center. Reservations can be made by contacting the Montclair Chamber of Commerce. The Community Day of Prayer is not a City-sponsored event so Commissioners would need to pay for their own seat.

ADJOURNMENT

Chairperson Padilla adjourned the meeting at 8:02 p.m.

Respectfully submitted,



Renee Walker
Administrative Specialist