

**MINUTES OF THE  
WEDNESDAY, SEPTEMBER 4, 2019  
REGULAR MEETING OF THE  
MONTCLAIR COMMUNITY ACTIVITIES COMMISSION**

**THEATER ROOM  
9955 FREMONT AVENUE, MONTCLAIR, CALIFORNIA  
7:00 P.M.**

**CALL TO ORDER**

Chairperson Padilla called the meeting to order at 7:03 p.m.

**SALUTE TO THE FLAG**

City Council Liaison Ruh led those present in the salute to the flag.

**ROLL CALL**

**Present:** Chairperson Arturo Padilla, Vice-Chairperson Darlene Ferraro, Commissioners Richard A. Escalante, Edwin Hernandez, Laurie Milhiser, Rosa Rangel, Diane Wells, and City Council Liaisons Bill Ruh and Tenice Johnson

**Excused:** None

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

**SWEARING IN OF NEW COMMUNITY ACTIVITIES COMMISSIONER**

City Clerk Andrea Phillips administered the oath of office to the new Community Activities Commissioner, Richard A. Escalante.

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATIONS**

Deputy City Attorney Richard A. Holdaway reviewed a PowerPoint presentation about City Official Representation and discussed the various provisions of the Brown Act.

**APPROVAL OF MINUTES**

Commissioner Milhiser made the motion to approve the minutes from the Community Activities Commission meeting on June 5, 2019. Commissioner Ferraro seconded the motion and it was carried unanimously to approve the minutes.

## **ORAL AND WRITTEN COMMUNICATIONS**

Ms. Richter announced that the Commission received an invitation from VNA Hospice & Palliative Care of Southern California to attend their “Lights, Camera, Auction!” event on Thursday, September 26, 2019 at 5:30 p.m. at DoubleTree by Hilton in Claremont. Tickets are now on sale for \$125 each. Commissioner Milhiser stated that she is unable to attend the event.

Commissioners received a letter from the Board of Trustees of the Ontario-Montclair School District on behalf of Family & Collaborative Services Montclair, one of the Community Benefits Funding Program recipients. Board of Trustees President, Elvia M. Rivas, thanked the Commission for the \$1,500 contribution that will be used to provide program supplies and services to Montclair residents in the Case Management Program. Commissioners also received the 2019 summer issue of *Inspire Magazine* from OPARC, another Community Benefits Funding Program recipient.

## **OLD BUSINESS**

### **A. 2019 Home Beautification Program**

Commissioner Milhiser commented that several beautiful homes were nominated for the 2019 Home Beautification Program. She stated that she did not have any suggestions to improve the program, but noted that the only part of the process that is somewhat challenging is the Commissioner’s assignment to drive around their designated area of the City to search for contest contenders. Commissioner Milhiser added that some areas of the City have a higher concentration of homes and some areas have a higher concentration of residents who are able to spend money on improving the appearance of their home. Chairperson Padilla agreed that he had a difficult time finding aesthetically pleasing homes or homes that have shown major improvements in exterior finishing and/or landscaping. Commissioner Milhiser also mentioned that there were a number of nice homes in the area she judged, but she was unable to nominate more than one traditional home and one drought tolerant home. She expressed concern that the Commission may be dismissing a beautiful home because it is not as beautiful as the home down the street. Ms. Richter stated that the Commission has done a good job of selecting winners from all areas of the City and noted that each Home of the Year winner is ineligible to participate in the Home Beautification Program for three years following their win, which prevents one home from dominating the contest and allows the Commission to acknowledge a number of beautiful homes in the community.

Commissioner Milhiser inquired about the date in which the winners will receive their Home of the Year sign. Ms. Richter stated that the signs for this year’s winning homes will be installed later this month. She announced that letters were sent to this year’s awardees and last year’s recipient requesting that they contact the Public Works Department to schedule the installation or removal of their sign. Commissioner Ferraro stated that the sign has already been installed outside one of the winning homes. Ms. Richter reminded Commissioners that last year’s recipient is welcome to keep their sign, but it must be removed from the front yard.

## **B. 2019 – 2020 Calendar of Events**

Ms. Richter announced that a few revisions were made to the Calendar of Events since the Commission reviewed it at the June meeting: the October CAC Meeting will be held in the Theater Room again if the Council Chambers is still under construction and the Police and Fire Department Open House and Pancake Breakfast will be held on Saturday, October 5, 2019.

Ms. Richter mentioned that some new events, such as a community snow day, family fitness day, and the Reeder Ranch Park development, may need to be added to the calendar if and when a date is set.

Commissioner Milhiser made the motion to approve the Calendar of Events as presented. Commissioner Wells seconded the motion and it was carried unanimously to approve the 2019 – 2020 Calendar of Events.

## **C. Volunteer of the Year Nomination Application Form**

At the June CAC meeting, Commissioners were given a copy of the Volunteer of the Year Nomination Application to review and were asked to provide suggestions on ways the form can be revised to encourage greater participation in the program from the community. Commissioner Milhiser said that she likes the overall nomination application, but mentioned that asking the nominator to focus their discussion on six specific areas of the volunteer's service may be overwhelming. She suggested rewording the text to read: "Below are six qualities we look for in volunteers. Your discussion might highlight some of the following areas. Examples may be used to support your nomination." Ms. Richter liked the idea of changing the application to read, "your discussion might highlight the following areas," because the named qualities should give the nominator ideas to write about and not require them to submit an application that lists their volunteer's characteristics in order of the six areas referenced on the form. Commissioners Milhiser and Wells agreed that the revised application should ask the nominator to describe what makes their volunteer special to Montclair and note that their discussion may highlight the six qualities listed on form.

Commissioner Wells commented that the form may be too wordy for busy agency representatives to read when they receive the application. She suggested that instead of providing a description of the six specific areas of service, it may be less intimidating to the reader if the descriptions were removed from the form and the six areas of service were separated by commas instead of presented in a list. Commissioner Milhiser agreed that it would be best to simplify the application and remove any unnecessary wording. Ms. Richter informed the Commission that some of the applications received from nominating agencies are no longer than a few bullet points on a page whereas others are three to five pages in length. Commissioner Wells suggested that the application submissions be limited to 300 words or less. Ms. Castillo commented that setting a word limit would be better than setting a page limit because a nominator could use an eight point font to ensure their application does not exceed the page limit. The Commission agreed that instituting a word limit could help level the playing field for the nominating agencies and provide consistency among the nominations.

Ms. Castillo inquired if offering the Volunteer of the Year Nomination Application via an online form would be an added convenience for the agencies. She said the instructions for the application as well as space to answer the prompt would be located on the same screen so they can easily refer to the suggested areas of discussion, if necessary. Ms. Richter replied that offering an online application might discourage some of the novice computer users from submitting a nomination for Volunteer of the Year. Ms. Castillo replied that every application received is typed. Chairperson Padilla said that agencies should be given the option to submit the form online or mail in a hard copy of the nomination application.

## **NEW BUSINESS**

### ***A. Police and Fire Department Open House and Pancake Breakfast***

Ms. Richter announced that the Open House will be held on Saturday, October 5, 2019 from 9:00 a.m. to 1:00 p.m. and will include station tours and community information tables. A pancake breakfast, provided in partnership with the Montclair Farmer Boy's, will also be available from 9:00 a.m. to 11:00 a.m.

The Commission will participate in the Open House and will have a reserved table at the event to distribute flyers for upcoming events and bookmarks for children to color. Commissioners will take turns working at the CAC information table. Chairperson Padilla, Vice-Chairperson Ferraro, Commissioners Hernandez and Milhiser, and City Council Liaison Ruh will work the first shift at the CAC information table from 8:45 a.m. to 11:00 a.m. and Commissioners Escalante, Rangel, and Wells will work the second shift from 11:00 a.m. to 1:15 p.m. Commissioners are encouraged to wear their CAC shirts and name badges and to bring their CAC business cards to distribute. Commissioner Milhiser suggested that the Commission promote the Children's Halloween Party, which will be held at Montclair Place this year.

### ***B. Childrens' Halloween Party***

Ms. Richter stated that she and Ms. Castillo met with the new marketing director at Montclair Place. Initially, Montclair Place was going to host an earlier Halloween event from 3:00 p.m. to 5:00 p.m. and the City was going to host the annual Childrens' Halloween Party from 5:30 p.m. to 8:00 p.m., but it was decided to combine the two events into one big event that will be held at the mall in order to accommodate a larger crowd.

Ms. Castillo said that the event will be held on the first floor of Montclair Place. She added that the event will incorporate the mall's large video screen, located near the escalator, for the *Just Dance* party. Ms. Castillo noted that the mall's Christmas decorations will be installed in early October, but Halloween themed covers will be used to disguise the holiday decorations. Ms. Richter commented that the coverings will serve as a selfie station at the event. Commissioner Milhiser asked if the mall will allow the Commission to incorporate the large, inflatable Halloween decorations that were displayed in the Community Center during past Halloween events. Ms. Castillo said that she and the Montclair Place marketing director are in the process of finalizing the event details, so some information is still unavailable at this time, but they have discussed using the inflatable decorations if they are can be safely connected to a

power source. They have also discussed the possibility of having giant yard games setup on the second floor of the mall in the food court. Ms. Castillo also mentioned that some stores will be handing out candy during the Halloween party. She said that in the past nearly half of the stores would have an employee standing outside to distribute candy to the trick-or-treaters.

Ms. Castillo stated that the judging for the Halloween costume contest will still take place at 6:45 p.m. The costume contest will likely be held on a portable stage setup at the center of the event. Three to four Commissioners will still be needed to judge the costume contest. There will be seven costume categories to judge with one winner per category. Categories include scariest (younger and older division), most unique (younger and older division), cutest (younger and older division), and best family costumes (three or more costumes in a theme). Chairperson Padilla inquired if prizes could be awarded to the winner, first runner-up, and second runner-up for each category of the Halloween costume contest. He suggested that the Commission request donations from stores at Montclair Place. Ms. Richter calculated that twenty-one prizes would have to be donated to offer a prize to the first, second, and third place winners. She stated that at the next Women's Club of Montclair meeting she would ask the club members if funds are available to donate twenty-one prizes. Commissioner Milhiser suggested only awarding prizes to the winner and the first runner-up. She added that in the event of a tie, she would like to offer a prize to the top two contestants.

Chairperson Padilla said he thinks co-hosting the Children's Halloween Party with Montclair Place may allow more of the community to attend the event since it will be held in a much larger venue. Commissioner Ferraro agreed hosting the event at the mall is a good idea. She commented that since the City does not have a downtown area available for the community to gather, she thinks Montclair Place is the next best location.

### **C. *Military Banner Programs***

Ms. Castillo has not received any Military Banner applications yet. She announced that the application for the Military Banner Programs is available on the City's website, the City's Facebook page and is in the 2019 Human Services Fall brochure.

The deadline for new banner submissions is Thursday, November 7, 2019. Banners belonging to discharged veterans will be removed and presented to the veteran or their family member at the City Council meeting on January 21, 2020.

### **ITEMS OF SPECIAL INTEREST**

- Ms. Richter reminded the Commission that a General Plan focus group meeting titled "Our Active and Creative Community" will take place on Thursday, September 26, 2019 at 6:00 p.m. in the Montclair Senior Center. All Commissioners are encouraged to attend this meeting.
- Ms. Richter informed the Commission that committees were formed to assist with planning the KaBoom! Build Day project. She encouraged Commissioners to join a committee and said she would send them an email with the committee list attached.

Ms. Richter also reminded Commissioners that Build Day for the new playground at MacArthur Park, will be held on Wednesday, October 23, 2019 from 8:00 a.m. – 3:00 p.m. She stated that 200 volunteers are needed to complete the build project. Ms. Castillo added that there will be various roles available for volunteers of all ages and activity levels on Build Day.

- City Council Liaison Ruh announced that the Gold Line was fully funded to be extended to the City of Pomona and the option has been approved to further extend the Gold Line from Pomona to Claremont and from Claremont to Montclair. He stated that approximately \$500 million dollars will be needed to fund the remaining portion of the project that will ultimately bring the Gold Line to Montclair.

## **ADJOURNMENT**

Chairperson Padilla adjourned the meeting at 8:53 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "R Walker". The signature is written in a cursive, flowing style.

Renee Walker  
Administrative Specialist