

**MINUTES OF THE
WEDNESDAY, OCTOBER 2, 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

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

ROLL CALL

Present: Chairperson Arturo Padilla, Vice-Chairperson Darlene Ferraro, Commissioners Richard A. Escalante, Alex Hernandez, Laurie Milhiser, Rosa Rangel, Diane Wells, and City Council Liaison Tenice Johnson

Excused: City Council Liaison Ruh

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

PUBLIC COMMENT

Alondra Campos, a student from the University of La Verne, stated that she is majoring in journalism and is attending the meeting as part of a school project for her news reporting class.

APPROVAL OF MINUTES

Commissioner Milhiser made the motion to approve the minutes from the Community Activities Commission meeting held on September 4, 2019. Commissioner Ferraro seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter announced that after the September CAC meeting, Commissioners received an invitation from the Ontario-Montclair YMCA to attend their Volunteer Recognition Award Luncheon event held on Wednesday, September 25, 2019 at 11:30 a.m. at Flemings Prime Steakhouse & Wine Bar in Rancho Cucamonga.

OLD BUSINESS

A. Police and Fire Department Open House and Pancake Breakfast

The Police and Fire Department 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 free pancake breakfast, provided by the Montclair Farmer Boys restaurant, 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 and brochures to advertise 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 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. Ms. Castillo will be the staff representative at the event and will supervise two additional staff members who will be distributing flyers for Mini-School and accepting registrations for the KaBOOM! Playground Build Day event on Wednesday, October 23, 2019.

Commissioners are encouraged to wear their CAC shirts and name badges and to bring their CAC business cards to distribute. Chairperson Padilla noted the importance of promoting the new location of the Children's Halloween Party, which will be held at Montclair Place this year.

B. Childrens' Halloween Party

The Children's Halloween Party will be held on Thursday, October 31, 2019 from 5:30 p.m. to 8:00 p.m. at Montclair Place. Commissioner Milhiser asked if signs will be placed at the Community Center to inform the public that the event will be held at Montclair Place this year. Ms. Castillo replied that signs will be posted and flyers will also be distributed to every school in the City.

Ms. Castillo announced that she participated in a conference call with Montclair Place representatives this week and stated that in two weeks, after the mall's holiday decorations are installed, there will be walkthrough of the event in the space where the Halloween Party will take place. Ms. Castillo added that she spoke to the Women's Club of Montclair about offering prizes to the first runner-up in each category of the Halloween costume contest and they agreed to create awards for the second place contestants.

The judging for the Halloween costume contest will still take place at 6:45 p.m. Judges should plan to arrive between 6:15 p.m. and 6:30 p.m. to allow time to park. The costume contest will likely be held on a portable stage setup at the center of the event. There will be seven costume categories to judge with one winner and one runner-up per category. Categories include scariest (younger and older division), most unique (younger and older division), cutest (younger and older division), and best family costumes (two or more costumes in a theme). Three to four Commissioners will still be needed to judge the costume contest. Commissioners Escalante, Ferraro, Milhiser, and Wells plan to attend the event. Commissioner Hernandez said he may also be available to attend.

Ms. Castillo said that the event will be held on the first floor of Montclair Place. She suggested parking on the lower level of the parking structure underneath the Moreno Street Market food court entrance area. Ms. Castillo added that there should be inflatable, Halloween-themed decorations to direct guests to the event.

C. *Military Banner Programs*

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. Ms. Castillo announced that she received one application after the September CAC meeting and has received numerous inquiries about the programs.

Chairperson Padilla mentioned that he has a contact who may be interested in submitting a new military banner application. Ms. Castillo suggested that Chairperson Padilla give her contact information to the interested person so they can contact her for additional information.

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.

NEW BUSINESS

A. *Tree Lighting Ceremony*

The 2019 Tree Lighting Ceremony will be held on Thursday, December 5, 2019 at the Youth Center at 6:00 p.m. Commissioners are asked to arrive by 5:30 p.m.

The following items were discussed in preparation for the event:

- Community Christmas Tree: Ms. Richter stated that West Coast Arborists was contacted in regards to hanging Christmas lights on the Canary Pine tree in front of the Youth Center again.
- Refreshments: The Commission agreed to serve the same refreshments as last year: butter cookies, hot cocoa with whipped cream and sprinkles, coffee, and small bottles of water. Ms. Castillo noted that former CAC member Chris Paez will contact Starbucks in regards to having coffee donated for the event. Commissioners Ferraro and Wells and will assist at the refreshments station. Chairperson Padilla mentioned that City Council Liaison Ruh may also be interested in assisting at the refreshments station.

Entertainment: The Commission agreed to invite the Our Lady of Lourdes children's choir, the Montclair Walkers Choral group, as well as the Montclair High School students who provide strolling entertainment outside the Youth Center and lead holiday sing-a-longs once Santa has arrived. The Our Lady of Lourdes children's choir will perform outside the Youth Center, prior to the start of the program, at 5:45 p.m. The Walkers Choral group will sing inside the Youth Center and holiday music will be played through overhead speakers after their performance. Chairperson Padilla volunteered to contact Principal Beverly Diaz de Leon at Our Lady of Lourdes School to invite the children's choir

to perform at this year's event. Ms. Richter said she will follow-up with Principal Diaz de Leon via email. Ms. Richter noted that the winner of the Youth Talent Showcase as well as some of the other contestants may also perform at the Tree Lighting Ceremony.

- Invitations to Santa and Mrs. Claus: Ms. Richter informed the Commission that Senior Citizens Supervisor Ester Vargas-Pipersky and Public Safety Administrative Services Supervisor Rob Pipersky may not be able to play Santa and Mrs. Claus this year. Ms. Richter stated that Senior Citizen Supervisor Ester Vargas-Pipersky's daughter, Ester Mitre, has agreed to fill in for her mother as Mrs. Claus. Commissioner Escalante volunteered to play Santa Claus if Public Safety Administrative Services Supervisor Rob Pipersky is unable to attend the event.
- Arrival of Santa and Mrs. Claus: The Commission unanimously agreed that Santa and Mrs. Claus should arrive on a fire truck. Ms. Castillo stated that the Fire Department and Police Department will both be contacted in regards to transporting Santa and Mrs. Claus to the Tree Lighting Ceremony. Santa and Mrs. Claus' "sleigh" will depend on which public safety department is available the evening of the event.
- Letters to Santa: Children can write a letter to Santa and place it in a large, holiday-themed mailbox. Santa Claus will respond to all of the letters he receives, so several bilingual staff members and volunteers are needed to assist the children with the letters to ensure they are legible and include a complete address. Commissioner Rangel volunteered to assist at the Letters to Santa station again this year.
- Photos of children with Santa Claus: Ms. Castillo will contact former Commissioner Chris Paez to ask if he will volunteer to be the event photographer; the photographer will be assisted by a couple of staff members or volunteers to help kids on and off Santa's lap. Commissioner Escalante, if he is not needed to play Santa Claus, volunteered to take photos if Chris Paez is unavailable.

Two members will be required to regulate the flow of attendees; Chairperson Padilla agreed to this responsibility and Commissioner Hernandez will assist. Chairperson Padilla will need a hand stamp and to count, via a tally counter, the number of residents that come through the photo line. Staff members will provide those items.

- Volunteers for the event: The Ontario-Montclair Kiwanis/MHS Key club will be asked to return as volunteers for the Letters to Santa station, children's photo line, and refreshment stations this year.
- Invitations to Dignitaries: A formal invitation will be extended to Senator Connie Leyva, Congresswoman Norma Torres, Assemblymember Freddie Rodriguez and Supervisor Curt Hagman. Dignitaries are welcome to attend the Tree Lighting Ceremony and share a brief holiday message, but since it is a lighthearted children's event, dignitaries will be asked not to present certificates.

B. Holiday Home Decoration Contest

The Holiday Home Decoration Contest application deadline is Friday, December 6, 2019. Applications are available in the Human Services Brochure and on the City's website. At the November CAC meeting, Commissioners will receive a map outlining their randomly assigned area for nomination selections. Commissioners are asked to submit their nominations by Friday, December 6, 2019 at 6:00 p.m. Ms. Richter said that no late nomination submissions will be accepted because letters asking each nominee to have their Christmas lights turned on the evening of the contest judging must be distributed the morning of Saturday, December 7, 2019.

The details for the contest judging were covered as follows:

- The contest judging will be held Monday, December 9, 2019.
- The Commission will meet in the Senior Center at 5:30 p.m. for the CAC meeting and dinner. Commissioners decided to have a catered dinner of tamales, rice, and beans from Los Portales Mexican Grill.
- Judging will begin at approximately 6:30 p.m. Commissioners will caravan to view the nominated homes and will score them on a scale of 1-10.
- Scoring and dessert will take place in the Senior Center at approximately 8:30 p.m. Commissioners will decide what type of dessert they would like to have at the November meeting. Chairperson Padilla volunteered to ask his wife to make the Commission flan for dessert.

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, 2019 at 7:00 p.m.

ITEMS OF SPECIAL INTEREST

- Ms. Richter 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. She added that volunteers are also needed for Prep Day One on Monday, October 21, and Prep Day Two on Tuesday, October 22. Ms. Walker will email Commissioners the link to sign up online to volunteer for the event(s).
- Ms. Richter announced that a Celebration of Life in honor of Council Member Trisha Martinez will be held on Saturday, November 2, 2019 at 11:00 a.m. in the Senior Center and a reception will be held in the Community Center afterwards.
- Ms. Castillo said that she will be placing an order for new CAC shirts. Commissioners were asked to provide Ms. Castillo with their shirt size at their earliest convenience.

ADJOURNMENT

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

Respectfully submitted,

A handwritten signature in black ink that reads "R Walker". The "R" is large and stylized, with a loop at the top. The "Walker" is written in a cursive script.

Renee Walker
Administrative Specialist