

**MINUTES OF THE  
WEDNESDAY, SEPTEMBER 1, 2021  
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 7:02 p.m.

**SALUTE TO THE FLAG**

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

**ROLL CALL**

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

**Excused:** City Council Liaison Corysa Martinez

**Also Present:** Director of Human Services Marcia Richter  
Administrative Specialist Renee Walker  
Senior Recreation Specialist Mayra Cano

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

Vice-Chairperson Escalante made the motion to approve the minutes from the Community Activities Commission meeting on June 2, 2021. Commissioner Rangel seconded the motion and it was carried unanimously to approve the minutes.

**ORAL AND WRITTEN COMMUNICATIONS**

Ms. Richter stated that the 2020-2021 CAC Contact List needs to be updated. She requested that each Commissioner review their contact information and note any changes to their mailing address, email address, and/or phone number. Ms. Walker will mail the 2021-2022 CAC Contact List with the agenda packet for the October CAC meeting.

## **OLD BUSINESS**

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

The winners of the 2021 Home Beautification Program were announced at the City Council Meeting on Monday, July 19, 2021 and were presented with a framed certificate and a gift card to a Montclair business or restaurant of their choice. The winners of the program are as follows:

Home of the Year – Traditional  
4882 Olive Street

Home of the Year – Drought Tolerant  
5449 Granada Street

Commissioner Milhiser commented that there are many beautiful homes in Montclair and she believes that residents make a remarkable effort to maintain their property. She also noted that the 2021 Home Beautification Program winners seemed grateful and appreciated being honored by the City for their hard work. Chairperson Padilla stated that he looks forward to the day when the Commission is once again able to view the homes together, but under the circumstances, viewing the nominated homes individually works well. Commissioner Milhiser agreed that she also looks forward to the day the Commission is able to view the homes as a group. Vice-Chairperson Escalante announced the Home Beautification Program winners inspired him to renovate his front yard; he is in the process of transitioning to a drought tolerant landscape.

Ms. Richter informed the Commission that in an effort to prevent homes with code violations and without the required permits from being nominated for the Home Beautification Program, the Community Development Department has offered to provide the Commission with a list of approved homes to judge instead. Chairperson Padilla asked Ms. Richter if the Community Development Department would be willing to provide a training session to inform Commissioners about home renovation rules and regulations so they will be better prepared to advise residents who have questions about City procedures. Ms. Richter said she will contact Community Development Director Mike Diaz to arrange for a possible training session next month. Commissioner Milhiser said she appreciates that the Community Development Department is willing to assist the Commission by providing a list of pre-approved homes, but believes the list will exclude homes that completed minor renovations or improvement projects that did not require a permit. Ms. Richter stated that in addition to judging the pre-approved homes, the Commission may still be able to submit nominations to include in the judging process.

## **NEW BUSINESS**

### **A. *2021-2022 Tentative Calendar of Events***

Ms. Richter read through the Tentative Calendar of Events to discuss the events listed that will involve the Commission's participation. Ms. Richter noted that some of the event details are subject to change based on the COVID-19 restrictions at the time of the event.

Commissioner Milhiser stated that in regards to the Volunteer of the Year Program, which is scheduled to be held on Monday, April 18, 2022, she believes the judge's score sheet needs to be modified to reflect the recent revisions to the volunteer nomination application. Commissioner Milhiser also proposed honoring all of the nominated volunteers instead of recognizing one volunteer as the "Volunteer of the Year." She commented that honoring all nominees would allow each volunteer to be equally recognized for their work in the community without relying on their nominator's writing skills. Ms. Richter suggested forming a subcommittee consisting of a few Commissioners that will meet to review the nomination and judging process for the Volunteer of the Year Program. Commissioner Milhiser and Commissioner Wells volunteered to serve on a subcommittee for the Volunteer of the Year Program. Commissioner Milhiser made the motion to approve the Community Activities Commission's subcommittee for the Volunteer of the Year Program. Commissioner Hernandez seconded the motion and it was carried unanimously to approve the subcommittee.

Ms. Richter also noted that the Tree Lighting Ceremony may once again be held in a drive through format and referred to as the Drive-Thru Holiday Event. She stated that the event details have not been finalized and said that more information will be available as the event approaches.

The CAC holds its regular meetings on the first Wednesday of each month, but due to the holiday closure schedule, Ms. Richter informed the Commission that the January CAC meeting will be scheduled for the second Wednesday of the month on Wednesday, January 12, 2022.

Commissioner Rangel made the motion to approve the Tentative Calendar of Events as presented. Vice-Chairperson Ferraro seconded the motion and it was carried unanimously to approve the 2021-2022 Tentative Calendar of Events.

#### ***B. Outdoor Halloween Spooktacular***

Ms. Richter noted that due to the Coronavirus pandemic, the annual Children's Halloween Party will be an outside event and will be called the Outdoor Halloween Spooktacular.

Typically, the Children's Halloween Party is held on Halloween, but since the holiday falls on a Sunday this year, the event will take place on Saturday, October 30, 2021. Commissioner Milhiser stated that she thinks it is a good idea to host the event the Saturday before Halloween and noted that in addition to Sunday being a school night, she believes some residents may view Halloween as an anti-Christian holiday and may not approve of the City hosting the event on a Sunday. The event will be held at Alma Hofman Park and will feature games, arts and crafts, food trucks, and a costume contest, followed by a special screening of a Halloween movie.

The Outdoor Halloween Spooktacular is tentatively scheduled to take place from 5:30 p.m. – 8:30 p.m., which is the same time the Children's Halloween Party was held in past years. Staff members are still in the process of finalizing event details. Finalized information regarding the

time of the event and the Halloween movie selected for the special screening will be announced at the October CAC meeting.

Ms. Richter reminded the Commission that they will serve as the judges for the costume contest. Chairperson Padilla asked if staff needs the Commission's help setting up the event. Ms. Richter replied that Commissioners may be assigned to a canopy at the event and asked to distribute candy as they did during the Drive-Thru Halloween Party last year.

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

Ms. Cano stated that there are sixty military banners displayed throughout the City; fifty-six banners are displayed in honor of an active duty member of the United States Armed Forces and four banners are displayed in honor of veterans.

It was announced at the January CAC meeting that staff members were in the process of updating the guidelines for the Military Banner Programs and would present the revised program guidelines to the Commission for review at a future meeting. Ms. Richter stated that over the years the existing program guidelines have not adequately answered questions or addressed concerns regarding the application submission and renewal process, specifically the requirement that applicants submit proof of the honoree's active duty status and proof of the honoree's Montclair residency or a copy of their Montclair High School diploma. Ms. Richter noted that staff members advise applicants on how to obtain the documentation required to participate in the Military Banner Program, however, some applicants request to use the honor system instead of submitting documentation.

Ms. Richter suggested forming a subcommittee consisting of a few Commissioners that will meet to review the application process and guidelines for the Military Banner Programs. Chairperson Padilla, Commissioner Ferraro, and Commissioner Rangel volunteered to serve on a subcommittee for the Military Banner Programs. Commissioner Milhiser made the motion to approve the Community Activities Commission's subcommittee for the Military Banner Programs. Commissioner Wells seconded the motion and it was carried unanimously to approve the subcommittee.

Chairperson Padilla also volunteered to contact a military recruitment office to request assistance verifying an honoree's active duty status. Ms. Richter reminded him that in recent years staff members have not had any luck confirming an honoree's military status by contacting recruitment offices or military bases because the requested information is considered confidential.

### **ITEMS OF SPECIAL INTEREST**

Ms. Richter stated that two new polo shirts, one black and one tan, as well as a zip-up hoodie were purchased for the Commission. Ms. Walker announced that the clothing items will be distributed at the CAC meeting in October.

Chairperson Padilla requested a moment of silence in honor of Council Member Emeritus Leonard Paulitz who passed away on Tuesday, August 24, 2021. He announced that the memorial service will be held at Our Lady of Lourdes Catholic Church on Friday, October 1, 2021 at 11:00 a.m.

**ADJOURNMENT**

Chairperson Padilla adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Renee Walker  
Administrative Specialist