

**MINUTES OF THE
WEDNESDAY, NOVEMBER 3, 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 7:00 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, Laurie Milhiser, Rosa Rangel, Diane Wells, and City Council Liaison Bill Ruh.

Excused: Commissioner Edwin Hernandez and City Council Liaison Corysa Martinez

Also Present: Director of Human Services Marcia Richter
Human Services Technician Adriana Navarrete

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Rangel made the motion to approve the minutes from the Community Activities Commission meeting on October 6, 2021. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

None

OLD BUSINESS

A. *Home Beautification Program*

The Commission elected to form a subcommittee to review the Home Beautification Program guidelines and nomination process. Commissioners Ferraro, Rangel and Wells volunteered to serve on the subcommittee, which is tentatively scheduled to meet early in the new year.

B. *Outdoor Halloween Spooktacular*

The Outdoor Halloween Spooktacular took place on Saturday, October 30, 2021 from 5:00 p.m. to 9:00 p.m. in Alma Hofman Park.

The event featured games, arts and crafts, food trucks, and a costume contest, followed by a special screening of the Halloween movie, *Hocus Pocus* from 7:00 p.m. to 9:00 p.m.

Chairperson Padilla stated that everyone he spoke to was stunned by the caliber of the event. He noted that people from local communities often attend Montclair events and said it was evident by the turnout. Chairperson Padilla also stated that this event may have outdone the City's past Halloween events that took place indoors. Commissioner Rangel commented that the Halloween Spooktacular was spectacular and City Council Liaison Ruh complimented Ms. Navarrete's *Coco* costume that received a great deal of attention at the event. Ms. Richter added that Ms. Navarrete made her costume from scratch.

Commissioner Milhiser suggested holding the costume contest earlier in the evening because many of the guests were unable to stay for the whole event. She also suggested designating a larger space for the contest or hosting a parade for the contestants so the judges have a better view of the costumes. Commissioner Wells also suggested roping off a section for the costume contest to prevent spectators from entering the judging area.

Chairperson Padilla stated that guests he spoke to suggested incorporating another food truck to decrease the length of the food lines as well as relocating the food trucks to maximize parking space for the event. Ms. Richter noted that staff attempted to acquire a third food truck for the event, but it was stationed in Orange County and unwilling to pay the permit fee to serve food in San Bernardino County.

Ms. Richter informed the Commission that due to the success of the Outdoor Halloween Spooktacular, staff is interested hosting future Halloween events outdoors to better accommodate the large crowd.

C. *Military Banner Programs*

Ms. Richter announced that fifty-six letters and applications were mailed to returning Military Banner Program participants at the end of September. Thirteen program participants have already returned the completed application and proof of active duty status. Applications for new and returning participants are due on Wednesday, November 10, 2021; staff will contact the remaining participants to remind them of the due date.

D. Holly Jolly Holiday

The Holly Jolly Holiday will take place on Thursday, December 2, 2021 from 6:00 p.m. to 8:30 p.m. in Alma Hofman Park.

Ms. Richter announced that newly retired Public Safety Administrative Services Supervisor Rob Pipersky and his wife Ester have agreed to be Santa and Mrs. Claus. If Ester is unable to attend, her daughter will assist at the event.

Santa and Mrs. Claus' sleigh will be located on the basketball courts. Children will be able to sit on a bench in front of the sleigh to pose for a free photo, however, they will not be able to sit on Santa's lap or speak to him directly. The refreshments table, letters to Santa station and photo pick-up area will be located on the tennis courts since it is a convenient and well-lit location.

Commissioners will be assigned to a station on the tennis courts. Chairperson Padilla and Vice-Chairperson Escalante will assist with Santa and Mrs. Claus' photo line, Commissioners Ferraro and Wells will assist with hot cocoa and pre-packaged cookies at the refreshments table, and Commissioners Hernandez and Rangel will assist at the letters to Santa station. Commissioner Milhiser stated that she is unable to assist at the event after 7:00 p.m.

E. Holiday Home Decoration Contest

The Holiday Home Decoration Contest application submission deadline for the community is Friday, December 3, 2021 at 6:00 p.m. The entry form will be available on the City's website.

Commissioners received a map that outlines their randomly assigned area for nomination selection and a list of ineligible homes that have won within the last three years. Each Commissioner is asked to nominate two homes within the area they are assigned; nominations are due by Monday, December 6, 2021 at 7:00 a.m.

Once all of the nominations are received, Commissioners will be mailed another map with all nominated homes marked and numbered, a packet of pictures showing each nomination with their address and assigned number, and a judging score sheet listing each nomination by address and number. Commissioners are asked to drive around individually to view each home and give it a rating between 1 and 10 (10 being the highest).

Commissioners need to submit their judging score sheets by Monday, December 13, 2021 at 7:00 a.m. Staff will tally the judging score sheets and the winners will be announced at the City Council meeting on December 20, 2021. Commissioner Rangel volunteered to read the script announcing the winners at the City Council meeting.

NEW BUSINESS

A. Election of Officers

In compliance with the provisions of Resolution No. 96-2096, authorizing the Montclair Community Activities Commission, an election shall be held each calendar year at the last regularly scheduled meeting of the CAC to elect officers for the upcoming year. The November meeting of the CAC is the last regularly scheduled business meeting for 2021; therefore, elections for the offices of Chairperson and Vice-Chairperson are in order.

Chairperson Padilla opened the nominations; Chairperson Padilla nominated Commissioner Wells to serve a term as president; Commissioner Milhiser seconded the nomination; no other nominations were made; all were in favor and the motion was carried that Commissioner Wells will serve a term as Chairperson.

Commissioner Rangel nominated Vice-Chairperson Escalante to serve another term as Vice-Chairperson; no other nominations were made. Commissioner Milhiser seconded the nomination; all were in favor and the motion was carried that Vice-Chairperson Escalante will serve another term as Vice-Chairperson.

B. Community Benefits Funding Program

Ms. Richter announced that the Commission received an additional \$5,000 this fiscal year, for a total of \$25,000, to award to non-profit agencies that serve the Montclair community.

The staff report listing the agencies invited during the 2020-2021 fiscal year was reviewed and Commissioners discussed the agencies previously awarded, the services they provide to the City of Montclair, and whether there were any other non-profit agencies that should be invited. Commissioners decided to invite all 12 applicants that had been previously awarded.

Commissioner Milhiser inquired about potential consequences for requesting agencies that are less experienced with grant applications and do not provide the same detailed documentation as some of the larger, more experienced agencies. Ms. Richter replied that all agencies do submit the requested documentation to be included in the hearing. She stated that an agency would be contacted if their application was incomplete or if documents were missing.

Commissioner Wells stated that the budget each agency submits is helpful when the Commission is deciding how to allocate funds. Chairperson Padilla agreed that the budget documents detail the funding that each agency receives and how it is spent to give the Commission a better idea of which agencies may have a greater need for funding. Commissioner Milhiser commented that the Commission also needs supporting documentation detailing how the agencies spent previously awarded funds from the CAC and their plans for the funds they are requesting this fiscal year. Ms. Richter noted that some of the larger agencies may spend the funds they receive on staffing or supportive services, but smaller agencies may have lower operational costs that allows the funding to go further. She

reminded the Commission that the requesting agencies vary from a grassroots, volunteer-based organization like Montclair Meals on Wheels to a large, structured organization like OPARC. Ms. Richter commented that the applications and presentations from the various participating agencies may vary depending on their resources.

The 2021-2022 Community Benefits Funding Program is scheduled to take place on Wednesday, March 2, 2022.

ITEMS OF SPECIAL INTEREST

Ms. Richter stated that the Senior Center will be hosting a Veterans Day event on Thursday, November 11, 2021 at 11:30 a.m. during the drive-thru senior lunch program. She requested that Commissioners send her the contact information for Montclair veterans they may know so that she can invite them to the event. Ms. Richter asked that Commissioners to submit the contact information by Monday, November 8, 2021.

ADJOURNMENT

Chairperson Padilla adjourned the meeting at 8:03 p.m.

Respectfully submitted,

Renee Walker
Administrative Specialist