

**MINUTES OF THE
WEDNESDAY, SEPTEMBER 7, 2022
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 Wells called the meeting to order at 7:00 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

Present: Chairperson Diane Wells, Vice-Chairperson Richard Escalante, Commissioners Darlene Ferraro, Laurie Milhiser, Arturo Padilla, and Rosa Rangel City Council Liaison Bill Ruh (via conference call) and Corysa Martinez

Excused: Commissioner Alex Hernandez

Also Present: Assistant City Manager/Director of Human Services Marcia Richter
Administrative Analyst Adriana Navarrete-Campos
Human Services Temporary Assistant Karina Romero

SWEARING IN OF REAPPOINTED COMMUNITY ACTIVITIES COMMISSIONERS

City Clerk Andrea Myrick administered the oath of office to the reappointed Community Activities Commissioners who included; Richard Escalante, Darlene Ferraro, Laurie Milhiser, and Rosa Rangel.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Padilla made the motion to approve the minutes from the Community Activities Commission Special meeting on June 8, 2022. Commissioner Rangel seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter informed the Commission that Anthesis sent their latest newsletter and mentioned their Chief Executive Officer, Mitch Gariador has retired and the new Chief Executive Officer is Shawn Prokopec. The newsletter was distributed for the Commissioners to review.

Ms. Richter shared the updated 2022-2023 CAC contact list. She requested that each Commissioner review their contact information and note any changes to their mailing address, email address, and/or phone number. Updated versions of the contact list will be distributed at October's meeting.

Ms. Richter also welcomed the Committee to sign a thank you card for Chris Paez who volunteered as the Easter Bunny at the 2022 Easter Eggstravaganza. He posed for photos with many families, children, and even pets. A gift certificate to one of his favorite Montclair restaurants will be included with the card.

OLD BUSINESS

A. 2022 Home Beautification Program

The winners of the 2022 Home Beautification Program were announced at the City Council Meeting on Monday, July 18, 2022 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
4935 Denver Street

Home of the Year – Drought Tolerant
10120 Monte Vista

Chairperson Wells, Commissioner Padilla, and City Council Liason Ruh all commented that being able to caravan together as they've done before the pandemic was very nice. City Council Liason Ruh also thanked the Commissioners for all that they do for the community. Vice-Chairperson Escalante mentioned that this program has inspired him to add improvements to his own yard and has noticed the inspiration spreading around his neighborhood. Commissioner Rangel mentioned that she has seen more homes improving their yard every year for the past four years and hopes it continues.

Ms. Richter informed the Commission that the Home Beautification signs are complete and letters will be sent to the winners to contact the Public Works Department for the installation of their sign. The signs are expected to be installed by the end of the month.

Ms. Richter also informed the Commission that Monte Vista Water District (MVWD) contacted staff and would like to support this program. Commissioner Padilla suggested they could possibly provide gift certificates from local gardening businesses where the winners could

purchase drought tolerant plants. Ms. Richter suggested the CAC look at appointing a subcommittee to discuss how MVWD can be involved with this program at an upcoming meeting.

NEW BUSINESS

A. 2022-2023 Tentative Calendar of Events

Ms. Richter reviewed the Tentative Calendar of Events to discuss events listed that will involve the Commission's participation.

Chairperson Wells noted that the calendar is the same as last year's with the exception of the addition of the Candidates' Forum, which is scheduled for October 12, 2022. City Council Liaison Martinez noticed that the CAC meeting for October is on the same day as the State of the County. Ms. Richter mentioned that the State of the County begins earlier that day. City Council Liaison Ruh confirmed that the State of the County will begin at 5 p.m. and he would not be able to attend due to a previous engagement but does plan to attend the CAC meeting next month.

Ms. Richter informed the Commission that some of the scheduled events will have new aspects; one example will be the Volunteer Recognition Program.

B. Candidates' Forum

Ms. Richter announced that the Candidates' Forum will be held in the Council Chambers rather than the Senior Center on Wednesday, October 12, 2022 at 7 p.m. Ms. Richter asked the Commission members to arrive no later than 6:30 p.m. There are three expiring terms open, including the Mayor's seat and two City Council seats. There are six candidates in total, two candidates for the Mayor's position, and four for the two City Council seats. Ms. Richter has contacted a member from the Chamber of Commerce to act as moderator. Ms. Richter noted that the Forum will be streamed live on YouTube but no live questions will be accepted. Questions can be submitted online before the submission deadline. Those attending in person will have the opportunity to submit question cards. Commissioners will be needed to distribute and collect the question cards.

Ms. Richter mentioned that Chairperson Wells will assist with the welcome and overview of the event. In past Forums the Women's Club of Montclair donated refreshments, and she will confirm that they will be donating again this year. Commissioner Ferraro informed the Committee that she may be out of town for this event and will keep Ms. Richter updated of her schedule. Vice-Chairperson Escalante and Commissioner Rangel volunteered to assist with the question cards and Commissioner Padilla volunteered to be the timekeeper. Commissioner Milhiser recommended to sort similar questions together. Ms. Richter recommended to keep the event to an hour and a half and combine both the Mayor and Council portions since there are not as many candidates as prior Forums. The Candidates' Forum will be videotaped and posted to the City's website and the Community News Channel.

C. Halloween Spooktacular

This year's Halloween Spooktacular will be held at Montclair Place on Saturday, October 29 from 5:00 p.m. to 8:00 p.m. The City's Halloween activities will all be outdoors next to the pumpkin patch located in the Northeast parking lot. This includes our costume contests, game booths, DJ, selfie picture areas, and crafts and candy. Inside activities by Montclair Place include trick or treating at participating tenants, a sugar skulls craft project, face painting, and balloon twisting.

City Council Liaison Ruh offered to help in any way needed.

Commissioner Milhiser asked if there was inclement weather if the event can be moved indoors and Ms. Richter confirmed that would happen if needed. Ms. Richter asked Commissioners to arrive by 4:30 p.m. for their assignment.

D. Military Banner Programs

Ms. Richter stated that the Military Banners are now due to be re-certified to see if they are still active in the military. Banners of those who are no longer serving will be removed in November. Some banners are placed where the City posts holiday banners and these military banners will need to temporarily be removed but will be reposted after the holidays.

Ms. Richter mentioned that the website will be updated with the Military Banner program information. Ms. Richter stated that all the banners have been withstanding the elements except for one that was damaged by the wind. The banner company charged a nominal fee of \$20 for the sewing repairs.

Commissioner Milhiser asked how many banners are displayed and Ms. Richter stated that there are approximately seventy banners throughout the City. Commissioner Padilla asked if the new recertification system helped speed up the process and Ms. Richter mentioned that some families responded quickly while others delay or do not want to provide the recertification information. Ms. Richter is confident that this year's process will be better and more reliable than in past years due to the new form. Chairperson Wells and Commissioners Ferraro and Padilla volunteered to help with making phone calls to verify military status.

ITEMS OF SPECIAL INTEREST

Ms. Richter asked Commissioners if the information on the contact list that had been distributed earlier was correct and all agreed their information was current.

ADJOURNMENT

Chairperson Wells adjourned the meeting at 7:37 p.m.

Respectfully submitted,

Karina Romero
Human Services Temporary Assistant