

**MINUTES OF THE
WEDNESDAY, APRIL 5, 2023
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 Hernandez led those present in the salute to the flag.

ROLL CALL

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

Excused: None

Also Present: Assistant City Manager/Director of Human Services Marcia Richter
Administrative Specialist Krystal Rabino
Administrative Analyst Adriana Navarrete-Campos
Community Recreation Coordinator Angela Franco

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Padilla made the motion to approve the minutes from the Community Activities Commission meeting on March 1, 2023. Commissioner Hernandez seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter distributed a Distracted Driving Policy Memorandum to all Community Activities Commission members to sign. This memorandum is a requirement for the City's insurance, and all City employees, Planning Commissioners, and Community Activities Commissioners must sign, in the event that they are in a City vehicle, or driving a City vehicle. The Distracted Driving Policy

Memorandum explains that no City employee, or Commissioner is to use a phone while driving a City vehicle, unless it is connected to Bluetooth. This policy is in conjunction with California Law.

OLD BUSINESS

A. *Community Benefits Funding Program - Recap*

Ms. Richter mentioned that, following the Community Benefits Funding Program hearing on March 1, 2023, staff prepared and submitted an agenda item for the March 20, 2023 City Council meeting to request approval of the Commission's funding allocation recommendations for the thirteen participating agencies. The Commission's recommendations were approved by the City Council, and staff submitted payment requests to the Finance Department. The checks are expected to be received by requesting agencies no later than mid-May 2023.

Commissioner Milhiser expressed how proud she was of the Community Activities Commission's engagement with the agencies during the Community Benefits Funding Program Meeting, and felt that the Commission represented the City very well. Chairperson Wells agreed and added that the Commission came up with great questions for the agencies. Commissioner Escalante shared that he overheard one of the requesting agencies commenting they were pleased with the Commission's interaction and involvement in the discussion.

B. *Volunteer Recognition Program - Recap*

The 2023 Volunteer Recognition Program was held during the City Council Meeting on Monday, April 3, 2023 at 7:00 p.m. Chairperson Wells acknowledged Human Services staff on the event set-up and decorations, including the event programs and complimented Commissioner Ferraro for her presentation. Commissioner Padilla apologized for not being able to attend and thanked everyone for their involvement in the event. Commissioner Milhiser also apologized for leaving early from the event. Administrative Specialist Rabino shared that all volunteers who attended the Volunteer Recognition Program were honored to be recognized and were appreciative of the event. Commissioner Rangel added that the volunteers were surprised by the gifts they received and pleased to attend the event. Ms. Richter explained that two volunteers expressed their gratitude to her and remarked on the efficiency of the event.

C. *Easter Eggstravaganza*

The 2023 Easter Eggstravaganza event is scheduled to take place on Saturday, April 8, 2023 from 9:00 a.m. – 11:00 a.m. at Alma Hofman Park.

The Ontario-Montclair Kiwanis Club will be offering a pancake breakfast for \$5, while supplies last. The event will feature live bunnies, games, inflatables, free candy-filled Easter eggs and treats for children ages 12 and under (while supplies last), prize eggs, and an opportunity drawing for a large Easter Basket for children ages 12 and under.

All members of the Community Activities Commission plan to attend the Easter Eggstravaganza to assist where needed. Commissioners are asked to meet at the basketball court by 8:30 a.m.

so they can be assigned to their stations. Ms. Richter mentioned that Senator Rubio's office representative is hopeful the Senator will attend the Easter Eggstravaganza.

D. Memorial Day Program

The Memorial Day Program is scheduled to be held on Monday, May 29, 2023 at 6:00 p.m. in the Memorial Garden adjacent to City Hall. The following updates were shared.

Memorial Wall Plaques

Ms. Richter confirmed that one Memorial Wall plaque will be ordered out of the two expected plaque purchases. The purchased plaque is for Montclair's past Mayor, Harold Hayes for his service in the U.S. Coast Guard. The second participant plans to apply next year for a Memorial Wall Plaque.

Ms. Richter asked Commissioner Milhiser if she has any contact information for family members of Mayor Harold Hayes to extend an invitation to the event. Commissioner Milhiser mentioned that Mayor Dutrey may have information as he registered for Mayor Hayes' plaque. Ms. Richter explained that Commissioner Padilla has been looking into information on Mayor Hayes' service in the U.S. Coast Guard, specifically his rank. Commissioner Padilla shared he received a phone number from friend at Veterans Association that may help find further information on Mayor Harold Hayes' service in the U.S. Coast Guard. Commissioner Padilla will provide an update at the May meeting.

Dignitaries

Ms. Richter announced that staff has sent a Save the Date notice to the Dignitaries. Three representatives have confirmed their attendance. Sofia Siqueiros will be representing Congresswoman Norma Torres, Anthony Moreno will be representing Senator Rubio, and Nadya Bahena will be representing Assemblymember Rodriguez. A response from the office of Supervisor Curt Hagman is pending.

Pledge of Allegiance

Ms. Richter confirmed that staff has reached out to Veteran Marine Esmeralda Bocardo to confirm availability and participation in leading the Pledge of Allegiance, and are awaiting a response. Staff will follow-up with Ms. Bocardo on her participation at this event. Commissioner Padilla has volunteered to lead the Pledge of Allegiance if Ms. Bocardo is unable to attend.

Poem

The Commissioners rehearsed the poem "A Memorial Day Poem" by C.W. Johnson. Councilmember Ruh introduced the poem, and the Commissioners read a stanza each in the following order: Commissioner Hernandez, Commissioner Rangel, Commissioner Padilla, Vice-Chairperson Escalante, Commissioner Ferraro, and closed with Commissioner Milhiser. Chairperson Wells will read Vice-Chairperson Escalante's stanza if he is unable to attend the event.

Assignments

Ms. Richter suggested that the Commission should arrive by 4:00 p.m. on Monday, May 29, 2023 to practice the script and prepare for the event; including possibly helping set-up for the reception at the Senior Center.

Chairperson Wells mentioned that some Commission members usually assist at the registration table. Commissioner Padilla offered to provide paperweights to help where needed.

Ms. Richter recommended the Commission review their assigned stations and rehearse the poem again at the May meeting.

NEW BUSINESS

A. Home Beautification Program

Chairperson Wells introduced a discussion regarding the 2023 Home Beautification Program. Ms. Richter distributed area maps with assigned sections to the Commissioners. A list of winners for the past three years was also distributed to the Commission, as these homes are ineligible.

Commissioner Ferraro and Commissioner Padilla traded areas, since Commissioner Ferraro was assigned an area in which she lives.

Commissioners are requested to nominate two homes in each of their assigned areas; one drought tolerant home and one traditional home. Commissioners are requested to submit their nominations in person or by mail no later than May 29, 2023. All nominations will be given to the Community Development Department for review, and they will also nominate homes that have made improvements over the past year. All nominated homes will be judged on Wednesday, June 7, 2023. The judging caravan is scheduled to meet at 5:30 p.m. at the Senior Center on Wednesday, June 7, 2023. Ms. Richter reminded the Commissioners that typically homes are viewed for one and a half to two hours, then Commissioners meet at a restaurant to discuss the homes that were viewed and select winners. After some discussion, it was decided that the Commission will meet at the Black Angus Restaurant to complete their judging and for their end of the year dinner.

The winning homes chosen for the 2023 Home Beautification Program will be presented at the July 17, 2023 City Council Meeting. Commissioners are encouraged to attend, and a member will be asked to read the presentation script. The Commission will decide who will be the script reader at their May meeting.

ITEMS OF SPECIAL INTEREST

None

ADJOURNMENT

Chairperson Wells adjourned the meeting at 7:27 p.m.

Respectfully submitted,

Krystal Rabino
Administrative Specialist