

**MINUTES OF THE  
WEDNESDAY, OCTOBER 4, 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 Ferraro led those present in the salute to the flag.

**ROLL CALL**

**Present:** Chairperson Diane Wells, Commissioners Darlene Ferraro, Arturo Padilla, Rosa Rangel, City Council Liaisons Corysa Martinez and Bill Ruh

**Excused:** Vice-Chairperson Richard Escalante, Commissioners Alex Hernandez and Laurie Milhiser

**Also Present:** Assistant City Manager/Director of Human Services Marcia Richter  
Community Services Supervisor Jordi Ubaldo  
Administrative Specialist Krystal Rabino

**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 September 6, 2023. Commissioner Ferraro seconded the motion and it was carried unanimously to approve the minutes.

**ORAL AND WRITTEN COMMUNICATIONS**

Ms. Richter announced that the Commission received a thank you letter from Community Benefits Funding recipient, Assistance League of the Foothill Communities. The letter was circulated for CAC members to review.

A thank you card from the Human Services staff in appreciation of the Human Services Staff Luncheon was distributed as well.

## **OLD BUSINESS**

### **A. *Halloween Spooktacular***

Ms. Richter reminded the Commission that the Halloween Spooktacular will take place on Saturday, October 28, 2023 from 6:00 p.m. to 9:00 p.m. at Montclair Place.

The event will feature a costume contest, games, DJ, magician, selfie pic areas, crafts, and candy (while supplies last), along with trick or treating at participating tenants, craft project, face painting, and balloon twisting. A flyer and map of the event was distributed for the CAC to review.

Ms. Richter invited Mr. Ubaldo to the lectern to give the Commission further guidance on the event. Mr. Ubaldo explained that there will be many new features at the Spooktacular including large signs and announcements at the Main Stage to ensure that all participants are aware of upcoming activities throughout the program. He shared the layout and schedule of the event with the Commission, and showed them some specific locations including the City Informational Booth, Main Stage and Staff/Volunteer Break Area. Commissioner Padilla shared his appreciation for the map that was provided. Mr. Ubaldo further explained the following:

The Commission is asked to arrive at the event by 5:30 p.m. and were reminded that they will serve as the judges for the costume contest at 7:30 p.m., as well as attending the City's informational booth handing out crafts, flyers, and the City brochure. The Commissioners will be relieved from the City Informational Booth at 7:15 p.m. to begin their journey to the main stage for the costume contest. After the completion of the costume contest, the Commission is asked to return to the City informational Booth from 8:15 p.m. – 9:00 p.m. Parking will be first-come first-served, and the Commission is advised to park on the bottom level of the parking structure and on the North side of Montclair Place due to the 9:00 p.m. closing time of businesses on the South side of the mall.

Ms. Richter suggested that the Commissioners park near the Macy's entrance since it is nearest to the staff break room.

City Council Liaison Ruh commented that it is beneficial for the Commission to see the costumes before the costume contest while stationed at the City Informational Booth, as they were last year. Commissioner Ferraro commented that the event is well planned. Chairperson Wells agreed and they both thanked Mr. Ubaldo for his hard work.

Ms. Richter explained that Ms. Rabino will send out a reminder to the Commission prior to the event date. Commissioner Padilla mentioned that the reminder is a helpful idea. Commissioner Rangel explained that she may not be able to attend the Halloween Spooktacular due to another obligation. Ms. Richter explained that Commissioner Rangel can confirm her attendance when the email reminder is sent and reminded the Commission that Vice-Chairperson Escalante will also not be attending the event.

## **B. Military Banner Programs**

Mr. Ubaldo updated the Commissioners that he and staff have met to go over the program, and the confirmation process will be starting soon. He also let them know that he has secured a website to verify active duty status for applications, and it will now be implemented in the program. Applications are being revised and reviewed, and he hopes to have them sent out within the next week.

The deadline to respond will be by Wednesday, November 8, 2023 at 6:00 p.m.

## **NEW BUSINESS**

### **A. Holly Jolly Holiday**

The Holly Jolly Holiday event will take place on Thursday, November 30, 2023 from 6:00 p.m. to 8:30 p.m. in the Montclair Youth Center. Commissioners are asked to arrive by 5:30 p.m. Ms. Richter informed the Commission that a new tree is being planted for future tree lighting events since the current tree is growing too large to decorate. City Council Liaison Ruh asked when the Tree Lighting Ceremony will occur, and Ms. Richter explained that the Holly Jolly Holiday event and Tree Lighting Ceremony are being combined as Holly Jolly Holiday.

Ms. Richter also mentioned that Holly Jolly Holiday Committee is working on purchasing extra lighted decorations to enhance the event this year. A snow machine and inflatables will also be setup outside, to ensure there are plenty of activities for families.

City Council Liaison Martinez volunteered to be a floater during the event, and will assist with filling in during the Commissioners breaks.

### **Refreshments**

Cookies will be served again this year as well as free hot cocoa for the children. City Council Liaison Ruh and Commissioner Ferraro volunteered to assist at the refreshments table, however, they informed Ms. Richter that they will serve wherever needed. It was decided that Commissioner Milhiser will likely also be stationed at the refreshments station.

### **Entertainment**

Ms. Richter and staff have confirmed that the Montclair High School Jazz Band will be the entertainment at this event.

### **Invitations to Santa and Mrs. Claus**

Ms. Richter confirmed that a Montclair Reserve Police Officer, Ron Foss has offered to serve as Santa Claus this year. Staff is working on confirming a Mrs. Claus.

## **Letters to Santa**

Children will be encouraged to write a letter to Santa and those that include a legible complete address may receive a response from Santa Claus, as we have in previous years. City Council Liaison Ruh mentioned that those who volunteer at this station should speak Spanish. Commissioner Rangel volunteered to assist at the Letters to Santa station. Ms. Richter mentioned that Commissioner Hernandez usually assists with the Letters to Santa Station as well, and Commissioner Rangel agreed. It was decided that Commissioner Hernandez will likely be stationed at the Letters to Santa station.

## **Photos of children attending**

Similar to last year's event, Santa's sleigh will be in the Youth Center Assembly Room for photos, since the location worked very well. The exit will be through the east doors near the skate park. Chairperson Wells and Commissioner Padilla volunteered to assist with counting at the entry gate. It was decided that Vice-Chairperson Escalante will likely be able to assist at the photo station.

## **Volunteers for the event**

Commissioner Rangel asked if the amount of student volunteers can be limited this year, since there was a surplus of volunteers at last year's event. Commissioner Ferraro agreed, and mentioned that the Commissioners ran out of tasks to complete due to the amount of volunteers at the event. Chairperson Wells mentioned that last year, the Commissioners were unable to assist at the stations they volunteered for due to student volunteers taking over the stations, and some students had nothing to do as well. Commissioner Padilla agreed, and suggested rotating the volunteers. City Council Liaison Ruh added that a surplus of volunteers is superior to having no volunteers, as has happened in previous years. Ms. Richter assured the Commission that Mr. Ubaldo has taken note of this and will adjust the amount of volunteers as necessary. She also reminded the Commissioners that we will likely need them to assist with the entire event if there are less volunteers, to ensure coverage at all of the stations.

## ***B. Holiday Home Decoration Contest***

The Holiday Home Decoration Contest application submission deadline for the community is Friday, December 1, 2023 at 6 p.m. The entry form will be available on the City's website.

The deadline for Commissioners to email their two nominated homes to be included in the contest has been updated to Friday, December 1, 2023 to ensure that staff has time to contact homeowners, purchase the gift cards, take photos and create the presentation. Ms. Richter explained that Commissioners can submit their nominations no later than the morning of Monday, December 4, 2023. Next month Commissioners will be provided with a map and a list of the previous winners who are not eligible this year to be nominated.

The details for the contest judging were covered as follows:

- The contest judging will be held on Wednesday, December 6, 2023.
- The Commission will meet in the Senior Center at 5:00 p.m. for the CAC meeting and dinner.
- Judging will begin at approximately 6:00 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. Commissioner Padilla made a motion to provide home-made tamales for the dinner portion. Commissioner Rangel seconded the motion, and offered to provide desserts. The City will provide drinks. City Council Liaison Ruh and Ms. Richter suggested to buy enchiladas, rice and beans from Los Portales, and Commissioner Padilla can also bring tamales. This item was tabled until the November meeting and plans can be finalized.
- Chairperson Wells requested that the Commissioners save the date for the awards ceremony which will be held at the City Council meeting on December 18, 2023 at 7:00 p.m. Chairperson Wells offered to lead the awards presentation at the meeting if needed, but the final decision will be made at the next meeting.

#### **ITEMS OF SPECIAL INTEREST**

Ms. Richter distributed an updated contact list to the Commissioners.

City Council Liaison Ruh commented on the recent Soroptimist event and thanked those who may have worked on or attended the event.

#### **ADJOURNMENT**

Chairperson Wells adjourned the meeting at 7:35 p.m.

Respectfully submitted,



Krystal Rabino  
Administrative Specialist