

**MEMORANDUM**  
**City of Chino**  
**Community Services,**  
**Parks & Recreation Department**

**DATE:** **JANUARY 26, 2026**  
**TO:** **COMMUNITY SERVICES, PARKS & RECREATION COMMISSION**  
**FROM:** **SILVIA AVALOS, DIRECTOR OF COMMUNITY SERVICES, PARKS & RECREATION**  
**SUBJECT:** **ADMINISTRATION ACTIVITY REPORT – DECEMBER 2025**

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**cc:** File

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#### **BACKGROUND**

The following information is provided regarding Administration activities for the month of December 2025:

#### **CITY COUNCIL ACTIONS**

##### **Ceremonials**

- Presentation – 2025 Sports Legends Youth Volunteer Award Winner – Recognized the 2025 Sports Legends Volunteer Award Winner, Courtney Garcia, Chino American Little League, for service to youth sports in the Chino Community.
- Chino Youth Christmas Parade Decorated Entry Competition Winners – Recognized the Chino Youth Christmas Parade Decorated Entry Competition Winners: Most Holiday Spirit - Allegiance Steam Academy Thrive Chino, Best Use of Theme - Our Lady of Guadalupe, and Best Overall - Chino Scouts Pack 205.

##### **New Business**

- Award of Contract – Citywide HVAC Preventative Maintenance and Repairs. Awarded a Public Works contract with C.E. Mechanical, Inc., Chino, CA for Citywide HVAC Preventative Maintenance and Repairs.
- Award of Contract – Shady Grove Park Improvements Project (PK262). Awarded a Professional Services Agreement with Architerra Design Group, Rancho Cucamonga, CA in the amount of \$212,240 for design services.
- Award of Contract – Heritage Park Improvements Projects (PK261). Awarded a Professional Services Agreement with RHA Landscape Architects-Planners, Inc., Riverside, CA in the amount of \$248,800 for design services.

##### **Study Session**

- Proposed Transfer of Grounds Maintenance. Presentation by the Community Services, Parks & Recreation (CSPR) and Public Works Departments regarding the proposed transfer of Grounds Maintenance from Public Works to CSPR.

## PROGRAMS

### Armed Forces Banner Program

- Six new banner applications were received.

### Chino Liberty Courtyard

- No new brick applications were received.

### Chino Connection

- Staff sent the Pre-Draft document to the Connection Designer on Wednesday, December 17.

### Youth Accountability Board

- One new case was received this month. There are currently five active cases.

### Social Media

- The following posts were made in December:

Date	Post	Reach	Engagement
12/1	Grinchmas at the Preserve	1,459	61
12/2	Santa's Village Pre-Event Reel	3,141	118
12/3	Winter Pop Ups General Post	37,816	666
12/3	Christmas Parade Carousel	70,614	480
12/4	Yoga for All	1,148	11
12/4	Thanksgiving Giveaway Recap	7,100	123
12/5	Tree Lighting Map	51,189	381
12/5	Youth Flag Football Champions	1,538	62
12/8	Chino Youth Museum Yelp Award	14,305	328
12/10	Join Chino Youth Museum Board	1,246	41
12/12	Christmas Parade and Fair Map	21,489	389
12/13	Christmas Parade Reel During Event	17,700	963
12/13	Santa's Village Reel During Event	4,991	64
12/14	Winter Pop Ups – Elf and Nightmare Before Christmas	8,693	171
12/14	Pee Wee Basketball	1,217	23
12/16	Snow Day Carousel	49,155	224
12/17	Pickleball Court closure	1,657	10
12/18	Fall Basketball Winners	2,200	47
12/19	Chino Christmas Giveaway Reel	13,686	336

12/21	Winter Pop Ups – Whoville and Christmas Carol	19,782	477
12/22	Tiny Tots – Little Elves Recap	7,600	51
12/23	Snow Day Reel	49,205	508
12/26	Winter Pop Ups – Carol Day of Post	8,685	245
12/26	Hike the Valley	54,100	265

Reach = The number of unique persons who have seen the post.

Engagement = Individuals who have reacted to, shared, clicked, or commented on post.

- Two posts were made in December to promote Chilly Chino Snow Day.



- The posts received a combined reach of 98,360 and a combined engagement of 732.
- As a result of these posts, all three slots of Chilly Chino are sold out.

## **RECOMMENDATION**

For Commission information.