

**COMMUNITY SERVICES, PARKS & RECREATION COMMISSION
MEETING
CITY OF CHINO COUNCIL CHAMBERS
SEPTEMBER 22, 2025, 6:00 P.M.
M I N U T E S**

I. CALL TO ORDER

Chairperson Martinez called the meeting to order at 6:01 p.m.

II. PLEDGE TO THE FLAG

Vice Chairperson Jerry led the flag salute.

III. ROLL CALL

Commissioners Present: Chairperson Robert Martinez, Vice Chairperson Neal Jerry, and Commissioners Patricia Pereda Arlt, Carl Cooper, Julissa Montenegro-Olivas, and Linda Takeuchi

Commissioners Late: Jamie Aviles, arrived at 6:07 p.m.

Commissioners Absent: None

Council Present: Karen Comstock

Teen Advisory Committee

Members Present: Julia Barraza, Kathleen Chang, Ariel Cuevas-Merrill, Abilgail Flores, Sofia Henderson, Flor Hernandez, Leah Jung, Ben Martinez, Chinmayee Phirke, Drew Ramirez, Karisia Rojas, and Chelsea Yeung

Staff Present: Silvia Avalos, Ted Bistarkey, Monica Tiznado, Jeff Benson, Lisa Conlon, Andrea Bauer, Bobby Nigg, Mary Sinclair, Crystal Gutierrez, Melanie Hughes, Hayley Page, Crystal Rios, Brissa Sanchez, Lizzeth Ordonez, Sal Parra, and Marsha Ariyasu

IV. CEREMONIAL

1. Introduction of Returning Department Staff Member – Lizzeth Ordonez, Management Analyst:

Ms. Ordonez stated she is the new Community Services, Parks & Recreation, Management Analyst for Parks and Facilities Division. She holds a Bachelor of Arts in Psychology from Cal Poly Pomona and a Master of Public Administration from California Baptist University. She has worked for the City of Chino for almost 15 years, and recently, in the Administration Department, where she supported the City Manager with a wide range of administrative and analytical functions, including budget oversight, fiscal forecasting, contracts, and special projects. Prior to that, she held leadership roles with the Community Services, Parks & Recreation Department, where she managed multi-million dollar budgets and grants,

helped with the implementation of five Family Resource Centers in partnership with the Chino Valley Unified School District, and fostered strong collaborations with community organizations and agencies.

Ms. Ordonez stated in addition to her professional career in Chino, she was recently appointed to the Community, Parks, and Human Services Commission for the City of Fontana. In her new position with the City of Chino, she will be responsible for the division's budget, processing contractual agreements, preparing budget and status reports for federal, state, and county grants, and preparing annual budget recommendations. She will monitor expenditures and revenues across multiple funds, including Building Maintenance, Parks and Internal Service Funds, Custodial Services, and Capital Improvement Projects.

2. Introduction of Newly Promoted Department Staff Member – Crystal Rios, Community Services, Parks & Recreation Coordinator:

Ms. Rios stated she is honored to serve as the new Community Services, Parks & Recreation Coordinator. She oversees the Preserve Community Center and Volunteer Corps. She has been with the City of Chino for three years, and most recently, as a Specialist at the Preserve Community Center. During her time with the City, she has had the privilege of supporting a variety of programs, including Special Events, After School, Senior Center, and Youth Sports.

Ms. Rios stated she has a first-generation college graduate, earning her bachelor of science degree in nutrition and food science from California State University, San Bernardino. She is the proud daughter of two immigrant parents who instilled in her the value of hard work and community.

Ms. Rios stated she is excited to continue serving the community in this new role and looks forward to the opportunities ahead.

V. CONSENT CALENDAR

1. Minutes – August 25, 2025, Community Services, Parks & Recreation Commission Regular Meeting (Vice Chairperson Jerry and Commissioner Arlt were absent).

Moved by Commissioner Takeuchi, seconded by Commissioner Cooper, and carried on a 5-0-1-1 vote to approve the Consent Calendar as presented.

AYES:	Arlt, Cooper, Martinez, Montenegro-Olivas, and Takeuchi
NOES:	None
ABSENT:	Aviles - Late
ABSTAIN:	Jerry

VI. PUBLIC COMMUNICATIONS

Chairperson Martinez opened the Public Communications.

Stubby Barr stated he was not able to attend the last meeting, but noticed on the minutes that Commissioner Takeuchi had made some comments regarding decomposed granite (DG) and the difficulty with the walking surface. It is not an approved walking surface and does not meet the

requirements of the building code or ADA. Mr. Barr provided two photos he took of the DGG path at the new park in the Preserve. He wheeled out about 10 feet in his road chair, which has coasters that are 1½ inches wide that are specifically designed and are soft for traveling over less than perfect surfaces which left an impression in the DG. The DG had just been re-tamped the day before with a vibratory tap that is not supposed to be used on DG. This is the same issue that is seen in several places, such as the barn at the Old Schoolhouse Museum. DG is not an approved material unless it is installed in such a manner that it meets the requirements of the ADA and building code in that it must be firm, stable, and slip resistant. The rule of thumb in the field is if you can take your finger and draw a line in the dirt, it does not meet the requirements of the code. He attached contact information to the Federal Highway Administration Department of Justice Access Board DOT approved memo, which is the guideline for surfaces. If they want to see a stabilized DG that actually meets the requirements of ADA, the only local place would be the Kaiser facility on Roswell Avenue. They have a phenolic stabilized DG. It is not your typical DG. They graduate the pebbles so that they are really similar in size and then bound with a phenolic resin, or it can be bound with epoxy. It is not as water soluble as standard decomposed granite, but it is stable.

Mr. Barr recommended the Commission go and look at it. It is a long and lengthy process, but it is something that the City needs to stop doing because we are going to have to replace all of these walking surfaces to make them compliant.

As there were no further requests to speak, Chairperson Martinez closed the Public Communications.

VII. TEEN ADVISORY COMMITTEE REPORT

1. Introduction of Teen Advisory Committee Members for 2025-26:

Chairperson Martinez asked the Teen Advisory Committee members in attendance to introduce themselves.

- Karisia Rojas – Chino Hills High School, third year on TAC.
- Kathleen Chang – Ayala High School, second year on TAC.
- Drew Ramirez – Chino Hills High School, second year on TAC.
- Julia Barraza – Ayala High School, second year on TAC.
- Chelsea Yeung – Ayala High School, first year on TAC.
- Leah Jung – Ayala High School, first year on TAC.
- Chinmayee Phirke – Ayala High School, first year on TAC.
- Sofia Henderson – Chino High School, second year on TAC.
- Ariel Cuevas-Merrill – Don Lugo High School, first year on TAC.
- Abigail Flores – Don Lugo High School, first year on TAC.
- Ben Martinez – Chino High School, first year on TAC.
- Flor Hernandez, Chino High School, second year on TAC.

Flor Hernandez, TAC Chairperson, gave the report. Ms. Hernandez reported the Teen Advisory Committee (TAC) is hosting their first service project of the year, which is a Halloween costume drive that will benefit the CARE Closet. Donation boxes will be located at the Carolyn Owens Community Center, Preserve Community Center, Neighborhood Activity Center, and Teen Center. The costume drive will conclude on Wednesday, October 8.

Ms. Hernandez reported TAC members had the opportunity to sign up to volunteer at many community events, including the Halloween Spooktacular, Veterans Day Ceremony, and the Inclusion Community Celebration. At the Inclusion Community Celebration, TAC members will lead an interactive bubble station for participants.

Ms. Hernandez reported at their September meeting, TAC members voted for Chairperson, Vice Chairperson, and Secretary. During the roundtable, members discussed being back at school, getting ready for homecoming, and preparing for Club Rush.

The next Teen Advisory Committee meeting will be held on Thursday, October 2, at 6:00 p.m., in the Council Chambers.

Chairperson Martinez stated congratulations and he looks forward to working with them.

Commissioner Arlt stated congratulations, but also thanked them for giving of their time and serving the community. Commissioner Arlt stated she sees herself in them because she started out volunteering in the community when she was in high school, and maybe someday one of them will be a Commissioner too.

Commissioner Cooper stated congratulations and he appreciates all they do.

VIII. INFORMATION

1. Fireworks Update 2025:

Lisa Conlon, Revenue Manager, provided an update on the 2025 fireworks season. Ms. Conlon reported 24 retail sales permits were approved by the Community Services, Parks & Recreation Commission on April 28, 2025. The permits for the sale of safe and sane fireworks were issued to the non-profit organizations by the Finance Department. Sales took place from July 1-4. This year, there were no violations of the Chino Municipal Code reported. The total surcharge collected from each booth averaged 4.17% per organization. The surcharge is calculated based on the City's additional costs incurred by Public Works, Police, and marketing services. All organizations paid on time except Chino Neighborhood House. They submitted their financial statement after the first due date on September 12. They were assessed a \$300 late fee, which they paid. Total gross sales totaled \$1,424,678.93; net profit was \$380,945.61; and the average profit generated was \$15,872.73.

Ms. Conlon reported this year was the first year the non-profit organizations returned their unsold stock to a centralized location in Chino. As far as staff heard, that went well. The Fireworks Retail Stand Operators' Forum is scheduled for October 2, to hear directly from the non-profit organizations and gather their feedback.

Chairperson Martinez noted for the record he received an email relating to illegal fireworks that was sent to the City Council as well. He asked if the fines collected went to the City or just to the Police Department.

Ms. Conlon stated she did not know, but could look into it and follow-up.

Council Member Karen Comstock stated the money from the fines does not go to the Police Department, but to the City's General Fund when we collect it. We are not always able to collect on the fines, but make every effort to do so.

Chairperson Martinez asked if the 59 Police Officers deployed were focused on fireworks alone or were they handling regular patrol calls as well.

Council Member Comstock stated the City is split into sections at Riverside Drive, north and south sections, because of the volume of calls. The majority of those cars would be two-person and some of them are strictly designed as fireworks cars and some are designated first responders. It is the total deployment for the operational period of fireworks.

2. Facilities and Contract Classes:

Melanie Hughes, Community Services, Parks & Recreation Coordinator, gave the report. Ms. Hughes reported from July 2024 through June 2025, a total of 188 facility rentals were booked across our sites, including the Chino Community Building, Neighborhood Activity Center, Carolyn Owens Community Center, and Senior Center. Rental revenue reach \$197,382, exceeding the total from the previous year. A notable update included installation of new drapes in the Community Building auditorium, which offered a clean and versatile backdrop that allows renters to personalize the space to suit their event décor. Our facilities continue to undergo year-round maintenance to ensure we meet the needs and expectation of the renters. This fiscal year, park pavilion shelters received strong interest with approximately 287 resident and 132 non-resident reservations, which brought in \$49,380 in revenue. Some of the most popular reservable parks included Ayala, Cypress Trails, Mountain View, Shady Grove, and Discovery. Staff was also excited to announce that Stueve Family Park is the newest addition to the list of reservable shelters, which will be available to both residents and non-residents starting January 2026.

Ms. Hughes reported there are currently 22 independent contract instructors offering 355 classes with 1,773 registrations in the 2024-25 fiscal year. New offerings this past year include yoga with Angela Saucedo and a summer session of Chess Wizards with Serge Cisneros. Staff is in the process of onboarding instructors for Folklorico dance and Pickleball, which are expected to begin next season. Contract Classes continue to offer a wide range of popular recreation programs, including karate, computer instruction, horseback riding, drawing, gymnastics, ice skating, body sculpting, piano, and ballet.

3. SOAR/RAAP After School Programs and Tiny Tots:

Crystal Gutierrez, Community Services, Parks & Recreation Coordinator, gave the report. Ms. Gutierrez reported the Tiny Tots program serves children ages 3-5½ within two levels, Junior and Plus. Tiny Tots activities help develop fine motor skills, positive interactions, movement, and introduction to alphabets and numbers in a creative play environment. Participants learn these skills through art, literacy, singing, and daily

activities. The Creative Explorers program allows participants to explore their creativity through artwork and imaginative play with themed activities. The themes this year included Halloween Harvest, Spring Chicks, and Puppy Love.

Ms. Gutierrez reported in collaboration with the Chino Valley Unified School District, the SOAR (Students On A Rise) program is held at five elementary school sites that include Anna Borba, Alicia Cortez, Doris Dickson, E.J. Marshall, and Walnut Elementary Schools. Each SOAR site is a no-cost program for transitional kindergarten through 8th grade participants. Each school site follows a 20:1 participant to staff ratio. Each site is projected to have 100 participants enrolled by December. The SOAR curriculum follows the six points of service quality standards for expanded learning programs set by the State of California Department of Education, which include active and engaged learning; safe and supportive environment; skill building; leadership; healthy choices and behaviors; and diversity, access, and equity. With these quality standards in mind, staff has developed themed curriculum for the school year.

Ms. Gutierrez reported the RAAP (Ramona After School Achievement Program) is held at Ramona Jr. High School. Currently, there are 49 participants who complete their homework and participate in enrichment activities. RAAP activities include art, team building, skill building, and a monthly career day.

Ms. Gutierrez reported the SOAR program will celebrate Lights on Afterschool on October 23. Lights on Afterschool is a nationwide event that advocates the importance of after school programs to keep kids safe, engaged, and supported during after school hours.

Commissioner Arlt asked for clarification on the monthly career day.

Ms. Gutierrez stated they try to have a monthly career day at the RAAP program to teach participants about various careers they can explore to help them get ready for college. They might want to take certain classes when they get to high school.

Commissioner Arlt stated it was the frequency and the fact they have career day every month was impressive.

Commissioner Cooper asked if the RAAP program was custodial care or drop in.

Ms. Gutierrez stated staff signs the participants in. They enroll with the school district. There is a roster and staff serves those students.

Commissioner Cooper asked if the participants could check themselves out.

Ms. Gutierrez stated participants can check out at 4:00 p.m., and they are able to walk home with parent permission.

4. High Five and PALS:

Hayley Page, Community Services, Parks & Recreation Coordinator, gave the report. Ms. Page reported the City offers the High Five After School program located at the Preserve Community Center and is offered to the

students at Cal Aero Preserve Academy. High Five is available to Chino Valley Unified School District students in PM kindergarten through 8th grade. The High Five program is available on school days from school dismissal until 6:00 p.m. The program began in July and currently has 130 participants across all Cal Aero Tracks. During High Five, participants receive daily homework assistance and enriching programming provided by City staff. Enrichment activities include STEM, arts and crafts, food activities, and team building games. Each program has daily rotations that include science experiments, outdoor games, crafts, sports, and outdoor play. High Five continues to partner with Healthy Chino, striving to increase healthy lifestyle options; KAMS, Kids Affirmation Through Mentorship and Sports; San Bernardino County Library; and Chino Creek Wetlands to provide engaging lessons and activities for participants. The Healthy Chino fall curriculum began mid-September and KAMS will be visiting in early 2026.

Ms. Page reported PALS stands for Positive Actions for Life Success and is designed to help students do better in school by helping participants develop positive social skills with others and healthy self-esteem. PALS Specialists provide 30-minute lessons for nine weeks to small groups of 2-4 participants in kindergarten through third grade. The PALS program takes place at 11 elementary schools in Chino. Currently, PALS is in their fall session and all sites will be starting lessons in October. PALS is a Tier 2 service. Students are selected to be in PALS by one of the following criteria: Staff concern (teacher, administration, MTSS-B Counselor) through an At-Risk Screener Form; parent request (in writing to administrator through parent); and other data/concerns (discipline and attendance data). PALS participants learn with books, games, puppets, and crafts. PALS Specialists facilitate the group lessons and topics focus on building self-confidence; increasing self-esteem; making good choices and accepting personal responsibility; developing and maintaining healthy friendships; being assertive and communicating in a positive way; and solving problems, settling conflicts, and respecting the rights of others.

Ms. Page reported new to the 2025-2026 school year is pre- and post-assessments for PALS participants. Teachers will be provided with a digital survey for each participant twice during the program. Once prior to participants starting and one at the conclusion of the program. The pre and post assessment will be essential in measuring participant growth, creating program improvements, and demonstrating the overall impact of the PALS program.

Chairperson Martinez stated he appreciates that the City's programming continues to evolve and keeps getting better.

IX. ACTION ITEMS

1. Review and Establish Commissioners' Assignments and Parks:

After discussion, it was determined that Commissioner Cooper would assume the assignments and parks previously held by former Commissioner Stephanie Mendoza with the addition of Stueve Family Park.

Commissioner Arlt encouraged the other Commissioners to collaborate if they are in someone else's park. If they see something, say something.

Moved by Vice Chairperson Jerry, seconded by Commissioner Arlt, and carried on a 7-0-0-0 vote to approve the changes to the assignments and parks.

AYES: Arlt, Aviles, Cooper, Jerry, Martinez, Montenegro-Olivas, and Takeuchi
NOES: None
ABSENT: None
ABSTAIN: None

2. Establish User Fees Review Sub-Committee:

Chairperson Martinez, Vice Chairperson Jerry, and Commissioner Arlt volunteered to be on the User Fees Review Sub-Committee.

Moved by Commissioner Cooper, seconded by Vice Chairperson Jerry, and carried on a 7-0-0-0 vote to approve the User Fees Review Sub-Committee consisting of Chairperson Martinez, Vice Chairperson Jerry, and Commissioner Arlt.

AYES: Arlt, Aviles, Cooper, Jerry, Martinez, Montenegro-Olivas, and Takeuchi
NOES: None
ABSENT: None
ABSTAIN: None

X. ACTIVITY REPORTS – AUGUST 2025

1. Administration Activity Report – No comments.
2. Programs Activity Report – No comments.
3. Parks & Facilities Planning and Development Activity Report – No comments.

XI. DIRECTOR'S REPORT

Silvia Avalos, Director of Community Services, Parks & Recreation, gave the report. Ms. Avalos thanked the Commissioners who attended the Grand Opening of Stueve Family Park on Saturday, September 20. There was a lot of family members with over 100 attendees. Ms. Avalos noted upcoming events on the calendar, which included the Harvest Festival on October 11, at the Old Schoolhouse Museum; Chino Youth Museum Halloween Bingo Bash on October 20, at Brinderson Hall; and the Halloween Spooktacular on October 31, at Ayala Park.

XII. COMMISSIONERS' REPORTS

Commissioner Arlt reported on meetings and events attended since the last meeting, which included the Faith-Based Collaborative, a Council meeting, Healthy Chino Coalition Zoom meeting, and Stueve Family Park Grand Opening.

Commissioner Aviles reported on meetings and events attended since the last meeting, which included the Fireworks Review Sub-Committee meeting,

and Stueve Family Park Grand Opening. Commissioner Aviles reported parks look good. Garden Park has a slide still blocked with caution tape and the baseball diamond at Founders Park is still being used as a dog park. Dogs are digging holes, which is a big risk. We need to remind residents that dogs need to be on leashes.

Commissioner Cooper reported on meetings and events attended, and parks visited since the last meeting, which included Constellation, Shady Grove, and Olympic Parks; Stueve Family Park Grand Opening; and Chino Youth Museum Board and Focus on Youth meetings.

Commissioner Montenegro-Olivas reported on meetings and events attended since the last meeting, which included Boxing Foundation meeting, first Teen Advisory Committee meeting of the year, Saturday Night Fights, and watched a live stream of one of the Council meetings.

Commissioner Takeuchi reported on meetings and events attended since the last meeting, which included both Council meetings and Fireworks Review Sub-Committee meeting. She stated she is looking forward to the meeting with the fireworks booth operators on October 2, for their feedback. Commissioner Takeuchi reported some parks are showing their ages and have summer brown spots. Walnut Park has a lot of gophers.

Vice Chairperson Jerry reported on meetings and events attended, and parks visited since the last meeting, which included the Fireworks Review Sub-Committee meeting, Chino Cares Emergency Preparedness Fair, Council meetings, announced the 46th Annual Milkcan game, and Stueve Family Park Grand Opening. Vice Chairperson Jerry reported parks look good. There are gophers at Cypress Trails Park as well. He thanked staff for a job well done.

Chairperson Martinez reported on meetings attended since the last meeting, which included the Council and Chino Valley Historical Society meetings. Chairperson Martinez reported parks are doing well. Heritage had issues with the playground and main field, but those have been previously reported and addressed.

XIII. MISCELLANEOUS

1. Calendar. October 2025: No comments.
2. Commission Assignments/Parks. Listing of Current Commission Assignments and Parks: No comments.

XIV. ADJOURNMENT

Chairperson Martinez adjourned the meeting at 7:03 p.m.

APPROVED THIS 27TH DAY OF OCTOBER 2025.