



**A G E N D A**  
**PARKS AND RECREATION COMMISSION**  
**REGULAR MEETING**  
**WEDNESDAY, JANUARY 15, 2025**

**6:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS**

**CIVIC CENTER, CITY COUNCIL CHAMBERS**  
**14000 CITY CENTER DRIVE, CHINO HILLS, CALIFORNIA**

**PARKS AND RECREATION COMMISSION MEMBERS**

**GREG HIGGINS, CHAIR**  
**SAMANTHA JAMES-PEREZ, VICE CHAIR**  
**ROBERT GAVELA**  
**JENNIFER HOLTKAMP**  
**AL JACKSON**

**DONALD L. BRIDGE, EX-OFFICIO**  
**NINAD MOHOLKAR, STUDENT MEMBER**

**JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR**  
**BRIANNA HIGGINS, SECRETARY**

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the Parks and Recreation Commission makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the City subsequent to the posting of the agenda. The Commission Secretary has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the Community Services Department, in the public binder located at the entrance to the Council Chambers while the meeting is in session, and on the City's website at [www.chinohills.org/Agendas](http://www.chinohills.org/Agendas). Materials related to an item on this Agenda submitted to the Parks and Recreation Commission after distribution of the agenda packet are available for public inspection in the Community Services Department at 14000 City Center Drive, Chino Hills, CA during normal business hours and on the City's website at [www.chinohills.org/Agendas](http://www.chinohills.org/Agendas) as soon as practicable.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Parks and Recreation Commission meeting, please contact the Community Services Department, (909) 364-2710, at least 48 hours prior to the meeting to enable the City to make reasonable arrangements. [Click here](#) to view the City's Reasonable Accommodations Policy or contact the City Clerk's office to obtain a copy.

**Emails and documents submitted by the public to the City will be considered a public document subject to posting on the City's website and are subject to the Public Records Act.**

**PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE COMMISSION IS IN SESSION.**

Speaker Cards - Those persons wishing to address the Parks and Recreation Commission on any City matter, whether or not it appears on the agenda, must complete and submit to the Commission Secretary a "Request to Speak" form available at the entrance to the City Council Chambers. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide your name or other personal information in order to speak. The Commission Secretary will explain how you will be called to speak if you decline to provide your name.** Comments will be limited to a maximum of three minutes per speaker for agendized items and a maximum of one minute for non-agendized items. Only one speaker card per person per comment period may be submitted. Individuals must submit their own speaker card. Public comment periods will generally be limited to 30 minutes per meeting and/or the maximum time limits for speaking may be reduced, so not all members of the public may have the opportunity to speak at every commission meeting. If you want to communicate information to the City you can also do so via email at [parksandreccommission@chinohills.org](mailto:parksandreccommission@chinohills.org). All public comments must address matters within the subject matter jurisdiction of the Parks and Recreation Commission, which is considered "City business." Failure to adhere to the prohibition against public comments on non-city business, will result in the speaker losing their opportunity to provide public comments at that meeting.

"City business" includes matters over which the City has been granted authority pursuant to state law, subject to state and federal legal and constitutional limitations. These matters include the construction, maintenance and repair of streets, parks and public facilities; providing water, sewer and trash services; providing recreation services and programs; overseeing land development except to the extent the City's authority has been pre-empted by federal and state law; providing public safety services, including police and fire/paramedic services which the City does by contracting with the San Bernardino County Sheriff's Department and working with the Chino Valley Fire District and through its own code enforcement personnel; imposing regulations over conduct and activities in the City to protect the health, safety and welfare of the community; and the City also has the right to hire and manage personnel, the responsibility to maintain public records and the authority to impose fees and taxes and provide the financial services necessary to provide the above services.

"Signs", banners, flags or other symbolic material (except those that are emblazoned on clothing) are prohibited within the Council Chambers because they may obstruct the view of other attendees, obstruct the passage of other attendees, create a fire or safety hazard, or otherwise disturb the business of the meeting. However, signs no larger than 12X24 inches are permitted in the overflow community room located in the southeast corner of the Council Chambers. These signs, banners, flags and other symbolic objects must be left in the overflow area when approaching the dais for public comments or otherwise leaving that area except to leave the Council Chambers. Signs with any type of stick, pole or similar object are prohibited in the Council Chambers.

**Levine Act Disclosure:** Parties to a proceeding are required to disclose if they made contributions over \$500 within the prior 12 months to a Parks and Recreation Commissioner. If a Commissioner accepted more than \$500 during the 12 months preceding the decision, the Parks and Recreation Commissioner is required to recuse themselves from the decision. Parties and participants with a financial interest are prohibited from making more than \$500 in contributions to a Parks and Recreation Commissioner for the 12 months after the final decision is rendered on the proceeding. The above contribution disclosures and restrictions do not apply when the proceeding is competitively bid, or involves a personnel or labor contract. For more information, see Government Code Section 84308.

#### TIPS FOR PUBLIC SPEAKING AT A COMMISSION MEETING

- If you have filled out a speaker card with or without your name and/or contact information, please hand it to the Commission Secretary.
- A speaker may not relinquish his/her time to another speaker.
- Be prepared to come forward to the speaker's podium when your name is called.
- As you begin to speak, state your name clearly for the record (although this is not required) and city of residence. If you represent a group or organization, please state that information as well.
- Don't be nervous. It may help to take a deep breath and exhale slowly before you speak.
- Please show courtesy to others and direct all comments to the Mayor/Chairperson and Council/Commission.
- Do not address comments to the audience or staff members.
- Make your position known at the beginning, then present supporting information.
- Identify your main points. Writing them down ahead of time will help you organize your thoughts and remember them when you're at the podium.
- Don't repeat yourself. If a previous speaker has already made the point you planned to make, simply refer to that speaker and emphasize your support for that position.
- Handouts summarizing your position may be distributed to the Commission Secretary before or after your presentation.
- Close your comments with an action statement such as, "Adopt this resolution" or "I urge you to vote 'yes' (or 'no') on this item."
- Any person who disrupts the orderly conduct of the Commission's business may be barred from making further comments and shall be subject to removal from the Chambers.

6:00 P.M. - CONVENE MEETING / ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PRESENTATIONS

PUBLIC COMMENTS - AGENDIZED ITEMS

1. **PUBLIC COMMENTS** *At this time members of the public may address the Parks and Recreation Commission regarding any items within the subject matter jurisdiction of the Parks and Recreation Commission, whether or not the item appears on the agenda, except testimony on Public Hearing items must be provided during those hearings. Please complete and submit a speaker card to the Parks and Recreation Commission Secretary. Comments will be limited to a maximum of three minutes per speaker. The time allotted per person may vary depending on the total number of speakers cards received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every Parks and Recreation Commission meeting.*

**CONFLICT OF INTEREST ANNOUNCEMENTS:** Commission Members abstentions shall be stated at this time for recordation on the appropriate item.

INTRODUCTION

2. Introduction of new Parks and Recreation Commission Secretary

**CONSENT CALENDAR** - *All matters listed on the Consent Calendar are considered routine by the Parks and Recreation Commission and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the Parks and Recreation Commission votes on the motion to adopt, Members of the Parks and Recreation Commission or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

3. Approve November 20, 2024, Meeting Minutes

DISCUSSION CALENDAR

STAFF INFORMATION

4. Update on Community Services Monthly Calendar
5. Update on Community Services and Park Projects

PUBLIC COMMENTS - NON-AGENDIZED ITEMS

6. **PUBLIC COMMENTS:** *At this time, members of the public may address the Parks and Recreation Commission regarding any items within the subject matter jurisdiction of the Commission that do not appear on the agenda. Please complete and submit to the Commission Secretary a "Request to Speak" card. Comments will be limited to a maximum of one minute per speaker. The time allotted per person may vary depending on the total number of speaker cards received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every commission meeting.*

**COMMISSION COMMENTS**

**ADJOURNMENT:**

MINUTES  
PARKS AND RECREATION COMMISSION MEETING  
November 20, 2024  
City of Chino Hills

**CALL TO ORDER**

Chair Jackson called the Parks and Recreation Commission Meeting of the City of Chino Hills to order at 6:00 p.m.

**ROLL CALL**

PRESENT:	Chair	Al Jackson
	Vice Chair	Greg Higgins
	Commissioner	Robert Gavela
	Commissioner	Jennifer Holtkamp
	Commissioner	Samantha James-Perez
	Student Member	Ninad Moholkar

ALSO PRESENT:	Jonathan Marshall	Community Services Director
	Melissa Armit	Community Services Manager
	Alberto Cardenas	Community Services Supervisor
	Marlene Siu	Commission Secretary

ABSENT:	Ex-Officio	Donald L. Bridge
---------	------------	------------------

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Led by Student Member Moholkar.

**PUBLIC COMMENTS**

None.

**CONFLICT OF INTEREST ANNOUNCEMENTS**

There were no conflict of interest announcements to record.

**CONSENT CALENDAR**

Chair Jackson asked the Commission if there were any items to pull for discussion on the consent calendar.

A motion was made by Commissioner James-Perez and seconded by Vice Chair Higgins, to approve the following consent calendar item:

**Approve September 18, 2024, Meeting Minutes**

The Parks and Recreation Commission approved the September 18, 2024, regular meeting minutes, as presented.

Motion carried by electronic vote, as follows:

AYES: Jackson, Higgins, Gavela, Holtkamp, James-Perez.

NOES: None.

ABSENT: None.

ABSTAIN: None.

### **DISCUSSION CALENDAR**

#### **Selection of Chair and Vice Chair for the Parks and Recreation Commission for a one-year term, December 2024 through November 2025**

Chair Jackson declared the office of chair and vice chair as vacant. Secretary Siu stated that Vice Chair Higgins receives an automatic nomination as chair, and no other nominations were received.

Motion carried by electronic vote, as follows:

AYES: Jackson, Higgins, Gavela, Holtkamp, James-Perez.

NOES: None.

ABSENT: None.

ABSTAIN: None.

Vice Chair Higgins nominated Commissioner James-Perez as Vice Chair, and it was seconded by Chair Jackson.

Motion carried by electronic vote, as follows:

AYES: Jackson, Higgins, Gavela, Holtkamp, James-Perez.

NOES: None.

ABSENT: None.

ABSTAIN: None.

#### **Pinehurst Building Discussion**

Community Services Director Marshall pulled the item for discussion.

## **STAFF INFORMATION**

### **Update of Community Services Monthly Calendar**

Community Services Manager Armit, assisted by staff, delivered a PowerPoint presentation on the Community Services Monthly Calendar, which is on file with the Community Services Department.

Commissioner Holtkamp inquired what time the streets will close for the Boat Parade, and if it will affect access to nearby parking. Community Services Manager Armit responded that the streets will be closed off at 6:30 p.m., patrons can enter the lots before then. Commissioner Holtkamp asked where the staging area will be located for parade participants. Community Services Manager Armit stated along Boys Republic Drive near Shoppes Drive.

Commissioner James-Perez thanked staff for the interactive map and QR code for the Boat Parade. She stated it will be useful to assist inquiring patrons.

Commissioner Higgins commented that the new route includes traffic going both ways down Peyton Drive and he feels this is a safety concern for the walking groups which typically spread across the entire street. Community Services staff pointed out that there is an island in the middle of the street that will divide the two-way traffic. Commissioner James-Perez asked if staff will be warning parade viewers not to set up on Eucalyptus Drive. Community Services Manager Armit informed the Commission the marquees will be out, guiding people to the closure route, and there will be barricades and signage out, guiding people to the sidewalk near the new route.

Chair Jackson asked why spectator viewing is not allowed near the announcement stage. Community Services Manager Armit responded that the announcement stage is across from the Fire Department building, and the side where spectators are not allowed is on Boy's Republic Drive where there are no sidewalks. Chair Jackson asked where the second announcement stage is, and Community Services Manager Armit answered it will be located at the Community Center entrance, on Peyton Drive across Bulldog Way.

### **Update of Community Services and Park Projects**

Community Services Director Marshall delivered an oral presentation, assisted by staff, on the Update of the Community Services and Park Projects, which is on file with the Community Services Department.

Vice Chair Higgins asked if the basketball courts will be resurfaced as well during the Vellano Park parking lot expansion project, or if only the pickleball courts will be resurfaced. Community Services Director Marshall confirmed basketball courts will not be resurfaced.

Chair Jackson asked if there is an update on tennis court use for the public at Ruben S. Ayala High School. Community Services Director Marshall stated that the City staff's proposed time, based on the need by the public, was declined by the Chino Valley Unified School District, and new times were proposed. Originally the staff's proposed request was Monday through Friday from 6 p.m. to 9 p.m., and Saturday, any six-hour time frame. The school district returned stating that Monday through Thursdays were unavailable, they approved Fridays from 6 p.m. to 9 p.m. and proposed allowing Saturdays from 12 p.m. to 6 p.m. Staff are awaiting cost estimates for this proposed schedule, and may ask to include Sundays as well, since Monday through Thursday was denied. Discussion will take place once the cost is received from the school district.

Community Services Director Marshall announced that Maintenance and Operations Manager Sean O'Connor announced his retirement date for February 21, 2025. He also added that Secretary Siu will be leaving the Community Services Department and starting a new position in the City Manager's Office in December.

### **COMMISSIONER COMMENTS**

Vice Chair Higgins thanked staff, for their reports.

Commissioner Holtkamp thanked staff for their reports, and congratulated staff on the work at Grand Ave Park, for the court resurfacing. She has received many compliments on the new design.

Commissioner Gavela thanked city staff for their thorough reports. He congratulated Commissioner Holtkamp on bringing home the adult soccer championship banner.

Student Member Moholkar informed the Commission that the Teen Advisory Board (TAB) has met two times since the last Commission meeting, and discussion was held to finalize the TAB events for this year. He will provide more specifics on those events at the next meeting. He is looking forward to the upcoming winter events.

Chair Jackson thanked city staff and thanked Ex-Officio Don Bridge for his time on the Commission. He thanked Director Marshall for reporting the damaged road conditions on Eucalyptus Avenue to the Public Works Department and asked why only the East-bound side was repaired and not the West-bound side. Community Services Supervisor Cardenas stated the Public Works Department has an upcoming project on Eucalyptus Avenue, the Recycled Water Line and Pavement Rehabilitation Project, and staff will need to install a recycled water line on Eucalyptus Avenue, so they will resurface the road at that time. Chair Jackson thanked the staff for the resurfacing at Grand Avenue Park.

All commissioners congratulated Chair Jackson on his leadership this past year, congratulated incoming Chair, Vice Chair Higgins, and thanked and congratulated Secretary Siu on her promotion.



**ADJOURNMENT**

Chair Jackson adjourned the meeting at 6:47 p.m. to the next regular Parks and Recreation Commission Meeting on Wednesday, December 18, 2024.

Respectfully submitted,

---

Marlene Siu, Commission Secretary

CITY OF CHINO HILLS  
Community Services & Parks Projects  
1/15/2025

PROJECT NAME	STATUS
Pinehurst Park Project	Staff are currently meeting with Council Members.
Skate Park	City Manager considering how project is to move forward.
Community Park V-ditch and parking lot	V-Ditch construction complete end of January. Parking lot to begin late January with six month timeline.
Vellano Park Parking Lot Expansion	Project completion estimated January 14th.
General Park Updates	Sean O'Connor, Maintenance and Operations Manager