

PARKS & RECREATION COMMISSION AGENDA

**September 26, 2024
6:30 PM**

How to Participate in the Meeting Telephonically:
Members of the public may observe the meeting by joining on-line with telephonic access:
<https://attendee.gotowebinar.com/register/369756458777778522>
+1 (562) 247-8422 – Access Code: 757-963-039

<i>Chair</i>	<i>Cynthia Quan</i>
<i>Vice Chair</i>	<i>Andrew Wong</i>
<i>Commissioner</i>	<i>Saman Mahmood</i>
<i>Commissioner</i>	<i>Aaron Salo</i>
<i>Commissioner</i>	<i>Brian Worthington</i>

Written materials distributed to the Parks and Recreation Commission within 72 hours of the Parks and Recreation Commission meeting are available for public inspection immediately upon distribution in the City Clerk's office at 21810 Copley Drive, Diamond Bar, California, during normal business hours.

Copies of staff reports or other written documentation relating to agenda items are on file in the Community Services Office, located at 21810 Copley Drive, and are available for public inspection. If you have questions regarding an agenda item, please call 909.839.7070 during regular business hours.

In an effort to comply with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Diamond Bar requires that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at a City public meeting must inform the Community Services Department at 909.839.7070 a minimum of 72 hours prior to the scheduled meeting.



Please refrain from smoking, eating or drinking in the Windmill Community Room

The City of Diamond Bar uses recycled paper and encourages you to do the same

PARKS AND RECREATION COMMISSION MEETING RULES

Welcome to the meeting of the Diamond Bar Parks and Recreation Commission. Meetings are open to the public.

PUBLIC INPUT

Members of the public may address the Commission on any item of business on the agenda during the time the item is taken up by the Commission. In addition, members of the public may, during the Public Comment period, address the Commission on any item or any matter not on the agenda and within the Commission's subject matter jurisdiction. Persons wishing to speak should submit a speaker slip to the meeting clerk. Any material to be submitted to the Commission at the meeting should be submitted through the meeting clerk.

Speakers are limited to five minutes per agenda item, unless determined otherwise. The Commissioners may adjust this time limit depending on the number of people wishing to speak, the complexity of the matter, the length of the agenda, the hour and any other relevant consideration. Speakers may address the Commission only once on an agenda item, except during public hearings, when the applicant/appellant may be afforded a rebuttal.

Public comments must be directed to the Commission. Behavior that disrupts the orderly conduct of the meeting may result in the speaker being removed from the Commission chambers.

INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE COMMISSION

Agendas for regular Commission meetings are available 72 hours prior to the meeting and are posted in the City's regular posting locations, and on the City's website at www.diamondbarca.gov. A full agenda packet is available for review during the meeting, in the foyer. The Commission may take action on any item listed on the agenda.

ACCOMMODATIONS FOR THE DISABLED

A cordless microphone is available for those persons with mobility impairments who cannot access the podium in order to make a public comment. Sign language interpretation is available by providing the City Clerk three business days' notice in advance of a meeting. Please telephone (909) 839-7010 between 7:30 a.m. and 5:30 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. on Fridays.

HELPFUL PHONE NUMBERS

Copies of agendas, rules of the Commission, Cassette tapes of meetings: (909) 839-7070.

Computer access to agendas: www.diamondbarca.gov

General information: (909) 839-7070.

**CITY OF DIAMOND BAR
PARKS AND RECREATION COMMISSION
AGENDA**

Thursday, September 26, 2024

TELECONFERENCE/SCAQMD - ROOM CC-8

21865 Copley Drive, Diamond Bar

MISSION STATEMENT: The Mission of the Parks and Recreation Commission is to:

- Provide –
 - Advice to the City Council.
 - A quality parks system that is safe, properly maintained and equally accessible to all residents of the City of Diamond Bar.
 - Quality recreational programs for all ages.
- Have vision and flexibility to meet the ever-changing interests of our diverse, multi-cultural community.
- Be open and actively responsive to input from individuals and community organizations.
- Develop facilities that will accommodate the needs of our active and growing community.

*City of Diamond Bar Parks and Recreation Commission
Approved May 27, 1999*

CALL TO ORDER: 6:30 P.M.

PLEDGE OF ALLEGIANCE:

ROLL CALL: Parks and Recreation Commissioners Mahmood, Salo, Worthington, Vice-Chair Wong, and Chair Quan

MATTERS FROM THE AUDIENCE:

This time is reserved on each agenda to provide an opportunity for members of the public to directly address the Commission on items or matters of interest to the public that are not already scheduled for consideration on this agenda. Those who wish to speak on Agenda Subjects or Matters from the Audience may complete voluntary Speaker's Cards at the desk of the Commission Secretary. Speakers are limited to five (5) minutes.

CALENDAR OF EVENTS:

Tuesday, October 1, 2024	CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar
Wednesday, October 9, 2024	STATE OF THE CITY – 5:30 – 7:30pm – Diamond Bar Center – 1600 Grand Avenue – Diamond Bar
Friday, October 11, 2024	KIDS NIGHT OUT – 5:30pm – 9:30pm – Pantera Park Activity Room – 738 Pantera Drive – Diamond Bar
Tuesday, October 15, 2024	CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar
Sunday, October 20, 2024	WEDDING AND EVENT EXPO – 11:00am - 3:00pm – Diamond Bar Center – 1600 Grand Avenue – Diamond Bar
Saturday, October 26, 2024	HALLOWEEN PARTY (for kids & pups) – 9:00am – 12:00pm – Pantera Park – 738 Pantera Drive – Diamond Bar
Tuesday, November 5, 2024	CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar
Thursday, November 7, 2024	VETERANS DAY CELEBRATION – 9:00-11:00am – Diamond Bar Center – 1600 Grand Avenue – Diamond Bar
Monday, November 11, 2024	CITY OFFICES CLOSED – Veterans Day
Saturday, November 16, 2024	AMERICA RECYCLES DAY – 9:00am-2pm – AQMD Parking Lot – 21865 Copley Drive – Diamond Bar
Tuesday, November 19, 2024	CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar
Thursday, November 21, 2024	HEALTHY DIAMOND BAR – Trail Hike – 9:00am - 12:00pm – Pantera Park Trail – 738 Pantera Drive – Diamond Bar
Thursday/Friday, November 28/29, 2024	CITY OFFICES CLOSED – Thanksgiving Holiday

Tuesday, December 3, 2024

CITY COUNCIL MEETING – 6:30pm –
AQMD Main Auditorium – 21865 Copley
Drive – Diamond Bar

Saturday, December 7, 2024

SNOWFEST & CRAFT FAIR – 8:00am –
2:00pm – Pantera Park – 738 Pantera
Drive – Diamond Bar

Saturday, December 7, 2024

WINDMILL LIGHTING – 5:00 – 6:00pm –
Diamond Bar Town Center – intersection
of Diamond Bar Boulevard and Grand –
Diamond Bar

1. CONSENT CALENDAR:

1. Minutes for Approval, and or File and Receipt

Recommended Action: Recommended Action: Review and Approve
Minutes of the July 25, 2024 Regular Meeting.

2. INFORMATION ITEMS:

1. September Recreation Program Update

Recommended Action: Receive and file.

2. September Maintenance Report

Recommended Action: Receive and File

3. OLD BUSINESS: NONE

4. NEW BUSINESS:

4.1. November 2024 Commission Meeting Schedule

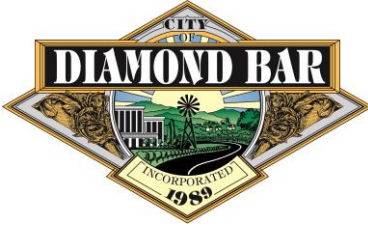
Recommended Action: It is recommended the Parks and Recreation
Commission consider staff's options and provide direction to staff.

4.2. Maple Hill Project Update

5. ANNOUNCEMENTS:

Commissioners may briefly respond to public comments, make announcements, ask a question of staff, and make a brief report on their activities, request staff to return with information at a future meeting or request that a matter of business be placed on a future agenda.

6. ADJOURNMENT:



PARKS AND RECREATION COMMISSION

AGENDA REPORT

CITY OF DIAMOND BAR ~ 21810 COPLEY DRIVE ~ DIAMOND BAR, CA 91765 ~ TEL. (909) 839-7060 ~ FAX (909) 861-3117

AGENDA ITEM NUMBER: **1.1**

MEETING DATE: September 26, 2024

TO: Honorable Chairman and Members of the Parks and Recreation Commission

FROM: Robin Crawford, Parks & Recreation
Administrative Coordinator

SUBJECT: Minutes for Approval, and or File and Receipt

RECOMMENDATION: Recommended Action: Review and Approve
Minutes of the July 25, 2024 Regular Meeting.

CITY OF DIAMOND BAR
MINUTES OF THE PARKS & RECREATION COMMISSION
DIAMOND BAR CITY HALL WINDMILL ROOM
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765
July 25, 2024

CALL TO ORDER:

Chair Quan called the Parks and Recreation Commission meeting to order at 6:39 p.m.

PLEDGE OF ALLEGIANCE: Commissioner Worthington led the Pledge of Allegiance.

ROLL CALL: Commissioners: Saman Mahmood, Brian Worthington, and Chair Cynthia Quan

Absent: Commissioners: Stephen Qiu and Vice-Chair Andrew Wong

Staff present In-Person: Ryan Wright, Parks and Recreation Director; Christy Murphey,

Parks and Recreation Superintendent; Anthony Jordan, Maintenance Superintendent; Jarrett Hsieh, Recreation Coordinator; Robin Crawford, Administrative Coordinator

PUBLIC COMMENTS:

CALENDAR OF EVENTS: Chair/Quan presented the Calendar of Events

1. CONSENT CALENDAR:

1.1 Approval of Minutes for the May 23, 2024 Regular Meeting:

Chair Quan moved; Commissioner Mahmood seconded to approve the Regular Meeting Minutes of May 23, 2024. Motion carried by the following Roll Call vote:

AYES: COMMISSIONERS: Mahmood, Quan, Worthington
ABSTAIN: COMMISSIONERS: None
ABSENT: COMMISSIONERS: Qiu and Wong

2. INFORMATIONAL ITEMS:

2.1 JULY RECREATION PROGRAM UPDATE:

RS/Murphey presented the May and June Recreation Update and RC/Hsieh provided an update on picnic and facility reservations and the Diamond Bar Center HVAC repairs.

2.2 JULY PARKS AND FACILITIES MAINTENANCE REPORT:

MS/Jordan provided the report and responded to Commissioners questions and concerns.

- 3. OLD BUSINESS:** None
- 4. NEW BUSINESS:** None
- 5. ANNOUNCEMENTS:** None

ADJOURNMENT: With no one objecting and no further business before the Parks and Recreation Commission, Chair Quan adjourned the meeting at 7:00 p.m. to Thursday, September 26, 2024 at 6:30 p.m.

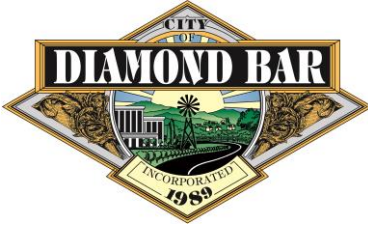
The foregoing minutes are hereby approved this _____ day of _____, 2024.

Respectfully Submitted,

Ryan Wright, Secretary

Attest:

Cynthia Quan, Chair



PARKS AND RECREATION COMMISSION AGENDA REPORT

CITY OF DIAMOND BAR ~ 21810 COPLEY DRIVE ~ DIAMOND BAR, CA 91765 ~ TEL. (909) 839-7060 ~ FAX (909) 861-3117

AGENDA ITEM NUMBER: **2.1**

MEETING DATE: September 26, 2024

TO: Honorable Chairman and Members of the Parks and Recreation Commission

FROM: Christy Murphey, Recreation Superintendent

SUBJECT: September Recreation Program Update

RECOMMENDATION: Receive and file.

Special Events

Concerts in the Park

The City of Diamond Bar concluded its Annual Concerts in the Park series this summer at Summitridge Park. The series took place on Wednesday evenings beginning June 12 and concluding on July 31. We once again had the Fun Squad, led by the City's Volunteens, every week the Fun Squad would walk around to hand out coloring pages, crafts, activities, and freebies. Attendees enjoyed the variety of food trucks that were scheduled for each week, one food truck and one dessert truck was booked for each concert. A highlight of the series was the giveaway raffle that was done at the end of each concert. Giveaway prizes were provided by the non-profit organizations who were in attendance and had an information booth. On Wednesday, July 3, the City celebrated our nation's independence with a patriotic concert and on July 31, the City celebrated Diamond Bar Night Out with the Diamond Bar Sheriff's team and Local Fire Station 120.

Past Concerts

Performance Date	Band Name	Music Style
July 3 – Patriotic Concert	Darden	Patriotic/ americana
July 10	City Beat and the Main Street Horns	60s through present, Rock, Funk, and Motown
July 17	Dreamboats	Hits of the 50s

July 24	Franklin Wall	Country, Top Hits
July 31 – Diamond Bar Night Out	DSB	Journey Tribute

Movies “Under the Stars”

Movies “Under the Stars” took place on Wednesday evenings at dusk after Concerts in the Park. The movies began June 12 can concluded July 31. All movies were “PG” rated and family oriented.

Past Movies

Date	Title
July 3	Night at the Museum
July 10	The Super Mario Bros Movie
July 17	Wish
July 24	Elemental
July 31	Teenage Mutant Ninja Turtle: Mutant Mayhem

Community Recreation Guide

Summer Recreation Guide

The guide was delivered to homes early-April 2024. The guide covers recreation programming from May through August 2024.

Fall Recreation Guide

The guide was delivered to homes in early-August. The guide covers recreation programming from September through December 2024.

Recreation Classes

Recreation Classes – July & August

The summer session of Contract Classes concluded in August. There were a variety of new instructors this summer offering new and returning camps alike. The top instructors included Joann Chung with Evening Yoga, averaging eighteen (18) students enrolled in each session, Movies by Kids had twenty (20) enrolled in their one-week camp, and SOCA Arts averaged thirty-five (35) enrolled in each session. There were 90 sections offered over the months of July and August with 457 participants enrolled overall.

Community Excursions

July Excursion

Hollywood Bowl 4th of July Spectacular had a total of 45 in attendance. This is the most popular trip with it selling out every year. This year Harry Connick Jr. performed alongside different musical and dancing acts. The group had a wonderful time and were all given seat cushions to make their experiences much more comfortable as they

enjoyed the beautiful fireworks display at the end of the show.

Senior Programs

Senior Clubs

Senior Clubs host activities at the Diamond Bar Center, Heritage Park Community Center, and Pantera Park Activity Room.

- Evergreen Senior Club meets at the Diamond Bar Center Monday thru Friday. Activities include karaoke, mahjong, gardening, and more. Due to the popular demand for their Chinese Opera class, they've had to adjust their schedule from 2:30 pm to 2:45 pm to accommodate for their larger set up. There are currently 10 to 15 students that attend this class regularly.
- Diamond Age Seniors returned to their regularly scheduled programming at Heritage Park. The club meets on Wednesdays and Thursdays and host karaoke, ballroom dancing, and mahjong.
- Diamond Bar Senior Citizens Club meets at the Diamond Bar Center on Mondays at 9:30 a.m. Activities include luncheons, day and extended trips, and bingo. They do stretches early in the morning along with raffles and informational talks. They had the Kona Ice truck come out on August 12 to serve their club members a nice and refreshing summer treat.
- Sunshine Seniors meet at the Diamond Bar Center on Sundays. Activities include yoga, Zumba, and musical evening events. Their next events will be their Garba on September 29, and a talent show on October 20. They are expecting about 500 people to attend the Garba as it is their largest event of the year. Preparations are well underway to ensure a safe and enjoyable event for all.
- Super Diamond Age meets on Tuesdays and Fridays at Heritage Park to play mahjong, dancing, and karaoke.
- Federation of Hindus Association meets at the Diamond Bar Center on the fourth Saturday of the month from 5-10 pm. Activities include music, dance, and dinner.
- Photo Club members meet to share and learn by exchanging photo tips and attending photo excursions. Meetings take place 7-9 p.m. every second Wednesday of the month at the Diamond Bar Center.

Mt. San Antonio College

They had a successful summer session and are now underway with the fall semester which began August 26 and will run through December 15. New classes this fall include Regenerative Gardening and Artisan Quilting For Retail Sales.

Senior Talks

There were four (4) seminars during July and August, including;

- 7/9 Retire Better With Reverse Mortgage – Longbridge Financial
- 7/15 Medicare Made Clear - C & C Family Insurance Services
- 7/22 Memory Loss - Alzheimer's Los Angeles
- 8/20 Hypertension - Optum

Senior Excursions - August

The active adults in our community love a good game of bingo and what better place to take them to other than Fantasy Springs. Fantasy Springs has been a go-to casino as it's the only casino in the area to offer all players \$40 free play upon arrival and they host bingo from 2 pm – 4 pm. The trip taken on August 21, sold out with a total of 45 seniors!

Senior Dances - July

Each year we host a Summer Luau, which is one of the more well attended dances. All 105 seniors had a fun time on July 18 at the Diamond Bar Center; enjoying a catered dinner by Back Home in Lahaina, dancing and raffles! The meal, consisted of teriyaki chicken, BBQ pork, macaroni salad, roasted veggies, and a Hawaiian roll, was a big hit! Everyone came back in line for seconds and thirds!

Senior Dances - August

The Western BBQ kicked off with 104 people in attendance on August 15. The dance couldn't have gone better with all the line dancing and great western outfits. Participants enjoyed the delicious food of California Cookout, who served tri tip, BBQ chicken, Alfredo pasta, and fresh green beans that ran out before anything else! The night consisted of delicious food, great line dancing, and fun raffle prizes.

Wednesday Walkers – July

There were 30 participants signed up for the month of July. July consisted of several hot mornings, so the walkers met earlier at 8:30am to beat the heat at Heritage Park. Optum partnered up with Humana and gave a mindful meditation presentation to the group. It was a terrific opportunity for them to focus on their breathing and be present for those 15 minutes of meditation. It was greatly received by those in attendance.

Wednesday Walkers - August

In August there were 37 people who signed up, presenting lots of new faces! August was the last month that the group would be meeting at 8:30 am. Sycamore Canyon Park offered lots of shade and an opportunity for the walkers to hike up the trail. To conclude August, the group shared in a picnic potluck to celebrate all the birthdays from January through August. It was also a wonderful opportunity to close out the Summer with tasty treats and friendly conversation.

Facility Reservations

Diamond Bar Center - July & August

For July and August, the DBC had forty-one (41) room rentals. These rentals included eleven (11) weddings, three (3) bridal/changing rooms, five (5) quinceañeras, two (2) celebrations of life, six (6) seminars, five (5) birthday parties, and nine (9) miscellaneous events that ranged from hosting a Diamond Bar High School Reunion for class of 2004 to a book launch gala. Over the past two months the DBC took in \$135,056 in gross revenue from these events. There were also several projects to improve the day-to-day operations at the Diamond Bar Center with an HVAC replacement project for the Grand

View Ballroom that took place in early August to conclude the HVAC replacement project that started in June. Staff also had a cleaning week in late August which entailed deep cleaning of the facility and storage areas to optimize operations, and in turn enhance staff productivity and guest experiences. Both projects combined allow the DBC to continue to move forward to promote the location as a sought-after event center.

Heritage and Pantera Park Rentals

In July and August there were four (4) rentals of the Pantera Activity Room that resulted in \$865 in gross revenue. The Heritage Community Center also had six (6) rentals over July and August which brought in \$2,752 gross revenue.

Picnic Rentals

Over July and August, there were a total of twenty-six (26) reservations throughout City Parks. The revenue for these two months resulted in \$2,314 gross revenue.

Healthy Diamond Bar

Free Play at Concerts in the Park - July

On July 10, Healthy DB brought its energy to Concerts in the Park, creating a fun and interactive experience for families. Attendees enjoyed a variety of yard games, including giant Jenga, giant Connect Four, and badminton, among others. It was a perfect blend of play and music, with families engaging in healthy activities while enjoying the concert. The event successfully combined wellness and entertainment, making it a memorable evening for all who took part.

Sycamore Trail Hike - August

On August 11, Healthy DB led a hike on the scenic Sycamore Canyon Park trail. The 15 participants enjoyed the fresh morning air and were led by three leaders for the 1.3 mile roundtrip hike. Pre-registered participants were entered into a raffle to receive one of three raffle prizes. In addition, all participants received a Healthy Diamond Bar t-shirt and water bottle.

Youth Programs

Kinder Skills – Summer Session 2

Summer Session 2, “Journey Through Space” began on July 15 and concluded on August 16 with five total registered participants in the Monday, Wednesday, Friday 3-day class, and 15 total registered participants in the Tuesday, Thursday 2-day class. Participants learned about planets, stars, the sun, the moon, constellations, and more. Children practiced their writing skills, their alphabet, shapes, colors, and other skills while learning about all the different things that make up space! Participants created their very own planet and presented it to the class.

Day Camp – July & August

Summer Day Camp continued through July and the first week of August starting on Monday, July 1 and concluding on Friday, August 4. Each week included themed

activities, crafts, and games. All but two weeks were filled to capacity, with 50 registered campers per week, for a total of 247. Week 5 was themed “Beyond the Sea” (ocean), Week 6 was “Among the Stars” (outer space), Week 7 was “Camping Out,” Week 8 was “Adventure Island (pirates), Week 9 was themed “Coolchella” (festival/cruise themed).

Highlights from those weeks included two water days to help stay cool, a visit from Mad Science educational company where campers learned how to create their own slime and a visit from Tinkerspace where campers learned how to make electrical circuits. Lastly, the camp also received a visit from the L.A. County Sheriff and Fire Departments where campers had the opportunity to learn about the equipment that each department uses daily. In addition, campers took several excursions in the final five weeks and went to Lucky Art Crayonology, Infuzion Zone, Oak Tree Lanes, John’s Incredible Pizza, Urban Air Trampoline, and a trip to the pool every Thursday.

Volunteens – July & August

A total of 63 Volunteens participated in the nine-week program and completed a total of 3,851 volunteer hours. In recognition of all their hard work over the course of the nine weeks, the Volunteens were invited to join in a trip to Knott’s Berry Farm. 19 Volunteens attended the trip on Thursday, August 8 and stayed at the park from 10am-7pm where they buddied up and roamed the park to get on all the exciting rides.

Highlights from this program included a staff and Volunteen training where both groups got together to build better communication, practice customer service skills, and teamwork. Volunteens also gained work experience and leadership skills by participating as a Volunteen. At the conclusion of the program, each Volunteen received a certificate with a total of their completed hours for summer 2024.

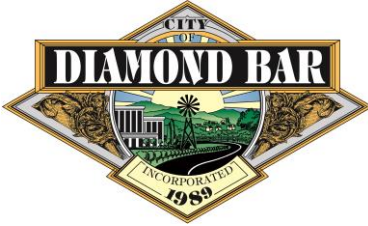
Youth and Adult Sports

Adult Volleyball – July & August

The Summer session of Adult Volleyball started on June 3 at Chaparral Middle School. Adult Volleyball remains to be a popular program with 35 participants enrolled in the session. Participants drop-in on Monday nights from 7p-9p. This session has participants ranging from 18 to 59 years of age. The session concluded on July 22.

Field Allocation July & August

In late June, allocation applications for user groups were sent out for the new allocation period, September-December with an application deadline of July 17. Seven qualifying user groups submitted an application for allocation. The user groups included AYSO Soccer, Diamond Bar Girls Softball, Diamond Bar Pony Baseball, MVP Flag Football, Diamond Bar Soccer League, FC Hanaro (adult Soccer) and Diamond Bar Blues (adult cricket). On Wednesday, August 14 user groups attended the allocation meeting via Zoom to discuss upcoming allocation period and the special events calendar.



PARKS AND RECREATION COMMISSION AGENDA REPORT

CITY OF DIAMOND BAR ~ 21810 COPLEY DRIVE ~ DIAMOND BAR, CA 91765 ~ TEL. (909) 839-7060 ~ FAX (909) 861-3117

AGENDA ITEM NUMBER: **2.2**

MEETING DATE: September 26, 2024

TO: Honorable Chairman and Members of the Parks and Recreation Commission

FROM: Anthony Jordan, Parks & Maintenance Superintendent

SUBJECT: September Maintenance Report

RECOMMENDATION: Receive and File

During the previous months, the Public Works Maintenance staff has been working on various tasks throughout the City. The following is a brief recap of key maintenance items completed.

Diamond Bar Center

- Installed new 90 HVAC equipment for the GVBR, kitchen and pre-function areas of the facility. (Trane)
- Repaired fascia boards around exterior perimeter of the facility.
- Cleaned and service the ice machine.
- Cleaned kitchen grease trap and performed preventative maintenance on all sink drains.
- Replaced sconce lights in the GVBR.
- Repaired toilet paper dispenser in the lower men's restroom.
- Performed preventative maintenance on the exterior building doors.

- Repaired parking lot planter cable barrier.
- Re-lamped communication room lights.
- Installed new lock on main facility gate.
- Replaced damaged freezer lock in the kitchen.
- Primed, prepped and painted exterior light poles.
- Installed new exterior light fixtures.
- Cleared clogged kitchen sink.
- Performed weekly test on wheelchair lift.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance.

Diamond Canyon Park

- Performed Park/playground inspections.

Heritage Park

- Repaired/replaced loose door jamb trim on the main ballroom door.
- Replaced door stops on the front doors and kitchen door.
- Repaired leaking kitchen faucet and installed new supply line.
- Replaced/installed new door closer on the ballroom exterior door.
- Re-lamped hallway light fixture adjacent to front entrance.
- Cleaned and lubricated locks to storage area.
- Cleared sink clog in the men's exterior restroom.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Larkstone Park

- Cleared clogged drinking fountain drain line.

- Cleaned faucet aerators in men's and women's restroom.
- Repaired damaged handicap sign damaged by a vehicle.
- Cleared clogged toilet in the men's restroom.
- Performed Park/playground inspections.

Longview North Park

- Performed Park/playground inspections.

Longview South Park

- Performed Park/playground inspections.

Maple Hill Park

- Cleared slow running drain lines in the restroom building.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Pantera Park

- Installed one new basketball rim.
- Replaced bad hardware on adjacent basketball goals.
- Cleared clogged sink in the men's restroom.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Paul C. Grow

- Cleared clogged drinking fountain drain line.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Peterson Park

- Removed/cleaned graffiti from the interior of the men's restroom.

- Removed a damaged tree stake.
- Removed/cleaned graffiti from the electrical box adjacent to the dug outs.
- Cleared a clog in the men's restroom toilet.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Ronald Reagan Park

- Repaired two toilet leaks.
- Installed new soap dispenser in the men's restroom.
- Cleared clogged drinking fountain drain line.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Silvertip Park

- Performed Park/playground inspections.

Stardust Mini-Park

- Performed Park/playground inspections.

Starshine Park

- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Summitridge Park

- Performed Park inspections.

Sycamore Canyon Park

- Changed out old Zurn valves and installed new Sloan valves. Replaced the push button flush assemblies.
- Cleared clogged sink in the men's restroom.
- Re-lamped light fixtures in the women's restroom.

- Rebuilt a toilet in the women's restroom.
- Cleared a clogged sink in the women's restroom.
- Cleared clogged drinking fountain drain line on the park building.
- Replaced two toilet flush assemblies in the women's restroom.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Washington Park

- Cleared sand from drinking fountain drain line.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

City Hall/Library

- Painted PIVs and fire hydrants.
- Performed fire alarm test with Otis elevator tech.
- Cleared clogged mop sink in janitor's closet.
- Installed three new monitors in the EOC.
- Replaced emergency ballast in the Library communication room.
- Cleaned and removed trash from room 101.
- Re-lamped numerous light fixtures and replaced tomb stones throughout the facility.
- Installed new monitor in the CM conference room.
- Took delivery of street name signs for areas 6 & 7.
- Assisted with the placement of the crane for the roof top boiler replacement.
- Replaced lighting ballast in the Windmill A/V room.
- Performed monthly emergency generator test and regularly scheduled maintenance.

- Performed monthly exterior lighting maintenance.

Citywide

- Removed discarded trash and debris from Grand Ave. and Diamond Bar Bl.
- Set up traffic control for the Sheriff's department catalytic converter stamping program.
- Removed tree branches along Grand Ave. in conflict with paving machine.
- Repaired numerous potholes on Brea Canyon Cutoff Rd. Repaired potholes on Temple Ave.
- Painted red curb on Timberline Lane.
- Replaced numerous regulatory and warning signs throughout the city.
- Cleared a tree blocking a stop sign on Brea Canyon and Cool Springs.
- Rototill playground sand, clean barbeque pits, clean gazebos and prep softball fields as needed (PWL).
- Clean v-ditches at all City parks as needed.
- Washed, fueled and serviced City vehicles.
- Inspected fire extinguishers and first aid kits at all City facilities.
- Re-stocked pet bags throughout the City. Serviced trash cans at trailheads.
- Performed monthly exterior lighting maintenance along Brea Canyon Rd. walkway.



PARKS AND RECREATION COMMISSION AGENDA REPORT

CITY OF DIAMOND BAR ~ 21810 COPLEY DRIVE ~ DIAMOND BAR, CA 91765 ~ TEL. (909) 839-7060 ~ FAX (909) 861-3117

AGENDA ITEM NUMBER: **4.1**

MEETING DATE: September 26, 2024

TO: Honorable Chairman and Members of the Parks and Recreation Commission

FROM: Robin Crawford, Parks & Recreation
Administrative Coordinator

SUBJECT: November 2024 Commission Meeting Schedule

RECOMMENDATION: It is recommended the Parks and Recreation Commission consider staff's options and provide direction to staff.

Traditionally, the Parks and Recreation Commission discusses the November meeting schedule on an annual basis due to the Thanksgiving holiday. This year, the November Parks and Recreation Commission meeting falls on Thanksgiving, which is Thursday, November 28, 2024.

Based on the Thanksgiving holiday and the lack of anticipated agenda items, staff recommends the following options, in recommended order, for Commission consideration:

- A. Similar to previous years, cancel the November Commission meeting and reconvene on January 23, 2025.
- B. Reschedule the Thursday, November 28, 2024 meeting for Thursday, November 21, 2024.