

PARKS & RECREATION COMMISSION AGENDA

Thursday, May 23, 2024

6:30 PM

Diamond Bar City Hall – Windmill Community Room

21810 Copley Drive, Diamond Bar, CA 91765

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/8168221744478797660>

+1 (914) 614-3221 – Access Code: 117-167-984

<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>Stephen Qiu</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, May 23, 2024

TELECONFERENCE/WINDMILL COMMUNITY ROOM

21810 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, Qiu, 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:

Monday, May 27, 2024 City offices closed for Memorial Day.

Tuesday, June 4, 2024 CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar

Wednesday, June 5, 2024 SENIOR EXCURSION – Getty Villa Museum – 9:00am – 5:00pm – Departing from Diamond Bar Center

Saturday, June 8, 2024 HEALTHY DIAMOND BAR – Yoga in the Park – 8:00 – 9:00am – Heritage Park – 2900 Brea Canyon Rd. – Diamond Bar

Wednesday, June 12, 2024 CONCERTS IN THE PARK & MOVIES UNDER THE STARS – 6:30pm - Summitridge Park– 1600 Grand Ave. – Diamond Bar

Tuesday, June 18, 2024 CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar

Wednesday, June 19, 2024 CONCERTS IN THE PARK & MOVIES UNDER THE STARS – 6:30pm - Summitridge Park– 1600 Grand Ave. – Diamond Bar

Wednesday, June 26, 2024 CONCERTS IN THE PARK & MOVIES UNDER THE STARS – 6:30pm - Summitridge Park– 1600 Grand Ave. – Diamond Bar

Tuesday, July 2, 2024 CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar

Tuesday, July 2, 2024 COMMUNITY EXCURSION – Hollywood Bowl 4th of July Spectacular – SOLD OUT – Departing from Diamond Bar Center

Wednesday, July 3, 2024 CONCERTS IN THE PARK & MOVIES UNDER THE STARS – Patriotic Concert - 6:30pm -Summitridge Park– 1600 Grand Ave. – Diamond Bar

Thursday, July 4, 2024 City offices closed for Independence Day.

Wednesday, July 10, 2024

CONCERTS IN THE PARK & MOVIES
UNDER THE STARS – 6:30pm -
Summitridge Park– 1600 Grand Ave. –
Diamond Bar

Tuesday, July 16, 2024

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

Wednesday, July 17, 2024

CONCERTS IN THE PARK & MOVIES
UNDER THE STARS – 6:30pm -
Summitridge Park– 1600 Grand Ave. –
Diamond Bar

Wednesday, July 24, 2024

CONCERTS IN THE PARK & MOVIES
UNDER THE STARS – 6:30pm -
Summitridge Park– 1600 Grand Ave. –
Diamond Bar

Thursday, July 25, 2024

PARKS AND RECREATION
COMMISSION MEETING – 6:30om –
21810 Copley Drive – 1st floor - Windmill

1. CONSENT CALENDAR:

1.1. Minute for Approval, and or file and receipt

2. INFORMATION ITEMS:

1. May Recreation Program Update

Recommended Action: Receive and file.

2. May Maintenance Report

Recommended Action: Receive and File

3. OLD BUSINESS: NONE

4. NEW BUSINESS: FISCAL YEAR 24-25 BUDGET 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:

**CITY OF DIAMOND BAR
MINUTES OF THE PARKS & RECREATION COMMISSION
DIAMOND BAR CITY HALL WINDMILL ROOM
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765
March 28, 2024**

CALL TO ORDER:

Chair Wong called the Parks and Recreation Commission meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE: Chair Wong led the Pledge of Allegiance.

ROLL CALL: Commissioners: Cynthia Quan, Brian Worthington, Vice-Chair Stephen Qiu, and Chair Andrew Wong

Absent: Commissioner Saman Mahmood

Staff present In-Person: Ryan Wright, Parks and Recreation Director; Christy Murphey, Parks and Recreation Superintendent; Anthony Jordan, Maintenance Superintendent; Daniel Garcia, Recreation Coordinator; Robin Crawford, Administrative Coordinator

SELECTION OF CHAIR AND VICE-CHAIR:

a. Selection of Chair:

Commissioner Qiu nominated Commissioner Quan to serve as Chair of the Parks and Recreation Commission. Commissioner Wong seconded the nomination. Commissioner Quan was elected to serve as Chair of the Parks and Recreation Commissioner by the following roll call vote:

Qiu	Yes
Quan	Yes
Wong	Yes
Worthington	Yes
Mahmood	Absent

b. Selection of Vice-Chair:

Commissioner Quan nominated Commissioner Wong to serve as Vice-Chair of the Parks and Recreation Commission. Commissioner Qiu seconded the nomination. Commissioner Wong was elected to serve as Vice-Chair of the Parks and Recreation Commissioner by the following roll call vote:

Qiu	Yes
Quan	Yes
Wong	Yes
Worthington	Yes
Mahmood	Absent

Communication: Minute for Approval, and or file and receipt (CONSENT CALENDAR:)

PUBLIC COMMENTS: Gary Busted representing AYSO – Diamond Bar; offered compliments to staff on their work with the fields but wanted to ask the commission if there was an opportunity to partner with the city to keep the fields safe and maintained.

CALENDAR OF EVENTS: PRD/Wright presented the Calendar of Events

1. CONSENT CALENDAR:

1.1 Approval of Minutes for the January 25, 2024 Regular Meeting:

Vice-Chair Wong moved; Commissioner Worthington seconded to approve the Regular Meeting Minutes of January 25, 2024. Motion carried by the following Roll Call vote:

AYES:	COMMISSIONERS:	Quan, Wong, Worthington
ABSTAIN:	COMMISSIONERS:	Qiu
ABSENT:	COMMISSIONERS:	Mahmood

2. INFORMATIONAL ITEMS:

2.1 MARCH RECREATION PROGRAM UPDATE:

RS/Murphey presented the January and February Recreation Update and RC/Garcia provided an update on youth sports and upcoming special events.

2.2 MARCH 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 6:54 p.m.to Thursday, May 23, 2024 at 6:30 p.m.

Communication: Minute for Approval, and or file and receipt (CONSENT CALENDAR:)

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

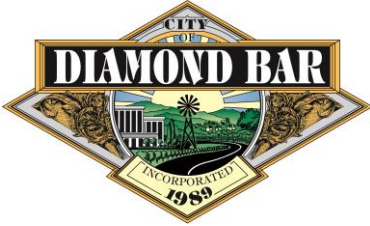
Respectfully Submitted,

Ryan Wright, Secretary

Attest:

Cindee Quan, Chair

Communication: Minute for Approval, and or file and receipt (CONSENT 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: **2.1**

MEETING DATE: May 23, 2024

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

FROM: Christy Murphey, Recreation Superintendent

SUBJECT: May Recreation Program Update

RECOMMENDATION: Receive and file.

Special Events

Breakfast with the Bunny

The City celebrated the arrival of spring with the Breakfast with the Bunny event. The Diamond Bar Center was packed with excitement, with over 150 attendees participating in the event on Saturday, March 30. This event provided a fun opportunity for families to enjoy breakfast sandwiches provided by Bageloo, spring-themed activities, games, music and a photo with the Bunny. Lastly, volunteers from the Diamond Bar Community Leos Club, DB 4Youth, and the Miss Diamond Bar Pageant assisted during the event by helping attendees to their seats, distributing breakfast, and working the games and craft stations.

35th City Birthday Party

After a five-year hiatus, Summitridge Park and the Diamond Bar Center was filled with fun for the City's 35th Birthday Party, with around 2,000 people in attendance. While celebrating the City's birthday, we also celebrated the Diamond Bar Center's 20th Anniversary. The highlight of the day's activities took place on stage at 1:00 p.m. as the Mayor and members of the City Council joined the community in singing Happy Birthday to Diamond Bar and Miss Diamond Bar handed out Crumbl Cookies for the Birthday Treat! In addition, Mayor Liu, members of the City Council, and dignitaries presented the Outstanding Diamond Bar Volunteer awards for four volunteer categories: youth, adult, business, and a community organization.

The City hosted a business expo and a community showcase, there were a total of 58 booths, 34 business expo, 19 community showcase, and 5 City information (Recreation, DB4 Youth, Restaurant week, Diamond Bar Center, and Environmental Services). The City operated a Heritage Display to celebrate the anniversary of Diamond Bar Ranch, led by Greg Bush. Included in the Heritage Display were historical items, a commemorative video, and a presentation from a City Historian. For the Diamond Bar Center's 20th Anniversary, there were facility tours, event set-up displays, and an anniversary display. There were 20 carnival game booths, 12 inflatable attractions, 3 carnival rides, 3 activity booths, strolling entertainment, 7 community performances, and a live band provided on the Summitridge Park open space. The event also featured an emergency and safety services display with the LA County Fire and Sheriff's departments participating.

Community Recreation Guide

Winter Spring Recreation Guide

The guide was delivered to homes early December. The guide covers recreation programming January through mid-May.

Summer Recreation Guide

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

Recreation Classes

Recreation Classes - Winter Spring

The Winter/Spring session of contract classes continued through March and April. Popular adult classes this spring included; Evening Yoga, Mat Pilates and Zumba. Popular youth classes were Tennis, Cartoon Drawing, and Princess Ballet. The Winter/Spring revenue continued to steadily grow to \$94,777 through the month of April.

Senior Programs

Senior Clubs

Seven Senior Clubs are allocated indoor space for club 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 through Friday. Activities include karaoke, mahjong, gardening, and more.
- Diamond Age Seniors Club meets on Wednesdays and Thursdays and hosts karaoke and mahjong.
- Diamond Bar Senior Citizens Club meets at the Diamond Bar Center on Mondays at 10:30 a.m. Activities include luncheons, day and extended trips, and

bingo.

- Sunshine Seniors meet at the Diamond Bar Center on Sundays. Activities include yoga, Zumba, and private evening events. They typically meet once a month if not every other month to host special events that include music, dancing, and dinner.
- Super Diamond Age meets at Heritage Park on Tuesdays and Fridays. Activities include karaoke, mahjong and dance.
- The Federation of Hindus Association meets at the Diamond Bar Center on the fourth Saturday of the month from 5-10 p.m. Activities include music, dance, and dinner.
- Photo Club members meet to share and learn by exchanging photo tips and attending photo excursions. Meetings now take place 7-9 p.m. every second Tuesday of the month at the Diamond Bar Center.

Mt. San Antonio College

The Spring semester began February 26 and will run through June 14. Classes at the Diamond Bar Center and Heritage Park Community Center offer an array of enrichment and healthy aging courses free of charge to older adults and adults with special needs.

Senior Talks

Diamond Bar Senior Services proudly hosted a series of Free Senior Talks at the Diamond Bar Center; offering three informative sessions dedicated to educating and informing the seniors of the resources available to them. Seminars were hosted by Blunt Wealth Services, Optum, and LA County Department of Mental Health. These talks educated attendees on the topics of finances, stress relief, and hoarding. The mission of the Free Senior Talks series is to enhance the well-being and happiness of older residents, while providing continued education to meet their needs.

Senior Excursions

A total of 45 seniors spent the day at Fantasy Springs Casino in Indio on March 19. Upon arrival, everyone received \$40 on their player's card. Many also got to enjoy Matinee Bingo, before returning home with a snack and beverage. The excursion was \$40 for residents and \$45 for non-residents.

Senior Dances

The March St. Patrick's Day Dance was held on March 21 at the Diamond Bar Center. The Grand View Ballroom was adorned with festive décor, photo booth, dinner and dancing. DJ Guy hit the turntables with some of their favorite jams. No dance would be complete without the raffle prizes as well!

Wednesday Walkers

Wednesday Walkers took place at Heritage Park during the month of March, 27 enrolled. Walkers came out stronger with a total of 31 enrolled for the month of April. Sycamore Canyon was a popular setting for those in attendance to test their endurance along the trail or stroll around the park. Regularly, there were 14-16 members that attend each week.

Facility Reservations

Diamond Bar Center

The Diamond Bar Center managed forty-nine (49) rentals throughout the months of March and April. These rentals included three (3) Baby/Wedding Showers, seven (7) Birthday Parties, eight (8) Weddings, nine (9) Seminars/Business Meetings, ten (10) High School Formals, and twelve (12) miscellaneous events and celebrations. Rental revenue for the period totaled \$125,054.

Heritage and Pantera Park Rentals

In the months of March and April there were seven (7) renters of the Pantera Activity Room, including New Era Chinese Academy, whom rented 40 days for an afterschool program. The gross revenue for all January-February reservations totaled \$5,964. The Heritage Community Center also had seven (7) rentals which brought in \$4,072 gross revenue.

Picnic Rentals

Over the months of March and April, there was a total of twenty-eight (28) reservations throughout the available City parks. The revenue for these two months resulted in \$2,781 gross revenue.

Youth Programs

Kinder Skills – Winter Session 2

Kinder Skills Jumped into Music from February 26 to March 29 with 20 registered participants in the Monday, Wednesday, Friday 3-day class, and 16 total registered participants in the Tuesday, Thursday 2-day class. Participants learned about the many different instruments and the different sounds that make up music. Children practiced their writing skills, their alphabet, shapes, colors, and other skills while learning music notes, music beats, and various genres of music. Children had several visits from different types of musicians such as a guitarist, trumpeter, flute player, and a bassist. Lastly, participants concluded the session by making their own drum out of empty chip cans!

Kinder Skills – Spring Session 1

Kinder Skills started its current session, “What’s the Weather Today” on April 8 and concluded on May 17 with 20 total registered participants in the Monday, Wednesday, Friday 3-day class, and 18 total registered participants in the Tuesday, Thursday 2-day class. Participants learned about the numerous weather conditions that they may experience throughout the year. Children practiced their writing skills, their alphabet, shapes, colors, and other skills while learning about clouds, wind, sun, rain, thunder, and more! Participants created their own pinwheel to watch it spin in the windy weather conditions.

DB 4Youth - March

This month’s meeting was hosted on Tuesday, March 26 with 24 members in

attendance. Board members began the meeting with an ice breaker and continued by presenting a PowerPoint on leadership and how to be a leader to their peers. This meeting focused on building leadership skills while volunteering and everyday life. Throughout the month, members participated in various volunteer opportunities such as scorekeeping at youth basketball with shifts every Saturday at South Pointe Middle School, a Math Night event at Evergreen Elementary on March 7, the senior dance at the Diamond Bar Center on March 21, and the Breakfast with the Bunny event on March 30.

DB 4Youth - April

This month's meeting was hosted on Tuesday, April 30 with 15 members in attendance. Board members began the meeting with an ice breaker where they broke off into groups and worked together to make up a short story about the pictures their group was given. The meeting continued with a presentation of a PowerPoint on developing problem solving skills when volunteering or in everyday life. This meeting focused on members identifying six things that are valuable in their life right now and how much time they're dedicating to those six things. Throughout the month, members participated in various volunteer opportunities such as scorekeeping at youth soccer with shifts every Saturday at the Mt. Calvary gym, City of Diamond Bar's Earth Day event on April 20, and South Pointe's Music at the Pointe event on April 27.

Volunteens - April

Volunteens have started gearing up for the 9-week summer volunteer program. On April 24, a total of 61 teens were in attendance for the group interviews held at the Diamond Bar Center. During the interviews teens participated by completing groups activities and challenges. Once the interviews are complete, depending on their availability and interests, volunteens will be assigned to work at various programs "jobs" such as summer day camp, kinder skills, concerts in the park, or senior programs.

Youth and Adult Sports

Youth Indoor Soccer

Youth Soccer is an eight-week program that offers children ages 3-8 an opportunity to play in a fun, fast-paced sport in an instructional and recreational atmosphere. This program is perfect for beginners and youth players. Games are played in the Mt. Calvary Lutheran School gymnasium on Saturdays between 8 a.m. and 12 p.m.

Skills day was held on Saturday, March 16 at Mt. Calvary Lutheran School. 60 participants were evaluated during the day. Each participant was put through a series of drills such as passing, dribbling, and kicking. The purpose of skills day is to evaluate each participant which will help make the teams equally competitive and balanced.

On March 30, the first games took place with 60 participants enrolled in the program. Each week participants continue to improve their soccer skills and have fun learning. The program will conclude on May 18 and each participant will receive a medal.

Adult Volleyball – March and April

The Spring session of Adult Volleyball started on March 25 at Chaparral Middle School. Adult Volleyball remains to be a popular program with 29 participants enrolled in the session. Participants drop-in on Monday nights from 7pm-9pm. This session has participants ranging from 22 to 73 years of age. The spring session concluded on May 6.

Field Allocation January - February

In late February allocation applications for user groups were sent out for the new allocation period, May-August with an application deadline of March 17. Seven qualifying user groups submitted an application for allocation. The user groups include AYSO Soccer, Diamond Bar Girls Softball, Pony Baseball, MVP Flag Football, Diamond Bar Soccer League, FC Hanaro (adult Soccer) and the Diamond Bar Blues (adult cricket).

On Thursday, April 25 user groups attended the allocation meeting via Zoom. At the meeting updated information was provided including: field renovations, tournament request dates, light box key information and the new allocation for the months May through August. Lastly, the Lorbeer football field has been scheduled to close for annual renovation June 3 through July 28 and Pantera Park fields have been scheduled for annual renovation June 17 through August 11.

Senior Softball - April

Senior Softball had their opening day on April 4 at Pantera Park. Diamond Bar's three teams participate in the Inter – City Senior Co-ed Softball League which is made up of men and women ages 50+. The league includes teams from Arcadia/Pasadena, Commerce, El Monte, Duarte, and Whittier. The playing season runs from April through September with games on Thursdays starting at 9 a.m. or 10:15 a.m. at Pantera or Peterson Park. There are currently 56 participants registered across the three Diamond Bar teams: Classics, Diamonds, and Rascals.

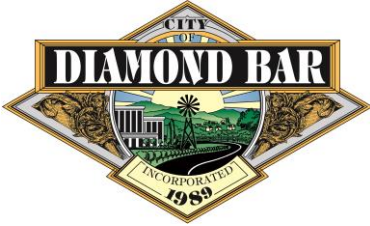
Healthy Diamond Bar

Trail Walk

In March, Healthy DB led a Trail Walk on the beautiful Canyon Loop Trail near the Diamond Bar Center. The nine participants were joined by two hike leaders that were able to show the participants the trail route and answer questions about the trail and the City.

Toddler Playtime

In April, Healthy DB was excited to host toddlers and their families with Toddler Playtime. The 42 participants that were able to join us were immersed in four sensory tables and bubbles. Toddlers had the opportunity to explore, learn, and socialize with each other. Before the event concluded, participants joined City Council members to plant a tree to commemorate Arbor Day, contributing to the beautification and environmental sustainability of the community.



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: May 23, 2024

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

FROM: Anthony Jordan, Parks & Maintenance Superintendent

SUBJECT: May 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

- Prepped entire facility and installed new plant material adjacent to the building in anticipation of the DBC 20th anniversary.
- Installed 200 cu. ft. of landscape mulch in the planter beds.
- Painted crosswalks and stop legends in the parking lot.
- Repaired drain inlet at decommissioned water feature.
- Repaired lodgepole posts along the trailhead.
- Rebuilt toilet in upper men's restroom.
- Replaced automatic soap dispenser in women's restroom.
- Repaired wooden molding in the GVBR.

- Cleared clogged toilets in the upper and lower men's restrooms.
- Inspected and tightened all toilet seats.
- Re-caulked the urinals in the lower men's restroom.
- Replaced rotted handrail along the DBC patio. Repainted the entire rail.
- Re-staked a leaning tree.
- Repaired spalling damage on the concrete stairway leading to the softball field.
- Pressure washed sidewalks and curbs adjacent to the trash enclosure.
- Replaced broken ball valve on irrigation backflow device.
- Cleaned carpets and baseboards throughout the facility.
- Performed weekly test on wheelchair lift.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance.

Diamond Canyon Park

- Installed new playground wood chips in the play area.
- Cleared clogged drinking fountain drain line near the main playground.
- Removed obsolete sign posts.
- Performed Park/playground inspections.

Heritage Park

- Re-lamped hallway light fixtures in the community building.
- Replaced all basketball goal nets.
- Repaired a leak by replacing the water supply line to the doggie drinking fountain.
- Cleared clogged drinking fountain drain line (2X).
- Cleared a clogged toilet in the women's ADA toilet stall.

- Reset building light and parking lot light timers due to a power outage.
- Removed graffiti from the exterior men's restroom.
- Lubricated storage enclosure locks.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Larkstone Park

- Assisted recreation staff with the Healthy Diamond Bar/Earth Day tree planting event.
- Performed Park/playground inspections.

Longview North Park

- Cleared sand from the drinking fountain drain line.
- Performed Park/playground inspections.

Longview South Park

- Replace broken water line to the doggy drinking fountain.
- Cleared sand from the drinking fountain drain line.
- Performed Park/playground inspections.

Maple Hill Park

- Re-lamped men's and women's restrooms.
- Cleared sand from drinking fountain drain line (2X).
- Replaced water supply line to the doggy drinking fountain.
- Cleared clogged toilet in women's restroom.
- Replaced all basketball goal nets.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Pantera Park

- Installed new playground wood chips in large and small dog park areas.
- Reset lighting controls for the sports fields and hard courts.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Paul C. Grow

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

Peterson Park

- Removed graffiti from the SCE cabinets adjacent to the restrooms.
- Rebuilt women's room toilets.
- Repaired leaking drinking fountain supply line to the fountain adjacent to field #2.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Ronald Reagan Park

- Cleared sand from the men's and women's restroom sinks.
- Cleared clogged toilet in the men's restroom (2X).
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Silvertip Park

- Performed Park/playground inspections.

Stardust Mini-Park

- Cleared clogged drain lines in the doggy and ADA drinking fountain bowls,
- Performed Park/playground inspections.

Starshine Park

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

Summitridge Park

- Performed Park inspections.

Sycamore Canyon Park

- Replaced three ballasts and eight lamps in the park office building.
- Removed graffiti from various signs and benches.
- Cleared a clogged toilet in the men's ADA stall.
- Re-lamped the women's restroom.
- Installed a new soap dispenser in the men's restroom.
- Unclogged a sink in the women's restroom. Replaced sink drain line.
- Installed a new sink strainer in the men's restroom sink. Replaced the drain line.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Washington Park

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

City Hall/Library

- Installed new LED lights in the PW/Engineering work spaces.
- Repaired garbage disposal in Windmill room kitchen.
- Repaired burned out light fixture in employee break room.
- Reset all time clocks after time change to DST.
- Re-lamped the Grand Conference room and replaced one lighting ballast.

- Rebuilt two flush valves in the upstairs women's restroom.
- Re-lamped nineteen fixtures in the library spaces.
- Installed new motion sensor for automatic flush valve in the lower women's restroom.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance.

Citywide

- Repaired numerous potholes along Grand Ave. north of Golden Springs.
- Repaired pot holes at Golden Springs and Copley.
- Removed truncated domes on Diamond Bar Bl. at Palomino.
- Removed discarded tire from along the roadside on DB Bl.
- Removed downed light pole along Brea Canyon Road and removed debris.
- Repaired numerous potholes along Brea Canyon Cutoff.
- Repainted red curbs in area 2.
- Removed fallen tree branch along DB Bl.
- Removed discarded construction debris strewn along Golden Springs Dr.
- Cleaned up debris from car accident on DB Bl. and Pathfinder.
- Replaced damaged decorative post and rail in the median at Grand and Longview.
- Removed discarded trash on Castle Rock Rd.
- Took delivery and prepped residential street name signs for installation.
- Removed broken tree limb along Sunset Crossing.
- Re-staked leaning tree along Gold Nugget.
- 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.