

PARKS & RECREATION COMMISSION AGENDA

Thursday, March 28, 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/4559181477780951127>

+1 (415) 655-0060 – Access Code: 541-977-773

<i>Chair</i>	<i>Andrew Wong</i>
<i>Vice Chair</i>	<i>Stephen Qiu</i>
<i>Commissioner</i>	<i>Saman Mahmood</i>
<i>Commissioner</i>	<i>Cynthia Quan</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 909.839.7060 during regular business hours.

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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) 839-7060.

Computer access to agendas: www.diamondbarca.gov

General information: (909) 839-7060.

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

Thursday, March 28, 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, Quan, Worthington, Vice-Chair Qiu, and Chairman Wong

SELECTION OF CHAIR AND VICE CHAIR

MATTERS FROM THE AUDIENCE:

Room – Diamond Bar

1. CONSENT CALENDAR:

1.1. Minutes for Approval, and or file and Receipt

2. INFORMATION ITEMS:

1. March Recreation Program Update

Recommended Action: Receive and file.

2. March Maintenance Report

Recommended Action: Receive and File

3. OLD BUSINESS: NONE

4. NEW BUSINESS: NONE

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
January 25, 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: Saman Mahmood; Cynthia Quan,
Brian Worthington and Chair Andrew Wong

Absent: Commissioner Vice-Chair Qiu

Staff present In-Person: Ryan Wright, Parks and Recreation Director; Christy Murphey, Parks and Recreation Superintendent; Anthony Jordan, Maintenance Superintendent; Christian Tran, Part-time Recreation Specialist; Robin Crawford, Administrative Coordinator

PUBLIC COMMENTS: None Offered

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

1. CONSENT CALENDAR:

1.1 Approval of Minutes for the September 28, 2023 Regular Meeting:

Commissioner Quan moved, Commissioner Mahmood seconded to approve the Regular Meeting Minutes of September 28, 2023. Motion carried by the following Roll Call vote:

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

2. INFORMATIONAL ITEMS:

2.1 JANUARY RECREATION PROGRAM UPDATE:

RS/Murphey presented the January Recreation Update and RS/Tran provided an update on the Diamond Bar Center.

2.2 JANUARY PARKS AND FACILITIES MAINTENANCE REPORT:
MS/Jordan provided the report and responded to Commissioners questions and concerns.

3. OLD BUSINESS: None

Communication: Minutes for Approval, and or file and Receipt (CONSENT CALENDAR:)

4. NEW BUSINESS:

- A. Maple Hill Park Project
 - B. Canyon Loop Trail Restoration
 - C. Heritage Park Project
- PRD/Wright gave updates on all the above-mentioned projects.

5. ANNOUNCEMENTS:

Chair Wong welcomed the DB4 Youth teens present in the audience and thanked staff for the great job on community engagement. In addition, Chair Wong welcomed Commissioner Brian Worthington to the Parks and Recreation Commission.

ADJOURNMENT: With no one objecting and no further business before the Parks and Recreation Commission, Chair Wong adjourned the meeting at 6:52 p.m.to Thursday, March 28, 2024 at 6:30 p.m.

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

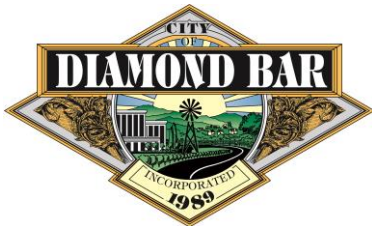
Respectfully Submitted,

Ryan Wright, Secretary

Attest:

Andrew Wong, Chair

Communication: Minutes 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: March 28, 2024

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

FROM: Christy Murphey, Recreation Superintendent

SUBJECT: March Recreation Program Update

RECOMMENDATION: Receive and file.

Special Events

City Birthday Party

Preparations are well underway for the 35th City Birthday event. The 35th City Birthday will take place on Saturday, April 6, 2024 at Summitridge Park/Diamond Bar Center. The event will not only celebrate the City's 35th Birthday but it will also celebrate the Diamond Bar Center's 20th Anniversary.

In January and February, staff held a monthly meeting that included several City Departments and representatives from the Los Angeles County Fire, and Sheriff's department to discuss the planning of the event. Applications were also sent out for the Business Expo, Community Showcase, and for local Entertainment.

The event will have many exciting activities including: twelve inflatable attractions, three carnival rides, twenty carnival games, wacky hairstyling, face painting, balloon artists, strolling entertainment, photo stations, local entertainment, live band and food! In addition, a Diamond Bar history display, as well as a display for the DBC 20th anniversary. Lastly, there will be a table that highlight City's programs with information and an Environmental Services booth near the eating area that will educate attendees on organic waste.

Community Recreation Guide

Winter Spring Recreation Guide

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

Recreation Classes

Recreation Classes

The Winter/Spring session of contract classes kicked off January 8. Some of the new classes offered this session include; Fun Crafts!, Children's Musical Theater, Adult Pickleball – Intro & Intermediate, and more! There were 111 sections offered with 904 participants enrolled, bringing in a gross revenue of \$83,836.16.

Overall revenue for the Winter/Spring session is already up by 7% compared to this time last year. The Winter session was scheduled to begin one week later into January to allow more time for enrollment following the holidays. This proved to be helpful in preparing for the success of class enrollment.

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 to host special events that include music, dancing, and dinner. This winter they hosted two small events in the Pine Room, a musical event and dinner on January 21, and an icebreaker and luncheon on January 28.
- 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 Winter semester began January 8 and ran through February 16. Spring pre-registration was held at Heritage Park Community Room on January 22 and at the Diamond Bar Center on January 30. Spring session 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 8 informative sessions dedicated to educating and informing the seniors of the resources available to them. Seminars were hosted by Optum, AARP, United California Estate, and the Law Offices of Sara Polinsky. These talks educated attendees on the topics of finances, heart health, retirement, and more! 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 Dances

The February Valentine's Dance was a fun and elegant event for 148 seniors in attendance. This dance featured a new suggestion box for the DJ and it was a hit! The seniors enjoyed dinner, dancing to their favorite songs, and raffle prizes. To top it off, every senior was gifted an adorable handmade valentine, courtesy of Quail Summit Elementary. Dinner was provided by Urban Plates and included delicious steak, potatoes, bread, and veggies.

Wednesday Walkers

After taking the month of December off for the holidays, Wednesday Walkers was excited to get up and walking again, starting on January 3. At the end of January, the walkers enjoyed a festive New Years/Valentines party with cookies and decorations for both holidays! Enrollment for January was up to 36 participants. February had a slight dip in participation due to rain, with 27 enrolled. Regularly there are 12-14 members that attend each week.

Facility Reservations

Diamond Bar Center

January and February saw a slight dip in facility rentals from the previous two months, due in large to the start of "slow season" as well as partial closures in preparation for an upcoming construction project. This caused a temporary freeze on bookings for the months of January and February. The project dates have since been moved to later this year. Despite those factors, the Diamond Bar Center still managed Thirty-three (33) rentals which is on par with pre-pandemic levels for the same months. Of the thirty-three (33) rentals, seven (7) reserved multiple rooms and outdoor space resulting in a total of forty-four (44) spaces being rented throughout the two months. These rentals included two (2) school formals, two (2) holiday parties, seven (7) birthday parties, seven (7) seminars, six (6) weddings, three (3) baby showers, two (2) memorials, two (2) prayer

assemblies, one (1) bridal shower, and one (1) banquet. Returning renters were a large portion of the reservations and included ten (10) who reserved fourteen (14) spaces. Rental revenue for the period totaled \$90,335.99.

Heritage and Pantera Park Rentals

In the months of January and February there were seven rentals of the Pantera Activity Room, including New Era Chinese Academy, whom rented over 37 days for an afterschool program. The gross revenue for all January-February reservations totaled \$5,386.18. The Heritage Community Center also had 10 rentals which brought in \$4,145.18 gross revenue.

Picnic Rentals

Over the months of January and February, there were a collective total of 14 reservations throughout the available City parks. The revenue for these two months resulted in \$842.80 gross revenue.

Youth Programs

Kinder Skills – Winter Session 1

Kinder Skills stomped their way into “Dino Mania”, a dinosaur themed session from January 8 to February 16 with 20 registered participants in the Monday, Wednesday, Friday 3-day class, and 13 registered participants in the Tuesday, Thursday 2-day class. Participants learned all about various dinosaurs, what they ate, where their habitat was, and even the different sounds they made. Children practiced their writing skills, their alphabet, shapes, colors, and other skills while learning about dinosaurs. Children participated in an outdoor “dino dig” where they got to search and dig for dinosaurs. Participants in both classes received a visit from the Diamond Bar library where they read books about dinosaurs, learned new songs with puppets, and received fun goodie bags!

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 are learning about the many different instruments and the different sounds that make up music. Children are practicing their writing skills, their alphabet, shapes, colors, and other skills while learning music notes, music beats, and various genres of music. Children have had several visits from different types of musicians such as a guitarist, trumpeter, flute player, and a bassist. Lastly, participants will conclude the session by making their own drum out of empty chip cans!

DB 4Youth - January

This month’s meeting was hosted on Tuesday, January 30 with 26 members in attendance. Board members began the meeting with an ice breaker and continued by presenting a PowerPoint of the previous month’s events. This meeting continued to focus on customer service skills by having members act out skits with one another. Throughout the month, members participated in various volunteer opportunities such as

a hike and trail clean-up on January 6 at Pantera Park, youth basketball on Saturday mornings at South Pointe Middle School, and they even attended presentations at City Hall for the Parks & Recreation Commission Meeting on January 25 and The Workings of the City Government on January 10.

DB 4Youth - February

This month's meeting was hosted on Tuesday, February 20 with 19 members in attendance. Board members began the meeting by facilitating an ice breaker that involved working in groups and communicating with each other to place song lyrics in order. Board members also led a presentation on tips and advice for time management in school, personal life, and extracurriculars. This month members continued to assist in the City's youth basketball program, the Valentine's senior dance on February 8 at the Diamond Bar Center, and attended a presentation on the Role of the City Council on February 14 at City Hall.

Youth and Adult Sports

Youth Basketball

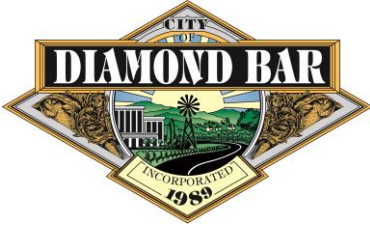
This eight-week program ran from January 20 through March 9. A total of 185 players actively participated in the annual program ranging from ages 4-13 years old. Players learned the fundamentals of basketball while playing in an organized team environment. Practices took place during the week at South Pointe Middle School and Mt. Calvary Lutheran School. Games took place on Saturdays at South Pointe Middle School. Sportsmanship winners were selected for each division and focused on parents, coaches, and participant attitude and conduct during the games.

Adult Volleyball – January-February

The Winter session of Adult Volleyball started on January 22 at Chaparral Middle School. Adult Volleyball remains to be a popular program with 31 participants enrolled in the session. Participants drop-in on Monday nights from 7p-9p. This session has participants ranging from 19 to 74 years of age. The Winter session will conclude on March 18. The Spring session will start on March 25 and conclude on May 6.

Field Allocation – January-February

The New Year kicked off the January – April field allocation. Seven user groups submitted and qualified for this allocation period. The user groups include AYSO, Diamond Bar Girls Softball, Diamond Bar Pony Baseball, MVP Flag Football, Diamond Bar Soccer League, FC Hanaro, and Diamond Bar Blues (adult cricket). Peterson Park concluded its annual field renovation and opened to user groups on February 19th.



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: March 28, 2024

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

FROM: Anthony Jordan, Parks & Maintenance Superintendent

SUBJECT: March 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

- Cleared area drains adjacent to building slab.
- Modified concrete curb in landscape to encourage water flow from building exterior.
- Cleaned roof drains in anticipation storm.
- Installed new tire on club car.
- 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

- Sealed around exterior window.
- Replaced a wax ring on the interior men's room toilet.
- Re-lamped both men's and women's restrooms.
- Assisted contractor (Trane) with diagnosis of VAV.
- Cleared playground sand from drinking fountain drain line (adjacent to restrooms). Adjusted push button actuator to stop continuous flow.
- Cleared toilet blockage.
- Cleared leaves from the roof and drains in anticipation of rain storms.
- Reset lighting timers due to SCE power outage.
- Cleared the doggy drinking fountain drainline.
- Cleared drinking fountain drain at center field.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Larkstone Park

- Cleared leaf litter and debris from the storm-drain adjacent to the walkway.
- Performed Park/playground inspections.

Longview North Park

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

Longview South Park

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

Maple Hill Park

- Cleared area drain adjacent to the basketball courts.
- Installed two new pickleball nets.
- Re-lamped the men's restroom.
- Replaced lights in the plumbing alley.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Pantera Park

- Cleared blockage in men's restroom toilet (2X).
- Cleared clogged area drain adjacent to dog park walkway entrance.
- Removed a vandalized spring rider toy from the playground.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Paul C. Grow

- Replaced five trash cans.
- Cleared blockage from the men's room toilet.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Peterson Park

- Replaced all hardware and seat belts on the swing sets.
- Repaired leaking main line to the drinking fountains.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Ronald Reagan Park

- Cleared sand pit play area drain line.
- Adjusted the actuator button on the drinking fountain to increase flow.
- Cleared toilet blockage from the men's ADA toilet and installed new flush valve.
- Installed no hub connector to raise sewer lateral clean out. Installed new cleanout box.
- Moved and prepared waste oil for pick up.
- Cleared storm related debris from the walk way.
- Removed graffiti from the men's restroom.
- 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

- Cleaned the lower storage yard of debris and organized the storage spaces.
- Installed new gaskets and washers in the janitorial sink.
- Cleared the upper parking area drain in anticipation of the rain storms.
- Cleared a blockage in the men's room urinal.
- Took delver of new traffic barricades.

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

Washington Park

- Unclogged the drinking fountain.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

City Hall/Library

- Cleaned faucet aerators in men's and women's restrooms.
- Replaced a sink actuator in the women's restroom.
- Re-lamped City Hall lobby lights.
- Replaced batteries in the upstairs women's restroom automatic soap dispensers.
- Cleared roof drains prior to storm event.
- Repaired multiple roof leaks with wet patch.
- Cleared blockage in women's restroom toilet.
- Replaced multiple lighting ballasts.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance.

Citywide

- Removed mud flow from the street along Golden Springs at Willow Creek.
- Repaired numerous pot holes along Brea Canyon Cutoff.
- Cleared a clogged V-ditch along Summitridge.
- Cleaned broken glass from the street and sidewalk along Lycoming.
- Cleared tree branches that were blocking the traffic signal at Oak Crest and Brea Canyon Cutoff.

- Cut and removed tree branch at Lost River and Evergreen Springs.
- Repaired numerous potholes along Grand between Summitridge and Longview.
- Repaired numerous potholes along Diamond Bar Bl.
- Cleared drainage swales on Steep Canyon at trailhead in anticipation of the storm.
- 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.