

# PARKS & RECREATION COMMISSION AGENDA

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March 27, 2025  
6:30 PM

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Members of the public may observe the meeting by joining on-line with  
telephonic access:**

<https://attendee.gotowebinar.com/register/1084125508133560661>  
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<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>Lee Mao</i>
<i>Commissioner</i>	<i>David Wu</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.

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## **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](http://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](http://www.diamondbarca.gov)

General information: (909) 839-7070.

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

**Thursday, March 27, 2025**

**TELECONFERENCE/WINDMILL COMMUNITY ROOM**

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**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, Mao, Wu, Vice-Chair Wong, and Chair Quan

**REORGANIZATION OF COMMISSION:**

Selection of the Chairperson and Vice Chairperson

**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, April 1, 2025     | CITY COUNCIL MEETING – 6:30pm –<br>AQMD Main Auditorium – 21865 Copley<br>Drive – Diamond Bar                           |
| Tuesday, April 1-30, 2025  | CITY CELEBRATION - WINDMILL HUNT<br>– All month long and City Wide  |
| Saturday, April 12, 2025   | BREAKFAST WITH THE BUNNY – 9:00 –<br>11:00am – Diamond Bar Center – 1600<br>Grand Avenue – Diamond Bar – SOLD<br>OUT    |
| Monday, April 14- 18, 2025 | SPRING MINI DAY CAMP – 8:00am –<br>5:00pm – Heritage Park Community<br>Center – 2900 Break Canyon Road –<br>Diamond Bar |
| Tuesday, April 15, 2025    | CITY COUNCIL MEETING – 6:30pm –<br>AQMD Main Auditorium – 21865 Copley<br>Drive – Diamond Bar                           |
| Wednesday, April 17, 2025  | HEALTHY DIAMOND BAR – Toddler Play<br>Time – 9:00 – 10:00 am – Larkstone Park<br>– 20668 Larkstone Drive – Diamond Bar  |
| Saturday, April 19, 2025   | EARTH DAY CELEBRATION – 9:00am –<br>2:00pm – AQMD Parking Lot – 21865<br>Copley Drive – Diamond Bar                     |
| Tuesday, May 6, 2025       | CITY COUNCIL MEETING – 6:30pm –<br>AQMD Main Auditorium – 21865 Copley<br>Drive – Diamond Bar                           |
| Thursday, May 8, 2025      | CINCO DE MAYO DANCE – 6:00 –<br>9:00pm – Diamond Bar Center – 1600<br>Grand Avenue, Diamond Bar                         |
| Friday, May 9, 2025        | KIDS NIGHT OUT – 5:30 – 9:30pm –<br>Heritage Park Community Center – 2900<br>S. Brea Canyon Road – Diamond Bar          |

Tuesday, May 20, 2025

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

**1. CONSENT CALENDAR:**

**1. Minutes for Approval to Receive and File**

Recommended Action: Approval of Minutes for the January 23, 2025  
Regular Meeting:

**2. INFORMATION ITEMS:**

**1. March Recreation Program Update**

Recommended Action: Receive and file.

**2. March Maintenance Report**

Recommended Action: Receive and File

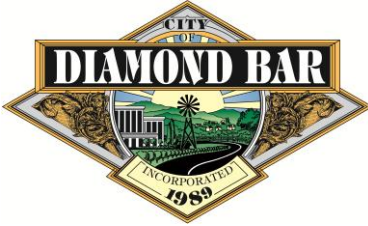
**3. OLD BUSINESS: NONE**

**4. NEW BUSINESS: MAPLE HILL PARK 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:** March 27, 2025

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

**FROM:** Robin Crawford, Parks & Recreation  
Administrative Coordinator

**SUBJECT:** Minutes for Approval to Receive and File

**RECOMMENDATION:** Recommended Action: Approval of Minutes for the January 23, 2025 Regular Meeting:

**CITY OF DIAMOND BAR  
MINUTES OF THE PARKS & RECREATION COMMISSION  
CITY HALL – WINDMILL ROOM  
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765  
January 23, 2025**

**CALL TO ORDER:**

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

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

**ROLL CALL:** Commissioners: Saman Mahmood, Aaron Salo, Brian Worthington, Vice-Chair Andrew Wong, and Chair Cynthia Quan

Staff present In-Person: Ryan Wright, Parks and Recreation Director; Anthony Jordan, Maintenance Superintendent; Monique Weeks, Recreation Coordinator; Robin Crawford, Administrative Coordinator

**PUBLIC COMMENTS:** Steve Z, Ken Dovangsitthi, Diego Navarrete, Judy Wang,

Michael Kuo, Valerie Geddes Kerrohan, and Derick Tom addressed the commission regarding Maple Hill pickleball courts and improvements they would like to see such as new wind screens, court resurfacing, additional gates, and additional multi-use courts.

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

**1. CONSENT CALENDAR:**

1.1 Approval of Minutes for the September 26, 2024 Regular Meeting:

Commissioner Worthington moved; Commissioner Salo seconded to approve the Regular Meeting Minutes of September 26, 2024. Motion carried by the following Roll Call vote:

AYES: COMMISSIONERS: Mahmood, Quan, Salo, Worthington

ABSTAIN: COMMISSIONERS: Wong

ABSENT: COMMISSIONERS: None

**2. INFORMATIONAL ITEMS:**

2.1 JANUARY RECREATION PROGRAM UPDATE:

PRD/Wright presented the January Recreation Update and RC/Weeks provided an update on special events held over the fall and winter season.

2.2 JANUARY PARKS AND FACILITIES MAINTENANCE REPORT:

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

**3. OLD BUSINESS:** None

**4. NEW BUSINESS:**

4.1 Maple Hill Park Update

PRD/Wright offered updates on the current Maple Hill Park project.

**5. ANNOUNCEMENTS:** Commissioner Worthington thanked the public speakers and asked staff about potential pickleball enhancements. Vice-Chair Wong and Chair Quan thanked the public speakers and said they would bring their comments to the City Council.

**ADJOURNMENT:** With no one objecting and no further business before the Parks and Recreation Commission, Chair Quan adjourned the meeting at 7:25 p.m. to Thursday, March 27, 2025 at 6:30 p.m.

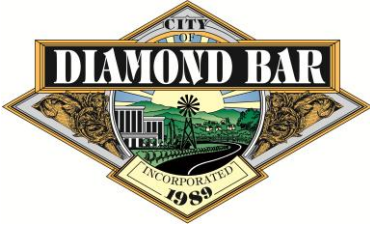
The foregoing minutes are hereby approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Respectfully Submitted,

Attest: \_\_\_\_\_

Ryan Wright, Secretary

\_\_\_\_\_  
Cynthia Quan, Chair



## PARKS AND RECREATION COMMISSION AGENDA REPORT

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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 27, 2025

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.

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### Upcoming Special Events

#### Breakfast with the Bunny

Preparations are underway for the popular event with Bageloo confirming that they will be providing breakfast sandwiches again. In addition, decorations, prizes, and vendor confirmation were all confirmed in January.

Breakfast with the Bunny will take place on Saturday, April 12, from 9:00 AM to 11:00 AM at the Diamond Bar Center. The event is currently sold out, with a waitlist available for those still interested in attending.

#### Windmill Hunt

In January, the 36<sup>th</sup> Birthday logo was designed and finalized along with the children's coloring page. In February, the hunt signs and lapel pins were ordered along with picking the locations for the hunt signs.

The Windmill Hunt will take place throughout the entire month of April and is free for participants to register. A total of eighteen windmill signs will be placed across seven park and City facility locations, beginning on April 1. Participants who locate at least ten signs can redeem a swag bag on Thursdays, April 10, 17, 24, and May 1, at City Hall from 4-6pm.

In addition to the hunt, a free City Birthday logo coloring page is available for children ages twelve and under. Those who complete and submit the coloring page will receive a special prize.

## **Community Recreation Guide**

### Winter-Spring Recreation Guide

The guide was delivered to homes in early December 2024. The guide covers recreation programming January through mid-May 2025.

### Summer Recreation Guide

The guide has a target date to hit homes in early April 2025. The guide covers recreation programming mid-May through August 2025.

## **Recreation Classes**

### Recreation Classes – Winter-Spring Session

The winter/spring session of Contract Classes kicked off on January 4. There was a total of ninety-seven class offerings throughout the months of January and February. New classes offered this season include Intro to Ballet: Butterfly Ballerinas, Beginning Art for Kids, Wardrobe Styling Workshop, and Tennis Anyone's Junior Pickleball classes. Despite facing weather challenges, Contract Classes generated \$35,029.63 in revenue during the first two months of the year.

## **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 through Friday. Activities include karaoke, mahjong, gardening, and more. They hosted their Quarterly Birthday on February 6 with over 300 people in attendance to celebrate the Lunar New Year. They performed their ballroom dance routines, displayed their calligraphy art and China Painting, along with cultural performances.
- Diamond Age Seniors host their regularly scheduled programming at Heritage Park on Mondays, Wednesdays, and Thursdays. They recently added karaoke from 1:00 PM-4:00 PM on Mondays to accommodate moving their choir class to Wednesdays 11:00 AM-1:00 PM.
- 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 on Mondays and Fridays. On February 10, Quail Summit Elementary students visited to present a poem and share hand-made Valentine's Day cards with all the seniors. They also left a box full of cards to share with Senior Dance attendees later that week.

- Sunshine Seniors meet at the Diamond Bar Center on Sundays. Activities include yoga, Zumba, and private evening events.
- Super Diamond Age meets on Tuesdays and Fridays to play mahjong, dance, and karaoke.
- The Federation of Hindus Association meets at the Diamond Bar Center on the fourth Saturday of the month from 5:00 PM-10:00 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 7:00 PM-9:00 PM every second Tuesday of the month at the Diamond Bar Center. Brian, the photo club administrator sends a newsletter every month discussing the topics that will be discussed and reviewed during their meetings. The topics they discussed were their year in review, show and critique, and social media for photographers.

### Mt. San Antonio College

Classes are led by Mt. San Antonio College instructors and are conducted at the Diamond Bar Center or Heritage Park Community Center. Mt. SAC conducts its own class registration through their Older Adults and Adults with Disabilities Department. The winter session was held January 6 through February 14. Classes included exercise, watercolor painting, gardening workshops, sewing and design, Asian quilting, and drawing.

### Senior Talks

There were eight (8) seminars during the months of January and February:

1/14	How to Get the Care You Need
1/28	SCAN Health Plan
1/21	Prop 19
2/4	Horticultural Therapy
2/10	Retire Better with Reverse Mortgage
2/11	Wills & Trusts
2/18	Medical and Long-Term Care
2/25	Facts About Annuities

### Rose Parade 2025

The excursion attracted 37 participants who started the early morning with a continental

breakfast, featuring a selection of juice, coffee, tea, bagels, fresh fruit, yogurt, donuts, and breakfast bars. The 2025 parade theme, "Best Day Ever!" set the stage for a lively and memorable experience. Attendees enjoyed the festive atmosphere, vibrant performances, and creative floats. To enhance their comfort, each participant received a Diamond Bar seat cushion, which they were able to take home as a souvenir. Additional snacks and beverages were provided for the drive home.

### Senior Dances

The Valentine's Dance welcomed 109 attendees for an evening of dining, dancing, and celebration. Guests enjoyed a delicious dinner menu of chicken marinara, vegetable succotash, fettuccine alfredo, and winter roasted vegetables. The event featured live DJ entertainment, encouraging guests to hit the dance floor and enjoy the festive atmosphere. Attendees also had the chance to win raffle prizes, adding excitement to the evening. Special handmade Valentine's Day cards from the students at Quail Summit Elementary were placed at each seat, adding to the warmth and joy of the celebration.

### Wednesday Walkers - January

In January, the group of 31 members gathered at Pantera Park for their weekly meetups, fostering a sense of community and support. To conclude the month, participants engaged in a goal-setting roundtable, where they shared their aspirations for 2025 and discussed ways to stay accountable by connecting with one another or with friends and family. The open discussion encouraged members to reflect on their personal growth and commit to meaningful goals. Some of the key objectives included losing weight, spending more time outdoors, and learning new skills. The group's enthusiasm and willingness to support one another set a positive tone for the year ahead. Participants left feeling motivated and excited to embark on their 2025 journeys, knowing they had a supportive network to keep them on track.

### Wednesday Walkers - February

In February, the group of 37 participants met at Sycamore Park, known for its fun and challenging trail that members thoroughly enjoy. This month's activities concluded with an exciting collaboration with Healthy Diamond Bar, promoting fitness and community engagement. Participants were given pedometers to track their steps, with an added incentive—for every 1,000 steps taken, they earned a raffle ticket. Prizes included yoga mats, dumbbells, and grip strengtheners, encouraging continued physical activity beyond the event. In addition to the raffle prizes, participants took home a variety of fun and useful giveaways, including a Healthy Diamond Bar shirt, breakfast items, tote bags, and chip clips. The challenge was well-received, providing motivation, camaraderie, and a rewarding experience for all.

## **Facility Reservations**

### Diamond Bar Center

The Diamond Bar Center had a great start to the year! During the typically slow months of January and February, there were 50 rentals hosted at the facility. Reservations

included; fifteen (15) birthday parties, thirteen (13) weddings, nine (9) seminars/conferences, three (3) banquets, three (3) baby showers, and seven (7) miscellaneous rentals including changing spaces, the Diamond Bar Community Foundation's Annual Gala, and a Chinese tea ceremony for a wedding. These events totaled \$131,821.52 in gross revenue.

Increased positive customer feedback has been collected through the newly implemented DBC Post Event Survey. A 100% customer satisfaction resulted from the participating surveyors and all survey participants stated that they would be "very likely" to recommend the Diamond Bar Center to their friends and colleagues.

Staff have expanded marketing efforts through creating a storefront listing on Zola, a newly popular wedding planning website. Staff have also worked closely with front desk Recreation Leaders to increase timely responses to the numerous inquiries received through multiple media platforms. Staff continue to collaborate with the Community Relations Department to further improve marketing efforts through website updates, printed marketing materials and social media. The Diamond Bar Center Instagram page is slated to launch this spring, creating a social media presence to increase client interactions, create a visual resource for event planners, educate future clients about the Center, and network with other event services vendors. Posts will include photos and videos of events, helpful tips, and trends, and "meet the team" content to connect renters with the facility rentals team. Stay tuned and follow!

#### Heritage and Pantera Park Rentals

In the months of January and February, there were nine (9) rentals of the Heritage Park Community Room and Pantera Park Activity Room. Rentals varied from birthday parties, business meetings, baby showers, and celebrations of life. Nine (9) reservations brought in \$4,753.33 in gross revenue.

#### Picnic Rentals

Over the months of January and February, City parks accommodated nine (9) picnic reservations; two (2) at Heritage Park, three (3) at Pantera Park, two (2) at Ronald Reagan Park and two (2) at Sycamore Canyon Park. In total, the nine (9) reservations brought in \$1,074.15 in gross revenue.

### **Healthy Diamond Bar**

#### Wednesday Walker Mash Up

Healthy Diamond Bar partnered with the Wednesday Walkers at Sycamore Canyon Park on February 26. Twenty participants spent the morning walking the perimeter of the park listening to music, socializing, and participating in a step challenge.

Participants received one raffle ticket for every 1,000 steps taken. There were six raffle ticket winners with two participants walking over 6,000 steps and ten participants walking over 5,000 in 45 minutes. Refreshments, Healthy Diamond Bar Tee Shirts, and

pedometers were also provided to all participants in attendance.

## **Youth Programs**

### Kinder Skills – Winter Session 1

Kinder Skills spent this session learning the importance of reducing and reusing waste in this recycling themed session. The session took place from January 13 to February 21 with thirteen total registered participants in the Monday, Wednesday, Friday class, and eight total participants in the Tuesday, Thursday class. Participants learned all about various ways to recycle, the different recycling bins, and where their trash and recycled items are taken to. Children also practiced their writing skills, their alphabet, shapes, colors, and other skills. Children created projects by reusing cardboard, plastic, paper, and more. Participants in both classes received a visit from the City's Environmental Services department where they were taught all about recycling in the City and how to sort their trash properly.

### DB 4Youth - January

The month's meeting was hosted on Tuesday, January 21 with twenty-one members in attendance. Board members began the meeting with an ice breaker. This meeting focused on the values that each member has placed on their priorities in school, personal life, and volunteering by creating a "values chart." Members also spent the meeting discussing an upcoming service project and planning the February Kids Night Out. Throughout the month, members participated in a couple of volunteer opportunities such as assisting the Environmental Services department with prepping oil filter kits on January 13 and youth basketball on Saturday mornings at South Pointe Middle School beginning on January 25. DB 4Youth meetings are now held on the third Tuesday of every month in the Windmill Room at City Hall.

### DB 4Youth - February

The month's meeting was hosted on Tuesday, February 28 with sixteen members in attendance. Members began the meeting with an ice breaker to get everyone talking: write down an unpopular opinion you have about any topic. This got everyone thinking and talking while holding a friendly debate about each anonymous opinion. The remaining of this meeting consisted of further planning and outlining their service project to be held at the Earth Day event on Saturday, April 19. This month members assisted in youth basketball on Saturday mornings at South Pointe Middle School, the Valentine's senior dance on February 13 at the Diamond Bar Center, and the Kids Night Out event on February 14.

### Kids Night Out

This heart-filled Kids Night Out event took place on Friday, February 14, where parents were able to drop off their children ages 5-12 and spend a few hours away. Participants enjoyed an evening featuring a variety of activities including pizza, decorating pretzel sticks with sprinkles and frosting, watching movies, making keychains, engaging in crafts, and playing numerous games, all organized by DB4Youth. A total of sixteen participants registered for the event.

## **Youth and Adult Sports**

### Youth Basketball

This eight-week program runs from January 25 through March 15. A total of 206 players actively participated in the annual program ranging from ages 4-13 years old. There are a total of six teams in the 6-7, 8-9, and 10-11 division. Players learned the fundamentals of basketball while playing in an organized team environment. Practices started on January 13 and took place during the week at South Pointe Middle School or Mt. Calvary Lutheran School.

Picture Day took place on January 18<sup>th</sup> in the Pantera Park Activity Room. Games started on January 25. All games have been competitive and most importantly, fun! Sportsmanship winners were selected for each division and focus on parents, coaches, and participant attitude and conduct during the games.

### Adult Volleyball – January - February

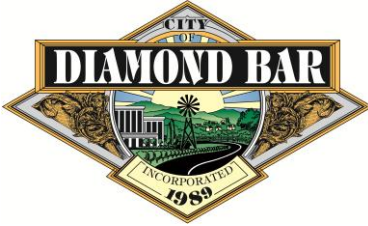
The Winter session of Adult Volleyball started on January 13 at Chaparral Middle School. Adult Volleyball remains to be a popular program with thirty-five participants enrolled in the session. Participants drop-in on Monday nights from 7:00-9:00 PM. This session has participants ranging from 22 to 70 years of age. The Winter session concludes on March 17.

The Spring session starts on March 24 and will conclude on May 19.

### Field Allocation January - February

The new year started the beginning of 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 17<sup>th</sup>.



## PARKS AND RECREATION COMMISSION AGENDA REPORT

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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 27, 2025

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

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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 window in newly remodeled office door.
- Rebuilt backflow prevention device in the water heater closet.
- Installed new flag pole halyards.
- Assisted HVAC contractor with the damper test.
- Assembled new chemical storage rack.
- Installed coat rack and storage hooks in the upper storage room.
- Repaired and adjusted window blinds in the Sycamore room.
- Repaired door hardware in the Sycamore room.
- Repaired floor mounted outlet cover in the GVBR.

- Removed damaged toilet from the lower men's restroom and installed a new one.
- Assembled new office furniture for DBC staff.
- Cleared toilet clog in the men's lower restroom.
- Repaired malfunctioning door in the GVBR.
- Inspected and cleaned roof in anticipation of rain event.
- Repaired gate to the overflow parking lot.
- Re-staked three (3) young trees blown over by the wind.
- Installed new TV monitor in the new office space.
- Removed a damaged fence post along the trail.
- Performed weekly test on wheelchair lift.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance.

### **Diamond Canyon Park**

- Removed excessive trash and debris from the parking lot.
- Performed Park/playground inspections.

### **Heritage Park**

- Repaired water supply line to drinking fountain.
- Cleared clogged urinal drain.
- Re-lamped light fixtures at the entrance to the Tiny Tot classroom.
- Inspected and cleaned roof in anticipation of rain event.
- Cleaned and lubed locks on storage enclosure gate.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

### **Larkstone Park**

- Performed Park/playground inspections.

### **Longview North Park**

- Performed Park/playground inspections.

### **Longview South Park**

- Cleared clogged drinking fountain drain line.
- Performed Park/playground inspections.

### **Maple Hill Park**

- Continues to be under construction.
- Assisted resident with keys lost in a trash can.

### **Pantera Park**

- Removed and replaced bushings on playground swing set.
- Installed 200 cu. yds. of playground woodchips in the dog parks.
- Repaired molding on the activity building doors.
- Cleared clogged urinal in the men's restroom.
- Replaced wax ring and flange on women's restroom toilet.
- Repaired gate on the tennis court.
- Cleared two (2) toilet clogs in the women's restroom.
- Unclogged the doggy drinking fountain in the large dog park.
- Installed new hasp on the batting cage entry gate.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

### **Paul C. Grow**

- Rebuilt toilet sloan valve in the women's restroom.
- Rebuilt urinal sloan valve in the men's restroom.

- Picked debris from the plumbing alley lock to restore function.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

### **Peterson Park**

- Cleared clog from men's restroom toilet (2X).
- Cleared clog from the women's ADA toilet.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

### **Ronald Reagan Park**

- Cleared clogged toilet in 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.

### **Sunset Crossing Park Site**

- Met with site rep for cleanup.

### **Sycamore Canyon Park**

- Repaired drinking fountain water supply line at the trailhead.

- Cleared clogged drinking fountain drain line near the playground.
- Cleared clogged sink in the women's restroom (2X).
- Removed graffiti from the trailhead sign.
- Assisted contractor with new access control system at park office.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

### **Washington Park**

- Removed a downed tree limb.
- Removed a large hanging tree limb from a Canary Island pine tree.
- Repaired damaged road marker adjacent to the park exterior.
- Cleared sand from drinking fountain drain line.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

### **City Hall/Library**

- Inspected and cleaned roof in anticipation of rain events.
- Repaired door hardware on City Hall men's restroom door.
- Replaced flush valve in City Hall women's restroom.
- Performed fire alarm testing.
- Hung 35<sup>th</sup> Anniversary shadow boxes in City Hall spaces.
- Replaced garbage disposal and faucet in Library staff breakroom.
- Replaced soap dispenser in Library women's restroom.
- Repaired door lock on barn door in Library children's area.
- Replaced toilet spud in the Library family restroom.
- Cleared a clogged toilet in the Library men's restroom.

- Re-lamped numerous fixtures in throughout the facility.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance.

### **Citywide**

- Side trimmed trees along Brea Canyon Cutoff at Oakcrest to clear traffic light.
- Removed a fallen tree limb from the roadway on Mountain Laurel.
- Removed a car bumper from the traffic lanes on Golden Springs.
- Removed a tire from the roadway along Brea Canyon Rd.
- Removed a dead tree on Trigger Lane.
- Removed a downed tree limb at 402 El Encino.
- Setup traffic barricades due to power outage.
- Cleaned dumped trash from 1020 Longview.
- Installed two new drains in the median along Chino Hills Parkway.
- Repaired potholes on Rancheria.
- Repaired numerus potholes along Brea Canyon Rd.
- Repaired pot holes on Larkstone Dr. and on Pathfinder Rd.
- Cleanup storm related debris along Bears Den.
- 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.