

PARKS & RECREATION COMMISSION AGENDA

January 25, 2024
6:30 PM

How to Participate in the Meeting Telephonically:
Members of the public may observe the meeting by joining on-line with telephonic access:
<https://attendee.gotowebinar.com/register/8606002192056108637>
+1 (914) 614-3221 – Access Code: 990-100-259

<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>

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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) 839-7070.

Computer access to agendas: www.diamondbarca.gov

General information: (909) 839-7070.

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

Thursday, January 25, 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

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

Wednesday, February 7, 2024 HEALTHY DIAMOND BAR – Youth Basketball Skills Challenge – 5:00 – 9:00pm – South Pointe Middle School – Diamond Bar

Thursday, February 8, 2024 SENIOR VALENTINE DANCE – 6:00pm – 9pm – Diamond Bar Center – 1600 Grand Avenue – Diamond Bar

Wednesday, February 14, 2024 CITY GOVERNMENT EXPLAINED – 6:00pm – City Hall – 21810 Copley Drive – Diamond Bar

Tuesday, February 20, 2024 CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar

Tuesday, March 5, 2024 CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar

Wednesday, March 13, 2024 HEALTHY DIAMOND BAR – Canyon Loop Trail – 9:00 – 10:00am – Diamond Bar Center – 1600 Grand Avenue – Diamond Bar

Tuesday, March 19, 2024 CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar

Thursday, March 28, 2024 PARKS AND RECREATION COMMISSION MEETING – 6:30pm – Windmill Room – 21810 Copley Drive – Diamond Bar

Saturday, March 30, 2024 BREAKFAST WITH THE BUNNY – 9:00 – 11:00am – Diamond Bar Center – 1600 Grand Avenue – Diamond Bar

1. CONSENT CALENDAR:

- 1. Minutes for Approval, and or File and Receipt**

2. INFORMATION ITEMS:

1. January Recreation Program Update

Recommended Action: Receive and file.

2. January Maintenance Report

Recommended Action: Receive and File

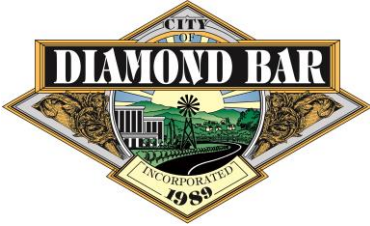
3. OLD BUSINESS: NONE**4. NEW BUSINESS:**

- A. Maple Hill Park Project
- B. Canyon Loop Trail Restoration
- C. Heritage Park Project

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: January 25, 2024

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

FROM: Robin Crawford, Community Services Coordinator

SUBJECT: Minutes for Approval, and or File and Receipt

RECOMMENDATION:

CITY OF DIAMOND BAR
MINUTES OF THE PARKS & RECREATION COMMISSION
DIAMOND BAR CITY HALL WINDMILL ROOM
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765
SEPTEMBER 28, 2023

CALL TO ORDER:

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

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

ROLL CALL: Commissioners: Saman Mahmood; Cynthia Quan, and Vice-Chair Stephen Qiu

Absent: Commissioner Isaic Ramirez and Chair Andrew Wong

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

Superintendent; Jordan Herrera, 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 July 27, 2023 Regular Meeting:

C/Quan moved, VC/Qiu seconded to approve the Regular Meeting Minutes of July 27, 2023. Motion carried by the following Roll Call vote:

AYES:	COMMISSIONERS:	Mahmood, Quan, VC/Qiu
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	Ramirez, Chair Wong

2. INFORMATIONAL ITEMS:

2.1 SEPTEMBER RECREATION PROGRAM UPDATE:

RS/Murphey presented the September Recreation Update and RS/Herrera provided an update on the 2023 summer programs.

2.2 SEPTEMBER 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 NOVEMBER 23, 2023 PARKS AND RECREATION COMMISSION MEETING:

PRD/Wright offered two recommendations for the November meeting.

Option a) cancel the November meeting and reconvene on January 25, 2024; or, Option b) reschedule the November 23, 2023 to Thursday, November 16, 2023.

Following discussion, C/Quan moved, VC/Qiu seconded, to adjourn tonight's meeting to January 25, 2024. Motion carried by the following Roll Call vote:

AYES:	COMMISSIONERS:	Mahmood, Quan, VC/Qiu
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	Ramirez, Chair Wong

5. ANNOUNCEMENTS:

C/Quan thanked staff for thoughtfully and respectfully including all age groups in the City’s programs.

C/Qiu offered kudos to the Diamond Bar staff for their work on the City’s behalf.

ADJOURNMENT: With no one objecting and no further business before the Parks and Recreation Commission, Vice Chair Qiu adjourned the meeting at 6:53 p.m.to Thursday, January 25, 2024 at 6:30 p.m.

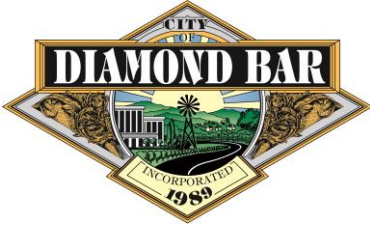
The foregoing minutes are hereby approved this _____ day of _____, 2024.

Respectfully Submitted,

Ryan Wright, Secretary

Attest:

Stephen Qiu, Vice Chair



PARKS AND RECREATION COMMISSION AGENDA REPORT

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

AGENDA ITEM NUMBER: **2.1**

MEETING DATE: January 25, 2024

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

FROM: Christy Murphey, Recreation Superintendent

SUBJECT: Janaury Recreation Program Update

RECOMMENDATION: Receive and file.

Special Events

Halloween Party

On October 28, the City held the annual Halloween Party event with over 500 people in attendance. This unique event is geared towards all Diamond Bar residents including kids, people, and pups! Everyone was treated to a variety of activities including: kiddie games (for ages 2 to 8), crafts, dog games and dog/owner costume contests. In addition, there was a large vendor fair with 23 vendors offering pet products and services.

Veterans Recognition Ceremony

The City of Diamond Bar and City Council hosted the annual event on November 8 at the Diamond Bar Center. The event started at 9 a.m. with a welcome speech from Mayor Chou, followed by the invocation from Pastor Luke Huang of Mt. Calvary Lutheran Church. The Darden Sisters performed the National Anthem, and the event proceeded with special recognition presentations from City Council and legislative representatives to eight honored veterans. In addition, a video presentation was shown highlighting four Diamond Bar Veterans and their time in the military. South Pointe Middle School Band, directed by Susan Willmering, performed a musical selection, as did The Darden Sisters performing patriotic music to close the event.

Windmill Lighting Ceremony

The event took place on Sunday, December 3 at the historic windmill located in the Diamond Bar Towne Center (intersection of Diamond Bar Blvd and Grand Ave). The event was co-sponsored by the Diamond Bar Community Foundation who provided a free ornament to all in attendance. In addition, the event was held from 5-6 p.m. and featured comments from Diamond Bar City Council, hot chocolate, coffee and refreshments, live entertainment by Diamond Ranch High School Choir and a Pack-A-Patrol Car Toy Drive organized by the Diamond Bar/Walnut Sheriff station. Over 250 people were in attendance as City Council and members of the Diamond Bar Community Foundation pulled the lever to light up the windmill to signal the start of the holiday season.

Winter Snow Fest

Pantera Park was a flurry of cheer as an estimated 2,000 people attended the Winter Snow Fest on Saturday, December 9. Children of all ages sledged down three snow hills and frolicked in a large snow play area. 100 tons of snow were used to make the snow hills and the large play area. The event also featured children's craft and games booths, local entertainment on stage, food trucks, a craft and vendor fair and of course, lots of fun! There were special visits from Santa, who posed with children at a free "selfie" station.

Community Recreation Guide

Fall Recreation Guide

The guide was delivered to homes early August. The guide covered recreation programming September through December.

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 fall session of contract classes were a hit this season, with a variety of classes and camps offered throughout the months of September through December. There were 146 sections being offered with 750 participants enrolled, bringing in gross revenue of \$86,532.80.

Adult classes gained traction this season with a total of 207 participants across 31 programs, grossing a total revenue of \$16,201. This is nearly a 41% increase in adult participation as compared to Fall 2022. Increased enrollment for adult classes is mainly credited to the popularity of new classes; Evening Yoga, Mat Pilates and Zumba.

Senior Programs

Senior Clubs

All Senior Clubs were in full swing, including indoor 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 at Heritage Park 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 and host special events that include music, dancing, and dinner. This fall they hosted two large events, including their Diwali celebration on October 15, and a New Year's Eve dinner with performances done by club members on December 31.
- 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 take place 7-9 p.m. every second Wednesday of the month at the Diamond Bar Center. Starting in January, meetings will move to the second Tuesday of each month.

Mt. San Antonio College

The Fall semester classes at the Diamond Bar Center and Heritage Park Community Center offered an array of enrichment and healthy aging courses. There was a significant interest in requests for more class space to accommodate the growing popularity of the "Quilting and Design" class on Thursday mornings. Staff are exploring the possibility of adding extra class space to the Winter schedule.

Senior Talks

Diamond Bar Senior Services proudly hosted a series Senior Talks at the Diamond Bar Center; offering a total of 17 engaging sessions, aimed at improving the well-being and knowledge of the senior community. These talks covered a range of topics including; finances, Alzheimer's, mental health, retirement, Medicare and more! The series included a social aspect as well with the Ice Cream Social in September, Fresh Cuts/free haircuts, and Donuts & Coffee, each sponsored by Anthem Blude Cross. These talks and socials exemplify the City's commitment to nurturing partnerships with organizations that share the mission to enhance the well-being and happiness of senior residents.

Senior Excursions

The senior trip to Fantasy Springs Casino had 45 eager participants in attendance on August 9. This exciting excursion promised an unforgettable experience at the renowned casino resort. Each senior was given a \$45 deposit onto their player's card. This trip was not just about trying their luck but also about fostering camaraderie among peers and enjoying the vibrant atmosphere of destination that made it a memorable senior adventure.

Senior Dances

The Halloween Costume Dance was filled with fun for the 100 seniors in attendance. The dance featured dinner, dancing, raffle prizes, and a costume contest. Title winners included the spookiest, cutest, funniest, and best couple's costume. Dinner was provided by Sabor Catering & Events Co. and included chicken, al pastor, and asada tacos, Mexican rice, pinto beans, and a chips and salsa bar. DJ Guy had the group dancing the Monster Mash and more throughout the frightful night!

The Holiday Dance sold out with 207 guests in attendance. Dinner by Cutting Edge Catering was a huge hit, including salad, turkey, ham, garlic mashed potatoes, stuffing, butter roll and dessert. The social included music dancing, raffle prizes and a surprise visit by the man himself, Santa! DJ Guy was once again on the ones and twos, keeping the dancers moving and grooving throughout the night.

Wednesday Walkers

As the Fall mornings cooled off the walking group returned to meeting at 9 a.m. Wednesday mornings September through November. Enrollment remained at a steady 25 participants with an average of about 12 – 15 members meeting each week.

In November, the Wednesday Walkers gathered for a festive holiday potluck. Together, they shared holiday stories and their favorite holiday dish. The group was dark for the month of December and scheduled to return January 3 at Pantera Park.

Facility Reservations

Diamond Bar Center

September through December of 2023 was a good end to the year. "Wedding Season" came to a close in strong fashion. The Diamond Bar Center hosted ninety-three (93) private events which rented a total of one-hundred and twenty (120) spaces. Despite the weather starting to cool down, seventeen (17) events rented outdoor spaces for ceremonies and cocktail hours. The variety of events consisted of twenty-six (26) weddings, sixteen (16) birthday parties, sixteen (16) seminars & conferences, ten (10) baby showers, seven (7) fundraisers, seven (7) holiday parties, four (4) memorials, three (3) banquets, two (2) corporate trainings, one (1) bridal shower, and one (1) graduation. Revenue across the four (4) months totaled \$304,830.46. This is a nearly nine percent (9%) increase from the same period of time in 2022, which translates to a \$26,988.88 increase in revenue. This is a testament to the team's outstanding customer service which was reflected by the positive reviews received on Yelp during that period.

Heritage and Pantera Park Rentals

In the months of September through December there were 6 rentals of the Pantera Activity Room that resulted in \$2,007.06 in gross revenue. The Heritage Community Center also had 17 rentals over the months of September through December which brought in \$9,231.17 gross revenue.

Picnic Rentals

Over the months of September through December, there were a collective total of 59 reservations throughout the available City Parks. The revenue for these four months resulted in \$4,711.81 gross revenue.

Healthy Diamond Bar

Tot Trot – September

In September, Healthy DB hosted a fun trot through Sycamore Canyon Park. Participants were guided through the Sycamore trail for an exciting adventure. There were 39 participants. Each participant got the opportunity to meet some furry friends and reptiles at the end of their trot.

Halloween Party Giveaway - October

In October, Healthy DB came out to the Halloween Party event to hand out giveaways to event participants. Healthy DB staff gave out 400 toothbrushes and 300 doggie dental treats to promote good dental hygiene and oral health.

Youth Programs

Kinder Skills – Fall

Kinder Skills began the Fall session on October 9 and concluded on November 17. There were 13 participants enrolled in the two-day class and 20 participants in the three-day class. The theme for the 6-week session was Pumpkins, Leaves and Scarecrows! Oh my! The session focused on the Fall season and different things that they might see and experience during this time of year. Children practiced their writing skills, alphabet, shapes, colors, and other Pre-K skills while learning about apples, pumpkins, and different foods associated with the season. In addition, participants had the opportunity to taste pumpkin bread and a variety of apples.

Kinder Skills – Holiday Mini Session

The holiday mini session took place from November 27 to December 22 with a total of 33 registered participants. Participants focused on tracing and writing letters during this short term while in a festive environment. As a special project, children created snow globes with their picture and artificial snow inside as a fun keepsake. Participants also had the opportunity to take pictures with a grinch theme backdrop and hold a stuffed Grinch and Max plush toy. Pictures were printed and given to parent/guardians as a holiday surprise.

DB 4Youth - September

The month's meeting was hosted on Tuesday, September 26 with 30 members in

attendance. Members began the meeting by participating in an open dialogue ice breaker. This meeting focused a lot on customer service skills and ways we can service the community. Members were presented with the opportunity to apply to become board members. All who applied would be able to interview and answer a series of questions to determine those who would best fit each position of President, Vice President, Communications Chair Persons (2), Volunteer Chairpersons (2), and Member at Large.

DB 4Youth - October

The month's meeting was held on Monday, October 30 with 26 members in attendance. Members began the meeting by being introduced to the seven new board members. Their new positions and roles within the program were also discussed with the group. This month, members assisted in putting together 800 goodie bags for the Halloween Party special event and 250 bags for the Veteran's Recognition ceremony. Members also helped to repaint the carnival games used at special events, serve drinks at the Halloween senior dance, run games at the Evergreen Fall Festival, and run games at the Halloween Party event at Pantera Park.

DB 4Youth - November

This month's meeting was held on Tuesday, November 28 with 25 members in attendance. Members began the meeting by participating in an ice breaker to encourage communication with one another. The second half of the meeting was led by the board members to encourage more leadership skills. Members discussed potential DB4Youth sweatshirts and recapping the previous month's events. During the month, members planned and helped execute our first Kid's Night Out event where parents were able to drop off their children ages 5-12 and spend a few hours away. Participants had a fun-filled night full of pizza, popcorn, movies, cookie decorating, and plenty of games all hosted by DB4Youth. A total of 21 participants registered for the event.

DB 4Youth - December 2023

For this holiday season, members put together several donation boxes to collect dry foods for the Shepherd's Pantry and pet necessities for the Inland Valley Humane Society (IVHS). Each box was decorated in wrapping paper for the holiday season with a list of the requested items from each organization. These boxes were stationed at City Hall, Heritage Park, and at the Diamond Bar Center. Additionally, we were able to coordinate with the Specialty Equipment Market Association (SEMA) to assist in collecting food for our food drive as well where they brought two large boxes worth of canned goods to donate. The food drive and pet donation boxes were available from November 13 to December 15. During that timeframe, the community donated approximately over 300 dry food goods, as well as 5 full boxes worth of blankets and toys for IVHS. All were dropped off and delivered to each organization before the Christmas holiday.

Youth and Adult Sports

Adult Volleyball – September- December

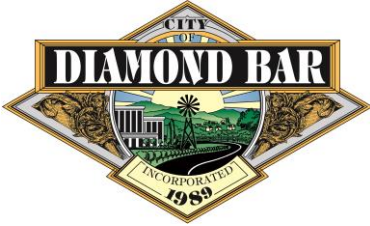
The Fall session of Adult Volleyball started on September 11 at Chaparral Middle School. Adult Volleyball remains to be a popular program with 27 participants enrolled in

the session. Participants drop-in on Monday nights from 7-9pm. The Fall session concluded on October 17.

The Winter session started on November 6 and concluded on December 11. There were 22 participants enrolled in the session.

Field Allocation September - December

Field allocation schedules for user groups were sent out for the new allocation period, January - April 2024. Seven qualifying user groups submitted allocation applications for this period. These user groups include AYSO, Diamond Bar Girls Softball, Diamond Bar Pony baseball, MVP Flag Football, Diamond Bar Soccer League, FC Hanaro (adult soccer, and Diamond Bar Blues (adult cricket). An allocation meeting was held on December 13 with the qualifying user groups to discuss the upcoming allocation period and reminders about field lights, restrooms and special request and tournament applications.



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: January 25, 2024

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

FROM: Anthony Jordan, Parks & Maintenance Superintendent

SUBJECT: January 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

- Repaired broken door handle in the GVBR.
- Replaced damaged electrical cover in the GVBR.
- Cleared and cleaned containment gutter around the emergency generator.
- Repaired sloan valve in the lower women's restroom.
- Assembled portable mirrors for dance classes.
- Cleared kitchen sink clog.
- Re-lamped sconce lighting fixtures in the GVBR and numerous fixtures throughout the facility.
- Cleared clogged toilet in lower men's restroom.

- Installed new corner guards throughout the facility.
- Patched and painted columns in the GVBR.
- Patched and painted interior hallways.
- Repaired and serviced the kitchen ice machine.
- Repaired carpet cleaning machine.
- Repaired Club Car tire and installed new windshield wiper.
- Replaced stop sign on fire access road.
- 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.

Grandview Trail

- Removed damaged lodgepole posts from the Grandview trailhead.

Heritage Park

- Repaired a leaking garbage disposal.
- Unclogged the drinking fountain adjacent to the basketball courts. Cleared clogged fountain adjacent to the restroom building.
- Cleared slow draining sinks in exterior restrooms.
- Adjusted water flow in men's restroom sink.
- Performed displacement grinding at various park locations.
- Replaced missing bolt caps on playground equipment.
- Repaired cabinet door and hinge in the Tiny Tot classroom.
- Performed Park/playground inspections.

- Performed monthly exterior lighting maintenance.

Larkstone Park

- Removed downed and damaged lodgepole fencing at park perimeter.
- Cleaned firework residue and debris from men's restroom.
- Performed Park/playground inspections.

Longview North Park

- Performed various displacement grinds.
- Performed Park/playground inspections.

Longview South Park

- Performed various displacement grinds.
- Performed Park/playground inspections.

Lorbeer Middle School

Maple Hill Park

- Installed new vacuum breaker tube on women's non-ADA toilet sloan valve. Cleared clogged toilet.
- Rebuilt sloan valve at women's ADA toilet.
- Cleared clogged men's restroom sink.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Pantera Park

- Raised pear tree obstructing the sidewalk along Bowcreek.
- Repaired chipped concrete reveal adjacent to play structures.
- Replaced a missing drinking fountain actuator button.
- Repaired window shade in activity room.
- Cleared slow draining sink drains in restrooms.

- Assisted with the set up and operation of the Winter Snow Fest.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Paul C. Grow

- Repaired water leak on men's restroom sink.
- Lubricated door locks to restrooms and plumbing alley.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Peterson Park

- Repaired leaking drinking fountain adjacent to the softball fields.
- Installed new "Doggy Walk" bag dispenser adjacent to the playground.
- Cleared clogged urinal in the men's restroom.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Ronald Reagan Park

- Re-lamped lighting fixtures in the women's restroom.
- Performed various displacement grinds throughout the facility.
- Replaced missing bolt caps on the play structure.
- Performed monthly exterior lighting maintenance.

Silvertip Park

- Performed five (5) displacement grinds throughout the facility.
- Performed Park/playground inspections.

Stardust Mini-Park

- Removed Covid-19 sign post.

- Performed Park/playground inspections.

Starshine Park

- Performed various displacement grinds.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Summitridge Park

- Performed Park inspections.

Sycamore Canyon Park

- Removed graffiti from trashcan adjacent to softball field.
- Installed hand hole cover on light pole at lower parking lot.
- Cleared sink clog in men's restroom.
- Installed missing electrical cover plate.
- Cut and removed a large fallen limb from the v-ditch adjacent to the upper parking lot.
- Repaired a leaking supply line on the building mounted drinking fountain.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Washington Park

- Repaired two (2) downed fence rails.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

City Hall/Library

- Located and patched numerous roof leaks.
- Hung mayor portrait along Council office corridor.
- Re-lamped code enforcement area in city hall.

- Re-placed 25 lamps in various library spaces.
- Assisted Pyro Comm with replacement of malfunctioning fire alarm sensor in employee break room.
- Replaced a coat hanger in the Library staff restroom. Re-lamped restroom.
- Rebuilt two toilets in the library women's restroom.
- Rebuilt sloan valve in City Hall men's restroom.
- Cleared sink clog in City Hall janitor's closet.
- Replaced batteries in the library automatic soap dispensers.
- Cleared a sink clog in the library women's restroom.
- Re-lamped city hall men's restroom.
- Re-lamped upstairs lobby light fixtures.
- Replaced numerous malfunctioning lighting ballasts throughout the facility.
- Cleaned/organized storage room 101.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance.

Citywide

- Replaced delineators on Grand Ave at Cleghorn.
- Changed out residential street name signs in area 3.
- Painted new red curbs on Montefino and Porto Grande.
- Painted new red curbs at Golden Prados at Camaritas.
- Repaired two (2) bollards at bus stop adjacent to 1196 Grand Ave.
- Repaired numerous pot holes along Pathfinder, Brea Canyon Cutoff, Grand Ave., Sunset Crossing, and Diamond Bar Bl.
- 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.