

PARKS & RECREATION COMMISSION AGENDA

January 23, 2025
6:30 PM

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<https://attendee.gotowebinar.com/register/5496235871098663765>
+1 (562) 247-8321 – Access Code: 774-520-435

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

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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. 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) 839-7070.

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

Thursday, January 23, 2025

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, Salo, Worthington, Vice-Chair Wong, and Chair Quan

MATTERS FROM THE AUDIENCE:

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

CALENDAR OF EVENTS:

Tuesday, February 4, 2025

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

Thursday, February 13, 2025

SENIOR VALENTINE DANCE – 6:00pm –
9:00pm – Diamond Bar Center – 1600
Grand Avenue – Diamond Bar

Friday, February 14, 2025

KIDS NIGHT OUT – 5:30pm – 9:30pm –
Pantera Park Community Room – 738
Pantera Drive – Diamond Bar

Monday, February 17, 2025

PRESIDENTS DAY - CLOSED – City Hall
and the Diamond Bar Center will be closed

Tuesday, February 18, 2025

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

Wednesday, February 26, 2025

HEALTHY DIAMOND BAR – Wednesday
Walkers Mashup – 8:30am – 9:30am -
Sycamore Canyon Park – 22930 Golden
Springs Drive – Diamond Bar

Tuesday, March 4, 2025

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

Saturday, March 8, 2025

SUMMER PROGRAMS OPEN HOUSE –
9:00am – 12:00pm – Diamond Bar Center
– 1600 Grand Avenue – Diamond Bar

Tuesday, March 18, 2025

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

Wednesday, March 19, 2025

HEALTHY DIAMOND BAR – Yappy Hour
– 4:00pm – 6:00pm – Pantera Park Dog
Park – 738 Pantera Drive – Diamond Bar

Thursday, March 27, 2025

PARKS AND RECREATION
COMMISSION MEETING – 6:30pm – City
Hall Windmill Room – 21810 Copley Drive
– Diamond Bar

1. CONSENT CALENDAR:

1. Minutes for Approval, and or File and Receipt

Recommended Action: Approval of Minutes for the September 28, 2024 Regular Meeting:

2. INFORMATION ITEMS:**1. January Recreation Program Update**

Recommended Action: Receive and file.

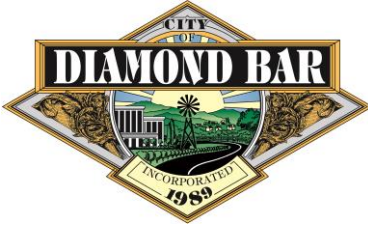
2. January Maintenance Report

Recommended Action: Receive and File

3. OLD BUSINESS: NONE**4. NEW BUSINESS: 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: January 23, 2025

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

FROM: Robin Crawford, Parks & Recreation
Administrative Coordinator

SUBJECT: Minutes for Approval, and or File and Receipt

RECOMMENDATION: Approval of Minutes for the September 28, 2024 Regular Meeting:

**CITY OF DIAMOND BAR
MINUTES OF THE PARKS & RECREATION COMMISSION
SCAQMD – ROOM CC-8
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
September 26, 2024**

CALL TO ORDER:

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

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

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

Absent: Commissioners: Vice-Chair Andrew Wong

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

Jessica Rayela, Recreation Coordinator; Robin Crawford, Administrative Coordinator

PUBLIC COMMENTS: Gary Busted representing AYSO – Diamond Bar; offered compliments to staff on their hard work and dedication to youth sports in Diamond Bar.

CALENDAR OF EVENTS: PRD Wright presented the Calendar of Events

1. CONSENT CALENDAR:

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

Commissioner Worthington moved; Commissioner Mahmood seconded to approve the Regular Meeting Minutes of July 25, 2024. Motion carried by the following Roll Call vote:

AYES: COMMISSIONERS: Mahmood, Quan, Worthington

ABSTAIN: COMMISSIONERS: Salo

ABSENT: COMMISSIONERS: Wong

2. INFORMATIONAL ITEMS:

2.1 SEPTEMBER RECREATION PROGRAM UPDATE:

RS/Murphey presented the July and August Recreation Update and RC/Rayela provided an update on summer day camp and special events held over the summer and upcoming for fall.

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 2024 Commission Meeting Schedule

PRD/Wright offered two recommendations for the November meeting.

Following discussion Commissioner Salo moved; Chair Quan seconded to adjourn tonight's meeting to January 23, 2025. Motion carried by the following Roll Call vote:

AYES: COMMISSIONERS: Mahmood, Quan, Salo

ABSTAIN: COMMISSIONERS: Worthington

ABSENT: COMMISSIONERS: Wong

4.2 Maple Hill Project Update

PRD/Wright provided information and tentative timeline for the playground, restrooms, landscape, and basketball resurfacing at Maple Hill Park.

5. ANNOUNCEMENTS: Commissioner Worthington announced the Diamond Friends of the Library annual Wine Soiree is on October 6 and hosted at the Diamond Bar Library .

ADJOURNMENT: With no one objecting and no further business before the Parks and Recreation Commission, Chair Quan adjourned the meeting at 7:00 p.m.to Thursday, January 23, 2025 at 6:30 p.m.

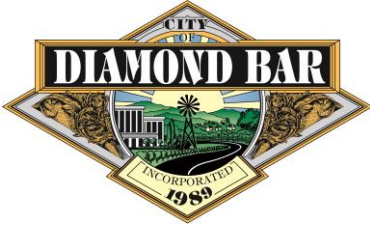
The foregoing minutes are hereby approved this _____ day of _____, 2025.

Respectfully Submitted,

Ryan Wright, Secretary

Attest:

Cynthia Quan, Chai



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 23, 2025

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

FROM: Christy Murphey, Recreation Superintendent

SUBJECT: January Recreation Program Update

RECOMMENDATION: Receive and file.

Special Events

Halloween Party

On October 26, the City held the annual Halloween Party event with over 800 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 25 vendors offering pet products and services.

Veterans Recognition Ceremony

The City of Diamond Bar and City Council hosted the annual event on November 7 at the Diamond Bar Center. The event started at 9 a.m. with a welcome speech from Mayor Chou, followed by the invocation from Father John Palmer of St. Denis Catholic Church. The Darden Sisters performed the National Anthem, and the event proceeded with special recognition presentations from City Council and legislative representatives to nine 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 Saturday, December 7 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 cookies from Crumbl, live entertainment by the Pomona Unified District Choir, and a Pack-A-Patrol Car Toy Drive organized by the Diamond Bar/Walnut Sheriff station. Over 300 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

On Saturday, December 7, Pantera Park transformed into a winter wonderland as approximately 1,500 community members gathered for the annual Winter Snow Fest. The event featured an impressive 100 tons of snow, which created three large sledding hills and a spacious snow play area, providing endless entertainment for children and adults alike.

In addition to the snowy attractions, the event offered game and craft activities for children. The craft fair and non-profit information booth showcased local artisans and organizations. Live performances by local entertainers on the main stage showcased local organizations and local talent.

A highlight for many was the appearance of "Flurry," the sledding penguin, who was available for photos, delighting families and adding a unique charm to the event. Santa Claus also made special visits, posing for photos with children at a free selfie station, creating cherished memories for all.

Community Recreation Guide

Fall Recreation Guide

The Fall Recreation Guide, covering programming from September through December 2024, was delivered to homes in early August.

Winter-Spring Recreation Guide

The Winter-Spring Recreation Guide, detailing programs from January through mid-May 2025, was delivered to homes in early December.

Recreation Classes

Recreation Classes – Fall Session

The fall session of contract classes took place over the course of the months of September through December. There were 164 sections offered with 688 participants enrolled bringing in \$83,774 gross revenue. This fall the City had a variety of classes begin with a few new instructors including our new partnership with Fit Body Bootcamp. Veteran instructor, Geri Keller, also offered her popular holiday theme cookie decorating classes this year. Overall, Fall 2024 Contract Classes offered lots of fun for those of all

ages in the Diamond Bar community.

Senior Programs

Senior Clubs

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

Senior Clubs

All Senior Clubs are 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 thru Friday. Activities include karaoke, mahjong, gardening, and more. They hosted their Quarterly Birthday on December 12 with over 300 people in attendance. They performed their ballroom dance routines, showcased their calligraphy art and China Painting, along with cultural performances.
- Diamond Age Seniors have returned to their regularly scheduled programming at Heritage Park. They held their end of the year celebration on December 11th where they held their dancing classes, karaoke, and cultural dancing with store bought snacks.
- 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. For the months of September through December there have been monthly and weekly activities to engage members. For the month of September, they celebrated Hispanic Heritage Month and had a luncheon with tacos, rice, and beans. In October they had a costume contest along with a small backdrop to take pictures of all the members. November, they hosted a Thanksgiving luncheon catered by Vista Pointe Deli. Lastly, in December they had a holiday party to end the year. There was a caricature artist and a small holiday performance by the Diamond Bar High School Choir.
- Sunshine Seniors meet at the Diamond Bar Center on Sundays. Activities include yoga, Zumba, and private evening events. During their Garba on September 29, they had about 300 people in attendance. They had a catered dinner provided by BAPS and multiple cultural dance performances along with musicians to celebrate their holy holiday. The club unanimously decided not to host their New Years party moving forward, due to increased health concerns during the holidays.
- Super Diamond Age meets on Tuesdays and Fridays to play mahjong, dancing, and karaoke. They have added a new class to their schedule which included Tai Chi with fans. They were able to demonstrate the class at the Senior Health Day on November 13 as an opportunity to engage the audience and receive more sign-ups for their club. They had a few sign ups on the day of the event which deemed as a success! During our yearly meeting in October, we discussed a possibility of hosting an event in the Ballroom at the Diamond Bar Center,

however, details have not been confirmed.

- The Federation of Hindus Association meets at the Diamond Bar Center on the fourth Saturday of the month from 5-10 pm. Activities include music, dance, and dinner. There was an interest in hosting a similar event to the Sunshine Seniors' Diwali celebration, however, it seems it might be a conversation for next year. We discussed the policies and what pricing would look like.
- 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 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 Stitching the landscape, Macro Photography, and Drone Photography.

Mt. San Antonio College

Representatives from Mt. SAC participated in the Senior Health Day event on November 13, offering valuable information and guidance to the seniors in attendance. During the event, discussions took place regarding the location of the Healthy Aging class held on Mondays at Heritage Park. With a significant number of students attending both this class and the 9 a.m. class at the Diamond Bar Center, there have been considerations to relocate the Heritage Park class to the Diamond Bar Center. This change remains under review and will be finalized prior to Mt. SAC's Spring session.

Senior Talks

There were nineteen (19) seminars during the months of September through December:

- 9/4 Talk with an Attorney
- 9/16 Music Appreciation: Genres of Music
- 9/17 How to Cope
- 9/23 Fresh Cuts
- 9/24 AgingNext
- 9/30 10 Things You Should Know About Planning a Life Celebration
- 10/1 How to Avoid Hospital Trips
- 10/8 Let's De-Stress
- 10/15 Diabetes
- 10/21 Holiday Blues
- 10/28 Navigating Through 2025 AEP Enrollment Options
- 10/29 Wills and Trusts
- 11/13 Chronic Obstructive Pulmonary Disease
- 11/4 Medicare 101
- 11/5 Wills and Trusts
- 11/12 Retirement Income
- 11/26 Healthy Brain Habits
- 12/4 Talk with an Attorney
- 12/9 Late-Life Transitions

Senior Excursions - Riley's Farm 9/25

The excursion attracted 40 participants who enjoyed a delightful day at the farm. Attendees had the opportunity to pick apples, explore the grounds, and sample a variety of fresh local produce. A highlight of the visit was an engaging apple cider pressing demonstration, allowing participants to learn about the process firsthand. The experience was further enhanced by a delicious farm-to-table meal featuring apple pie, chicken pot pie, braised beef, and a unique apples-and-sausage dish. It was a memorable outing that combined education, relaxation, and exceptional food.

Senior Excursions - The Huntington Library, Art Museum, and Botanical Gardens

A group of 26 participants enjoyed a serene and picturesque day exploring the Gardens. They strolled through the stunning landscapes, taking in the beauty of the meticulously maintained gardens and appreciating the diverse scenery the venue had to offer. It was a day of relaxation and inspiration in a truly breathtaking setting!

Senior Excursions - Mission Inn 12/14

This sold-out excursion brought 45 participants of all ages to experience the enchanting holiday lights at the Mission. Attendees were treated to a variety of performances, including jazz musicians and carolers, creating a festive and joyous atmosphere. The Mission also offered stunning photo opportunities, perfect for capturing holiday memories. Participants strolled through the beautifully illuminated Mission and its surrounding areas, soaking in the holiday spirit and enjoying delicious dining options both within and near the venue. It was a delightful evening filled with charm, music, and seasonal cheer.

Senior Dances – September 9/19

The September senior dance was a resounding success, bringing together the community for a lively evening of 80s-themed fun! With 79 attendees dancing the night away to classic hits, the event was a true blast from the past. Guests also enjoyed a delicious meal from Stonefire Grill, featuring lemon chicken, fresh salad, flavorful pasta, and perfectly cooked veggies. It was a night to remember, filled with great food, music, and memories!

Senior Dances – October 10/17

The Halloween celebration was a spooktacular hit, drawing in 84 attendees for a night of festive fun and delicious food! Guests enjoyed a mouthwatering feast from Tiscareno's Tacos, complete with flavorful rice, beans, crispy chips, zesty salsa, and fresh salad. The evening was filled with great company, Halloween spirit, a costume contest, and plenty of treats to make it a frightfully fantastic event!

Senior Dances – December 12/12

The Holiday Dance was a magical evening to close out the year, with a remarkable 248 attendees spreading festive cheer! Guests enjoyed a delightful holiday feast featuring chicken marsala, fresh veggies, crisp salad, fluffy mashed potatoes, warm dinner rolls, and refreshing lemonade. To top it all off, a surprise appearance by Santa Claus added

an extra touch of joy, making the night truly unforgettable. It was a perfect celebration of community, holiday spirit, and togetherness!

Wednesday Walkers

The Wednesday Walkers had a fantastic few months filled with community, fitness, and fun! In September, 40 participants gathered at Peterson Park to kick off the season. October brought another 40 walkers to Heritage Park, where everyone dressed in pink to honor Breast Cancer Awareness Month. In November, 30 participants enjoyed the scenic trails at Pantera Park, wrapping up the month with a delightful potluck. Each month brought its own unique charm, creating memorable moments for all involved!

Senior Resource Day 11/13

Senior Health Day was a tremendous success, drawing approximately 265 attendees and featuring 42 vendors offering a diverse array of health-related services and products. Vendors included prominent organizations such as Club Pilates, Mt. SAC, Optum, as well as experts in dental and hearing care. The event generated \$600 in revenue from booth sales and provided attendees with valuable health screenings, including assessments for high blood pressure, glucose levels, and oral cancer. Additionally, Kaiser generously offered free flu shots to all participants, regardless of membership status. It was a day dedicated to promoting wellness and community engagement!

Facility Reservations

Diamond Bar Center

For the months of September through December 2024 there were eighty-four (84) room rentals at the Diamond Bar Center. This generated \$275,146.64 gross revenue. The breakdown of the events is as follows: fifteen (15) Weddings, six (6) quinceaneras, seventeen (17) birthday parties, four (4) changing rooms, ten (10) banquets, ten (10) company holiday parties, twenty (20) seminars, the Walnut Valley Education Foundation's annual Teddy Bear Tea Fundraiser and the City of Diamond Bar & Diamond Bar Community Foundation's co-sponsored Beerfest.

Diamond Bar Center staff also performed a number of maintenance items during the last two weeks of December. This included updating table counts, cleaning equipment, and repairs throughout the facility.

In December, staff revamped monitoring customer satisfaction through Survey Monkey. A link to the Diamond Bar Center's new survey is shared with clients via email, following their event. This email also includes a warm "Thank you" and links to the Center's most popular review sites; Yelp and Google.

The facilities team has also began working on developing more of a social media presence through creating Diamond Bar Center marketing posts to share on the City of Diamond Bar's media pages. This will help further build the brand and reputation of the Diamond Bar Center.

Wedding & Event Expo

On October 20, the Diamond Bar Center held its first newly titled *Wedding & Event Expo*. The versatility of the Diamond Bar Center lends to the vast variety of clients and events hosted at the location, from elegant events like weddings and quinceaneras, to more casual events like corporate meetings and banquets. This rebranding of the previously known *Bridal Show*, opened up the opportunity for more diversity of guests and vendors to participate. The event was open to the community and renters alike, presenting an afternoon to shop vendors for their upcoming events, sample goods and visualize the Center in a dressed and decorated state. This year there were many incentives for guests to enjoy at the Expo including free custom bouquets, boba drink samples, a variety of food samples, multiple varieties of photo booths and more. The event's MC, from Entertainment Express, assisted in moving the show along with announcements, music, and fun interactive games. Vendors also donated prizes that guests had the chance to win by submitting a completed vendor passport. Overall, there were forty-two (42) vendors on display for the over three hundred (300) guests to explore in a very successful first event.

Wedding MBA

In November, three (3) members of the Facilities team made the journey to Las Vegas for the annual Wedding Merchants Business Academy (WMBA). This conference is forged by leading experts in the wedding industry with the goal of sharing their knowledge to help merchants position their businesses and staff for success. Over the course of three (3) days, Diamond Bar staff absorbed knowledge from guest speakers, a variety of vendors, and other wedding industry professionals to gain new insights and find new ways to attract and retain clients for the Diamond Bar Center. While the Diamond Bar Center is not just a wedding venue, weddings do lead our clientele. The WMBA allowed staff to surround themselves to preview the hottest trends for 2025 and learning how to incorporate those trends into marketing tactics that can transcend a variety of events. The conference emphasized being able to create personal connections with potential clients to close deals and utilizing technology like AI and social media to dominate the saturated market of competing venues. Overall, this brief but jam-packed trip was extremely beneficial to the team as it provided new perspectives and gave inspiration for new ideas for the Diamond Bar Center to offer the best product possible in all facets.

Heritage and Pantera Park Rentals

In the months of September, October, November, and December, there were thirty (30) rentals of the Heritage Park Community Room and Pantera Park Activity Room. Our numerous rentals varied from birthday parties, business meetings, baby showers, and celebrations of life. The total gross revenue for these reservations was \$14,652.60.

Picnic Rentals

Over the months of September, October, November, and December, City picnic rental spaces accommodated fifty-two (52) picnic reservations; one (1) at Maple Hill Park, eleven (11) at Heritage Park, eight (8) at Pantera Park, six (6) at Peterson Park, twelve (12) at Ronald Reagan Park, and fourteen (14) at Sycamore Canyon Park. Total gross revenue for these reservations was \$4,164.00.

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 18 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.

Pantera Trail Hike - November

On November 21, Healthy DB led a hike along the scenic Pantera Park trail. The 17 participants enjoyed the fresh morning air and were led by two leaders for the 1.7-mile roundtrip. In addition, all participants received a Healthy Diamond Bar t-shirt and water bottle.

Youth Programs

Kinder Skills – Fall Session 1

Fall Session 1, Game On, ran from August 26 to September 27 with seven registered participants in the Monday, Wednesday, and Friday class, and 10 total participants in the Tuesday, and Thursday class. Participants learned all about different sports, how to play them, and the equipment they require. Children practiced their writing skills, their alphabet, shapes, colors, and other skills while learning how to swing a ping pong paddle and a baseball bat.

Kinder Skills – Fall Session 2

Kinder Skills had its Fall Session 2, Out on the Farm, from October 7 to November 8 with 12 registered participants in the Monday, Wednesday, and Friday class, and 11 total registered participants in the Tuesday, and Thursday class. Participants learned about life on the farm, from the animals to the farmers. Children practiced their writing skills, their alphabet, shapes, colors, and other skills while learning about farm animals, what phonic sounds they make, words that begin with those letters, and making sentences with the words. One by one, children had the opportunity to take a ride around Heritage Park in a wagon to feel like a real-life hay ride. Participants were also able to dress up in their Halloween costumes and exchange books and treats with one another.

Kinder Skills – Holiday Mini Session

Kinder Skills had its holiday-themed mini session, Winter Wonderland, from November 18 to December 20 with 7 registered participants in the Monday, Wednesday, and Friday class, and 12 total registered participants in the Tuesday, and Thursday class. Participants learned about the holiday and cold season while focusing on tracing and

writing. Children practiced their writing skills, their alphabet, shapes, colors, and other skills while reviewing all the topics they learned throughout the year. Children created snow globes with their picture and artificial snow inside to gift to their parent/guardians. Children also took class pictures that were framed and sent home as ornaments.

DB 4Youth - September

The month's meeting was held on Tuesday, September 24 with 20 members in attendance. Members began the meeting by participating in a teamwork driven icebreaker. This meeting focused on introductions of new members, an explanation of the program, and the 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 who would best fit each position of President, Vice President, Communications chairperson, Volunteer Chairperson, and Member at Large.

DB 4Youth - October

This month's meeting was hosted on Tuesday, October 29 with 22 members in attendance. Members began the meeting by being introduced to the new board members. Their new positions and roles within the program were discussed with the group. This month, members assisted in putting together 1,200 goodie bags for both the Halloween Party special event and the Veteran's ceremony. Members also helped to assist with the Kids Night Out event, served refreshments at the Halloween-themed senior dance, ran games at the Evergreen Family Fall Festival, and ran games at the City's Halloween Party event at Pantera Park.

DB 4Youth - November

This month's meeting was hosted on Tuesday, November 26 with 20 members in attendance. Members began the meeting by participating in a fun icebreaker focusing on socializing with one another. The second half of the meeting was led by the board members to encourage more leadership skills. Members discussed recapping the previous month's events and planned out the next upcoming Kids Night Out. During the month, members assisted in volunteering at the Thanksgiving Mini Camp and participated in the hike and trail clean-up of Sycamore Canyon Park.

DB 4Youth - December

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 the Diamond Bar Center. Additionally, we were able to collaborate with the senior community where they brought in canned foods to earn extra raffle tickets at their holiday dance. The food drive and pet donation boxes were available from November 6, 2024, to December 13, 2024. During that timeframe, the community donated several boxes full of approximately over 200 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. DB4Y was also seen volunteering at the holiday Kids Night Out as well as at the Quail Summit Winter

Wonderland event—both events on December 13.

Kids Night Out - October

This spooky Halloween-themed Kids Night Out event took place on Friday, October 11 at the Pantera activity room 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, pudding cups, movies, a Lego building, a costume fashion show, and plenty of games all hosted by DB4Youth. A total of 16 participants registered for the event.

Kids Night Out - December

This festive holiday-themed Kids Night Out event took place on Friday, December 13 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 crafts, marshmallows, movies, games, treats, pizza, and more. This event was planned out and hosted by DB4Youth. A total of 17 participants registered for the event.

Thanksgiving Mini Camp - November

For the first time, the City held a mini-camp during the Thanksgiving school break. This mini-camp took place over three days from November 25 to November 27 from 8am-5pm. This jam-packed camp was for children ages 6-12 years old to be able to have a fun and memorable time during their school break. Children spent the three days partaking in various activities such as crafts, games, an obstacle course, building contraptions for the egg drop contest, coding robots with the Diamond Bar Library, and building giant forts out of cardboard! This three-day event had a total of 21 registered participants.

Youth and Adult Sports

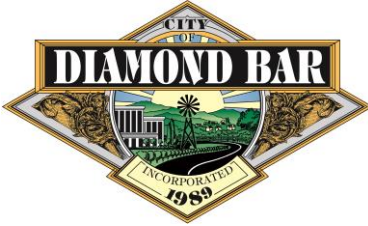
Adult Volleyball – September- December

The Fall session of Adult Volleyball started on September 9 at Chaparral Middle School. Adult Volleyball remains to be a popular program with 35 participants enrolled in the session. Participants drop in on Monday nights from 7pm-9pm. The session concluded on October 28.

The Winter session started on November 4 and concluded on December 16. There were 35 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 2025. 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 18 with the qualifying user groups to discuss the upcoming allocation period and reminders about field lights' special requests 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 23, 2025

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

- Assisted contractors with the finalization of 90-ton HVAC upgrade (Air-Ex).
- Assisted with the installation and troubleshooting of new boiler system.
- Repaired motion sensor for GVBR lighting.
- Prepped and touch-up painted the facility in anticipation of the State of the City event.
- Installed a lock out/tag out cabinet.
- Installed new baby changing station in the lower men's restroom. Installed three additional stations.
- Cleared clogged toilet in lower men's restroom.

- Cleared office spaces in anticipation of office remodel.
- Repaired and adjusted multiple doors in the GVBR.
- Repaired door lock in the Sycamore room.
- Replaced angle stops and faucet in the Maple room.
- 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

- Installed two flushometer kits in women's restroom toilets.
- Cleared clogged drinking fountain at basketball courts.
- Cleared clogged toilet in exterior men's restroom.
- Cleared clogged urinal in exterior men's restroom.
- Cleared sink drain lines in the exterior restrooms.
- Re-installed walkway bollard and installed new padlock.
- Installed updated exterior building lights (Maple Hill salvage).
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Larkstone Park

- Installed new flush kit in the men's restroom toilet.
- Performed Park/playground inspections.

Longview North Park

- Performed Park/playground inspections.

Longview South Park

- Performed Park/playground inspections.

Maple Hill Park

- Cleared clogged toilet in men's restroom ADA stall.
- Salvaged exterior lights in anticipation of restroom and playground renovation project.
- Salvaged and re-used parts from Big Belly trash cans for use at Peterson Park.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Pantera Park

- Rebuilt two leaking toilets in the women's restroom.
- Treated the park for fire ants (contractor).
- Cleared clogged toilet in the women's restroom.
- Assisted with the setup and operation of the City's Winter Snow Fest event.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Paul C. Grow

- Repaired drinking fountain push button actuator.
- Cleared clogged drinking fountain drain lines.
- Repaired a leaking supply line for the men's restroom sink that was leaking into the plumbing alley.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Peterson Park

- Cleared clogged women's restroom toilet.

- Assisted contractor with installation of new toilets, urinals and sinks in the men's and women's restrooms.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Ronald Reagan Park

- Reinstalled missing basketball net.
- Cleared clogged toilet in the women's restroom.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Silvertip Park

- Replaced drinking fountain and installed new valve and drain line.
- Performed Park/playground inspections.

Stardust Mini-Park

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

Starshine Park

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

Summitridge Park

- Performed Park inspections.

Sycamore Canyon Park

- Installed new site furnishings including benches, picnic tables, barbeques and trash receptacles.
- Cleared clogged drinking fountain drain line.
- Replaced faucet in men's restroom janitor closet.

- Installed lock out tag out cabinet.
- Pressure washed picnic areas.
- Cleared clogged sink in men's restroom.
- Replaced drinking fountain valve and actuator button adjacent to the ball field.
- Inspected the hiking trail to locate damaged lodgepole fence sections.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Washington Park

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

City Hall/Library

- Repaired/replaced damaged drywall in employee breakroom. Painted walls to match existing and installed new wall guards.
- Cleaned roof top security camera lenses.
- Received and staged metal pallets for storage yard.
- Replaced one automatic soap dispenser.
- Cleared clogged toilet in Library spaces.
- Re-lamped multiple light fixtures and replaced multiple ballasts in the Library spaces.
- Measured, procured and installed new window blinds in the Canyon conference room.
- Reset facility clocks for change from DST.
- Accepted delivery of and unloaded new computer monitors for City Hall.
- Performed monthly emergency generator test and regularly scheduled maintenance.

- Performed monthly exterior lighting maintenance.

Citywide

- Repaired numerous potholes along Pathfinder Rd. at Brea Canyon Rd.
- Repaired numerous potholes adjacent to Diamond Bar High School.
- Assisted stray newborn calf back into Tres Hermanos Ranch area.
- Assisted CHP with traffic control related to shooting at the Park and Ride at Pathfinder Rd. and Brea Canyon.
- Trimmed tree at Evergreen Springs at Pathfinder.
- Replaced post, anchor and signs on Diamond Bar at Silver Hawk.
- 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.