



City of Diamond Bar Parks and Recreation Commission Agenda

Cynthia Quan, Chair
Saman Mahmood, Vice Chair
Lee Mao, Commissioner
Andrew Wong, Commissioner
David Wu, Commissioner

Meeting Date: Thursday, September 25, 2025

Regular Meeting 6:30 p.m.

**Diamond Bar City Hall – Windmill Community Room
21810 Copley Drive, Diamond Bar CA 91765**

WELCOME TO A MEETING OF THE DIAMOND BAR PARKS AND RECREATION COMMISSION

Meetings are open to the public, and you are invited to attend and participate.

Agendas for regular Parks and Recreation (P&R) 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. The Parks and Recreation Commission may take action on any item listed on the agenda.

HOW TO ACCESS THE MEETING REMOTELY

Listen-Only: Call +1 (415) 655-0052, Access Code: 596-696-960

Participate: [Join Go To Webinar](https://attendee.gotowebinar.com/register/4133846411044341599)
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RESOURCES

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AMERICANS WITH DISABILITY ACT ACCOMODATION

In compliance with the Americans with Disabilities Act, if you need special assistance, a disability-related modification or accommodation, agenda materials in an alternative format, or auxiliary aids to participate in this meeting, please contact the Parks and Recreation Department at 909-839-7070 or recreation@diamondbarca.gov as soon as possible. Providing at least 72 hours' notice will help ensure that reasonable arrangements can be made.

PUBLIC INPUT

The public may provide public comment by attending the meeting in person, by sending an email, or by logging into the teleconference. Please email public comments to the Parks and Recreation Commission at recreation@diamondbarca.gov by 4:00 p.m. on the day of the meeting and indicate in the Subject Line "FOR PUBLIC COMMENT." Written comments will be distributed to the Parks and

Recreation Commission and noted for the record at the meeting. Please note that the meeting will proceed at Diamond Bar City Hall – Windmill Community Room should comments by teleconferencing become infeasible due to an internet or power outage or due to technical problems outside the City's control. If you wish to make certain that your comments are heard, please attend the meeting in person or send an email by 4:00 p.m. on the day of the meeting/hearing.

Speakers are limited to five (5) minutes per agenda item, unless the Chairperson determines otherwise. The Chairperson 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 considerations. Speakers may address the Parks and Recreation Commission only once on an agenda item, except during public hearings, when the applicant/appellant may be afforded a rebuttal. Any material to be submitted to the Parks and Recreation Commission at the meeting should be submitted through the Administrative Coordinator.

Public comments must be directed to the Parks and Recreation Commission. A person who disrupts the orderly conduct of the meeting after being warned by the Chairperson or the Chairperson's designee that their behavior is disrupting the meeting may result in the person being removed from the meeting.

1. CALL TO ORDER: 6:30 p.m., Windmill Room**PLEDGE OF ALLEGIANCE:****ROLL CALL:** Commissioners Mao, Wong, Wu, Vice-Chair Mahmood, and Chair Quan**2. PUBLIC COMMENTS:**

“Public Comments” is the time reserved on each regular meeting agenda to provide an opportunity for members of the public to directly address the Parks and Recreation Commission on Consent Calendar items or other matters of interest not on the agenda that are within the subject matter jurisdiction of the Parks and Recreation Commission. Although the Parks and Recreation Commission values your comments, pursuant to the Brown Act, members of the Parks and Recreation Commission may briefly respond to public comments if necessary, but no extended discussion and no action on such matters may take place. There is a five-minute maximum time limit when addressing the Parks and Recreation Commission.

3. SCHEDULE OF FUTURE EVENTS:

- 3.1 Tuesday, October 7, 2025 City Council Meeting - 6:30pm - AQMD Main Auditorium - 21865 Copley Drive - Diamond Bar
- 3.2 Wednesday, October 15, 2025 State of the City Address - 5:30pm - Diamond Bar Center - 1600 Grand Avenue - Diamond Bar
- 3.3 Thursday, October 16, 2025 Halloween Costume Dance - 5:30 - 9:30pm - Diamond Bar Center - 1600 Grand Avenue - Diamond Bar
- 3.4 Tuesday, October 21, 2025 City Council Meeting - 6:30pm - AQMD Main Auditorium - 21865 Copley Drive - Diamond Bar
- 3.5 Saturday, October 25, 2025 Halloween Party 9:00am - 12:00pm - Pantera Park - 738 Pantera Drive - Diamond Bar
- 3.6 Tuesday, November 4, 2025 City Council Meeting - 6:30pm - AQMD Main Auditorium - 21865 Copley Drive - Diamond Bar
- 3.7 Thursday, November 6, 2025 Veterans Celebration - 9:00 - 11:00am - Diamond Bar Center - 1600 Grand Avenue - Diamond Bar
- 3.8 Tuesday, November 11, 2025 City Offices Closed
- 3.9 Tuesday, November 18, 2025 City Council Meeting - 6:30pm - AQMD Main Auditorium - 21865 Copley Drive - Diamond Bar
- 3.10 Thursday, November 20, 2025 Healthy Diamond Bar: Trail Hike at Mesa Loop - 9:00 - 10:00am - Sycamore Canyon Park - 22930 E. Golden Springs Drive - Diamond Bar
- 3.11 Thursday, November 27 and Friday, November 28, 2025 City Offices Closed
- 3.12 Tuesday, December 2, 2025 City Council Meeting - 6:30pm - AQMD Main Auditorium -

21865 Copley Drive - Diamond Bar

- 3.13 Saturday, December 6, 2025 Winter Snow Fest and Craft Fair - 8:00am - 2:00pm - Pantera Park - 738 Pantera Drive - Diamond Bar
- 3.14 Saturday, December 6, 2025 Windmill Lighting - 5:00 - 6:00pm - Diamond Bar Towne Center - Intersection of Diamond Bar Boulevard and Grand Avenue - Diamond Bar
- 3.15 Thursday, December 11, 2025 Holiday Dance - 5:30 - 9:00pm - Diamond Bar Center - 1600 Grand Avenue - Diamond Bar
- 3.16 Saturday, December 13, 2025 Community Excursion: American Ballet Theatre's The Nutcracker - 12:00 - 7:00pm - Departs from the Diamond Bar Center - 1600 Grand Avenue - Diamond Bar
- 3.17 Tuesday, December 16, 2025 City Council Meeting - 6:30pm - AQMD Main Auditorium - 21865 Copley Drive - Diamond Bar
- 3.18 Wednesday, December 24 and Thursday, December 25 City Offices Closed

4. **CONSENT CALENDAR:**

All items listed on the Consent Calendar are considered by the Parks and Recreation Commission to be routine and will be acted on by a single motion unless a Parks and Recreation Commission Member or member of the public request otherwise, in which case, the item will be removed for separate consideration.

- 4.1 Minutes for Approval, and or File and Receipt

Recommended Action:

Approval of Minutes for the July 24, 2025 Regular Meeting

5. **NEW BUSINESS**

- 5.1 Consideration of November 27, 2025 Parks & Recreation Commission Meeting

Recommended Action:

Consider, discuss, and provide direction to staff.

6. **INFORMATION ITEMS:**

- 6.1 September 2025 Recreation Program Update

Recommended Action:

Receive and file.

- 6.2 September 2025 Maintenance Report

Recommended Action:

Receive and File

7. **DIRECTOR'S REPORT:**

- 7.1 Maple Hill Park Update

8. PARKS AND RECREATION COMMISSION COMMENTS/INFORMATION ITEMS:**9. ADJOURNMENT:****CERTIFICATION**

I, Robin Crawford, Administrative Coordinator, City of Diamond Bar, hereby certify, under penalty of perjury under the laws of the State of California that the foregoing notice was posted pursuant to Government Code Section 54950 Et. Seq., not less than 72 hours prior to the meeting, at the following locations: Diamond Bar City Hall Kiosk, Diamond Bar City Hall Bulletin Board, City website: www.diamondbarca.gov, and Diamond Bar Library.

Robin Crawford

Administrative Coordinator

Date Posted: September 18, 2025



PARKS AND RECREATION COMMISSION AGENDA REPORT

TO: Chair and Members of the Parks and Recreation Commission

FROM: Ryan Wright, Parks and Recreation Director

SUBJECT: Minutes for Approval, and or File and Receipt

RECOMMENDATION:

Approval of Minutes for the July 24, 2025 Regular Meeting

BACKGROUND/DISCUSSION:

Minutes have been prepared and are being presented for approval

PREPARED BY:

Robin Crawford, Administrative Coordinator, Parks and Recreation

ATTACHMENTS:

1. 7.24.25 Minutes

**CITY OF DIAMOND BAR
MINUTES OF THE PARKS & RECREATION COMMISSION
CITY HALL – WINDMILL ROOM
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765
July 24, 2025**

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE: Commissioner Wong led the Pledge of Allegiance

ROLL CALL: Commissioners: Lee Mao, Andrew Wong, David Wu, Vice-Chair Saman Mahmood, Chair Cynthia Quan

Staff present In-Person: Ryan Wright, Parks and Recreation Director; Crystal Knox, Recreation Supervisor; Anthony Jordan, Maintenance Superintendent; Jarrett Hsieh, Recreation Coordinator; Robin Crawford, Administrative Coordinator

PUBLIC COMMENTS:

CALENDAR OF EVENTS: PRD Wright presented the Calendar of Events

1. CONSENT CALENDAR:

1.1 Approval of Minutes for the May 22, 2025 Regular Meeting:

Chair Quan moved; Commissioner Wong seconded to approve the Regular Meeting Minutes of May 22, 2025. Motion carried by the following Roll Call vote:

AYES: COMMISSIONERS: Mahmood, Mao, Quan, Wong, Wu
ABSTAIN: COMMISSIONERS: None
ABSENT: COMMISSIONERS: None

2. INFORMATIONAL ITEMS:

2.1 JULY RECREATION PROGRAM UPDATE:

RS/Knox presented the July Recreation Update and RC/Hsieh provided an update on the Diamond Bar Center reservations, Diamond Bar Center maintenance updates, and social media account.

2.2 JULY PARKS AND FACILITIES MAINTENANCE REPORT:

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

3. OLD BUSINESS: Maple Hill Park Update

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

4. NEW BUSINESS: None

5. ANNOUNCEMENTS:

C/Quan thanked staff for a great concert with Bumptown! Also, impressed with how put together Diamond Bar looks driving in from Walnut.

C/Mao thanked both staff and the volunteens for a great job at the summer concert series.

ADJOURNMENT: With no one objecting and no further business before the Parks and Recreation Commission, Chair Quan adjourned the meeting at 6:55 p.m. to Thursday, September 25, 2025 at 6:30 p.m.

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

Respectfully Submitted,

Ryan Wright, Secretary

Attest:

Cynthia Quan, Chair



PARKS AND RECREATION COMMISSION AGENDA REPORT

TO: Chair and Members of the Parks and Recreation Commission

FROM: Ryan Wright, Parks and Recreation Director

SUBJECT: Consideration of November 27, 2025 Parks & Recreation Commission Meeting

RECOMMENDATION:

Consider, discuss, and provide direction to staff.

BACKGROUND/DISCUSSION:

Traditionally, the Parks and Recreation Commission discusses the November meeting schedule on an annual basis due to the Thanksgiving holiday. This year, the November Parks and Recreation Commission meeting falls on Thanksgiving, which is Thursday, November 27, 2025. Based on this holiday and the lack of anticipated agenda items, staff recommends the following options, in preferred order, for Commission consideration:

- A. Similar to previous years, cancel the November 27, 2025 Parks and Recreation Commission meeting and reconvene on January 22, 2026.
- B. Reschedule the November meeting for November 20, 2025.

PREPARED BY:

Ryan Wright, Director, Parks and Recreation

ATTACHMENTS:

None



PARKS AND RECREATION COMMISSION AGENDA REPORT

TO: Chair and Members of the Parks and Recreation Commission

FROM: Ryan Wright, Parks and Recreation Director

SUBJECT: September 2025 Recreation Program Update

RECOMMENDATION:

Receive and file.

BACKGROUND/DISCUSSION:

The September 2025 Maintenance Report has been prepared and is being presented for receipt and filing.

PREPARED BY:

Christy Murphey, Recreation Superintendent, Parks and Recreation

ATTACHMENTS:

1. September Parks and Recreation Report

Special Events

Concerts in the Park

The City of Diamond Bar wrapped up its Annual Concerts in the Park series this summer at Summitridge Park. The series ran on Wednesday evenings from June 11 through July 30 and featured weekly activities and entertainment for the community. Concert goers were greeted each week by the Fun Squad, led by the City's Volunteers, who handed out coloring pages, crafts, activities, and giveaways. Attendees also enjoyed a rotating lineup of food trucks, with one entrée truck and one dessert truck scheduled each week. Each concert also featured an end-of-show raffle, with prizes generously provided by nonprofit organizations with informational booths at the event. The series concluded on Wednesday, July 30, with the City's Diamond Bar Night Out, celebrated in partnership with the Diamond Bar Sheriff's team and Local Fire Station 120.

Past Concerts

| Performance Date | Band Name | Music Style |
|---------------------------------|-----------------|---------------------------|
| July 2 – Patriotic Concert | The Answer | Classic Rock |
| July 9 | Upstream | Reggae & Caribbean Island |
| July 16 | Kelly Boyz Band | Country |
| July 23 | Bumptown | Latin, Funk |
| July 30 – Diamond Bar Night Out | ABBA LA | Abba Tribute |

Movies 'Under the Stars'

Movies "Under the Stars" took place on Wednesday evenings at dusk after Concerts in the Park. The movies ran from June 11 through July 30. All movies are "PG" rated and family oriented.

Past Movies

| Date | Movie Title |
|---------|-------------------|
| July 2 | Garfield |
| July 9 | The Peanuts Movie |
| July 16 | Despicable Me 4 |
| July 23 | Inside Out 2 |
| July 30 | Kung Fu Panda 4 |

Community Recreation Guide

Summer Recreation Guide

The guide hit homes early-April 2025. The guide covers recreation programming mid-May through August 2025.

Fall Recreation Guide

The guide hit homes early-August 2025. The guide covers recreation programming September through December 2025.

Recreation Classes

Recreation Classes – Summer Session

The summer season concluded with 817 participants engaged in contract class programming during the months of July and August. This represents significant growth compared to last year, nearly doubling participation. The increase is attributed to the addition of new classes, the continued success of long-term instructors, and the ability to reach new participants.

Several instructors and programs saw notable success this summer, including Playwell Teknologies, which enrolled over fifteen participants in their LEGO camps; Joann Chung with her popular Evening Yoga class; Heather Chang's Youth Art classes, Movies by Kids with their "YouTube-Style" Video Creation camp and learn to swim and water polo classes with Valley United Aquatics.

Revenue also reflected this growth, with \$102,748.70 generated in July and August 2025 compared to \$52,525.98 during the same period in 2024. With strong instructor performance and sustained community interest. Continued growth is anticipated through the remainder of the year.

Senior Programs

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
The Evergreen Senior Club continues to offer a variety of activities Monday through Friday at the Diamond Bar Center, including karaoke, mahjong, gardening, and more. The ukulele class has been thriving and performed at the Quarterly Birthday Party on September 2.
- Diamond Age Seniors
As summer programming comes to a close, Summer Club members returned to Heritage Park on August 6. Their regular schedule has resumed, with activities held on Monday afternoons as well as all day on Wednesday and Thursday.
- Diamond Bar Senior Citizens Club
The Diamond Bar Senior Citizens Club meets every Monday at 9:30 a.m. and offers a variety of programs, including luncheons, local and extended trips, and bingo. In July, the club hosted its Fourth of July luncheon, catered by Vista Pointe Deli, which featured interactive games designed to encourage member engagement and socialization. Members were also informed of the upcoming

ballroom closures in August and September, with full programming expected to resume on October 13.

- Sunshine Seniors
The Sunshine Seniors meet every Sunday at the Diamond Bar Center, where they participate in yoga, Zumba, and private evening events. This summer, the group has been preparing for their upcoming fall activities, including their annual Diwali celebration and a members' talent show.
- Super Diamond Age
Super Diamond Age meets on Tuesdays and Fridays for mahjong, dance, and karaoke. Members have returned to Heritage Park for their regular programming and were pleased to resume their activities and routines.
- Federation of Hindus Association
This group meets on the fourth Saturday of each month from 5:00 p.m. to 10:00 p.m. at the Diamond Bar Center. Their gatherings feature music, dance, and shared meals. Monthly programs were held on July 26 and August 23.
- Photo Club
The Photo Club convenes on the second Tuesday of each month from 7:00 p.m. to 9:00 p.m. at the Diamond Bar Center. Members exchange photography tips, review techniques, and participate in excursions. In July, they focused on night and astrophotography, while in August, they reviewed macro and close-up photography.

Mt. San Antonio College

With all Mt. SAC classes now being held at the Diamond Bar Center, the facility has become a vibrant hub of activity. In July, art instructor Jasmin Cordova assisted with Grandparents Day, leading a painting program for participants and providing guidance throughout the activity. As the summer semester concludes, instructors are preparing for the fall semester beginning September 2, while Mt. SAC representatives and City staff are beginning planning for the winter and spring 2026 semesters.

Senior Talks

The following seminars were conducted from July through August:

- 7/8 Life Ceremony Rose Hills
- 8/5 Coffee and Tea Social Optum
- 8/18 Medicare Enrollment Periods C&C Family Insurance
- 8/23 Behaviors & Alzheimer's

Hollywood Bowl 4th of July Fireworks

This year's Fourth of July Hollywood Bowl excursion saw a record attendance, with 54 participants joining to enjoy the spectacular celebration. Guests experienced an unforgettable evening featuring a performance by Earth, Wind & Fire accompanied by the LA Philharmonic and a dazzling live fireworks display. The excursion included round-trip transportation, show entry, seat cushion rental, and snacks for the return journey.

The event was a memorable celebration of music, community, and holiday spirit on July 3.

Bowers Museum

Participants enjoyed an exclusive tour of the Terracotta Warriors, along with general admission to the museum. A docent-led tour guided 33 seniors through the history and fascinating details of the warriors' discovery. The afternoon provided an engaging and educational experience, and seniors had the opportunity to enjoy lunch on their own following the tour. They were provided with round-trip transportation and a snack on the way home.

Wednesday Walkers – July and August

During July, walkers met at Heritage Park, and they enjoyed a guess the song activity at the end of the month. Walkers gathered at 8:30 a.m. to take advantage of cooler morning temperatures, enjoying both the exercise and the opportunity to connect with fellow participants.

In August, walkers met at Sycamore Canyon Park, which, like Pantera Park, offers both a walking path along the baseball field and a trail that begins at Golden Springs and ascends to Diamond Bar Boulevard. At the end of the month, the group celebrated its fifth anniversary. Established during COVID in 2020, the walking group has grown into a supportive community, with friendships extending into other senior programs, including dances, classes, and trips. New program shirts were also ordered to accommodate members who have joined since 2021.

Movie Monday Matinee

This new program was created to provide a space for seniors to gather and enjoy a movie together on the first Monday of each month. Light refreshments are provided, and participants are welcome to bring their own lunch or snacks. Movies are scheduled to start at 11:30 a.m. and run until approximately 1:30 p.m. The inaugural screening, held on August 4, featured *Charade* starring Audrey Hepburn and Cary Grant and was attended by two participants. Staff plan to increase advertising in the coming months to grow participation.

Grandparent's Day

The City hosted its inaugural Grandparents Day on Saturday, July 26, from 10:00 a.m. to 12:00 p.m. The carnival-themed event offered activities for families of all ages, including carnival games, two face painters, a balloon artist, a decorate-your-own picture frame station, a painting station led by Mt. SAC instructor Jasmin Cordova, carnival-themed snacks, and a sensory bin corner. C&C Family Insurance sponsored the photo booth, allowing guests to take home commemorative pictures, while SCAN Healthcare sponsored the second face painter, ensuring all participants could enjoy the activity. All grandparents in attendance received a small plant and a City-branded tote bag. Families also enjoyed lawn games on the ballroom's back patio, taking in the scenic views of the Diamond Bar Center. Approximately 280 people attended this first-time event.

Facility Reservations

Diamond Bar Center

Between the months of July and August of 2025, the Diamond Bar Center had 54 room reservations that totaled \$181,351.15 in gross revenue. This represents just over a 25% increase in revenue, compared to last year's \$144,105.06. The DBC accommodated a variety of events ranging from celebrations of life, weddings, graduation parties, baby showers, birthdays, and company seminars; there were 38 events in the Grand View Ballroom, eight rentals of the Maple Room, nine events in the Oak Room, and six reservations each in the Pine and Sycamore Rooms.

Heritage and Pantera Park

During the months of July and August of this year, Heritage Community Center accommodated nine reservations, while Pantera Park Activity Room had two reservations. Revenue came in at a combined \$6,634.73, an increase of almost \$3,000.00 compared to July and August 2024.

Picnic Rentals

In July and August of 2025, there was a total of 29 reservations at various picnic spaces throughout Diamond Bar. The most popular park for picnic reservations remains Sycamore Canyon Park with twelve, Ronald Reagan had six reservations. Heritage and Pantera Park both had five each. Peterson Park also had one reservation.

Healthy Diamond Bar

Free Play at Concerts in the Park – July

July 9, Healthy DB brought its energy to Concerts in the Park, creating a fun and interactive experience for families. Attendees enjoyed a variety of yard games, including giant Jenga, giant Connect Four, and badminton, among others. It was a perfect blend of play and music, with families engaging in healthy activities while enjoying the concert. The event successfully combined wellness and entertainment, making it a memorable evening for all who participated.

Sycamore Trail Hike – August

On August 14, Healthy DB led a trail walk on the scenic Sycamore Canyon Park trail. The fifteen participants enjoyed the fresh morning air and were led by four hike leaders for the 1.3 mile out and back trail. Pre-registered participants were entered into a raffle to receive one of three raffle prizes. In addition, all participants received a Healthy Diamond Bar t-shirt and a prepackaged mini healthy snack.

Youth Programs

Day Camp – July & August

Summer Day Camp continued through July and the first day of August. Each week continued themed activities, crafts, and games. All weeks were filled to capacity, with

50 registered campers a week, for a total of 250 campers. Week 5 "Stars and Stripes", Week 6 "Once upon a Disney", Week 7 "Fairytale Forests", Week 8 "Camp Pokémon" and Week 9 "Sports Mania".

Highlights from those weeks included two water days to help stay cool, a visit from Mad Science educational company where campers learned how to create their own slime and a visit from Wild Wonders where campers learned and received an opportunity to pet reptiles. Lastly, camp also received a visit from the L.A. County Library staff where campers had the opportunity to learn about the resources and programs the library can provide and do a STEM activity. In addition, campers took several excursions in the final five weeks and went to Lucky Art Crayonology, Infuzion Zone, Sawdust Factory, Main Event Arcade, Altitude Trampoline, and a trip to the pool every Thursday.

Volunteers – July & August

A total of 70 Volunteers participated in the 9-week program and completed 3,919 hours as a whole. In recognition of all of their hard work over the course of the 9 weeks, Volunteers were invited to join in a trip to Knott's Berry Farm. A total of 22 Volunteers attended the trip on Wednesday, August 6 and stayed at the park from 10 a.m. – 7 p.m. where they buddied up and roamed the park to get on all of the exciting rides.

Highlights from this program included a staff and Volunteer training where both groups got together to build better communication, practice customer service skills, and teamwork. Volunteers also gained work experience and leadership skills by participating as a volunteer. At the conclusion of the program, each Volunteer received a certificate with a total of their completed hours for summer 2025.

Youth and Adult Sports

Adult Volleyball – July & August

The Summer session of Adult Volleyball started on June 2 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 7 p.m. – 9 p.m. This session has participants ranging from 21 to 71 years of age. The session concluded on July 21.

Field Allocation – July & August

In late June allocation applications for user groups were sent out for the new allocation period, September-December with an application deadline of July 24. Seven qualifying user groups submitted an application for allocation. The user groups include AYSO Soccer, 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).

On Wednesday, August 13 user groups attended the allocation meeting via Zoom to discuss upcoming allocation period and the special events calendar.



PARKS AND RECREATION COMMISSION AGENDA REPORT

TO: Chair and Members of the Parks and Recreation Commission

FROM: Ryan Wright, Parks and Recreation Director

SUBJECT: September 2025 Maintenance Report

RECOMMENDATION:

Receive and File

BACKGROUND/DISCUSSION:

The September 2025 Maintenance Report has been prepared and is being presented for receipt and filing.

PREPARED BY:

Anthony Jordan, Maintenance Superintendent, Public Works

ATTACHMENTS:

1. September 2025 Maintenance Report

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 new eye wash station in the lower storage room.
- Installed and tightened various bolts in the women's upper restroom.
- Repaired ladder mount in the lower storage room.
- Repaired lobby mounted AED.
- Installed and adjusted 4 new drinking fountain cartridges.
- Removed toilet from lower men's restroom to clear obstruction (bottle). Reinstalled toilet.
- Performed touchup painting as needed.
- Cleared drain in lower women's restroom. Removed and installed new P trap.
- Repaired and adjusted various doors.
- Re-installed Maple Room door.
- Replaced upper women's restroom feminine hygiene dispenser.
- Performed preventative maintenance in facility restrooms.
- Re-lamped multiple sconce lights in the GVBR.
- Repaired ice machine by installing new thermistor. Cleaned and serviced unit.
- Repaired door locks on kitchen refrigerator.
- Installed new refrigerator in the kitchen.
- Repaired broken tables.
- Serviced doors in the GVBR and Motor Court.
- Pressure washed Motor Court and front entrance.
- Adjusted AC vent in staff office.
- Installed new carpet tile in the GVBR.
- Repaired damaged stone work in the motor court.

- Installed 6 new posts for railing at trailhead.
- Performed weekly test on wheelchair lift.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance.

Diamond Canyon Park

- Replaced broken water line to dog bowl and ADA bowl.
- Cleared clogged drinking fountain drain line.
- Performed Park/playground inspections.

Heritage Park

- Cleaned and serviced ice machine. Installed new water filter.
- Changed out expired fire extinguisher.
- Replaced a kitchen cabinet lock.
- Repaired crack in the women's restroom vanity.
- Assisted contractor with annual fire alarm testing.
- Cleared clogged sinks in the men's and women's restrooms.
- Clear clogged drinking fountains (3 ea.).
- Replaced wax ring seal in the women's ADA toilet and in men's room toilet.
- Replaced light cover in the Tiny Tots classroom.
- Cleared clogged urinal drain in exterior men's restroom.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Larkstone Park

- Installed missing playground hardware on 5–12-year-old playground equipment.
- Cleared clogged drinking fountain drain.
- Removed graffiti from the men's restroom.

- Performed Park/playground inspections.

Longview North Park

- Performed Park/playground inspections.

Longview South Park

- Performed Park/playground inspections.

Maple Hill Park

- Monitored and serviced solar generator to provide temporary power to the park irrigation system. Pending service connection by SCE.

Pantera Park

- Managed hard court resurfacing project.
- Inspected and cleared dog bowl in large dog park area.
- Replaced 110v outlet in the Calsense irrigation controller cabinet.
- Coordinated Musco Control Link project with electricians.
- Cleared dog bowl drain line near tennis court.
- Cleared clogged ADA toilet in the women's restroom.
- Reset field and court lighting timers.
- Replaced trash can in the large and small dog parks.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Paul C. Grow

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

Peterson Park

- Cleared clogged toilets and sinks in the men's and women's restrooms. Cleared a slow draining urinal in the men's room.
- Removed sand from drinking fountain drain line.

- Installed new locks in the skate park gates.
- Replaced door lock and handle to the snack bar.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance.

Ronald Reagan Park

- Repaired a leaking drinking fountain.
- Cleared a clogged toilet in the women's restroom.
- Cleared a clogged sink in the men's restroom.
- Cleared a clogged urinal drain 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

- Removed and stored stage from concerts in the park series.
- Performed Park inspections.

Sunset Crossing Park Site/Pony Baseball Fields

- Repaired and installed new fence line and braces to preclude unauthorized access.
- Removed debris dumped in the cul de sac.

Sycamore Canyon Park

- Re-lamped 6 lighting fixtures in the park building.
- Replaced the trash can at the trail head.
- Removed graffiti from the men's restroom mirror.
- Installed new soap dispenser in the men's restroom.
- Cleared clogged sink in the men's restroom.
- Cleared clogged drinking fountain near playground.
- 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

- Installed new flags at the City Hall entrance.
- Cleared two toilet clogs in the women's City Hall restroom. Snaked main line.
- Spot treated facility for ant infestation due to hot weather.
- Assisted HVAC contractor (Trane) with Library access for maintenance.
- Installed vinyl wall siding in the Windmill Room.
- Removed security camera a rear gate to have it repaired.
- Re-installed outlet cover plates.
- Re-lamped numerous fixtures in the City Hall and Library spaces.
- Touchup prepped and painted hallway for Photo Contest winner displays.
- Coordinated with Ford mobile tech for onsite fleet oil changes.
- Assisted Trane rep with VAV balancing throughout the facility.
- Repaired door alarm in the Library.

- Re-lamped pendant light in the staff breakroom. Installed new baseboard.
- Repaired damaged lock on barn door in Library Children's area.
- Repaired door handle to Library staff restroom.
- Repaired door handle to storage room in Library.
- Replaced belt on exhaust fan for Library restrooms.
- Removed dead bird from main entrance awning.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance.

Citywide

- Installed new "no sand in fountain" signs on all drinking fountains adjacent to sand pits.
- Replaced/installed new LED bulbs in park restrooms.
- Lowered flags to half-staff for Minneapolis tragedy.
- Removed suckers from tree well at Sunset Crossing and Navajo Springs.
- Removed a discarded tire from the roadway on Diamond Bar Bl.
- Removed a fallen pine tree limb on Mountain laurel.
- Removed a fallen tree branch on Goldrun.
- Removed palm seedlings along Afamado.
- Demo sidewalk on Diamond Bar Bl. to facilitate replacement of stolen backflow device.
- Applied absorbent to the roadway along Prospectors to clean up hydraulic fluid spill.
- Removed discarded sand bags on Goldens Springs.
- Installed two new "no stopping" signs on Golden Springs.
- Removed debris from the roadway on Diamond Bar Bl. Near Grand.
- Removed downed tree branch on Great Bend Dr.

- Re-staked leaning trees on Ambushers St.
- Removed downed branch on Lincoln Ave.
- Removed homeless debris from Lemon Ave. and 60 freeway.
- Rototill playground sand, clean barbeque pits, clean gazebos and prep softball fields as needed (Nova).
- 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.