

# PARKS & RECREATION COMMISSION AGENDA

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August 22, 2019  
6:30 PM

**THE WINDMILL ROOM at  
DIAMOND BAR CITY HALL – 1<sup>st</sup> FLOOR**  
21810 Copley Drive  
Diamond Bar, California

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<i>Chairperson</i>	<i>Tommy Orona</i>
<i>Vice Chairperson</i>	<i>Kim Hsieh</i>
<i>Commissioner</i>	<i>Benny Liang</i>
<i>Commissioner</i>	<i>Aaron Salo</i>
<i>Commissioner</i>	<i>Manisha Sulakhe</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 909.839.7060 during regular business hours.

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## **PARKS AND RECREATION COMMISSION MEETING RULES**

Welcome to the meeting of the Diamond Bar Parks and Recreation Commission. Meetings are open to the public.

### **PUBLIC INPUT**

Members of the public may address the Commission on any item of business on the agenda during the time the item is taken up by the Commission. In addition, members of the public may, during the Public Comment period, address the Commission on any item or any matter not on the agenda and within the Commission's subject matter jurisdiction. Persons wishing to speak should submit a speaker slip to the meeting clerk. Any material to be submitted to the Commission at the meeting should be submitted through the meeting clerk.

Speakers are limited to five minutes per agenda item, unless determined otherwise. The Commissioners may adjust this time limit depending on the number of people wishing to speak, the complexity of the matter, the length of the agenda, the hour and any other relevant consideration. Speakers may address the Commission only once on an agenda item, except during public hearings, when the applicant/appellant may be afforded a rebuttal.

Public comments must be directed to the Commission. Behavior that disrupts the orderly conduct of the meeting may result in the speaker being removed from the Commission chambers.

### **INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE COMMISSION**

Agendas for regular Commission meetings are available 72 hours prior to the meeting and are posted in the City's regular posting locations, and on the City's website at [www.diamondbarca.gov](http://www.diamondbarca.gov). A full agenda packet is available for review during the meeting, in the foyer. The Commission may take action on any item listed on the agenda.

### **ACCOMMODATIONS FOR THE DISABLED**

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### **HELPFUL PHONE NUMBERS**

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

**Thursday, August 22, 2019**

**THE WINDMILL ROOM AT DIAMOND BAR CITY HALL**

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**21810 Copley Drive, Diamond Bar**

**MISSION STATEMENT:** The Mission of the Parks and Recreation Commission is to:

- Provide –
  - Advice to the City Council.
  - A quality parks system that is safe, properly maintained and equally accessible to all residents of the City of Diamond Bar.
  - Quality recreational programs for all ages.
- Have vision and flexibility to meet the ever-changing interests of our diverse, multi-cultural community.
- Be open and actively responsive to input from individuals and community organizations.
- Develop facilities that will accommodate the needs of our active and growing community.

*City of Diamond Bar Parks and Recreation Commission  
Approved May 27, 1999*

**CALL TO ORDER:** 6:30 P.M.

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:** Parks and Recreation Commissioners Liang, Salo, Sulakhe, Vice-Chair Hsieh and Chairman Orona

**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, August 27, 2019	CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar
Monday, September 2, 2019	CITY OFFICES CLOSED – In observance of Labor Day
Tuesday, September 3, 2019	CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar
Saturday, September 14, 2019	CONNECT WITH REC – Multi Sport Fun – 9:00am – 11:00am – Ronald Reagan Park – 2201 Peaceful Hills Road – Diamond Bar
Tuesday, September 17, 2019	CITY COUNCIL MEETING – 6:30pm – AQMD Main Auditorium – 21865 Copley Drive – Diamond Bar

**1. CONSENT CALENDAR:**

- 1.1. Approval of Minutes for June 20, 2019**
- 1.2. Approval of Minutes for July 25, 2019**

**2. INFORMATION ITEMS:**

- 1. August Recreation Program Update**  
Recommended Action: Receive and file.
- 2. August 2019 Maintenance Report**  
Recommended Action: Receive and File

**3. OLD BUSINESS: NONE**

**4. NEW BUSINESS:**

- 1. Parks and Recreation Meeting Schedule**  
Recommended Action: Discuss and recommend meeting schedule

**5. ANNOUNCEMENTS:**

Commissioners may briefly respond to public comments, make announcements, ask a question of staff, and make a brief report on their

activities, request staff to return with information at a future meeting or request that a matter of business be placed on a future agenda.

**6. ADJOURNMENT:**

**CITY OF DIAMOND BAR  
MINUTES OF THE PARKS & RECREATION COMMISSION  
DIAMOND BAR CITY HALL - THE WINDMILL ROOM  
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765  
JUNE 20, 2019**

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**CALL TO ORDER:**

Chair/Orona called the Parks and Recreation Commission meeting to order at 6:36 p.m. in the City Hall Windmill Room, 21810 Copley Drive, Diamond Bar, CA 91765.

**PLEDGE OF ALLEGIANCE:** Commissioner Liang led the Pledge of Allegiance.

**ROLL CALL:**

Present: Commissioners Benny Liang, Aaron Salo, Vice Chair Kim Hsieh, and Chair Tommy Orona

Absent: Commissioner Manisha Sulakhe was excused.

Staff Present: Ryan Wright, Parks & Recreation Director; Anthony Jordon, Parks and Maintenance Superintendent; Robin Crawford, Administrative Assistant; Jeff Scott, ICG

**MATTERS FROM THE AUDIENCE:** None

**CALENDAR OF EVENTS:** PRD/Wright

**1. CONSENT CALENDAR:**

1.1 Approval of Minutes for the May 23, 2019 Regular Meeting.

VC/Hsieh moved, Chair/Orona seconded to approve the Minutes of the May 23, 2019 regular meeting. Motion carried by the following Roll Call vote:

AYES:	COMMISSIONERS:	Salo, VC/Hsieh, Chair/Orona
NOES	COMMISSIONERS:	None
ABSTAIN:	COMMISSIONERS:	Liang
ABSENT	COMMISSIONERS:	Sulakhe

**2. INFORMATIONAL ITEMS:**

2.1 JUNE RECREATION PROGRAM - PRD/Wright

2.2 JUNE 2019 MAINTENANCE REPORT – PMS/Jordan

**3. OLD BUSINESS:**

3.1 HERITAGE PARK AND SUNSET CROSSING CONCEPTUAL DESIGN – PRD/Wright and Jeff Scott, President, ICG.

Communication: Approval of Minutes for June 20, 2019 (CONSENT CALENDAR:)

PRD/Wright gave a Power Point Presentation on the design process, provided survey results, park options (designs) and asked for Commission feedback and questions. Once the designs and costs are established, the City Council may determine to fund the project through a variety of options, including the General Fund options, grant opportunities and possible propositions.

PRD/Wright responded to VC/Hsieh that with respect to the splash pad, at both workshops, staff heard from other agencies that have them and from residents who use them that they are very popular features and believe that many residents would use them. The YMCA at Sunset Crossing would be excited to have one and so would Pony Baseball. At Heritage Park, the Summer Day Care program would love to have a splash pad as would Castle Rock Elementary School next door. There is no doubt that they would be heavily used and the question is which location, as well as, cost to construct and maintain moving forward. Because staff is confident they would be significantly used, one can imagine the extent of the ongoing maintenance that the maintenance team would need to monitor on a daily basis. While they are nice to have, the cost must be considered as well as, the number of pools in Diamond Bar parking/traffic and which neighborhood might use them more.

VC/Hsieh said that because Sunset Crossing would have a parking issue Heritage Park might be a better candidate for a splash pad. She asked if the cost could be cut by shutting the pad off in the winter. PRD/Wright explained that if it is winterized there continues to be maintenance costs. Residents were concerned about parking at Sunset Crossing as well. If this is an important amenity to the City it does bring into question which park would be best suited to accommodate a splash pad. Generally speaking, a splash pad is an unmanned facility similar to a skate park. There is a liability issue for the City if it is staffed.

VC/Hsieh felt the City needed to spend more money at Heritage Park.

C/Liang said it is nice to have, rather than need to have. Currently, the economy is good and Diamond Bar is in good shape. However, while a one-time construction fee is okay, the ongoing maintenance costs always go up and the City needs to look at this from a fiscal perspective to see what is of more benefit to the community. Comparing Heritage with the Sunset Crossing reminds him of the small Washington neighborhood park because it is right next to the YMCA and the Pony League fields and his belief is that whatever goes into Sunset Crossing would need to cater to those two fields so that more youth could utilize Sunset Crossing. PRD/Wright said he believed C/Liang's assessment was fair based on the neighbors and both nearby organizations. C/Liang reiterated that to compare Sunset Crossing to Heritage Park is not a reasonable comparison to him. With Option 4, the only major change is to move the restroom from its current location at Brea Canyon Road to the back of the park. PRD/Wright said yes, option 4 relocates the restroom, updates the

tot lot and renovates the baseball field and leaves the basketball court in its existing location. C/Liang asked if there was a wall behind the baseball field to block it from the park and the neighborhood. PMS/Jordan explained that on the south end down below, there is a fence that separates the baseball field and the park from the school. On the east end of the park (the lower portion), there is a wall between the residences on Bronco Lane and those streets that separates the park.

PRD/Wright agreed with C/Liang that based on the earth work that would be required to maintain the ball field, the cost of Option 4 was pretty close to the other options without the amenities.

C/Liang asked if the City really wanted to maintain a baseball field at Heritage Park. He understands that the Community Center at Heritage Park is a very old building that needs some upgrading.

C/Salo said that it seemed to him the City would keep as much open space as possible and have ballfields and soccer fields, although they may not necessarily be used strictly for those particular activities. Once those are taken away it is difficult to find a space to have these types of activities in the future and he would like to see the baseball field remain at Heritage Park. It seems like it would have a lower overall ongoing maintenance cost. He wondered what the ADA fixes would have to be and whether it was the slope or sides of the field or the field itself.

Jeff Scott pointed out on the map the entire area that needed to be ADA retrofitted. The bleachers and dugouts need ADA and the lighting is old sports field lighting and would have to be retrofitted to LED. In addition, by adding the fencing it is still not a regulation baseball field and is, at best, less than a Pony field and is essentially a practice field only. In order to do that and because of regulations, if you have an outfield and it is shorter than a normal field, there has to be a field fence with netting because the weekend warriors will hit balls and may hit kids in the playground and neighborhood. Not only does there have to be a chain link fence and wall, there has to be netting in the outfield. To just bring it up to standards to lower the liability risk, it becomes extremely costly. It might be the right thing to do but this is what has to be done from a liability risk to the City. Once you touch any portion of Heritage Park, the entire site has to be ADA retrofitted, but if you have a phased project which just touches the site and you don't touch the building, the building can be kept as-is for now. However, the entire site would have to be fixed including all of the walkway paths that do not currently meet ADA requirements.

C/Salo asked why the bathroom would not be moved to the existing Community Center/attach it to the building.

PRD/Wright said there is no space to do that. Typically, the restroom needs to be located as close as possible to the tot lot. The building, especially on the east side where the picnic area is, has a lot of slopes and curves and it would be very expensive. The west side of the building



is right up against the parking lot. The only option would be on the north side where the new indoor restrooms are proposed. Some folks have asked if they can be indoor/outdoor and the answer is they could be, but from staff's view, that would be discouraged because for those that have rented the Heritage Park Community Center for small family birthdays or gatherings, the expectation is that the restrooms are there for them and their guests. Staff believes there is still a need to have two sets of restrooms in such a large community park and since the ADA issue of the new restrooms has to be addressed, it is actually cheaper to relocate than replace the existing.

C/Salo said he likes the idea that the City is upgrading the existing Community Center and LED lighting. He disagrees that the splash pad should go with Heritage because of the fact that the park is very shaded with lots of trees. He prefers that the splash pad be installed at Sunset Crossing.

Jeff Scott explained that it is only 225 feet of outfield fence whereas, normal baseball fields are 250, meaning it is 25 feet short. And what happens is that trees end up being eliminated. The trees in this park are really beautiful and rarely seen in a park setting, and he believes those trees should be saved at all cost.

VC/Hsieh reiterated her desire to have the splash pad at Sunset Crossing Park. PRD/Wright explained that there is no opportunity to add additional parking at either location. VC/Hsieh said that there are more young kids who would use Sunset Crossing and they would be more inclined to use a splash pad.

C/Salo said that for Heritage perhaps staff could consider disk golf which is pretty popular. It seems to him it would not cost too much to install baskets and seems like an extra feature that could be added throughout the park.

Chair/Orona said he liked Option 2 for Heritage Park which would give residents the Pickleball courts they have requested. In his opinion, at least one of the parks needs such courts. Option 1 is also good. With respect to Sunset Crossing he likes Option 1 because it has everything included in the available space, it is close to the YMCA, it is close to the Pony Baseball and he believes that this park will be used a lot. While parking may be a concern, a lot of people walk to this park anyway. Overall, he likes Options 1 and 2 for both parks but prefers Option 1 for Sunset Crossing and Option 2 for Heritage Park.

C/Salo asked if the City has looked into capturing the water that goes into the splash pad to water the grass. PMS/Jordan said he is not completely familiar with that concept. However, in order to do that, one would essentially propose a total loss system in terms of the splash pad itself. There would have to be enough underground infrastructure to capture that water and there would have to be an extremely large cistern to capture

that water and later reapply it onto an irrigation system which would also have to be completely revamped. He knows that the cost of implementing such a system would be pretty significant.

PRD/Wright said that water would have to be treated prior to re-releasing it because it would be treated with chemicals for the splash pad. Other agencies (9 out of 10) are recirculating the water. C/Salo said he wasn't sure but thought it might be a requirement that the water be captured.

C/Salo said he has heard rumors that they may try to sell the Pony League field since they are looking at building Sunset Crossing and wondered if that would be something the City would consider acquiring and developing.

PRD/Wright said the City has not been approached about that issue and it would be a City Council decision if they were approached to do so. What he can say is that all four of these options would not prohibit any future development based on the lay of the land.

C/Salo felt that 190 responses out of 56,000 households would not be a good representation of people's opinions, but it is obviously valuable because it is the best the City has.

VC/Hsieh said that Option 2 for Heritage seems to work well because of the Pickle Ball field, but considering a splash pad for Sunset Crossing would be a good idea if it could replace the Pickle Ball field.

PRD/Wright concluded that the plan moving forward is to consolidate everything from Commissioner's feedback and surveys to the options from the public, with staff's recommendations and consultant information. This will be taken to the City Council for further discussion and conclusion and, it would be beneficial if the Commission as a whole had a general consensus for a recommendation at each location that staff could forward to the City Council.

Chair/Orona asked for Consensus.

Commissioners reiterated their individual preferences.

Results:

4 for Option 1 at Sunset Crossing

3 for Option 4 and 1 for Option 2 for Heritage Park

**4. NEW BUSINESS: NONE**

**5. ANNOUNCEMENTS:**

C/Liang thanked staff for providing such detailed information about the options for the two parks and tonight he feels very grateful that the Commission has been able to have an in-depth discussion on this matter.

VC/Hsieh thanked staff for their input and help in presenting options for the Commission’s consideration. She felt this was a very productive meeting. Staff has done so much work for the City and she is very happy to be able to offer her input.

C/Salo thanked staff for their work in putting together the designs for the two parks. It is also very nice to see the progress at Pantera Park with the lighting. He also likes hearing about the progress at Sycamore Canyon Park as well. Good job, staff.

Chair/Orona thanked staff for the hard work they do every day. The Concerts in the Park are a lot of fun and he is excited to attend this year’s series. He looks forward to the 3<sup>rd</sup> of July celebration which he believes will be fun. Thanks again to staff for the work that went in to preparing the presentation this evening and thanks to Jeff Scott for being present and providing input and expertise on the subject. He is excited to see what happens down the road with these parks and witness the progress moving forward.

**ADJOURNMENT:** With no one objecting and no further business before the Parks and Recreation Commission, Chair/Orona adjourned the meeting at 7:58 p.m.

The foregoing minutes are hereby approved this \_\_\_\_ day of \_\_\_\_\_, 2019.

Respectfully Submitted,

\_\_\_\_\_  
RYAN WRIGHT, SECRETARY

Attest:

\_\_\_\_\_  
TOMMY ORONA, CHAIRPERSON

Communication: Approval of Minutes for June 20, 2019 (CONSENT CALENDAR:)

**CITY OF DIAMOND BAR  
MINUTES OF THE PARKS & RECREATION COMMISSION  
DIAMOND BAR CITY HALL - THE WINDMILL ROOM  
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765  
JULY 25, 2019**

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**CALL TO ORDER:**

Chair/Orona called the Parks and Recreation Commission meeting to order at 6:36 p.m. in the City Hall Windmill Room, 21810 Copley Drive, Diamond Bar, CA 91765.

**PLEDGE OF ALLEGIANCE:** Commissioner Sulakhe led the Pledge of Allegiance.

**ROLL CALL:**

Present: Commissioners Aaron Salo, Manisha Sulakhe, Vice Chair Kim Hsieh, and Chair Tommy Orona

Absent: Commissioner Benny Liang was excused.

Staff Present: Christy Murphey, Recreation Superintendent; Anthony Jordan, Parks and Maintenance Superintendent; Crystal Knox, Recreation Supervisor, and Debbie Gonzales, Administrative Coordinator.

**MATTERS FROM THE AUDIENCE:** None

**CALENDAR OF EVENTS:** RS/Murphey

**1. CONSENT CALENDAR:**

1.1 Approval of Minutes for the June 20, 2019 Regular Meeting.

VC/Hsieh offered amendments to the minutes and asked that approval be continued to the August meeting as follows: On Page 7 of the agenda packet, the discussion regarding the splash pads and whether they were needed at Heritage Park or Sunset Crossing, had a lot to do with costs and what would be more practical. The sentence that read “she felt that the City needed to spend more money on Heritage Park” was true, but somewhat out of context because in considering that if one had to choose between the two parks for the splash pads and because of the parking issue, etc. in her opinion, Heritage Park would be a better place to spend money for a splash pad than Sunset Crossing. She questioned the previous paragraph that spoke about the costs and how somebody would have to man the splash pad at all times. The question she wanted in the minutes was “how do other cities handle that because a lot of cities do have the splash pads and how do they deal with the problem.” On Page 9, it says “VC/Hsieh reiterated her desire for the splash pad to be at Sunset Crossing” which, after considering all of the plans she felt it would be the most cost-effective and would be more beneficial being used in the new park rather than reconstructing Heritage Park. On Page 10 she said

that Option 2 for Heritage Park seemed to work well for the “Pickle Ball court” and she wanted it stated that it had to do with being cost-effective more than anything else which she would like added to that statement. She wanted it understood that her focus and intent was on being cost-effective in deciding where the money would best be spent and in the end, she wanted to convey that she felt the money should be used at the new park so that nothing would have to be torn apart.

Approval of the June 20, 2019 minutes was continued to the August 22 meeting.

## 2. INFORMATIONAL ITEMS:

### 2.1 JULY RECREATION PROGRAM – RS/Murphey

#### 2.1a REGISTRATION SOFTWARE UPDATE – RS/Knox

Chair/Orona asked if there was no account signup cost and RS/Knox responded that Chair/Orona was correct that there was no charge to sign up.

Chair/Orona asked for the basis of and charge for picnics. RS/Knox responded that the fees are listed under “Facilities” and the current fees are listed. Fees differ for residents vs. non-residents in the picnic areas and are \$51.35 for residents and \$102.70 for non-residents. Refundable deposits vary based on head count. Reservations are done to ensure the space is marked off for their use. People are welcome to drop in; however, a permit is required for a group of 30 or more people in order to maintain the area and the park and if other vendors are brought in, they must be approved by the City and have a permit as well.

VC/Hsieh said she was concerned that in the past no fee was charged and the 2.5 percent could be a deterrent to people holding classes. She asked if staff could monitor this to make sure it is effective and RS/Knox said that staff would be monitoring that. On a \$15 class for example, it amounts to about .38 cents and what they are paying for is the convenience to be able to do that from home.

VC/Hsieh said that when someone is signed up for a class and needs to defer to another class, there would usually be a credit toward taking another class. Apparently, there has been a different rule implemented and they will lose part of their payment. RS/Knox responded “not necessarily.” The policy has been that if someone cancels before the second class, they will lose the \$15 cancellation fee. The City no longer keeps credits because of the tracking required and did a very thorough sweep and clean of the old recreation system which resulted in a number of checks and credits that had to be refunded out to people who never came back to use

the money for another class and in order to avoid that financial confusion, staff decided to no longer retain using credits. However, staff will make an exception if someone wants to transfer to another class, they will immediately be transferred without charging a convenience or cancellation fee. VC/Hsieh asked if that verbiage would be added to the website and RS/Knox explained that when one goes through the registration process and comes to the final payment section and receipt, it is included. If one cancels a class, there will be a \$15 cancellation charge which is also on the receipt.

VC/Hsieh felt the language did not clearly convey the program's intent with respect to the transfer policy and RS/Knox said she would have staff review.

VC/Hsieh asked if a group wanted to register for a class (families or three or four) the City would consider giving them a discount. RS/Knox said that currently, the City does not offer discounts other than the resident/non-resident discount of \$5. VC/Hsieh felt an incentive might be a good idea for getting families more involved. RS/Knox said it could be considered. The software offers that option. Part of the reason the City does not currently offer discounts is because classes are offered through individual contractors who set their own fees. It is a function within the system that could become difficult and cumbersome, but it is possible. Other types of fees or incentives would have to be reviewed and approved by the City Council.

C/Salo said it seemed to him that convenience fees should be absorbed into class costs because dealing with cash and checks has an associated cost. So, it might be easier to keep a flat fee by raising the class cost by \$1, for example, and disregard the "convenience" fee. He asked how picnic facilities are identified and RS/Knox responded that the individual tables are not; however, they are identified by the park site according to the site map. When individuals submit their application, they submit a site map and mark the location they wish to reserve. They are then provided with a permit which they place on the tables the morning of their event.

## 2.2 JULY 2019 MAINTENANCE REPORT – PMS/Jordan

VC/Hsieh said that after the fence went up to protect the grass at Pantera Park she saw dog owners take their dogs inside the fenced area. PMS/Jordan said it was an unfortunate and ongoing problem. Staff tries to lock the fence but it is temporary fencing and people find openings. VC/Hsieh said the opening was near the batting cage. PMS/Jordan said he would have staff re-secure the area.

Chair/Orona asked how often staff check the parks after hours and when they are under renovation. PMS/Jordan said that if his staff is doing



maintenance, they are onsite and ask people to leave the closed area.

Outside of regular work hours, the recreation staff has the field attendants who are out checking field users, picnic reservations, etc. and if they observe anyone in the wrong area, they will ask them to vacate the area.

C/Salo asked if staff could estimate when the Sycamore Canyon Park Restoration Project might be finished and PMS/Jordan said he does not have that information at this time and will speak with the engineering department to get an updated timeline. He believes it is scheduled to be finished mid to late October. He will provide the information at the August meeting.

C/Salo said that one of the Peterson Park entries contained discarded soccer goals. PMS/Jordan said he was aware of the soccer goals that were left unattended for months and in a very poor state of repair (rusting and deteriorating). It is his understanding that recreation sent out notices to all of the known user groups to let them know that if they belonged to a certain group, they needed to be removed, but there were no responses so they were discarded.

VC/Hsieh asked if there were any rooms at the Diamond Bar Center that had ballet bars with mirrors. RS/Knox said rooms do not have stationary bars but there are two sets of portable ballet bars that are used for some of the dance classes.

3. **OLD BUSINESS:** None

4. **NEW BUSINESS:** None

5. **ANNOUNCEMENTS:**

C/Sulakhe thanked staff for the online website which is a nice surprise. As people proceed to register online staff will get a lot of feedback on how easy or difficult the site is to navigate. The site looks good.

VC/Hsieh thanked staff for all of the work they do to make the City's system function well. The program looks outstanding and she believes that since there is a new generation of younger people it will be much easier for them to get online. The 4<sup>th</sup> of July Concert at the park was great. She loved Lady Liberty moving about and taking pictures. Thank you to staff for putting together so many wonderful events.

C/Salo thanked staff for their hard work.

Chair/Orona thanked staff for their work. He attended the 3<sup>rd</sup> of July Concert which was fun but Lady Liberty scared him a little bit. The website update looks really good and seems to be a lot more interactive and user-friendly which is a good thing in this ever-growing technological society. He looks forward to the last Concerts in the Park which he plans to attend. Great job this year again,

staff. And he asked that staff members who were not present this evening to be thanked for the great job they have done setting up these events throughout the summer.

**ADJOURNMENT:** With no one objecting and no further business before the Parks and Recreation Commission, Chair/Orona adjourned the meeting at 7:30 p.m.

The foregoing minutes are hereby approved this \_\_\_\_ day of \_\_\_\_\_, 2019.

Respectfully Submitted,

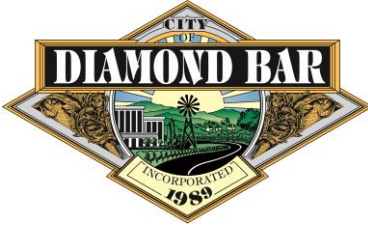
\_\_\_\_\_  
CHRISTY MURPHEY, SECRETARY

Attest:

\_\_\_\_\_  
TOMMY ORONA, CHAIRPERSON

Communication: Approval of Minutes for July 25, 2019 (CONSENT CALENDAR:)





## PARKS AND RECREATION COMMISSION AGENDA REPORT

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

AGENDA ITEM NUMBER: **2.1**

MEETING DATE: August 22, 2019

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

FROM: Christy Murphey, Recreation Superintendent

SUBJECT: August Recreation Program Update

RECOMMENDATION: Receive and file.

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### **Community Recreation Guide**

#### Fall Guide

The Fall Recreation Guide was mailed to residents the first week of August and includes programs held September through December.

#### Contract Classes – Summer

Contract classes did very well this summer due to the addition of new instructors, improved marketing, and the addition exciting new classes. There was an increased interest in summer camps and art classes which also helped with enrollment growth bringing this season's total to 882 participants compared to 776 in 2018. The Contract Class Program is well on its way to meet the goal to increase overall enrollment for fiscal year 2019-2020.

### **Senior Programs**

#### Senior Classes

Mt. San Antonio College partners with the City of Diamond Bar to offer 15 free classes to seniors at the Diamond Bar Center and Heritage Park. The classes vary from exercise to fine arts. Summer classes began June 17 and will run through August 16. Most of these classes are filled to capacity.

### Senior Seminars

- 7/8 Fall Prevention – 15 participants
- 7/9 Wills and Trust – 9 participants
- 7/16 Medical & Long-Term Care – 4 participants
- 7/23 Navigating through HMO Plans – 8 participants
- 7/23 The Facts Annuities – 4 participants

### Senior Activities and Services

- Mahjong every Wednesday – 40 per session, average
- Bingo every Monday and Friday – 175 per session, average
- Complimentary Legal Services (1<sup>st</sup> Wednesday of each month) – 5 appointments were booked for July.

### Adult Excursions

Hollywood Bowl – A full bus of 45 people headed to the Hollywood Bowl on July 3 to enjoy the sounds of the LA Philharmonic and Nile Rodgers and CHIC. After the show guests were able to enjoy an incredible firework show that concluded the evening. The excursion included roundtrip transportation, Bowl admission, seat cushion rental and a snack for the trip home.

### Senior Special Events

Summer Luau – On July 18, the annual Senior Luau dance was held at the Diamond Bar Center. An authentic Hawaiian feast was catered by Tiscareno's Catering and Keith Johnson provided the music. There were 105 participants who danced the night away.

### Senior Excursions

Museum of Tolerance – On July 24, a group of 42 seniors traveled to Los Angeles for lunch on their own at The Grove, followed by a trip to The Museum of Tolerance. A self-guided tour through interactive exhibits engages visitors' hearts and minds, while challenging them to assume personal responsibility for positive change. This excursion included roundtrip transportation, admission, and a snack on the way home.

### **July Facility Rentals**

<b>Location</b>	<b>Room</b>	<b>Rentals</b>	<b>Revenue</b>
<b>Diamond Bar Center</b>	Grand View Ballroom	16	\$ 50,643.56
	Pine Room	0	\$ 0.00
	Sycamore Room	2	\$ 1,272.50
	Oak Room	1	\$ 810.00
	Maple Room	4	\$ 892.50
	<b>Total</b>	<b>23</b>	<b>\$ 53,618.56</b>
<b>Heritage Park</b>	Community Center	<b>4</b>	<b>\$ 1,755.00</b>

<b>Pantera Park</b>	Activity Room	<b>2</b>	<b>\$ 140.00</b>
<b>Picnic Shelters</b>	Heritage Park	3	\$ 200.00
	Maple Hill Park	1	\$ 50.00
	Pantera Park	0	\$ 0.00
	Peterson Park	0	\$ 0.00
	Ronald Reagan Park	4	\$ 254.05
	Sycamore Canyon Park	7	\$ 404.05
	<b>Total</b>	<b>15</b>	<b>\$ 908.10</b>
	<b>Total</b>	<b>44</b>	<b>\$ 56,421.66</b>

### Healthy Diamond Bar & Pickleball Update

Healthy Diamond Bar introduced Pickleball to the community on Saturday, July 13 at Maple Hill Park. This tennis-like sport is played with a whiffle ball and paddle on a smaller court with a modified net. Scoring is similar to table tennis or ping pong. Volunteers from the City's Pickleball Drop-in Program were on hand and eager to help teach new players the game. A total of 65 participants enjoyed the morning learning the new game, while getting great exercise!

In addition, the City Council approved up to \$30,000 in the 2019-2020 Annual Budget to renovate one of the three courts at Maple Hill to a pickleball court. This renovated court will allow space for 4 pickleball courts and up to 16 participants at the same time! This will decrease the City's overall tennis court inventory to seven lit tennis courts, but provides new recreation offerings to thriving community sport. After a year and a half pilot program every Wednesday morning of approximately 25 participants, the pickleball participants are excited to have the chance to play during the same park hours as tennis players without setting up temporary nets and court lines. The project is currently out to bid and the brief renovation is scheduled to take place in late September or early October.

### Youth Programs

#### Tiny Tots

For the month of July, Tiny Tots learned more about the ocean. Teachers focused on the five different oceans, sea shells and their classification and the different mammals that live in the oceans. Participants enjoyed making an ocean in a bottle using mineral oil and sea shells. They also made sea shell art and examined great white shark teeth. Lastly, participants enjoyed a variety of ocean related books and songs throughout the month of July.

### DB 4Youth

During the month of July, DB 4Youth held their regular monthly meeting at the Diamond Bar Center with 29 members in attendance. Included on the agenda was the creation of a committee for the leadership workshop and Kids Night Out-Holiday Edition. Members also received information regarding upcoming community service events as such as Bike Safety Day, Senior Dance, and Tech Time during the month of August.

### Day Camp

Day Camp welcomed 71 campers to the fifth week (July 1- 5) of camp! Campers went to Knotts Berry Farm on July 2 for their major excursion. Campers visited the YMCA Maple Hill pool on July 5. Campers enjoyed crafts and activities geared towards the 4<sup>th</sup> of July and finished off the week by dressing up in their favorite “Red, White, or Blue” attire.

Day Camp Week six (July 8 -12) welcomed 100 campers as they visited Glowzone for their major excursion on, July 9. On, July 10 campers ventured out to the Rockin Jump for their minor excursion. Day Camp visited the YMCA Maple Hill pool on, July 11. In addition, campers dressed up in their favorite sports jersey or shirt on Friday, July 12.

Day Camp welcomed 100 campers to week seven (July 15 -19) of Summer Day Camp. Campers set out to Pirates Adventure where they feasted and watched an action pack show on July 16. On July 17, campers visited the Lazer Quest and on Thursday, they went to the YMCA Maple Hill pool. Lastly, this week campers enjoyed fun crafts and activities geared towards “Treasure Hunters” theme and dressed up in their favorite Pirate attire or shirt on Friday, July 19.

Day Camp welcomed 100 campers for week eight (July 22-26). On July 23, campers visited Knotts Soak City where they raced down fast water slides, lounged by the lazy river, and swam in the wave pool. On July 24, campers went to Oak Tree Lanes for bowling, and visited the YMCA Maple Hill pool on July 25. Lastly, this week campers dressed up in their favorite superhero character and or tee-shirt on Friday, July 26.

## **Youth and Adult Sports**

### Table Tennis

The table tennis program continued play at Heritage Park on Thursday evenings from 6:30 p.m. to 9:30 p.m. (average of nine participants), and Sunday from 5:00 p.m. to 8:00 p.m. (average of 11 participants). In addition, starting in September all participants will be required to register and fill out an online waiver. The purpose is to capture the players information for future announcements and to follow the same practices as all other programs.

### Field Allocation

Field allocation applications were due July 12 in order to participate in the upcoming allocation period which will run from September 1 through December 31, 2019. Nine user groups applied for field space with the largest organization being AYSO with 400 resident participants. This allocation welcomed a new organization: Under the Lights

Flag Football which had a total of 96 resident participants.

Lastly, the field allocation meeting took place on Tuesday, August 6 at City Hall. At the meeting user groups received a copy of the draft allocation, discussed policy information such as permits, lights and field conditions and received an opportunity to voice any concerns regarding the fields.

## **Special Events**

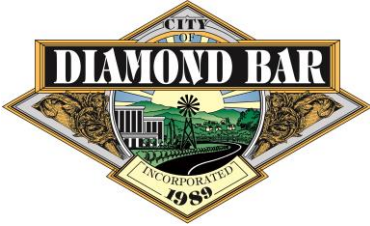
### Concerts in the Park

Concerts continued during the month of July with the series concluding on the 31<sup>st</sup>. On July 3<sup>rd</sup> the City held a special patriotic concert with music from Americana band the Darden Sisters followed by the Hodad's "Rockin" USA show. The event also featured patriotic decorations and festivities including crafts, face painting, crazy hair styling, balloon animals, and a strolling Statue of Liberty.

On July 31<sup>st</sup> Cold Duck ended the series with classic hits from the 70's – 90's. They really had the crowd moving and dancing with songs like "Up Town Funk". In addition, during the concert, the City celebrated Diamond Bar Night Out. This great event celebrates the continued collaboration between the community and law enforcement to reduce crime in the city. There were also several informational booths surrounding the park with giveaways, including safety information provided by both the LA County Sheriff and Fire Department. This event was very successful because of the joint effort between multiple City departments and the Diamond Bar safety team. Thank you to everyone who attended during the series and we will see you all next year.

### Movies "Under the Stars"

Movies "Under the Stars" continued during July and concluded on the 31<sup>st</sup> with *Ralph Breaks the Internet*. July featured many popular movies such as *Incredibles 2* and *Hotel Transylvania 3*. However, the movie with the highest attendance was *Spider-Man: into the Spider Verse* with an estimated 600 people in attendance.



## PARKS AND RECREATION COMMISSION AGENDA REPORT

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

AGENDA ITEM NUMBER: **2.2**

MEETING DATE: August 22, 2019

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

FROM: Anthony Jordan, Parks & Maintenance Superintendent

SUBJECT: August 2019 Maintenance Report

RECOMMENDATION: Receive and File

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During the previous month, 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

- Reinstalled window moulding at motor court store front.
- Repaired broken door latch.
- Repaired broken chair cart.
- Reinstalled electrical room door threshold.
- Installed new photocell for wall mounted flood lights.
- Replaced batteries in handicap push button door actuator at upper women's restroom.
- Installed new roll up shade roller chain in the staff office.
- Filled gaps with wood epoxy as required to close handrail separations along

central hallway.

- Replaced glass lens on inground light in the motor court.
- Installed new cabinet lock on cabinet for janitorial service.
- Performed weekly test on wheelchair lift.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance (Best).

### **Diamond Canyon Park**

- Performed irrigation PMI (BV).
- Performed park/playground inspections.

### **Heritage Park**

- Installed new cabinet lock on sink cabinet for janitorial service.
- Repaired damaged fire alarm phone line.
- Performed park/playground inspections.
- Performed monthly exterior lighting maintenance (Best).

### **Larkstone Park**

- Performed irrigation PMI (BV).
- Treated park for weed control (BV).
- Performed park/playground inspections.

### **Longview North Park**

- Performed park/playground inspections.

### **Longview South Park**

- Performed park/playground inspections.

### **Lorbeer Middle School**

- Performed renovation on football field (BV). Renovation is now completed and

the field was opened for use on August 12.

- Treated for weed control.
- Performed irrigation PMI (BV).
- Performed gopher control (APM).

### **Maple Hill Park**

- Replaced cartridge in drinking fountain push button actuator.
- Treated for gopher control (BV/APM).
- Performed park/playground inspections.
- Performed monthly exterior lighting maintenance (Best).

### **Pantera Park**

- Installed new retaining system along the large dog park fence to retain the wood chip surfacing.
- Delivered vinyl flooring for activity room project.
- Performed turf renovation on sports fields (BV). Renovation is now completed and the fields were opened for use on August 12.
- Treated for weed control (BV).
- Performed irrigation PMI (BV).
- Performed gopher control (APM).
- Performed park/playground inspections.
- Performed monthly exterior lighting maintenance (Best).

### **Paul C. Grow**

- Treated for weed control (BV).
- Performed park/playground inspections.
- Performed monthly exterior lighting maintenance (Best).

### **Peterson Park**



- Installed new actuator in men's restroom sink faucet.
- Installed new angle stop in men's restroom.
- Responded after hours to water leak at park drinking fountain. Turned off water and completed repair.
- Removed damaged fence pickets on the skate park fence. Installed two (2) new pickets.
- Repaired damaged snack bar door lock.
- Cleaned drinking fountain valve box between softball fields.
- Treated for broadleaf weeds (BV).
- Performed irrigation PMI (BV).
- Performed park/playground inspections.
- Performed monthly exterior lighting maintenance (Best).

#### **Ronald Reagan Park**

- Cleaned and adjusted all drinking fountains.
- Installed one (1) drinking fountain actuator button.
- Installed new barbeque head.
- Performed park/playground inspections.
- Treated for rodent control (BV/APM).
- Performed irrigation PMI (BV).
- Performed monthly exterior lighting maintenance (Best).

#### **Silvertip Park**

- Performed park/playground inspections.

#### **Stardust Mini-Park**

- Performed park/playground inspections.

#### **Starshine Park**

- Performed park/playground inspections.
- Performed monthly exterior lighting maintenance (Best).

### **Summitridge Park**

- Treated for weed control (BV).
- Performed irrigation PMI (BV).
- Performed park inspections.

### **Sycamore Canyon Park**

- ***Slope Repair Project***- The projected completion date for the slope repair is October 31. Grading work is scheduled to be completed by the end of this week, followed by concrete work. This work will include construction of the stairways, V-ditches, and drainage infrastructure. Lastly, irrigation and landscaping will be installed. There will be a thirty (30) day plant establishment period for the landscaping followed by a 90-day maintenance period.
- Installed two (2) new barbeque heads.
- Removed old streamers and decorations from the picnic shelter.
- Received painting supply delivery from Hi-Way Safety.
- Raised low hanging trees along the hiking trail.
- Repaired flush valve on urinal in the men's restroom.
- Assisted with the set up and operation of the Concerts and a Movie in the Park events.
- Performed irrigation PMI (BV).
- Treated for gopher control (BVAPM).
- Performed park/playground inspections.
- Performed monthly exterior lighting maintenance (Best).

### **Washington Park**

- Performed irrigation PMI (BV).
- Performed park/playground inspections.

- Performed monthly exterior lighting maintenance (Best).

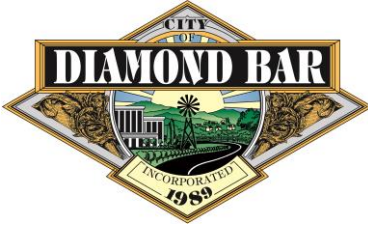
### **City Hall/Library**

- Cleared clogged sewer mainline in Library women's restroom.
- Replaced burned-out tombstone and re-lamped three (3) fixtures in the Windmill AV room.
- Painted exit wall to City Hall restrooms.
- Repaired fire sprinkler line water leak.
- Re-lamped nine (9) light fixtures in the Library spaces.
- Installed new angle stop in the Library employee's restroom.
- Cleaned monument sign and bollards. Sprayed for spiders and insects.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly carpet cleaning in City Hall and Library spaces (DFS).
- Performed monthly exterior lighting maintenance (Best).
- Performed quarterly upholstery cleaning (DFS).

### **Citywide**

- Inspected re: possible water leak along Diamond Canyon Rd. Water found to be from the adjacent HOA's irrigation.
- Re-staked parkway trees at 350 S. Del Sol.
- Removed leaning tree at 21919 Santaquin. Tree is scheduled for replacement.
- Removed/cleaned spilled concrete from the roadway at Sunset Crossing and Navajo Springs.
- Removed downed tree branches on Diamond Bar Bl. along Diamondgate complex.
- Assist Sheriff's department re: shade canopies for neighborhood watch event.
- Installed new lighting bollard on Diamond Bar Bl. at Grand Ave. bus stop.
- Cleaned up oil debris from the gutter at 1186 Crestbrook.

- Removed a dumped mattress from easement along Rancheria.
- Completed school re-stripping project.
- Rototill playground sand, clean barbeque pits, clean gazebos and prep softball fields as needed (BV).
- 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 (Best).



## PARKS AND RECREATION COMMISSION AGENDA REPORT

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

AGENDA ITEM NUMBER: **4.1**

MEETING DATE: August 22, 2019

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

FROM: Ryan Wright, Parks and Recreation Director

SUBJECT: Parks and Recreation Meeting Schedule

RECOMMENDATION: Discuss and recommend meeting schedule

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At the May 23, 2019 Parks and Recreation Commission meeting, the Commissioners in attendance requested City staff review the current monthly meeting schedule. The Commission was interested in evaluating the frequency of the current monthly meeting schedule in order to improve time management and operational efficiencies. Commissioners expressed interest in such a review based on Commissioner meeting attendance, pertinent agenda items, and existing meeting length. City staff has reviewed each of these topics and provided recommendations below.

It is imperative to note, Diamond Bar City Council must approve a resolution to modify the existing Diamond Bar Municipal Code prior to any modification, per Section 2.32.040 (g). This section currently states the Parks and Recreation Commission, *"...shall hold regular meetings at least once a month and other meetings at such additional times as are deemed necessary."*

City staff recognizes the time commitment provided by each Commissioner and values their dedication to the community. Although Commissioners are Diamond Bar residents, many work outside of the City and even Los Angeles County which can at times pose a logistical challenge for Commissioners to attend every meeting. Based on varying work schedules, traffic conditions and schedule conflicts, Commissioner attendance has varied over the past eight months and at times resulted in a lack of quorum.

<u>Meeting Month</u>	<u>Commissioners in Attendance</u>
October 2018	4
November 2018	Scheduled Cancellation
December 2018	Cancelled-Lack of Quorum
January 2019	3
February 2019	3
March 2019	5
April 2019	4
May 2019	3
June 2019	4
July 2019	4

As an advisory board, the Parks and Recreation Commission provides necessary suggestions and community feedback to City staff. Each monthly agenda typically provides informational items such as the monthly recreation report, maintenance report, and a brief presentation about a special event or youth program. Although the information provided is summarized each month, all programs and services offered by Parks and Recreation, along with Public Work’s park maintenance updates are provided to the Commission. Only on occasion will an agenda item be added that is unique and require specific Commission attention. These items could include recognition of youth sportsmanship award winners or park design discussion and occur approximately three or four meetings per year.

Based on the number of Commissioners in attendance and scheduled agenda items, the average Parks and Recreation Commission meeting lasts approximately 30 minutes. While these meetings are efficient and run in proper order, the time required by Commissioners and staff to prepare, commute, and implement a 30-minute meeting could be more effective if scheduled in another manner. Based on the 10-month evaluation period, public comments were rare, because most residents prefer immediate feedback by contacting City staff over the phone or via email rather than delaying for a monthly meeting.

In an effort to better utilize Commissioner and staff time, while providing adequate opportunities for public input, staff would recommend the Parks & Recreation Commission evaluate two potential options.

**Option A** - With City Council approval, the Parks & Recreation Commission shall meet

bi-monthly during the months of January, March, May, July, September, and November which is the same schedule implemented by the Cities of San Dimas, West Covina, Norco, and San Marino. This schedule will allow for agendas with additional “depth” and adequate opportunities for public comment. This Option would continue to allow “special meetings” at such additional times as are deemed necessary per the Municipal Code. Staff remains committed to working with Commissioners in person, over the phone, or via email should they have questions or concerns regarding programs, services, or parks. This Option is considered cost neutral as the costs associated with staff and contracted staff will be the same over the course of a year.

**Option B** – With City Council approval, the Parks and Recreation Commission shall meet quarterly during the months of January, April, July, and November. This option is similar to Option A, although reduces public input opportunities even further. Additional meetings could be added as needed and staff would be available as needed.

If the Parks and Recreation Commission chooses to implement a modified meeting schedule for City Council consideration, City staff recommends Option A. This Option better meets current Commissioners availability, increases agenda content, and would meet traditional level of public input. Option A has been successful in several neighboring cities and allows for “special meetings” as needed in the event an urgent project or issue arises. City staff thanks the Parks and Recreation for their continued support and would be happy to discuss these or other options.