

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

Thursday, August 24, 2017

THE WINDMILL ROOM AT DIAMOND BAR CITY HALL

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: 7:00 P.M.

PLEDGE OF ALLEGIANCE:

ROLL CALL: Parks & Recreation Commissioners Herndon, Hsieh, Liang, Vice-Chair Sulakhe, and Chairman Grundy

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 29 - DB4Youth and DB4Youth "In Action" Meeting - 6:00pm - The Diamond Bar Center, 1600 Grand Avenue, Diamond Bar

Monday, September 4 - CITY OFFICES CLOSED - In observance of the Labor Day Holiday

Tuesday, September 5 - City Council Meeting - CANCELLED

Thursday, September 14 - Senior Excursion - 12:00 - 6:00pm - Diamond Bar Day at the Fair - Depart from the Diamond Bar Center at 12:00pm

Tuesday, September 19 - City Council Meeting - 6:30pm - AQMD Main Auditorium - 21865 Copley Drive - Diamond Bar

Thursday, September 21 - Italiano Dance - Senior Special Event - 6:00 - 9:00pm - The Diamond Bar Center - 1600 Grand Avenue - Diamond Bar

Tuesday, September 26 - DB4Youth and DB4Youth "In Action" Meeting - 6:00pm - The Diamond Bar Center - 1600 Grand Avenue - Diamond Bar

Thursday, September 28 - Parks and Recreation Commission Meeting - 7:00pm - The Windmill Room, 1st Floor, 21810 Copley Drive, Diamond Bar

1. CONSENT CALENDAR:**2. INFORMATION ITEMS:**

- . **August 2017 Recreation Program Update**
- . **4th of July Program Evaluation and Financial Summary**
- . **August Maintenance Report**
- . **Requests for Information/Action - August 2017**

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

TO: HONORABLE CHAIRMAN & MEMBERS OF THE PARKS & RECREATION COMMISSION
FROM: CHRISTY MURPHEY, RECREATION SUPERINTENDENT
SUBJECT: AUGUST 2017 RECREATION PROGRAM UPDATE
MEETING DATE: 8/24/2017

Community Recreation Guide

The Summer & Fall 2017 Recreation Guides are currently available at the Diamond Bar Center, City Hall and online.

Contract Classes

Summer Session -- The Summer session began June 4 and will run through September 3. As of August 10, there are 750 students enrolled in 176 available classes.

Fall Session -- The Fall session will begin on September 5 and will run through December 23. Registration opened on August 1 and as of August 10 there are 60 students enrolled in 204 available classes. There are several new classes; Let's Hike, Paying for College, Senior Ballroom Dance, Financial Planning, Waltz & Merengue, Tango & Rumba, Beginning Jazz, Kids Ballroom, Mini Basketball League and more!

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 sewing and fine arts. Most of these classes are filled to capacity. The fall session will begin on August 25 and will conclude December 14.

Senior Seminars

8/7 Ask a Pharmacist About Medication - 8 participants

8/18 Medicare Step by Step - 6 Participants

8/21 Navigate Through Your Medicare Benefits - 12 participants

Senior Activities and Services

- Mahjong every Wednesday - 45 per week on average
- Bingo every Tuesday and Friday - 178 per session on average
- Complimentary Legal Services 1st Wednesday of each month - 6 appointments were booked for August

Senior Special Events

Western BBQ - Our annual Western themed dance will be held at the Diamond Bar Center on Thursday, August 17. An authentic BBQ feast will be catered by Tiscareno's Catering and Keith Johnson will provide the music. We currently have 84 participants enrolled and expect to reach 120.

Senior Groups and Clubs

Five senior clubs regularly meet and hold events at the Diamond Bar Center and Heritage Park Community Center:

- The **Diamond Bar Senior Citizen's Club** has 227 members and meets each Tuesday with approximately 179 at each meeting.
- The **Diamond Bar Evergreen Club** has 1,500 members on their books - 345 attend classes throughout the week.
- The **Diamond Age Seniors** has 155 members and meets each Monday, Wednesday, and Friday.
- The **Sunshine Seniors** has 800 members on their books - 185 attend their programs on a regular basis. They meet every Friday, Saturday and Sunday morning.
- The **Super Diamond Age Seniors** has 187 members and meets each Tuesday, Thursday, and Friday.

Senior Excursions

August 10 - Science Center and Little Tokyo - Cancelled due to low enrollment.

August 23 - Pala Casino - Currently there are 31 seniors enrolled. We need 4 more to sign up in order for this trip to run. Ticket sales end on Wednesday, August 16 at 12pm.

Facility Rentals

Diamond Bar Center - The Diamond Bar Center was the location for a total of 47 private, business and non-profit rentals during the month of July. There were 20 church rentals, 1 Toastmasters meeting, 4 seminar/meetings, 2 birthday parties, 1 Sunshine Seniors Dinner, and 1 prayer room. There were also 11 weddings, 2 pre wedding events, 4 bridal showers and 1 baby shower. A total of \$61,619.10 in rental fees was

collected during the month of July for Diamond Bar Center rentals. In July 2016 a total of \$50,617.45 was collected.

Heritage Room - There have been 9 rentals of Heritage Park Community Center for the month of August. Rentals include 4 church services, 2 baby showers, 1 seminar, 1 Eagle Court of Honor and 1 birthday party. Total revenue for these rentals is \$2,104.00. The revenue for August 2016 was \$1,370.00.

Pantera Room - There has been 1 rental of Pantera Park Community Center for the month of August which was a birthday party. Total revenue for this rental is \$122.50. The revenue for August 2016 was \$437.50.

Picnic Reservations - As of August 9, 2017, there have been 12 picnic reservations made for the month of August. There has been 6 at Ronald Reagan and 6 at Sycamore Canyon Park. The revenue of these picnic rentals is \$550.00. The revenue for August 2016 was \$1,025.00.

Youth Programs

Tiny Tots -- The summer session for tiny tots came to an end on Thursday and Friday August 10 and August 11. There were 20 participants enrolled in the 3-4 year old class and 20 participants enrolled in the 4-5 year old class. This session was titled "Do You See What I See" and focused on combing stories, songs, art projects and playtime that will help foster growth and development.

The fall session will run for 12 weeks starting on Monday, August 21 - Thursday, November 9. No Class Monday, September 4. There are currently 20 students enrolled in the 3-4 year old class and 16 in the 4-5 year old class.

DB 4Youth -- DB 4Youth will meet on Tuesday, August 29 for their regular monthly meeting at 6 p.m. at the Diamond Bar Center. Included on the agenda: discussion about upcoming events for the fall/ winter along with DB 4Youth social events, community service projects, and coordination to participate in city wide special events (Barktoberfest Saturday, October 14, Fall Fun Festival Tuesday, October 31). In the next few months the group will be going through some changes revisiting social events, community service opportunities, new logo design and overall mission for teen program.

Volunteens -- The City of Diamond Bar's 2017 Youth Volunteens Program is a leadership training program designed for youth ages 14 to 16 who reside in Diamond Bar. This year the program enrolled 62 participants that helped volunteer at several City recreation programs including: day camp, tiny tots, concerts in the park and senior programming. The purpose of the program is for the participants to feel engaged in their community while helping gain valuable life and work skills.

Volunteens Recognition -- On Tuesday, August 22 at 6:00pm Volunteens will gather at Heritage Park Community Center for an appreciation of their efforts throughout the

summer. The recognition will include a certificate presentation, slide show and sweet refreshments. Commissioners are encouraged to attend. Please RSVP to Recreation Specialist Jordi Ubaldo at jubaldo@dimaondbarca.gov or 909.839.7062.

Summer Day Camp -- Summer Day Camp is a 10-week program designed for children ages 6-12 in a safe, fun and active environment. Recreation staff and campers were excited to end camp with a trip to Disneyland on Wednesday, August 8 and Corona Del Mar Beach on Thursday, August 9. In addition, campers had a swim session at the Brea Plunge on Thursday, August 10. Overall campers are had an awesome time playing games and doing arts and crafts in between excursions. Day camp concluded on Friday, August 11. Recreation staff cleaned out the Heritage Park office and storage bin on Monday, August 14th in order to prep and organize inventory for 2018.

Youth and Adult Sports

Adult Co-Ed Volleyball -- The summer session ended on August 7. We are now accepting enrollment for the next session which will begin on September 11, 2017 for only \$40, participants receive 10 weeks of play on two courts of action from 7-9pm at South Pointe Middle School. This program is perfect for all skill levels and a great chance to go out and meet new people.

Table Tennis -- The table tennis program continues play at Heritage Park on Tuesday (average of 10 participants), and Thursday (average of 12 participants). Open play takes place from 6-10pm. We provide three table tennis tables for any drop in users.

Field Allocation -- The new field allocation period began on August 1, 2017 and will continue through December 31, 2017. Eleven organizations received allocated field space. Lorbeer Middle School lower field was open August 7, 2017 for permit use. Pantera Park remains closed until August 20, 2017. All other Diamond Bar parks are open and ready for use.

Youth Basketball Program -- Registration begins September 11, 2017 for Diamond Bar residents and October 16, 2017 for non-residents. League fees per child are \$89 and any additional child in the same family \$84. We are accepting participants between the ages of 4-14. Games will be played at two locations Mt. Calvary Lutheran School or South Pointe Middle School. All games will be held on Saturdays starting January 6, 2018 through March 11, 2018. Volunteer coaches are encouraged to step forward and help. Staff is currently looking at alternative options to help encourage new youth volunteers to coach. We look forward to see everyone out there and having another successful year in the Youth Basketball Program.

Save the Date! -- "Rock the Court" 3 on 3 Teen Basketball Tournament

Join us on Friday and Saturday, November 3 and 4 for our inaugural teen basketball tournament. The tournament will host two different age divisions: 14-16 and 16-18, all participants must be a Diamond Bar resident and attend a Diamond Bar school. School identification will be required. The event will take place at Pantera Park, basketball

courts. Please be on the lookout for additional information and more details to follow.

Special Events

4th of July Blast -- Financial Summary and Program Evaluation Attached.

Concerts in the Park/ Movies under the Stars -- This community favorite summer series concluded with a bang. Mark Wood & the Parrot Head Band paid tribute to Jimmy Buffet during Diamond Bar Night Out, while attendees were able to enjoy concessions provided by Miss Diamond Bar Scholarship Program and the Richeeze Melt Food Truck. There were several surrounding informational booths with giveaways, including make and take crafts for children and safety information provided by both the LA County Sheriff Department and LA County Fire Department. The night concluded with hundreds of attendees gathered at Sycamore Canyon Park to watch Disney's newest animated film, "Moana," which made a splash on the last night of the series. We hope you'll join us next summer!

Save the Date! - Diamond Bar Day at the Fair - Thursday, September 14, 2017

Join the City of Diamond Bar as we once again participate in Diamond Bar Day at the LA County Fair. Activities include FairKids Expo from 9 a.m. to 12 p.m., a Community Reception with the Hometown Hero Presentation from 3 - 4:30 p.m., and a Community Parade at 5 p.m. Additional information can be found on the City's website at www.diamondbarca.gov/fair

Purchase an \$8 admission advance ticket using promo code **diamondbar14** at www.lacountyfair.com or bring the coupon to the ticket booth for scanning. Coupons are available to print on the City's website.

Barktober Fest - Saturday, October 14, 2017 -- Come have a tail-wagging good time with your four legged friend. The City will be hosting a Halloween themed event for dog owners at Pantera Dog Park from 9 a.m. to 1 p.m. Activities throughout the day include: costume contest, photo station, giveaways, vendors featuring pet products and services, music, and dog games.

Fall Fun Festival -- The City's annual Fall Fun Festival will take place Tuesday, October 31 from 4:30 p.m. to 8:30 p.m. at Heritage Park. The event is designed for families with children ages 2 to 8 to enjoy a scare-free Halloween filled with crafts, games, prizes and picture-taking opportunities. Admission is free; however participation in games or crafts requires the purchase of a \$5 punch card (good for 10 games).



PARKS AND RECREATION COMMISSION

TO: HONORABLE CHAIRMAN & MEMBERS OF THE PARKS & RECREATION COMMISSION
FROM: CHRISTY MURPHEY, RECREATION SUPERINTENDENT
SUBJECT: 4TH OF JULY PROGRAM EVALUATION AND FINANCIAL SUMMARY
MEETING DATE: 8/24/2017

Program Evaluation and Financial Summary

Program Title: 4th of July Blast
Date: August 16, 2017
Evaluation Prepared by: Andee Tarazon, Recreation Supervisor
Andrea Nino, Recreation Coordinator

EVENT OVERVIEW

The City's 4th of July Blast event was held at Diamond Bar High School on July 4, 2017. The event featured live entertainment by the popular band Stone Soul, a variety of food choices provided by local non-profit groups, and souvenir glow items for sale provided by DB 4 Youth. The event was capped off by a 23-minute fireworks display choreographed to music that was introduced by Mayor Lin at 9pm. Approximately 7,000 adults and children participated throughout the day. Due to the free event admission and scale of the event, it is highly likely that the event draws significant participation from residents living outside the City limits. One event attendee did stop by the Event Information booth to let us know that they drove out from Long Beach after hearing about the event.

Staffing was provided by full and part-time employees from the Parks & Recreation and Public Works Departments. Fire suppression, safety, emergency services, law enforcement, and traffic and crowd control support was provided by the Los Angeles County Sheriff's and Fire Departments. CARE ambulatory transportation was also on site to provide first responder coverage. No participant injuries were reported.

The preparation for this event involved several City departments and coordination between multiple agencies. Planning meetings took place months in advance between Public Works and Recreation staff to discuss the logistics of the event, including details such as equipment layout, signage, food booth requirements, power needs, parking and shuttle routes. In addition, meetings took place with the Diamond Bar Sheriff team to devise a crowd and traffic control plan for both before and after the event. City staff also met with contractors several weeks prior to the 4th of July to discuss the fireworks display and campus preparation. The meetings provided valuable information about tree debris, leaf litter clean up, and ground saturation required to safely execute this event. Coordination also occurred months in advance between the City and Walnut Valley Unified School District for use of Diamond Bar High School. City staff worked with school personnel to develop a responsibility list for the weeks leading up to the event and the day of. The list included a watering schedule, mowing and campus clean up expectations, and their role for the actual event. Preparation for this event is a critical and labor intensive process that is important to the success of this event.

FINANCIAL IMPACT

The 4th of July Blast is a free public event that generates no revenue offsets. As outlined in the attached financial summary, direct costs of \$51,824.63 were incurred, with the three largest cost centers being contract services (fireworks, sound services, entertainment, etc.), equipment rental (portable stages, restrooms, lights, etc.), and shuttle services. Because long-term event planning by full-time staff in the months preceding the event was not accounted for as a direct cost, personnel services costs do not fully account for all event-related costs.

The following is an annual expenditure comparison:

<u>Fiscal Year</u>	<u>General Fund and Prop A Expenditures</u>
2017/18	\$51,824.63
2016/17	\$51,966.32
2015/16	\$52,786.81
2014/15	\$49,531.57
2013/14	Event Cancelled

STAFF OBSERVATIONS

Each year following the event, staff conducts a self-evaluation to identify areas in which the

events can be further improved. This year, staff noted the following:

Sheriff Recommendations

1. Block off the left turn lane for those traveling north on Diamond Bar Blvd.
2. Leave a Type A Barricades at Presado and Laurel Rim.
3. Add directional signs throughout the neighborhood streets to reduce traffic jams exiting the neighborhood.
4. Add a Deputy at the handicap parking lot at the conclusion of the event to help monitor traffic.
5. Eliminate parking spaces on Pathfinder from Fern Hollow to Evergreen Springs (in front of High School)

City Staff Recommendations

1. Add an additional light tower on the baseball field across from the stage.
2. Add additional "No Pets Allowed" signs or consider changing the visibility of such signs.
3. Create a "Lost Person" plan in writing prior to event.
4. Move food vendors (or food trucks in the future) to the baseball field across from the stage.
5. Use pedestrian barricades for walkway in handicapped parking lot for pedestrian exit to help with safety concerns.

Attachments:

- A. 4th of July Financial Summary

CITY OF DIAMOND BAR
FINANCIAL SUMMARY -- 4th of July Blast - 2017
As of 8.16.2017

Projected General Fund Expenditures	\$ 55,169.00	
Projected Revenue	\$ -	
Projected Prop A	\$ 6,500.00	
Projected Program Cost	\$ 61,669.00	
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Actual General Fund Expenditures	\$ 48,077.63	
Actual Revenue	\$ -	
Actual Prop A	\$ 3,747.00	
Actual Program Cost	\$ 51,824.63	
Difference		\$ 9,844.37
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PERSONNEL SERVICES		\$ 3,680.68
Projected Amount \$5269.00		
Part- Time (001.5350.40030)		
Event		\$ 2,680.32
(3) Rec Leader II - 8.25 hours @ \$13.16	\$ 325.71	
(3) Rec Leader II - 8.5 hours @ \$13.16	\$ 217.14	
(14) Rec leaders - 8.25 hours @ \$10.97	\$ 1,267.04	
(1) Rec leader - 8 hours @ \$10.97	\$ 87.76	
(2) Rec leaders - 7.5 hours @ \$10.97	\$ 164.55	
(1) Rec leader - 6.5 hours @ \$10.97	\$ 71.31	
(3) Rec Workers - 8.25 hours @ \$10.62	\$ 262.85	
(1) Facility Attendant II - 8 hours @ \$17.73		
(1) Specialist - 8.25 hours @ \$18.03	\$ 148.75	
(1) Specialist - 7.5 hours @ \$18.03	\$ 135.23	
Full - Time (001.5350.40020)		\$ 684.45
(1) CS Coordinator (OT) - 13 hours @ \$36.02	\$ 468.31	
(1) CS Coordinator (OT) - 9 hours @ \$24.02	\$ 216.14	
Personnel Services (001-5350- 40000)		\$ 315.91
Worker's Compensation (40083) @ 3.0%	\$ 100.94	
Medicare (40085) @ 1.45%	\$ 48.79	
Social Security (40085) @ 6.2%	\$ 166.18	
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SUPPLIES (001-5350-41200)		\$ 1,190.41
Projected Amount \$1,700.00		\$ 1,190.41
Reimbursement for Staff Meals	\$ 349.01	
Decorations	\$ 140.58	
Supplies	\$ 700.82	
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CONTRACT SERVICES (001-5350-45300)		\$28,229.00
Projected Amount \$31,900.00		\$28,229.00
Fireworks	\$ 17,000.00	
Special Event Insurance	\$ 1,868.00	
Entertainment	\$ 4,200.00	
Banners/Sinage	\$ 833.00	
School Cleanup/HillSide	\$ 3,290.00	
Janitorial Services	\$ 288.00	
Bright View	\$ 750.00	
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PRINTING (001-5350-42110)		\$ 820.00
Projected Amount \$1,100.00		\$ 820.00

Attachment: 4th of July Financial Summary (4th of July Program Evaluation and Financial Summary)

Flyers/ Posters	\$	820.00	
Resident Notice	\$	-	
AD Design	\$	-	
EQUIPMENT RENTAL (001-5350-42130)			\$ 14,157.54
Projected Amount \$13,200.00			\$14,157.54
Light Tower Rental	\$	1,295.58	
Tables and Chairs/ Stage	\$	2,770.71	
Restrooms/Sinks	\$	3,291.25	
Sound Services	\$	5,300.00	
Temp Fence	\$	1,500.00	
FACILITY RENTAL (001-5350-42140)			\$ -
Projected Amount \$2,000.00			\$ -
Diamond Bar High School	\$	-	
PROP A (112-5350-45310)			\$ 3,747.00
Projected Amount \$6,500.00			\$ 3,747.00
Shuttles	\$	3,747.00	

Attachment: 4th of July Financial Summary (4th of July Program Evaluation and Financial Summary)



PARKS AND RECREATION COMMISSION

TO: HONORABLE CHAIRMAN & MEMBERS OF THE PARKS & RECREATION COMMISSION

FROM: ANTHONY JORDAN, PARKS & MAINTENANCE SUPERINTENDENT

SUBJECT: AUGUST MAINTENANCE REPORT

MEETING DATE: 8/24/2017

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

- Installed seven (7) corner protectors throughout the facility.
- Cleared two (2) sink drain lines in the lower men's restroom. Cleared drain line in kitchen sink.
- Replaced door closer on Oak room door.
- Repaired office door latch.
- Repaired wall partition handle.
- Installed new AC filters in HVAC units.
- Re-lamped five (5) light fixtures throughout the facility.
- Replaced one (1) lighting ballast in Oak room hallway.
- Serviced water feature weekly (contractor). Drained cleaned and filled water feature additionally as needed.

- Performed weekly test on wheel chair lift.
- Performed monthly emergency generator test and regularly scheduled maintenance.
- Performed monthly exterior lighting maintenance. (Best)

Diamond Canyon Park

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

Heritage Park

- Repaired easel for Tiny Tot class.
- Cleaned all sink traps.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance. (Best)

Longview North Mini-park

- Performed Park/playground inspections.

Longview South Mini-park

- Performed Park/playground inspections.

Lorbeer Middle School

- Football field renovation has been completed as of August 7th. Field is open and available to school and permitted users.
- Treated for gopher control.
- Performed irrigation PMI. (BV)

Maple Hill Park

- Replaced electro-mechanical time clock for tennis court lights. Checked operation of tennis court lights.

- Repaired water closet in men's restroom.
- Replaced urinal flush valve and push button actuator.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance. (Best)
- Performed irrigation PMI. (BV)
- Treated park for fire ants. (BV/APM)

Paul C. Grow

- Replaced two (2) malfunctioning irrigation control valves. (BV)
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance. (Best)
- Treated park for fire ants. (BV/APM)

Pantera Park

- Sports field renovation has been completed and the fields will be open for use beginning August 21st.
- Installed "skate stopper" fabric to storm drain spillway to deter skate boarding. Repaired wrought iron fence damaged by skaters.
- Repaired vandalized irrigation heads. (BV)
- Repaired leaking irrigation mainline (BV).
- Replaced two (2) broken tennis net straps.
- Performed park/playground inspections.
- Performed irrigation PMI. (BV)
- Performed monthly exterior lighting maintenance. (Best)
- Cleaned v-ditches. (BV)

Peterson Park

- Picked up supplies and supervised an Eagle Scout project which encompassed the painting of the skate park wrought iron fence.
- Performed monthly exterior lighting maintenance. (Best)
- Performed park/playground inspections.
- Cleaned v-ditches. (BV)

Ronald Reagan Park

- Performed park/playground inspections.
- Performed monthly exterior lighting maintenance. (Best)
- Performed irrigation PMI. (BV)
- Treated park for gophers. (BV/APM)
- Cleaned v-ditches. (BV)

Silvertip Park

- Performed Park/playground inspections.

Stardust Mini-Park

- Performed park/playground inspections.

Starshine Park

- Sprayed "Speed Zone" herbicide for broadleaf weed control.
- Performed park/playground inspections.
- Performed monthly exterior lighting maintenance. (Best)
- Treated park for gophers. (BV/APM)

Summitridge Park

- Performed park inspections.
- Sprayed "Speed Zone" herbicide for broadleaf weed control.

Sycamore Canyon Park

- Several repairs were completed on the southern pedestrian bridge which included the installation of thirty two (32) carriage bolts to reinforce the bridge railing, the installation of two hundred SDS screws to reinforce the bridge deck and the replacement of four (4) bad planks with 1 1/8" plywood over a new ledger plate.
- Repairs to the northern bridge included the replacement of eight (8) 3"X12" planks and repainting with deck paint. New wrought iron railing is scheduled to be installed to replace the existing timber posts and rails.
- Repaired/adjusted drinking fountain as necessary to correct leak.
- Assisted with the set up and operation of the City's "Concerts and a Movie in the Park" events.
- Installed "Restaurant Week" promotional banner on softball fence.
- Cleaned storage bins in storage yard.
- Re-lamped one (1) exterior building light.
- Performed Park/playground inspections.
- Performed monthly exterior lighting maintenance. (Best)
- Treated park for gophers. (BV/APM)
- Cleaned v-ditches. (BV)

Washington Park

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

City Hall/Library

- Installed new filters in AC 1 and AC 2 ninety (90) ton HVAC units.
- Repaired malfunctioning VAV box in IT area.
- Replaced clock batteries as needed.
- Repaired numerous outlets/outlet covers in the library. Outlets are damaged due to high volume of computer/smart phone usage.
- Cleaned monument sign and bollards. Sprayed for spiders and insects.

- Re-lamped sixty nine (69) light fixtures in the City Hall spaces and eight (8) light fixtures in the Library spaces.
- Installed new 2X4 LED retrofit fixture in Administration area.
- 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

- Assisted street maintenance crew with the installation of eighty (80) feet of guardrail along Grand Ave. Railing was damaged in a car accident.
 - Wash, fuel and service City vehicles.
- Inspected fire extinguishers and first aid kits at all City Facilities. Re-stocked as needed.
- Re-stocked pet bags throughout the City. Serviced trash cans at trail heads.
- Performed monthly exterior lighting maintenance along Brea Canyon Rd. walkway. (Best)
- Assisted with the set up and operation of the City's "4th of July Blast" special event.



PARKS AND RECREATION COMMISSION

TO: HONORABLE CHAIRMAN & MEMBERS OF THE PARKS & RECREATION COMMISSION

FROM: RYAN MCLEAN, ASSISTANT CITY MANAGER

SUBJECT: REQUESTS FOR INFORMATION/ACTION - AUGUST 2017

MEETING DATE: 8/24/2017

**PARKS AND RECREATION COMMISSION
REQUESTS FOR INFORMATION / ACTION
August 24, 2017**

DATE	REQUEST	REQUESTED BY	RESPONDENT
02.27.2014	Commission would like to review Heritage Park “special needs” input before the conceptual plans have been finalized to verify “special needs” listed in the plan. No update at this time.	GRUNDY	Ryan McLean
04.28.2016	Request for additional outdoor lighting at the DBC near the rear entrance to the kitchen by the generator. No update at this time.	SULAKHE	Anthony Jordan
06.23.2016	Request for updated trails map. This project will be implemented in FY 2017-18.	GRUNDY	Ryan McLean
07.27.2017	Address graffiti and sidewalk displacement on Diamond Bar Blvd. near Albertson’s. The City’s contractor and Public Works staff has inspected and completed the work.	HERNDON	Ryan McLean

