

City Council Agenda

Tuesday, November 19, 2024 6:30 PM

South Coast Air Quality Management District/Main Auditorium
21865 Copley Drive, Diamond Bar, CA 91765

How to Observe the Meeting From Home:

The public can observe the meeting by calling +1 (631) 992-3221, Access Code: 239-871-205 OR visit:
<https://attendee.gotowebinar.com/register/3077897427784216671>.

How to Submit Public Comment:

The public may provide public comment by attending the meeting in person, by sending an email, or by logging into the teleconference. Please send email public comments to the City Clerk at cityclerk@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 Council Members, noted for the record at the meeting and posted on the City's official agenda webpage as soon as reasonably practicable (found here: <http://diamondbarca.ig2.com/Citizens/Default.aspx>).

The public may log into the meeting through this link:

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**ANDREW CHOU***Council Member***RUTH M. LOW***Council Member***STEVE TYE***Council Member***STAN LIU***Mayor***CHIA TENG***Mayor Pro Tem*

City Manager Dan Fox • City Attorney Omar Sandoval • City Clerk Kristina Santana

DIAMOND BAR CITY COUNCIL MEETING RULES

Welcome to the meeting of the Diamond Bar City Council. Meetings are open to the public and are broadcast on Spectrum Cable Channel 3 and Frontier FiOS television Channel 47. You are invited to attend and participate. Copies of staff reports or other written documentation relating to agenda items are on file and available for public inspection by contacting the Office of the City Clerk. If requested, the agenda will be made available in an alternative format to a person with disability as required by Section 202 of the Americans with Disabilities Act of 1990. If you have questions regarding an agenda item, please contact the City Clerk at (909) 839-7010 during regular business hours.

PUBLIC INPUT

Members of the public may address the Council on any item of business on the agenda during the time the item is taken up by the Council. In addition, members of the public may, during the Public Comment period address the Council on any Consent Calendar item or any matter not on the agenda and within the Council's subject matter jurisdiction. Any material to be submitted to the City Council at the meeting should be submitted through the City Clerk.

Speakers are limited to five minutes per agenda item, unless the Mayor determines otherwise. The Mayor 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 Council 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 City Council. A person who disrupts the orderly conduct of the meeting after being warned by the Mayor or the Mayor's designee that their behavior is disrupting the meeting, may result in the person being removed from the meeting.

INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE COUNCIL

Agendas for regular City Council meetings are available 72 hours prior to the meeting and are posted in the City's regular posting locations, on DBTV (on Spectrum Cable Channel 3 and Frontier FiOS television Channel 47) and on the City's website at www.diamondbarca.gov/agendas. The City Council may take action on any item listed on the agenda.

HELPFUL PHONE NUMBERS

Copies of agendas, rules of the Council, Video of meetings: (909) 839-7010

Computer access to agendas: www.diamondbarca.gov/agendas

General information: (909) 839-7000

THIS MEETING IS BEING VIDEO RECORDED AND BY PARTICIPATING VIA TELECONFERENCE, YOU ARE GIVING YOUR PERMISSION TO BE TELEVISED. THIS MEETING WILL BE RE-BROADCAST EVERY SATURDAY AND SUNDAY AT 9:00 A.M. AND ALTERNATE TUESDAYS AT 8:00 P.M. AND IS ALSO AVAILABLE FOR LIVE VIEWING AT [HTTPS://ATTENDEE.GOTOWEBINAR.COM/REGISTER/3077897427784216671](https://attendeegotowebinar.com/register/3077897427784216671) AND ARCHIVED VIEWING ON THE CITY'S WEB SITE AT WWW.DIAMONDBARCA.GOV.

CITY OF DIAMOND BAR

CITY COUNCIL AGENDA

November 19, 2024

CALL TO ORDER: 6:30 p.m.

PLEDGE OF ALLEGIANCE: Mayor

INVOCATION: Cantor Paul Buch, Temple Beth Israel

ROLL CALL: Chou, Low, Tye, Mayor Pro Tem
Teng, Mayor Liu

APPROVAL OF AGENDA: Mayor

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

1.1 Los Angeles County Assessor Update.

2. CITY MANAGER REPORTS AND RECOMMENDATIONS:

3. 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 Council on Consent Calendar items or other matters of interest not on the agenda that are within the subject matter jurisdiction of the Council. Although the City Council values your comments, pursuant to the Brown Act, members of the City Council or Staff 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 City Council.

Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's Office at 21810 Copley Dr., Diamond Bar, California, during normal business hours.

4. SCHEDULE OF FUTURE EVENTS:

- 4.1 Free Catalytic Converter Etching – November 20, 2024, 9:00 – 11:00 a.m. Calvary Chapel Golden Springs, 22324 Golden Springs Dr.
- 4.2 Planning Commission Meeting – November 26, 2024, 6:30 p.m., online teleconference and City Hall Windmill Room, 21810 Copley Dr.
- 4.3 Parks and Recreation Commission Meeting – November 28, 2024 – cancelled.
- 4.4 Thanksgiving Day Holiday – November 28-29, 2024, City Offices Closed.
- 4.5 City Council Meeting – December 3, 2024, 6:30 p.m., online teleconference and SCAQMD Main Auditorium, 21865 Copley Dr.

5. CONSENT CALENDAR:

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

5.1 CITY COUNCIL MINUTES OF THE NOVEMBER 5, 2024 REGULAR MEETING.**5.1.a November 5, 2024 City Council Regular Meeting Minutes**

Recommended Action:

Approve the November 5, 2024 Regular City Council meeting minutes.

Requested by: City Clerk

5.2 RATIFICATION OF CHECK REGISTER DATED OCTOBER 30, 2024 THROUGH NOVEMBER 12, 2024 TOTALING \$1,264,521.12.

Recommended Action:

Ratify the Check Register.

Requested by: Finance Department

5.3 TREASURER'S STATEMENT

Recommended Action:

Approve the October 2024 Treasurer's Statement.

Requested by: Finance Department

5.4 SMALL BUSINESS SATURDAY PROCLAMATION.

Recommended Action:

Adopt the Proclamation declaring November 30, 2024 as Small Business Saturday.

Requested by: City Manager

5.5 ADMINISTRATIVE SERVICES AGREEMENT WITH MISSIONSQUARE RETIREMENT FOR 457 DEFERRED COMPENSATION PLAN SERVICES.

Recommended Action:

Adopt Resolution No. 2024-40 approving, and authorizing the City Manager to sign, the Agreement with MissionSquare Retirement for 457 Deferred Compensation Plan Services.

Requested by: City Manager

5.6 FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LAE ASSOCIATES, INC. FOR ON-CALL CIVIL ENGINEERING SERVICES THROUGH JUNE 30, 2026.

Recommended Action:

Approve, and authorize the City Manager to sign, Amendment No. 1 to the Professional Services Agreement with LAE Associates, Inc., for a not-to-exceed annual amount of \$178,152 for Fiscal Year 2024/25.

Requested by: Public Works Department

6. PUBLIC HEARINGS: NONE.**7. COUNCIL CONSIDERATION: NONE.****8. COUNCIL SUB-COMMITTEE REPORTS AND MEETING ATTENDANCE REPORTS/COUNCIL MEMBER COMMENTS:****9. ADJOURNMENT:**

Agenda #: 5.1
Meeting Date: November 19, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **CITY COUNCIL MINUTES OF THE NOVEMBER 5, 2024 REGULAR MEETING.**
STRATEGIC
GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve the November 5, 2024 Regular City Council meeting minutes.

FINANCIAL IMPACT:

None.

BACKGROUND/DISCUSSION:

Minutes have been prepared and are being presented for approval.

PREPARED BY:



Kristina Santana, City Clerk

11/19/2024

REVIEWED BY:



Ryan McLean, Assistant City Manager

11/13/2024

Attachments:

1. 5.1.a November 5, 2024 City Council Regular Meeting Minutes

**CITY OF DIAMOND BAR
MINUTES OF THE CITY COUNCIL REGULAR MEETING
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT/MAIN AUDITORIUM
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
NOVEMBER 5, 2024**

CALL TO ORDER: Mayor Liu called the Regular City Council meeting to order at 6:30 p.m. in the South Coast Air Quality Management District Main Auditorium, 21865 Copley Drive, Diamond Bar, CA 91765.

PLEDGE OF ALLEGIANCE: Council Member Low led the Pledge of Allegiance.

INVOCATION: Pastor Ab Kastl, Landmark Church

ROLL CALL: Council Members Ruth Low, Steve Tye, Mayor Pro Tem Chia Yu Teng, Mayor Stan Liu

Absent: Council Member Andrew Chou

Staff present in person: Dan Fox, City Manager; Omar Sandoval, City Attorney; Ryan McLean, Assistant City Manager; Anthony Santos, Assistant to the City Manager; Amy Haug, Human Resources and Risk Manager; Jason Jacobsen, Finance Director; Cecilia Arellano, Community Relations Manager; Kristina Santana, City Clerk.

Staff present telephonically: Greg Gubman, Community Development Director; David Liu, Public Works Director; Ryan Wright, Parks and Recreation Director.

Others present: Derick Melendez, Deputy, Diamond Bar/Walnut Sheriff's Station; Stephen Tousey, Captain, Diamond Bar/Walnut Sheriff's Station.

APPROVAL OF AGENDA: Mayor Liu approved the agenda as presented.

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

- 1.1 2024 San Gabriel Valley Council of Governments Update.
Presentation by Senior Project Manager Rene Coronel.

2. CITY MANAGER REPORTS AND RECOMMENDATIONS:

- 2.1 Economic Development/Diamond Bar Restaurant Week Update.
Presentation by Assistant City Manager Ryan McLean.

3. PUBLIC COMMENTS:

The following provided public comments:

Cynthia Yu, Diamond Bar Library Manager

CC/Santana reported that no emails and were submitted for public comment, and no guests on the teleconference line requested to speak under Public Comments.

NOVEMBER 5, 2024

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CITY COUNCIL

4. **SCHEDULE OF FUTURE EVENTS:** CM/Fox presented the Schedule of Future Events.

5. **CONSENT CALENDAR:** C/Low moved, C/Tye seconded, to approve the Consent Calendar. Motion carried 4-0 by the following Roll Call vote:

AYES:	COUNCIL MEMBERS:	Low, Tye, MPT/Teng, M/Liu
NOES:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	Chou

5.1 APPROVED CITY COUNCIL MINUTES:

5.1.a OCTOBER 15, 2024 REGULAR MEETING.

5.2 RATIFIED CHECK REGISTER DATED OCTOBER 9, 2024 THROUGH OCTOBER 29, 2024 TOTALING \$1,903.600.27.

5.3 APPROVED SEPTEMBER 2024 TREASURER'S STATEMENT.

5.4 ADOPTED EXTRA MILE DAY PROCLAMATION.

6. **PUBLIC HEARINGS:** NONE.

7. **COUNCIL CONSIDERATION:** NONE.

8. **COUNCIL SUBCOMMITTEE REPORTS AND MEETING ATTENDANCE REPORTS/COUNCIL MEMBER COMMENTS:**

The following Council Members provided a report on meetings attended at the expense of the local agency per Government Code 53232.3(d).

Council Member Tye reported attending the Three Valleys Municipal Water District presentation on Cybersecurity.

9. **ADJOURNMENT:** With no further business to conduct, M/Liu adjourned the Regular City Council Meeting at 7:22 p.m.

Respectfully Submitted,

Kristina Santana, City Clerk

NOVEMBER 5, 2024

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CITY COUNCIL

The foregoing minutes are hereby approved this 19th day of November, 2024.

Stan Liu, Mayor

Agenda #: 5.2
Meeting Date: November 19, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **RATIFICATION OF CHECK REGISTER DATED OCTOBER 30, 2024 THROUGH NOVEMBER 12, 2024 TOTALING \$1,264,521.12.**
STRATEGIC GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of \$1,264,521.12.

BACKGROUND/DISCUSSION:

The City has established the policy of issuing accounts payable checks on a weekly basis with City Council ratification at the next scheduled City Council Meeting.

The attached check register containing checks dated October 30, 2024 through November 12, 2024 totaling \$1,264,521.12 is being presented for ratification. All payments have been made in compliance with the City's purchasing policies and procedures, and have been reviewed and approved by the appropriate departmental staff. The attached Affidavit affirms that the check register has been audited and deemed accurate by the Finance Director.

PREPARED BY:


Luisa Allen, Accounting Technician

11/19/2024

REVIEWED BY:*Jason Jacobsen*

Jason Jacobsen, Finance Director

11/13/2024

Jason Jacobsen

Jason Jacobsen, Finance Director

11/13/2024

Attachments:

1. 5.2.a Check Register Affidavit 11-19-2024
2. 5.2.b Check Register 11-19-2024



CITY OF DIAMOND BAR CHECK REGISTER AFFIDAVIT

The attached listings of demands, invoices, and claims in the form of a check register including checks dated October 30, 2024 through November 12, 2024 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

Description	Amount
General Fund	\$1,052,967.40
General Plan Update Fund	\$27,071.25
OPEB Reserve Fund	\$1,884.00
Measure W Local Return Fund	\$2,215.65
Measure M Local Return Fund	\$361.14
Measure R Local Return Fund	\$361.12
Prop A Transit Tax Fund	\$11,748.99
Prop C Transit Tax Fund	\$6,195.94
Community Dev Block Grant Fund	\$2,379.69
LLAD 38 Fund	\$17,246.83
LLAD 39 Fund	\$14,246.29
LLAD 41 Fund	\$6,154.06
Integrated Waste Mgmt Fund - AB939	\$53,385.90
Beverage Cntr Recycling Grant Fund	\$253.82
PEG Fees Fund	\$2,000.00
Capital Imprv Project Fund	\$202.20
Vehicle Maintenance & Equip Fund	\$2,041.83
Bldg Facility & Maint Fund	\$63,805.01
	\$1,264,521.12

Signed:

Finance Director
Jason M. Jacobsen

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13713	10/31/2024	SOUTHERN CALIFORNIA EDISON		DBC (083024-093024)	100510	52210	\$13,122.19
CHECK TOTAL							\$13,122.19
13716	11/6/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 809 S DBB - TC-1	100655	52210	\$90.99
CHECK TOTAL							\$90.99
13717	11/6/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL -BREA CYN/FALLOWFIELD-VARIOUS TC-1	100655	52210	\$215.17
CHECK TOTAL							\$215.17
13718	11/6/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 22805 GOLDEN SPRGS/VARIOUS - TC1	100655	52210	\$3,222.39
CHECK TOTAL							\$3,222.39
13719	11/6/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21010 WASHINGTON AVE. - TC-1	100655	52210	\$112.80
CHECK TOTAL							\$112.80
13721	11/6/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 2201 N DBB - TC-1	100655	52210	\$30.39
CHECK TOTAL							\$30.39
13722	11/6/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF'S GEN LAW AUG 2024	100310	55400	\$652,464.33
	11/6/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF CAV CHAPEL AUG 2024	100310	55402	\$12,235.21
CHECK TOTAL							\$664,699.54
13723	11/6/2024	SAN GABRIEL VALLEY CITY MANAGER'S ASSOCIATION		CITY REIMBURSEMENT	100	48820	\$2,500.00
CHECK TOTAL							\$2,500.00
13725	11/6/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1798 DBB/22566 GLDN SPRNGS - TC1	100655	52210	\$193.97
CHECK TOTAL							\$193.97
13726	11/6/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - DBB N/W @ TEMPLE - TC-1	100655	52210	\$102.65
CHECK TOTAL							\$102.65
13730	10/31/2024	SOUTHERN CALIFORNIA EDISON		PARKS (MAPLE HILL 092624-101424)	100630	52210	\$120.64
CHECK TOTAL							\$120.64
13731	10/31/2024	SOUTHERN CALIFORNIA EDISON		1/2 BREA CYN RD (092324-102124)	100630	52210	\$10.58

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$10.58
13732	11/6/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 553 N DBB/VARIOUS - TC-1	100655	52210	\$1,050.24
						CHECK TOTAL	\$1,050.24
13733	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	204	21106	\$129.75
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	203	21106	\$129.76
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	100220	50062	\$180.44
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	239	21106	\$220.54
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	241	21106	\$220.54
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	238	21106	\$393.45
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	201	21106	\$783.33
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	206	21106	\$1,594.73
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	225	21106	\$1,738.37
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	105220	50048	\$1,884.00
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	207	21106	\$2,077.98
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	250	21106	\$2,522.45
	11/8/2024	PERS HEALTH		HEALTH INSURANCE PREMIUM NOVEMBER 2024	100	21106	\$59,598.18
						CHECK TOTAL	\$71,473.52
13734	11/8/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 11/08/2024	238	21118	\$4.81
	11/8/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 11/08/2024	239	21118	\$4.81
	11/8/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 11/08/2024	241	21118	\$4.81
	11/8/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 11/08/2024	201	21118	\$6.69

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/8/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 11/08/2024	207	21118	\$30.15
	11/8/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 11/08/2024	250	21118	\$58.54
	11/8/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 11/08/2024	206	21118	\$138.93
	11/8/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 11/08/2024	100	21118	\$1,956.01
						CHECK TOTAL	\$2,204.75
13735	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	238	21109	\$85.19
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	225	21109	\$92.01
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	239	21109	\$107.82
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	241	21109	\$107.82
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	204	21109	\$123.30
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	203	21109	\$123.31
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	207	21109	\$615.05
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	201	21109	\$667.80
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	206	21109	\$3,314.81
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	250	21109	\$3,830.64

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/8/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 11/08/2024	100	21109	\$68,069.33
						CHECK TOTAL	\$77,137.08
13736	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	203	21110	\$81.40
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	204	21110	\$81.40
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	239	21110	\$156.15
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	241	21110	\$156.15
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	238	21110	\$238.40
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	225	21110	\$434.24
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	201	21110	\$595.89
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	207	21110	\$1,010.13
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	206	21110	\$1,722.91
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	250	21110	\$2,081.84
	11/8/2024	CALPERS		PENSION CONTRIBUTION FOR PERIOD 10/19/24-11/01/24	100	21110	\$42,982.72
						CHECK TOTAL	\$49,541.23
13737	11/12/2024	AARON STANLEY TALALAY		CONTRACT CLASS INSTRUCTOR - AARON TALALALY	100520	55320	\$318.75
						CHECK TOTAL	\$318.75
13738	11/12/2024	ABOUND FOOD CARE		FOOD RECOVERY SERVICES	250170	54900	\$1,632.25
						CHECK TOTAL	\$1,632.25
13739	11/12/2024	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2024	239	21117	\$1.66
	11/12/2024	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2024	241	21117	\$1.66
	11/12/2024	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2024	203	21117	\$9.02

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/12/2024	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2024	204	21117	\$9.02
	11/12/2024	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2024	201	21117	\$14.90
	11/12/2024	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2024	207	21117	\$23.39
	11/12/2024	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2024	250	21117	\$62.10
	11/12/2024	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2024	206	21117	\$198.97
	11/12/2024	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2024	100	21117	\$1,276.02
						CHECK TOTAL	\$1,596.74
13740	11/12/2024	ANIMAL PEST MANAGEMENT SERVICES INC		COMPREHENSIVE PEST MGMT SVCS (OCT2024)	100630	52320	\$70.00
	11/12/2024	ANIMAL PEST MANAGEMENT SERVICES INC		COMPREHENSIVE PEST MGMT SVCS (OCT2024)	100510	52320	\$105.00
	11/12/2024	ANIMAL PEST MANAGEMENT SERVICES INC		COMPREHENSIVE PEST MGMT SVCS (OCT2024)	100620	52320	\$120.00
						CHECK TOTAL	\$295.00
13741	11/12/2024	BIGGERFISH		2025 STREET SWEEPING MAGNET SCHEDULES QTY 5,000	250170	52110	\$2,875.55
						CHECK TOTAL	\$2,875.55
13742	11/12/2024	JOHN E BISHOP		INSTRUCTOR PAYMENT - MARTIAL ARTS - FALL 24	100520	55320	\$270.00
						CHECK TOTAL	\$270.00
13743	11/12/2024	CDW GOVERNMENT		CISCO SMARTNET RENEWAL - FY 24-25	100230	52314	\$139.48
						CHECK TOTAL	\$139.48
13744	11/12/2024	COCO SUTZE CHENG		INSTRUCTOR PAYMENT - FITNESS - FALL 24	100520	55320	\$192.00
						CHECK TOTAL	\$192.00
13745	11/12/2024	DAVID EVANS AND ASSOCIATES INC		LANDSCAPE PLAN CHECK SERVICES	301630	56104	\$37.20
	11/12/2024	DAVID EVANS AND ASSOCIATES INC		LANDSCAPE PLAN CHECK SERVICES	100	22107	\$783.30
	11/12/2024	DAVID EVANS AND ASSOCIATES INC		LANDSCAPE PLAN CHECK SERVICES	100	22107	\$903.00

City of Diamond Bar Check Register

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$1,723.50
13746	11/12/2024	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM NOV 2024	206	21105	\$0.96
	11/12/2024	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM NOV 2024	207	21105	\$0.96
	11/12/2024	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM NOV 2024	250	21105	\$1.96
	11/12/2024	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM NOV 2024	100	21105	\$113.78
						CHECK TOTAL	\$117.66
13747	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	203	21105	\$8.23
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	204	21105	\$8.23
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	239	21105	\$21.95
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	241	21105	\$21.95
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	238	21105	\$35.92
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	225	21105	\$56.24
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	201	21105	\$65.21
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	207	21105	\$150.68
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	206	21105	\$207.55
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	250	21105	\$254.74
	11/12/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOV 2024	100	21105	\$4,912.49
						CHECK TOTAL	\$5,743.19
13748	11/12/2024	DS SERVICES OF AMERICA INC		WATER SERVICE (CITYHALL/OCT)FY24-25	100620	51200	\$615.14
							CHECK TOTAL
13749	11/12/2024	ECOFERT INC		FERTILIZER INJECTION SYSTEM (100124-103124)	100630	52320	\$1,207.00
							CHECK TOTAL

City of Diamond Bar Check Register

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13750	11/12/2024	EXTERIOR PRODUCTS CORP		LARKSTONE PARK ELECTRICAL REPAIRS	100630	52320	\$232.92
	11/12/2024	EXTERIOR PRODUCTS CORP		LARKSTONE PARK ELECTRICAL REPAIRS	100620	51200	\$2,298.53
	11/12/2024	EXTERIOR PRODUCTS CORP		LARKSTONE PARK ELECTRICAL REPAIRS	100620	52320	\$2,298.54
	11/12/2024	EXTERIOR PRODUCTS CORP		CITYHALL OFFICES LED RETROFITS	100620	51200	\$2,601.88
	11/12/2024	EXTERIOR PRODUCTS CORP		CITYHALL OFFICES LED RETROFITS	100620	52320	\$2,601.88
	11/12/2024	EXTERIOR PRODUCTS CORP		VETERANS DAY FLAG INSTALLATION & REMOVAL	100630	56116	\$6,487.50
						CHECK TOTAL	\$16,521.25
13751	11/12/2024	FLOCK GROUP INC		FLOCK CAMERA REPLACEMENT - VANDALISM	100310	51300	\$73.85
	11/12/2024	FLOCK GROUP INC		FLOCK CAMERA REPLACEMENT - VANDALISM	100310	52310	\$726.15
						CHECK TOTAL	\$800.00
13752	11/12/2024	FRONTIER COMMUNICATIONS CORP		SUMMARY BILL - INTERNET SERVICE - NOV 2024	100230	54030	\$471.94
						CHECK TOTAL	\$471.94
13753	11/12/2024	GO LIVE TECHNOLOGY INC		AGNDA MGMT & LIVE STREAMING SOFTWARE CONSULTANT	100140	54900	\$875.00
						CHECK TOTAL	\$875.00
13754	11/12/2024	HANSON BRIDGETT LLP		LEGAL SERVICES - SEWER DISTRICT	100120	54022	\$2,856.00
						CHECK TOTAL	\$2,856.00
13755	11/12/2024	HEATHER JEN CHANG		CONTRACT CLASS INSTRUCTOR - ART CLASSES	100520	55320	\$756.00
						CHECK TOTAL	\$756.00
13756	11/12/2024	HODGMAN ENTERPRISES		PRINTING, MAILING OF 2024 NOV SIX-PAGE NEWSLETTER	100240	52110	\$3,541.31
						CHECK TOTAL	\$3,541.31
13757	11/12/2024	HOPSCOTCH PRESS INC		2025 ONLINE STOREFRONT FOR DBC - PAYMENT 1 OF 2	100510	52160	\$2,700.00
						CHECK TOTAL	\$2,700.00
13758	11/12/2024	HORIZONS CONSTRUCTION CO INT'L INC		PETERSON PARK RESTROOM RENOVATION (PMT#1)	100630	52320	\$31,788.64
						CHECK TOTAL	\$31,788.64
13759	11/12/2024	JACKSON'S AUTO SUPPLY/NAPA		VEHICLE MAINTENANCE	100630	52320	\$774.00

City of Diamond Bar Check Register

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/12/2024	JACKSON'S AUTO SUPPLY/NAPA		VEHICLE MAINTENANCE	502630	52312	\$509.18
						CHECK TOTAL	\$1,285.26
13760	11/12/2024	LANCE SOLL & LUNGARD LLP		YEAR-END AUDIT FY 23/24	100210	54010	\$15,600.00
						CHECK TOTAL	\$15,600.00
13761	11/12/2024	LOCAL AGENCY ENGINEERING ASSOCIATES INC		PS - ON-CALL ENGR/ARCHITECTURAL SVCS - OCT 2024	207615	54400	\$2,162.00
						CHECK TOTAL	\$2,162.00
13762	11/12/2024	LOOMIS		COURIER SVCS - OCTOBER 2024	100210	54900	\$748.62
	11/12/2024	LOOMIS		COURIER SVCS - OCTOBER 2024	100510	54900	\$748.62
						CHECK TOTAL	\$1,497.24
13763	11/12/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (OCT/2024-LLAD38/39/41)	241641	55524	\$5,623.27
	11/12/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (OCT/2024-LLAD38/39/41)	239639	55524	\$13,715.50
	11/12/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (OCT/2024-LLAD38/39/41)	238638	55524	\$16,460.60
						CHECK TOTAL	\$35,799.37
13764	11/12/2024	METROLINK		METROLINK PASSES - OCTOBER 2024	206650	55610	\$865.20
	11/12/2024	METROLINK		METROLINK PASSES - OCTOBER 2024	206650	55620	\$3,460.80
						CHECK TOTAL	\$4,326.00
13765	11/12/2024	MICHAEL BAKER INTERNATIONAL INC		CANYON LOOP TRAIL -HMMP PROJECT MANAGER	301630	56104	\$165.00
						CHECK TOTAL	\$165.00
13766	11/12/2024	MV CHENG & ASSOCIATES INC		CONSULTANT SVCS - FINANCE OCT 2024	100210	54900	\$5,700.00
						CHECK TOTAL	\$5,700.00
13767	11/12/2024	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEES	100220	52510	\$345.00
						CHECK TOTAL	\$345.00
13768	11/12/2024	ONE TIME PAY VENDOR	ABU GOFRAN	FACILITY REFUND	100	20202	\$500.00
						CHECK TOTAL	\$500.00
13769	11/12/2024	ONE TIME PAY VENDOR	ALEAH PORTER	FACILITY REFUND	100	20202	\$1,450.00

City of Diamond Bar Check Register

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$1,450.00
13770	11/12/2024	ONE TIME PAY VENDOR	FANYI ZENG	FACILITY REFUND	100	20202	\$100.00
						CHECK TOTAL	\$100.00
13771	11/12/2024	ONE TIME PAY VENDOR	JACQUELINE HERNANDEZ	FACILITY REFUND	100	20202	\$1,156.17
						CHECK TOTAL	\$1,156.17
13772	11/12/2024	ONE TIME PAY VENDOR	MONIKA GONZALEZ	FACILITY REFUND	100	20202	\$100.00
						CHECK TOTAL	\$100.00
13773	11/12/2024	ONE TIME PAY VENDOR	MT. CALVARY LUTHERAN CHURCH	FACILITY DEPOSIT REFUND	100	20202	\$525.02
						CHECK TOTAL	\$525.02
13774	11/12/2024	ONE TIME PAY VENDOR	NICHELLE BRIDGETT STINNETT	RECREATION PROGRAM REFUND	100	20202	\$21.25
						CHECK TOTAL	\$21.25
13775	11/12/2024	ONE TIME PAY VENDOR	STACEY HATZFELD	RECREATION PROGRAM REFUND	100	20202	\$35.00
						CHECK TOTAL	\$35.00
13776	11/12/2024	ONE TIME PAY VENDOR	WALLY YOUNG	FACILITY REFUND	100	20202	\$100.00
						CHECK TOTAL	\$100.00
13777	11/12/2024	ONE TIME PAY VENDOR	XIAO MEI CHEN	FACILITY REFUND	100	20202	\$131.27
						CHECK TOTAL	\$131.27
13778	11/12/2024	ONE TIME PAY VENDOR - CND REFUND	ARTHUR M HUI	C&D REFUND: 20800 TIMBERLINE LN	100	22105	\$1,500.00
						CHECK TOTAL	\$1,500.00
13779	11/12/2024	ONE TIME PAY VENDOR - CND REFUND	HOYT ROOFS INC	C&D REFUND: 3480 CASTLE ROCK RD	100	22105	\$250.00
						CHECK TOTAL	\$250.00
13780	11/12/2024	ONE TIME PAY VENDOR - CND REFUND	US NATIONAL INVESTMENT LLC	C&D REFUND: 2644 SUNBRIGHT DR	100	22105	\$250.00
						CHECK TOTAL	\$250.00
13781	11/12/2024	ONE TIME PAY VENDOR - CND REFUND	YUJIA CHEN	C&D REFUND: 768 LYONWOOD AVE	100	22105	\$250.00
						CHECK TOTAL	\$250.00

City of Diamond Bar Check Register

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13782	11/12/2024	OUTDOOR CREATIONS INC		SITE FURNISHINGS FOR SYCAMORE CYN PARK	250170	56116	\$34,185.90
	11/12/2024	OUTDOOR CREATIONS INC		SITE FURNISHINGS FOR SYCAMORE CYN PARK	504630	56100	\$63,805.01
						CHECK TOTAL	\$97,990.91
13783	11/12/2024	PAPER DEPOT DOCUMENT DESTRUCTION, LLC		SHREDDING SERVICE - 11/16/24 AMERICA RECYCLES DAY	250170	55000	\$1,050.00
						CHECK TOTAL	\$1,050.00
13784	11/12/2024	PAPER RECYCLING & SHREDDING		RECORD DESTRUCTION- OCT	250170	55000	\$165.00
						CHECK TOTAL	\$165.00
13785	11/12/2024	PRO1PRINT, LLC		DOUBLE-SIDED POSTCARDS: EARTH DAY, FILTER EXCHANGE	100240	52110	\$165.38
						CHECK TOTAL	\$165.38
13786	11/12/2024	QUINN RENTAL SERVICES		EQUIPMENT RENTAL FOR SYCAMORE CYN PARK REPAIRS	100630	52300	\$1,863.26
						CHECK TOTAL	\$1,863.26
13787	11/12/2024	RKA CONSULTING GROUP		PERMIT CLERK/BUILDING AND SAFETY DB - SEPT 2024	100420	55100	\$5,287.50
	11/12/2024	RKA CONSULTING GROUP		BUILDING AND SAFETY DB - SEPT 2024	100420	55100	\$38,896.87
						CHECK TOTAL	\$44,184.37
13788	11/12/2024	SC FUELS		FLEET FUEL (101624-103124)	502430	52330	\$64.03
	11/12/2024	SC FUELS		FLEET FUEL (101624-103124)	502630	52330	\$380.96
	11/12/2024	SC FUELS		FLEET FUEL (101624-103124)	502620	52330	\$451.58
	11/12/2024	SC FUELS		FLEET FUEL (101624-103124)	502655	52330	\$636.08
						CHECK TOTAL	\$1,532.65
13789	11/12/2024	SIMPSON ADVERTISING INC		LAYOUT OF NOV2024 NEWSLETTER AND RECYCLING GUIDE	250170	54900	\$550.00
	11/12/2024	SIMPSON ADVERTISING INC		LAYOUT OF NOV2024 NEWSLETTER AND RECYCLING GUIDE	100240	54900	\$3,275.00
						CHECK TOTAL	\$3,825.00
13790	11/12/2024	SPECTRUM BUSINESS		CABLE TV - DBC - OCT 2024	100230	54030	\$397.74
	11/12/2024	SPECTRUM BUSINESS		SUMMARY BILL CABLE TV/INTERNET CITY HALL -OCT 2024	100230	54030	\$1,739.33

City of Diamond Bar Check Register

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$2,137.07
13791	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	203	21107	\$1.99
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	204	21107	\$1.99
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	239	21107	\$2.36
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	241	21107	\$2.36
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	238	21107	\$3.32
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	203	21113	\$4.21
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	204	21113	\$4.21
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	239	21113	\$8.30
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	241	21113	\$8.30
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	238	21113	\$12.98
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	225	21107	\$13.34
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	207	21107	\$16.11
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	225	21113	\$23.68
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	201	21107	\$29.08
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	201	21113	\$29.21
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	206	21107	\$47.42
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	207	21113	\$54.84
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	206	21113	\$93.54
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	250	21107	\$105.55

City of Diamond Bar Check Register

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	250	21113	\$132.27
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	100	21107	\$1,571.34
	11/12/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2024	100	21113	\$2,235.28
						CHECK TOTAL	\$4,401.68
13792	11/12/2024	SUAY INC		ARD EVENT TEXTILE RECYCLING- NOV	250170	54900	\$3,000.00
						CHECK TOTAL	\$3,000.00
13793	11/12/2024	TASC		FSA FEES - OCT 2024	100220	52515	\$175.13
						CHECK TOTAL	\$175.13
13794	11/12/2024	THE KNOT WORLDWIDE INC		DBC ONLINE STOREFRONT NOV2024-JAN2025	100510	52160	\$4,854.10
						CHECK TOTAL	\$4,854.10
13795	11/12/2024	TORTI GALLAS AND PARTNERS INC		DB OBJECTIVE DESIGN STANDARDS	103410	54900	\$22,900.00
	11/12/2024	TORTI GALLAS AND PARTNERS INC		TOWN CENTER SPECIFIC PLAN	103410	54900	\$4,171.25
						CHECK TOTAL	\$27,071.25
13796	11/12/2024	TRANE SERVICE GROUP INC		HERITAGE PARK QTRLY MAINT. (100124-123124)	100630	52320	\$903.87
	11/12/2024	TRANE SERVICE GROUP INC		CITYHALL QTRLY MAINT. (100124-123124)	100620	52320	\$5,697.10
						CHECK TOTAL	\$6,600.97
13797	11/12/2024	ULINE INC		BEV CNT GRT RECYCLING BINS EVERGREEN ELEM	254180	51300	\$253.82
						CHECK TOTAL	\$253.82
13798	11/12/2024	VERIZON WIRELESS		WIRELESS PHONE SERVICE - 9/17/24-10/16/24	100230	52200	\$2,168.98
						CHECK TOTAL	\$2,168.98
13799	11/12/2024	VIDIFLO LLC		AV & TELEPRODUCTION SYSTEM ENGINEERING CONSULTANT	270240	55000	\$2,000.00
						CHECK TOTAL	\$2,000.00
13800	11/12/2024	VIRAMONTES EXPRESS INC		COMPOST AND MULCH HAULING SERVICES	250170	55000	\$779.70

City of Diamond Bar Check Register

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$779.70
13801	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	203	21108	\$3.22
	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	204	21108	\$3.22
	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	239	21108	\$7.20
	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	241	21108	\$7.20
	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	238	21108	\$12.16
	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	225	21108	\$21.81
	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	201	21108	\$23.54
	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	207	21108	\$54.65
	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	250	21108	\$97.41
	11/12/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2024	206	21108	\$103.17
						CHECK TOTAL	\$2,229.81
13802	11/12/2024	WW GRAINGER INC		EMERGENCY SUPPLIES 091224	100350	51200	\$43.49
	11/12/2024	WW GRAINGER INC		EMERGENCY SUPPLIES 091124	100350	51200	\$240.20
						CHECK TOTAL	\$283.69
13803	11/12/2024	WANSEO CHUNG		CONTRACT CLASS INSTRUCTOR - WANSEO CHUNG	100520	55320	\$432.00
						CHECK TOTAL	\$432.00
13804	11/12/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (CITYHALL)	100620	51200	\$1,693.24
						CHECK TOTAL	\$1,693.24
13805	11/12/2024	WEST COAST ARBORISTS INC		CITYWIDE TREE MAINTENANCE (100124-101524) FY24/25	100645	55522	\$19,550.00
						CHECK TOTAL	\$19,550.00
						GRAND TOTAL	\$1,264,521.12

Agenda #: 5.3
Meeting Date: November 19, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **TREASURER'S STATEMENT**
STRATEGIC
GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Approve the October 2024 Treasurer's Statement.

FINANCIAL IMPACT:

None.

BACKGROUND/DISCUSSION:

Consistent with City policy, the Finance Department presents the monthly Treasurer's Statement to the City Council for review and approval. This statement shows the cash balances with a breakdown of various investment accounts and the yield to maturity from investments. This statement also includes an investment portfolio management report which details the activities of investments. All investments have been made in accordance with the City's Investment Policy.

PREPARED BY:



Jason Jacobsen, Finance Director

11/19/2024

REVIEWED BY:A handwritten signature in black ink that reads "Jason Jacobsen". The signature is written in a cursive, flowing style.

Jason Jacobsen, Finance Director

11/13/2024

Attachments:

1. 5.3.a Treasurer's Cash Report - October 2024
2. 5.3.b Treasurer's Certification & Portfolio Report - October 2024

CITY OF DIAMOND BAR - CITY TREASURER'S CASH BALANCE REPORT AS OF OCTOBER 31, 2024

CASH & INVESTMENT BALANCES

Cash Funds

General Account	\$1,929,389.21
Payroll Account	\$0.00
Change Fund - General Fund	\$300.00
Petty Cash Account	\$553.00
Cash With Fiscal Agent (US Bank 2021 Bonds)	<u>\$3,158.78</u>

Total Cash Funds

\$1,933,400.99

City & LAIF Invested Funds (Book Value):

Local Agency Investment Fund	\$2,150,552.19
City-Managed Fixed-Income Securities (0-5 year maturity)	<u>\$62,659,552.88</u>

Total Investment Funds (Book Value)

\$64,810,105.07

Fiscal Year-To-Date Effective Rate of Return (City Funds & LAIF) 3.77% (4 months)

Fiscal YTD Interest Earnings (City Funds & LAIF) \$911,005.51

FY 2024-25 Budgeted Investment Earnings (City Funds & LAIF) \$1,608,100.00 (12 Months)

Invested Funds With OPEB Trust (Managed by CalPERS/State Street)

\$901,412.75

Annualized rate of return as of 06/30/2024 (since 6/30/16, 8 yrs) 4.24%

OPEB Trust Fiscal Year-To-Date Earnings \$30,589.89 (4 months)

GRAND TOTAL - CASH & INVESTMENTS

\$67,644,918.81

CITY OF DIAMOND BAR
INVESTMENT PORTFOLIO SUMMARY REPORT
OCTOBER 31, 2024

INVESTMENTS	BOOK VALUE	PERCENT OF PORTFOLIO	TERM	DAYS TO MATURITY	YIELD TO MATURITY
Federal Credit Union CD	\$16,368,000.00	25.26%	1,391	943	4.300%
Local Agency Investment Fund	\$2,150,552.19	3.32%	1	1	4.516%
Corporate Notes	\$964,379.95	1.49%	1,570	1,164	4.989%
Federal Agency Coupon Securities	\$8,650,586.73	13.35%	1,474	782	4.172%
Federal Agency Discount-Amortizing	\$749,705.94	1.16%	266	3	4.910%
Treasury Coupon Securities	\$8,454,641.13	13.05%	1,323	453	2.672%
Federal Agency Callable	\$7,749,592.84	11.96%	1,719	520	2.361%
Certificates of Deposit-Banks	\$8,009,853.52	12.36%	1,530	946	3.831%
Municipal Bonds	\$1,854,195.64	2.86%	1,593	774	4.009%
Money Market Fund	\$9,858,597.13	15.21%	1	1	5.080%

Total Investments and Averages	\$64,810,105.07	100.00%	1,187	621	3.916%
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MONTH ENDING
OCTOBER 31, 2024

FISCAL YEAR-TO-DATE
2024-2025

TOTAL INTEREST EARNED

\$226,997.55

\$911,005.51

Daniel Fox
City Treasurer

I certify that this report accurately reflects all City pooled investments and is in conformity with the investment policy of the City of Diamond Bar approved by City Council and on file in the City Clerk's office. The investment program herein provides sufficient cash flow liquidity to meet the next six months estimated expenditures.



**City of Diamond Bar
Portfolio Management
Portfolio Summary
October 31, 2024**

City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA
(909)839-7053

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C
Federal Credit Union CD	16,368,000.00	16,302,725.46	16,368,000.00	25.26	1,391	943	4.300
Local Agency Investment Funds	2,150,552.19	2,117,925.09	2,150,552.19	3.32	1	1	4.516
Corporate Notes	1,000,000.00	964,379.95	964,379.95	1.49	1,570	1,164	4.989
Federal Agency Coupon Securities	8,625,000.00	8,671,331.28	8,650,586.73	13.35	1,476	782	4.172
Federal Agency Disc. -Amortizing	750,000.00	749,705.94	749,705.94	1.16	280	3	4.910
Treasury Coupon Securities	8,500,000.00	8,291,690.06	8,454,641.13	13.05	1,323	453	2.672
Federal Agency Callable	7,750,000.00	7,392,246.92	7,749,592.84	11.96	1,719	520	2.361
Certificate of Deposit	8,122,000.00	7,882,161.70	8,009,853.52	12.36	1,530	946	3.831
Municipal Bonds	1,945,000.00	1,829,575.89	1,854,195.64	2.86	1,593	774	4.009
Money Market Fund	9,858,597.13	9,858,597.13	9,858,597.13	15.21	1	1	5.080
Investments	65,069,149.32	64,060,339.42	64,810,105.07	100.00%	1,188	621	3.916

Total Earnings	October 31 Month Ending	Fiscal Year To Date
Current Year	226,997.55	911,005.51
Average Daily Balance	66,228,537.03	71,614,473.36
Effective Rate of Return	4.04%	3.77%

Jason M. Jacobsen, Finance Director

11/12/2024

Reporting period 10/01/2024-10/31/2024

Run Date: 11/12/2024 - 15:43

Portfolio POOL
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**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
October 31, 2024**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Credit Union CD											
00224TAL0	10528	A+ FEDERAL CU		01/27/2023	249,000.00	249,000.00	249,000.00	4.700	731	87	4.700 01/27/2025
219873AB2	10649	CORP AMERICA FAMILY CU		03/27/2024	248,000.00	248,000.00	248,000.00	5.250	365	146	5.250 03/27/2025
02589ACS9	10419	American Express Bank		05/18/2022	246,000.00	244,052.66	246,000.00	3.100	1,097	199	3.100 05/19/2025
90352RCM5	10424	US ALLIANCE FED CREDIT UNION		05/31/2022	249,000.00	246,987.08	249,000.00	3.100	1,095	210	3.100 05/30/2025
130162BL3	10621	CALIFORNIA CREDIT UNION		12/28/2023	243,000.00	243,000.00	243,000.00	5.100	550	241	5.100 06/30/2025
795451BQ5	10461	Sallie Mae Bank		07/06/2022	248,000.00	248,000.00	248,000.00	3.400	1,097	248	3.400 07/07/2025
37424PAG9	10570	GESA CREDIT UNION		07/31/2023	248,000.00	248,000.00	248,000.00	5.500	731	272	5.500 07/31/2025
20825WBC3	10474	Connexus CU		08/26/2022	248,000.00	248,000.00	248,000.00	3.500	1,096	298	3.500 08/26/2025
90353EBC6	10550	USF FCU		03/15/2023	249,000.00	249,000.00	249,000.00	5.050	915	318	5.050 09/15/2025
914242AA0	10492	UNIVERSITY CREDIT UNION		09/26/2022	249,000.00	249,000.00	249,000.00	4.000	1,096	329	4.000 09/26/2025
16863LAE5	10502	CHIEF FINANCIAL FCU		10/12/2022	249,000.00	249,000.00	249,000.00	4.600	1,098	347	4.600 10/14/2025
92348DAA7	10500	VERIDIAN CU		10/24/2022	249,000.00	249,000.00	249,000.00	4.500	1,096	357	4.500 10/24/2025
20367GBD0	10440	Community Commerce Bank		07/27/2022	248,000.00	248,000.00	248,000.00	3.050	1,280	452	3.050 01/27/2026
530520AC9	10530	LIBERTY FIRST CU		01/27/2023	249,000.00	249,000.00	249,000.00	4.500	1,096	452	4.500 01/27/2026
320165LR2	10648	FIRST FARMERS BK & TRUST		03/28/2024	249,000.00	249,000.00	249,000.00	4.850	671	453	4.850 01/28/2026
19123RAA0	10529	COCA-COLA FCU		01/31/2023	249,000.00	249,000.00	249,000.00	4.600	1,098	458	4.600 02/02/2026
39573LAV0	10255	GREENSTATE CREDIT UNION		02/26/2021	248,000.00	224,875.74	248,000.00	0.650	1,826	482	0.650 02/26/2026
59524LAA4	10549	MID CAROLINA CU		03/13/2023	249,000.00	249,000.00	249,000.00	4.850	1,096	497	4.850 03/13/2026
87868YAL7	10551	TECHNOLOGY CU		03/23/2023	249,000.00	249,000.00	249,000.00	5.000	1,096	507	5.000 03/23/2026
62847NEL6	10646	MVB BANK INC		03/27/2024	249,000.00	249,000.00	249,000.00	4.800	730	511	4.800 03/27/2026
68584JAV1	10675	Oregon Community Cred Un		06/07/2024	248,000.00	248,000.00	248,000.00	5.050	731	584	5.050 06/08/2026
48115LAM6	10707	Jovia Financial Credit Union C		08/16/2024	249,000.00	249,000.00	249,000.00	4.650	731	654	4.650 08/17/2026
722000AC0	10575	PIMA FEDERAL CREDIT		08/17/2023	248,000.00	248,000.00	248,000.00	5.300	1,096	654	5.300 08/17/2026
56824JBC7	10718	Marine Federal Corp.		08/30/2024	249,000.00	249,000.00	249,000.00	4.000	731	668	4.000 08/31/2026
42228LAH4	10496	HEALTHCARE SYSTEMS FCU		09/21/2022	249,000.00	249,000.00	249,000.00	3.600	1,461	689	3.600 09/21/2026
91823MBE4	10499	VCC BANK		10/14/2022	249,000.00	249,000.00	249,000.00	4.250	1,461	712	4.250 10/14/2026
50625LBR3	10606	LAFAYETTE FCU		11/30/2023	248,000.00	248,000.00	248,000.00	5.250	1,096	759	5.250 11/30/2026
88709RBH1	10677	Timberland Bank Hoquaim		06/12/2024	249,000.00	249,000.00	249,000.00	4.850	912	770	4.850 12/11/2026
06251A3K4	10402	America's Credit Union		12/16/2021	248,000.00	227,139.23	248,000.00	1.350	1,826	775	1.350 12/16/2026
682325EK7	10676	One Community Bank		06/18/2024	249,000.00	249,000.00	249,000.00	4.850	913	777	4.850 12/18/2026
58404DUA7	10622	Medallion Bank		12/29/2023	248,000.00	248,000.00	248,000.00	4.500	1,096	788	4.500 12/29/2026
856285E98	10410	State Bank of India		01/31/2022	248,000.00	230,670.75	248,000.00	1.750	1,827	822	1.750 02/01/2027
849061AF3	10644	SPOKANE TEACHERS CR UN		03/25/2024	245,000.00	245,000.00	245,000.00	4.750	1,095	874	4.750 03/25/2027
23204HPM4	10678	Customers Bank		06/11/2024	244,000.00	244,000.00	244,000.00	4.850	1,095	952	4.850 06/11/2027
32114MBC0	10681	First Natl Bnk Blue Erth		06/20/2024	248,000.00	248,000.00	248,000.00	4.850	1,095	961	4.850 06/20/2027
89235MNT4	10442	Toyota Financial SGS Bank		07/22/2022	248,000.00	248,000.00	248,000.00	3.400	1,826	993	3.400 07/22/2027

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**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
October 31, 2024**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Credit Union CD											
14042THZ3	10453	Capital One Bank USA		07/27/2022	248,000.00	248,000.00	248,000.00	3.500	1,826	998	3.500 07/27/2027
55026MAE5	10487	LUMINATE BANK		09/15/2022	249,000.00	249,000.00	249,000.00	3.400	1,826	1,048	3.400 09/15/2027
052392BT3	10495	AUSTIN TELCO FCU		09/21/2022	249,000.00	249,000.00	249,000.00	3.800	1,826	1,054	3.800 09/21/2027
472207AE9	10491	JEANNE D'ARC CREDIT UNION		09/30/2022	249,000.00	249,000.00	249,000.00	3.800	1,826	1,063	3.800 09/30/2027
06543PDA0	10494	BANK OF THE VALLEY NE		09/30/2022	249,000.00	249,000.00	249,000.00	4.100	1,826	1,063	4.100 09/30/2027
42869GAB2	10639	Hickam		01/31/2024	249,000.00	249,000.00	249,000.00	4.150	1,461	1,186	4.150 01/31/2028
011852AE0	10547	Alaska USA FCU		03/08/2023	249,000.00	249,000.00	249,000.00	4.600	1,827	1,223	4.600 03/08/2028
61690DQK7	10662	Morgan Stanley Bank		05/08/2024	244,000.00	244,000.00	244,000.00	4.700	1,461	1,284	4.700 05/08/2028
33610RVR1	10685	FIRST PREMIER BANK		07/17/2024	244,000.00	244,000.00	244,000.00	4.450	1,461	1,354	4.450 07/17/2028
19058RAG6	10684	COASTAL1CU		07/22/2024	249,000.00	249,000.00	249,000.00	4.550	1,460	1,358	4.550 07/21/2028
89854LAD5	10564	TTCU FED CU		07/26/2023	248,000.00	248,000.00	248,000.00	5.000	1,827	1,363	5.000 07/26/2028
07181JBH6	10697	Baxter Credit Union		08/22/2024	249,000.00	249,000.00	249,000.00	4.350	1,461	1,390	4.350 08/22/2028
534574AC2	10571	LINCOLN PARK COMMUNITY BANK		08/28/2023	248,000.00	248,000.00	248,000.00	5.000	1,827	1,396	5.000 08/28/2028
291916AG9	10596	Empower FED Credit Union		10/23/2023	248,000.00	248,000.00	248,000.00	5.100	1,827	1,452	5.100 10/23/2028
91739JAD7	10589	UTAH FIRST CD		10/30/2023	248,000.00	248,000.00	248,000.00	5.100	1,827	1,459	5.100 10/30/2028
98138MCA6	10590	WORKERS FCU		10/30/2023	248,000.00	248,000.00	248,000.00	5.200	1,827	1,459	5.200 10/30/2028
89839KAD7	10604	TRUSTSTAR BANK		11/22/2023	248,000.00	248,000.00	248,000.00	4.750	1,827	1,482	4.750 11/22/2028
77357DAB4	10607	ROCKLAND FCU		11/30/2023	248,000.00	248,000.00	248,000.00	5.000	1,827	1,490	5.000 11/30/2028
949764JY1	10617	Wells Fargo		12/27/2023	248,000.00	248,000.00	248,000.00	4.100	1,827	1,517	4.100 12/27/2028
17783PAK7	10625	City Federal Credit Union		01/18/2024	249,000.00	249,000.00	249,000.00	4.000	1,827	1,539	4.000 01/18/2029
654062LP1	10643	NICOLET NATIONAL BANK		03/08/2024	249,000.00	249,000.00	249,000.00	4.250	1,826	1,588	4.250 03/08/2029
91527PCF2	10651	Univest Bank & Trust Co.		03/13/2024	249,000.00	249,000.00	249,000.00	4.250	1,826	1,593	4.250 03/13/2029
12481GAZ0	10663	CBC Federal Credit Union		05/14/2024	249,000.00	249,000.00	249,000.00	4.650	1,826	1,655	4.650 05/14/2029
32026U5U6	10664	First Foundation Bank		05/22/2024	244,000.00	244,000.00	244,000.00	4.600	1,826	1,663	4.600 05/22/2029
93883MBA5	10674	WASHINGTON FINANCIAL		05/31/2024	244,000.00	244,000.00	244,000.00	4.500	1,826	1,672	4.500 05/31/2029
07371BWA5	10679	Beal Bank-Plano TX		06/12/2024	244,000.00	244,000.00	244,000.00	4.650	1,820	1,678	4.650 06/06/2029
02157RAA5	10683	ALTAONE FEDERAL CREDIT		07/19/2024	249,000.00	249,000.00	249,000.00	4.450	1,826	1,721	4.450 07/19/2029
00790UAC1	10682	ADVANTAGE CREDIT UNION		07/31/2024	249,000.00	249,000.00	249,000.00	4.450	1,826	1,733	4.450 07/31/2029
14622LAS1	10686	CARTER FEDERAL CU		08/07/2024	249,000.00	249,000.00	249,000.00	4.250	1,826	1,740	4.250 08/07/2029
29367RNG7	10720	Enterprise Bank Corp.		08/28/2024	249,000.00	249,000.00	249,000.00	3.800	1,826	1,761	3.800 08/28/2029
Subtotal and Average			16,368,000.00		16,368,000.00	16,302,725.46	16,368,000.00		1,391	943	4.300
Local Agency Investment Funds											
LAIF	10028	Local Agency Investment Fund			2,150,552.19	2,117,925.09	2,150,552.19	4.516	1	1	4.516
Subtotal and Average			2,139,169.57		2,150,552.19	2,117,925.09	2,150,552.19		1	1	4.516

Portfolio POOL
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**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
October 31, 2024**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Corporate Notes											
06048WR36	10515	Bank of America Corp.		12/27/2022	500,000.00	464,892.50	464,892.50	2.000	1,638	963	5.000 06/22/2027
24422EXB0	10668	JOHN DEERE CAPITAL CORP		05/29/2024	500,000.00	499,487.45	499,487.45	4.950	1,507	1,351	4.979 07/14/2028
Subtotal and Average			963,856.53		1,000,000.00	964,379.95	964,379.95		1,570	1,164	4.989
Federal Agency Coupon Securities											
3133EPBH7	10543	Federal Farm Credit Bank		03/01/2023	500,000.00	499,727.32	499,727.32	4.750	723	112	4.939 02/21/2025
3133ENZG8	10458	Federal Farm Credit Bank		07/11/2022	500,000.00	500,598.12	500,598.12	3.375	1,075	231	3.176 06/20/2025
313373B68	10537	Federal Home Loan Bank		02/27/2023	500,000.00	498,455.32	498,455.32	4.375	1,110	497	4.619 03/13/2026
3130ASJ59	10447	Federal Home Loan Bank		07/18/2022	1,000,000.00	1,003,517.45	1,003,517.45	3.375	1,425	588	3.141 06/12/2026
3133EPQC2	10572	Federal Farm Credit Bank		08/02/2023	1,000,000.00	999,421.60	999,421.60	4.625	1,080	623	4.661 07/17/2026
61746BCY0	10708	Morgan Stanley Bank		08/01/2024	300,000.00	306,809.42	306,809.42	6.250	738	646	4.888 08/09/2026
45818WED4	10498	INTER-AMERICAN DEV. BANK		09/13/2022	500,000.00	493,437.45	493,437.45	2.980	1,731	951	3.902 06/10/2027
3130ASGU7	10432	Federal Home Loan Bank		06/16/2022	1,000,000.00	1,020,268.00	999,523.45	3.500	1,821	952	3.520 06/11/2027
3133EPCG8	10545	Federal Farm Credit Bank		03/01/2023	1,000,000.00	996,111.75	996,111.75	4.125	1,736	1,125	4.267 12/01/2027
3130AWMN7	10563	Federal Home Loan Bank		07/21/2023	500,000.00	503,204.39	503,204.39	4.375	1,785	1,316	4.177 06/09/2028
17325FBB3	10631	CITIBANK		01/30/2024	750,000.00	774,780.46	774,780.46	5.803	1,704	1,428	4.847 09/29/2028
3130B0N70	10645	Federal Home Loan Bank		03/27/2024	500,000.00	500,000.00	500,000.00	4.850	1,826	511	4.850 03/27/2029
3130B2F59	10706	Federal Home Loan Bank		08/20/2024	575,000.00	575,000.00	575,000.00	4.250	1,816	647	4.250 08/10/2029
Subtotal and Average			9,554,119.18		8,625,000.00	8,671,331.28	8,650,586.73		1,476	782	4.172
Federal Agency Disc. -Amortizing											
313384N39	10628	Federal Home Loan Bank		01/29/2024	750,000.00	749,705.94	749,705.94	4.705	280	3	4.910 11/04/2024
Subtotal and Average			893,348.78		750,000.00	749,705.94	749,705.94		280	3	4.910
Treasury Coupon Securities											
91282CED9	10415	U.S. Treasury		03/22/2022	3,000,000.00	2,903,439.00	2,994,289.77	1.750	1,089	134	2.290 03/15/2025
91282CEU1	10459	U.S. Treasury		07/08/2022	1,000,000.00	998,963.33	998,963.33	2.875	1,073	226	3.051 06/15/2025
9128285C0	10456	U.S. Treasury		07/11/2022	1,000,000.00	998,629.59	998,629.59	3.000	1,177	333	3.158 09/30/2025
9128285J5	10445	U.S. Treasury		07/18/2022	1,000,000.00	998,816.09	998,816.09	3.000	1,201	364	3.125 10/31/2025
91282CDQ1	10403	U.S. Treasury		01/04/2022	1,000,000.00	925,664.00	997,764.30	1.250	1,822	790	1.357 12/31/2026
91282CEW7	10436	U.S. Treasury		07/14/2022	1,000,000.00	1,005,777.37	1,005,777.37	3.250	1,812	971	3.014 06/30/2027
91282CEE7	10654	U.S. Treasury		04/08/2024	500,000.00	460,400.68	460,400.68	2.375	1,818	1,611	4.393 03/31/2029
Subtotal and Average			8,453,500.71		8,500,000.00	8,291,690.06	8,454,641.13		1,323	453	2.672

**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Agency Callable											
3133EMVS8	10259	Federal Farm Credit Bank		04/14/2021	500,000.00	468,659.00	500,000.00	0.690	1,461	164	0.690 04/14/2025
3133EREU1	10667	Federal Farm Credit Bank		05/29/2024	500,000.00	499,789.92	499,789.92	5.000	537	381	5.041 11/17/2025
3130AL7M0	10254	Federal Home Loan Bank		02/24/2021	500,000.00	460,993.50	499,802.92	0.625	1,826	23	0.663 02/24/2026
3133EMSH6	10258	Federal Farm Credit Bank		03/03/2021	500,000.00	463,515.50	500,000.00	0.790	1,826	487	0.790 03/03/2026
3133ENKG4	10397	Federal Farm Credit Bank		01/11/2022	1,000,000.00	933,642.00	1,000,000.00	1.470	1,826	801	1.470 01/11/2027
3133ENMA5	10405	Federal Farm Credit Bank		01/26/2022	1,500,000.00	1,417,582.50	1,500,000.00	1.840	1,826	816	1.840 01/26/2027
3130AQKJ1	10406	Federal Home Loan Bank		01/28/2022	1,500,000.00	1,398,064.50	1,500,000.00	1.700	1,826	88	1.700 01/28/2027
3133ENH52	10475	Federal Farm Credit Bank		08/23/2022	500,000.00	500,000.00	500,000.00	4.030	1,826	1,025	4.030 08/23/2027
3130AUDL5	10513	Federal Home Loan Bank		12/30/2022	750,000.00	750,000.00	750,000.00	4.550	1,826	59	4.550 12/30/2027
3010B07G8	10641	Federal Home Loan Bank		02/26/2024	500,000.00	500,000.00	500,000.00	5.000	1,827	1,578	5.000 02/26/2029
Subtotal and Average			7,749,579.15		7,750,000.00	7,392,246.92	7,749,592.84		1,719	520	2.361
Certificate of Deposit											
14042RRH6	10429	Capital One Bank		05/18/2022	248,000.00	246,036.83	248,000.00	3.100	1,097	199	3.100 05/19/2025
87165GR79	10430	Synchrony Bank		05/20/2022	248,000.00	246,033.11	248,000.00	3.100	1,096	200	3.100 05/20/2025
48128UDS5	10250	JP Morgan Chase		05/28/2020	248,000.00	231,727.23	248,000.00	1.050	1,826	208	1.010 05/28/2025
254673F68	10431	Discover Bank		06/01/2022	246,000.00	244,005.19	246,000.00	3.100	1,097	213	3.100 06/02/2025
59001PAS8	10457	Meritrust Fed CU		07/08/2022	248,000.00	248,000.00	248,000.00	3.350	1,096	249	3.350 07/08/2025
066519QK8	10256	BANK UNITED NA		03/05/2021	248,000.00	224,768.35	248,000.00	0.650	1,826	489	0.000 03/05/2026
70320KAX9	10257	Pathfinder Bank		03/11/2021	249,000.00	225,981.94	249,000.00	0.700	1,826	495	0.000 03/11/2026
70962LBH4	10414	Pentagon Federal Credit Union		03/22/2022	248,000.00	234,447.30	248,000.00	1.800	1,462	507	1.800 03/23/2026
46625HQQ3	10709	JP Morgan Chase		08/01/2024	300,000.00	293,889.47	293,889.47	3.300	608	516	4.813 04/01/2026
38149MZJ5	10260	Goldman Sachs Bank		09/08/2021	248,000.00	225,703.81	248,000.00	1.050	1,826	676	1.051 09/08/2026
90348JS92	10261	UBS Bank USA		09/09/2021	248,000.00	224,604.42	248,000.00	0.950	1,826	677	0.000 09/09/2026
89236TLD5	10670	Toyota MTR Credit Corp		05/29/2024	500,000.00	502,094.25	502,094.25	5.400	905	749	5.179 11/20/2026
23288UAA5	10555	Cy Fair FCU		05/19/2023	249,000.00	249,000.00	249,000.00	4.350	1,461	929	4.355 05/19/2027
88413QDM7	10455	Third Fed Savings & Loan		07/27/2022	245,000.00	245,000.00	245,000.00	3.400	1,826	998	3.402 07/27/2027
06051GGA1	10716	Bank of America Corp.		08/01/2024	300,000.00	288,938.78	288,938.78	3.248	1,176	1,084	4.596 10/21/2027
69353RFG8	10669	PNC BANK NA		05/29/2024	500,000.00	469,864.93	469,864.93	3.100	1,244	1,088	5.335 10/25/2027
06406GAA9	10717	Bank of NY Mello Corp.		08/01/2024	500,000.00	469,486.00	469,486.00	3.000	1,551	1,367	4.702 10/30/2028
882508CG7	10653	TEXAS INSTRUME		04/01/2024	750,000.00	753,352.01	753,352.01	4.600	1,774	1,560	4.480 02/08/2029
91282CKG5	10657	UST		04/22/2024	750,000.00	734,721.07	734,721.07	4.125	1,804	1,611	4.647 03/31/2029
3135GARH6	10655	Federal National Mtg Assn		04/16/2024	500,000.00	500,000.00	500,000.00	5.650	1,826	166	5.650 04/16/2029
3130B0YH6	10661	Federal Home Loan Bank		04/19/2024	500,000.00	500,000.00	500,000.00	5.010	1,826	1,630	5.010 04/19/2029
356436AR6	10658	Freedom Northwest CU		04/19/2024	249,000.00	249,000.00	249,000.00	4.550	1,826	1,630	4.550 04/19/2029
91159HHW3	10715	US BANK CORP		08/01/2024	300,000.00	275,507.01	275,507.01	3.000	1,824	1,732	4.964 07/30/2029

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**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
October 31, 2024**

Page 5

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Subtotal and Average			8,008,526.78		8,122,000.00	7,882,161.70	8,009,853.52		1,530 946	3.831	
Municipal Bonds											
13077DMK5	10251	California St Univ Rev-Bond		09/17/2020	100,000.00	93,759.00	100,000.00	0.685	1,506 0	0.685	11/01/2024
13032UXM5	10253	CALIF STATE HLTH FACS AUTH		11/04/2020	250,000.00	231,621.25	250,000.00	0.952	1,670 212	0.952	06/01/2025
54438CYL0	10523	LOS ANGELES CA CMNTY CLG DIST		01/05/2023	365,000.00	344,485.10	344,485.10	1.174	1,304 638	4.700	08/01/2026
738850TA4	10522	POWAY UNIFIED SCHOOL DIST		01/04/2023	1,230,000.00	1,159,710.54	1,159,710.54	2.414	1,670 1,003	4.750	08/01/2027
Subtotal and Average			1,852,742.42		1,945,000.00	1,829,575.89	1,854,195.64		1,593 774	4.009	
Wells Fargo Sweep Account											
SWEEP	10036	Wells Fargo		07/01/2012	0.00	0.00	0.00	0.010	1 1	0.010	
Subtotal and Average			0.00		0.00	0.00	0.00		0 0	0.000	
Money Market Fund											
857492888	10562	State Street Advisors		05/31/2023	9,858,597.13	9,858,597.13	9,858,597.13	5.080	1 1	5.080	
52470G882	10561	Western Asset		05/25/2023	0.00	0.00	0.00	5.150	1 1	5.150	
Subtotal and Average			10,245,693.90		9,858,597.13	9,858,597.13	9,858,597.13		1 1	5.080	
Total and Average			66,228,537.03		65,069,149.32	64,060,339.42	64,810,105.07		1,188 621	3.916	

City of Diamond Bar
Portfolio Management
Portfolio Details - Cash
October 31, 2024

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C
Average Balance			0.00						0	0	
Total Cash and Investments			66,228,537.03		65,069,149.32	64,060,339.42	64,810,105.07		1,188	621	3.916

**City of Diamond Bar
Portfolio Management
Activity By Type
October 1, 2024 through October 31, 2024**

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Federal Credit Union CD							
Subtotal							16,368,000.00
Local Agency Investment Funds (Monthly Summary)							
LAIF	10028	Local Agency Investment Fund	4.516		25,204.37	0.00	
Subtotal							2,150,552.19
Corporate Notes							
Subtotal							964,379.95
Federal Agency Coupon Securities							
3130AXMQ8	10588	Federal Home Loan Bank	5.600	10/29/2024	0.00	1,000,000.00	
Subtotal							8,650,586.73
Federal Agency Disc. -Amortizing							
313384J75	10627	Federal Home Loan Bank	4.775	10/07/2024	0.00	750,000.00 **	
Subtotal							749,705.94
Treasury Coupon Securities							
Subtotal							8,454,641.13
Federal Agency Callable							
Subtotal							7,749,592.84
Certificate of Deposit							
Subtotal							8,009,853.52
Municipal Bonds							
Subtotal							1,854,195.64
Wells Fargo Sweep Account							
Subtotal							0.00
Money Market Fund							
857492888	10562	State Street Advisors	5.080		49,937.34	800,000.00	

** - Indicates incomplete recording of maturity redemption.

City of Diamond Bar
Portfolio Management
Activity By Type
October 1, 2024 through October 31, 2024

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Subtotal					49,937.34	800,000.00	9,858,597.13
Total					75,141.71	2,550,000.00	64,810,105.07

**City of Diamond Bar
Portfolio Management
Interest Earnings Summary
October 31, 2024**

	October 31Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	0.00	55,083.47
Plus Accrued Interest at End of Period	830,364.88	893,402.23
Less Accrued Interest at Beginning of Period	(673,866.44)	(341,035.86)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	156,498.44	607,449.84
Adjusted by Premiums and Discounts	12,356.97	60,279.62
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	168,855.41	667,729.46
Pass Through Securities:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
Cash/Checking Accounts:		
Interest Collected	75,141.71	343,713.32
Plus Accrued Interest at End of Period	7,098.82	7,098.82
Less Accrued Interest at Beginning of Period	(24,098.39)	(107,536.09)
Interest Earned during Period	58,142.14	243,276.05
Total Interest Earned during Period		
	214,640.58	850,725.89
Total Adjustments from Premiums and Discounts		
	12,356.97	60,279.62
Total Capital Gains or Losses		
	0.00	0.00
Total Earnings during Period		
	226,997.55	911,005.51

Agenda #: 5.4
Meeting Date: November 19, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **SMALL BUSINESS SATURDAY PROCLAMATION.**
STRATEGIC
GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Adopt the Proclamation declaring November 30, 2024 as Small Business Saturday.

BACKGROUND:

Saturday, November 30, 2024 is Small Business Saturday, a day to celebrate and support small businesses and all they do for their communities. California has 4.2 million small businesses, which is more than any other state in the country. Every time you pick up a coffee at your local café, grab lunch at the mom-and-pop shop or buy a new handbag from a local store, you are making an impact in your community. For every dollar spent at a small business in the United States, approximately 67 cents stays in the local community.

The City of Diamond Bar encourages residents to support small businesses and merchants on Small Business Saturday and to shop small throughout the year.

PREPARED BY:



Kristina Santana, City Clerk

11/19/2024

REVIEWED BY:A handwritten signature in black ink that reads "Ryan McLean". The signature is written in a cursive, flowing style.

Ryan McLean, Assistant City Manager 11/13/2024

Attachments:

1. 5.4.a Small Business Saturday Proclamation

PROCLAMATION “SMALL BUSINESS SATURDAY”

WHEREAS, the Diamond Bar City Council, celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the U.S. Small Business Administration, there are 34.7 million small businesses in the United States: small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States; and

WHEREAS, 68 cents of every dollar spent at a small business in the United States stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

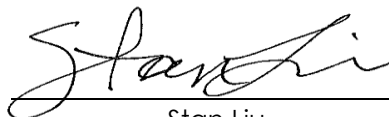
WHEREAS, 59% of U.S. consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2023; and

WHEREAS, City of Diamond Bar, supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, the Diamond Bar City Council, does hereby proclaim, **November 30, 2024** as “**SMALL BUSINESS SATURDAY**”, and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday – celebrating its 15th year in 2024 – and Shop Small throughout the year.

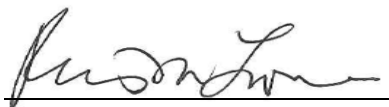
November 19, 2024



Stan Liu
Mayor



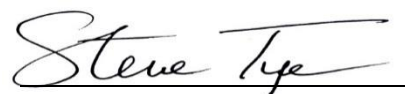
Chia Yu Teng
Mayor Pro Tem



Ruth M. Low
Council Member



Andrew Chou
Council Member



Steve Tye
Council Member



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager
TITLE: **ADMINISTRATIVE SERVICES AGREEMENT WITH MISSIONSQUARE RETIREMENT FOR 457 DEFERRED COMPENSATION PLAN SERVICES.**
STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Adopt Resolution No. 2024-40 approving, and authorizing the City Manager to sign, the Agreement with MissionSquare Retirement for 457 Deferred Compensation Plan Services.

FINANCIAL IMPACT:

None. All contributions made to the 457 Deferred Compensation Plan and associated fees are paid for by plan participants and not by the City.

BACKGROUND:

The City of Diamond Bar has provided a voluntary 457 deferred compensation plan for its employees and City Council Members for over 25 years. Plan participants voluntarily contribute to the plan on a pre-tax basis towards their retirement savings account. The City has used one vendor, MissionSquare Retirement (formerly ICMA-RC), as their 457-plan record keeper for the entire life of the plan. During the last five years the size of the City's plan has grown by nearly 50% and created an opportunity for the City to take advantage of a more competitive market for investment diversification, additional investment options and reduced fees for plan participants.

Since 2013, the City's Deferred Compensation Plan Committee has been working with Fiduciary Experts, LLC to put best practices in place for the monitoring and oversight of the 457 deferred compensation plan. Fiduciary Experts, LLC assisted the City in negotiating two prior contract amendments with the 457-plan provider which resulted in lower administrative costs for plan participants. The last contract amendment took

place in January 2020 where the City Council took action to authorize the City Manager to approve a new Administrative Services Agreement with ICMA-RC (now MissionSquare Retirement) to improve the plan and reduce fees for participants.

Since 2020, the total 457 plan assets have grown from \$10.6M to over \$15M. Ahead of the expiration of the five-year agreement with MissionSquare Retirement in January 2025, the City's Deferred Compensation Plan Committee gave direction to Fiduciary Experts, LLC to reach out to MissionSquare Retirement and assist the City in renegotiating more favorable contract terms for plan participants. The City's consultant was able to, yet again, negotiate reduced administrative fees for the plan participants. In addition to a 50% reduction of administrative fees to plan participants (17.5 basis points to 8.5 basis points). The plan will continue to offer voluntary managed account options, conversion of the plan to a Roth 457 account to allow for voluntary pre-tax and after-tax contributions, and further diversification of investment options for plan participants.

Due to the City's long-standing relationship with MissionSquare Retirement as a reliable business partner, and the competitiveness of the proposed Administrative Services Agreement, it is recommended that the City Council adopt the proposed resolution (Attachment 1) and authorize the City Manager to sign and execute all necessary paperwork to renew the contract with MissionSquare Retirement for 457 Deferred Compensation Plan Services (Attachment 2).

LEGAL REVIEW:

The City Attorney has reviewed and approved the Resolution as to form.

PREPARED BY:

A handwritten signature in black ink that reads "Amy Haug". The signature is written in a cursive, flowing style.

Amy Haug, Human Resources Manager 11/19/2024

REVIEWED BY:

Ryan McLean
Ryan McLean, Assistant City Manager

11/11/2024

Kristina Santana
Kristina Santana, City Clerk

11/13/2024

Daniel Fox
Daniel Fox, City Manager

11/14/2024

Attachments:

1. 5.5.a Resolution No. 2024-40
2. 5.5.b MissionSquare Retirement Administrative Services Agreement

RESOLUTION NO. 2024-40**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, APPROVING AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN ADMINISTRATIVE SERVICES AGREEMENT WITH MISSIONSQUARE RETIREMENT FOR 457 DEFERRED COMPENSATION PLAN SERVICES**

WHEREAS, the City Council of the City of Diamond Bar provides a voluntary 457 deferred compensation plan for its employees and City Council members; and

WHEREAS, the City of Diamond Bar has a fiduciary responsibility to the 457 plan participants to ensure quality of investment funds and that plan costs are reasonable; and

WHEREAS, the City's Deferred Compensation Plan Committee negotiated new terms of the plan which resulted in cost savings and investment option improvements.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Diamond Bar, does hereby resolve as follows:

Section 1. The City Council hereby approves and authorizes the City Manager to execute all documents related to the Administrative Services Agreement with MissionSquare Retirement attached hereto, and to make minor modifications as necessary.

PASSED, APPROVED AND ADOPTED this 19th day of November, 2024.

CITY OF DIAMOND BAR

Stan Liu, Mayor

ATTEST:

I, Kristina Santana, City Clerk of the City of Diamond Bar, do hereby certify that the foregoing Resolution was duly and regularly passed, approved and adopted by the City Council of the City of Diamond Bar, California, at its regular meeting held on 19th day of November, 2024, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAINED:	COUNCIL MEMBERS:

Kristina Santana, City Clerk

Attachment: MissionSquare Retirement Administrative Services Agreement

ADMINISTRATIVE SERVICES AGREEMENT

for

City of Diamond Bar

Type: **457**

Account #: **303248**

Type: **401**

Account #: **109412**

MissionSquare
RETIREMENT

ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement ("Agreement"), made as of this day, (please enter date) _____, (herein referred to as the "Inception Date"), between the International City Management Association Retirement Corporation doing business as MissionSquare Retirement ("MissionSquare"), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the **City of Diamond Bar** ("Employer"), an **Entity** organized and existing under the laws of the State of **California** with an office at **21810 Copley Drive, Diamond Bar, California 91765**.

RECITALS

Employer acts as public plan sponsor of a retirement plan ("Plan"), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds;

MissionSquare, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust;

MissionSquare has designed, and VantageTrust Company offers, a series of separate funds (the "Funds") for the investment of plan assets as referenced in the Funds' principal disclosure documents, the Disclosure Memorandum and the Fact Sheets (together, "MissionSquare Disclosures"); and

MissionSquare provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

AGREEMENTS

1. Appointment of MissionSquare

Employer hereby appoints MissionSquare as administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by MissionSquare shall be those set forth in Exhibit A to this Agreement.

2. Adoption of VantageTrust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within VantageTrust. Employer agrees that the investment, management, and distribution of amounts deposited in VantageTrust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the MissionSquare Disclosures or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

3. Employer Duty to Furnish Information

Employer agrees to furnish to MissionSquare on a timely basis such information as is necessary for MissionSquare to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in the Plan, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify MissionSquare in a timely manner regarding changes in staff as it relates to various roles. Such notification is to be completed through the plan sponsor website. MissionSquare shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or beneficiary, and MissionSquare shall not be responsible for any error arising from its reliance on such information. MissionSquare will provide reports and account information to the Employer through the plan sponsor website.

Employer is required to send in contributions through the plan sponsor website. Alternative electronic methods may be allowed but must be approved by MissionSquare for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party investment options that do not have profile information provided to MissionSquare through MissionSquare's

Plan numbers 303248, 109412

electronic data feeds from external sources (such as Morningstar) or the third-party investment option providers, the Employer is responsible for providing to MissionSquare timely investment option updates for disclosure to Plan participants. Such updates may be provided to MissionSquare through the Employer's investment consultant or other designated representative.

4. MissionSquare Representations and Warranties

MissionSquare represents and warrants to Employer that:

- (a) MissionSquare is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of MissionSquare, or its wholly owned subsidiary, to serve as investment adviser to VantageTrust Company is dependent upon the continued willingness of VantageTrust Company for MissionSquare, or its wholly owned subsidiary, to serve in that capacity.
- (b) MissionSquare is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c)(i) MissionSquare shall maintain and administer the 457(b) Plan in accordance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal law; provided, however, that MissionSquare shall not be responsible for the eligible status of the 457(b) Plan in the event that the Employer directs MissionSquare to administer the 457(b) Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the 457(b) Plan not to be carried out in accordance with its terms. Further, in the event that the Employer uses its own customized plan document, MissionSquare shall not be responsible for the eligible status of the 457(b) Plan to the extent affected by terms in the Employer's plan document that differ from those in MissionSquare's model plan document. MissionSquare shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the 457(b) Plan in compliance with local or state requirements regarding plan administration unless Employer notifies MissionSquare of any such local or state requirements.
- (c)(ii) MissionSquare shall maintain and administer the 401(a) Plan in accordance with the requirements for plans which satisfy the qualification requirements of Section 401 of the Internal Revenue

Plan numbers 303248, 109412

Code and other applicable federal law; provided, however, MissionSquare shall not be responsible for the qualified status of the 401(a) Plan in the event that the Employer directs MissionSquare to administer the 401(a) Plan or disburse assets in a manner inconsistent with the requirements of Section 401 or otherwise causes the 401(a) Plan not to be carried out in accordance with its terms; provided, further, that if the plan document used by the Employer contains terms that differ from the terms of MissionSquare's model plan document, MissionSquare shall not be responsible for the qualified status of the 401(a) Plan to the extent affected by the differing terms in the Employer's plan document. MissionSquare shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the 401(a) Plan in compliance with local or state requirements regarding plan administration unless Employer notifies MissionSquare of any such local or state requirements.

5. Employer Representations and Warranties

Employer represents and warrants to MissionSquare that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Employer understands and agrees that MissionSquare's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the direction of Plan participants, the Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, MissionSquare does not render investment advice, is neither the "Plan Administrator" nor "Plan Sponsor" as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and its related trust. MissionSquare does not perform any service under this Agreement that might cause MissionSquare to be treated as a "fiduciary" of the Plan under applicable law, except, and only, to the extent that MissionSquare provides investment

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advisory services to individual participants enrolled in Guided Pathways Advisory Services.

- (c) Employer acknowledges and agrees that MissionSquare does not assume any responsibility with respect to the selection or retention of the Plan's investment options. Employer shall have exclusive responsibility for the Plan's investment options, including the selection of the applicable share class.
- (d) Employer acknowledges that certain such services to be performed by MissionSquare under this Agreement may be performed by an affiliate or agent of MissionSquare pursuant to one or more other contractual arrangements or relationships, and that MissionSquare reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (e) Employer approves the use of its Plan in MissionSquare external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

6. Participation in Certain Proceedings

The Employer hereby authorizes MissionSquare to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies MissionSquare otherwise, Employer consents to the disbursement by MissionSquare of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

7. Compensation and Payment

- (a) **Participant Fees.** Plan participant accounts shall be assessed an asset-based fee to cover the costs of record-keeping and other services provided by MissionSquare, and other costs associated with the Plans as directed by the Employer. The Employer shall work with MissionSquare to determine the appropriate amount of the gross asset-based fee to be charged to participant accounts, which may be increased or decreased from time to time at the direction of the Employer. At the inception of this Agreement the participant fee shall be **0.085%.**

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- (b) **Revenue Requirement.** MissionSquare shall receive total annual aggregate revenue of **0.085%** of Plan assets under MissionSquare's administration for providing recordkeeping and other services to the Plans. Such revenue shall be deducted by MissionSquare from amounts collected through the application of the asset-based fee described in section 7(a) prior to allocation of any participant level asset-based fees to the Administrative Allowance Account (an unallocated plan account, which may also be known as a "plan level expense account") described in section 7(c) below.
- (c) **Administrative Allowance Account.** Amounts collected through the application of the asset-based fee described in section 7(a) above in excess of the Revenue Requirement specified in subsection 7(b) above, if any, shall be held in an Administrative Allowance Account for each Plan (that is maintained as a Plan asset by MissionSquare). Employer understands that the Plan administrative allowance is to be used only to pay for reasonable plan administrative expenses of the Plan or allocated to Plan participants at the instruction of the Employer. Employer may determine that funds from the Administrative Allowance Account should directly pay the invoices of consultants to the Plan. If Employer makes such a determination, Employer will direct MissionSquare in a separate letter to send Administrative Allowance monies to such consultants.

The payment will be made only from the above-referenced Plan's Administrative Allowance Account. Should the amount in the Plan's Administrative Allowance Account be insufficient to cover the fee due, MissionSquare will seek written instruction from the Plan or Plan Sponsor as to the amount to pay the consultant. For processing purposes, the consultant may submit an invoice to MissionSquare for payment of the fee; provided, however, that MissionSquare will pay the consultant only as set forth above. The consultant shall have no authority to calculate the fee amount, change the frequency of the payment, or change the payee.

Employer acknowledges and agrees that, for the purposes of these payments, MissionSquare is acting as the agent of the Plan. Employer also acknowledges that in following its direction MissionSquare is not exercising any discretion regarding whether the above fee payment is an appropriate or reasonable use of Plan funds. Accordingly, Employer agrees to hold MissionSquare harmless from adverse consequences that may result from making such payments.

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- (d) **Revenue Received from Investment Options.** Neither MissionSquare nor the Employer shall retain recordkeeping revenue received directly from investment options made available under the Plan. MissionSquare shall be compensated from fees collected from participant accounts through the application of the asset-based fee described in section 7(a) above. In the event that any Plan investment options do generate revenue from plan investments, MissionSquare shall, as directed by the Employer, credit any and all revenue back to those participant accounts invested in the option in question.
- (e) **Compensation for Management Services to VantageTrust Company, Compensation for Advisory and other Services to the MissionSquare Funds Class M and Payments from Third-Party Investment Options.** Employer acknowledges that MissionSquare, or its wholly owned subsidiary, receives fees from VantageTrust Company for investment advisory services and plan and participant services furnished to VantageTrust Company. Employer further acknowledges that MissionSquare, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the MissionSquare Funds Class M, which serve as the underlying portfolios of a number of Funds offered through VantageTrust. For a MissionSquare Fund Class R that invests substantially all of its assets in a third-party mutual fund not affiliated with MissionSquare, MissionSquare or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the MissionSquare Disclosures and MissionSquare's fee disclosure statement. In addition, to the extent that third party investment options are included in the investment line-up for the Plan, MissionSquare receives administrative fees from its third-party settlement and clearing agent for providing administrative and other services based on assets invested in third-party investment options; such administrative fees come from payments made by third-party investment options to the settlement and clearing agent.
- (f) **Redemption Fees.** Redemption fees imposed by outside investment options in which Plan assets are invested are collected and paid to the investment option by MissionSquare.

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MissionSquare remits 100% of redemption fees back to the specific investment option to which redemption fees apply. These redemption fees and the individual investment option's policy with respect to redemption fees are specified in the prospectus or other disclosure documents for the individual investment option and referenced in the MissionSquare Disclosures.

- (g) **Payment Procedures.** All payments to MissionSquare pursuant to this Section 7 shall be made from Plan assets held by VantageTrust or received from third-party investment options or their service providers in connection with Plan assets invested in such third-party investment options, to the extent not paid by the Employer. The amount of Plan assets administered by MissionSquare shall be adjusted as required to reflect any such payments as are made from the Plan. In the event that the Employer agrees to pay amounts owed pursuant to this Section 7 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets.

The compensation and payment set forth in this Section 7 are contingent upon the Employer's using MissionSquare's plan sponsor website for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement. The compensation in this Section 7 is also based on the assets of the Plan being invested in **R10** shares of MissionSquare PLUS Fund and the Employer offering the MissionSquare PLUS Fund as the sole stable value option.

The compensation and payment in this Section 7 will take effect in the calendar quarter following receipt at a Delivery Address (defined below the signature line) of one fully executed copy of this Administrative Services Agreement based upon the following schedule:

- Agreement received by February 20 - Effective April
- Agreement received by May 20 - Effective July
- Agreement received by August 20 - Effective October
- Agreement received by November 20 - Effective January

Employer further acknowledges and agrees that compensation and payment under this Agreement shall be subject to re-negotiation in the event that the Employer (a) chooses to implement additional mutual funds that neither (i) trade via NSCC nor (ii) meet MissionSquare's daily trading operational guidelines or (b) chooses to implement investment options that are not mutual funds.

8. Indemnification

MissionSquare shall not be responsible for any acts or omissions of any person with respect to the Plan or its related trust, other than MissionSquare in connection with the administration or operation of the Plan. Employer shall indemnify MissionSquare against, and hold MissionSquare harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against MissionSquare by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from MissionSquare's negligence, bad faith, or willful misconduct.

9. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement ("Inception Date"). The term of this Agreement will commence on the Inception Date and extend **five (5) years** from that date. This Agreement will be renewed automatically for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of such Agreement year. The Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the MissionSquare PLUS Fund of VantageTrust as an investment option in its investment line-up), MissionSquare retains full discretion to release Plan assets invested in the MissionSquare PLUS Fund in an orderly manner over a period of up to 12 months from the date MissionSquare receives written notification from the Employer that it has made a final and binding selection of a replacement for MissionSquare as administrator of the Plan (or a replacement investment option for the MissionSquare PLUS Fund).

10. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) MissionSquare may modify this Agreement by providing 60 days' advance written notice to the Employer prior to the effective date of such proposed modification. Such modification shall become effective unless, within the 60-day notice period, the Employer notifies MissionSquare in writing that it objects to such modification.

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- (c) The parties agree that enhancements may be made to administrative services under this Agreement. The Employer will be notified of enhancements or reduction in fees through electronic messages or special mailings.

11. Notices

Unless otherwise provided in this Agreement, all notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

MissionSquare: Legal Department, MissionSquare, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240
Facsimile; (202) 962-4601

Employer: at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

12. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between MissionSquare and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

13. Titles

The headings of Sections of this Agreement and the headings for each of the attached Exhibits are for convenience only and do not define or limit the contents thereof.

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14. Incorporation of Exhibits

All Exhibits (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

15. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of **California**, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Exhibits attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

CITY OF DIAMOND BAR

By _____
Signature/Date

By Daniel Fox City Manager
Name and Title (Please Print)

**THE INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION
doing business as MISSIONSQUARE
RETIREMENT**

By 

Erica McFarquhar
Assistant Secretary

[An execution copy will be provided via DocuSign]

Plan numbers 303248, 109412

Exhibit A

Administrative Services

The administrative services to be performed by MissionSquare under this Agreement shall be as follows:

- (a) Participant enrollment services are provided online. Employees will enroll online through a secure site or the Employer will enroll employees through the plan sponsor website.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom MissionSquare receives appropriate enrollment instructions. MissionSquare is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment options offered under the Plan.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to MissionSquare through the participant website or the plan sponsor website), beneficiary designation instructions and all other documents concerning each participant's account.
- (f) Provision of periodic reports to the Employer through the plan sponsor website. Participants will have access to account information through Participant Services, Voice Response System, the participant website, and text access, and through quarterly statements that can be delivered electronically through the participant website or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Participant Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday (excluding holidays and days on which the securities markets or MissionSquare are closed for business (including emergency closings)), to assist participants.
- (i) Making available access to MissionSquare's website, to allow participants to access certain account information and initiate certain plan transactions at any time. The participant website is normally

Plan numbers 303248, 109412

- available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance.
- (j) Maintaining the security and confidentiality of client information through a system of controls including but not limited to, as appropriate: restricting plan and participant information only to those who need it to provide services, software and hardware security, access controls, data back-up and storage procedures, non-disclosure agreements, security incident response procedures, and audit reviews.
 - (k) Making available access to MissionSquare's plan sponsor web site to allow plan sponsors to access certain plan information and initiate plan transactions such as enrolling participants and managing contributions at any time. The plan sponsor web site is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance.
 - (l) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through the participant website or via form.
 - (m) MissionSquare is authorized by the Employer to (a) determine whether a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan and (b) establish a separate account record for the alternate payee and provide for the investment and distribution of assets held thereunder.
 - (n) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through the participant website.
 - (o) Guided Pathways Advisory Services – MissionSquare's participant advice service, "Fund Advice", may be made available through a third-party vendor on the terms specified on MissionSquare's website.
 - (p) MissionSquare is authorized by the Employer to establish an unallocated plan level expense account to function as the Administrative Allowance account, to be invested as Employer directs.
 - (q) MissionSquare will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.)

Certificate Of Completion

Envelope Id: 1FD5B7E69ED44D63BC77A4DC2859EE89

Status: Delivered

Subject: Please DocuSign: MissionSquare - City of Diamond Bar - Renewal - 303248 109412 - SSC 4826

Source Envelope:

Document Pages: 14

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

MissionSquare Retirement Client Contracts Administ

AutoNav: Enabled

777 North Capitol St. NE

Enveloped Stamping: Enabled

Washington DC, WA 20002

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

clientcontracts_icma-rc@icmarc.org

IP Address: 148.139.124.14

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Status: Original

10/31/2024 4:49:20 PM

Holder: MissionSquare Retirement Client Contracts

Location: DocuSign

Administ

clientcontracts_icma-rc@icmarc.org

Signer Events**Signature****Timestamp**

Daniel Fox

Sent: 10/31/2024 4:50:45 PM

ahaug@diamondbarca.gov

Viewed: 10/31/2024 5:30:24 PM

Human Resources & Risk Manager

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 10/31/2024 5:30:24 PM

ID: 0c70fbf9-efe2-42c9-aa54-aa26d44c317b

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Thomas Dawes, Jr

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TDawes@missionsq.org

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

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Onboarding -

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Onboarding@missionsq.org

MissionSquare Retirement

Security Level: Email, Account Authentication
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ASA Administration

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ASA_Administration@missionsq.org

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(None)**Electronic Record and Signature Disclosure:**

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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/31/2024 4:50:47 PM
Certified Delivered	Security Checked	10/31/2024 5:30:24 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, ICMA-RC- Client Contracts (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact ICMA-RC- Client Contracts:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: clientcontracts_icma-rc@icmarc.org

To advise ICMA-RC- Client Contracts of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at clientcontracts_icma-rc@icmarc.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from ICMA-RC- Client Contracts

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to clientcontracts_icma-rc@icmarc.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with ICMA-RC- Client Contracts

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to clientcontracts_icma-rc@icmarc.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify ICMA-RC- Client Contracts as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by ICMA-RC- Client Contracts during the course of your relationship with ICMA-RC- Client Contracts.



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH LAE ASSOCIATES, INC. FOR ON-CALL CIVIL ENGINEERING SERVICES THROUGH JUNE 30, 2026.**
STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve, and authorize the City Manager to sign, Amendment No. 1 to the Professional Services Agreement with LAE Associates, Inc., for a not-to-exceed annual amount of \$178,152 for Fiscal Year 2024/25.

FINANCIAL IMPACT:

The proposed amendment would increase the annual not-to-exceed contract amount by \$78,152 from \$100,000 to \$178,152 for FY 24/25 only to provide for construction inspection and oversight services related to the Maple Hill Park Improvement Project. The City Council previously approved \$50,000 for construction observation services for the Maple Hill Park Improvements Project (CIP No. FP23506). Sufficient funds in the amount of \$28,152 are available in the Public Works Operating Budget to cover the balance. Therefore, no additional appropriation is required for the cost of the additional services.

In Fiscal Year 2025/26, the not-to-exceed amount for the LAE on-call agreement will return to the original amount of \$100,000 annually.

BACKGROUND/ANALYSIS:

On June 20, 2023 the Council approved the Professional Services Agreement with LAE Associates, Inc. ("LAE") for a three-year term, with an option to extend for an additional two years, to provide as needed/on-call civil engineering and project oversight services. The annual not-to-exceed amount under the contract for each fiscal year was set at \$100,000.

On August 6, 2024, the Council awarded the construction contract for the Maple Hill Park Improvements Project (CIP No. FP23506). In the same meeting, the Council also approved \$50,000 in additional funding for construction observation services.

The on-call agreement with LAE allows the City to negotiate with its consultants for as-needed services including construction management/inspection services. The negotiated not-to-exceed cost by the City's on-call consultant, LAE Associates, for this task is \$78,152. This will be an addition to the service currently provided by the consultant within the scope of the Original Agreement.

LAE consistently provides high-quality civil engineering and construction support services on various City projects, including the arterial street rehabilitation projects and the Diamond Bar Blvd Complete Streets Project. By approving and increasing the not-to-exceed annual amount to \$178,152 for FY2024/25, LAE will provide the inspection and construction oversight services for the Maple Hill Park Improvements Project as requested by staff, in addition to their other services provided on previously planned projects.

LEGAL REVIEW:

The City Attorney has reviewed and approved the amended agreement as to form.

PREPARED BY:

Nicholas Delgado

Nicholas Delgado, Management Analyst 11/19/2024

REVIEWED BY:

David G. Liu

David G. Liu, Public Works Director/City Engineer

Jason Jacobsen

11/13/2024

Jason Jacobsen, Finance Director

11/13/2024

Attachments:

1. 5.6.a First Amendment with LAE Associates, Inc.
2. 5.6.b Fee Proposal

**FIRST AMENDMENT
TO
CONSULTANT SERVICES AGREEMENT**

This First Amendment to Consultant Services Agreement ("First Amendment") is made and entered into as of **November 19, 2024**, by and between the City of Diamond Bar, a municipal corporation ("City"), and **LAE Associates, Inc.**, a California corporation (herein referred to as the "Consultant") with reference to the following:

A. The City and the Consultant entered into that certain Consultant Services Agreement dated as of **June 21, 2023**, which is incorporated herein by this reference (the "Original Agreement"); and

B. The City and the Consultant desire to amend the Original Agreement to modify, amend and supplement certain portions thereof.

NOW, THEREFORE, the parties hereby agree as follows:

1. Defined Terms. Except as otherwise defined herein, all capitalized terms used herein shall have the meanings set forth for such terms in the Original Agreement.

2. Term. The Term of the Original Agreement as set forth in Section 2 therein is from **July 1, 2023 to June 30, 2026**. This First Amendment does not extend the overall Term. This First Amendment only revises the compensation from **July 1, 2024 to June 30, 2025**, as further described in Section 3 herein.

3. Revised Compensation. The total not-to-exceed compensation set forth in Section 3 of the Original Agreement was the sum of One Hundred Thousand Dollars and Zero Cents (\$100,000) per fiscal year.

Section 3 of the Original Agreement is hereby amended to provide for a not-to-exceed compensation increase of **Seventy Eight Thousand, One Hundred Fifty-Two Dollars and Zero Cents (\$78,152.00)** so that, the annual not-to-exceed amount, as amended by this First Amendment, shall not exceed **One Hundred Seventy Eight Thousand, One Hundred Fifty-Two Dollars and Zero Cents (\$178,152.00)** for Fiscal Year 2024/25 without the prior authorization of the City.

This First Amendment will not amend the not-to-exceed amount for the future fiscal years over the stated amount in the Original Agreement. The added not-to-exceed amount for FY2024/25 will be used for the additional tasks as provided in Exhibit "A" for reference.

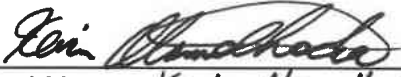
4. Integration. This First Amendment and all attachments hereto (if any) integrate all of the terms and conditions mentioned herein, and supersede all negotiations with respect hereto. This First Amendment amends, as set forth herein, the Original Agreement and except as specifically amended hereby, the Original Agreement shall remain in full force and effect. To the extent that there is any conflict or inconsistency between the terms and provisions of this First Amendment and the terms and provisions of the Original Agreement, the terms and provisions of this First Amendment shall control.

IN WITNESS hereof, the parties enter into this First Amendment on the year and day first above written.

“CONSULTANT”

LAE ASSOCIATES, INC.

By: 
 Printed Name: Fred Alamolhoda
 Title: President

By: 
 Printed Name: Kevin Alamolhoda
 Title: Vice President

“CITY”

CITY OF DIAMOND BAR

By: _____
 Daniel Fox, City Manager

ATTEST:

 Kristina Santana, City Clerk

APPROVED AS TO FORM:

 Omar Sandoval, City Attorney

***NOTE: If Consultant is a corporation, the City requires the following signature(s):**

- (1) the Chairman of the Board, the President or a Vice-President, AND (2) the Secretary, the Chief Financial Officer, the Treasurer, an Assistant Secretary or an Assistant Treasurer. If only one corporate officer exists or one corporate officer holds more than one corporate office, please so indicate. OR
- The corporate officer named in a corporate resolution as authorized to enter into this Agreement. A copy of the corporate resolution, certified by the Secretary close in time to the execution of the Agreement, must be provided to the City.

EXHIBIT “A”

ADDITIONAL SCOPE OF SERVICES

[Behind this page.]

September 17, 2024

Mr. David G Liu, P.E.
Director of Public Works Department/City Engineer
City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765

Attention: Mr. Hal Ghafari, P.E., Public Works Manager/Assistant City Engineer

**SUBJECT: PROPOSAL TO PROVIDE CONSTRUCTION OBSERVATION/
INSPECTION SERVICES FOR THE CITY OF DIAMOND BAR'S MAPLE
HILL PARK IMPROVEMENTS PROJECT**

Dear Mr. Liu:

LAE Associates, Inc. (LAE) is pleased to have the opportunity to submit this proposal as part of our On-Call contract with the City of Diamond Bar (City) to provide the City with Construction Observation Services. LAE will provide a Senior Construction Observer (SCO) to inspect the subject project. The project consists of and includes new accessible parking stalls, new accessible concrete walks and paving, new playground equipment and wood chip play area, new utility extension for contractor supplied and installed prefabricated restroom building, new landscaping/irrigation modifications; and other incidental and appurtenant work necessary for the proper construction of the Maple Hill Park Improvements Project.

The City opened the sealed bids for the project on July 11, 2024, and a total of thirteen (13) bids were received. The City Council awarded the construction contract to Siterep Construction Services, Inc. in the amount of \$1,689,766.33 on August 6, 2024. Per the Contractor's baseline schedule, the project construction is scheduled to start in October 2024 and will be completed by January 2025.

LAE will assign Mamoun Aldwir, Senior Construction Observer (SCO), as the prime inspector, and Ned Shaffer, Senior Construction Observer, as an alternate to inspect the project. Mr. Aldwir has been providing over thirty-three (33) years of Public Works inspection services for the Cities of Placentia, San Dimas, El Monte, La Mirada, Lomita, Water Employee Services Authority (WESA), as well as Diamond Bar. Mr. Shaffer has over thirty-five (35) years of experience working on infrastructure projects. LAE employees have experience in the public sector and know the intricacies involved in this project's line of work. The following are the Construction Observers' recent experiences with similar projects:

- City of Rosemead – Dog Park at Garvey Park, \$640,000.
- City of Diamond Bar – Area 3 Residential and Collector/Arterial Streets Rehabilitation, \$9,369,000.
- City of Lomita – Street Reconstruction of Zones C&F, \$2.25 million.
- City of La Mirada – Phase 6A Residential Street Rehabilitation, \$4.6 million.
- City of El Monte – Phase I and II Slurry Seal/Overlay and Street Pavement Resurfacing Project, \$5 million.
- WESA – Parking Lot and Street Improvements, \$1.2 million.

Scope of Work

LAE's SCO will be acting as an extension of the City staff. He will thoroughly review and understand the contract documents, bid proposal, visit the sites, and attend a kick-off meeting with the City's PM prior to the pre-construction meeting as well as the pre-construction meeting. After the pre-construction meeting, Mr. Aldwir will coordinate with the City's Project Manager to ensure the City designer approves all submittals.

During construction, LAE's SCO will work with the City staff, Contractor, Utility Companies, and other parties. He will have a set of the latest plans/specifications, Standard Specifications for Public Works Construction, 2021 Edition of the Standard Plans for Public Works Construction (Greenbook), 2024 W.A.T.C.H. Manual and other standards onsite. He will provide the required construction observation services, monitor the project schedule, cost, quality, and quantities. Mr. Aldwir will ensure all design changes have been approved and CCOs have been issued.

Construction Observation/Inspection

LAE's Senior Construction Observer will:

- Attend all meetings.
- Check for compliance with plans, specifications, and safety concerns.
- Ensure construction has minimal impact to residents, pedestrians, business and industrial areas, school children, accesses, and travelling public.
- Confirm compliance with Americans with Disabilities Act (ADA) guidelines.
- Verify contractor's construction stakes and other surveying activities.
- Verify for NPDES compliance and Best Management Practices.
- Ensure proper coordination/scheduling for sampling/testing.
- Retain delivery tickets and Certificates of Compliances.
- Redline the plans; designer will draft "As-Built" plans.
- Have copies of the contract and other documents.
- Take project sites/construction activity photos.
- Communicate with utility companies and other agencies.
- Prepare Daily Reports, in the City's format, to be submitted to the City on an on-going basis, which will consist of:
 - Contractor working hours on the jobsite.

- Contractor and subcontractors' personnel/equipment on jobsites.
- Weather conditions and impact on the work.
- Communications with prime contractor and other parties.
- Daily use of contractor's and subcontractors' equipment.
- Work progress, observations, and photographs.
- Delivery of materials to the project sites.
- Observed or foreseen delays and contractor's action plans.
- Visitors who come to the job sites with interest in project.
- Work activities, construction progress, quantities measurements.

Engineering Coordination: LAE's Engineering Coordinator will print the plans, specifications, contractor's proposal, approved submittals, and organize them for our inspector, process time sheets, upload LAE Inspector(s) payrolls to the Department of Industrial Relations (DIR) site on a weekly basis. LAE will calculate the required training payments for the LAE Inspector(s) worked hours, prepare the required payments for the LAE Inspector(s) worked hours to the California Apprenticeship Commission and process the required Payments. In addition, the Construction Inspector's daily reports will be reviewed, formatted, and processed into the project files.

Material Testing (Optional): Materials Sampling/Testing will be provided by Geo-Advantec, Inc. (GAI) of San Dimas. GAI, with Caltrans Certified Laboratory and Technicians, will provide the required Geo-technical and Quality Assurance/Quality Control (QA/QC) services. GAI has assisted the following LAE clients with similar projects since 2016: Arcadia, Azusa, Chino, Compton, El Monte, EVMWD, Lomita, and Montclair. At the Pre-Construction meeting, the City requested to have material testing services available to review footings, concrete, and other project components.

Labor Compliance: LAE will ensure the prime Contractor and Subcontractor(s) submit Certified Payrolls and other related documents in a timely manner. We will review the certified payroll records, interview the Contractor/sub-contractors, and provide reports. Labor Compliance services will be performed by LAE's subconsultant, GCAP Services. Since 2016, GCAP has assisted LAE's client Cities of Arcadia, Azusa, Chino, Compton, El Monte, Laguna Niguel, Lomita, Montclair, Norwalk, Seal Beach, and Ventura. Per the City, Labor Compliance Services will be needed due to the project's funding source(s).

Final Walkthrough: On an on-going basis, preliminary punch list(s) will be prepared. Then, upon completion of the construction, a final walkthrough will occur with all involved parties. A punch list will be prepared and given to the contractor and City. Inspections will be conducted again to confirm that incomplete work has, in fact, been completed.

Project Completion Report: Upon acceptance of the project by the City (various departments/divisions) and impacted utilities, the SCO will submit final redlined "As-Built," test results, and other correspondence to the City.

Fee: LAE's fee to provide the requested services will be as follows:

Role	Hourly Rate	Pre-Const.	Const.	Post-Const.	Total Hours	Total
Senior Construction Observer (SCO)	*\$158	24	288	40	352	\$55,616
**SCO – Overtime (OT)	\$189	-	24	-	24	\$4,536
Engineering Coordinator	\$100	12	36	12	60	\$6,000
Materials Testing Subconsultant – Geo Advantec, Inc.	-	-	-	-	-	\$7,000
Labor Compliance Subconsultant – GCAP Services	-	-	-	-	-	\$5,000
Total Not-to-Exceed Fee						\$78,152

* Based on the Contractor's twelve (12) week or sixty (60) working day construction schedule, starting October 14, 2024. Per the City, the SCO will be on site three (3) out of five (5) working days.

** SCO Overtime (OT): Should the contractor work overtime or on Saturdays.

Once again, thank you for providing LAE with an avenue to be of service to the City of Diamond Bar. Should you have any questions, please feel free to contact me with any inquiries regarding this proposal at 714-993-2840 or FredA@LAEassociates.com.

Sincerely,



Fred Alamolhoda, P.E.
President

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President