City of
Diamond Bar

City Council Agenda

Tuesday, October 15, 2024 6:30 PM

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

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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.iqm2.com/Citizens/Default.aspx).

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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.

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CITY OF DIAMOND BAR

CITY COUNCIL AGENDA

October 15, 2024

CALL TO ORDER:	6:30 p.m.
PLEDGE OF ALLEGIANCE:	Mayor
INVOCATION:	Pastor Tim Park, Evangelical Free Church
ROLL CALL:	Chou, Low, Tye, Mayor Pro Tem Teng, Mayor Liu
APPROVAL OF AGENDA:	Mayor

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

1.1 2024 Through My Lense Photo Contest Winners.

1.2 Certificate of Recognition to David Torres.

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.

4. SCHEDULE OF FUTURE EVENTS:

4.1 Free Catalytic Converter Etching – October 16, 2024, 9:00 – 11:00 a.m., Calvary Chapel Golden Springs, 22324 Golden Springs Dr.

4.2 City Government Explained – Public Meetings and Policy Making – October 16, 2024, 6:00 – 7:30 p.m., City Hall Windmill Room, 21810 Copley Dr.

4.3 Coffee with a Cop – October 19, 2024, 8:00 – 10:00 a.m., S&J Gran Café, 21050 Golden Springs Dr. Ste C104.

4.4 Planning Commission Meeting – October 22, 2024 – cancelled.

4.5 Halloween Party – October 26, 2024, 9:00 a.m. – 12:00 p.m., Pantera Park, 738 Pantera Dr.

4.6 Coffee with a Cop – November 2, 2024, 8:00 – 10:00 a.m., Margin Café, 1123 Grand Ave.

4.7 City Council Meeting – November 5, 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 OCTOBER 1, 2024 REGULAR MEETING.

5.1.a October 1, 2024 City Council Regular Meeting Minutes

Recommended Action:

Approve the October 1, 2024 Regular City Council meeting minutes.

Requested by: City Clerk

5.2 RATIFICATION OF CHECK REGISTER DATED SEPTEMBER 25, 2024 THROUGH OCTOBER 8, 2024 TOTALING $1,852,130.18.

Recommended Action:

Ratify the Check Register.

Requested by: Finance Department

5.3 CONTINUED REVIEW OF FIRST AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH FRJ & ASSOCIATES FOR THE ADMINISTRATION OF THE CITY'S HOME IMPROVEMENT PROGRAM.

Recommended Action:

Approve, and authorize the City Manager to sign, the First Amendment to the Consulting Services Agreement with FRJ & Associates to administer the Home Improvement Program and Condominium Home Improvement Program through June 30, 2025.

Requested by: Community Development Department

5.4 NOTICE OF COMPLETION FOR THE CITY HALL ROOF REHABILITATION, CIP PROJECT #FP24505.

Recommended Action:

Approve, and authorize the Director of Public Works/City Engineer to file the Notice of Completion.

Requested by: Public Works Department

6. PUBLIC HEARINGS: NONE.

7. COUNCIL CONSIDERATION:

7.1 FIFTH AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT.

Recommended Action:

Consider adoption of Fifth Amendment to City Manager Employment Agreement.

Requested by: City Attorney

7.2 ATTORNEY GENERAL NEGOTIATIONS WITH LOS ANGELES COUNTY SHERIFF’S DEPARTMENT.

Recommended Action:

Provide direction as deemed appropriate.

Requested by: City Manager

7.3 SURPLUS INVENTORY OF RESIDENTIAL STREET NAME SIGNS.

Recommended Action:

Review the following options and provide direction for the disposal of surplus residential street name signs as deemed appropriate.

Requested by: Public Works Department

8. COUNCIL SUB-COMMITTEE REPORTS AND MEETING ATTENDANCE REPORTS/COUNCIL MEMBER COMMENTS:

9. ADJOURNMENT:

Agenda #: *5.1*
Meeting Date: *October 15, 2024*

CITY OF DIAMOND BAR INCORPORATED 1989

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **CITY COUNCIL MINUTES OF THE OCTOBER 1, 2024 REGULAR MEETING.**

STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve the October 1, 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

Kristina Santana, City Clerk 10/15/2024

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager 10/7/2024

Attachments:

1. 5.1.a October 1, 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
OCTOBER 1, 2024

CLOSED SESSION: 5:30 p.m. – Room CC-8

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

Public Comments: None Offered.

Public Employee Performance Evaluation

Pursuant to Government Code Section 54957

Title: City Manager

Adjourned to Regular Meeting: 6:25 p.m.

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: Shayk Nomaan Baig, Institute of Knowledge.

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

Absent: None

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

Staff present telephonically: David Liu, Public Works Director; Greg Gubman, Community Development Director; Ryan Wright, Parks and Recreation Director, Acting Assistant Fire Chief Dustin Robertson.

Others present: Aaron Scheller, Deputy, Diamond Bar/Walnut Sheriff's Station; Daniel Dail, Lieutenant, Diamond Bar/Walnut Sheriff's Station; Stephen Tousey, Captain, Diamond Bar/Walnut Sheriff's Station.

APPROVAL OF AGENDA: Mayor Liu stated that there was no reportable action taken during Closed Session and approved the agenda as presented.

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS: NONE

2. **CITY MANAGER REPORTS AND RECOMMENDATIONS:** NONE

3. **PUBLIC COMMENTS:**

The following provided public comments:

Cynthia Yu, Diamond Bar Library Manager

Aaron Scheller, Deputy, Diamond Bar/Walnut Sheriff's Station

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

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

5. **CONSENT CALENDAR:** C/Low moved, C/Chou seconded, to approve the Consent Calendar with exception to Item 5.3. Motion carried 5-0 by the following Roll Call vote:

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

5.1 APPROVED CITY COUNCIL MINUTES:

5.1.1 SEPTEMBER 17, 2024 REGULAR MEETING.

5.2 RATIFIED CHECK REGISTER DATED SEPTEMBER 11, 2024 THROUGH SEPTEMBER 24, 2024 TOTALING $890,666.38.

5.4 APPROVED MAINTENANCE SERVICES AGREEMENT WITH PEOPLESPACE FOR OFFICE FURNITURE AND INSTALLATION AT THE DIAMOND BAR CENTER.

ITEMS WITHDRAWN FROM CONSENT CALENDAR:

5.3 CONTINUED FIRST AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH FRJ & ASSOCIATES FOR THE ADMINISTRATION OF THE CITY'S HOME IMPROVEMENT PROGRAM.

Council Member Low asked for clarification on the total cost of the consulting agreement and the total percentage of the CDBG and PLHA allocations.

CM/Fox and CDD/Gubman confirmed that the City is not allowed to spend more than 20% of the City's allocation of CDBG and PLHA funds on consultant contracts and clarified that the total $1.2 million in CDBG and PLHA funds were not included in the agenda report.

C/Low moved, C/Chou seconded, to continue Item 5.3 to the next Council Meeting to include not just the numbers for the contract amendment but also for the original contract. Motion carried by the following Roll Call vote:

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

6. PUBLIC HEARINGS: NONE.

7. COUNCIL CONSIDERATION: NONE.

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

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

Council Member Chou stated that he attended the San Gabriel Valley Council of Governments Directors Meeting and he provided an update on the Montebello Grade Separation Project.

Council Member Low requested an item to be added to the next agenda to discuss the Attorney General’s Consent Decree with the Los Angeles Sheriff’s Department and the City’s request to be a part of the process. The rest of the City Council gave consensus to add the report to the next agenda.

9. ADJOURNMENT: With no further business to conduct, M/Liu adjourned the Regular City Council Meeting at 7:06 p.m.

Respectfully Submitted,

____
Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 15th day of October, 2024.

____
Stan Liu, Mayor

Agenda #: 5.2
Meeting Date: October 15, 2024

CITY OF DIAMOND BAR INCORPORATED 1989

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **RATIFICATION OF CHECK REGISTER DATED SEPTEMBER 25, 2024 THROUGH OCTOBER 8, 2024 TOTALING $1,852,130.18.**

STRATEGIC GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of $1,852,130.18.

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 September 25, 2024 through October 8, 2024 totaling $1,852,130.18 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

Luisa Allen, Accounting Technician 10/15/2024

REVIEWED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director 10/9/2024

Jason Jacobsen

Jason Jacobsen, Finance Director 10/9/2024

Attachments:

1. 5.2.a Check Register Affidavit 10-15-2024
2. 5.2.b Check Register 10-15-2024

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 September 25, 2024 through October 8, 2024 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

Description	Amount
General Fund	$952,549.65
Community Organization Support Fund	$600.00
General Plan Update Fund	$5,250.00
Measure W Local Return Fund	$10,381.62
Measure M Local Return Fund	$81.40
Measure R Local Return Fund	$81.40
Prop A Transit Tax Fund	$35,663.88
Prop C Transit Tax Fund	$88,824.33
Community Dev Block Grant Fund	$750.77
LLAD 38 Fund	$53,723.45
LLAD 39 Fund	$17,197.79
LLAD 41 Fund	$5,942.72
Integrated Waste Mgmt - AB939	$6,381.77
Air Quality Improvements Fund - AB2766	$1,050.00
PEG Fees Fund	$1,625.00
Capital Imprv Project Fund	$586,687.50
Debt Service Fund	$3,000.00
Vehicle Maint & Equip Fund	$984.20
Equip Maint & Replacement Fund	$17,225.00
Bldg Facility & Maint Fund	$29,044.60
Pool Cash Fund	$35,085.10
	$1,852,130.18

Signed: Jason M Jacobsen

Finance Director
Jason M. Jacobsen

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13316	9/27/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 2201 DBB PED - TC-1	100655	52210	$28.62
						CHECK TOTAL	**$28.62**
13318	9/27/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 22805 GLDN SPRNGS/VARIOUS - TC-1	100655	52210	$3,675.43
						CHECK TOTAL	**$3,675.43**
13319	9/27/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 809 S DBB - TC-1	100655	52210	$92.94
						CHECK TOTAL	**$92.94**
13321	9/27/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - BREA CYN/FALLOWFIELD - TC-1	100655	52210	$214.73
						CHECK TOTAL	**$214.73**
13325	9/27/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL -1798 DBB/22566 GLDN SPRNGS - TC-1	100655	52210	$215.67
						CHECK TOTAL	**$215.67**
13326	9/27/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21010 WASHINGTON AVE - TC-1	100655	52210	$108.48
						CHECK TOTAL	**$108.48**
13327	9/27/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 09/27/2024	238	21118	$4.81
	9/27/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 09/27/2024	239	21118	$4.81
	9/27/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 09/27/2024	241	21118	$4.81
	9/27/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 09/27/2024	201	21118	$6.69
	9/27/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 09/27/2024	207	21118	$31.48
	9/27/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 09/27/2024	250	21118	$59.86
	9/27/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 09/27/2024	206	21118	$112.28
	9/27/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 09/27/2024	100	21118	$1,980.01
						CHECK TOTAL	**$2,204.75**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13328	9/27/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 09/27/2024	225	21109	$84.50
	9/27/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 09/27/2024	201	21109	$112.67
	9/27/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 09/27/2024	239	21109	$141.33
	9/27/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 09/27/2024	241	21109	$141.33
	9/27/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 09/27/2024	238	21109	$282.67
	9/27/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 09/27/2024	207	21109	$326.81
	9/27/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 09/27/2024	250	21109	$336.40
	9/27/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 09/27/2024	206	21109	$471.12
	9/27/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 09/27/2024	100	21109	$13,386.84
						CHECK TOTAL	**$15,283.67**
13329	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	203	21110	$81.40
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	204	21110	$81.40
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	239	21110	$156.15
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	241	21110	$156.15
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	238	21110	$238.40
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	225	21110	$326.27

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	201	21110	$589.91
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	207	21110	$990.73
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	206	21110	$1,477.59
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	250	21110	$2,105.53
	9/27/2024	CALPERS		PENSION CONTRIBUTION 9/7/24-9/20/24 & 9/1-9/30/24	100	21110	$43,855.90
						CHECK TOTAL	**$50,059.43**
13330	10/1/2024	SOUTHERN CALIFORNIA EDISON		652 S BREA CANYON RD (082124-091924)	238638	52210	$11.22
						CHECK TOTAL	**$11.22**
13331	10/3/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - DBB N/W @ TEMPLE - TC-1	100655	52210	$114.27
						CHECK TOTAL	**$114.27**
13332	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 2201 DBB - LS-2	100655	52210	$90.30
						CHECK TOTAL	**$90.30**
13334	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 22805 GOLDEN SPRINGS - LS-2	100655	52210	$112.88
						CHECK TOTAL	**$112.88**
13335	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1025 BREA CYN TC-1 - LS-2	100655	52210	$143.54
						CHECK TOTAL	**$143.54**
13336	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21325 PATHFINDER RD - LS-2	100655	52210	$247.20
						CHECK TOTAL	**$247.20**
13337	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21250 GOLDEN SPRINGS - LS-2	100655	52210	$90.30
						CHECK TOTAL	**$90.30**
13338	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3798 S BREA CYN RD - LS-2	100655	52210	$67.73
						CHECK TOTAL	**$67.73**
13339	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21615 GATEWAY CENTER DR - LS-2	100655	52210	$90.30

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$90.30**
13340	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1DBB/TEMPLE - LS-2	100655	52210	$128.70
						CHECK TOTAL	**$128.70**
13341	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1798 DBB/22566 GLDN SPRNGS - LS-2	100655	52210	$202.52
						CHECK TOTAL	**$202.52**
13342	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 24230 GLDN SPRNGS - LS-2	100655	52210	$85.69
						CHECK TOTAL	**$85.69**
13343	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21010 WASHINGTON AVE. - LS-2	100655	52210	$107.60
						CHECK TOTAL	**$107.60**
13344	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3201 S DBB - LS-2	100655	52210	$135.46
						CHECK TOTAL	**$135.46**
13345	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - BREA CYN/FALLOWFIELD - LS-2	100655	52210	$89.64
						CHECK TOTAL	**$89.64**
13346	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - BREA CYN/OAKCREST - LS-2	100655	52210	$68.26
						CHECK TOTAL	**$68.26**
13347	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1003 GLDN SPRNGS DR - LS-2	100655	52210	$118.83
						CHECK TOTAL	**$118.83**
13348	10/3/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - VARIOUS SAFETY LIGHTS - LS-1	100655	52210	$916.27
						CHECK TOTAL	**$916.27**
13349	10/8/2024	SOUTHERN CALIFORNIA EDISON		22745 SUNSET CROSSING PED (081424-091224)	238638	52210	$10.50
						CHECK TOTAL	**$10.50**
13350	10/8/2024	SOUTHERN CALIFORNIA EDISON		3564 BREA CYN RD PED (081424-091224)	238638	52210	$9.52
						CHECK TOTAL	**$9.52**
13351	10/8/2024	SOUTHERN CALIFORNIA EDISON		633 GRAND AVE PED (080924-090924)	238638	52210	$18.15
						CHECK TOTAL	**$18.15**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13352	10/8/2024	SOUTHERN CALIFORNIA EDISON		21208 WASHINGTON AVE PED (081224-091024)	100630	52210	$16.17
						CHECK TOTAL	**$16.17**
13353	10/8/2024	SOUTHERN CALIFORNIA EDISON		2746 BREA CYN RD PED (081424-091224)	238638	52210	$9.52
						CHECK TOTAL	**$9.52**
13354	10/8/2024	SOUTHERN CALIFORNIA EDISON		20850 HIGH COUNTRY PED (081224-091024)	241641	52210	$8.58
						CHECK TOTAL	**$8.58**
13355	10/8/2024	SOUTHERN CALIFORNIA EDISON		20980 E CYN RIDGE LN PED (081224-091024)	241641	52210	$8.58
						CHECK TOTAL	**$8.58**
13357	10/8/2024	SOUTHERN CALIFORNIA EDISON		1000 S LEMON AVE PED (081324-091124)	238638	52210	$10.50
						CHECK TOTAL	**$10.50**
13358	10/8/2024	SOUTHERN CALIFORNIA EDISON		DISTRICT 38 (072924-082624)	238638	52210	$162.46
						CHECK TOTAL	**$162.46**
13359	10/8/2024	AARP		AARP - SENIOR INSTRUCTION	100520	55310	$165.00
						CHECK TOTAL	**$165.00**
13360	10/8/2024	ABOUND FOOD CARE		FOOD RECOVERY SERVICES- SEPTEMBER 2023	250170	54900	$1,632.25
						CHECK TOTAL	**$1,632.25**
13361	10/8/2024	ABSOLUTE SECURITY INTERNATIONAL INC		AUGUST SECURITY GUARD SERVICES	100510	55330	$4,717.44
						CHECK TOTAL	**$4,717.44**
13362	10/8/2024	AIMTD LLC		TRAFFIC COUNTS - BOWCREEK DRIVE	251650	54410	$1,050.00
						CHECK TOTAL	**$1,050.00**
13363	10/8/2024	ALL CITY MANAGEMENT SERVICES INC		CROSSING GUARD SERVICES - 9/1/24-9/14/24	100310	55412	$12,315.87
						CHECK TOTAL	**$12,315.87**
13364	10/8/2024	ALLIANT INSURANCE SERVICES INC		EVENT INSURANCE FOR HALLOWEEN PARTY 2024	100520	55300	$500.00
	10/8/2024	ALLIANT INSURANCE SERVICES INC		EVENT INSURANCE FOR WINTER SNOW FEST 2024	100520	55300	$578.00
						CHECK TOTAL	**$1,078.00**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13365	10/8/2024	AMERICOMP TONER & REPAIR LLC		PRINTER MAINTENANCE - 2ND QTR - FY 24-25	100230	55000	$2,275.75
						CHECK TOTAL	**$2,275.75**
13366	10/8/2024	ANIMAL PEST MANAGEMENT SERVICES INC		MAINTENANCE & OPERATION SUPPLIES/SERVICES	100630	52320	$70.00
	10/8/2024	ANIMAL PEST MANAGEMENT SERVICES INC		MAINTENANCE & OPERATION SUPPLIES/SERVICES	100510	52320	$105.00
	10/8/2024	ANIMAL PEST MANAGEMENT SERVICES INC		MAINTENANCE & OPERATION SUPPLIES/SERVICES	100620	52320	$120.00
						CHECK TOTAL	**$295.00**
13367	10/8/2024	ATHACO INC		STREET SIGNS HARDWARE	100655	51250	$196.99
						CHECK TOTAL	**$196.99**
13368	10/8/2024	BRIAN MARTINEZ		PHOTO SERVICES - SENIOR DISCO DANCE	100240	55000	$383.25
						CHECK TOTAL	**$383.25**
13369	10/8/2024	BRUSHES 'N VINO LLC		DBRW - PAINT NIGHT	100150	55000	$630.00
						CHECK TOTAL	**$630.00**
13370	10/8/2024	CANNON CORPORATION		PLAN CHECK - 2500 CROW FOOT - THRU 6/30/24	100	22109	$925.00
	10/8/2024	CANNON CORPORATION		PLAN CHECK - 2176 ROCKY VIEW - THRU 7/31/24	100	22109	$1,675.25
						CHECK TOTAL	**$2,600.25**
13371	10/8/2024	CHEM PRO LABORATORY INC		WATER TREATMENT (CITYHALL/OCT) FY24-25	100620	52320	$187.95
						CHECK TOTAL	**$187.95**
13372	10/8/2024	COCO SUTZE CHENG		INSTRUCTOR PAYMENT - FITNESS - FALL 24	100520	55320	$216.00
						CHECK TOTAL	**$216.00**
13373	10/8/2024	CREATE & LEARN INC		INSTRUCTOR PAYMENT - COMPUTER-SUM 24	100	20202	$256.80
						CHECK TOTAL	**$256.80**
13374	10/8/2024	DANIELS TIRE SERVICES INC		VEHICLE MAINT (LIC#1304009)	502620	52312	$625.25
						CHECK TOTAL	**$625.25**
13375	10/8/2024	DAPEER ROSENBLIT & LITVAK LLP		SPC LGL SVC 900 N DIAMOND BAR BLVD	100120	54024	$25.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$25.00**
13376	10/8/2024	DEPARTMENT OF JUSTICE		LIVESCAN FEES	100220	52510	$160.00
						CHECK TOTAL	**$160.00**
13377	10/8/2024	DIANA CHO & ASSOCIATES		CDBG-SNR. SVCS ADMIN COSTS-AUG 2024	225440	54900	$340.00
						CHECK TOTAL	**$340.00**
13378	10/8/2024	DS SERVICES OF AMERICA INC		WATER SERVICE (CITYHALL/SEPT)FY24-25	100620	51200	$637.82
						CHECK TOTAL	**$637.82**
13379	10/8/2024	EXTERIOR PRODUCTS CORP		LIGHTING MAINTENANCE (DBC)	100510	52320	$2,980.86
	10/8/2024	EXTERIOR PRODUCTS CORP		D38 POLE & FIXTURE REPLCMNT/CITY HALL HVAC	100620	51200	$891.59
	10/8/2024	EXTERIOR PRODUCTS CORP		D38 POLE & FIXTURE REPLCMNT/CITY HALL HVAC	100620	52320	$891.61
	10/8/2024	EXTERIOR PRODUCTS CORP		D38 POLE & FIXTURE REPLCMNT/CITY HALL HVAC	238638	52320	$11,692.10
						CHECK TOTAL	**$16,456.16**
13380	10/8/2024	FIDUCIARY EXPERTS LLC		FIDUCIARY OVERSIGHT QUARTERLY FEE	100220	54900	$2,000.00
						CHECK TOTAL	**$2,000.00**
13381	10/8/2024	FRANCOISE S ZAMBRA		CONTRACT CLASS INSTRUCTOR - FRANCOISE ZAMBRA	100520	55320	$756.00
						CHECK TOTAL	**$756.00**
13382	10/8/2024	FUN EXPRESS LLC		SUPPLIES FOR HALLOWEEN PARTY AND STATE OF THE CITY	100520	51200	$202.64
	10/8/2024	FUN EXPRESS LLC		SUPPLIES FOR WINTER SNOW FEST	100520	51200	$110.24
	10/8/2024	FUN EXPRESS LLC		SUPPLIES FOR HALLOWEEN PARTY	100520	51200	$4,051.03
						CHECK TOTAL	**$4,363.91**
13383	10/8/2024	GO LIVE TECHNOLOGY INC		ELM PROJECT MGMT SERVICES - AUG 2024	503230	56135	$5,000.00
	10/8/2024	GO LIVE TECHNOLOGY INC		ELM PROJECT MGMT SERVICES - SEPT 2024	503230	56135	$6,625.00
						CHECK TOTAL	**$11,625.00**
13384	10/8/2024	GOTO COMMUNICATIONS INC		CITYWIDE PHONE SYSTEM - OCT 2024	100230	52200	$3,008.47
	10/8/2024	GOTO COMMUNICATIONS INC		SMS COMPLIANCE	100230	52200	$15.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$3,023.47**
13385	10/8/2024	WOODS MAINTENANCE SERVICES INC		GRAFFITI CONTROL - SEPTEMBER 2024	100430	55540	$3,075.00
						CHECK TOTAL	**$3,075.00**
13386	10/8/2024	HDL COREN & CONE		CONTRACT SVCS-PROPERTY TAX JUL-SEPT 2024	100210	54010	$3,866.12
						CHECK TOTAL	**$3,866.12**
13387	10/8/2024	HEART CHAN		INSTRUCTOR PAYMENT - MEDITATION - FALL 24	100520	55320	$54.00
						CHECK TOTAL	**$54.00**
13388	10/8/2024	HODGMAN ENTERPRISES		PRINTING, MAILING OF OCTOBER 2024 NEWSLETTER	100240	52110	$3,486.29
						CHECK TOTAL	**$3,486.29**
13389	10/8/2024	INTERIOR OFFICE SOLUTIONS INC		DBC OFFICE FURNITURE-DEPOSIT	504510	56100	$29,044.60
						CHECK TOTAL	**$29,044.60**
13390	10/8/2024	IRIS GROUP HOLDINGS LLC		ALARM MONITOR EXTND SVS (HERITAGE PK100124-123124)	100630	52320	$239.04
	10/8/2024	IRIS GROUP HOLDINGS LLC		ALARM MONITOR (HERITAGE PARK 100124-123124)	100630	52320	$184.99
						CHECK TOTAL	**$424.03**
13391	10/8/2024	JACKSON'S AUTO SUPPLY/NAPA		DEPOSIT RETURN FOR INV#461262	502630	52312	($33.93)
	10/8/2024	JACKSON'S AUTO SUPPLY/NAPA		VEHICLE MAINTENANCE SUPPLIES	502620	52312	$42.93
						CHECK TOTAL	**$9.00**
13392	10/8/2024	JOE A GONSALVES & SON INC		STATE LOBBYIST - PROFESSIONAL SERV. IN OCT 2024	100130	54900	$2,500.00
						CHECK TOTAL	**$2,500.00**
13393	10/8/2024	KNOWBE4 INC		ANNUAL SVC-KNOWBE4 SECURITY AWARENESS - FY 24-25	100230	52314	$8,942.40
						CHECK TOTAL	**$8,942.40**
13394	10/8/2024	LA COUNTY DEPT OF AGRICULTURE		FY2024-25 COYOTE SERVICES - AUG 2024	100340	55410	$161.46
						CHECK TOTAL	**$161.46**
13395	10/8/2024	LEWIS ENGRAVING INC		NAME BADGE FOR PARKS & REC COMMISSIONER	100140	52140	$17.97

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						CHECK TOTAL	**$17.97**
13396	10/8/2024	LIZA G MONTIEL		SENIOR DANCE DJ 24/25	100520	55310	$350.00
						CHECK TOTAL	**$350.00**
13397	10/8/2024	LOCAL AGENCY ENGINEERING ASSOCIATES INC		PS - PROJ MGMT/ENGR ARCHITECTURAL SVCS - SEPT 2024	207615	54400	$16,601.50
						CHECK TOTAL	**$16,601.50**
13398	10/8/2024	LOS ANGELES COUNTY PUBLIC WORKS		FY23-24 CATCH BASIN CLEANOUT (070123-063024)	201655	55530	$9,672.35
						CHECK TOTAL	**$9,672.35**
13399	10/8/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF GEN LAW JULY 2024	100310	55400	$652,464.33
	10/8/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF CONCERTS JULY 2024	100520	55402	$10,986.75
	10/8/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF CAVALRY CHPL JULY 2024	100310	55402	$12,761.23
						CHECK TOTAL	**$676,212.31**
13400	10/8/2024	LOS ANGELES UNIFIED SCHOOL DISTRICT		BILINGUAL EXAM FEES	100220	54900	$90.00
						CHECK TOTAL	**$90.00**
13401	10/8/2024	LOWE'S BUSINESS ACCOUNT		OPERATING TOOLS DBC (JKOLB-091824)	100510	51300	$12.99
						CHECK TOTAL	**$12.99**
13402	10/8/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (SEPT2024-LLAD38/39/41)	241641	55524	$5,623.27
	10/8/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (SEPT2024-LLAD38/39/41)	239639	55524	$13,715.50
	10/8/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (SEPT2024-LLAD38/39/41)	238638	55524	$16,460.60
						CHECK TOTAL	**$35,799.37**
13403	10/8/2024	MELROSE CATERING INC		FOOD FOR STATE OF THE CITY	100240	51200	$4,591.74
						CHECK TOTAL	**$4,591.74**
13404	10/8/2024	MERCURY DISPOSAL SYSTEMS INC		BATT & BULB PICK UP AT ACE HARDWARE- SEP 2024	250170	55000	$1,954.35
						CHECK TOTAL	**$1,954.35**
13405	10/8/2024	METROLINK		METROLINK PASSES - SEPT 2024	206650	55610	$912.80

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	10/8/2024	METROLINK		METROLINK PASSES - SEPT 2024	206650	55620	$3,651.20
						CHECK TOTAL	**$4,564.00**
13406	10/8/2024	MNS ENGINEERS INC		DESIGN OF DBB COMPLETE STREETS - JUL 2024	301610	56105	$165.00
						CHECK TOTAL	**$165.00**
13407	10/8/2024	MOBILE RELAY ASSOCIATES INC		RECURRING SERVICES FOR EMERGENCY PREP. IN OCT	100350	52300	$78.75
						CHECK TOTAL	**$78.75**
13408	10/8/2024	NATIONAL TRENCH SAFETY INC		EQUIP RENTAL (KRAIL 091724-101424)	100655	52300	$607.35
	10/8/2024	NATIONAL TRENCH SAFETY INC		RENTAL EQUIP (KRAIL092724-102424)	100655	52300	$455.52
						CHECK TOTAL	**$1,062.87**
13409	10/8/2024	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEES	100220	52510	$616.00
						CHECK TOTAL	**$616.00**
13410	10/8/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - SEPTEMBER 2024	100520	51200	$57.55
	10/8/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - SEPTEMBER 2024	100350	51200	$145.37
	10/8/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - SEPTEMBER 2024	100510	51200	$233.62
	10/8/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - SEPTEMBER 2024	100220	51200	$271.84
	10/8/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - SEPTEMBER 2024	100410	51200	$357.21
	10/8/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - SEPTEMBER 2024	100140	51200	$1,715.35
						CHECK TOTAL	**$2,780.94**
13411	10/8/2024	ONE TIME PAY VENDOR	ADRIANA PINEDO	FACILITY REFUND	100	20202	$3,497.48
						CHECK TOTAL	**$3,497.48**
13412	10/8/2024	ONE TIME PAY VENDOR	ANDREW PARK	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
13413	10/8/2024	ONE TIME PAY VENDOR	BENJAMIN SALDUA	FACILITY REFUND	100	20202	$500.00
						CHECK TOTAL	**$500.00**
13414	10/8/2024	ONE TIME PAY VENDOR	CAROLINA CERVANTES	FACILITY REFUND	100	20202	$1,410.00
						CHECK TOTAL	**$1,410.00**

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13415	10/8/2024	ONE TIME PAY VENDOR	DIAMOND BAR COMMUNITY FOUNDATION	FACILITY REFUND	100	20202	$240.00
						CHECK TOTAL	**$240.00**
13416	10/8/2024	ONE TIME PAY VENDOR	ERICA RAMIREZ	FACILITY REFUND	100	20202	$1,175.46
						CHECK TOTAL	**$1,175.46**
13417	10/8/2024	ONE TIME PAY VENDOR	HELLO ART WORLD	FACILITY REFUND	100	20202	$782.00
						CHECK TOTAL	**$782.00**
13418	10/8/2024	ONE TIME PAY VENDOR	JENNIFER PHATIPHONG	PICNIC REFUND	100	20202	$100.00
						CHECK TOTAL	**$100.00**
13419	10/8/2024	ONE TIME PAY VENDOR	KATHRYN GOENS	FACILITY REFUND	100	20202	$700.00
						CHECK TOTAL	**$700.00**
13420	10/8/2024	ONE TIME PAY VENDOR	LUZ MARTINEZ	FACILITY REFUND	100	20202	$300.00
						CHECK TOTAL	**$300.00**
13421	10/8/2024	ONE TIME PAY VENDOR	MANASH PAUL	FACILITY REFUND	100	20202	$1,265.50
						CHECK TOTAL	**$1,265.50**
13422	10/8/2024	ONE TIME PAY VENDOR	MARUJA NATIVIDAD LOPEZ	FACILITY REFUND	100	20202	$9,048.91
						CHECK TOTAL	**$9,048.91**
13423	10/8/2024	ONE TIME PAY VENDOR	MELDA NAVARRO	RECREATION PROGRAM REFUND	100	20202	$21.25
						CHECK TOTAL	**$21.25**
13424	10/8/2024	ONE TIME PAY VENDOR	NINA BOARD	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
13425	10/8/2024	ONE TIME PAY VENDOR	PATRICIA L BOWLER	FACILITY REFUND	100	20202	$893.94
						CHECK TOTAL	**$893.94**
13426	10/8/2024	ONE TIME PAY VENDOR	ROSALBA DORADO	FACILITY REFUND	100	20202	$1,250.00
						CHECK TOTAL	**$1,250.00**
13427	10/8/2024	ONE TIME PAY VENDOR	SANDY PHUNG	RECREATION PROGRAM REFUND	100	20202	$105.00
						CHECK TOTAL	**$105.00**
13428	10/8/2024	ONE TIME PAY VENDOR	SHELLY LAC	RECREATION PROGRAM REFUND	100	20202	$105.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$105.00**
13429	10/8/2024	ONE TIME PAY VENDOR	TELELECH TEREFE	FACILITY REFUND	100	20202	$939.80
	10/8/2024	ONE TIME PAY VENDOR	TELELECH TEREFE	FACILITY REFUND	100	20202	$85.50
						CHECK TOTAL	**$1,025.30**
13431	10/8/2024	ONE TIME PAY VENDOR	VICTORIA MICHAEL	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
13432	10/8/2024	ONE TIME PAY VENDOR	ALYSSA WANG	3638 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13433	10/8/2024	ONE TIME PAY VENDOR	AMIT & SANDEEP KAUSHAL	REFUND - PL2018-157 1607 DERRINGER LANE	100	22107	$10,000.00
						CHECK TOTAL	**$10,000.00**
13434	10/8/2024	ONE TIME PAY VENDOR	ANDREA WILLIAMS	REIMB-CPRS CONF 2/27-3/1/2024	100520	52420	$107.42
						CHECK TOTAL	**$107.42**
13435	10/8/2024	ONE TIME PAY VENDOR	ANIKA MALHOTRA	3669 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13436	10/8/2024	ONE TIME PAY VENDOR	ANQI TAO	3662 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13437	10/8/2024	ONE TIME PAY VENDOR	ANTONIO RICCI	3625 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13438	10/8/2024	ONE TIME PAY VENDOR	ANTONIO RICCI	3627 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13439	10/8/2024	ONE TIME PAY VENDOR	CAROLINE TONTHAT	REIMB-ALL STAFF TRAINING SUPPLIES	100220	52410	$327.83
						CHECK TOTAL	**$327.83**
13440	10/8/2024	ONE TIME PAY VENDOR	CRISTINA TREJO	3628 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13441	10/8/2024	ONE TIME PAY VENDOR	DANA YEZERSKY	3677 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13442	10/8/2024	ONE TIME PAY VENDOR	DORIS LAW	3587 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13443	10/8/2024	ONE TIME PAY VENDOR	DORIS LAW	3588 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13444	10/8/2024	ONE TIME PAY VENDOR	EVELYN RODRIGUEZ	3654 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13445	10/8/2024	ONE TIME PAY VENDOR	IRENE TU	3690 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13446	10/8/2024	ONE TIME PAY VENDOR	JOHN DAVID SINGSON	3636 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13447	10/8/2024	ONE TIME PAY VENDOR	KAITLYN DIEP	3681 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13448	10/8/2024	ONE TIME PAY VENDOR	KELVIN CHENG	3706-GPWINNER PHOTO CONTEST GRAND PRIZE	100240	55000	$150.00
						CHECK TOTAL	**$150.00**
13449	10/8/2024	ONE TIME PAY VENDOR	KELVIN CHENG	3706 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13450	10/8/2024	ONE TIME PAY VENDOR	LONG PHAM	3701 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13451	10/8/2024	ONE TIME PAY VENDOR	MIKAELA SINGSON	3613 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13452	10/8/2024	ONE TIME PAY VENDOR	MORWARID HAMID	3585 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13453	10/8/2024	ONE TIME PAY VENDOR	MOSA BORUAH	3676 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13454	10/8/2024	ONE TIME PAY VENDOR	ROLANDO COLLAZO	3709 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	[illegible]

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13455	10/8/2024	ONE TIME PAY VENDOR	RYAN HAZAMA	3688 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13456	10/8/2024	ONE TIME PAY VENDOR	SOLEDAD CORONA	REFUND - PL2023-10 24167 LODGE POLE ROAD	100	22107	$2,528.88
						CHECK TOTAL	**$2,528.88**
13457	10/8/2024	ONE TIME PAY VENDOR	SUNNY LIANG	3659 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13458	10/8/2024	ONE TIME PAY VENDOR	VALERIE TRAN	3703 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13459	10/8/2024	ONE TIME PAY VENDOR	VALERIE TRAN	3704 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13460	10/8/2024	ONE TIME PAY VENDOR	ZACHARY SHIMOKAWA	3591 - PHOTO CONTEST WINNER	100240	54900	$100.00
						CHECK TOTAL	**$100.00**
13461	10/8/2024	ONE TIME PAY VENDOR	ZACHARY SHIMOKAWA	3590 - PHOTO CONTEST HONORABLE MENTION	100240	54900	$50.00
						CHECK TOTAL	**$50.00**
13462	10/8/2024	ONE TIME PAY VENDOR - CND REFUND	RODERICK NEIGHBORS	C&D REFUND- 21700 COPLEY DRIVE	100	22105	$1,800.00
						CHECK TOTAL	**$1,800.00**
13463	10/8/2024	OPCO TRANSIT INC		FY 2024-25 DIAMOND RIDE SR TRANS SVCS - AUG 2024	206650	55560	$29,038.89
						CHECK TOTAL	**$29,038.89**
13464	10/8/2024	OTIS ELEVATOR COMPANY		ELEVATOR MAINTENANCE FLEET/LOGISTIC SURCHARGE	100620	52320	$95.00
						CHECK TOTAL	**$95.00**
13465	10/8/2024	PAPER RECYCLING & SHREDDING		CH 2 CONSOLE & 4 BOXES- SEPTEMBER 2024	250170	55000	$86.00
						CHECK TOTAL	**$86.00**
13466	10/8/2024	PUENTE HILLS FORD LLC		VEHICLE MAINT (LIC#1338159)	502620	52312	$349.95
						CHECK TOTAL	**$349.95**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13467	10/8/2024	QUINN RENTAL SERVICES		GENERATOR RENTAL FOR CONCERTS IN THE PARK	100520	55300	$201.10
						CHECK TOTAL	**$201.10**
13468	10/8/2024	RETAIL MARKETING SERVICES INC		CART RETRIEVAL SERVICE- AUGUST 2024	250170	55000	$45.00
						CHECK TOTAL	**$45.00**
13469	10/8/2024	RITE-WAY ROOF CORPORATION		CITYHALL REROOF (PAYMENT1)	301630	56104	$435,500.00
	10/8/2024	RITE-WAY ROOF CORPORATION		CITYHALL REROOF (PAYMENT2)	301630	56104	$148,500.00
						CHECK TOTAL	**$584,000.00**
13470	10/8/2024	S&S WORLDWIDE, INC		SUPPLIES FOR HALLOWEEN PARTY	100520	51200	$130.59
						CHECK TOTAL	**$130.59**
13471	10/8/2024	SCMAF		CONTRACT CLASS INSURANCE	100520	55320	$817.50
						CHECK TOTAL	**$817.50**
13472	10/8/2024	SHARON A HENNESSEY		REAL ESTATE APPRAISAL SERVICES	100130	54900	$6,000.00
						CHECK TOTAL	**$6,000.00**
13473	10/8/2024	SIMPSON ADVERTISING INC		LAYOUT AND DESIGN OF OCTOBER 2024 CITY NEWSLETTER	100240	54900	$2,475.00
						CHECK TOTAL	**$2,475.00**
13474	10/8/2024	SPECTRUM BUSINESS		CABLE TV SERVICES - DBC - SEPT 2024	100230	54030	$132.58
	10/8/2024	SPECTRUM BUSINESS		SUMMARY BILL CABLE TV/INTERNET-CITY HALL -SEP 2024	100230	54030	$1,739.33
						CHECK TOTAL	**$1,871.91**
13475	10/8/2024	STAY GREEN INC		LANDSCAPE MAINTENANCE (CITY HALL/SEPT2024)	100620	52320	$1,190.00
						CHECK TOTAL	**$1,190.00**
13476	10/8/2024	STERICYCLE INC		MEDICAL WASTE- HERITAGE PARK	250170	55000	$162.38
						CHECK TOTAL	**$162.38**
13477	10/8/2024	STONEFIRE GRILL 12 INC		SENIOR DANCE CATERING 24/25	100520	55310	$2,471.98
						CHECK TOTAL	**$2,471.98**
13478	10/8/2024	TASC		FSA FEES	100220	52515	$148.40
						CHECK TOTAL	**$148.40**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13479	10/8/2024	THE LITTLE ZOO		ENTERTAINMENT FOR HEALTHY DIAMOND BAR	100520	55300	$412.42
						CHECK TOTAL	**$412.42**
13480	10/8/2024	THE SAUCE CREATIVE SERVICES INC		YOUTH BASKETBALL POSTCARDS	100520	52110	$292.33
						CHECK TOTAL	**$292.33**
13481	10/8/2024	THE WINDMILL		JAN/FEB HALF PAGE WINDMILL AD FOR EMERGENCY ALERTS	100240	52160	$600.00
						CHECK TOTAL	**$600.00**
13482	10/8/2024	TORTI GALLAS AND PARTNERS INC		TOWN CENTER SPECIFIC PLAN	103410	54900	$2,500.00
	10/8/2024	TORTI GALLAS AND PARTNERS INC		TOWN CENTER SPECIFIC PLAN	103410	54900	$2,750.00
						CHECK TOTAL	**$5,250.00**
13483	10/8/2024	TOTAL COMPENSATION SYSTEMS INC		PROF.SVCS - GASB 75/OPEB	100210	54010	$855.00
						CHECK TOTAL	**$855.00**
13484	10/8/2024	TYLER TECHNOLOGIES INC		ELM PROJECT MGMT. HOURS - 9/10-12/2024	503230	56135	$5,600.00
						CHECK TOTAL	**$5,600.00**
13485	10/8/2024	ULINE INC		DBC - GLOVES FOR FACILITY ATTENDANTS	100510	51200	$252.17
						CHECK TOTAL	**$252.17**
13486	10/8/2024	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES SEPT 2024	100630	55505	$3,070.00
	10/8/2024	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES SEPT 2024	100510	55505	$9,650.00
	10/8/2024	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES SEPT 2024	100620	52320	$12,075.00
						CHECK TOTAL	**$24,795.00**
13487	10/8/2024	US BANK		CALCARD STATEMENT - SEPT 2024	999	28100	$35,085.10
						CHECK TOTAL	**$35,085.10**
13488	10/8/2024	US BANK ST PAUL		BANK FEE-LEASE REVENUE REFUNDING BONDS 2021	401510	52255	$3,000.00
						CHECK TOTAL	**$3,000.00**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
13489	10/8/2024	VALLEY VISTA SERVICES, INC.		STREET SWEEPING SERVICES (080124-083024)	100655	55510	$13,676.40
						CHECK TOTAL	**$13,676.40**
13490	10/8/2024	VERIZON WIRELESS		WIRELESS PHONE SERVICE - 8/17/24-9/16/24	100230	52200	$2,818.40
						CHECK TOTAL	**$2,818.40**
13491	10/8/2024	VESTIS GROUP INC		PW STAFF UNIFORMS	100630	51200	$218.89
						CHECK TOTAL	**$218.89**
13492	10/8/2024	VIDIFLO LLC		AV & TELEPRODUCTION SYSTEM ENGINEERING CONSULTANT	270240	55000	$1,625.00
						CHECK TOTAL	**$1,625.00**
13493	10/8/2024	WALNUT VALLEY EDUCATIONAL FOUNDATION		FY 24/25 TEDDY BEAR TEA - TABLE SPONSOR	101110	52600	$600.00
						CHECK TOTAL	**$600.00**
13494	10/8/2024	WANSEO CHUNG		CONTRACT CLASS INSTRUCTOR - WANSEO CHUNG	100520	55320	$576.00
						CHECK TOTAL	**$576.00**
13495	10/8/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	$304.21
	10/8/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES CITYHALL	100620	51200	$1,501.39
	10/8/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES CITYHALL	100620	51200	$181.90
	10/8/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES CITYHALL	100620	51200	$112.94
	10/8/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES HERITAGE PARK	100630	51200	$217.61
	10/8/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES DBC	100510	51210	$288.83
						CHECK TOTAL	**$2,606.88**
13496	10/8/2024	WEST COAST ARBORISTS INC		CITYWIDE TREE MAINT (D38 TREE REMVL)	238638	55522	$21,138.00
	10/8/2024	WEST COAST ARBORISTS INC		CITYWIDE TREE MAINT (D39-6 TREE REMVL)	239639	55522	$3,180.00
	10/8/2024	WEST COAST ARBORISTS INC		CITYWIDE TREE MAINTENANCE (080124-081524)	100645	55522	$12,000.00
	10/8/2024	WEST COAST ARBORISTS INC		CITYWIDE TREE MAINTENANCE (090124-091524) FY24-25	100645	55522	$22,605.00
	10/8/2024	WEST COAST ARBORISTS INC		D38 TREE MAINTENANCE (090124-091524)	238638	55522	$3,675.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$62,598.00**
13497	10/8/2024	YUNEX LLC		ANNUAL SUPPORT - SCOOT/TACTICS FY 24-25	207650	52314	$30,150.00
	10/8/2024	YUNEX LLC		TS MAINT/REPAIR - DBB/TEMPLE	207650	55536	$8,715.00
	10/8/2024	YUNEX LLC		TS MAINT/REPAIR - DBB/SUNSET CROSSING	207650	55536	$8,697.56
	10/8/2024	YUNEX LLC		TS MAINTENANCE - AUG 2024	207650	55536	$5,540.00
	10/8/2024	YUNEX LLC		TS MAINT/CALL-OUTS - AUG 2024	207650	55536	$17,771.25
	10/8/2024	YUNEX LLC		RETENTION CONTRACT WITHHOLDING: 24000088	301	29004	$2,522.50
						CHECK TOTAL	**$73,396.31**
						GRAND TOTAL	**$1,852,130.18**

Agenda #: *5.3*
Meeting Date: *October 15, 2024*

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **CONTINUED REVIEW OF FIRST AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH FRJ & ASSOCIATES FOR THE ADMINISTRATION OF THE CITY'S HOME IMPROVEMENT PROGRAM.**

STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve, and authorize the City Manager to sign, the First Amendment to the Consulting Services Agreement with FRJ & Associates to administer the Home Improvement Program and Condominium Home Improvement Program through June 30, 2025.

FINANCIAL IMPACT:

Sufficient funds are included in the FY 24/25 budget in the Community Development Block Grant Fund (Fund 225) and the Permanent Local Housing Allocation Fund (Fund 224). The total not-to-exceed amount per fiscal year set forth in the proposed First Amendment would increase by $130,000 from $120,000 to $250,000. Payments to the Consultant are limited annually to no more than 20% of the approved CDBG and PLHA allocations for the Home Improvement Program and Condominium Home Improvement Program which includes a cumulative amount of $1,250,000.

BACKGROUND:

The City Council continued this item from the October 1, 2024 meeting, requesting additional information as to how the not-to-exceed amount of $250,000 in the proposed First Amendment to the Consultant Services Agreement was determined. The discussion below is provided as a supplement to the attached October 1, 2024 staff report (Attachment 2).

DISCUSSION:

Diamond Bar CDBG Program

The Community Develop Block Grant (CDBG) program is a federal funding source administered through the Department Housing and Urban Development (HUD). Eligible CDBG projects and programs must accomplish one of the following national objectives:

- Benefiting low- and moderate-income persons, disabled persons, and seniors;
- Addressing slums or blight; or
- Meeting a particular urgent community development need.

The Home Improvement Program (HIP) is one of the programs that the City's CDBG allocation has traditionally funded. The HIP offers deferred loans to eligible low- and moderate-income homeowners of single-family detached housing for necessary home improvements, as well as repairs to mitigate building and safety code deficiencies and/or violations. The City's HIP policies provide interest-free, deferred loans of up to $30,000 to eligible households. Loans become payable when the homes are sold or refinanced. HUD regulations limit HIP loans to owner/occupants of detached single-family homes; owner/occupants of duplexes, condominiums, co-ops or any other housing type are not eligible for CDBG-funded home improvement loans.

Under federal law, up to 20 percent of CDBG funds to may be used to cover administrative costs. The City's contracts with its CDBG consultants limit their billings to this cap so that General Fund monies are not used to cover consultant costs.

Diamond Bar PLHA Program

The Permanent Local Housing Allocation (PLHA) program was enacted by the State Legislature in 2017 to address the affordable housing crisis in California. Unlike CDBG funds, PLHA dollars can be used to fund home improvement loans for a variety of housing types, not just single-family detached residences. As a result, the City was able to establish the Condominium Home Improvement Program (CHIP) in 2023 to offer interest-free, deferred loans of up to $20,000 to eligible condominium households, as well as draw from an additional funding source for the long-established HIP. In August of this year, the City received authorization to begin using PLHA proceeds to fund home improvement loans.

Current Consultant Services Agreement with FRJ & Associates

The current five-year Consultant Services Agreement with FRJ & Associates, approved by the City Council on September 1, 2021, authorizes the Consultant to vet CDBG-funded HIP loan applications, and then process the loan paperwork after the City approves the loans. The not-to exceed amount established in the agreement was set at $120,000, based on the assumption that approximately $600,000 CDBG funds would be allocated to the HIP during life of the agreement, of which 20 percent may be used to cover administrative costs. The agreement expires on June 30, 2025.

Proposed Amendment to Consultant Services Agreement with FRJ & Associates

Before the City can begin using PLHA funds to pay for associated consultant costs, the City must first amend the Consultant Services Agreement with FRJ & Associates to expressly authorize the use of PLHA funds to pay the Consultant. Diamond Bar has been allocated approximately $650,000 in PLHA funds through calendar year 2025, all of which may be used to implement the CHIP and expanded HIP. As with the CDBG program, no more than 20 percent of the PLHA funds may be used to cover administrative costs, which, in this case, would be $130,000.

The not-to-exceed sum of payments to the Consultant for the processing of CDBG and PLHA-funded home improvement loans would thus be $250,000. The table below summarizes how the CDBG and PLHA allocations would be distributed between HIP/CHIP loans and associated not-to-exceed administration costs payable to the consultant if the First Amendment to the five-year Consultant Services Agreement is approved, and all available funding is exhausted during the term of the agreement:

	Total Allocation	**HIP/CHIP Loans**	**Not-to-Exceed Consultant Fees**
CDBG Funding (Original Agreement)	$ 600,000	$ 480,000	$ 120,000
PLHA Funding (First Amendment)	$ 650,000	$ 520,000	$ 130,000
TOTALS	**$1,250,000**	**$1,000,000**	**$ 250,000**

PREPARED BY:

Greg Gubman

Greg Gubman, Community Development Director 10/15/2024

REVIEWED BY:

Greg Gubman

Greg Gubman, Community Development Director 10/3/2024

Attachments:

1. 5.3.a First Amendment to Consultant Services Agreement
2. 5.3.b October 1, 2024 staff report

FIRST AMENDMENT
TO
CONSULTANT SERVICES AGREEMENT

This First Amendment to Consultant Services Agreement ("First Amendment") is made and entered into as of October 15, 2024, by and between the City of Diamond Bar, a municipal corporation ("City"), and FRJ & Associates, a California general partnership ("Consultant") with reference to the following:

A. The City and the Consultant entered into that certain Consultant Services Agreement dated as of September 1, 2021, 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. Revised Scope of Services. The Scope of Services, Exhibit "A" to the Original Agreement, is hereby amended, modified and supplemented to include administering the City's California State Permanent Local Housing Allocation ("PLHA") funded Home Improvement Program ("HIP") and Condominium Home Improvement Program ("CHIP") in addition to the CDBG-funded HIP. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the CDBG and PLHA Administration Services for the Project ("Amended Services"). The Amended Services are more particularly described in Exhibit "A-1" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference. and all applicable local, state and federal laws, rules and regulations.

3. Reserved.

4. Compensation. The not-to-exceed sum of payments per fiscal year forth in Section 3 of the Original Agreement was twenty (20) percent of the adopted CDBG budget allocated to the HIP for that same fiscal year, with total payments to Consultant pursuant to the Original Agreement not to exceed ONE HUNDRED TWENTY THOUSAND Dollars ($120,000). The not-to-exceed payments per fiscal year set forth in the Original Agreement is hereby amended to include the sum of twenty (20) percent of the PLHA budget allocated to the HIP and CHIP, and twenty (20) percent of the adopted CDBG budget allocated to the HIP. The total not-to-exceed compensation of the Original Agreement is hereby amended to provide for an increase of ONE HUNDRED THIRTY THOUSAND Dollars ($130,000.00) so that the not-to-exceed compensation, as amended by this First Amendment, shall not exceed TWO HUNDRED FIFTY THOUSAND Dollars ($250,000.00).

5. **Integration**. This First Amendment and all attachments hereto 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"	"CITY"
FRJ & ASSOCIATES	CITY OF DIAMOND BAR
***By:** Vivian J. Moss ________ Vivian J. Moss Partner	By: ______________________________ Dan 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-1”

The Amended Services set forth under the First Amendment to the Consulting Services Agreement shall include, but not be limited to, the following items:

1. Answering public inquiries regarding the CDBG and PLHA program.
2. Conducting preliminary interviews with homeowners to determine eligibility status and desired improvements for dwelling unit.
3. Obtaining and vetting all required supporting documentation including income verification and grant deed.
4. Conducting property inspections and estimate costs for rehabilitation work.
5. Completing all applicable documents for CDBG and PLHA Housing Rehabilitation activities.
6. Procuring asbestos and lead based paint testing, abatement and clearance requirements if necessary.
7. Preparing loan documents.
8. Preparing specifications and bid documents, and reviewing bids received with the homeowners.
9. Obtaining contractor clearance through the Federal Excluded Parties List System and State Contractor’s License Board.
10. Preparing award proposals for review by the City’s Screening Committee.
11. Awarding contracts after approval by Screening Committee, preparing and executing documents for deferred loans.
12. Ensuring that the following forms are completed, executed and/or recorded: Promissory Notes, Notices of Right to Cancel, Deeds of Trust, Requests for Notice(s), Truth in Lending Disclosures, and any other forms and documents required by the City.
13. Conducting preconstruction conferences to review all projected work with homeowners and the contractors.
14. Conducting progress inspections to make certain that work is proceeding in a timely manner and to authorize progress payments.
15. Executing notices of completion upon final inspection certifying that rehabilitations have been completed in accordance with contract specifications.
16. Acquiring lien releases from contractors and subcontractors, obtaining homeowner’s authorization for final payment, and executing close-outs of rehabilitation work, and ensuring that permanent files contain complete documentation required for County, State, and Federal monitoring and audit purposes.
17. Preparing monthly progress reports to the City.
18. Responding to inquiries from the Los Angeles County Development Authority (LACDA) and representing the City during LACDA reviews and/or audits.

Agenda #: *5.3*
Meeting Date: *October 1, 2024*

CITY OF DIAMOND BAR INCORPORATED 1989

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **FIRST AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH FRJ & ASSOCIATES FOR THE ADMINISTRATION OF THE CITY'S HOME IMPROVEMENT PROGRAM.**

STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve, and Authorize the City Manager to sign, the First Amendment to the Consulting Services Agreement with FRJ & Associates to administer the Home Improvement Program and Condominium Home Improvement Program through June 30, 2025.

FINANCIAL IMPACT:

Sufficient funds are included in the FY 24/25 budget in the Permanent Local Housing Allocation Fund (Fund 224). The total not-to-exceed amount per fiscal year set forth in the proposed First Amendment would increase by $130,000 from $120,000 to $250,000. Payments to the Consultant are limited annually to no more than 20% of the approved CDBG and PLHA allocations for the Home Improvement Program and Condominium Home Improvement Program.

BACKGROUND/DISCUSSION:

HIP and CHIP Programs

The City's Home Improvement Program (HIP) was established in 2003 as a CDBG-funded program providing interest-free, deferred loans to eligible homeowners for the maintenance of safe, decent and sanitary housing. HIP funds are used to correct hazardous structural conditions; to make reasonable accommodations for persons with disabilities; to improve the overall exterior appearance of the home; to eliminate an appearance of blight; to provide energy-efficient upgrades; and to correct exterior code violations. Because of restrictions on the use of CDBG funds, the City's HIP Program may only be used to assist owner/occupants of single-family detached residences.

The Permanent Local Housing Allocation (PLHA) funds were enacted by the State Legislature through SB 2 in 2017, designed to provide an ongoing annual source of funding for the construction of affordable housing, programs to assist persons who are experiencing or are at risk of homelessness, or other housing-related assistance programs for low-to-moderate income households. Diamond Bar has been allocated a combined total of $649,080 for PLHA Program Years 1 through 3 (i.e., calendar years 2023 through 2025).

As a housing-focused, State-funded program, PLHA proceeds can be used for a wider range of housing programs than those backed by federal CDBG funds. Moreover, because housing costs in California are among the highest in the nation, households earning up to 150% of the Los Angeles County Area Median Income (AMI) are eligible for assistance under PLHA-funded programs, whereas CDBG funds are limited to households earning no more than 80% of AMI. Thus, on June 20, 2023, the City Council adopted Resolution No. 2023-25, approving the City's participation in the PLHA Program by establishing the Condominium Home Improvement Program (CHIP), offering zero-interest, deferred loans of up to $20,000 to eligible owner-occupied condominium households, and increasing the maximum HIP loan amount from $20,000 to $30,000.

The administration of the HIP and CHIP is subject to the terms of the City's cooperative agreements with the Los Angeles County Community Development Authority (LACDA). Through these agreements, CDBG and PLHA funds are first allocated to LACDA, which then assigns funding amounts to participating cities according to an allocation formula.

Although more than a year has passed since the City Council adopted the resolution to participate in the PLHA Program, LACDA did not execute the Reimbursable Contracts for the expanded HIP and newly-established CHIP until August 6, 2024. The delay was due to issues out of the City's control, and affected LACDA's other participant agencies as well.

FRJ & Associates

On September 1, 2021, the City entered into a five-year Consulting Services Agreement with FRJ & Associates to administer the HIP. Partners Vivian and Bill Moss have consistently administered program in an exemplary manner. Their thorough knowledge of LACDA's rules and regulations, combined with meticulous documentation of expenditures and services rendered has played a major role in Diamond Bar's continued good standing with LACDA. Moreover, Vivian and Bill Moss have been more proactive than their predecessors in assisting applicants navigate the loan approval process, and moving projects through the funding and construction pipeline.

Following its execution of the City's PLHA contracts this past August, LACDA notified the City that it must amend its Consulting Services agreement with FRJ & Associates to expressly authorize the consultant to process PLHA-funded loans. LACDA further required the City to post a 30-day notice of the proposed Consulting Services Agreement prior to placing the matter on the City Council agenda.

The City's current agreement with FRJ & Associates is in effect through June 30, 2025. Although there are some differences in how CDBG and PLHA-eligible expenses are documented, the HIP and CHIP loan approval processes are essentially the same, so it is logical to simply amend the current agreement with FRJ to authorize the consultant to process home improvement loans using either of the two funding sources.

LEGAL REVIEW:

The City Attorney has approved the First Amendment to the Agreement as to form.

PREPARED BY:

Greg Gubman

Greg Gubman, Community Development Director 10/1/2024

REVIEWED BY:

Greg Gubman

Greg Gubman, Community Development Director 9/17/2024

Jason Jacobsen

Jason Jacobsen, Finance Director 9/19/2024

Attachments:

1. First Amendment to Consultant Services Agreement

Agenda #: 5.4
Meeting Date: October 15, 2024

CITY OF DIAMOND BAR INCORPORATED 1989

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **NOTICE OF COMPLETION FOR THE CITY HALL ROOF REHABILITATION, CIP PROJECT #FP24505.**

STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve, and authorize the Director of Public Works/City Engineer to file the Notice of Completion.

FINANCIAL IMPACT:

Funding for the Project is included in the FY 2023/24 Capital Improvement Program. On May 7, 2024, the City Council awarded a construction contract to Rite-Way Roof Corporation in an amount not to exceed $584,000, with a contingency amount of $87,600, for a total authorization amount of $671,600. The final construction cost of the Project is $584,000 which is $87,600 under the total authorization amount.

BACKGROUND/DISCUSSION:

Public Works staff authorized the Notice to Proceed for the construction on June 12, 2024. The work included the tear-off of the existing roof system and the installation of a new single-ply roofing system over the Civic Center/City Hall building.

Rite-Way Roof Corporation completed all work required for this Project, including all punch list items, on October 7, 2024.

PREPARED BY:

Jason Williams

Jason Williams, Maintenance Supervisor 10/15/2024

REVIEWED BY:

Hal Ghafari

Hal Ghafari, Public Works Manager/Asst. City Engineer 10/8/2024

David G. Liu

David G. Liu, Public Works Director/City Engineer 10/8/2024

Jason Jacobsen

Jason Jacobsen, Finance Director 10/8/2024

Attachments:

1. 5.4.a Notice of Completion

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

CITY OF DIAMOND BAR
21810 COPLEY DRIVE
DIAMOND BAR, CA 91765
ATTENTION: CITY CLERK

Recording Fees Exempt per Govt. Code §§ 6103, 27383 — Space Above for Recorder's Use

NOTICE OF COMPLETION

Cal. Civ. Code 8100 et seq. and 9200 et seq.

Notice is hereby given that:

1. The undersigned is the owner or authorized officer of the owner of the fee interest in the property hereinafter described.
2. The full name of the owner is City of Diamond Bar.
3. The full address of the owner is 21810 Copley Drive, Diamond Bar, CA 91765.
4. A work of improvement on the property hereinafter described was completed on 10/07/2024. The work done was: City hall re-roof rehabilitation project.
5. The name and address of the contractor, if any, for such work of improvement was:
   Riteway Roof Corporation.
   15425 Arrow Route
   Fontana, CA 92335
6. The date of the contract was 05/07/2024.
7. The property on which said work of improvement was completed is in the City of Diamond Bar, County of Los Angeles, State of California, and is described as follows: City hall re-roof rehabilitation project.
8. The street address of said property is 21810 Copley Drive, Diamond Bar, CA 91765 (If no street address has been officially assigned, insert "none").

Dated: October 15, 2024

CITY OF DIAMOND BAR

By: ______________________
David Liu, P.E., Public Works Director

VERIFICATION

I am the Public Works Director/City Engineer of the City of Diamond Bar and am authorized to execute this verify cation on its behalf. I have read the foregoing notice of completion, know the contests thereof, and the same is true of my personal knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this 15th day of October, 2024, at Diamond Bar, California.

By: ______________________
David Liu, P.E., Public Works Director

1762087.1

Agenda #: 7.1
Meeting Date: October 15, 2024

CITY OF DIAMOND BAR INCORPORATED 1989

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **FIFTH AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT.**

STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Consider adoption of Fifth Amendment to City Manager Employment Agreement.

FINANCIAL IMPACT:

There are sufficient City funds to cover the one-time $5,000 additional contribution.

BACKGROUND:

Daniel Fox was hired as City Manager effective July 10, 2017. The City Council recently completed his performance evaluation process. The proposed Fifth Amendment would provide for a one-time additional contribution of $5,000 to the City's 457 Deferred Compensation Plan on behalf of the City Manager and an additional 40 hours of administrative leave.

Both the one-time 457 contribution and award of administrative leave hours would be made during the 2024-25 Fiscal Year. All other terms and conditions of the current Employment Agreement would remain the same.

Pursuant to Government Code § 54953, an oral report summarizing the recommended change in compensation in the form of fringe benefits to the City Manager's Employment Agreement is required. The summary is as follows:

A one-time contribution in the amount of $5,000 to the City's 457 deferred compensation plan is to be made on behalf of the City Manager and an additional 40 hours of administrative will be credited to his leave bank for the 2024-25 Fiscal Year.

LEGAL REVIEW:

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

PREPARED BY:

Amy Haug

Amy Haug, Human Resources Manager 10/15/2024

REVIEWED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director 10/8/2024

Attachments:

1. 7.1.a Fifth Amendment City Manager Employment Agreement

FIFTH AMENDMENT TO CITY OF DIAMOND BAR
CITY MANAGER EMPLOYMENT AGREEMENT

This Fifth Amendment to Employment Agreement ("Fifth Amendment") is made and entered into as of this 15th day of October, 2024, by and between the CITY OF DIAMOND BAR, a general law city and municipal corporation (hereinafter "City"), and DANIEL H. FOX, JR. (hereinafter "Employee"), both of whom agree as follows:

RECITALS

A. City and Employee entered into that certain City Manager Employment Agreement dated June 6, 2017 (the “Original Agreement”).

B. City and Employee entered into that certain First Amendment to Employment Agreement dated September 17, 2019 (“First Amendment”).

C. City and Employee entered into that certain Second Amendment to Employment Agreement dated October, 5, 2021 (“Second Amendment”).

D. City and Employee entered into that certain Third Amendment to Employment Agreement dated October, 18, 2022 (“Third Amendment”).

E. City and Employee entered into that certain Fourth Amendment to Employment Agreement dated November 21, 2023 (“Fourth Amendment”).

F. The Original Agreement, First Amendment, Second Amendment, Third Amendment, and Fourth Amendment are collectively referred to herein as the “Employment Agreement.”

G. The City and Employee desire to amend and modify certain provisions in the Employment Agreement as provided in this Fifth Amendment.

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AGREEMENT AMENDMENT

NOW, THEREFORE, the parties agree to amend the Employment Agreement as follows:

1. Deferred Compensation. The following is added to Section 7.D of the Employment Agreement:

"In addition to the foregoing contribution, the City shall contribute the additional amount of $5,000.00 to the City's 457 Deferred Compensation Plan on behalf of Employee for the 2024-2025 Fiscal Year only."

2. Leave. The following is added to Section 8.A of the Employment Agreement:

"In addition to the foregoing leave benefits, Employee shall be credited with an additional 40 hours of administrative leave for the 2024-2025 Fiscal Year only."

3. Integration. This Fifth Amendment integrates all of the terms and conditions mentioned herein and supersede all negotiations with respect hereto. This Fifth Amendment amends, as set forth herein, the Employment Agreement and except as specifically amended hereby, the Employment 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 Fifth Amendment and the terms and provisions of the Employment Agreement, the terms and provisions of this Fifth Amendment shall control.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF the parties have executed this Fifth Amendment as of the day and year first above written.

EMPLOYEE

DANIEL H. FOX, JR.

____
CITY MANAGER

CITY OF DIAMOND BAR

STAN LIU

____
MAYOR

ATTEST:

____
KRISTINA SANTANA, CITY CLERK

APPROVED AS TO FORM:

____
OMAR SANDOVAL, CITY ATTORNEY

Agenda #: *7.2*
Meeting Date: *October 15, 2024*

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **ATTORNEY GENERAL NEGOTIATIONS WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT.**

STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Provide direction as deemed appropriate.

FINANCIAL IMPACT:

None.

BACKGROUND/DISCUSSION:

It is our understanding that Attorney General Rob Bonta is in negotiations with LA County and the LA County Sheriff's Department (LASD) that could severely limit LASD's ability to enforce penal code and vehicle code violations throughout Los Angeles County. At the October 1, 2024 City Council meeting, Council Member Low requested that the City Council consider sending a letter to the Attorney General requesting that Diamond Bar, as a City that contracts with LASD for law enforcement services, have an opportunity to participate and be made aware of any settlement discussions as those negotiations may affect law enforcement services in Diamond Bar. It was the consensus of the Council to place an item on the agenda for further discussion and consideration.

California Contract Cities Association (CCCA) recently sent correspondence to Attorney General Bonta expressing concerns over the negotiations and the potential to impact public safety throughout Los Angeles County through disparate application of laws between jurisdictions, and offering the opportunity to meet and further discuss the concerns (Attachment 1). While we do not know the specifics of the negotiations, it seems appropriate that the Attorney General should consider input from the 42 cities that contract with LASD for law enforcement services, including Diamond Bar, before any final decisions are made. The contract cities have a significant vested interest in the operations of the LASD throughout LA County and consideration should be given to how any changes may impact public safety in those cities.

Staff will continue to coordinate with CCCA on this matter and provide updates as they may become available. A draft letter has been prepared for consideration should the Council desire to also send correspondence to Attorney General Bonta on this matter (Attachment 2).

PREPARED BY:

Daniel Fox

Daniel Fox, City Manager 10/15/2024

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager 10/7/2024

Kristina Santana

Kristina Santana, City Clerk 10/7/2024

Daniel Fox

Daniel Fox, City Manager 10/10/2024

Attachments:

1. 7.2.a CCCA Letter to AG Bonta - LASD PC VC Negotiations
2. 7.2.b AG Bonta Diamond Bar 10-15-2024

CALIFORNIA CONTRACT CITIES ASSOCIATION

October 1, 2024

Attorney General Rob Bonta
Office of the Attorney General
1300 I Street
Sacramento, CA 95814-2919

RE: Los Angeles County Sheriff's Department - Penal & Vehicle Code Enforcement

Dear Attorney General Bonta,

The California Contract Cities Association (CCCA) is a local government advocacy association currently representing 80 cities and nearly 8 million residents in Southern California. CCCA was founded in 1957 to represent the collective interests of all 42 cities that contract for law enforcement services with the Los Angeles County Sheriff's Department (LASD).

We have recently been apprised of ongoing negotiations between your office and Los Angeles County that could severely limit LASD's ability to enforce penal (PC) and vehicle code (VC) violations throughout Los Angeles.

We are deeply concerned the results of these negotiations would limit LASD's ability to enforce existing laws in our communities. As you may be aware, not every city in Los Angeles and Southern California contracts with LASD. These restrictions are very likely to adversely impact public safety in our cities and would create a disparate application of the law throughout Los Angeles County. This could potentially cause confusion among neighboring jurisdictions, as it could be difficult to ascertain which laws are enforceable across jurisdictions.

Holding LASD to a different set of rules than all other law enforcement agencies in California is a disservice to deputies and to the communities they serve. Each of our 80 member cities place public safety as their highest priority, which is the primary reason these negotiations are so concerning.

CCCA fully supports progressive policing policies in accordance with applicable constitutional guidelines and holding law enforcement accountable when these tenets are violated. A significant part of the move toward more progressive policies should include state funds for training and technology.

We look forward to meeting with you to discuss our concerns further in Los Angeles or Sacramento at your convenience. We are certain our concerns are valid and appreciate your partnership in ensuring our residents and communities have the resources they need to uphold the highest levels of public safety.

Yours in service,

Marcel Rodarte, Executive Director

Jennifer Pérez, President

Stan Liu
Mayor
At-Large

Chia Yu Teng
Mayor Pro Tem
District 4

Andrew Chou
Council Member
District 3

Ruth M. Low
Council Member
At-Large

Steve Tye
Council Member
District 1

City of Diamond Bar

21810 Copley Drive | Diamond Bar, CA 91765-4178
(909) 839-7000 | Fax (909) 861-3117
www.DiamondBarCA.gov

October 15, 2024

Attorney General Rob Bonta
Office of the Attorney General
1300 I Street
Sacramento, CA 95814-2919

RE: Los Angeles County Sheriff's Department – Penal & Vehicle Code Enforcement

Dear Attorney General Bonta,

The City of Diamond Bar is one of 42 cities that contract with the Los Angels County Sheriff's Department (LASD) for law enforcement services. We recently became aware of ongoing negotiations between your office and Los Angeles County that could severely limit LASD's ability to enforce penal (PC) and vehicle code (VC) violations throughout Los Angeles.

We are deeply concerned that the results of these negotiations would limit LASD's ability to enforce existing laws in our communities. As you may be aware, not every city in Los Angeles and Southern California contracts with LASD. These restrictions are very likely to adversely impact public safety in our cities and would create a disparate application of the law throughout Los Angeles County. This could potentially cause confusion among neighboring jurisdictions, as it could be difficult to ascertain which laws are enforceable across jurisdictions. The City of Diamond Bar shares borders with the City of Pomona who has their own Police Department.

Holding LASD to a different set of rules than all other law enforcement agencies in California is a disservice to deputies and to the communities they serve, including Diamond Bar. As with other cities, we place public safety as our highest priority, which is the primary reason these negotiations are so concerning. While we appreciate the confidential nature of the negotiations, the 42 cities that contract with LASD for law enforcement services have a significant vested interest and should have an opportunity to participate in those discussions as the results may drastically alter the effectiveness of public safety within our communities.

Diamond Bar fully supports progressive policing policies in accordance with applicable constitutional guidelines and holding law enforcement accountable when these tenets are violated. A significant part of the move toward more progressive policies should include state funds for training and technology.

We encourage you to include representatives from the California Contract Cities Association (CCCA) and other cities that contract with LASD for law enforcement service at the table to discuss our concerns further in Los Angeles or Sacramento at your convenience. We are certain our concerns are valid and appreciate your partnership in ensuring our residents and communities have the resources they need to uphold the highest levels of public safety.

Sincerely,

Stan Liu
Mayor

cc: City Council
Marcel Rodarte, Executive Director, California Contract Cities Association
Jennifer Quan, Executive Director, LA County Division, League of California Cities
Damon Michael Brown, Department of Justice – Damon.Brown@doj.ca.gov

Agenda #: 7.3
Meeting Date: October 15, 2024

CITY OF DIAMOND BAR INCORPORATED 1989

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **SURPLUS INVENTORY OF RESIDENTIAL STREET NAME SIGNS.**

STRATEGIC GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Review the following options and provide direction for the disposal of surplus residential street name signs as deemed appropriate.

FINANCIAL IMPACT:

The City will incur costs for the staff time involved in coordinating the approved disposal of the surplus residential street name sign inventory. The exact amount is contingent upon the Council's preferred option and the resources necessary for implementation.

As presented, only Options 2 and 4 have the potential to generate a small amount of revenue for the City. If all 1,382 residential street name signs are sold at a fixed cost, then there is a maximum value that could be recouped based on the individual unit price and total number sold. Individually, each street name sign has minimal to zero scrap value due to special plastic material covering the metal. Regardless of the option selected, any revenues received will be deposited to the General Fund.

BACKGROUND:

In the early 2000s, the City removed all of the Los Angeles County standard blue-colored porcelain residential street name signs citywide, with forest green-colored signs featuring a custom shape and the City Seal.

On June 7, 2022, the City Council approved Athaco, Inc. to manufacture 680 new residential street name signs and associated mounting hardware for Phase 1 (Residential Areas 1-3). On June 20, 2023, the City Council approved Athaco, Inc. to manufacture 702 new signs and hardware for Phase 2 (Residential Areas 4-7).

The new street name signs follow the City's current streetscape theme and pallet, including replacing the City Seal with the windmill logo, a white Highway Gothic typeface over a standard green background, and a custom-shaped sign.

The in-house replacement work of all residential street name signs will be completed by the end of November 2024. All of the old street name signs removed under this replacement project are securely stored at City Hall, pending the Council's direction.

DISCUSSION:

There appears to be interest from residents to acquire the old residential street name signs. Diamond Bar City Code Section 3.24.120 authorizes the Purchasing Manager (City Manager) to dispose of surplus property by auction, sale, recycling or destruction. The City Council may choose to donate surplus property to another public agency or not-for-profit organization.

Four (4) options have been offered to dispose of the old residential street name signs which are discussed below for consideration and desired direction by the Council:

1. To offer the surplus signs to Diamond Bar residents at no cost to them;
2. To sell the surplus signs to Diamond Bar residents at a fixed cost;
3. For the City Council to donate the surplus signs to a local not-for-profit organization; or,
4. To properly recycle all surplus inventory for its cash value, if any.

The typical logistics for Options 1-2 would include advertisement of the availability of the signs for donation, and coordination by involved staff during the donation period. Damaged and defaced signs will not be offered. Any signs that remain in the City's surplus inventory after the donation period will be recycled.

<u>Option 1</u> is the most expeditious and straightforward approach to transfer these signs from the available inventory to interested customers on a first-come, first-served basis, at no cost. This option would minimize the overall staff involvement beyond those already slated to help facilitate the process.

<u>Option 2</u> is oriented towards cost neutrality. Similar to Option 1, the signs would be offered to interested customers on a first-come, first-served basis, at a nominal cost (i.e.: $25) to partially offset the implementation costs. It is likely that not all signs will be sold. Any remaining signs at the end of the sale period would be recycled..

<u>Option 3</u> is to donate the signs to a not-for-profit organization. This is consistent with the City's previous actions in the early 2000s when the Diamond Bar Community Foundation fundraised by auctioning the LA County standard street name signs. The City Council would need to designate a non-for-profit organization willing to accept the signs. In addition, staff time would be anticipated to coordinate with the organization to assist with the transfer of signs.

<u>Option 4</u> is to recycle the surplus signs. Because of the special plastic material covering the aluminum signs, the recycling value of the entire inventory could be zero.

It is recommended that the City Council discuss the options and provide direction on these or any other options deemed appropriate.

PREPARED BY:

Nicholas Delgado, Management Analyst 10/15/2024

REVIEWED BY:

Hal Ghafari, Public Works Manager/Asst. City Engineer 10/1/2024

David G. Liu, Public Works Director/City Engineer 10/2/2024

Jason Jacobsen, Finance Director 10/7/2024