

City Council Agenda

Tuesday, June 4, 2024

Closed Session 5:30 PM

Regular Meeting 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 (562) 247-8422, Access Code: 560-415-058 OR visit:
<https://attendee.gotowebinar.com/register/4441862489027615831>.

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.igmm2.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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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

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CITY OF DIAMOND BAR CITY COUNCIL AGENDA

June 04, 2024

CLOSED SESSION

5:30 p.m., CC-8 Conference Room, In
Person ONLY – no teleconference

Public Comments

CONFERENCE WITH LEGAL COUNSEL
– ANTICIPATED LITIGATION

Initiation of litigation pursuant to
Government Code Section 54956.9(d)(4):

One potential case

CALL TO ORDER:

6:30 p.m.

PLEDGE OF ALLEGIANCE:

Mayor

INVOCATION:

Jim Wes, Evangelical Free Church

ROLL CALL:

Chou, Low, Tye, Mayor Pro Tem Teng,
Mayor Liu

APPROVAL OF AGENDA:

Mayor

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.

1. **SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS: NONE.**
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 Planning Commission Meeting – June 11, 2024, 6:30 p.m., online teleconference and City Hall Windmill Room, 21810 Copley Dr.
- 4.2 Concerts in the Park/Movies Under the Stars – June 12, 2024, 6:30 – 9:30 p.m., Summitridge Park, 1425 Summitridge Dr.
- 4.3 Coffee with a Cop – June 15, 2024, 8:00 – 10:00 a.m., Paris Baguette, 21050 Golden Springs Dr. Ste C105.
- 4.4 City Council Meeting – June 18, 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 MARCH 26, 2024 JOINT CITY COUNCIL & PLANNING COMMISSION STUDY SESSION AND THE MAY 21, 2024 STUDY SESSION AND REGULAR MEETING.

5.1.a March 26, 2024 Joint City Council & Planning Commission Study Session Minutes

5.1.b May 21, 2024 Study Session Minutes

5.1.c May 21, 2024 City Council Regular Meeting Minutes

Recommended Action:

Approve the March 26, 2024 Joint City Council & Planning Commission Study Session minutes and the May 21, 2024 Study Session and Regular City Council meeting minutes.

Requested by: City Clerk

- 5.2 RATIFICATION OF CHECK REGISTER DATED MAY 15, 2024 THROUGH MAY 28, 2024 TOTALING \$690,908.60.

Recommended Action:

Ratify the Check Register.

Requested by: Finance Department

- 5.3 CANCELLATION OF JULY 2, 2024 CITY COUNCIL MEETING.

Recommended Action:

Adjourn the June 18, 2024 City Council meeting to July 16, 2024.

Requested by: City Manager

- 5.4 CALLING AND GIVING NOTICE OF GENERAL MUNICIPAL ELECTION, AND CONSOLIDATING THE GENERAL MUNICIPAL ELECTION WITH THE STATEWIDE GENERAL ELECTION ON NOVEMBER 5, 2024, AND ADOPTING REGULATIONS RELATED TO CANDIDATE STATEMENTS.

Recommended Action:

- A. Adopt Resolution No. 2024-15 calling the General Municipal Election to be held on Tuesday, November 5, 2024 for the election of two (2) Members of the City Council;
- B. Adopt Resolution No. 2024-16 requesting approval from the Board of Supervisors of the County of Los Angeles to Consolidate the General Municipal Election with the Statewide General Election; and
- C. Adopt Resolution No. 2024-17 adopting Regulations for Candidates for Elective Office related to Candidate Statements.

Requested by: City Manager

- 5.5 WIRELESS SITE LICENSE AGREEMENT WITH DISH WIRELESS LLC TO ALLOW FOR THE CONSTRUCTION AND LOCATION OF A CELLULAR SITE AT PETERSON PARK.

Recommended Action:

Approve and authorize the City Manager to execute the Wireless Site License Agreement and associated documents required for the operation of the DISH Wireless cellular site at Peterson Park through June 2044.

Requested by: City Manager

- 5.6 NOTICE OF COMPLETION FOR THE GROUNDWATER DRAINAGE IMPROVEMENTS AT COPLEY DRIVE AND AT MOONLAKE STREET, PROJECT NO. PW23401).

Recommended Action:

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

Requested by: Public Works Department

- 5.7 FIRST AMENDMENT TO CONSULTANT SERVICES AGREEMENT WITH TORTI GALLAS + PARTNERS TO DEVELOP CITYWIDE OBJECTIVE DESIGN STANDARDS.

Recommended Action:

Approve, and authorize the City Manager to sign, the First Amendment to the Consultant Services Agreement with Torti Gallas + Partners to prepare Citywide Objective Design Standards.

Requested by: Community Development Department

6. PUBLIC HEARINGS: NONE.

7. COUNCIL CONSIDERATION:

- 7.1 ADOPTION OF THE FISCAL YEAR 2024/25 CITY OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM, INCLUDING ESTABLISHMENT OF THE APPROPRIATIONS LIMIT, EMPLOYEE COMPENSATION PLAN AND INVESTMENT POLICY.

Recommended Action:

A. Adopt Resolution No. 2024-18 approving the FY 2024/25 City Operating Budget and Capital Improvement Program;

B. Adopt Resolution No. 2024-19 establishing the appropriations limit for FY 2024/25 in the amount of \$61,282,567;

C. Adopt Resolution No. 2024-20 establishing the compensation plan, salary ranges and fringe benefits for all employee classifications; and

D. Adopt Resolution No. 2024-21 approving the FY 2024/25 Investment Policy.

Requested by:

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

9. ADJOURNMENT:

Agenda #: 5.1
Meeting Date: June 4, 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 MARCH 26, 2024 JOINT CITY COUNCIL & PLANNING COMMISSION STUDY SESSION AND THE MAY 21, 2024 STUDY SESSION AND REGULAR MEETING.**
STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve the March 26, 2024 Joint City Council & Planning Commission Study Session minutes and the May 21, 2024 Study Session and 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

6/4/2024

REVIEWED BY:
Ryan McLean, Assistant City Manager

5/29/2024

Attachments:

1. 5.1.a March 26, 2024 Joint City Council & Planning Commission Study Session Minutes
2. 5.1.b May 21, 2024 Study Session Minutes
3. 5.1.c May 21, 2024 City Council Regular Meeting Minutes

**CITY OF DIAMOND BAR
SPECIAL JOINT STUDY SESSION MINUTES OF THE
CITY COUNCIL AND PLANNING COMMISSION
DIAMOND BAR CITY HALL – WINDMILL COMMUNITY ROOM
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765
March 26, 2024**

CALL TO ORDER: Mayor Liu called the Study Session to order at 5:03 p.m.

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

Absent: Council Member Andrew Chou

Commissioners Naila Barlas, William Rawlings, Vice Chair Mahendra Garg, Chair Ruben Torres

Absent: Commissioner Raymond Wolfe

Staff present in person: Dan Fox, City Manager; James Eggart, Assistant City Attorney; Greg Gubman, Director of Community Development; Grace Lee, Planning Manager; May Nakajima, Senior Planner; Dat Tran, Associate Planner; Kristina Santana, City Clerk; Stella Marquez, Administrative Coordinator

1. LEGISLATIVE UPDATE: NEW LAND USE AND HOUSING LAWS FOR 2024:

CM/Fox introduced Assistant City Attorney James Eggart, who supports the Planning Commission and has become an expert in navigating the complicated and ever-changing legislation and regulations from HCD.

ACA/Eggart provided an update on the new Land Use and Housing Laws with emphasis on laws that were adopted in the most recent legislative session, as well as a few laws that were adopted in 2022 and some existing laws that relate to Code Amendments that will come before the Planning Commission and City Council later this year. During his presentation, ACA/Eggart responded to Council Member and Commissioner's questions and concerns.

CDD/Gubman spoke to density bonus questions regarding the proposed Town Center Specific Plan.

ACA/Eggart concluded his presentation outlining the next steps in the process toward adoption of the Code Amendments.

There were no public comments offered.

MARCH 26, 2024

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CC STUDY SESSION

ADJOURNMENT: With no further business to come before the City Council and Planning Commission, Mayor Liu adjourned the Special Joint Study Session at 6:20 p.m.

Respectfully Submitted,

Greg Gubman
Community Development Director

The foregoing minutes are hereby approved by the Planning Commission this 28th day of May, 2024.

Mahendra Garg, Vice Chairperson

Respectfully Submitted,

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 4th day of June, 2024.

Stan Liu, Mayor

**CITY OF DIAMOND BAR
CITY COUNCIL STUDY SESSION MINUTES
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT, ROOM CC-08
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
MAY 21, 2024**

CALL TO ORDER: Mayor Liu called the Study Session to order at 4:34 p.m.

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

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; Dannette Allen, Principal Management Analyst; David Liu, Public Works Director; Nicholas Delgado, Management Analyst; Jason Williams, Maintenance Supervisor; Ryan Wright, Parks and Recreation Director; Jason Jacobsen, Finance Director; Ken Desforjes, Information Systems Director; Cecilia Arellano, Senior Community Relations Coordinator; Marsha Roa, Community Relations Manager; Kristina Santana, City Clerk

Staff present telephonically: Hal Ghafari, Public Works Manager/Assistant City Engineer

1. DRAFT FY 2024-2025 2024-2025 OPERATING BUDGET:

CM/Fox announced that tonight's study session focuses on the FY 2024-2025 Operating Budget. The full budget package is slated to be introduced at the June 4th Regular Meeting for adoption.

FD/Jacobsen presented the proposed FY 2024-2025 budget with a summary of anticipated revenues and expenditures.

ACM/McLean reported on the Employer Choice Program and Human Capital Investment Program recommendations included in the budget currently under consideration.

FD/Jacobsen concluded his presentation during which he, CM/Fox and other staff members responded to Council Member questions and concerns.

Following discussion regarding park facilities project designs, Council concurred to remove the proposed CIP budget expense item (\$300,000) for the design of Pickleball courts at Ronald Reagan Park.

MAY 21, 2024

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CC STUDY SESSION

ADJOURNMENT: With no further business to come before the City Council, Mayor Liu recessed the Study Session at 6:12 p.m. to the Regular City Council Meeting.

Respectfully submitted:

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 4th day of June, 2024.

Stan Liu, Mayor

**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
MAY 21, 2024**

STUDY SESSION: 4:34 P.M., Room CC-08, SCAQMD
Draft FY 2024-2025 Operating Budget

Public Comments: None Offered.

Adjourned to Regular Meeting: 6:12 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 Tye led the Pledge of Allegiance.

INVOCATION: Associate Pastor Ab Kastl, Landmark Church, provided the invocation.

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

Staff present in person: Dan Fox, City Manager; Ryan McLean, Assistant City Manager; Omar Sandoval, City Attorney; David Liu, Public Works Director; Ryan Wright, Parks and Recreation Director; Jason Jacobsen, Finance Director; Cecilia Arellano, Senior Community Relations Coordinator; Joan Cruz, Administrative Coordinator; Kristina Santana, City Clerk

Staff present telephonically: Greg Gubman, Community Development Director; Marsha Roa, Community Relations Manager; Ken Desforjes, Information Systems Director; Hal Ghafari, Public Works Manager/Assistant City Engineer;

Others present: Stephen Tousey, Captain, Diamond Bar/Walnut Sheriff's Station; Aaron Scheller, Deputy, Diamond Bar/Walnut Sheriff's Station; Leticia Pacillas, LACFD Community Services Liaison (online)

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

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

- 1.1 Presentation of Certificates of Recognition for Good Citizen Misty Jean Moreno, FedEx driver, for helping Diamond Bar resident Gail Evans.
- 1.2 Recognition of Diamond Ranch High School Division 5 Regional Champion Panthers soccer team members.

MAY 21, 2024

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CITY COUNCIL

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

3. **PUBLIC COMMENTS:**

Cynthia Yu, Diamond Bar Library, invited adults and children ages 5 to 12 accompanied by parent or caregiver to gather at the library tomorrow at 11:00 a.m. for an hour of creative pressed flower art; Wednesday at 4:00 p.m. in celebration of Children's Day; and, Saturday, at 10:30 for a special programs for new parents and caregivers. For additional information on these and other programs and services visit the library website at www.lacountylibrary.org

CC/Santana reported that no emails were submitted and that no online callers requested to speak under Public Comments.

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

5. **CONSENT CALENDAR:** C/Chou moved, C/Low seconded, to approve the Consent Calendar as presented. 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.a MAY 7, 2024 STUDY SESSION

5.1.b MAY 7, 2024 REGULAR MEETING

5.2 RATIFIED CHECK REGISTER DATED MAY 1, 2024 THROUGH MAY 14, 2024 TOTALING \$1,297,535.51.

5.3 APPROVED THE APRIL 2024 TREASURER'S STATEMENT.

5.4 ADOPTED THE PROCLAMATION DECLARING MAY AS MENTAL HEALTH AWARENESS MONTH.

6. **PUBLIC HEARINGS:** NONE

7. **COUNCIL CONSIDERATION:** NONE

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

C/Chou thanked staff for presenting a very thoughtfully prepared budget during

tonight's Study Session and congratulated the graduating classes of 2024.

C/Low congratulated graduates thanked staff for preparation of a very thoughtful and challenging budget and shared thoughts and memories about Bob Rose, how he helped building the City of Diamond Bar, what he meant and means to the City family and asked that tonight's meeting be adjourned in his memory.

C/Tye spoke about Bob Rose and noted that four of the five current Council Members served on the Parks & Recreation Commission, attended California Contract Cites Annual Municipal Seminar, commended CM/Fox and staff for their stellar work on the budget, said it was very exciting to celebrate the Diamond Ranch High School Girls Soccer team and wished everyone a very safe Memorial Day holiday.

MPT/Teng attended the Pomona Unified School District's State of the District event and commended the district on their leadership, and acknowledged that on behalf of the City, he and M/Liu presented a plaque to Diamond Bar High School Music Director, Steve Acciani for 35 years of service to the school district during a ceremony held at the school.

M/Liu lauded teachers and parent volunteers that help to enrich the school and learning process, thanked staff for the Study Session and remarked on how year after year the City continues to elevate its use of resources, congratulated graduating students and wished everyone a safe and happy Memorial Day weekend.

ADJOURNMENT: With no further business to conduct, M/Liu adjourned the Regular City Council Meeting at 7:08 p.m. in memory of Bob Rose, former and first Community Services Director for the City of Diamond Bar.

Respectfully Submitted,

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 4th day of June, 2024.

Stan Liu, Mayor

Agenda #: 5.2
Meeting Date: June 4, 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 MAY 15, 2024
THROUGH MAY 28, 2024 TOTALING \$690,908.60.**
STRATEGIC
GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of \$690,908.60.

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 May 15, 2024 through May 28, 2024 totaling \$690,908.60 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

6/4/2024

REVIEWED BY:

Peter Samy *Jason Jacobsen*
Peter Samy, Finance Supervisor 5/28/2024 Jason Jacobsen, Finance Director 5/28/2024

Attachments:

1. 5.2.a Check Register Affidavit 6-4-2024
2. 5.2.b Check Register 6-4-2024

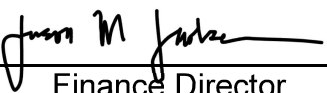


CITY OF DIAMOND BAR CHECK REGISTER AFFIDAVIT

The attached listings of demands, invoices, and claims in the form of a check register including checks dated May 15, 2024 through May 28, 2024 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

Description	Amount
General Fund	\$430,160.43
LLAD 38 Fund	\$46,168.99
LLAD 39 Fund	\$19,093.25
LLAD 41 Fund	\$10,683.58
Integrated Waste Mgmt Fund AB939	\$13,274.25
Prop C Transit Tax Fund	\$317.36
Prop A Transit Tax Fund	\$26,653.66
Capital Imprv Project Fund	\$2,700.00
General Plan Update Fund	\$7,345.50
Equip Maint & Replacement Fund	\$6,750.00
Vechile Maint & Equip Fund	\$3,650.62
Measure W Local Return Fund	\$1,649.63
Community Dev Block Grant Fund	\$2,096.44
Building Facility & Maint Fund	\$97,590.25
Pool Cash Fund	\$22,721.30
Measure M Local Return Fund	\$26.67
Measure R Local Return Fund	\$26.67
	\$690,908.60

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
11967	5/16/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21250 GOLDEN SPRINGS PED - TC-1	100655	52210	\$75.76
CHECK TOTAL							\$75.76
11968	5/16/2024	SOUTHERN CALIFORNIA EDISON		GS-1 - 1215 S BREA CYN RD - GD-1	100655	52210	\$85.58
CHECK TOTAL							\$85.58
11969	5/16/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1611 S BREA CYN RD - TC-1	100655	52210	\$77.25
CHECK TOTAL							\$77.25
11970	5/16/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3564 S BREA CYN RD BPED - LS-3	100655	52210	\$18.64
CHECK TOTAL							\$18.64
11971	5/16/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 2746 S BREA CYN RD BPED - LS-3	100655	52210	\$50.59
CHECK TOTAL							\$50.59
11972	5/16/2024	SOUTHERN CALIFORNIA EDISON		GS-1 - 23331 GOLDEN SPRINGS DE PED - GS-1	100655	52210	\$85.04
CHECK TOTAL							\$85.04
11973	5/16/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20781 PATHFENDER RD - TC-1	100655	52210	\$107.97
CHECK TOTAL							\$107.97
11976	5/16/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 801 S LEMON/VARIOUS - TC-1	100655	52210	\$319.94
CHECK TOTAL							\$319.94
11977	5/16/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 717 GRAND AVE. - TC-1	100655	52210	\$129.02
CHECK TOTAL							\$129.02
11978	5/16/2024	SOUTHERN CALIFORNIA EDISON		GS-1 - 2838 S DBB PED - GS-1	100655	52210	\$92.47
CHECK TOTAL							\$92.47
11980	5/21/2024	AARON STANLEY TALALAY		INSTRUCTOR PAYMENT - PICKLEBALL - WS 24	100520	55320	\$765.00
CHECK TOTAL							\$765.00
11981	5/21/2024	ABSOLUTE SECURITY INTERNATIONAL INC		APRIL SECURITY GUARD SERVICES	100520	55330	\$1,336.10

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/21/2024	ABSOLUTE SECURITY INTERNATIONAL INC		APRIL SECURITY GUARD SERVICES	100510	55330	\$3,983.81
						CHECK TOTAL	\$5,319.91
11982	5/21/2024	AFLAC		SUPP INSURANCE PREMIUM APRIL 2024	239	21117	\$1.66
	5/21/2024	AFLAC		SUPP INSURANCE PREMIUM APRIL 2024	241	21117	\$1.66
	5/21/2024	AFLAC		SUPP INSURANCE PREMIUM APRIL 2024	203	21117	\$9.02
	5/21/2024	AFLAC		SUPP INSURANCE PREMIUM APRIL 2024	204	21117	\$9.02
	5/21/2024	AFLAC		SUPP INSURANCE PREMIUM APRIL 2024	201	21117	\$14.90
	5/21/2024	AFLAC		SUPP INSURANCE PREMIUM APRIL 2024	250	21117	\$40.90
	5/21/2024	AFLAC		SUPP INSURANCE PREMIUM APRIL 2024	207	21117	\$42.76
	5/21/2024	AFLAC		SUPP INSURANCE PREMIUM APRIL 2024	206	21117	\$104.20
	5/21/2024	AFLAC		SUPP INSURANCE PREMIUM APRIL 2024	100	21117	\$1,399.53
						CHECK TOTAL	\$1,623.65
11983	5/21/2024	AIRGAS INC		ARGON CYLINDER REFILL (040124-043024) FY23-24	100630	51200	\$31.13
						CHECK TOTAL	\$31.13
11984	5/21/2024	ALL CITY MANAGEMENT SERVICES INC		CROSSING GUARD SERVICES - 4/14/24-4/27/24	100310	55412	\$14,039.30
						CHECK TOTAL	\$14,039.30
11985	5/21/2024	ALLIANT INSURANCE SERVICES INC		EVENT INSURANCE 8/10/2024 & 11/16/2024	250170	57220	\$395.00
						CHECK TOTAL	\$395.00
11986	5/21/2024	ANIMAL PEST MANAGEMENT SERVICES INC		COMPREHENSIVE PEST CONTROL (MAY2024) FY23-24	100630	52320	\$70.00
	5/21/2024	ANIMAL PEST MANAGEMENT SERVICES INC		COMPREHENSIVE PEST CONTROL (MAY2024) FY23-24	100510	52320	\$105.00
	5/21/2024	ANIMAL PEST MANAGEMENT SERVICES INC		COMPREHENSIVE PEST CONTROL (MAY2024) FY23-24	100620	52320	\$120.00
						CHECK TOTAL	\$295.00
11987	5/21/2024	ROBYN A BECKWITH		INTERIOR PLANT SERVICE (APRIL2024) FY23-24	100510	52320	\$275.00
	5/21/2024	ROBYN A BECKWITH		INTERIOR PLANT SERVICE (APRIL2024) FY23-24	100620	52320	\$380.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$655.00
11988	5/21/2024	JOHN E BISHOP		INSTRUCTOR PAYMENT - MARTIAL ARTS - WS 24	100520	55320	\$270.00
						CHECK TOTAL	\$270.00
11989	5/21/2024	KATHY BREAUX		INSTRUCTOR PAYMENT - ART - WS 24	100520	55320	\$156.00
						CHECK TOTAL	\$156.00
11990	5/21/2024	BSN SPORTS CORP		PARK BB NET REPLACEMENT	100630	51300	\$648.24
						CHECK TOTAL	\$648.24
11991	5/21/2024	LINGO TELECOM LLC		CITYWIDE ANALOG PHONE SERVICE - MAY 2024	100230	52200	\$2,531.84
						CHECK TOTAL	\$2,531.84
11992	5/21/2024	CANNON CORPORATION		PLAN CHECK - 2001 DERRINGER LN PL21-46	100	22107	\$6,916.50
	5/21/2024	CANNON CORPORATION		PLAN CHECK - 850 BREA CANYON RD	100	22109	\$53.75
						CHECK TOTAL	\$6,970.25
11993	5/21/2024	CDW GOVERNMENT		WIRELESS KEYBOARDS FOR STAND-UP DESKS	100230	51300	\$170.91
						CHECK TOTAL	\$170.91
11994	5/21/2024	CHEM PRO LABORATORY INC		WATER TREATMENT (CITYHALL/MAY) FY23-24	100620	52320	\$187.95
	5/21/2024	CHEM PRO LABORATORY INC		QTRLY WATER MGMT (DBC) FY23-24	100510	52310	\$186.20
						CHECK TOTAL	\$374.15
11995	5/21/2024	CIVICPLUS LLC		MUNICIPAL CODE	100140	54900	\$431.25
						CHECK TOTAL	\$431.25
11996	5/21/2024	COCO SUTZE CHENG		INSTRUCTOR PAYMENT - FITNESS - WS 24	100520	55320	\$240.00
						CHECK TOTAL	\$240.00
11997	5/21/2024	CREATE & LEARN INC		INSTRUCTOR PAYMENT - COMPUTER - WS 24	100520	55320	\$147.60
						CHECK TOTAL	\$147.60
11998	5/21/2024	CT & T CONCRETE PAVING INC		GRADING SYCAMORE PARK 04/29/24	100655	55512	\$1,979.70
						CHECK TOTAL	\$1,979.70
11999	5/21/2024	DANIELS TIRE SERVICES INC		FY2023-24 TIRE RECYCLING	250170	55000	\$300.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$300.00
12000	5/21/2024	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM MAY 2024	250	21105	\$1.96
	5/21/2024	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM MAY 2024	100	21105	\$115.70
						CHECK TOTAL	\$117.66
12001	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	225	21105	\$7.35
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	203	21105	\$8.23
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	204	21105	\$8.23
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	239	21105	\$21.95
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	241	21105	\$21.95
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	238	21105	\$35.92
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	201	21105	\$54.48
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	206	21105	\$120.59
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	207	21105	\$150.94
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	250	21105	\$228.71
	5/21/2024	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2024	100	21105	\$5,074.96
						CHECK TOTAL	\$5,733.31
12002	5/21/2024	DIANA CHO & ASSOCIATES		CDBG FY23-24 SENIOR PROGRAM-MARCH 2024	225440	54900	\$510.00
	5/21/2024	DIANA CHO & ASSOCIATES		CDBG FY23-24 SENIOR PROGRAM APRIL 2024	225440	54900	\$340.00
	5/21/2024	DIANA CHO & ASSOCIATES		CDBG-AREA 4 ADA CURB RAMPS IMP-MARCH 2024	301610	56101	\$382.50
	5/21/2024	DIANA CHO & ASSOCIATES		CDBG-AREA 4 ADA CURB RAMPS IMP-APRIL2024	301610	56101	\$850.00
						CHECK TOTAL	\$2,082.50

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
12003	5/21/2024	DISCOVERY SCIENCE CENTER OF ORANGE		EARTH DAY ACTIVITY	250170	54900	\$3,450.00
						CHECK TOTAL	\$3,450.00
12004	5/21/2024	ECOFERT INC		FERTILIZER INJECT SYS(PARKS APR2024) FY23-24	100630	52320	\$1,207.00
						CHECK TOTAL	\$1,207.00
12005	5/21/2024	EXTERIOR PRODUCTS CORP		MAINT REPAIRS - LANDSCAPE LIGHTING	100620	52320	\$4,665.76
	5/21/2024	EXTERIOR PRODUCTS CORP		MAINT REPAIRS - LANDSCAPE LIGHTING	100630	52320	\$6,800.00
	5/21/2024	EXTERIOR PRODUCTS CORP		MAINT REPAIRS - LANDSCAPE LIGHTING	100510	52320	\$12,100.00
	5/21/2024	EXTERIOR PRODUCTS CORP		LIGHTING MAINT CITYHALL LED LIGHTS	100620	52320	\$3,904.92
	5/21/2024	EXTERIOR PRODUCTS CORP		LIGHTING MAINT CITYHALL LED LIGHTS	100620	51200	\$7,375.00
	5/21/2024	EXTERIOR PRODUCTS CORP		MILITARY BANNERS MAY 2024	100520	55300	\$3,581.75
						CHECK TOTAL	\$38,427.43
12006	5/21/2024	FEDERAL EXPRESS CORPORATION		COURIER SERVICES	100620	51200	\$5.68
						CHECK TOTAL	\$5.68
12007	5/21/2024	FOOTHILL BUILDING MATERIALS INC		SANDBAGS 040224 (STATION #119) FY23-24	100350	51200	\$736.33
	5/21/2024	FOOTHILL BUILDING MATERIALS INC		SANDBAGS 040224 (STATION #121) FY23-24	100350	51200	\$736.33
						CHECK TOTAL	\$1,472.66
12008	5/21/2024	FRANCOISE S ZAMBRA		CONTRACT CLASS INSTRUCTOR	100520	55320	\$210.00
						CHECK TOTAL	\$210.00
12009	5/21/2024	FRONTIER COMMUNICATIONS CORP		SUMMARY BILL - INTERNET SERVICE - APR 2024-	100230	54030	\$408.90
	5/21/2024	FRONTIER COMMUNICATIONS CORP		SUMMARY BILL - INTERNET/CITY HALL - MAY 2024	100230	54030	\$811.25
						CHECK TOTAL	\$1,220.15
12010	5/21/2024	GERALDINE KELLER		INSTRUCTOR PAYMENT - CULINARY - WS 24	100520	55320	\$18.00
						CHECK TOTAL	\$18.00
12011	5/21/2024	GO LIVE TECHNOLOGY INC		ELM PROJECT MGMT - APR 2024	503230	56135	\$6,750.00
						CHECK TOTAL	\$6,750.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
12012	5/21/2024	GOTO COMMUNICATIONS INC		CITYWIDE PHONE SYSTEM - MAY 2024	100230	52200	\$2,676.71
						CHECK TOTAL	\$2,676.71
12013	5/21/2024	GOVCONNECTION INC		ANNUAL RENEWAL - ESET	100230	52314	\$2,700.00
						CHECK TOTAL	\$2,700.00
12014	5/21/2024	WOODS MAINTENANCE SERVICES INC		GRAFFITI ABATEMENT-APRIL 2024	100430	55540	\$3,075.00
						CHECK TOTAL	\$3,075.00
12015	5/21/2024	GREENFIELD LANDSCAPING & MAINTENANCE INC		DBC LANDSCAPE UPDATES	504510	56100	\$36,975.00
	5/21/2024	GREENFIELD LANDSCAPING & MAINTENANCE INC		CONTRACT WITHHOLDING: 24000080 RETENTION PAYMENT	504	29004	\$1,848.75
							CHECK TOTAL \$38,823.75
12016	5/21/2024	GUARANTEED JANITORIAL SERVICE INC		JANITORIAL SERVICES (APRIL2024) FY23-24	100630	55505	\$2,860.26
	5/21/2024	GUARANTEED JANITORIAL SERVICE INC		JANITORIAL SERVICES (APRIL2024) FY23-24	100510	55505	\$6,304.27
	5/21/2024	GUARANTEED JANITORIAL SERVICE INC		JANITORIAL SERVICES (APRIL2024) FY23-24	100620	52320	\$10,183.47
							CHECK TOTAL \$19,348.00
12017	5/21/2024	HARBOR TRUCK BODIES INC		VEHICLE MAINT (LOCK REPAIR/LIC#1570799)	502655	52312	\$462.43
	5/21/2024	HARBOR TRUCK BODIES INC		VEHICLE MAINT (LOCK REPAIR/LIC#1524126)	502630	52312	\$308.30
	5/21/2024	HARBOR TRUCK BODIES INC		VEHICLE MAINT (LOCK REPAIR/LIC#1407074)	502655	52312	\$308.30
	5/21/2024	HARBOR TRUCK BODIES INC		VEHICLE MAINT (LOCK REPAIR/LIC#1524126)	502630	52312	\$411.05
						CHECK TOTAL	\$1,490.08
12018	5/21/2024	HEATHER JEN CHANG		CONTRACT CLASS INSTRUCTOR- ART	100520	55320	\$546.00
						CHECK TOTAL	\$546.00
12019	5/21/2024	HIRSCH PIPE & SUPPLY INC		BUILDING MAINTENANCE (DBC) FY23-24	100510	52310	\$1,184.89
	5/21/2024	HIRSCH PIPE & SUPPLY INC		BUILDING MAINTENANCE (DBC) FY23-24	100510	52310	(\$738.49)
						CHECK TOTAL	\$446.40
12020	5/21/2024	HOME DEPOT CREDIT SERVICES		TOOL REPLACEMENT (04272024) FY	100630	51300	\$413.91

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/21/2024	HOME DEPOT CREDIT SERVICES		TOOL REPLACEMENT (04262024) FY23-24	100630	51300	\$764.31
	5/21/2024	HOME DEPOT CREDIT SERVICES		CIVIC CENTER (CITYHALL) MAINT SUPPLIES 042524	100620	51200	\$19.58
						CHECK TOTAL	\$1,197.80
12021	5/21/2024	HUMANE SOCIETY OF POMONA VALLEY INC		ANIMAL CONTROL SERVICES IN APRIL 2024	100340	55404	\$38,259.67
						CHECK TOTAL	\$38,259.67
12022	5/21/2024	JACKSON'S AUTO SUPPLY/NAPA		FLEET VEHICLE (LIC#1570799) PARTS	502630	52312	\$406.64
	5/21/2024	JACKSON'S AUTO SUPPLY/NAPA		REFUND OF DEPOSIT PAID; INV#457338 4/24/24	502630	52312	(\$38.79)
						CHECK TOTAL	\$367.85
12023	5/21/2024	JAVIER DJEU		CONTRACT CLASS INSTRUCTOR	100520	55320	\$723.60
						CHECK TOTAL	\$723.60
12024	5/21/2024	JOHN L HUNTER & ASSOC INC		NPDES PROFESSIONAL SERVICES - FEB 2024	201610	54200	\$1,447.50
	5/21/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - FEB 2024	100	22109	\$202.50
	5/21/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - FEB 2024	100	22109	\$206.25
	5/21/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - FEB 2024	100	22109	\$236.25
	5/21/2024	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - FEB 2024	201610	54200	\$67.50
						CHECK TOTAL	\$2,160.00
12025	5/21/2024	KEVIN D JONES		PS -SR-57/60 CONFLUENCE PROJ ADVOCACY - APR 2024	100615	54400	\$4,000.00
						CHECK TOTAL	\$4,000.00
12026	5/21/2024	LA PHILHARMONIC		ADULT EXCURSION ADMISSIONS	100520	55300	\$1,333.25
						CHECK TOTAL	\$1,333.25
12027	5/21/2024	LOOMIS		COURIER SERVICES - APRIL 2024	100210	54900	\$755.74
	5/21/2024	LOOMIS		COURIER SERVICES - APRIL 2024	100510	54900	\$755.74
						CHECK TOTAL	\$1,511.48
12028	5/21/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2023-24 LAW ENF. HELICOPTER JAN. 2024	100310	55402	\$534.13
						CHECK TOTAL	\$534.13

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
12029	5/21/2024	LOWE'S BUSINESS ACCOUNT		CIVIC CENTER (CITYAHL 042624) MAINT SUPPLIES	100620	51200	\$72.94
						CHECK TOTAL	\$72.94
12030	5/21/2024	MARIPOSA LANDSCAPES INC		GRAND AVE MEDIANS LANDSCAPE UP	238638	52320	\$22,212.01
						CHECK TOTAL	\$22,212.01
12031	5/21/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD 38,39,&41)	241641	55524	\$5,412.19
	5/21/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD 38,39,&41)	239639	55524	\$13,200.67
	5/21/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD 38,39,&41)	238638	55524	\$15,842.74
	5/21/2024	MCE CORPORATION		ROAD MAINTENANCE (APRIL2024) FY23-24	100655	55530	\$292.92
	5/21/2024	MCE CORPORATION		ROAD MAINTENANCE (APRIL2024) FY23-24	100655	55528	\$13,664.58
						CHECK TOTAL	\$48,413.10
12032	5/21/2024	NATIONAL TRENCH SAFETY INC		RENTAL EQUIP (GS X SYLVANGLEN KRAIL 051024-060624)	100655	52300	\$455.52
						CHECK TOTAL	\$455.52
12033	5/21/2024	NINYO & MOORE INC		GEOTECHNICAL INVESTIGATION FOR 3000 BLOCK OF DBB	100615	54430	\$17,051.75
						CHECK TOTAL	\$17,051.75
12034	5/21/2024	NOODOE INC		CONTRACT WITHHOLDING: 32000296	301	29004	\$2,250.00
						CHECK TOTAL	\$2,250.00
12035	5/21/2024	NORTH AMERICAN YOUTH ACTIVITIES LLC		CONTRACT CLASS INSTRUCTOR-YOUTH SOCCER	100520	55320	\$840.00
						CHECK TOTAL	\$840.00
12036	5/21/2024	NOVA LANDSCAPE GROUP INC		DIAMOND CANYON PARK - LANDSCAPE REHAB	504630	56100	\$49,928.00
						CHECK TOTAL	\$49,928.00
12037	5/21/2024	OAK TREE RECREATION LLC		DEPOSIT - DAY CAMP EXCURSION	100520	53520	\$409.50
						CHECK TOTAL	\$409.50
12038	5/21/2024	OC YOUTH SPORTS LLC		INSTRUCTOR PAYMENT - SPORTS - WS 24	100520	55320	\$720.00
						CHECK TOTAL	\$720.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
12039	5/21/2024	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL	100220	52510	\$553.00
	5/21/2024	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEES	100220	52510	\$282.00
	5/21/2024	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEES	100220	52510	\$642.00
						CHECK TOTAL	\$1,477.00
12040	5/21/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - APRIL 2024	100630	51200	\$13.07
	5/21/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - APRIL 2024	100220	51200	\$52.15
	5/21/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - APRIL 2024	100410	51200	\$95.92
	5/21/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - APRIL 2024	100240	51200	\$401.16
	5/21/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - APRIL 2024	100510	51200	\$615.81
	5/21/2024	OFFICE SOLUTIONS		OFFICE SUPPLIES - APRIL 2024	100140	51200	\$1,309.21
						CHECK TOTAL	\$2,487.32
12041	5/21/2024	ONE TIME PAY VENDOR	DENA EVERTON	RECREATION PROGRAM REFUND	100	20202	\$20.00
						CHECK TOTAL	\$20.00
12042	5/21/2024	ONE TIME PAY VENDOR	EUGENE KIM	FACILITY DEPOSIT REFUND	100	20202	\$200.00
						CHECK TOTAL	\$200.00
12043	5/21/2024	ONE TIME PAY VENDOR	FIRST CLASS EVENTS	FACILITY DEPOSIT REFUND	100	20202	\$1,350.00
						CHECK TOTAL	\$1,350.00
12044	5/21/2024	ONE TIME PAY VENDOR	IVY WANG	FACILITY DEPOSIT REFUND	100	20202	\$100.00
						CHECK TOTAL	\$100.00
12045	5/21/2024	ONE TIME PAY VENDOR	MUSIC TEACHERS ASSOCIATION OF CALIFORNIA	FACILITY DEPOSIT REFUND	100	20202	\$200.00
						CHECK TOTAL	\$200.00
12046	5/21/2024	ONE TIME PAY VENDOR	NARMISHA PATEL	FACILITY DEPOSIT REFUND	100	20202	\$700.00
						CHECK TOTAL	\$700.00
12047	5/21/2024	ONE TIME PAY VENDOR	SONG YU	RECREATION PROGRAM REFUND	100	20202	\$205.00
						CHECK TOTAL	\$205.00
12048	5/21/2024	ONE TIME PAY VENDOR	STEVEN TSENG	RECREATION PROGRAM REFUND	100	20202	\$85.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$85.00
12049	5/21/2024	ONE TIME PAY VENDOR	SUZANNIE CASTANEDA	FACILITY DEPOSIT REFUND	100	20202	\$100.00
						CHECK TOTAL	\$100.00
12050	5/21/2024	ONE TIME PAY VENDOR	WALNUT VALLEY WATER DISTRICT	FACILITY DEPOSIT REFUND	100	20202	\$950.00
						CHECK TOTAL	\$950.00
12051	5/21/2024	ONE TIME PAY VENDOR - CND REFUND	J I PRO ROOFING	C&D REFUND FOR 21503 CAZADERO PLACE	100	22105	\$250.00
						CHECK TOTAL	\$250.00
12052	5/21/2024	ONE TIME PAY VENDOR - CND REFUND	JOSE RAFAEL	DEPOSIT REFUND - 163 NORTH ROCK RIVER DR	100	22105	\$250.00
						CHECK TOTAL	\$250.00
12053	5/21/2024	ONE TIME PAY VENDOR - CND REFUND	MICHAEL & JENNIFER L NITTI	624 STRONGBOW DR	100	22105	\$250.00
						CHECK TOTAL	\$250.00
12054	5/21/2024	ONE TIME PAY VENDOR - CND REFUND	PREMIUM ROOFING SYSTEMS	347 EAGLE NEST DRIVE	100	22105	\$250.00
						CHECK TOTAL	\$250.00
12055	5/21/2024	OPCO TRANSIT INC		FY 23-24 DIAMOND RIDE SR TRANS SVCS -APRIL BILLING	206650	55560	\$23,646.21
						CHECK TOTAL	\$23,646.21
12056	5/21/2024	PAPER RECYCLING & SHREDDING		DBC SHREDDING	250170	55000	\$70.00
						CHECK TOTAL	\$70.00
12057	5/21/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS)	100510	55505	\$3,014.61
	5/21/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS)	100630	55505	\$31,193.12
						CHECK TOTAL	\$34,207.73
12058	5/21/2024	PROTECTION ONE INC		ALARM MONITORING (CITYHALL052924-062824) FY23-24	100620	52320	\$41.74
						CHECK TOTAL	\$41.74
12059	5/21/2024	PROTECTION ONE INC		ALARM MONITORING(SYCAMOREPARK052824-082724)FY23-24	100630	52320	\$221.68

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$221.68
12060	5/21/2024	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	\$798.00
	5/21/2024	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	\$836.00
						CHECK TOTAL	\$1,634.00
12061	5/21/2024	PYRO COMM SYSTEMS INC		FIRE ALARM MONITORING (DBC050124-073124) FY23-24	100510	52310	\$135.00
	5/21/2024	PYRO COMM SYSTEMS INC		FIRE ALARM MONITORING (HERITAGEPARK050124-073124)	100630	52320	\$195.00
						CHECK TOTAL	\$330.00
12062	5/21/2024	REGIONAL TAP SERVICE CENTER		FOOTHILL PASSES - APRIL 2024	206650	55610	\$525.86
	5/21/2024	REGIONAL TAP SERVICE CENTER		FOOTHILL PASSES - APRIL 2024	206650	55620	\$2,103.44
						CHECK TOTAL	\$2,629.30
12063	5/21/2024	REINBERGER CORPORATION		CERTIFICATE FRAME HOLDERS	100130	52110	\$1,576.80
						CHECK TOTAL	\$1,576.80
12064	5/21/2024	RELIABLE TRANSLATIONS CORP		TRANSLATIONS - SUNSET CROSSING HOA ORGANICS LETTER	250170	54900	\$160.00
						CHECK TOTAL	\$160.00
12065	5/21/2024	RETAIL MARKETING SERVICES INC		APRIL CART RETRIEVAL SERVICE	250170	55000	\$60.00
						CHECK TOTAL	\$60.00
12066	5/21/2024	RKA CONSULTING GROUP		PLAN CHECK - MAPLE HILL PARK (PR24-233) - MAR 2024	301630	56104	\$450.00
	5/21/2024	RKA CONSULTING GROUP		BUILDING AND SAFETY SERVICES-MARCH 2024	100420	55100	\$70,371.15
						CHECK TOTAL	\$70,821.15
12067	5/21/2024	SC FUELS		FLEET VEHICLE FUEL (041624-043024) FY23-24	502430	52330	\$53.35
	5/21/2024	SC FUELS		FLEET VEHICLE FUEL (041624-043024) FY23-24	502620	52330	\$359.16
	5/21/2024	SC FUELS		FLEET VEHICLE FUEL (041624-043024) FY23-24	502630	52330	\$568.27
	5/21/2024	SC FUELS		FLEET VEHICLE FUEL (041624-043024) FY23-24	502655	52330	\$639.20
						CHECK TOTAL	\$1,619.98

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
12068	5/21/2024	SLOAN VAZQUEZ INC		CONSULTING SRVCS - HAULER NEGOTIATIONS	250170	54900	\$8,280.00
						CHECK TOTAL	\$8,280.00
12069	5/21/2024	SO COAST AIR QUALITY MGT DISTRICT		FACILITY LEASE FOR JUN	100130	52302	\$2,688.58
						CHECK TOTAL	\$2,688.58
12070	5/21/2024	SOCIAL VOCATIONAL SERVICES		LITTER AND WEED REMOVAL (ROW- APRIL2024)	100645	55528	\$3,113.00
						CHECK TOTAL	\$3,113.00
12071	5/21/2024	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT		AQMD FEE (070123-063024) DBC- AB2588/FY23-24	100510	52310	\$161.81
						CHECK TOTAL	\$161.81
12072	5/21/2024	SPECTRUM BUSINESS		SUMMARY BILL - CABLE TV/INTERNET - APR 2024	100230	54030	\$1,739.35
	5/21/2024	SPECTRUM BUSINESS		CABLE TV SERVICE - DBC - APR 2024	100230	54030	\$132.63
	5/21/2024	SPECTRUM BUSINESS		INTERNET SERVICE - HERITAGE PARK - MAY 2024	100230	54030	\$274.98
						CHECK TOTAL	\$2,146.96
12073	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	225	21107	\$0.98
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	203	21107	\$1.99
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	204	21107	\$1.99
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	239	21107	\$2.36
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	241	21107	\$2.36
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	225	21113	\$3.32
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	238	21107	\$3.32
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	203	21113	\$4.21
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	204	21113	\$4.21
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	239	21113	\$8.30

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	241	21113	\$8.30
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	238	21113	\$12.98
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	207	21107	\$15.45
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	201	21113	\$21.83
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	201	21107	\$27.30
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	206	21107	\$52.18
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	207	21113	\$52.84
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	206	21113	\$54.77
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	250	21107	\$72.88
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	250	21113	\$126.38
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	100	21107	\$1,600.77
	5/21/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2024	100	21113	\$2,325.62
						CHECK TOTAL	\$4,404.34
12074	5/21/2024	STAY GREEN INC		LANDSCAPE MAINT(CITYHALLMAY2024) FY23-24	100620	52320	\$1,172.00
						CHECK TOTAL	\$1,172.00
12075	5/21/2024	STUMP FENCE CO		CONTRACT WITHHOLDING RETENTION: 24000050	504	29004	\$1,038.50
						CHECK TOTAL	\$1,038.50
12076	5/21/2024	TACO-MAN! LLC		SENIOR DANCE CATERING	100520	55310	\$2,469.73
						CHECK TOTAL	\$2,469.73
12077	5/21/2024	TASC		FSA FEES	100220	52515	\$156.26
						CHECK TOTAL	\$156.26
12078	5/21/2024	THE GAS COMPANY		CITYHALL (041024-050924) FY23-24	100620	52215	\$200.57

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/21/2024	THE GAS COMPANY		HERITAGE PARK (041124-051024) FY23-24	100630	52215	\$31.08
	5/21/2024	THE GAS COMPANY		DBC (041224-051324) FY23-24	100510	52215	\$1,278.06
						CHECK TOTAL	\$1,509.71
12079	5/21/2024	THE SAN GABRIEL VALLEY NEWSPAPER GR		LGL AD-PC MTG 5/14/24-DCA PL22-59	100410	52160	\$666.01
						CHECK TOTAL	\$666.01
12080	5/21/2024	THE SAUCE CREATIVE SERVICES INC		SIGNAGE FOR GRADUATION SOCIAL	100520	52110	\$843.88
						CHECK TOTAL	\$843.88
12081	5/21/2024	TINKERSPACE INC		DEPOSIT - DAY CAMP ENTERTAINMENT	100520	55315	\$200.00
						CHECK TOTAL	\$200.00
12082	5/21/2024	TORTI GALLAS AND PARTNERS INC		TOWN CENTER SPECIFIC PLAN-APRIL 2024	103410	54900	\$7,345.50
						CHECK TOTAL	\$7,345.50
12083	5/21/2024	TRANE SERVICE GROUP INC		MECH&BAS PREV MAINT QTRLY (CITYHALL) FY23-24	100620	52320	\$4,366.95
						CHECK TOTAL	\$4,366.95
12084	5/21/2024	TRIANGLE SPORTS INC		YOUTH SOCCER MEDALS	100520	51200	\$383.25
						CHECK TOTAL	\$383.25
12085	5/21/2024	TURBOSCAPE INC		MULCH INSTALLATION VARIOUS DB	504510	56100	\$7,800.00
	5/21/2024	TURBOSCAPE INC		MULCH INSTALLATION VARIOUS DB	100630	52320	\$22,880.00
						CHECK TOTAL	\$30,680.00
12086	5/21/2024	ULINE INC		SUPPLIES (DBC/05.06.24) FY23-24	100510	51200	\$137.49
						CHECK TOTAL	\$137.49
12087	5/21/2024	UNITED RECORDS MANAGEMENT INC		OFF SITE STORAGE - BACK-UP TAPES - MAY 2024	100230	55000	\$594.00
						CHECK TOTAL	\$594.00
12088	5/21/2024	US BANK		CALCARD STATEMENT - APRIL 2024	999	28100	\$22,721.30
						CHECK TOTAL	\$22,721.30
12089	5/21/2024	VALLEY VISTA SERVICES, INC.		STREET SWEEPING SERVICES (04/08-04/12 & 4/22-4/26)	100655	55510	\$11,205.60

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$11,205.60
12090	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	225	21108	\$2.29
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	203	21108	\$3.22
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	204	21108	\$3.22
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	239	21108	\$7.20
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	241	21108	\$7.20
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	238	21108	\$12.16
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	201	21108	\$16.12
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	206	21108	\$46.41
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	207	21108	\$55.37
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	250	21108	\$88.42
	5/21/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2024	100	21108	\$1,991.14
						CHECK TOTAL	\$2,232.75
12091	5/21/2024	WALNUT VALLEY UNIFIED SCHOOL DISTRICT		ADULT VOLLEYBALL GYM RENTAL	100520	52302	\$765.00
							CHECK TOTAL \$765.00
12092	5/21/2024	WALNUT VALLEY WATER DISTRICT		DB COMPLETE STREETS/APP - WATER SERVICE - DBB 2024	100615	54410	\$3,800.00
	5/21/2024	WALNUT VALLEY WATER DISTRICT		CITYHALLW (040124-043024)	100620	52220	\$763.59
	5/21/2024	WALNUT VALLEY WATER DISTRICT		D38W (040124-043024)	238638	52220	\$6,878.90
	5/21/2024	WALNUT VALLEY WATER DISTRICT		D38RW (040124-043024)	238638	52220	\$1,170.96
	5/21/2024	WALNUT VALLEY WATER DISTRICT		D39W (040124-043024)	239639	52220	\$5,400.86
	5/21/2024	WALNUT VALLEY WATER DISTRICT		D41W (040124-043024)	241641	52220	\$4,209.62
	5/21/2024	WALNUT VALLEY WATER DISTRICT		DBCW (040124-043024)	100510	52220	\$486.71
	5/21/2024	WALNUT VALLEY WATER DISTRICT		PARKSW 040124-043024)	100630	52220	\$6,604.52
	5/21/2024	WALNUT VALLEY WATER DISTRICT		PARKS(R)W (040124-043024)	100630	52220	\$199.53
						CHECK TOTAL	\$29,514.69
12093	5/21/2024	WANSEO CHUNG		CONTRACT CLASS INSTRUCTOR	100520	55320	\$739.20
							CHECK TOTAL \$739.20

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
12094	5/21/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES(DBC)	100510	51210	\$740.65
	5/21/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	\$0.96
	5/21/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC) FY23-24	100510	51210	\$178.82
	5/21/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (HERITAGE PARK) FY23-24	100630	51200	\$184.04
	5/21/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (CITYHALL) FY23-24	100620	51200	\$2,140.36
	5/21/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES 9CITYHALL) FY23-24	100620	51200	\$446.76
	5/21/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	\$0.24
	5/21/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	\$407.65
						CHECK TOTAL	\$4,099.48
12095	5/21/2024	WEST COAST ARBORISTS INC		TREE MAINTENANCE GRID 39	239639	55522	\$450.25
	5/21/2024	WEST COAST ARBORISTS INC		TREE MAINTENANCE GRID 41	241641	55522	\$1,020.30
	5/21/2024	WEST COAST ARBORISTS INC		LARKSTONE PARK (TREE INSTALLATION 04172024)	100645	55522	\$279.30
	5/21/2024	WEST COAST ARBORISTS INC		TREE MAINTENANCE (040124-041524) FY23-24	100645	55522	\$16,451.95
	5/21/2024	WEST COAST ARBORISTS INC		TREE MAINT (041624-043024) FY23-24	100645	55522	\$5,392.40
	5/21/2024	WEST COAST ARBORISTS INC		TREE MAINT (031224-IRONBARK EUCALYPTUS LUMBAR)	100645	55522	\$646.50
						CHECK TOTAL	\$24,240.70
12096	5/21/2024	WESTERN A/V		AV SYSTEM REPAIR - DIAMOND BAR CENTER	100510	52310	\$972.75
							CHECK TOTAL
12097	5/21/2024	WISCONSIN QUICK LUBE INC		VEHICLE MAINT (OIL CHANGE/LIC#1479593)	502655	52312	\$95.13
							CHECK TOTAL
12098	5/21/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2024	100	22107	\$184.80
	5/21/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2024	100	22107	\$4,118.40
	5/21/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2024	100120	54020	\$11,140.80
						CHECK TOTAL	Packet Pg. 34

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
GRAND TOTAL							\$690,908.60

Agenda #: 5.3
Meeting Date: June 4, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **CANCELLATION OF JULY 2, 2024 CITY COUNCIL MEETING.**
STRATEGIC
GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Adjourn the June 18, 2024 City Council meeting to July 16, 2024.

FINANCIAL IMPACT:

None.

BACKGROUND:

It has been suggested that the Council consider the cancellation of the City Council Meeting scheduled for July 2, 2024. There will be no pressing matters or public hearings scheduled and therefore adjourning the meeting will not cause the City any hardship.

Should the City Council concur, it is recommended that the Mayor, at the end of the June 18, 2024 City Council Meeting, adjourn said Council meeting to July 16, 2024.

PREPARED BY:


Kristina Santana, City Clerk

6/4/2024

REVIEWED BY:

Ryan McLean
Ryan McLean, Assistant City Manager

5/22/2024

Kristina Santana
Kristina Santana, City Clerk

5/22/2024

Agenda #: 5.4
Meeting Date: June 4, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager 

TITLE: **CALLING AND GIVING NOTICE OF GENERAL MUNICIPAL ELECTION, AND CONSOLIDATING THE GENERAL MUNICIPAL ELECTION WITH THE STATEWIDE GENERAL ELECTION ON NOVEMBER 5, 2024, AND ADOPTING REGULATIONS RELATED TO CANDIDATE STATEMENTS.**

STRATEGIC GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

- A. Adopt Resolution No. 2024-15 calling the General Municipal Election to be held on Tuesday, November 5, 2024 for the election of two (2) Members of the City Council;
- B. Adopt Resolution No. 2024-16 requesting approval from the Board of Supervisors of the County of Los Angeles to Consolidate the General Municipal Election with the Statewide General Election; and
- C. Adopt Resolution No. 2024-17 adopting Regulations for Candidates for Elective Office related to Candidate Statements.

FINANCIAL IMPACT:

The cost to consolidate the general municipal election for Districts 2 and 5 is estimated at approximately \$53,000 and is included in the proposed Fiscal Year 2024-25 Budget. The actual cost will be invoiced to the City after the election concludes and expenditures are divided amongst the cities consolidating their elections with the Statewide General Election and requesting services from the Los Angeles County Registrar-Recorder.

BACKGROUND:

The General Municipal Election is scheduled for November 5, 2024. At this time, the City must call an election for the selection of two (2) City Council seats to full four (4)

year terms for Districts 2 and 5, with one (1) member elected from and by voters of each district respectively.

DISCUSSION:

Pursuant to Sections 10400 - 10418 of the Elections Code, the City is required to formally call and give notice of and request consolidation for General Municipal Elections. The attached Resolutions adhere to the requirements set forth in the Elections Code and are summarized below:

1. Calling and Giving Notice of the November 5, 2024 General Municipal Election.

This resolution (Attachment 1) calls for the holding of the November 5, 2024 General Municipal Election. The offices to be filled for this election are for three (3) Members of the City Council for full four (4) year terms for Districts 2, and 5. The filing period for nomination papers and candidate statements is July 15 to August 9, 2024.

2. Requesting Consolidation with the Statewide General Election.

This resolution (Attachment 2) requests that the Los Angeles County Board of Supervisors consolidate the General Municipal Election with the Presidential Election on November 5, 2024. The local election will be held in conjunction with the county and statewide ballot and is overseen and managed by the County of Los Angeles Office of the Registrar/Recorder (County). The resolution also authorizes the County's Election Department to canvass the returns of the election. The City has historically consolidated General Municipal Elections with the County since incorporation.

3. Regulations Regarding Candidate Statements.

This resolution (Attachment 3) adopts regulations governing candidate statements. Consistent with past practice during previous City of Diamond Bar elections, the resolution establishes that candidate statements may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The resolution also sets standards for foreign language translation. The candidate will be responsible for the costs of printing the candidate statement in the voter information guide. New for 2024, candidates will be given the option to also publish a candidate statement on the Los Angeles County Registrar-Recorder's website.

LEGAL REVIEW:

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

PREPARED BY:

Kristina Santana

Kristina Santana, City Clerk

6/4/2024

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager

5/22/2024

Jason Jacobsen

Jason Jacobsen, Finance Director

5/23/2024

Attachments:

1. 5.4.a Resolution No. 2024-15 - Calling Election
2. 5.4.b Resolution No. 2024-16 - Requesting Consolidation
3. 5.4.c Resolution No. 2024-17 - Candidate Statement Regulations

RESOLUTION NO. 2024-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES.

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 5, 2024, for the election of Municipal Officers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Diamond Bar, California, on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing two (2) Members of the City Council for the full term of four years. One member shall be elected from and by the voters of District 2; and one member shall be elected from and by the voters of District 5.

Section 2. That the ballots to be used at the election shall be in form and content as required by law.

Section 3. That the City Clerk is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

Section 4. That the vote centers for the election shall be open as required during the identified voting period pursuant to Election Code Section 14212, except as provided in Sections 4005 and 14401 of the Elections Code of the State of California.

Section 5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

Section 7. That in the event of a tie vote as certified by the County of Los Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Diamond Bar Municipal Code Section 2.04.040 and Elections Code § 15651(b), shall

conduct a special runoff election to resolve the tie vote and such special runoff election is to be held on a Tuesday not less than 40 days nor more than 125 days after the administrative or judicial certification of the election which resulted in a tie vote.

Section 8. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

Section 9. That the City Clerk shall attest and certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions, and it shall become effective immediately upon its approval.

PASSED, APPROVED AND ADOPTED this 4th day of June, 2024.

CITY OF DIAMOND BAR

Stan Liu, Mayor

ATTEST:

I, Kristina Santana, City Clerk for the City of Diamond Bar, hereby certify that the foregoing resolution, was duly passed, approved and adopted by the City Council of the City of Diamond Bar at a regular meeting held on the 4th day of June, 2024, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Kristina Santana, City Clerk

RESOLUTION NO. 2024-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE THE CITY'S GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE CALIFORNIA ELECTIONS CODE.

WHEREAS, the City Council of the City of Diamond Bar called a General Municipal Election to be held on November 5, 2024 for the purpose of the election of two Members of the City Council, for full terms of four years. One member shall be elected from and by the voters of District 2; and one member shall be elected from and by the voters of District 5; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the City, the precincts, vote centers and election officers of the two elections be the same, and that the county election department of the County of Los Angeles canvass the returns of the General Municipal Election with said Statewide General Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DIAMOND BAR DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That pursuant to the requirements of Section 10403 of the Elections Code of the State of California, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide General election on Tuesday, November 5, 2024, for the purpose of the election of two Members of the City Council, for full terms of four years.

Section 2. That the county election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the Statewide Election.

Section 3. That the Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of the consolidated election.

Section 4. That the City of Diamond Bar recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

Section 5. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department of the County of Los Angeles.

Section 6. That the City Clerk shall attest and certify to the passage and adoption of this resolution and enter it into the book of original resolutions, and it shall become effective immediately upon its approval.

Section 7. The City Clerk is hereby directed to deliver a certified copy of this resolution to the Board of Supervisors of the County of Los Angeles and to transmit an electronic copy to the Board of Supervisors and the Registrar-Recorder/County Clerk of the County of Los Angeles.

PASSED, APPROVED AND ADOPTED this 4th day of June, 2024.

CITY OF DIAMOND BAR

Stan Liu, Mayor

ATTEST:

I, Kristina Santana, City Clerk for the City of Diamond Bar, hereby certify that the foregoing resolution, was duly passed, approved and adopted by the City Council of the City of Diamond Bar at a regular meeting held on the 4th day of June, 2024, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Kristina Santana, City Clerk

RESOLUTION NO. 2024-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024.

WHEREAS, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates' statement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. GENERAL PROVISIONS. That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Diamond Bar on November 5, 2024 may prepare a candidates' statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

Section 2. ELECTRONIC DISTRIBUTION. Pursuant to Section 13307(c) of the California Elections Code, the governing body of the City of Diamond Bar authorizes the preparation of candidate statements for nonpartisan elective office for the purpose of electronic distribution. Candidates will prepare statements for electronic distribution pursuant to Section 13307(a) of the Elections Code. A statement prepared pursuant to this subdivision shall be posted on the internet website of the County Elections Official. Pursuant to Section 13307.7(a) of the Elections Code, candidates shall provide payment of the requisite fee to cover the duties and procedures set forth in Sections 13307(b) and (d) of the Elections Code.

Section 3. FOREIGN LANGUAGE POLICY.

- A. Pursuant to the Federal Voting Rights Act, candidates' statements will be translated into all languages required by the County of Los Angeles.
- B. The County will print and mail voter information guides and candidates' statements to only those voters who are on the county voter file as having requested a voter information guide in a particular language. The County will

make the voter information guides and candidates' statements in the required languages available at all vote centers, on the County's website, and in the Election Official's office.

Section 4. PAYMENT.

A. Translations:

1. The candidate shall not be required to pay for the cost of translating the candidates' statement into any required foreign language as specified in (A) and/or (B) of Section 2 above pursuant to Federal and/or State law.

B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidates' statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidates' statement in Spanish, in the main voter pamphlet.

The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidates' statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

Section 5. MISCELLANEOUS.

- A. All translations shall be provided by professionally-certified translators.
- B. The City Clerk shall allow bold type, underlining, capitalization, indentations, bullets and/or leading hyphens to the same extent and manner as allowed in previous City elections.
- C. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

Section 6. ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the voter information guide.

Section 7. That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

Section 8. That all previous resolutions establishing council policy on payment for candidates' statements are repealed.

Section 9. That this resolution shall apply only to the election to be held on November 5, 2024 and shall then be repealed.

Section 10. That the City Clerk shall attest and certify to the passage and adoption of this resolution and enter it into the book of original resolutions, and it shall become effective immediately upon its approval.

PASSED, APPROVED AND ADOPTED this 4th day of June, 2024.

CITY OF DIAMOND BAR

Stan Liu, Mayor

ATTEST:

I, Kristina Santana, City Clerk for the City of Diamond Bar, hereby certify that the foregoing resolution, was duly passed, approved and adopted by the City Council of the City of Diamond Bar at a regular meeting held on the 4th day of June, 2024, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Kristina Santana, City Clerk



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **WIRELESS SITE LICENSE AGREEMENT WITH DISH WIRELESS LLC
TO ALLOW FOR THE CONSTRUCTION AND LOCATION OF A
CELLULAR SITE AT PETERSON PARK.**
STRATEGIC
GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve and authorize the City Manager to execute the Wireless Site License Agreement and associated documents required for the operation of the DISH Wireless cellular site at Peterson Park through June 2044.

FINANCIAL IMPACT:

The City will receive \$2,500 per month (\$30,000 annually) for the operation of DISH site at Peterson Park. The new total annual lease payment will be subject to annual Consumer Price Index (CPI) adjustments.

BACKGROUND:

The City was approached by representatives from DISH Wireless LLC to use a vacant enclosure at Peterson Park. There is one existing tenant at Peterson Park, which operates cellular equipment and an emergency generator on site. The DISH Wireless request would operate at Peterson Park, and similar to other City facilities that have multiple tenants on site.

ANALYSIS:

City staff and City Attorney's Office have worked with the applicant on the DISH Lease Agreement, which is based within the fair market value range of similar agreements at the rate of \$2,500 per month plus annual CPI. There are many considerations that go into lease rates for cellular sites, and depend on several factors such as the importance of the site to the network, property values and associated lease rates, as well as market

conditions when the lease was negotiated. Within that context, each municipality cellular leases will vary based on those characteristics.

The Peterson Park location has in the past operated with two providers. However, the secondary provider on site decommissioned their cellular equipment in 2016. With the addition of DISH, that will provide additional revenue stream to the City of \$30,000 annually plus CPI. The initial term of five years will operate through 2029, with three additional five-year terms through 2044, should they be exercised.

It is requested that the City Council authorize the City Manager to execute the agreement and related documents as are necessary to approve the DISH Wireless request to locate at Peterson Park.

LEGAL REVIEW:

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

PREPARED BY:

Anthony Santos
Anthony Santos, Assistant to the City Manager

6/4/2024

REVIEWED BY:

Ryan McLean
Ryan McLean, Assistant City Manager

5/21/2024

Jason Jacobsen
Jason Jacobsen, Finance Director

5/21/2024

Attachments:

1. 5.5.a DISH Lease Agreement

CITY OF DIAMOND BAR

WIRELESS COMMUNICATIONS SITE LICENSE AGREEMENT

DISH Wireless LLC

This Wireless Communications Facilities Site License (the "License") is made and entered into this _____ day of _____, 2024, by and between the City of Diamond Bar, a municipal corporation (herein "City"), and DISH Wireless L.L.C., a Colorado limited liability company (herein "Licensee") (hereinafter collectively referred to as "Parties").

RECITALS

- I. City is the fee title owner of the real property known as Peterson Park located at 24142 Sylvan Glen Road, City of Diamond Bar, California (the "Property") described more particularly in **Exhibit A** attached hereto, which description is fully incorporated herein by this reference; and
- II. Licensee desires to License space on the Property from City on the terms and conditions herein to install and operate a telecommunications site consisting of cabinets, generators, cabling, conduit, backhaul fiber, electrical feeds and similar supporting communications equipment to be contained in an equipment enclosure on the west side of the existing monopole tower located on the Property, and antennas and appurtenant equipment to be collocated on said existing monopole tower currently occupied by New Cingular Wireless PCS/AT&T, as more fully described herein and in **Exhibit C** (the "Facilities").

LICENSE

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants, conditions, and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the Parties to this License do hereby agree as follows:

1. Licensed Premises:
 - 1.1 License Area: City Licenses to Licensee a portion of the Property of approximately 216 square feet as more particularly described in **Exhibit B** (the "Premises"), as well as additional space on the existing monopole tower for the installation of its antennas and required cabling, conduit, backhaul fiber and electrical feed needs. Licensee acknowledges that City is providing the Premises in an "as is" condition, without warranty, express or implied, as to its condition or usability, except as specifically provided in this License.
 - 1.2 Licensee Access: City shall provide Licensee, Licensee's employees, agents, and subcontractors access to the Premises after Licensee provides City with 24 hours' notice. Provided, however, that in the event of an "emergency or special circumstance", which would leave the Facilities inoperable during normal non-business hours, Licensee may access the Premises (and, as necessary, the Property) to make necessary repairs and shall provide notice to City as soon as reasonably

practicable. For purposes of this License, the phrase “emergency or special circumstance” shall be interpreted to mean natural disasters, including, but not limited to flooding, wind, and earthquakes, and any other circumstance in which the structural integrity of the Facilities is in jeopardy or in which the Facility is rendered inoperable.

2. Use of Licensed Premises: To the extent provided in this License, Licensee may use the Premises to facilitate provision of wireless communication services, including the transmission and the reception of communication signals of various frequencies. Subject to the terms and conditions of this License, Licensee may install, construct, maintain, repair, replace and operate on the Premises the Facilities, as approved by City in writing prior to taking such actions. Licensee shall apply for and obtain all licenses, permits, and any and all other necessary approvals that may be required for Licensee’s use of the Premises. Notwithstanding the foregoing, full execution of this Agreement shall be City’s approval for Licensee to procure all permits and/or entitlements and construct in accordance with the plans attached hereto as Exhibit C, subject to the Governmental Approvals and other requirements stipulated to in this Agreement.

3. License Term:
 - 3.1 Initial Term: The initial term of this License shall commence on the earlier of the date Licensee obtains all permits necessary for Licensee to commence construction of the Facilities, or six (6) months after the execution of this License (the “Commencement Date”) and shall continue for five (5) years from that date (the “Initial Term”) unless terminated earlier pursuant to Section 8 below. The Parties agree to acknowledge the Commencement Date in writing.

 - 3.2 Renewal Term: City grants Licensee an option to renew this License for a total of twenty (20) years, renewable in each of three (3) consecutive five (5) year increments (each, a “Renewal Term”). This License shall automatically renew for each Renewal Term unless Licensee provides City notice of its intention not to renew not less than forty-five (45) days prior to the expiration of the then current Term. For the purpose of this License, the “then current Term” shall mean either the Initial Term or the Renewal Term, whichever is in effect at the relevant time. The Initial Term and the Renewal Terms shall be collectively referred to herein as the “Term.”

 - 3.3 Conditions Precedent: This License is conditioned upon Licensee receiving a license from the Federal Communications Commission (“FCC”) and obtaining all governmental permits and approvals, including that of City (collectively, the “Governmental Approvals”), enabling Licensee to construct and operate the Facilities where the Premises are located. If Licensee does not receive all of the Governmental Approvals, or the License is terminated by Licensee prior to the Commencement Date, this License shall be null and void and of no force or effect and Licensee shall pay City \$2,500.00 within 15 days thereof, for reimbursement of costs of document preparation and administration time associated with this License

4. Payment of Rent: At the Commencement Date, Licensee agrees to pay to City the amounts set forth in this section, each month in advance, on the first of each month, a fee for said

Premises for the Initial Term of the License and all Renewal Terms, payable to the City of Diamond Bar, 21810 Copley Drive, Diamond Bar, California, 91765, Attn: Finance Director. In addition, Licensee agrees to do and perform all other covenants and agreements contained in this License.

- 4.1 Base Fee Payment: On the Commencement Date, Licensee shall pay City Two Thousand Five Hundred Dollars (\$2,500.00) per month for each month of the Term (the "Base Fee"). If the Commencement Date is a date other than the first day of the month, the Base Fee for the first calendar month shall be paid on the Commencement Date and prorated on the basis of the number of actual days in such partial month. The Parties acknowledge that the initial Base Fee shall be paid within sixty (60) days of the Commencement Date, and all subsequent fees shall be paid in accordance with this Section 4.
- 4.2 Cost of Living Adjustment: The Base Fee shall be automatically increased on each anniversary of the Commencement Date by three percent (3%), compounded annually.
- 4.3 Late Charge: Licensee acknowledges that late payment by Licensee to City of Base Fee will cause City to incur costs not contemplated by this License, the exact amount of such costs being extremely difficult and impracticable to fix. Such costs include, without limitation, processing and accounting charges. Therefore, if any installment of Base Fee due from Licensee is not received by City within ten (10) days of becoming due, Licensee shall pay to City an additional sum of three percent (3%) per month of the overdue Base Fee as a late charge. The Parties agree that this late charge represents a fair and reasonable estimate of the costs that City will incur by reason of such late payment by Licensee. Acceptance of any late charge shall not prevent City from exercising any of the other rights and remedies available to City.
5. Property Taxes: Licensee recognizes and understands that this License may create a possessory interest subject to property taxation pursuant to Revenue and Taxation Code sections 107.1 and/or 107.7 and that Licensee may be subject to the payment of property taxes levied on such interest. Licensee shall timely pay all property taxes and assessments directly attributable to Licensee's possessory interest. In no event shall City be liable for any taxes owed as a result of this License. If Licensee fails to make property taxes and assessments when due, City may, but shall not be obligated to, pay such amounts and Licensee agrees to reimburse City all such amounts plus City's administrative costs of such payment, and collection costs if any.
6. City Inspection and Entry; Access for Inspections:
 - 6.1 City and/or its authorized representatives shall have the right to enter the Premises upon reasonable prior notice to Licensee (which shall not be less than twenty-four (24) hours unless the City determines that exigent circumstances warrant a shorter period of time, so long as such entrance does not unreasonably interfere with Licensee's use of the Premises):
 - A. To determine whether the Premises are in good condition and whether

Licensee is complying with its obligations under this License.

- B. To do any necessary maintenance and to make any restoration to the Premises that City has the right or obligation to perform.
- C. To serve, post, or keep posted any notices required or allowed under the provisions of this License.
- D. To run electric or telephone conductors, pipes, conduits, or ductwork where necessary or desirable over, under, or through the Premises in a manner which will not unreasonably interfere with Licensee's use of the Premises.

6.2 City shall not be liable in any manner for any inconvenience, disturbance, loss of business, or nuisance arising out of City's entry on the Premises as provided in this section, except for damage resulting from the acts or omissions of City or its authorized representatives. Licensee shall not be entitled to an abatement or reduction of rent if City exercises any rights reserved in this section.

7. Construction and Maintenance of Facilities and Premises:

7.1 Licensee's Construction: Licensee shall have the right to install, construct, maintain, repair, replace, and operate the Facilities on the Premises. The Parties intend that the antennas and appurtenances related thereto which are a part of the Facilities shall be constructed and maintained at all times and in such manner as to make the cabinetry blend into the surroundings, that the Facilities will not interfere with the City's existing or future use of the Property for park purposes or for other City purposes all in accordance with detailed plans approved by the City. Therefore, construction by Licensee of any improvement, structure or work on the Premises shall be permitted only upon the express written consent of the City, which City may either grant or withhold in its reasonable discretion.

7.2 Construction of Improvements: All improvements to the Premises shall be made in a good and workmanlike manner, at Licensee's expense, in accordance with the requirements of all laws, ordinances, and regulations applicable thereto, including zoning requirements and building code requirements of the City and any other governmental agency having jurisdiction over the Premises and Facilities at the time the improvements are constructed. City agrees to cooperate with Licensee in connection with applying for any permits for the construction of the aforementioned improvements. It is understood and agreed that such cooperation shall not be implied to include any expenditures of funds on the part of City or any implied promise or warranty that such permits, discretionary, or otherwise, will be issued to Licensee. Licensee shall bear all costs of requesting and obtaining permits, discretionary or otherwise, required for construction of the Facilities, and shall pursue such permits with all reasonable diligence. Licensee shall provide reasonable notice to the City prior to entering the Premises for purposes of constructing the Facilities, and shall coordinate the scheduling and logistics of same with the City to avoid any interference with the City's operations, administrative and training programs. Once construction commences, any and all improvements made by Licensee with respect

to the installation of the Facilities shall be diligently pursued to completion.

- 7.3 Mechanic's Liens: Licensee shall not allow or permit to be enforced against the Premises, or any part thereof, and shall defend, indemnify, and hold City harmless from any mechanic's, material suppliers', contractors', tax, or subcontractors' liens arising from any claim, for damage, or growing out of the work of any construction, repair, restoration, replacement, or improvement made by or alleged to have been made by or on behalf of Licensee. Licensee shall pay or cause to be paid all of such liens, claims, or demands before any action is brought to enforce the same against the Premises. If Licensee shall in good faith contest the validity of any such claim, lien, or demand, then Licensee shall, at its expense, defend itself and City against same and shall pay and satisfy any settlement or adverse judgment that may be entered thereupon prior to the execution thereof. In the event of any such contest, Licensee shall provide City with a security bond in a form and amount City deems sufficient to allow the lien of record to be discharged as a matter of law.
- 7.4 Care During Construction: Licensee shall exercise great care during construction. All applicable City-approved standards and specifications, and all City conditions of approval shall be followed. City shall approve all work in writing prior to commencement.
- 7.5 Licensee Maintenance of Facilities and Premises: Licensee's maintenance of the Facilities and Premises shall include, but is not limited to:
- A. Maintenance of all landscaping installed by Licensee, if any;
 - B. Repairs and/or replacements to Licensee's Facilities caused by acts of third parties, including theft, graffiti, and intentional acts;
 - C. Maintaining, in good, clean, safe, and sanitary condition and repair, the Premises and all of Licensee's personal property. All Facilities on the Property must be maintained in a first-class condition without rust, paint, or surface deterioration. All maintenance must conform to the standards utilized by City; and
 - D. All work necessary to comply with Federal, State, County, City, and other governmental agencies and bodies having jurisdiction.
- 7.6 Relocation: In the event relocation is made necessary by the City during the Term, Licensee will shall remove or relocate its Facilities at City expense. If City provides a suitable alternate location for the Facilities on the Property or other City property, Licensee shall relocate to the alternate location and City's only liability to Licensee shall be the Licensee's actual cost thereof. Licensee shall relocate the Facilities within 12 months of City's notice thereof. In the event the Facilities are condemned by way of eminent domain, Licensee shall remove the Facilities at no cost to the City and return the Premises to their original condition or as otherwise approved by the City. The City may, in its discretion, provide a suitable alternative location for the Facilities on the Property, wherein Licensee may relocate the Facilities at no cost to

the City.

- 7.7 Abandonment: If use of the Facilities is abandoned for 60 consecutive days, Licensee shall be responsible for removing the Facilities and returning the Premises to their original condition.

8. Termination:

8.1 City's Right to Terminate:

- A. City may pursue any remedies available to it under applicable law, including, but not limited to, the right to terminate this License, upon the earliest of any of the following events:
1. Licensee's failure to pay the Base Fee within fifteen (15) days of receipt of written notice thereof;
 2. Licensee's failure to comply with any term, covenant, or condition of this License after Licensee has been given written notice of the violation and has had thirty (30) days to cure same or, if such default is not curable within such thirty (30) day period, has not proceeded to commence such cure within such thirty (30) day period and diligently proceeds to completion;
 3. Interference by the Facilities with other pre-existing non-emergency electrical or non-emergency radio or telecommunications equipment installed on or around the Property, which interference is not cured by Licensee within ten (10) days following written notice thereof; or
 4. Licensee or the Facilities interfere with City's non-emergency operations, or non-emergency use of the Property by City or third parties after Licensee has been given written notice of the violation and has had thirty (30) days to cure same or, if such default is not curable within such thirty (30) day period, has not proceeded to commence such cure within such thirty (30) day period and diligently proceeds to completion; or
 5. Licensee or the Facilities interfere with or impede City's or another public agency's emergency operations or use of the Property for the provision of emergency services if such default is not cured immediately upon notice (telephonic or written) of such violation.
 6. Three or more violations during any 12-month period.
- B. Additionally, upon a finding by City's City Council that the Premises are needed for other City purposes, City shall have the right, after the expiration of the first Renewal Term, to terminate this License without liability upon one (1) year's written notice of termination to Licensee.

8.2 Licensee's Right to Terminate: Licensee may terminate this License due to City's failure of proper ownership or authority, or if such termination is a result of City's default hereunder. Further, Licensee shall have the right, but not the obligation, to terminate this Agreement without further liability upon thirty (30) days prior written Notice to City due to any one or more of the following: (i) changes in applicable law which prohibit or adversely affect Licensee's ability to operate Licensee's Equipment at the Premises; (ii) Licensee, in its sole discretion, determines that Licensee's permitted use of the Premises described in Section 2 hereof is obsolete or unnecessary; (iii) City or a third party installs any structure, equipment, or other item on the monopole, the Property or an adjacent property, which blocks, hinders, limits, or prevents Licensee from being able to use the Licensee's equipment for Licensee's permitted use; (iv) with six (6) months' prior notice to City, upon the annual anniversary of the Commencement Date; or (v) at any time before the Commencement Date at Licensee's sole discretion.

8.3 Return of Premises Upon Termination:

- A. Time and Condition. Except as otherwise provided herein, Licensee shall at its sole expense remove the Facilities within sixty (60) days following expiration or termination of this License. Upon the expiration or termination of this License, Licensee shall surrender the Premises to City in a condition at least as good as existed on the date Licensee executes this License, less ordinary and reasonable wear and tear.
- B. [Intentionally Omitted].

9. Interference:

9.1 Licensee's Obligations: Prior to occupancy of the Premises and operation of the Facilities by Licensee or its agents, assigns or Licensee's employees, Licensee agrees to:

- A. Submit to City, within forty-five (45) days prior to operation, proposed plans for antenna type and size, along with operating frequencies, effective radiated power, and other necessary on-air technical data at City's discretion for City's review and approval. If City does not respond in writing to Licensee within ten (10) days following Licensee's request for approval, such request will be deemed to have been approved by City.
- B. Install or cause to be installed, all equipment according to generally accepted standard engineering practices and in a good and workmanlike manner.
- C. Use all feasible efforts to investigate the cause of and mitigate any interference caused by Licensee on existing radio frequency equipment of City or any other public agency following written notification of interference from City. Interference, if any, with City's or other public agency's emergency communications capabilities shall be resolved immediately and at

Licensee's expense.

- 9.2 Non-Interference: The Facilities and the use thereof shall not interfere with the use of any other communication or similar equipment of any kind and nature owned or operated by City or other occupants of the Property existing as of the Effective Date; provided, however that subsequent to the installation by Licensee of the Facilities, City agrees not to install and to exercise commercially reasonable effort to not allow installation of new equipment on the Premises if such equipment causes interference with Licensee's operations, unless the City or other public agency facilities are essential to the provision of emergency communications or emergency services. All interference claims shall be settled in accordance with the then prevailing interference rules and regulations promulgated by the Federal Communications Commission.
10. Destruction of Premises: If either the Premises or the Property is destroyed or damaged as a result of a catastrophic event to the extent that, in Licensee's reasonable discretion, Licensee may no longer use the Premises for the intended purposes, Licensee may elect to either:
- A. Terminate this License, effective upon the date of the damage or destruction, by delivering written notice within 30 days of the date of the damage or destruction and a request to terminate; or
 - B. Repair or reconstruct the Facilities so that Licensee by delivering written notice within 30 days of the date of the damage or destruction. Any such repair or reconstruction shall be completed in an expeditious manner, but in no event longer than 60 days from the date of such notice. The Base Fee shall be abated during any such repair or reconstruction.
11. Utilities and Provision of Service: Licensee shall determine the availability of and shall, at its sole cost and expense, cause to be installed in, on, and about the Premises all facilities necessary to supply all electricity, telephone, and other similar services required. City shall allow Licensee to have its own electrical metering equipment installed or to take over any existing abandoned and/or available meter. Licensee shall obtain all necessary approvals for the installation of the meter. An electrical plan shall be submitted to City for approval prior to commencement of such work. City agrees to cooperate with Licensee in its efforts to obtain such utility service. During the Initial Term and all Renewal Terms, Licensee agrees to pay directly to the servicing utility when due all charges for electricity, telephone and all other utility services of every kind and nature supplied to and used by Licensee on the Premises or for the Facilities. City shall be responsible for its electrical and other utility service and for the regular payment of electrical and other utility charges attributable to the Property other than the Facilities or the Premises.
12. Indemnification and Insurance:
- 12.1 Indemnification: Neither City nor any other officer or employee of City shall be responsible for any damage or liability occurring by reason of any acts or omissions on the part of Licensee or its officers or employees under or in connection with any

activities under this License, except to the extent caused by the City's active negligence or willful misconduct. It is also understood and agreed that to the fullest extent permitted by law, Licensee shall indemnify, defend (with counsel reasonably acceptable to City), protect and hold harmless City and its officers, agents and employees ("City Parties") from and against any and all claims, demands, judgments, actions, damages, losses, penalties, liabilities, costs and expenses (including, without limitation, attorneys' fees and court costs) arising at any time directly or indirectly from or in connection with (i) any default in the performance of any obligation by Licensee to be performed under the terms of this License, (ii) Licensee's use of the Premises, or (iii) the conduct of Licensee's business or any activity, work or things done, permitted or allowed by Licensee in or about the Premises, unless caused by City's or City Parties' sole negligence or willful misconduct. The obligations of Licensee under this section shall survive the expiration or earlier termination of this License.

- 12.2 Assumption of Risk: Licensee, as a material part of the consideration to City, hereby assumes all risk of damage to the Premises and the Facilities, including, without limitation, injury to persons in, upon or about the Premises during Licensee's use of the Premises, arising from any use of the Licensee's Facilities or other activities of Licensee or Licensee's agents, employees, guests, tenants, subtenants, licensees, contractors, or invitees (collectively "Licensee's Parties") on the Premises. Licensee hereby waives all claims with respect thereof against City, except as otherwise stated in this License. City shall not be liable for any injury to the Facilities, Premises, or injury to or death of any of Licensee's Parties, or injury to the Facilities, or injury to or death of any other person in or about the Premises from any cause unless caused by the sole negligence or willful misconduct of the City or City Parties.
- 12.3 Insurance: Prior to its ability to access the Premises, Licensee shall provide City with proof of insurance, at Licensee's sole cost and expense, to remain in full force and effect during the entire term of this License. The following policies of insurance shall be maintained:
- A. Workers' Compensation Insurance. Workers' Compensation Insurance in an amount required by the laws of California and Employer's Liability Insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limit.
 - B. Liability Insurance. Commercial general liability insurance, written on an occurrence basis, covering claims for bodily injury, including death, property damage, and consequential damages ("Liability Policy"). The Liability Policy shall provide coverage in an amount not less than Two Million Dollars (\$2,000,000) per occurrence.
 - C. Automobile Liability Insurance. A policy of comprehensive automobile liability insurance written on a per-occurrence basis in an amount not less than One Million Dollars (\$1,000,000) combined single limit covering all owned, non-owned, Licensed, and hired vehicles used in connection with the Facilities.

- D. General Provisions. All of the foregoing policies of insurance (except for the Workers' Compensation Insurance) shall name the City as an additional insured and shall be primary insurance and any insurance maintained by City shall be excess and non-contributing. The Workers' Compensation insurer and each insurer of Licensee for property insurance shall waive all rights of contribution and subrogation against City and its respective insurers. Each of such policies of insurance shall be endorsed to name the City of Diamond Bar and its respective officers, directors, agents, and employees (collectively, "Indemnified Parties") as additional insureds. All policies of insurance required to be obtained by Licensee hereunder shall be issued by insurance companies authorized to do business in California and must be rated no less than A-:VII or better in Best's Insurance Guide. Prior to engaging in any operations hereunder, Licensee shall deliver to City certificate(s) of insurance and endorsements evidencing the coverages specified above. Such policies shall be endorsed to provide that the coverage afforded thereunder shall not be cancelled nor reduced without the insurer providing City with thirty (30) days' written notice. The coverage amounts set forth may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those stated.
13. Damage or Destruction of Improvements to Premises: City shall have no duty or obligation to rebuild the Facilities or the improvements thereon if such Facilities or improvements are substantially damaged during the Term, in whole or in part by any casualty. To the extent that Licensee does not terminate the agreement pursuant to Section 10, Licensee shall maintain, and if damaged during the Term, shall reconstruct the Facilities at Licensee's expense.
14. Assignment and Subleasing:
- 14.1 Assignment: Licensee shall not voluntarily assign or transfer its interest under this License or in the Premises without first obtaining the prior written consent of City, which consent shall be not unreasonably withheld. The transfer of the rights and obligations of Licensee to a parent, subsidiary, or other affiliate of Licensee, or to any successor in interest or entity acquiring fifty-one (51%) or more of Licensee's membership interests or assets, shall not be deemed an assignment and City's consent shall not be required for such transfer. Any assignment without City's consent (when such consent is required) shall be voidable and, at City's election, shall constitute cause for exercise of City's remedies under applicable law and this License, including termination of the License. No consent to any assignment shall constitute a waiver of the provisions of this section. Notwithstanding the foregoing, it is understood that Licensee shall not be relieved from liability hereunder by virtue of any assignment. As a condition precedent to any such assignment which requires City's consent, Licensee agrees to provide written notice to City of its intention to assign at least thirty (30) days before the proposed effective date of any such proposed assignment which notice shall include the identity of the proposed assignee, copies of the proposed assignment documentation and current financial statements of the proposed assignee. As a further condition precedent to any assignment, the

assignee must assume, in writing, all of Licensee's obligations under this License.

- 14.2 Subleasing: Licensee shall not sub-License or permit any colocation on any portion of the Premises except as expressly provided herein without the prior written consent of City.
- 14.3 Colocation: Licensee shall cooperate with existing or future communications operators for colocation as long as there is no adverse impact on Licensee or on City from an operational, maintenance, and repair standpoint; provided that any such colocation must be approved by the City and such communications operators shall be required to be bound by all terms of this License or similar license, including, but not limited to, the provision of insurance herein.
15. Renewal/Holding Over: Upon the expiration or termination of this License, Licensee shall surrender the Premises to City. If Licensee shall remain in possession of the Premises after the expiration or termination of the License, with the consent of City, either express or implied, such holding over shall be construed to create a month to month license subject to all the covenants, conditions, and obligations hereof, and Licensee hereby agrees to pay City, as holdover Base Fee, an amount equal to one hundred twenty-five percent (125%) of the existing Base Fee, as adjusted. Nothing above shall be construed to give Licensee any rights to so hold over and to continue in possession of the Premises after the expiration of the Term without the express consent of City.
16. Environmental: Licensee and its agents, employees, or contractors subcontractors or other representatives shall not bring upon the Premises, or permit or authorize any other person or entity to bring upon the Property, including the Premises, any hazardous materials, hazardous substances, hazardous wastes, pollutants, asbestos, polychlorinated biphenyls (PCBs), petroleum or other fuels (including crude oil or any fraction or derivative thereof). Notwithstanding the foregoing, Licensee may bring such fuels and lubricants onto the Premises as may be required for operation of construction vehicles during construction and backup power for generators during, maintenance or repair of the Licensee's Facilities. In addition, Licensee may also bring onto the Premises, any lead-acid batteries, cleaning solvents, and other chemicals necessary for proper utilization and maintenance of the Licensee's Facilities. In bringing any materials or substance onto, or using any materials and substances on, the Premises, Licensee shall comply with all federal, State, and local government laws, regulations, and rules. Licensee shall be solely responsible for any damages or costs incurred by City due to any environmental contamination, arising from the presence or use on Licensee's behalf of any hazardous materials or substances that Licensee, its agents, employees, contractors, subcontractors or other representatives bring onto the Premises.
17. Miscellaneous:
 - 17.1 No Waiver: No covenant, term, or condition thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed. Any waiver or the breach of any covenant, term or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition. Acceptance by City of performance other than full performance by

Licensee after the time the performance shall have become due shall not constitute a waiver by City of the breach or default of any covenant, term, or condition unless otherwise expressly agreed to by City in writing.

- 17.2 Attorney's Fees and Costs: If either Party hereto shall bring any action for any relief against the other, declaratory or otherwise, arising out of this License, including any suit by City for the recovery of the Base Fee or possession of the Premises, the prevailing Party shall be entitled to have and recover from the other Party the prevailing Party's reasonable fees and costs (including attorneys' fees), which shall be deemed to have accrued on the commencement of such action and shall be paid whether or not such action is prosecuted to a judgment. Reasonable attorney fees shall be determined by multiplying the reasonable number of hours incurred by the prevailing party's attorney(s) after commencement of such action by the lowest hourly rate paid by either party. No "lodestar multiplier" shall be applied.
- 17.3 No Joint Venture: Neither City nor any of its employees shall have any control over the manner, mode or means by which Licensee, its agents or employees, use the Premises or Facilities described herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Licensee's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Licensee shall perform all covenants herein as a tenant of City and shall remain at all times as to City a tenant with only such obligations as are consistent with that role. Licensee shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Licensee in its business or otherwise or a joint venturer or a member of any joint enterprise with Licensee.
- 17.4 Interpretation: The Parties hereto agree that all provisions hereof are to be construed as both covenants and conditions as though the words imparting such covenants and conditions were used in each separate section hereof. The captions of the sections and subsections of this License are for convenience only and shall not be deemed to be relevant in resolving any questions of interpretation or construction.
- 17.5 Integration and Governing Law: This License represents the entire understanding of City and Licensee as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered by this License. This License shall be governed by the laws of the State of California and construed as if drafted by both City and Licensee, or any federal court having jurisdiction over County of Los Angeles. Any action, arbitration, mediation, hearing or other proceeding related to this License shall be conducted only in the County of Los Angeles.
- 17.7 License Binding on Heirs and Assigns: Each of the terms, covenants, and conditions of this License shall extend to, be binding upon, and inure to the benefit of not only City and Licensee, but each of their respective heirs, representatives, administrators and assigns. Whenever in this License reference is made to either City or Licensee, the reference shall be deemed to include, whenever applicable, the heirs, legal

representatives, and assigns of each of the Parties, the same as if in every case expressed.

17.8 Corporate Authority: Each person executing this License represents and warrants that he or she is duly authorized to execute and deliver this License on behalf of the party for which he or she is executing this License, in accordance with a duly adopted resolution or approval of the governing body of the party and that this License is binding upon said party in accordance with its terms.

17.9 Notices: Any written notices required pursuant to this License shall be made by certified or registered mail, return receipt requested, or reliable overnight courier and delivered to the following address:

To City: City Clerk
City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765

To Licensee: DISH Wireless L.L.C.
Attn: Lease Administration

If by overnight courier service:
5701 South Santa Fe Drive
Littleton, CO 80120

If by first-class certified mail:
5701 South Santa Fe Drive
Littleton, CO 80120

17.10 Amendments: This License may not be modified, altered, or amended except in writing signed by both City and Licensee.

17.11 Revocation. Notwithstanding the fact that this Agreement is a license and that a license is normally revocable at will by the grantor, the Parties hereto agree that the license granted by this Agreement is not revocable at will and that this Agreement can only be terminated in accordance with the provisions of this Agreement or as a result of a default that is not cured within any applicable notice and cure period set forth in this Agreement or otherwise as ordered by a court of competent jurisdiction.

Attachments:

Exhibit "A" – Description of the Property

Exhibit "B" – Description of the Licensed Premises

Exhibit "C" – Description of the Facilities/Project Drawings

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have caused this License to be executed by their duly authorized officers.

CITY OF DIAMOND BAR

DISH Wireless L.L.C.

By: _____
City Manager
Name: Daniel Fox

By: _____
Name: _____
Title: _____

ATTEST:

Kristina Santana
City Clerk

By: _____
Name: _____
Title: _____

Date:

APPROVED AS TO FORM

By: _____

Omar Sandoval, City Attorney

Date:

EXHIBIT A**DESCRIPTION OF THE PROPERTY**

The real property situated in the State of California, County of Los Angeles, described as follows:

Lot 8 of Tract No. 43756, in the City of Diamond Bar, County of Los Angeles, State of California, as per map filed in Book 1076 Pages 61 to 63 inclusive of Maps, in the office of the County Recorder of said county.

Except therefrom all oil, gas, hydrocarbons, or other minerals in and under the above described said land, without the right to the use of the surface or subsurface to a depth of 500 feet, measured vertically from the surface of said land.

EXHIBIT B**DESCRIPTION OF THE LICENSED PREMISES**

The Site Plan depicting the area and location of Licensee's facilities is attached.

NOTES

1. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS.

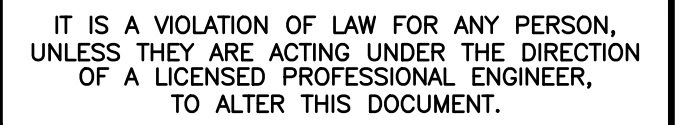
2. ANTENNAS AND MOUNTS OMITTED FOR CLARITY.

-

NOTES

1. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS.
2. CONTRACTOR SHALL MAINTAIN A 10'-0" MINIMUM SEPARATION BETWEEN THE NEW GPS UNIT, TRANSMITTING ANTENNAS AND EXISTING GPS UNITS.
3. ANTENNAS AND MOUNTS OMITTED FOR CLARITY.

-



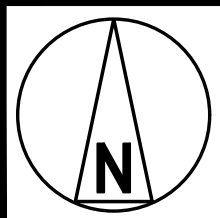
JEM	RG	RG
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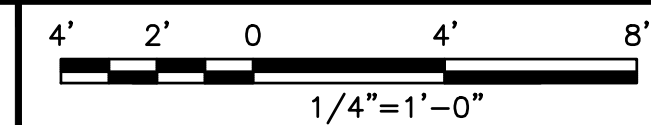
CONSTRUCTION

SUBMITTALS

A&E PROJECT NUMBER
LSSNA00152C

SHEET TITLE
OVERALL AND ENLARGED
SITE PLAN



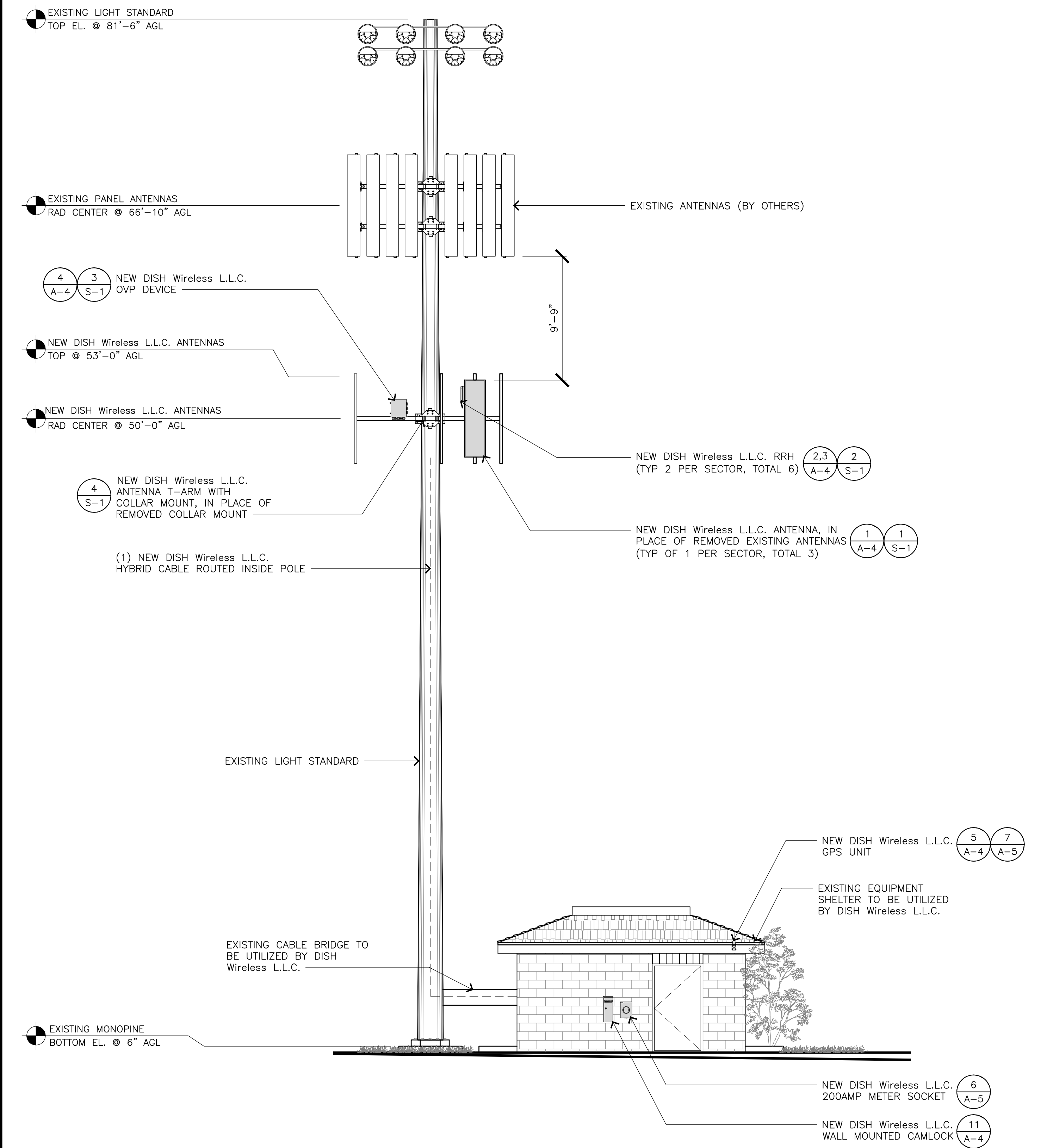


Packet Pg. 66

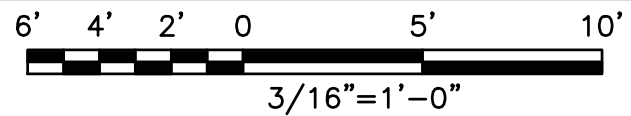
EXHIBIT C
DESCRIPTION OF THE FACILITIES

PROJECT DRAWINGS

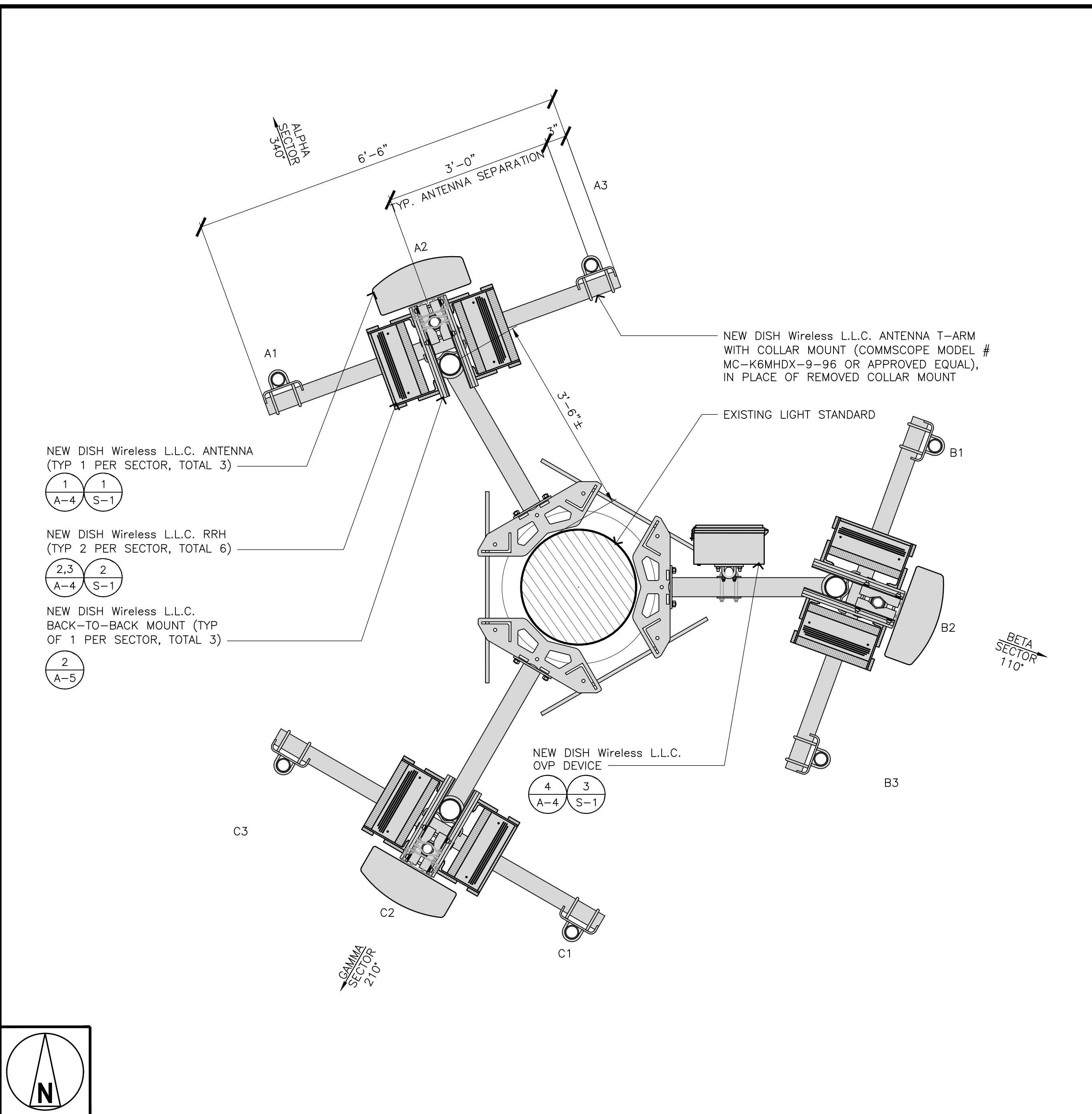
(See Attached)



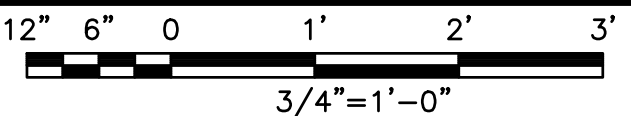
NEW NORTH ELEVATION



3



ANTENNA LAYOUT



1

SECTOR POS.	ANTENNA					TRANSMISSION CABLE FEED LINE TYPE AND LENGTH	RRH			OVP MANUFACTURER MODEL
	EXISTING OR NEW	MANUFACTURER — MODEL NUMBER	TECH	AZIMUTH	RAD CENTER		MANUFACTURER — MODEL NUMBER	TECH	POS.	
A1	--	--	--	--	--	(1) HYBRID CU12PSM3P8XX-BAWG (70' LONG)	--	--	--	RAYCAP RDIDC-9181-PF-48
A2	NEW	JMA — MX08FRO665-21	5G	340°	50'-0"		SAMSUNG (1) RF4450T-71A SAMSUNG (1) RF4451D-70A	N71 N70 N66	A2	
A3	FUTURE	FUTURE	--	340°	50'-0"		--	--	--	
B1	--	--	--	--	--	SHARED W/ALPHA	--	--	--	SHARED W/ALPHA
B2	NEW	JMA — MX08FRO665-21	5G	110°	50'-0"		SAMSUNG (1) RF4450T-71A SAMSUNG (1) RF4451D-70A	N71 N70 N66	A2	
B3	FUTURE	FUTURE	--	110°	50'-0"		--	--	--	
C1	--	--	--	--	--	SHARED W/ALPHA	--	--	--	SHARED W/ALPHA
C2	NEW	JMA — MX08FRO665-21	5G	210°	50'-0"		SAMSUNG (1) RF4450T-71A SAMSUNG (1) RF4451D-70A	N71 N70 N66	A2	
C3	FUTURE	FUTURE	--	210°	50'-0"		--	--	--	

NOTES

1. CONTRACTOR TO REFER TO FINAL CONSTRUCTION RFDS FOR ALL RF DETAILS.
2. ANTENNA AND RRH MODELS MAY CHANGE DUE TO EQUIPMENT AVAILABILITY. ALL EQUIPMENT CHANGES MUST BE APPROVED AND REMAIN IN COMPLIANCE WITH THE NEW DESIGN AND STRUCTURAL ANALYSES.

ANTENNA SCHEDULE

NO SCALE

2



7545 IRVINE CENTER DRIVE #250
IRVINE, CA 92618



4430 E. MIRALOMA AVE. SUITE D
ANAHEIM, CALIFORNIA 92807



IT IS A VIOLATION OF LAW FOR ANY PERSON,
UNLESS THEY ARE ACTING UNDER THE DIRECTION
OF A LICENSED PROFESSIONAL ENGINEER,
TO ALTER THIS DOCUMENT.

DRAWN BY: | CHECKED BY: | APPROVED BY:

JEM	RG	RG
-----	----	----

RFDS REV #: 1

CONSTRUCTION DOCUMENTS

SUBMITTALS

[illegible]

A&E PROJECT NUMBER
LSSNA00152C

DISH Wireless L.L.C.
PROJECT INFORMATION
LSSNA00152C
SYLVAN GLEN
24142 SYLVAN GLEN ROAD
DIAMOND BAR, CA 91765

SHEET TITLE
ELEVATION, ANTENNA
LAYOUT AND SCHEDULE

SHEET NUMBER

A-2



7545 IRVINE CENTER DRIVE #250
IRVINE, CA 92618



4430 E. MIRALOMA AVE. SUITE D
ANAHEIM, CALIFORNIA 92807



IT IS A VIOLATION OF LAW FOR ANY PERSON,
UNLESS THEY ARE ACTING UNDER THE DIRECTION
OF A LICENSED PROFESSIONAL ENGINEER,
TO ALTER THIS DOCUMENT.

DRAWN BY:	CHECKED BY:	APPROVED
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JEM	RG	RG
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RFDS REV #:

CONSTRUCTION
DOCUMENTS

SUBMITTALS

[illegible]

A&E PROJECT NUMBER

LSSNA00152C

DISH Wireless L.L.C.
PROJECT INFORMATION

LSSNA00152C

SYLVAN GLEN

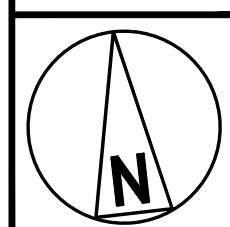
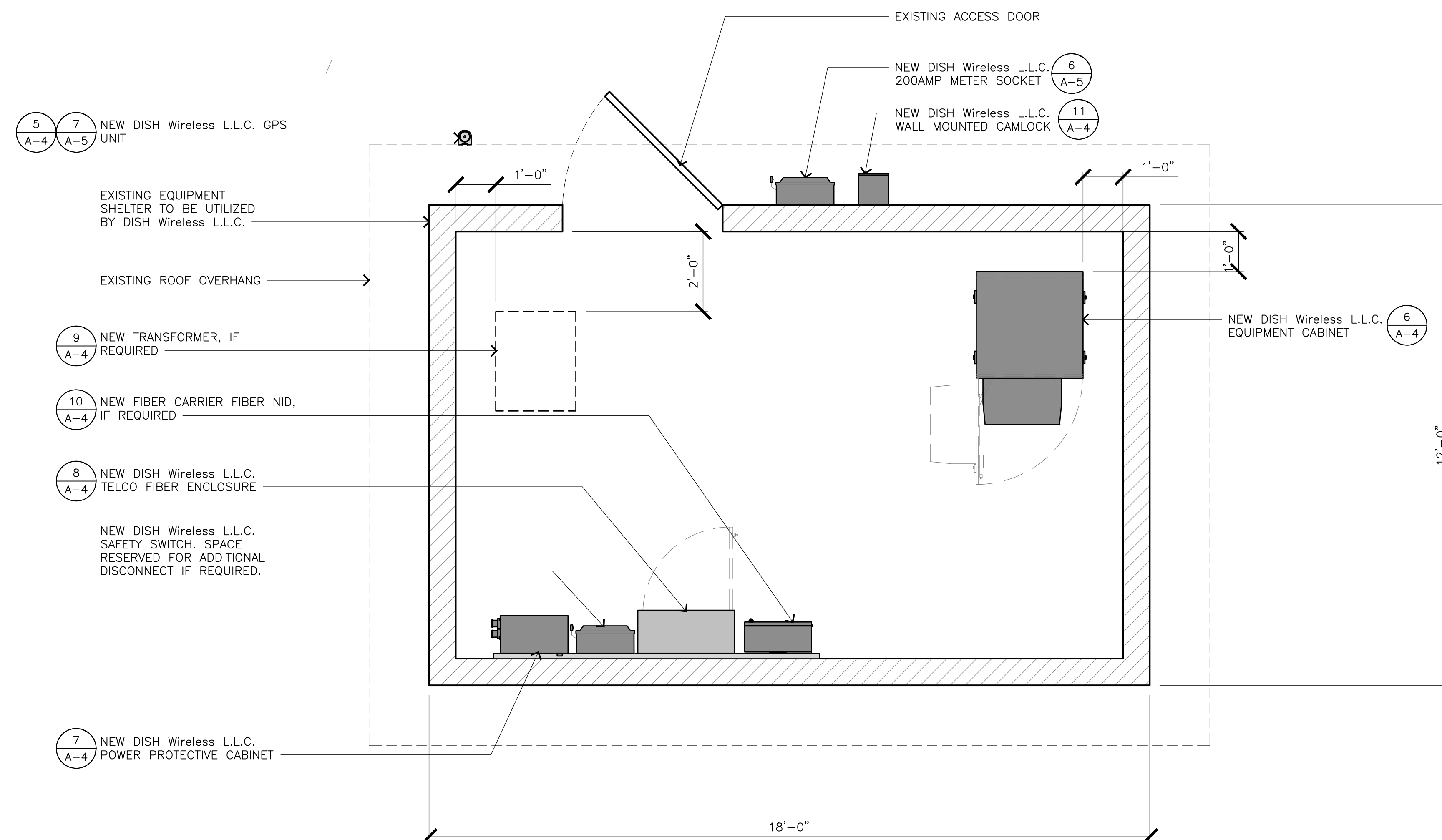
24142 SYLVAN GLEN ROAD
DIAMOND BAR, CA 91765

SHEET TITLE

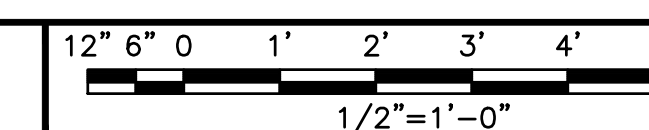
EQUIPMENT PLAN

SHEET NUMBER

A-3



EQUIPMENT PLAN



1

Agenda #: 5.6
Meeting Date: June 4, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **NOTICE OF COMPLETION FOR THE GROUNDWATER DRAINAGE IMPROVEMENTS AT COPLEY DRIVE AND AT MOONLAKE STREET, PROJECT NO. PW23401).**
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:

The Fiscal Year 2022/2023 Capital Improvement Program (CIP) included \$530,000 in Measure W funds for the construction phase of this Project. The final cost of the construction, including one change order, is \$246,044.83, which is just under the total contract authorization amount of \$246,166.80.

BACKGROUND/DISCUSSION:

On July 18, 2023, the City Council awarded G&A Nelos Construction Inc. (G&A) a construction contract for a total authorization amount of \$244,166.80 including a 10% contingency of \$22,378.80. The City issued the Notice to Proceed for the construction work on August 29, 2023.

The Project goal was to eliminate groundwater and nuisance drainage in front of the City Hall on Copley Drive and in front of 20834 Moonlake Street just north of the SR 60 Freeway. The improvements were part of the multiphase 2015 Citywide Comprehensive Drainage Study recommendations. The Study identified eleven (11) locations throughout the City that have been experiencing groundwater discharge onto public sidewalks and/or roadways, impacting vehicular and pedestrian traffic. A priority list, preferred design scenarios, and projected costs were developed for each location, with those with the highest potential impacts on vehicular/pedestrian uses given the highest

priority. With the completion of these two (2) locations, four (4) locations remain to be addressed.

G&A completed all necessary improvements on May 9, 2024. A single change order in the amount of \$22,256.83 was authorized by the City. This change order was for open-cut trenches across driveways to lay down pipes, while the originally planned boring was not possible due to soil conditions and the presence of rocks.

PREPARED BY:



Hal Ghafari, Public Works Manager/Asst. City Engineer

6/4/2024

REVIEWED BY:



Hal Ghafari, Public Works Manager/Asst. City Engineer

5/16/2024



David G. Liu, Public Works Director/City Engineer

5/28/2024

Attachments:

1. 5.6.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 May 9, 2024. The work done was: Groundwater Drainage Improvements at Copley and Moonlake – Project No. PW23401.
5. The name and address of the contractor, if any, for such work of improvement was:

G&A Nelos Construction Inc, Admin
16738 Lakeshore Drive #H275, Lake Elsinore, California 92530
6. The date of the contract was July 18, 2023.
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: Groundwater Improvements at Copley and Moonlake, Project No. PW23401.
8. The street address of said property is none.

CITY OF DIAMOND BAR

Dated: _____

By: _____
David G. Liu, P.E.
Public Works Director/City Engineer

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 ____ day of _____, 2024, at Diamond Bar, California.

By: _____
David G. Liu, P.E.
Public Works Director/City Engineer

Agenda #: 5.7
Meeting Date: June 4, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
 FROM: Daniel Fox, City Manager 
 TITLE: **FIRST AMENDMENT TO CONSULTANT SERVICES AGREEMENT WITH TORTI GALLAS + PARTNERS TO DEVELOP CITYWIDE OBJECTIVE DESIGN STANDARDS.**
 STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve, and authorize the City Manager to sign, the First Amendment to the Consultant Services Agreement with Torti Gallas + Partners to prepare Citywide Objective Design Standards.

FINANCIAL IMPACT:

The total not-to-exceed amount set forth in the First Amendment is \$185,000. Sufficient funds for the preparation of citywide objective design standards were allocated within the General Plan Update Fund (103) as part of the FY 2023/24 Adopted Budget.

BACKGROUND:

As discussed during the joint City Council/Planning Commission study session in March, recent State housing legislation, including Senate Bill 35 and Senate Bill 330, established mandates for cities and counties to streamline the review process for multiple-dwelling housing, including mixed-use developments. Consequently, local agencies are now required to limit their review of qualifying housing projects to objective standards. The legislation defines "objective standards" as standards that involve no personal or subjective judgement by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion.

In addition, Program H-8 of Diamond Bar's certified 6th Cycle (2021-2029) Housing Element commits the City to update the Development Code (Title 22 of the Diamond Bar City Code) to include objective standards as part of its broader obligation to minimize constraints on housing supply and affordability.

Presently, Diamond Bar applies a combination of objective and subjective standards to analyze housing projects through its implementation of the Development Code and the Citywide Design Guidelines. To bring Diamond Bar into compliance with State law, as well as implement its Housing Element programs, the City must proceed with the formulation of solely objective design standards (ODS) to govern the development of multifamily housing, for both exclusively residential projects, as well as mixed-use development proposals. The standards will then be utilized by staff as the basis to approve or deny such projects.

DISCUSSION:

For this effort, it is recommended that the City retain Torti Gallas + Partners (TG+P) under an amendment to the Consultant Services Agreement for the Town Center Specific Plan (TCSP). TG+P already completed detailed objective design standards for the Town Center planning area, which will be a key component of the forthcoming Specific Plan document. As a result, TG+P will be able to adapt many of the architectural design criteria from the Specific Plan so that they can be applied to all multifamily and mixed-use zoning designations Citywide. Utilizing the TCSP consultant team for this expanded effort would also enable staff to review the draft document more efficiently, because the formatting, terminology, definitions, content and illustrations would be carried over to the Citywide ODS.

Neal Payton, FAIA will continue serve as principal-in-charge and project manager in developing the ODS. Mr. Payton has been hands-on in all aspects of the TCSP, carefully monitoring the budget to keep it within the not-to-exceed total, and is consistently accessible and responsive to staff. Mr. Payton is also a skilled communicator, and his presentations to the Planning Commission, City Council and the public have been very informative and effective in conveying complex information in a manner that is easy to understand.

TG+P will subcontract with Sapphos Environmental (Sapphos) to perform the environmental analysis in accordance with the California Environmental Quality Act (CEQA). Sapphos is currently preparing the EIR for the TCSP, and thus also has an established working relationship with staff.

Scope of Work

Five tasks comprise the proposed scope of work, which are summarized below. Further details regarding the scope of work are provided as Exhibit A of the proposed agreement (Attachment 1).

Task 1: Project Coordination and Management. This task includes identification of the primary issues to be addressed as part of the project, including initial meetings, data collection, and establishing communication channels. It also includes ongoing collaboration with the City staff throughout the project.

Task 2: Preparation of Objective Design Standards. This is the core task where different types of multifamily and mixed-use buildings are defined along with their design

elements. It includes:

- Researching existing architectural styles in the City.
- Identifying stakeholder groups and conducting meetings to gather feedback.
- Defining various building types, frontages, and style options.
- Creating a user-friendly document showcasing these design options.

Task 3: CEQA Documentation. The Scope of Work provides for the preparation of an Addendum to the General Plan EIR. Preparation of an Addendum to the EIR assumes that the Objective Design Standards would not result in new or substantially more severe impacts beyond those that were evaluated in the EIR for the City General Plan 2040.

Task 4: Development Code Amendments. TG+P will prepare the Development Code amendments in applicable City Planning Commission resolution and City Council ordinance formats for public hearings. More broadly, this task provides for early engagement with the Planning Commission and City Council to present and discuss the draft ODS so that the final product presented at the public hearings accurately reflects the feedback and direction provided by these bodies.

Task 5: Final Zoning Code Amendments. Should the City Council direct staff to make final revisions to the Development Code amendments following the public hearings, TG+P will respond to that direction and prepare a final version of the ordinance for second reading to reflect final City Council action.

LEGAL REVIEW:

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

PREPARED BY:


 Greg Gubman, Community Development Director 6/4/2024

REVIEWED BY:

 5/21/2024  5/22/2024
 Greg Gubman, Community Development Director Jason Jacobsen, Finance Director

Attachments:

1. 5.7.a First Amendment to Consultant Services Agreement with Torti Gallas + Partners
2. 5.7.b Exhibit A - Scope of Work

**FIRST AMENDMENT
TO
CONSULTANT SERVICES AGREEMENT**

This First Amendment to Consultant Services Agreement ("First Amendment") is made and entered into as of June 4, 2024, by and between the City of Diamond Bar, a municipal corporation ("City"), and Torti Gallas + Partners, a Delaware Corporation ("Consultant") with reference to the following:

A. The City and the Consultant entered into that certain Consultant Services Agreement dated as of May 3, 2022, 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 the services described on Exhibit "A" attached hereto and incorporated herein by this reference.

3. Reserved.

4. Compensation. The total not-to-exceed compensation set forth in Section 3 of the Original Agreement was the sum of nine hundred twenty thousand dollars (\$920,000). Section 3 of the Original Agreement is hereby amended to provide for an increase of one hundred eighty-five thousand dollars (\$185,000) so that the total not-to-exceed compensation, as amended by this First Amendment shall not exceed one million one hundred five thousand dollars (\$1,105,000) without the prior authorization of the City.

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”

TORTI GALLAS + PARTNERS

*By: _____
 Printed Name: _____
 Title: _____

*By: _____
 Printed Name: _____
 Title: _____

“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.]

Proposal for the Preparation of Objective Design Standards for the City of Diamond Bar

Torti Gallas + Partners (TG+P) proposes to prepare city-wide Objective Design Standards for the City of Diamond Bar, California. The work will be produced in TG+P's west coast office in Downtown Los Angeles, and led by Neal Payton, FAIA, FCNU who is a Senior Principal in the Firm. Working with TG+P will be Sapphos Environmental (Sapphos) who will lead the environmental clearance (CEQA) phase of the work.

Understanding of the Problem

TG+P understands that the City Diamond Bar seeks an architecture and planning team to prepare citywide Objective Design Standards (ODS) that will become part of the City's Development Code (i.e., Title 22 of the Diamond Bar City Code) to govern the development of multiple dwelling housing, both for exclusively residential development proposals and for mixed-use development proposals with at least a two-thirds residential component. These standards will replace the city's current regulatory regime combining objective and subjective design standards and guidelines, implemented through a design review process, subject to either administrative or Planning Commission review.

TG+P also understands that the City expects this project to provide standards that will be consistent with the requirements for objective standards in compliance with Senate Bill (SB) 35 (Government Code Section 65913.4). Specifically, this means, among other things, *"...[a] standard that involves no personal or subjective judgement by a public official and is uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official before submittal of an application."* Furthermore, these standards will be consistent with the Housing Accountability Act, as amended in 2019 by SB 330, as well as any other applicable legislation in effect at the time the ODS ordinance is adopted by the Diamond Bar City Council

This project is also expected to include the preparation and processing of any necessary documents relating to applicable CEQA Guidelines (i.e., Categorical Exemption, Statutory Exemption, Negative Declaration, Mitigated Negative Declaration or Addendum to the General Plan Program EIR).

Working Under the direction of the City's Community Development Director, the aim of the ODS is for the City to continue its tradition of careful planning and to implement its vision for high quality architecture, and **place-based, infill development**, in a manner that is consistent with SB 330, and SB 35.

Approach

Torti Gallas will accomplish this by analyzing the City's existing design standards and guidelines, dialoging with the City Council and/or Planning Commission, staff, as well as representative developers and architects; and creating Standards for building types as well as frontage types for multi-family and

mixed-use development. We will also create architectural style regimes (which may replicate styles developed for the Town Center Specific Plan, if appropriate). Not only will the building-types section contain descriptions and drawings of the types, as well as an explanation as to how each one fits within its zoning context it will also include standards pertaining to height, bulk and scale, which will be calibrated according to the zoning district within which it sits. The standards for building blocks may also include such things as maximum building or façade length; minimum and maximum percentage of lot occupancy on the ground floor, second floor as well as upper floors.

The frontage types would identify choices that an applicant could make relative to the ground floor conditions along public streets or ways, which may include types as shop front, terrace, stoop, fence and yard, and courtyard among others. This will allow for uses and densities to shift according to the market, even as the qualitative aspects of the public realm are ensured.

Guiding the Standards will be a set of Objectives which will underpin the effort. While those are yet to be determined, we believe at the very least, they are likely to include some variation on the following:

Objective 1: Maintain or in some cases elevate and improve architectural variety, integrity, and quality.

Objective 2: Create human-scale development that contributes to pedestrian-oriented streets and boulevards.

Objective 3: Create interest and break up the overall mass of larger buildings.

Objective 4: Animate building edges on the ground floor to create an inviting public realm and pedestrian-friendly environment.

Objective 5: Orient building façades to frame the streets and other public spaces.

Objective 6: Provide graceful transitions between larger-scale format of multi-family structures and smaller scale single family housing.

Objective 7: Provide Standards such that new buildings can sit comfortably adjacent to existing buildings of varied historical styles.

Methodology

The project will be led and managed out of Torti Gallas + Partners' (TG+P) west coast office in Downtown Los Angeles. Neal I. Payton, FAIA will serve as the Principal-in-Charge and Project Manager consistent with TG+P's practice of having principals manage projects.

Regularly Scheduled Team Meetings with City Staff and Progress Reports

We propose regular bi-weekly Team meetings via Zoom (or similar) between key TG+P and Diamond Bar City staff. An agenda for each meeting will be issued at least one day in advance. At this time, we will:

- Review progress from the previous two weeks.
- Review outstanding issues for follow-up.
- Identify action items for the next two weeks.
- Identify issues or concerns that may impact schedule, or overall project objectives.

After each meeting, we will promptly issue minutes with a list of action items and responsible parties for each item.

Soliciting and Documenting Views of Internal and External Stakeholders

It has been our experience whenever efforts are made to ‘streamline’ the development review process, they need to be vetted with those that will be using them. To that end two, sets of meetings are proposed: 1) regular meetings with the Planning Commission and/or City council and 2) a, series of meetings (which could be virtual) with developers, architects and City Staff tasked with reviewing and approving site plan submissions. Further detail is provided in Tasks 2.1.B and 2.1.C below, and throughout the rest of the Scope.

Scope of Work

Task 1: Project Coordination and Management

Task 1.1: Kick-off Meeting, City Tour:

At the kick-off meeting TG+P and Sapphos Environmental will meet with Staff, to confirm assumptions, clarify any outstanding scope issues, determine the availability of data, collect data and electronic resources, determine the format and structure of the final document and finalize the CEQA approach in relation to the certified EIR for the General Plan 2040. In advance of the meeting we will review background documents, such as Existing Design Standards and Guidelines.

Additional discussion points at the kick-off will include the identification of groups or individuals with whom we should meet. This could include locally prominent developers and architects and interested neighborhood groups.

We will follow-up this meeting with a windshield tour of the city, paying attention to the areas most likely to receive such infill development.

Task 1.2: Review of Existing Regulatory Environment:

After the kick-off meeting, we will complete our review of the City’s Design Guidelines and Standards, as well as its Zoning Ordinance and applicable chapters of the General Plan.

Task 1.3: Project Management:

Collaboration with the City of Diamond Bar begins on Day 1 and ends when the project is completed. It is regular, systematic, and on-going. At the kickoff meeting we will confirm methods for checking in with staff and create a regular schedule of meetings and Progress Reviews. Included in this Task are bi-weekly check-in meetings with Staff, to review progress, and report on work plan for the coming two weeks.

Task 2: Preparation of Objective Design Standards

Task 2.1 Preparation of Administrative Draft:

The City has asked the project team to prepare illustrated objective design standards for multi-family and mixed-use development. Specifically, the City has stated that the Standards shall reflect the variety of building types and architectural styles appropriate for Diamond Bar and that these Standards should address topics such as site planning, building massing and elements, building frontages, entrances, exterior materials, landscaping, utilitarian/mechanical elements of building design, etc. The draft standards will consist of objective design standards applicable to multi-family and mixed-use development and standards applicable to specific typologies based on development types (such as garden apartment, townhome, apartment building, etc.), design type, lot size and configuration, or other organizing principal. While the City has anticipated that up to four typologies may be identified, it is our experience that up to seven (7) types may be necessary. The City has further stated that the project team will test the standards on prototypical sites to ensure the standards enable the intended development. Images and exhibits representing a suggested design topic or standard, many which will contain text callouts helping to illustrate the design intent, will be prepared.

To achieve these ends, we have outlined the following set of sub-tasks:

Task 2.1.A: Architectural Field Surveys and Research: TG+P will conduct architectural field survey(s) and research to identify good/bad designs and most frequently used architectural styles in the City and beyond. With input from Staff as to places to focus on, (or even staff favorites) we will create photo boards accompanied by narrative describing the style and the critical elements in that style, including a discussion of materials, windows, doorways, rooflines, color, ground floor conditions and projections.



Craftsman Style used for multi-family structure is common throughout the San Gabriel Valley

Task 2.1.B: Meet with City Council and/or Planning Commission to discuss preliminary findings, and discuss direction: After we've toured the city, reviewed the Regulatory Environment and identified patterns and critical elements, we'd suggest making a presentation to the Planning Commission and/or the City Council to brief members, on our observations.

Task 2.1.C: Focus Groups: As stated earlier, the Scope includes outreach to selected Stakeholders, including prominent residential developers and architects in the San Gabriel Valley, as well as City Staff to ascertain their comfort and familiarity with Objective Design Standards

All in all, four focus groups are proposed, with meetings conducted virtually.

Focus Group 1: Prominent Residential and Developers in the SGV to see where there are currently issues with approval relative to market conditions and to test ideas about possible guidelines to see if they meet the market.

Focus Group 2: Prominent architects of multi-family housing in the SGV to assess similar questions.

Focus Group 3: Zoning and Approval Staff to ascertain their comfort and familiarity with Objective Design Standards.

Focus Group 4: A second meeting with prominent residential architects to test and vet the ODS once a draft is issued.

Task 2.1.D: Identification of Seven (7) Building Types with representative drawings and Images: We suggest that the booklet will include at least seven (7) different building types; each with and without ground floor commercial (where appropriate).

Typically, each building type will have a set of standards that describe a) the type itself (intent); b) building height and massing (including maximum length of facades); c) access; d) parking and service (including locations and screening); e) outdoor space, f) applicable frontage; and h) landscape.

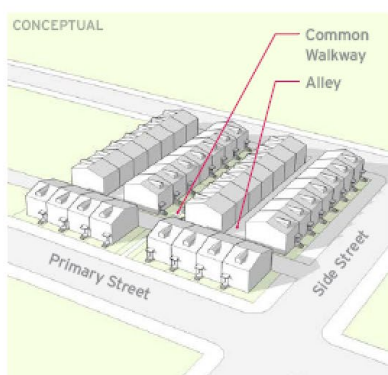


Figure 4.17 - Rowhouse Conceptual Diagram

4.6.2.D Rowhouse

A. Intent Statement

A structure that consists of at least two primary residences with common walls, side by side along the Building Frontage, with access from a Street or Common Walkway. The structure has individual garages for each unit, accessed from an Alley, or may have a shared garage with dedicated parking spaces.

B. Lot Size

1. Lot Width: 16 ft min to 34 ft max.
2. Lot Depth: Not regulated.

C. Building Height and Massing

1. Maximum Height: 3 Stories
2. The second and third Stories may occupy the full ground-floor footprint area.
3. Attic space may be occupied and not count as a Story. Occupiable Attic space shall not exceed 50% of the maximum footprint per Story.
4. Basements may occupy the full ground-floor area and not count as a Story.
5. Façade Strings shall have at least one Encroachment per 100 linear feet, such as a porch, balcony, or Plane Break. The combined length of Plane Breaks shall occupy at least 10% of the Façade length.
6. Building faces abutting Side Streets or Yards shall provide at least one horizontal Plane Break of at least three feet, and one vertical Plane Break of at least two feet.
7. In a three-story building, a two-story Rowhouse may be stacked over a separate ground-floor unit.

D. Access

1. The Primary Entrance to the dwelling shall be accessed directly from and face the Street or a public Common Walkway.
2. If a Common Walkway is present, it shall connect to a Street or Open Space, not to an Alley or Driveway, on at least one end.
3. The front Setback along the Common Walkway shall be at least 15 ft from the center-line of the sidewalk resulting in a Building Face to Building Face width of at least 30 ft.
4. In order to accommodate Grade, front entrances may be raised up to six feet above the Grade of the adjacent sidewalk.
5. Primary pedestrian access is not permitted from an Alley.
6. Building fronts shall not face building backs.
7. Parking and services shall be accessed through the Alley.
8. On a corner Lot without access to an Alley, parking and services shall be accessed from the Side Street, by a 16 ft wide, maximum, Driveway.

Over the course of our firm's 71-year history, we have designed over 500,000 residential units. We have no shortage of designs and building type chassis that can be used as starting points for this assignment. But the key is not merely assigning one-model as the base-design while allowing for variation in height style, and the like. The key is providing the essential characteristics of the type allowing a certain amount of flexibility to meet the market and allow for architectural invention. Our experience will allow us to distill the essential ingredients of the type, and then to illustrate how it may vary according to these and other considerations.

An important part of this exercise is to identify to what extent the Building Type standards must be calibrated to each of the land use categories and density provisions within the Diamond Bar Zoning Ordinance including all possible bonuses.

Task:2.1.E: Identification of Frontage Types with representative drawings and images.

We believe that a critically important compliment to the Building Type standards is a parallel set of Frontage Type standards. By identifying frontage types, one allows something of a mix-and-match to take place (for example, four-story multi-family buildings might have retail at the ground floor, or stoops, a small courtyard, or some other variation. Each of the frontage types will describe the: a) intent, b) entry conditions, c) critical dimensions, paving and landscape conditions, as well as special conditions unique to that frontage type.

Task 2.1.F: Identification of 5 Style Types:

After our tour of the City, we will identify several likely style types for consideration by staff, ultimately arriving at up to five (5) architectural styles applicable to all building types. Of note, while some of these style selections maybe specific to parts of the City, it is also possible, that these selections may repeat many if not all the styles utilized in the Town Center Master Plan. The majority of these styles will include variations both in materials, color and detail.

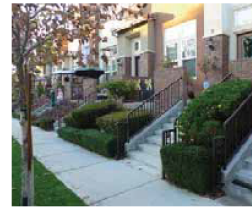
Task 2.1.G: Prepare Administrative Draft Objective

Design Standards: Once the styles have been developed, we will create a Standards document that will showcase each building type, frontage type and style type, with assemblages of various permutations. In effect we will be presenting a menu with the ability to select an item from each column of that menu. Not only will this provide sufficient descriptive detail of the objective elements included in each design allowing City Planning Staff and developers to easily interpret and implement the preapproved designs, but it will also allow enormous flexibility because of the mix-and-match manner in which these menus are presented.

4.4.5 Stoop



Stoop Illustrative Section
The entry to a building is raised above the sidewalk.



Stoop Illustrative Photo

A. Intent Statement

Stoops are small staircases leading to the entrance of a building. The stoop elevation provides some privacy between the sidewalk and ground-floor uses. **Stoops** may be covered.

B. Entries

Entries fronting on public streets shall face the public sidewalk.

B. Dimensions

Stoops shall be at least four feet deep and four feet wide. The stoop entry should not be raised more than three feet above the adjacent sidewalk.

D. Paving and Landscaping

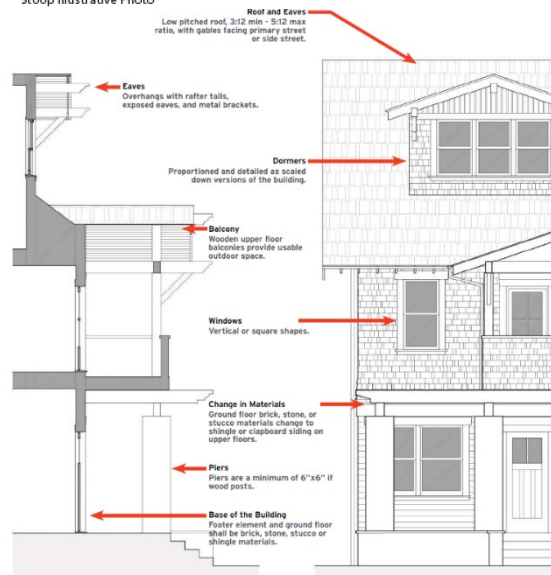
Yards should be planted with grass, shrubs, or other ground cover. Walks shall be paved.

E. Furnishing Zone

None permitted.

F. Additional Standards

1. Awnings or canopies may cover **stoops**.
2. Where block development standards permit dooryard frontages and stoop frontages, frontage elements of these frontage types may be combined.



To these Standards we will add one more set of permutations, which might be thought of as accessories. For example, such things as encroachments (bay windows, balconies, canopies, stoops, awnings and the like) will be described, and additional guidelines presented for their possible inclusion in the proposed projects. Other elements, such as fences, hedges, and other enclosing elements as well consideration of such things as paseos, rooftop element and other accessories will also be included.

Upon assembly of the draft document, we will submit the document for review by Staff and at their discretion by the Planning Commission and the City Council

Task 2.2: Prepare Public Review Draft: After receiving comments from staff, PC and Council (if applicable) on the Administrative Draft we will make corrections as requested to create a Public Hearing Draft for review.

Task 2.3: Prepare Public Hearing Draft: After receiving comments from staff and from the PC and Council (if applicable) on the Public Hearing Draft we will make corrections as requested to create a Final Design Booklet for. Final documents will be provided to the City in InDesign and part of the Adobe Suite of products.

Tasks Required to be Performed by City staff.

City Staff will be required to:

- 1) Identify and schedule local developers for Focus Group; Provide meeting space.
- 2) Identify and schedule local architects for Focus Group; Provide meeting space.
- 3) Identify and schedule appropriate Zoning and Review Staff for Focus Group
- 4) Coordinate with TG+P times for meetings with Planning Commission and/or City Council
- 5) Review submissions from TG+P in a timely manner.

Task 3 CEQA Documentation

Sapphos proposes to prepare an Addendum to the EIR. Preparation of an Addendum to the EIR assumes that the Objective Design Standards would not result in new or substantially more severe impacts that could not be reduced by mitigation, beyond those that were evaluated in the EIR for the City General Plan 2040.

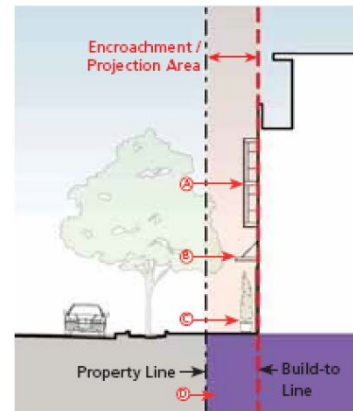
Background



Encroaching Habitable Space (4.5.9)



Projecting Canopies (4.5.9)



Program H-8. Land Use Element and Development Regulations

The City completed a comprehensive update to the General Plan in 2019. The Land Use Element of the General Plan, as discussed previously in Section 9.3, provides for a variety of housing types in Diamond Bar, with densities ranging up to 30 dwelling units per acre. In addition, the new General Plan established several “focus areas” where additional development and redevelopment are encouraged, including multi-family residential and mixed-use. As described in Appendix B, General Plan land use designations provide adequate capacity to accommodate the City’s RHNA allocation at all income levels for the 2021-2029 period. The City is currently processing amendments to the Development Code to align development regulations with new General Plan land use designations. Zoning amendments for sites listed in Appendix B will accommodate 100 percent of the shortfall of sites necessary to accommodate the remaining housing need, including a minimum of 107.7 acres allowing densities of at least 30 units/acre with appropriate development standards to encourage maximum allowable densities. Zoning will comply with the following requirements pursuant to Government Code Sec. 65583.2(h).

- Permit owner-occupied and rental multifamily uses by right for developments in which 20 percent or more of the units are affordable to lower income households. By right means local government review must not require a conditional use permit, planned unit development permit, or other discretionary review or approval.
- Permit the development of at least 16 units per site.
- Require a minimum density of 20 units per acre; and
- Ensure a) at least 50 percent of the shortfall of low- and very low income regional housing need can be accommodated on sites designated for exclusively residential uses, or b) if accommodating more than 50 percent of the low- and very low-income regional housing need on sites designated for mixed-uses, all sites designated for mixed-uses must allow 100 percent residential use and require residential use to occupy at least 50 percent of the floor area in a mixed-use project.

As part of the Development Code update, residential and mixed-use parking requirements will be revised in conformance with General Plan policies described previously in Section 9.4 Constraints. The Development Code update will also include revisions to streamline the review process, including SB 35 review procedures and objective standards to minimize constraints on housing supply and affordability, and all regulations and fees will continue to be posted on the City website and updated continuously in compliance with transparency requirements. The City shall continue to comply with the “no net loss” provisions of Government Code §65863 through ongoing project-by-project evaluation to ensure that adequate sites are available to accommodate the City’s RHNA share throughout the planning period. The City shall not reduce the allowable density of any site in its residential land inventory, nor approve a development project at a lower density than assumed in the Housing Element sites inventory, unless both of the following findings are made:

- a) The reduction is consistent with the adopted General Plan, including the Housing Element; and

- b) The remaining sites identified in the Housing Element are adequate to accommodate the City's remaining share of regional housing need pursuant to Government Code §65584.

If a reduction in residential density for any parcel would result in the remaining sites in the Housing Element land inventory not being adequate to accommodate the City's share of the regional housing need pursuant to §65584, the City may reduce the density on that parcel if findings are made identifying sufficient additional, adequate and available sites with an equal or greater residential density so that there is no net loss of residential unit capacity. As part of the new specific plans for the Town Center, Neighborhood Mixed Use and Transit-Oriented Mixed Use focus areas the City will evaluate the feasibility of establishing affordability requirements in exchange for development incentives.

Development on any site listed in Appendix B that proposes to demolish existing housing units shall be subject to a policy requiring the replacement of affordable units as a condition of any development on the site pursuant to Government Code §65583.2(g)(3). Replacement requirements shall be consistent with those set forth in §65915(c)(3). State law (Gov. Code, § 65589.7) requires water and sewer service providers to establish specific procedures to grant priority water and sewer service to developments with units affordable to lower-income households. The City will immediately deliver the adopted housing element to water and sewer service providers with a cover memo describing the City's housing element, including the City's housing needs and regional housing need.

- Eight-year objectives: Maintain adequate sites for housing development at all income levels in conformance with the RHNA and ensure compliance with No Net Loss requirements. Process Development Code amendments to provide adequate sites to accommodate the RHNA. Update all regulations and fees on the City website annually throughout the planning period. Notify water and sewer providers immediately upon adoption of the Housing Element.
- Responsible agency: Community Development Department
- Timeline: Development Code amendments by October 2024

Sapphos understands that the General Plan 2040 and Climate Action Plan was accompanied by the preparation and certification of an Environmental Impact Report (EIR; SCH #2018051066) in accordance with CEQA. The certified EIR is a program level analysis of the potential environmental impacts associated with the General Plan 2040 and Climate Action Plan, as amended by an addendum to EIR to include the Housing Element and Housing Action Plan Program H-8. Sapphos will prepare the necessary environmental analysis and documentation while streamlining the CEQA process by preparing an Addendum to the existing EIR.

To prepare an Addendum, Sapphos will evaluate the 13 issue areas that were analyzed for their potential for significant effects in the EIR for the City General Plan 2040. As stated in Section 15164 of the State CEQA Guidelines, "The lead agency or responsible agency shall prepare an addendum to a previously certified EIR if some changes or additions are necessary but none of the conditions described in Section 15162 calling for preparation of a subsequent EIR have occurred." Section 15162 of the State CEQA Guidelines and Section 21166 of the California Public Resources Code describe the three conditions which would require the preparation of a supplemental or subsequent EIR:

1. Substantial changes are proposed in the project which will require major revisions of the environmental impact report due to new or substantially more severe environmental effects;
2. Substantial changes occur with respect to the circumstances under which the project is being undertaken which will require major revisions in the environmental impact report; or
3. New information, which was not known and could not have been known at the time the environmental impact report was certified as complete, becomes available.

Since adoption of the City General Plan 2040 in 2019, there have not been substantial changes with respect to the circumstances nor new information presented.

Work Effort

Sapphos will provide a draft proposed Project Description for discussion at this meeting using available data and assumptions. Additionally, Sapphos will provide an Annotated Outline of the Addendum to the EIR for discussion of the environmental document.

Following the project initiation meeting, Sapphos will send the City and TG+P a Memorandum for the Record (MFR) documenting the results of the project initiation meeting. The revisions to the draft Project Description will be included in the submittal of the First Screen Check Addendum to the EIR.

Addendum to the EIR

Sapphos Environmental, Inc. will prepare an Addendum EIR pursuant to Section 15164 of the State CEQA Guidelines. The Addendum EIR will include the following sections:

- Cover Page
- Table of Contents
- 1.0 Introduction
- 2.0 Project Description
- 3.0 Environmental Analysis
- 4.0 References
- 5.0 Preparation
- Appendix: Mitigation Monitoring and Reporting Plan

Sapphos will coordinate with the City and TG+P to assess the potential for the Objective Design Standards to result in significant impacts beyond the impacts identified and mitigated for in the certified EIR, and develop new mitigation measures, if required. Sapphos will conduct the necessary research, field surveys, and analyses as required to prepare the Addendum. Sapphos will coordinate with the City and Torti Gallas regarding any existing studies, data, and/or additional investigations by the City, or other contractors hired by City, to ensure that Sapphos has the most recent information on

environmental conditions for the proposed project. The City and Torti Gallas will provide Sapphos with available existing studies pertinent to the preparation of the Addendum.

The impact analysis (Section 3.0, *Environmental Analysis*) would address each of the 13 environmental issue areas that were evaluated in the certified EIR:

1. Aesthetics
2. Air Quality
3. Biological Resources
4. Cultural, Historic, and Tribal Cultural Resources
5. Energy, Climate Change, and Greenhouse Gases
6. Geology, Soils, and Seismicity
7. Hazards, Hazardous Materials, and Wildfire
8. Hydrology and Water Quality
9. Land Use and Housing
10. Noise
11. Public Facilities and Recreation
12. Transportation
13. Utilities and Service Systems

Consistent with the most recent 2024 State CEQA Guidelines, the Cultural Resources, Tribal Cultural Resources, Energy, Greenhouse Gas Emissions, Hazards and Hazardous Materials, and Wildfire sections will be evaluated as separate environmental issue areas, resulting in the analysis of 16 total issue areas. Additionally, Sapphos will conduct the analysis using the updated questions for all environmental issue areas per Appendix G of the 2022 State CEQA Guidelines.

For each of the environmental issue areas, the analysis will include an explanation of how the conclusion was reached, including the methodology, most recent regulatory requirements, and new or updated mitigation measures from the certified EIR to help reduce adverse impacts to below the level of significance.

Sapphos will submit a Screen Check Addendum EIR to the City for review and comment. Sapphos will respond to one (1) consolidated set of comments from the City and after incorporating revisions, Sapphos will submit the Addendum EIR to the City and Torti Gallas.

Notices

Sapphos will submit a draft Notice of Determination (NOD) to the City for review concurrent with the Screen Check Addendum EIR. Sapphos will revise the NOD in response to one (1) compiled set of comments from the City. Following approval of the project, Sapphos will submit the final NOD to the City to be signed and filed with the County Clerk.

Work Products

- One (1) electronic copy in PDF of the project initiation meeting agenda
- One (1) electronic copy in PDF of a draft Project Description and Annotated Outline of the Addendum to the EIR
- One (1) electronic copy in PDF of the Project Initiation Meeting MFR to meeting attendees
 - One (1) electronic copy in Microsoft Word and one (1) electronic copy in Portable Document Format (PDF) of the Screen Check Addendum to the EIR
 - One (1) electronic copy in PDF of the Addendum to the EIR
 - One electronic copy in PDF of the draft NOD
 - One (1) electronic copy in PDF of the NOD
 - Up to three (3) monthly status reports, with monthly invoices

Notes to this scope and attached fee:

- Assumption #1: The City will be responsible for writing and submitting the Senate Bill 18 tribal notification letters and forwarding the responses to Sapphos for inclusion in the Addendum to the EIR (Assembly Bill 52 does not apply to addenda to EIRs).
- Assumption #2: There will be no new or substantially more adverse impacts identified beyond those identified in the 2019 certified General Plan 2040 EIR, as amended by the addendum to EIR for the Housing Element. If new mitigation is required, a contract amendment will be required to cover the additional work efforts.

Task 4 Zoning Code Amendments

Task 4.1 Zoning Code Amendments:

TG+P will prepare zoning code amendments in applicable City Planning Commission resolution and City Council ordinance formats for public hearings. Importantly, these amendments will seamlessly connect the Zoning Code with the ODS. Drafts of said documents will be submitted to City Staff for review. Based on track-changes version of these documents from Staff, TG+ P will make any directed revisions and submit final versions to City Staff.

Task 4.2: Meetings and Hearings with Planning Commission and/or City Council

Recognizing that the City Council has ultimate approval authority, our schedule includes a series of meetings beginning early in the process to keep the Planning Commission and the City Council engaged to ensure a satisfactory end product. In advance of each meeting, TG+P will prepare presentation materials (e.g., PowerPoint presentations), as requested, and if deemed necessary, by City Staff, for public hearings. TG+P's principal will attend all public hearings, make presentations if and as deemed necessary by City Staff, and be available to respond to questions by Planning Commission and City Council.

In addition to Task 2.1.B, above, we have provided for up four more meetings or hearing with the Planning Commission and City Council.

Task 4.2.A: Meet with City Council and Planning Commission to discuss overall Standards and/or Styles:
After we've developed a draft of the Architectural Standards and illustrated the application of those styles, we propose a meeting with Council or Planning Commission to present the work to date and receive feedback.

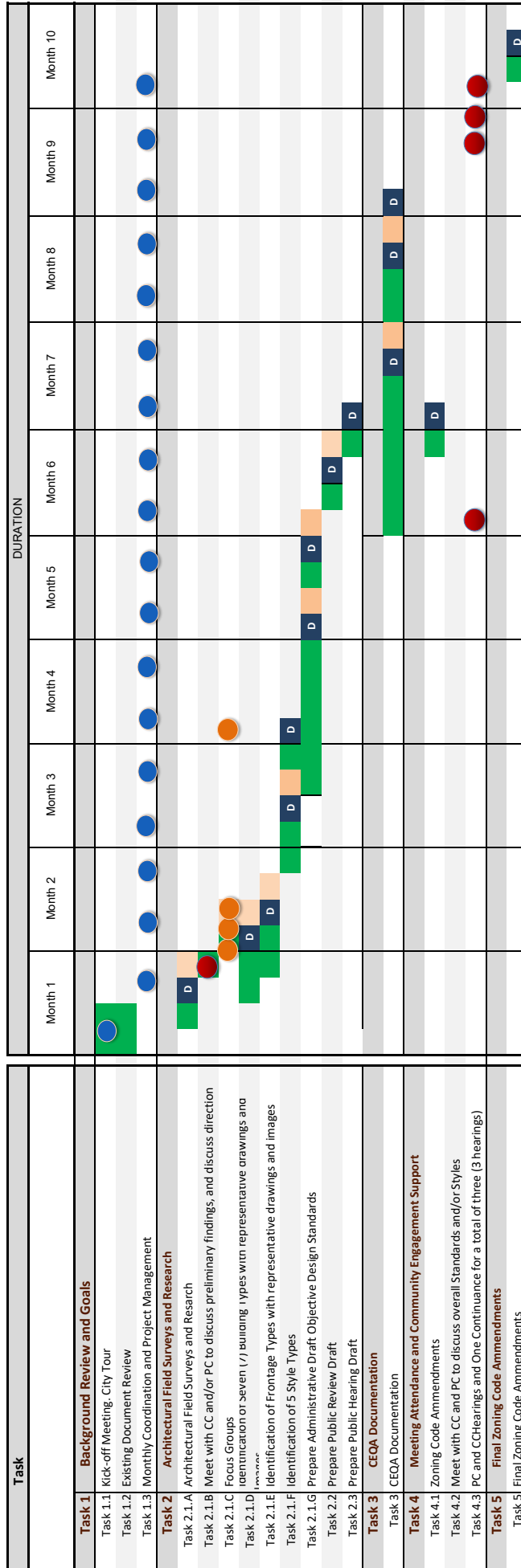
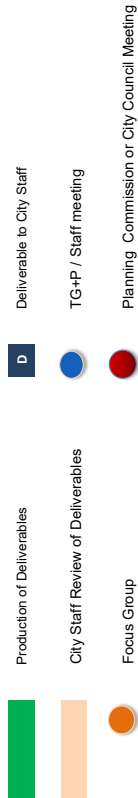
Task 4.2.B: Planning Commission and City Council Hearings and One Continuance for a total of three (3 hearings)

The last step, to obtain Planning Commission and ultimately City Council approval of the final Objective Design Standards, will be a natural finale to the xxx-month process. As with other City Council meetings we will guide the Planning Commission and City Council through the document which will include a PowerPoint presentation highlighting how their concerns, questions and suggestions have been incorporated. Then we will respond to questions posed by Commission and/or Council members.

Task 5: Final Zoning Code Amendments

We understand that following the final City Council direction and decision, revision to the zoning code amendments may be required to respond to that direction. We will prepare a final version of the ordinance amendment for second reading to reflect final City Council action.

Schedule: Diamond Bar Citywide Objective Design Standards



Cost Summary: City-wide Objective Design Standards for Diamond Bar, CA

Task		Summary of Costs		
		Torti Gallas + Partners	Sapphos Environmental	TOTALS
Task 1	General Svcs, Kick-off, Internal Integration, Plans Integration, and Project Mgt.	\$17,250	\$750	\$18,000
Task 1.1	Kickoff Meeting, Site Visit	\$5,350	\$750	\$6,100
Task 1.2	Existing Document Review	\$4,400		\$4,400
Task 1.3	Monthly Coordination and Project Management	\$7,500		\$7,500
Task 2	Contextual Analysis, Research and Data Collection	\$118,000	\$0	\$118,000
Task 2.1.A	Architectural Field Surveys and Research	\$6,500		\$6,500
Task 2.1.B	Meet with City Council and/or Planning Commission to discuss preliminary findings, and discuss direction	\$4,000		\$4,000
Task 2.1.C	Focus Groups	\$4,000		\$4,000
Task 2.1.D	Identification of seven (7) building types	\$19,000		\$19,000
Task 2.1.E	Identification of frontage types with representative drawings and images	\$12,000		\$7,500
Task 2.1.F	Identification of five (5) styles	\$28,000		\$28,000
Task 2.1.G	Prepare Administrative Draft Objective Design Standards	\$27,000		\$27,000
Task 2.2	Prepare Public Review Draft	\$11,000		\$11,000
Task 2.3	Prepare Public Hearing Draft	\$6,500		\$6,500
Task 3	CEQA Documentation	\$2,500	\$32,615	\$35,115
Task 3	CEQA Documentation	\$2,500	\$32,615	\$35,115
Task 4	Meeting Attendance and Community Engagement Support	\$8,500	\$0	\$8,500
Task 4.1	Zoning Code Amendments	\$1,500		\$1,500
Task 4.2	Meet with City Council and Planning Commission to discuss overall Standards and/or Styles	\$2,000		\$2,000
Task 4.3	Planning Commission and City Council Hearings and One Continuance for a total of three (3 hearings)	\$5,000		\$5,000
Task 5	Final Zoning Code Amendments	\$2,750	\$0	\$2,750
Task 5	Final Zoning Code Amendments	\$2,750		\$2,750
	SUB-TOTAL	\$149,000	\$33,365	\$182,365

	Direct Expenses	\$1,000	\$1,433	\$2,433
	TOTAL	\$150,000	\$34,798	\$184,798

Agenda #: 7.1
Meeting Date: June 4, 2024



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **ADOPTION OF THE FISCAL YEAR 2024/25 CITY OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM, INCLUDING ESTABLISHMENT OF THE APPROPRIATIONS LIMIT, EMPLOYEE COMPENSATION PLAN AND INVESTMENT POLICY.**
STRATEGIC GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

- A. Adopt Resolution No. 2024-18 approving the FY 2024/25 City Operating Budget and Capital Improvement Program;
- B. Adopt Resolution No. 2024-19 establishing the appropriations limit for FY 2024/25 in the amount of \$61,282,567;
- C. Adopt Resolution No. 2024-20 establishing the compensation plan, salary ranges and fringe benefits for all employee classifications; and
- D. Adopt Resolution No. 2024-21 approving the FY 2024/25 Investment Policy.

FINANCIAL IMPACT:

<u>FY 2024/25 Proposed Citywide Budget</u>		
<u>Fund Type</u>	<u>Operating</u>	<u>Capital Improvement Program</u>
General Fund	\$ 32,869,618	\$ -
Special Funds	1,090,000	-
Special Revenue Funds	7,593,136	5,714,189
Capital Improvement Fund	-	8,236,000
Debt Service Fund	721,900	-
Internal Service Funds	2,159,050	-
	\$ 44,433,704	\$ 13,950,189

BACKGROUND/ANALYSIS:

A. FY 2024/25 Operating Budget and Capital Improvement Plan

Each year, the City prepares an annual Operating Budget and Capital Improvement Program for City Council consideration that implements the Council's priorities and Strategic Plan Goals, and provides the financial resources to deliver services to the community. The preparation of the annual budget is a significant and important undertaking that takes place over the course of more than five months.

Below is the schedule for the public meetings related to the FY 2024/25 City Budget:

- Council Study Session on Draft FY 2024/25 CIP and Draft Five-Year CIP Review – Held on 5/7/2024
- Council Study Session on Draft FY 2024/25 Operating Budget – Held 5/21/2024
- **Adoption of the Proposed FY 2024/25 City Budget & CIP – Scheduled for 6/4/2024**

On May 7th and May 21st, the City Council held two Study Sessions to review the recommended Draft Capital Improvement Program (CIP) and Operating Budgets. Following City Council direction at the May 21st meeting, staff has eliminated the proposed CIP budget of \$300,000 for the design of improvements at Ronald Reagan Park. No other changes were made to the presented Draft FY 2024/25 CIP and Operating Budgets (see below for details on the CIP).

The proposed FY 2024/25 Budget offers a positive outlook and continues to provide for many City programs and services, advance deferred maintenance and Capital Improvement Projects, and focuses on key initiatives consistent with the City's Long-Term Financial Stability Report (Attachments 1-2). Notwithstanding modest increases to key revenue sources, management remains cautious and conservative in budgeting due to ongoing pressure from rising costs driven by a competitive labor market, increased prices for materials and service delivery, higher fuel prices, and other economic pressures that may precipitate a mild recession. Importantly, the proposed budget implements the various objectives and priorities of the City Council guided by the three overarching goals found in the adopted FY 2024-2027 Strategic Plan which include:

- Responsible Stewardship of Public Resources
- Open, Engaged and Responsive Government
- Save, Sustainable and Healthy Community

FY 2024/25 Proposed General Fund Budget Overview

The Proposed Operating Budget for the General Fund comprises estimated resources (\$32.7 million) and expenditures (\$32.9 million) inclusive of various one-time costs which would necessitate the budgeted use of General Fund unassigned reserves in the amount of \$144,568. This proposed use of unassigned reserves is appropriate for one-time costs and is made possible due to savings realized in the General Fund over past fiscal years. Consistent with the City's financial policy to maintain a balanced budget, the General Fund operational budget reflects a surplus of \$357,432 prior to the addition of one-time items:

FY 2024/25 Proposed General Fund Summary		
Revenues		32,725,050
Expenses (<i>ongoing, excl. one-time items</i>)		(32,367,618)
Operational Surplus <i>Before One-time Items</i>		\$ 357,432
<u>Less Adjustment for One-time Items</u>		
Civic Center Sustainability Study (grant funded)	\$ 150,000	
Diamond Bar Blvd at Mapache Drive Slope Design & Related Geotechnical Services	117,000	
Transfer-Out to CIP Fund for Design for Sycamore Cyn Pk Bridge Rpmt	150,000	
Diamond Bar Center Furniture, Tables and Equip.	30,000	
Vehicle, Computer Equip., and Workstation for New Public Works Inspector	55,000	
Total One-Time Items	\$ 502,000	(502,000)
Use of Fund Balance <i>for One-time Items</i>		<u>\$ (144,568)</u>

Revenue Highlights – General Fund: \$32,725,050

Proposed General Fund revenues for FY 2024/25 have increased \$2.1 million, or 6.9%, when compared to the prior FY 2023/24 Adopted Budget. The following are noteworthy General Fund revenue items incorporated into the proposed FY 2024/25 Operating Budget. The table below displays the Adopted FY 2023/24 Adopted Budget, the proposed budget for next FY 2024/25, and the percent of change for next fiscal year.

Property Taxes	Adopted FY 23/24	Proposed FY 24/25
The estimated change in the City's net taxable value of real property (secured & unsecured property) in the City is expected to increase by 3.67% for FY 2024/25 which will result in year-over-year increase in all Property Tax revenues of 4.09%. The City uses HdL as a consultant to help monitor, audit and project this major revenue source.	\$6,438,183	\$6,701,322 4.09%

Property Tax in Lieu of VLF (Vehicle License Fees)	Adopted FY 23/24	Proposed FY 24/25
This revenue source grows at the same general pace as the City's net assessed valuation. The City's consultant, HdL, also assists with the projection of this significant revenue item.	\$7,510,497	\$7,812,508 4.02%

Sales Taxes	Adopted FY 23/24	Proposed FY 24/25
Sales Tax revenue remains stable with a projected increase of \$436,000 compared to the FY 23/24 Adopted Budget. Year-over-year revenue increases are mainly due to fuel and services stations, business & industry, and online sales.	\$6,161,000	\$6,597,000 7.08%

Transient Occupancy Taxes	Adopted FY 23/24	Proposed FY 24/25
Transient Occupancy Tax is projected to increase by 5% based on current trends.	\$1,380,000	\$1,449,000 5.00%

Use of Money & Property - Investments	Adopted FY 23/24	Proposed FY 24/25
Investment Income is anticipated to increase as the City's portfolio continues to benefit from the current interest rate environment.	\$800,000	\$1,320,000 65.00%

Current Service Charges	Adopted FY 23/24	Proposed FY 24/25
--------------------------------	-----------------------------	------------------------------

Building Permit Activity – Revenue from Building, Planning and Engineering activity is estimated to be higher than projected in the current year.	\$1,873,920	\$1,929,057 2.94%
Rental Revenue – Revenue from rentals at the Diamond Bar Center is anticipated to increase by \$50,000. Field and Park Facility Rentals are anticipated to increase \$37,500. Cell tower lease revenue is projected to increase \$29,800 due to one additional site under lease and adjustments for CPI to current leases.	\$939,000	\$1,056,300 12.49%
Recreation Programs – Program revenue is projected to have a net decrease of \$10,602 mainly due to a decrease in revenues for Youth Programs (loss of swimming venue for recreation classes) offset by increases in Senior Programs.	\$714,095	\$703,493 -1.48%

Gas Tax – Transfer In	Adopted FY 23/24	Proposed FY 24/25
The Transfer-In from the Gas Tax fund supports the City's street maintenance budget. This amount varies from year to year based on the level of budgeting set by the Public Works Dept. for the anticipated maintenance activities for a particular year. The Transfer-In will reimburse 98% of eligible costs included in the General Fund budget for this service.	\$1,204,000	\$1,475,000 22.51%

Expenditure Highlights - General Fund: \$32,869,618

Proposed General Fund expenditures for FY 2024/25 have increased \$0.9 million, or 2.9%, when compared to the prior FY 2023/24 Adopted Budget. The following highlighted items have been incorporated into the expenditure estimates:

- **Public Safety**
 - **Law Enforcement** – FY 2024/25 Los Angeles County Sheriff's Department expenditures are expected to be approximately \$8.4 million, representing the single largest line item and approximately 25% of proposed General Fund expenditures. LASD expenditures reflect a net

increase of \$309,648 year over year, inclusive of a contract rate increase of 3.44% plus a Liability Trust Fund (LTF) surcharge of 12.5% on each contracted position. The General Fund includes a transfer-in from the Law Enforcement Reserve Fund in the amount of \$50,000 for as-needed special assignments and suppression patrols which have proven to be a cost-effective approach to reducing crime and responding to specific public safety issues throughout the year. Lastly, the professional services budget for Public Safety also includes the second year of the Flock Agreement (\$165,000) for the Automated License Plate Reader system.

- **Crossing Guard Services** – The City provides Crossing Guard Services at seven (7) elementary schools and two (2) middle schools with a total of 16 guards. The total budget for crossing guard services in FY 2024/25 is \$280,000. This amount is the same as the current fiscal year, since the agreement will be in its third year and provides no rate adjustment for the first three years.
- **Animal Control** – The City has contracted with the Inland Valley Humane Society (IVHS) for animal control and licensing services since incorporation. The City's IVHS agreement was last amended in 2021 and is based on a gross contract model where the City pays for all contract services minus any licensing revenue collected by IVHS. The base contract amount is adjusted every two years by the IVHS pooled adjustment factor which is indicative of the percentage of IVHS services used by the City (currently 6.25%) compared to the other twelve contract agencies. The FY 2024/25 gross cost for services is \$563,305, which reflects a \$19,049 increase compared to the prior year due to a 3.5% CPI adjustment. Taking into account estimated revenues from licensing and fees for services, the proposed net cost as reflected in the FY 2024/25 proposed budget is \$440,000 which is an increase of \$7,500 compared to the prior year. Canvassing is anticipated to take place citywide during FY 2024/25 which may generate additional licensing revenue thereby reducing net costs for this service.

- **Human Resources**

“Human Capital Investment Program” – Each year, the City Council adopts the Compensation and Benefits Plan for the upcoming fiscal year which includes cost of living adjustments, and employee positions with associated salary ranges and benefits. To remain an “Employer of Choice” in the region the City must continue to reinvest in its personnel (i.e. human capital) in a manner similar to its capital projects and infrastructure. To identify and prioritize investment in organizational staffing and organizational structure, and to maintain, enhance and expand City programs, the City has developed a focused effort, led by members of the City Manager’s executive team, referred to as the Human Capital Investment Program (HCIP).

Cost-of-Living Adjustment – The City’s Personnel Rules and Regulations specify that the City Manager may request that the City Council authorize a Cost-

of-Living Adjustment (COLA) for employees based on the March-to-March rates of the federal Consumer Price Index (CPI) for Wage Earners and Clerical Workers in Los Angeles/Orange Counties. This year's CPI calculation in March 2024 was 3.90%. In order to avoid real wage losses and remain an "Employer of Choice" in the surrounding Los Angeles, Orange, Riverside and San Bernardino counties, it is recommended that the salary schedules for all benefitted classifications of employment including all executive positions, such as Department Directors, Assistant City Manager and City Manager, be increased by 3.9% effective with the pay period beginning June 29, 2024. A \$100 per month increase to the Benefit Allotment is also recommended for all benefitted classifications of employment including the executive positions and members of the City Council to help keep up with corresponding health premium rate increases. The annual cost of the COLA and Benefit Allotment increase is approximately \$421,000.

Salary Range Adjustments – The City Council Strategic Plan prioritizes the development of a high-performing organization with a positive, value-based culture that attracts and retains talent. The Employer of Choice and Human Capital Investment Programs were developed to meet these City Council goals, leading to extensive organizational analysis of long-term departmental structural needs, employee development opportunities, and necessary succession planning efforts, all in an effort to provide the most positive and effective local government customer service experience possible.

Pursuant to recent organizational analysis, salary range adjustments for the Parks and Recreation Director and Administrative Intern classifications are recommended for FY 2024/25. The salary grade adjustment for the Parks and Recreation Director reflects equity amongst most of the other Department Heads and is indicative of the actual work assigned, such as major Capital Improvement Projects, a heavily used event center (Diamond Bar Center) and city-wide special events including the City Birthday Party, Concerts and Movies in the Park, and Snowfest. The City currently budgets for three part-time non-benefitted Administrative Interns which are currently assigned to the Finance, Public Works and Community Development Departments. The City has a long history of employing paid technical interns and has found them to be of great value to the organization. Over time the intern adds organizational efficiencies, frees full-time staff to perform more complex duties, and becomes integral to departmental operations and service delivery. In turn, the City provides valuable professional experience for the interns. Due to a competitive job market and the valuable role interns have come to play in city operations, it is recommended that the Administrative Intern hourly rate be adjusted. The fully burdened cost (salary plus benefits) to implement these two salary range adjustments is \$21,083 and is funded by the General Fund.

Job Classification	Current Salary Range	Proposed Salary Range
Parks and Recreation Director	\$138,988.02 - \$186,257.24	\$153,512.72 – \$205,721.72
Administrative Intern	\$16.50 - \$18.00	\$19.75 - \$21.25

Department Reorganizations – In addition to these two salary adjustments, two new full-time benefitted positions are recommended:

- (New) Recreation Coordinator – This position will be dedicated to customer service and event rentals at the Diamond Bar Center.
- (New) Public Works Inspector – This position will address current and anticipated inspection activity associated with various construction and roadway improvement projects throughout the City.

Department/Division	Classification	Salary Range	FLSA Status
Parks and Recreation	Recreation Coordinator	17NE	Non-exempt
Public Works	Public Works Inspector	17NE	Non-exempt

The City budgets for new positions conservatively at the top step of the salary range; therefore, the approximate cost, including benefits, to fill both positions for nine months of the year in FY 2024/25 is budgeted at \$154,174. These positions will add to overall organizational productivity and add capacity to address high standards of service expectations, assistance with administering key capital projects, and maintain compliance with state mandates.

- **Parks & Recreation**

The proposed Parks & Recreation department budget was developed based on continued community interest in valuable programs, services, and events. Several programs and events offered this year to support an active and healthy community include summer youth day camp, senior dances, field allocations with sports organizations, contract classes, picnic reservations, and Concerts/Movies-in-the-Park. This fiscal year will include the ever-popular Bridal Show at the DBC to promote the facility, which is mostly a cost neutral event. All special events including: Windmill Lighting, Winter Snow Fest, Veterans Recognition, and the Halloween Party will continue to improve and bring the community together.

Expenses for recreation programs (\$2.80 million) and operations at the Diamond Bar Center (\$1.73 million) have been increased commensurate with the anticipated activities, and with a combined budget of \$4.53 million, the Parks & Recreation Department's Proposed FY 2024/25 budget represents an increase of \$260,000 from the prior year. As would be expected, operations at the Diamond Bar Center have continued to flourish as rental revenue increases and is budgeted at \$675,000, which is an increase of \$50,000 from the prior year. The DBC revenue may fluctuate slightly in FY 2024/25 due to several capital improvement projects scheduled for the 20-year-old facility.

Special Revenue Fund Highlights

- **Integrated Waste Management Fund (250)** – The proposed budget of \$928,890 includes \$174,000 which will be used to develop a study for programs to achieve the City's 100% procurement target of Recovered Organic Waste Products

(ROWP) set forth by Senate Bill (SB) 1383: Short-Lived Climate Pollutants strategy. SB 1383 is a state mandate that aims to reduce organic waste disposal by 75% and increase edible food recovery by 20% by the year 2025. To alleviate the cost of this required action, 84% (\$146,317) will be funded by the SB 1383 Local Assistance Grant, which the City will receive in Q4 of FY 2024/25.

- **Lighting & Landscape Assessment Districts (LLADs)** – Much work has been done over the recent years to help address the operating deficits and reduce the General Fund subsidies to the LLADs, particularly Districts 39-2022 and 41-2021. Total General Fund contributions to all three districts for FY 2024/25 is budgeted at \$364,469, an increase of \$92,469 from the prior year due mainly to an increase in the contribution to LLAD No. 38 related to the scheduled 5-year tree trimming cycle for citywide road medians. Budgeted resources and expenditures for all three districts for FY 2024/25 are as follows:

Landscape & Lighting Assessment Districts			
Proposed FY 2024/25 Budget	LLAD No. 38	LLAD No. 39-2022	LLAD No. 41-2021
Resources			
Assessment Revenue	\$ 276,780	\$ 665,215	\$ 311,346
General Fund Contributions	308,477	44,037	11,955
Use of District Fund Balance	-	-	-
Total Resources	\$ 585,257	\$ 709,252	\$ 323,301
Total Expenditures	\$ 585,257	\$ 709,252	\$ 323,301
Changes to Dist. Fund Balance	\$ -	\$ -	\$ -

- **AB 2766 Air Quality Management District Fund (251)** – The proposed budget of \$154,000 is recommended to accommodate citizen requests for neighborhood traffic management improvements (\$84,000), and to partially fund the purchase of a zero-emissions replacement vehicle (expensed in Vehicle Maint./Repl. Fund 502).

Debt Service Fund Highlights

- **Debt Service Fund (401)** – In May 2021, the City refunded the outstanding Lease Revenue Bonds associated with the original acquisition and construction of the Diamond Bar Center. This achieved a gross savings of \$1.736 million and present value savings of \$1.63 million (or 20.85%) for the General Fund, which translates to approximately \$144,700 in average annual debt service savings for the remainder of the term through June 1, 2033 at an effective interest rate of 1.15%. The 2021 Bonds were rated by S&P as AA+ (top rating for this type of bond) which is a testament to the Council's conservative and prudent fiscal policies. The total debt service (principal and interest) will be \$718,400 for the upcoming year and is funded by a transfer to the Debt Service Fund from the General Fund.

Internal Service Funds Highlights

- **Self-Insurance Fund (501)** – CJPIA covers the City’s property, pollution liability, crime, workers’ compensation and general liability needs. The combined premiums are anticipated to be approximately \$534,550 which reflects a year-over-year decrease of \$74,830, or 12 percent. This reduction is mainly due to a decrease in the Liability Insurance premium (\$90,000) offset by a minor increase in the Property Insurance premium (\$14,000). Workers’ Compensation costs are reflected in the line-item budgets for all city funds for which there are personnel costs. The total Workers Compensation premium for the upcoming year is anticipated to be \$136,637, a decrease of \$24,133 year-over-year, or 15 percent.
- **Vehicle Maintenance & Replacement Fund (502)** – The proposed budget of \$289,500 is recommended for necessary operations and maintenance of the citywide fleet, as well as the purchase of three vehicles, one of which is a new addition to the fleet (for the Public Works Inspector), and two of which are replacements for vehicles purchased 10 and 13 years ago. It is anticipated that one of the three vehicles purchased will be a zero-emissions truck for which funding in the amount of \$70,000 is supplied by the AQMD Fund (251), as noted above. In addition, a fourth vehicle will be purchased out of the Law Enforcement Reserve Fund (102) and ownership will be transferred to the Los Angeles County Sheriff’s Department. This vehicle will replace the vehicle used by the City’s Volunteer on Patrol (VOP).
- **Computer Equipment Maint. & Replacement Fund (503)** – The proposed budget of \$1,170,000 is recommended for necessary information systems, hardware upgrades, and replacements, such as:
 - Creston/Audio-Visual project at Diamond Bar Center (Construction).
 - Server Replacements (5 quantity).
 - Printer Replacements (25 quantity).
 - PC, Monitor, Related Accessories Replacements (118 quantity).
 - Replacement of Network Switch (1 quantity).
 - Replacement of the City’s Agenda Management and Live Meeting Streaming Software.
- **Building Facility & Replacement Fund (504)** – The proposed budget of \$165,000 is recommended for necessary facility maintenance projects not categorized as capital improvement projects, such as:
 - Diamond Bar Center Office Space Reconfiguration.
 - Engineered Wood Fiber Replacement at Diamond Cyn. Park and Sycamore Cyn. Park Playgrounds, and Pantera Dog Park.
 - Replacement of Sewer Line Lining at Ronal Regan Park.

Fiduciary Fund

- **OPEB Trust Fund (601)** – The proposed budget for this fund consists only of

revenue via a transfer-in from the General Fund in the amount of \$88,000 and investment earnings in the amount of \$26,600 designated to fund the City's Other Post-Employment Benefits (OPEB) Trust, an investment vehicle managed by CalPERS for the purpose of reducing the City's long-term OPEB liabilities (e.g. retiree medical costs). This amount is unchanged from the prior fiscal year. There are no expenses budgeted in this fund.

Capital Improvement Program

- As previously mentioned, the Draft FY 2024/25 Capital Improvement Program (CIP) was revised at the May 21, 2024 Study Session and now reflects the elimination of the \$300,000 budget proposed for the design of a pickleball court at Ronald Reagan Park. Therefore, the Proposed FY 2024/25 CIP now includes seven (7) new projects totaling \$13.95 million. Some proposed projects have already received funding for the design phase in the current FY 2023/24 and are now proposed to move to the construction phase. The Draft FY 2024/25 CIP encompasses four (of five) project categories and represents an expenditure increase of 16.0% when compared to the Adopted CIP for FY 2023/24. The Diamond Bar Blvd. Complete Street Project is the most significant new project proposed at an estimated \$9.3 million (primarily grant funded) and will serve as an early implementation public project that will act as a catalyst for the transformation of the Town Center area into a pedestrian-oriented mixed-use "downtown".

The CIP budget includes funding in the amount of \$150,000 from the General Fund for the design of prioritized improvements proposed for Sycamore Canyon Park. The remaining balance needed to fund the program is supplied by other sources such as the City's Measure M, Measure R, Measure W, SB-1, Prop. A, Prop. C, CDBG and Waste Hauler funds.

Proposed CIPs for FY 2024/25 - Total Budget Request: \$13,950,189

Project No.	Street Improvements: \$13,356,189
SI25105	Arterials -Lemon Ave (SR60 to Northerly City Limit); Brea Cyn Cutoff (SR57 to Westerly City Limit) (Const.)
SI25101	Residential and Collector Street Rehab - Area 4 (Const.)
SI25104	CDBG Area 5 ADA Curb Ramp Project (Const.)
SI25106	Diamond Bar Blvd Complete Street Project (Const.)
Project No.	Traffic Management/Safety Projects: \$64,000
TM25201	Battery Back-Up and CCTV Replacement Program (Construction)
Project No.	Transportation Infrastructure Improvements: \$0
N/A	None.
Project No.	Miscellaneous Public Works Improvements: \$380,000
PW25403	Installation of Full Capture Devices on Stormwater Catch Basin for Trash

Amendment Compliance - Phase 1

Project No.
FP25508

Facilities, Parks and Rec Improvements: \$150,000
Sycamore Canyon Park Lower Bridge Replacement Options (Design)

B. FY 2024/25 Gann Appropriations Limit

Voters approved Proposition 4 in November of 1979, an initiative that added Article XIII B to the California Constitution. This constitutional amendment, also known as the *Gann initiative*, provided a baseline appropriations limit for the City and capped expenditures for publicly funded programs. Pursuant to California statute, the City must calculate and adopt its annual appropriations limit by first applying an annual growth factor. The adopted limit then places a ceiling on the total amount of tax revenues the City may collect the following year to support City programs.

The appropriations limit can be calculated by the use of one of the following factors:

1. Based on the growth factor of City population change over the prior year and the change in the California per capita income over the prior year: **1.0317**.
2. Based on the growth factor of County population change over the prior year and the change in the California per capita income over the prior year: **1.0367**.
3. Based on the growth factor of change in the City's non-residential new construction valuation and the change in the County and City population: **1.0105 and 1.0057** respectively.

California statute allows cities to use whichever factor is most favorable to its calculated limit. Therefore, the recommended growth factor used to compute the Gann appropriations limit for FY 2024/25 is the change in the County population and change in California per capita income: **1.0367**. By using this growth factor, the City will have an appropriation limit of \$61,282,567 for FY 2024/25 (Attachment 3). The City's FY 2024/25 appropriations subject to the limit total \$23,646,640 and are found to be under the proposed appropriations limit.

C. FY 2024/25 Compensation Plan

In June 2023, the City Council adopted and amended the City of Diamond Bar Compensation Plan (Resolution No. 2023-19) effective for FY 2023/24. As discussed above in Section A, the proposed changes to the Compensation Plan for FY 2024/25 includes two (2) recommended salary grade adjustment, two (2) new full-time benefited positions, cost-of-living adjustments and an adjustment to the standard benefit allotment (Attachments 4-5).

D. FY 2024/25 Investment Policy

The Investment Policy states the goals of the City's investment activities, the types of investments in which the City is permitted to invest its funds, and the reporting requirements. It is updated as necessary and reapproved by the City Council each year with approval of the Operating Budget.

In June 2023, the City Council adopted the most recent Investment Policy (Resolution No. 2023-20) which was prepared in accordance with the provisions outlined in the California Municipal Treasurer's Association (CMTA) Investment Policy Certification Program. CMTA is solely focused on public agency treasury management in the State of California which lends itself more closely to the City's investment requirements and goals. There are no changes recommended to the current investment policy at this time (Attachments 6-7).

SUMMARY

The proposed FY 2024/25 Operating Budget and Capital Improvement Program provides a positive outlook to continues to provide for a wide range of City programs, services and projects. It prioritizes the one-time use of General Fund resources for projects that help build resiliency, financial stability, and projects that create valuable City assets. The recommended strategic investment in human capital will improve the customer and resident experience and respond to changing demands brought on by a rapidly evolving human resources environment. Therefore, it is recommended that the City Council approve the FY 2024/25 Operating and Capital Improvement Program Budget, along with the related appropriation limit, amendments to the City's Compensation and Benefits Plan, and Investment Policy by adopting the attached Resolutions.

LEGAL REVIEW

The City Attorney has reviewed the Resolutions as to form.

PREPARED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director

6/4/2024

REVIEWED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director

5/30/2024

Attachments:

1. 7.1.a Resolution No. 2024-18: Operating and CIP Budget
2. 7.1.b Exhibit A: FY 2024/25 Operating and CIP Budget
3. 7.1.c Resolution No. 2024-19: FY 2024/25 Gann Limit
4. 7.1.d Resolution No. 2024-20: FY 2024/25 Compensation Plan
5. 7.1.e EXHIBIT A: FY 2024/25 Compensation Plan
6. 7.1.f Resolution No. 2024-21 FY2024/25 Investment Policy
7. 7.1.g EXHIBIT A: FY 2024/25 Investment Policy

RESOLUTION NO. 2024-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING AND ADOPTING THE CITY OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR THE CITY OF DIAMOND BAR FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 AND APPROPRIATING FUNDS NECESSARY TO MEET THE EXPENDITURES SET FORTH THEREIN.

WHEREAS, the City Manager has submitted for the consideration of the City Council a proposed City Operating Budget and City Capital Improvement Program for FY 2024/25; and

WHEREAS, the proposed Operating Budget and City Capital Improvement Program for FY 2024/25 was reviewed and considered in two City Council public budget study sessions and in a public regular City Council meeting; and

WHEREAS, the Planning Commission of the City of Diamond Bar has publicly reviewed the proposed Capital Improvement Program for FY 2024/25 and found it to be in conformity with the City's General Plan as required by California Government Code Section 65401; and

WHEREAS, Section 4.1 of City Council Policy 2019-01, Fund Balance and Reserve Policy, establishes a Contingency Reserve Fund to adequately provide for economic uncertainties, local emergencies or disasters, and other financial hardships or downturns in the local or national economy. Based on this Policy, the City Council has committed to maintain a Contingency Reserve Fund Balance of no less than 25% of the General Fund expenditures, including operating transfers which equates to \$8,217,405; and

WHEREAS, copies of the City Operating Budget and Capital Improvement Program for FY 2024/25 are on file in the office of the City Clerk labeled "City of Diamond Bar FY 2024/25 Budget" and said Budget is made a part of this Resolution and incorporated herein by reference.

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

Section 1. The City Council has reviewed the proposed Operating Budget and Capital Improvement Program and the funds included therein for the fiscal year (FY) commencing July 1, 2024 through June 30, 2025 and hereby finds that such budgets, as revised, are sound plans for the financing during FY 2024/25 of required City operations, services and capital improvements. Such budgets are hereby adopted and appropriated as follows:

<u>FY 2024/25 Programs</u>	<u>FY 2024/25 Budget</u>
General Fund	\$32,869,618
Special Funds	1,090,000
Special Revenue Funds	7,593,136
Debt Service	721,900
Internal Service	2,159,050
Subtotal – Operating Budget	\$44,433,704
Capital Improvement Program	<u>13,950,189</u>
Total FY 2024/25 Budget	<u>\$58,383,893</u>

Section 2. The City Manager is hereby authorized to transfer funds appropriated hereby or by supplemental appropriation as follows: with respect to departments, the City Manager may transfer amounts between and within departments, but only within a fund.

Section 3. Encumbrances for all funds at the end of FY 2023/24 may be re-appropriated for continued use in FY 2024/25 as deemed necessary by the City Manager.

Section 4. Capital Improvement Project budgets and their associated funding sources which remain unspent at the end of FY 2023/24 may be reappropriated for continued use in FY 2024/25 as deemed necessary by the City Manager.

Section 5. The City Clerk shall attest and certify to the passage and adoption of this Resolution and enter it into the book of original resolutions, and it shall become effective immediately upon its approval.

PASSED, APPROVED AND ADOPTED this 4th day of June, 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 passed, approved and adopted at a regular meeting of the City Council of the City of Diamond Bar held on the 4th day of June, 2024, by the following vote:

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

Kristina Santana, City Clerk



"A New Day is Rising" by Joe Nakagishi

**City of
Diamond Bar**

Annual Budget

■ Fiscal Year 2024 - 2025

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June 4, 2024

Honorable Mayor and Council Members
City of Diamond Bar

RE: City Manager's Recommended Budget for Fiscal Year 2024/25

Presented for your consideration and approval, is the City's Annual Operating Budget and Capital Improvement Program for Fiscal Year (FY) 2024/25.

The proposed FY 2024/25 Budget offers a positive outlook and continues to provide for many City programs and services, advance deferred maintenance and Capital Improvement Projects, and focuses on key initiatives consistent with the City's Long-Term Financial Stability Report. Notwithstanding modest increases to key revenue sources, management remains cautious and conservative in budgeting due to ongoing pressure from rising costs driven by a competitive labor market, increased prices for materials and service delivery, higher fuel prices, and other economic pressures that may precipitate a mild recession. Importantly, the proposed budget implements the various objectives and priorities of the City Council guided by the adopted FY 2024-2027 Strategic Plan.

The proposed General Fund Budget reflects the following estimated resources and expenditures:

Budgeted Resources:	\$32,725,050
<u>Budgeted On-going Expenditures:</u>	<u>\$32,367,618</u>
Net Estimated Surplus/(Deficit)	+ \$357,432

In addition, the use of General Fund Unassigned Reserves is proposed in the amount of \$144,568 for one-time projects and items totaling \$502,000, of which \$150,000 is for Capital Improvement projects. The use of Unassigned Reserves is appropriate for one-time costs to reflect the City Council's priorities to make investments in the community and is only made possible due to savings the City has realized over the previous years.

The FY 2024/25 Capital Improvement Program (CIP) totals \$13.95 million and encompasses seven (7) new projects. Many of the projects within the CIP were in the design phase in FY 2023/24 and will now move into the construction phase.

Town Center Specific Plan & Diamond Bar Boulevard Complete Street Project

The Diamond Bar Boulevard Complete Street Project is the most significant new project proposed at an estimated \$9.3 million. This project is primarily grant funded and will serve as an early implementation public project that will act as a catalyst for the transformation of the Town Center area into a pedestrian-oriented mixed-use “downtown”. The Town Center Specific Plan endeavors to realize the vision of a high density, urban scale, mixed-use downtown that will be a regional and community-wide destination in the heart of the City as expressed in the General Plan Update adopted in December 2019. The Specific plan will facilitate the transformation of a 45-acre suburban commercial district along Diamond Bar Boulevard, between Golden Springs Drive and the SR-60 Freeway into a vibrant public realm with a high intensity mix of uses to include retail, hotel, civic, and residential uses, and a bustling active environment during both day and evening hours. Numerous new public spaces, both hardscaped squares and landscaped greener park spaces, will be located throughout the Plan area to provide a variety of environments that will serve residents and downtown visitors alike.



Diamond Bar Boulevard Complete Street Project

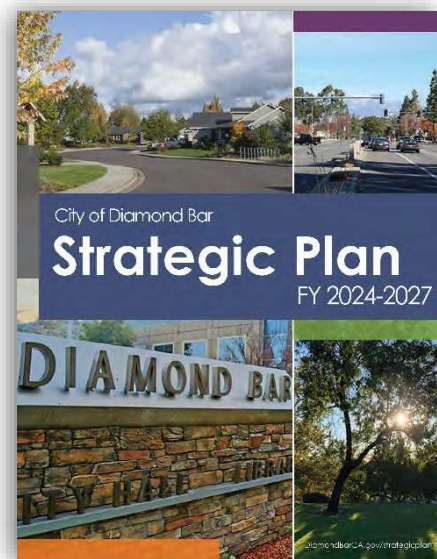
The first step toward realizing this vision will be the transformation of the Town Center segment of Diamond Bar Boulevard into a “Complete Street.” As the central spine of the Plan Area, Diamond Bar Boulevard will no longer be just a place for motor vehicles, but also a safe and enjoyable corridor for bicyclists and

pedestrians, with wide sidewalks, shade trees, street furnishings, storefronts and outdoor cafes. The roadway will also function as a “Green Street” by incorporating landscaped swales between the bicycle and motor vehicle lanes to capture stormwater, and thus reduce the number of pollutants that enter the storm drain system, and ultimately the ocean.

Management anticipates dedicating substantial resources and staff time over the coming many years to realize the City’s exciting new downtown as envisioned in the Town Center Specific Plan.

2024-2027 Strategic Plan

In April 2020, the City Council adopted the 2021-2024 Diamond Bar Strategic Plan which set high-level aspirational goals and priorities for the community over a three-year period. With the close of Fiscal Year 2022/23, the City Council adopted an updated 2024-2027 Strategic Plan in April 2023. The new Strategic Plan builds upon past success and is designed to serve as the foundation for consistent policy and funding decisions, while being flexible enough to adapt to new, unforeseen challenges and issues.



The 2024-2027 Strategic Plan includes the following Core Values:

- Community & Livability
- Transparency & Accountability
- Service & Professionalism

To meet these Core Values, the plan establishes Goals and Objectives that set priorities for consistent policy making and guide the day-to-day operations of the City. Performance Measures are also identified which are used as key indicators to gauge progress over time. There are three (3) overarching Goals that include:

1. Responsible Stewardship of Public Resources
2. Open, Engaged and Responsive Government
3. Safe, Sustainable and Healthy Community

FY 2024/25 Department Work Plans

The FY 2024/25 Budget also includes Department Work Plans that highlight some of the key initiatives and projects that will be supported, with funding sources, over the next year. The Work Plan items are each tied to the 2024-2027 Strategic Plan Goals and Objectives, and Performance Measures, as a way to measure progress.

FY 2024/25 BUDGET SUMMARY

Estimated General Fund Resources - \$32,725,050

The following highlighted items have been incorporated into the revenue estimates:

- **Property Taxes** – Property tax revenue is projected to increase by 4.1% to \$6.7 million. Property Tax In Lieu of Vehicle License Fees (VLF) is projected to increase 4.0% to \$7.8 million.
- **Sales Tax** – Sales tax revenue continues to show signs of improvement and is projected to increase by 7.1% to \$6.6 million. Year-over-year increases are driven mainly by fuel and services stations, business & industry, and online sales.

- **Transient Occupancy Tax (TOT)** – Transient Occupancy Tax is projected to increase by 5.0% to \$1.4 million.
- **Gas Tax – Transfer In** – Gas tax revenue transferred to the General Fund from the Gas Tax Fund are projected to increase by 22.5% to \$1.5 million. These funds are used to reimburse the General Fund for as-needed street maintenance not already included in the annual Capital Improvement Program.
- **Current Service Charges** – Revenue from all sources of service charges is estimated as follows:
 - **Building Permit Activity** – Increase of 2.9% to \$1.9 million
 - **Facility Rentals** – Increase of 12.5% to \$1.1 million
 - **Recreation Programs** – Decrease of 1.5% to \$703 thousand

Estimated General Fund Appropriations - \$32,869,618

The following highlighted items have been incorporated into the expenditure estimates:

- **Public Safety**
 - **Law Enforcement** – FY 2024/25 Los Angeles County Sheriff's Department expenditures are expected to be approximately \$8.4 million, representing the single largest line item and approximately 25% of proposed General Fund expenditures. LASD expenditures reflect a net increase of \$309,648 year over year, inclusive of a contract rate increase of 3.44% plus a Liability Trust Fund (LTF) surcharge of 12.5% on each contracted position. The General Fund includes a transfer-in from the Law Enforcement Reserve Fund in the amount of \$50,000 for as-needed special assignments and suppression patrols which have proven to be a cost-effective approach to reducing crime and responding to specific public safety issues throughout the year. Lastly, the professional services budget for Public Safety also includes the second year of the Flock Agreement (\$165,000) for the Automated License Plate Reader system.

- **Crossing Guard Services** – The City provides Crossing Guard Services at seven (7) elementary schools and two (2) middle schools with a total of 16 guards. The total budget for crossing guard services in FY 2024/25 is \$280,000. This amount is the same as the current fiscal year, since the agreement will be in its third year and provides no rate adjustment for the first three years.
- **Animal Control** – The City has contracted with the Inland Valley Humane Society (IVHS) for animal control and licensing services since incorporation. The City's IVHS agreement was last amended in 2021 and is based on a gross contract model where the City pays for all contract services minus any licensing revenue collected by IVHS. The base contract amount is adjusted every two years by the IVHS pooled adjustment factor which is indicative of the percentage of IVHS services used by the City (currently 6.25%) compared to the other twelve contract agencies. The FY 2024/25 gross cost for services is \$563,305, which reflects a \$19,049 increase compared to the prior year due to a 3.5% CPI adjustment. Taking into account estimated revenues from licensing and fees for services, the proposed net cost as reflected in the FY 2024/25 proposed budget is \$440,000 which is an increase of \$7,500 compared to the prior year. Canvassing is anticipated to take place citywide during FY 2024/25 which may generate additional licensing revenue thereby reducing net costs for this service.

- **Human Capital Investment Program**

"Human Capital Investment Program" – Each year, the City Council adopts the Compensation and Benefits Plan for the upcoming fiscal year which includes cost of living adjustments, and employee positions with associated salary ranges and benefits. To remain an "Employer of Choice" in the region the City must continue to reinvest in its personnel (i.e. human capital) in a manner similar to its capital projects and infrastructure. To identify and prioritize investment in organizational staffing and organizational structure, and to maintain, enhance and expand City programs, the City has developed a focused effort, led by members of the City Manager's executive team, referred to as the Human Capital Investment Program (HCIP).

Cost-of-Living Adjustment – The City's Personnel Rules and Regulations specify that the City Manager may request that the City Council authorize a Cost-of-Living Adjustment (COLA) for employees based on the March-to-March rates of the federal Consumer Price Index (CPI) for Wage Earners and Clerical Workers in Los Angeles/Orange Counties. This year's CPI calculation in March 2024 was 3.90%. In order to avoid real wage losses and remain an "Employer of Choice" in the surrounding Los Angeles, Orange, Riverside and San Bernardino counties, it is recommended that the salary schedules for all benefitted classifications of employment including all executive positions, such as Department Directors, Assistant City Manager and City Manager, be increased by 3.9% effective with the pay period beginning June 29, 2024. A \$100 per month increase to the Benefit Allotment is also recommended for all benefitted classifications of employment including the executive positions and members of the City Council to help keep up with corresponding health premium rate increases. The annual cost of the COLA and Benefit Allotment increase is approximately \$421,000.

Salary Range Adjustments – The City Council Strategic Plan prioritizes the development of a high-performing organization with a positive, value-based culture that attracts and retains talent. The Employer of Choice and Human Capital Investment Programs were developed to meet these City Council goals, leading to extensive organizational analysis of long-term departmental structural needs, employee development opportunities, and necessary succession planning efforts, all in an effort to provide the most positive and effective local government customer service experience possible.

Pursuant to recent organizational analysis, salary range adjustments for the Parks and Recreation Director and Administrative Intern classifications are recommended for FY 2024/25. The salary grade adjustment for the Parks and Recreation Director reflects equity amongst most of the other Department Heads and is indicative of the actual work assigned, such as major Capital Improvement Projects, a heavily used event center (Diamond Bar Center) and city-wide special events including the City Birthday Party, Concerts and Movies in the Park, and Snowfest. The City currently budgets for three part-time non-benefitted Administrative Interns which are currently assigned to the Finance, Public Works and Community Development Departments. The City has a long history of employing paid technical interns and has found them to be of great value to the organization. Over time the intern adds organizational

efficiencies, frees full-time staff to perform more complex duties, and becomes integral to departmental operations and service delivery. In turn, the City provides valuable professional experience for the interns. Due to a competitive job market and the valuable role interns have come to play in city operations, it is recommended that the Administrative Intern hourly rate be adjusted. The fully burdened cost (salary plus benefits) to implement these two salary range adjustments is \$21,083 and is funded by the General Fund.

Job Classification	Current Salary Range	Proposed Salary Range
Parks and Recreation Director	\$138,988.02 - \$186,257.24	\$153,512.72 – \$205,721.72
Administrative Intern	\$16.50 - \$18.00	\$19.75 - \$21.25

Department Reorganizations – In addition to these two salary adjustments, two new full-time benefitted positions are recommended:

- (New) Recreation Coordinator – This position will be dedicated to customer service and event rentals at the Diamond Bar Center.
- (New) Public Works Inspector – This position will address current and anticipated inspection activity associated with various construction and roadway improvement projects throughout the City.

Department/Division	Classification	Salary Range	FLSA Status
Parks and Recreation	Recreation Coordinator	17NE	Non-exempt
Public Works	Public Works Inspector	17NE	Non-exempt

The City budgets for new positions conservatively at the top step of the salary range; therefore, the approximate cost, including benefits, to fill both positions for nine months of the year in FY 2024/25 is budgeted at \$154,174. These positions will add to overall organizational productivity and add capacity to address high standards of service expectations, assistance with administering key capital projects, and maintain compliance with state mandates.

- **Parks & Recreation Programs** – The proposed Parks & Recreation department budget was developed based on continued community interest in valuable programs, services, and events. Several programs and events offered this year to support an active and healthy community include summer youth day camp, senior dances, field allocations with sports organizations, contract classes, picnic reservations, and Concerts/Movies-in-the-Park. This fiscal year will include the ever-popular Bridal Show at the DBC to promote the facility, which is mostly a cost neutral event. All special events including: Windmill Lighting, Winter Snow Fest, Veterans Recognition, and the Halloween Party will continue to improve and bring the community together.

Expenses for recreation programs (\$2.80 million) and operations at the Diamond Bar Center (\$1.73 million) have been increased commensurate with the anticipated activities, and with a combined budget of \$4.53 million, the Parks & Recreation Department's Proposed FY 2024/25 budget represents an increase of \$260,000 from the prior year. As would be expected, operations at the Diamond Bar Center have continued to flourish as rental revenue increases and is budgeted at \$675,000, which is an increase of \$50,000 from the prior year. The DBC revenue may fluctuate slightly in FY 2024/25 due to several capital improvement projects scheduled for the 20-year-old facility.

Special Revenue Fund Highlights

- **Integrated Waste Management Fund (250)** – The proposed budget of \$928,890 includes \$174,000 which will be used to develop a study for programs to achieve the City's 100% procurement target of Recovered Organic Waste Products (ROWP) set forth by Senate Bill (SB) 1383: Short-Lived Climate Pollutants strategy. SB 1383 is a state mandate that aims to reduce organic waste disposal by 75% and increase edible food recovery by 20% by the year 2025. To alleviate the cost of this required action, 84% (\$146,317) will be funded by the SB 1383 Local Assistance Grant, which the City will receive in Q4 of FY 2024/25.
- **Lighting & Landscape Assessment Districts (LLADs)** – Much work has been done over the recent years to help address the operating deficits and reduce the General Fund subsidies to the LLADs, particularly Districts 39-2022 and 41-2021. Total General Fund contributions to all three districts for FY 2024/25 is budgeted at \$364,469, an increase of \$92,469 from the prior year due mainly to an

increase in the contribution to LLAD No. 38 related to the scheduled 5-year tree trimming cycle for citywide road medians.

- **AB 2766 Air Quality Management District Fund (251)** – The proposed budget of \$154,000 is recommended to accommodate citizen requests for neighborhood traffic management improvements (\$84,000), and to partially fund the purchase of a zero-emissions replacement vehicle (expensed in Vehicle Maint./Repl. Fund 502).

Debt Service Fund Highlights

- **Debt Service Fund (401)** – In May 2021, the City refunded the outstanding Lease Revenue Bonds associated with the original acquisition and construction of the Diamond Bar Center. This achieved a gross savings of \$1.736 million and present value savings of \$1.63 million (or 20.85%) for the General Fund, which translates to approximately \$144,700 in average annual debt service savings for the remainder of the term through June 1, 2033 at an effective interest rate of 1.15%. The 2021 Bonds were rated by S&P as AA+ (top rating for this type of bond) which is a testament to the Council's conservative and prudent fiscal policies. The total debt service (principal and interest) will be \$718,400 for the upcoming year and is funded by a transfer to the Debt Service Fund from the General Fund.

Internal Service Fund Highlights

- **Self-Insurance Fund (501)** – CJPIA covers the City's property, pollution liability, crime, workers' compensation and general liability needs. The combined premiums are anticipated to be approximately \$534,550 which reflects a year-over-year decrease of \$74,830, or 12 percent. This reduction is mainly due to a decrease in the Liability Insurance premium (\$90,000) offset by a minor increase in the Property Insurance premium (\$14,000). Workers' Compensation costs are reflected in the line-item budgets for all city funds for which there are personnel costs. The total Workers Compensation premium for the upcoming year is anticipated to be \$136,637, a decrease of \$24,133 year-over-year, or 15 percent.
- **Vehicle Maintenance & Replacement Fund (502)** – The proposed budget of \$289,500 is recommended for necessary operations and maintenance of the citywide fleet, as well as the purchase of three vehicles, one of which is a new addition to the fleet (for the Public Works Inspector), and two of which are replacements for vehicles purchased 10 and 13 years ago. It is anticipated

that one of the three vehicles purchased will be a zero-emissions truck for which funding in the amount of \$70,000 is supplied by the AQMD Fund (251), as noted above. In addition, a fourth vehicle will be purchased out of the Law Enforcement Reserve Fund (102) and ownership will be transferred to the Los Angeles County Sheriff's Department. This vehicle will replace the vehicle used by the City's Volunteer on Patrol (VOP).

- **Computer Equipment Maint. & Replacement Fund (503)** – The proposed budget of \$1,170,000 is recommended for necessary information systems, hardware upgrades, and replacements, such as:
 - Creston/Audio-Visual project at Diamond Bar Center (Construction).
 - Server Replacements (5 quantity).
 - Printer Replacements (25 quantity).
 - PC, Monitor, Related Accessories Replacements (118 quantity).
 - Replacement of Network Switch (1 quantity).
 - Replacement of the City's Agenda Management and Live Meeting Streaming Software.
- **Building Facility & Replacement Fund (504)** – The proposed budget of \$165,000 is recommended for necessary facility maintenance projects not categorized as capital improvement projects, such as:
 - Diamond Bar Center Office Space Reconfiguration.
 - Engineered Wood Fiber Replacement at Diamond Cyn. Park and Sycamore Cyn. Park Playgrounds, and Pantera Dog Park.
 - Replacement of Sewer Line Lining at Ronal Regan Park.

Capital Improvement Program Highlights

As previously mentioned, the FY 2024/25 Capital Improvement Program (CIP) includes a total of \$13.95 million for seven (7) new projects. Many projects that were in the design phase in FY 2023/24 will now move into the construction phase in FY 2024/25.

The CIP budget includes General Fund funding in the amount of \$150,000 for the design of prioritized improvements proposed for Sycamore Canyon Park. The remaining balance needed to fund the program is supplied by other sources such as the City's Measure M, Measure R, Measure W, SB-1, Prop. A, Prop. C, CDBG and Waste Hauler funds. The CIP was reviewed for consistency with the City's General

Plan at the May 28, 2024 Planning Commission Meeting. Major CIP projects include:

- Diamond Bar Blvd Complete Street Project (Const.)
- Arterials -Lemon Ave (SR60 to Northerly City Limit); Brea Cyn Cutoff (SR57 to Westerly City Limit) (Const.)
- Residential and Collector Street Rehab - Area 4 (Const.)
- ADA Curb Ramp Improvements – Area 5 (Const.)
- Sycamore Canyon Park Lower Bridge Replacement Options (Design)
- Installation of Full Capture Devices on Stormwater Catch Basin for Trash Amendment Compliance - Phase 1

CONCLUSION

The proposed FY 2024/25 Operating Budget and Capital Improvement Program provides a positive outlook to continues to provide for a wide range of City programs, services and projects. It prioritizes the one-time use of General Fund resources for projects that help build resiliency, financial stability, and projects that create valuable City assets. The recommended strategic investment in human capital will improve the customer and resident experience and respond to changing demands brought on by a rapidly evolving human resources environment and the changing needs of the organization.

I would like to express my appreciate to the Executive Management Team, especially Finance Director Jason M. Jacobsen, for their efforts in preparing this year's proposed Budget. I would also like to thank all of our talented and dedicated staff for their continued and unwavering flexibility, creativity and support in the delivery of city services.

I would like to recognize the City Council for their effective fiscal leadership and commitment to serving the community. It is through the City Council's forward-thinking leadership and prudent fiscal practices, that Diamond Bar is able to deliver a commitment to service excellence and strive to achieve our Community Values: **Community & Livability, Transparency & Accountability, Service & Professionalism.**

Respectfully submitted,



Daniel Fox
City Manager

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

CITY LEADERSHIP

Mayor
Stan Liu



Mayor Pro Tem
Chia Yu Teng



Council Member
Ruth M. Low



Council Member
Andrew Chou



Council Member
Steve Tye

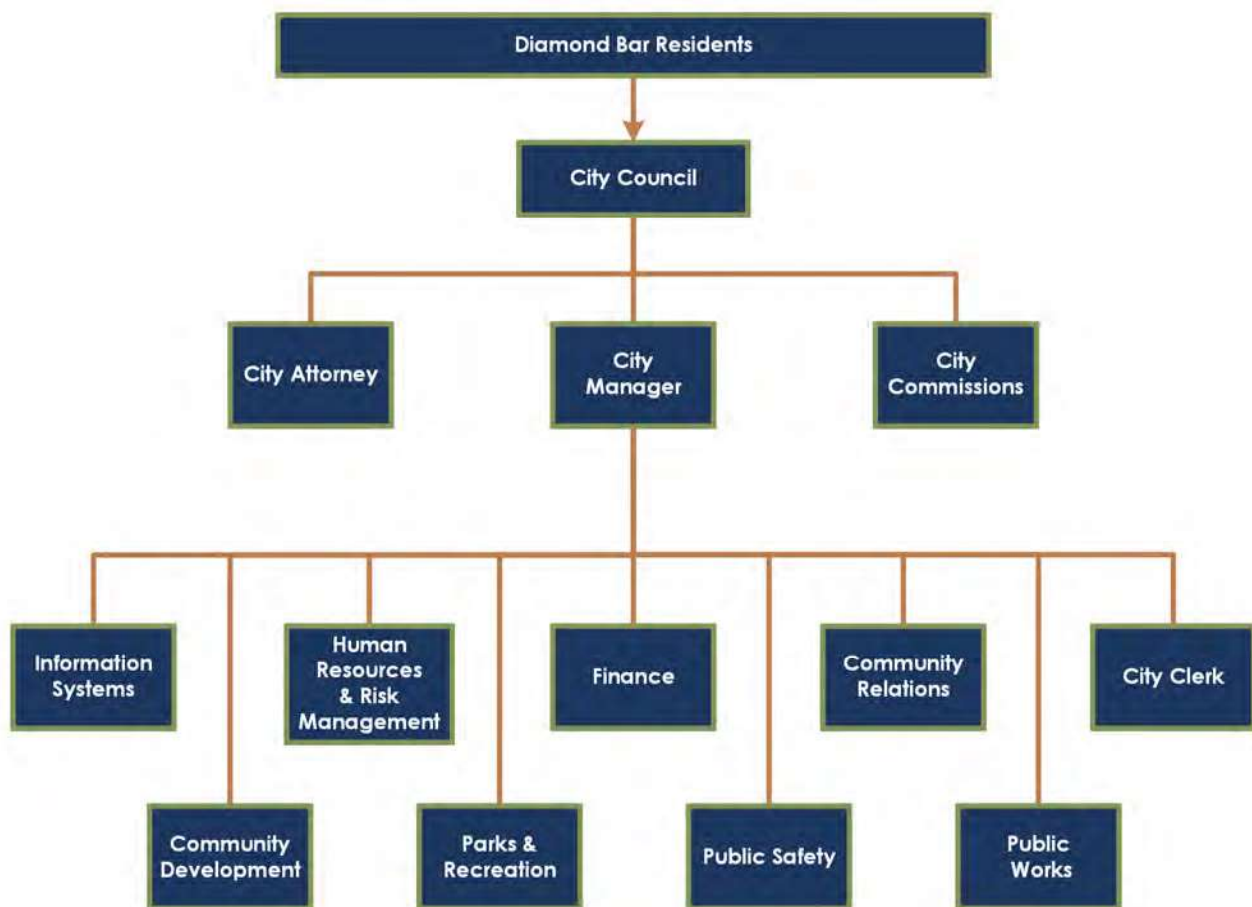


City of Diamond Bar Budget

Fiscal Year 24/25

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ORGANIZATIONAL STRUCTURE



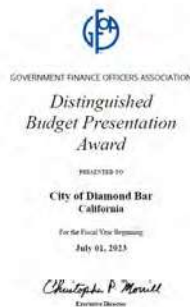
City of Diamond Bar Budget

Fiscal Year 24/25

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BUDGET AWARDS

Government Finance Officers Association



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Diamond Bar, California, for its Annual Budget for the fiscal year beginning July 1, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is the highest form of recognition in governmental budgeting and reflects the City of Diamond Bar's commitment to and achievement in quality governmental budgeting. In addition, the City of Diamond Bar was also given special recognition for 'Strategic Goals & Strategies.' This recognition is granted when all reviewers give the highest possible score in that category.

This award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

California Society of Municipal Finance Officers



The California Society of Municipal Finance Officers (CSMFO), presented its Operating Budget Excellence Award to the City of Diamond Bar, California for its Fiscal Year 2023-2024 Budget. The City of Diamond Bar is confident that the Fiscal Year 2024-2025 Budget will continue to conform to award requirements.

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, APPROVING AND ADOPTING THE CITY OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR THE CITY OF DIAMOND BAR FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 AND APPROPRIATING FUNDS NECESSARY TO MEET THE EXPENDITURES SET FORTH THEREIN.

WHEREAS, the City Manager has submitted for the consideration of the City Council a proposed City Operating Budget and City Capital Improvement Program for FY 2024/25; and

WHEREAS, the proposed Operating Budget and City Capital Improvement Program for FY 2024/25 was reviewed and considered in two City Council public budget study sessions and in a public regular City Council meeting; and

WHEREAS, the Planning Commission of the City of Diamond Bar has publicly reviewed the proposed Capital Improvement Program for FY 2024/25 and found it to be in conformity with the City's General Plan as required by California Government Code Section 65401; and

WHEREAS, Section 4.1 of City Council Policy 2019-01, Fund Balance and Reserve Policy, establishes a Contingency Reserve Fund to adequately provide for economic uncertainties, local emergencies or disasters, and other financial hardships or downturns in the local or national economy. Based on this Policy, the City Council has committed to maintain a Contingency Reserve Fund Balance of no less than 25% of the General Fund expenditures, including operating transfers which equates to \$8,217,405; and

WHEREAS, copies of the City Operating Budget and Capital Improvement Program for FY 2024/25 are on file in the office of the City Clerk labeled "City of Diamond Bar FY 2024/25 Budget" and said Budget is made a part of this Resolution and incorporated herein by reference.

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

Section 1. The City Council has reviewed the proposed Operating Budget and Capital Improvement Program and the funds included therein for the fiscal year (FY) commencing July 1, 2024 through June 30, 2025 and hereby finds that such budgets, as revised, are sound plans for the financing during FY 2024/25 of required City operations, services and capital improvements. Such budgets are hereby adopted and appropriated as follows:

<u>FY 2024/25 Programs</u>	<u>FY 2024/25 Budget</u>
General Fund	\$32,869,618
Special Funds	1,090,000
Special Revenue Funds	7,593,136
Debt Service	721,900
Internal Service	2,159,050
Subtotal – Operating Budget	\$44,433,704
Capital Improvement Program	<u>13,950,189</u>
Total FY 2024/25 Budget	<u>\$58,383,893</u>

Section 2. The City Manager is hereby authorized to transfer funds appropriated hereby or by supplemental appropriation as follows: with respect to departments, the City Manager may transfer amounts between and within departments, but only within a fund.

Section 3. Encumbrances for all funds at the end of FY 2023/24 may be re-appropriated for continued use in FY 2024/25 as deemed necessary by the City Manager.

Section 4. Capital Improvement Project budgets and their associated funding sources which remain unspent at the end of FY 2023/24 may be reappropriated for continued use in FY 2024/25 as deemed necessary by the City Manager.

Section 5. The City Clerk shall attest and certify to the passage and adoption of this Resolution and enter it into the book of original resolutions, and it shall become effective immediately upon its approval.

PASSED, APPROVED AND ADOPTED this 4th day of June, 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 passed, approved and adopted at a regular meeting of the City Council of the City of Diamond Bar held on the 4th day of June, 2024, by the following vote:

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

Kristina Santana, City Clerk



City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

DIAMOND BAR AT A GLANCE



About

Set against a scenic mountain backdrop on almost 15 square miles of rolling hills and valleys in the East San Gabriel Valley region of Los Angeles County, the city of Diamond Bar is a predominantly middle- to upper-class community that is home to nearly 57,000 residents.

Among the amenities that contribute to the high quality of life that is valued by residents are the family-friendly atmosphere; the well-maintained parks, trails and roads; top-rated school districts; and public safety services which contribute to keeping the Diamond Bar among the safest communities in the region.



Government

Diamond Bar is a general law city and is governed by the City Council/City Manager form of government. A five-member City Council is elected by the residents, and a mayor is elected annually by the council to serve a one-year term. The City Manager is appointed by the council to oversee the daily activities of the City.



Location

The city of Diamond Bar is centrally located between three major business market areas, Los Angeles, Orange, and Riverside counties; and is easily accessible from the Pomona (60) and Orange (57) freeways. It is also within a short distance from three major airports, two shipping ports, and a variety of commercial/commuter rail facilities.

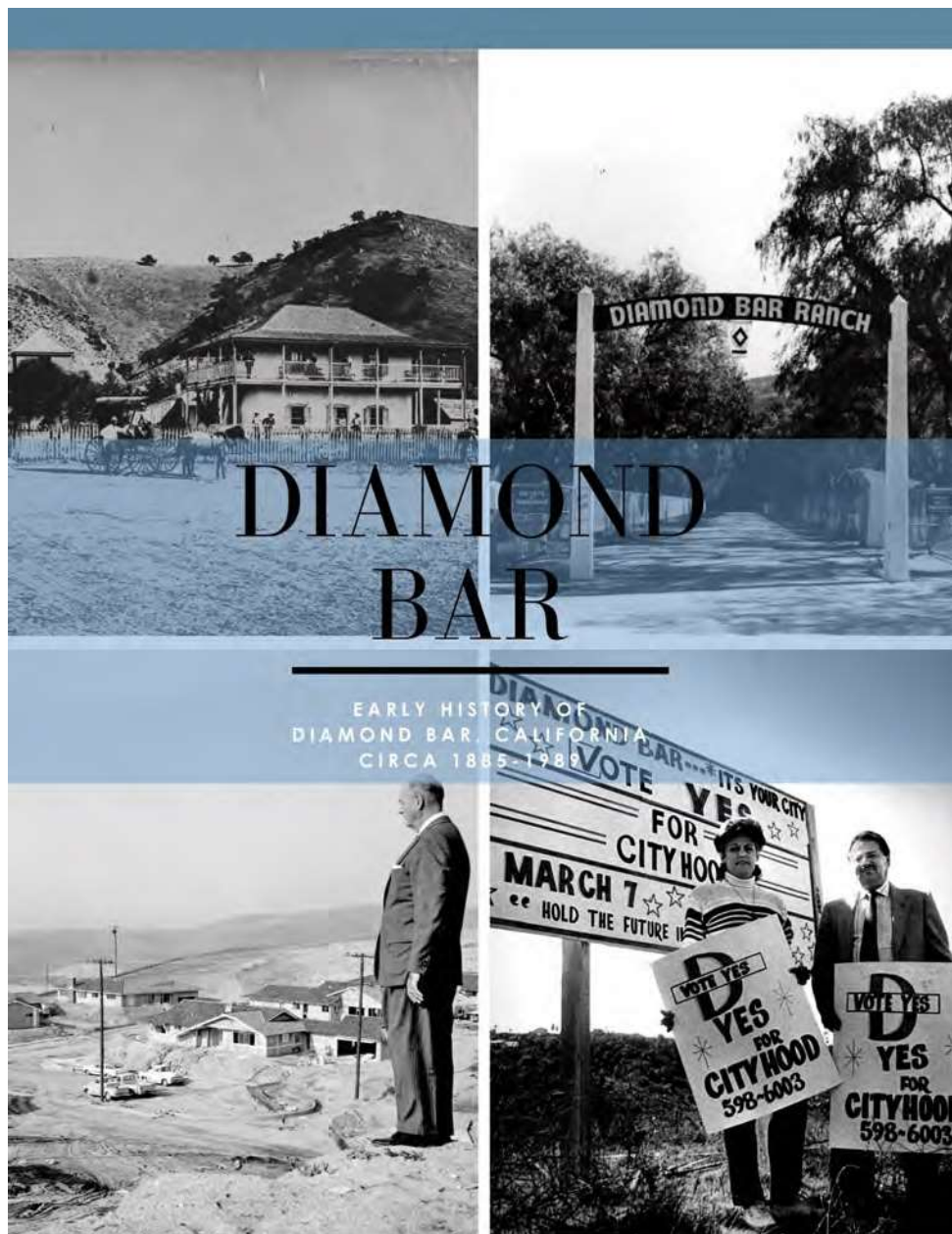


City of Diamond Bar Budget

Fiscal Year 24/25

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DIAMOND BAR HISTORY



Early History of Diamond Bar, California

The following includes excerpts from
Images of America Diamond Bar book ©2014

Images courtesy of
Bill Bartholomae, City of Diamond Bar, Diamond Bar Historical Society, Pomona
Historical Society, Transamerica Corporation, and W.K. Kellogg Arabian Horse Library.

April 2023



For more information, call the City's Public Information Division at (909) 839-7055 or email info@diamondbarca.gov.

Rancho Early Days

Mexico's independence from Spain in 1821 eventually led to the decline of the missions, with former mission properties being redistributed as land grants by various Mexican governors.

One such land grant was 1,004 acres awarded by Governor Juan Bautista Alvarado in 1840 to Jose de la Luz Linares, who founded Rancho Los Nogales (Ranch of the Walnut Trees), which covers the area that is now Diamond Bar.

When Linares died in 1847, his widow sold a choice portion of the ranch to Ricardo Vejar who already owned Rancho San Jose, an adjoining land grant that later became Pomona.

Over a period of ten years, Vejar obtained possession of the entire original Rancho Los Nogales which vastly increased his assets and made him one of the wealthiest landowners in the county of Los Angeles.

Years of prosperity were followed by destitution caused primarily by extreme flood and drought events of the early 1860s. Unable to repay his substantial debt, Vejar lost most of his property to creditors in 1864.

Soon after, Louis Phillips acquired several thousand acres of land, which included Rancho Los Nogales, from these creditors and sold it to those who settled in the area at the end of the Civil War. By the late 1890s the era of the ranchos had come to an end and the modern age transformed the area via the railroads and growing neighboring settlements, making way for many changes in the new century.

Richard Vejar built Casa Vieja de Vejar in 1853. It was the first home he constructed after establishing his rancho - San Jose de Abajo.



Diamond Bar Ranch

Despite being repeatedly subdivided, subsequent landowners maintained ranching and farming operations, which kept the former Rancho Los Nogales looking much as it did when Ricardo Vejar first settled in 1840.

It was this aspect that got the attention of Frederick E. Lewis who in 1918 purchased 7,800 acres of this ranch land and registered the Diamond Bar brand - a diamond over a bar - with the California Department of Agriculture.

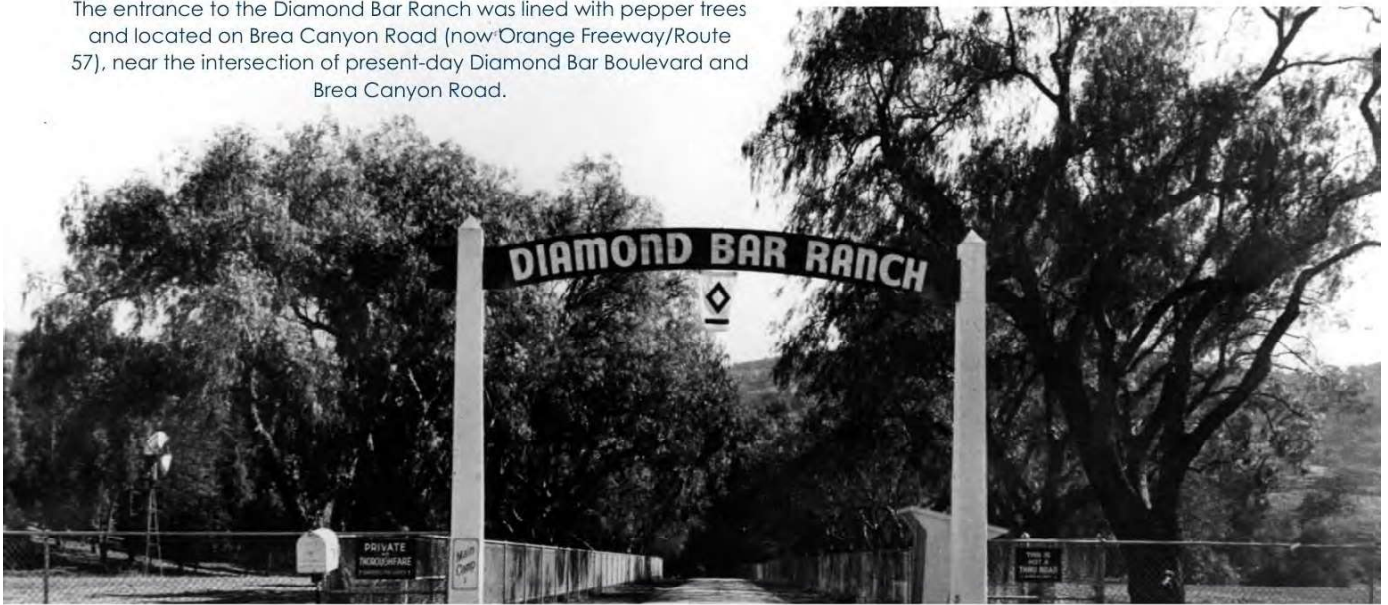
Within a few years, Lewis succeeded in launching the famed Diamond Bar Ranch operation that included the breeding of high-quality champion Duroc-Jersey hogs and Arabian horses. The Ranch was still at the height of its prosperity in 1943 when Lewis sold it to William A. Bartholomae for \$850,000.

For the next 13 years, Bartholomae continued ranching activities while improving efficiencies wherever possible. Among the improvements he made were the construction of reclaimed water reservoir and the installation of pipelines for pasture irrigation that allowed for year-round grazing for the large herd of award-winning Hereford cattle that now covered the hillsides.

In 1956, he sold the land to Transamerica Corporation for a record setting 10 million dollars for the development of one of Southern California's largest master-planned communities.

Over the next three decades, the Diamond Bar development grew to a community of nearly 49,000 residents and in 1989, Diamond Bar became Los Angeles County's 86th incorporated city.

The entrance to the Diamond Bar Ranch was lined with pepper trees and located on Brea Canyon Road (now Orange Freeway/Route 57), near the intersection of present-day Diamond Bar Boulevard and Brea Canyon Road.



Cattle Ranching

When the Diamond Bar Ranch was first established, the primary focus was breeding Duroc-Jersey hogs. That quickly changed when the Los Angeles Livestock Fair closed early due to the influenza pandemic of 1918. The mayor at that time declared a state of emergency, which led to the closure of all local schools and the banning of all public gatherings. Due to the unexpected early closure, many owners were forced to sell livestock quickly and with little negotiation. Because of the unexpected closure, Ranch owner, Frederick E. Lewis, acquired seven purebred Hereford bulls. These bulls soon helped grow the herd to 1,500 head of cattle, making the Diamond Bar Ranch a thriving cattle operation.

After the sale of the ranch in 1943 to the new owner, William Bartholomae, cattle became the main operation and the herd grew to more than 3,000 purebred Herefords. Leading this large herd was a champion bull named "Baca Duke", which Bartholomae purchased for \$50,000 - significantly more than a cost of a typical suburban home at that time.

Champion bull "Baca Duke" is shown here at Camp 4, located in what was known as the community of Spadra, just southwest of the former Lanterman Developmental Center in Pomona, Ca.



Prize Hogs

While cattle were allowed to roam, the Duroc-Jersey hogs were kept in either a large outdoor pen or within a specially designed, 1,200-foot-long farrowing house that could accommodate up to 250 sows and their litters. Shortly after construction of the farrowing house in 1919, breeding operations quickly increased from 100 to more than 7,500 brood sows; leading the herd was the award-winning prize boar "Ace of Pathfinders."

Within a few years of its establishment, Diamond Bar Ranch had earned a reputation as one of the top breeders of high-quality champion hogs in California. The cost of raising hogs on grain in Southern California was not profitable, so in partnership with fellow hog farmer, A.B. Miller of Fontana, CA, owner Frederick E. Lewis decided that garbage was a more cost-effective food source. In 1920, Lewis and Miller secured a garbage-hauling contract from the City of Los Angeles for a daily estimated 300 tons at a cost of \$0.60 a ton.

Soon, more garbage was being hauled than could be consumed by the ranches hogs, so an additional 35,000 feed hogs were purchased and kept at Miller's Fontana Farm. Lewis developed an automated system that allowed a crew of two men to feed the thousands of hogs in the same amount of time that it would take 100 men to do so in a conventional manner.

After deciding garbage was a more cost-effective way to maintain his growing herd of hogs, Lewis constructed a steam-powered rail system from Los Angeles to the Diamond Bar Ranch to transport garbage and automate the feeding at both his and Miller's ranches.



Early History of Diamond Bar | page 6 of 13

Arabian Horses

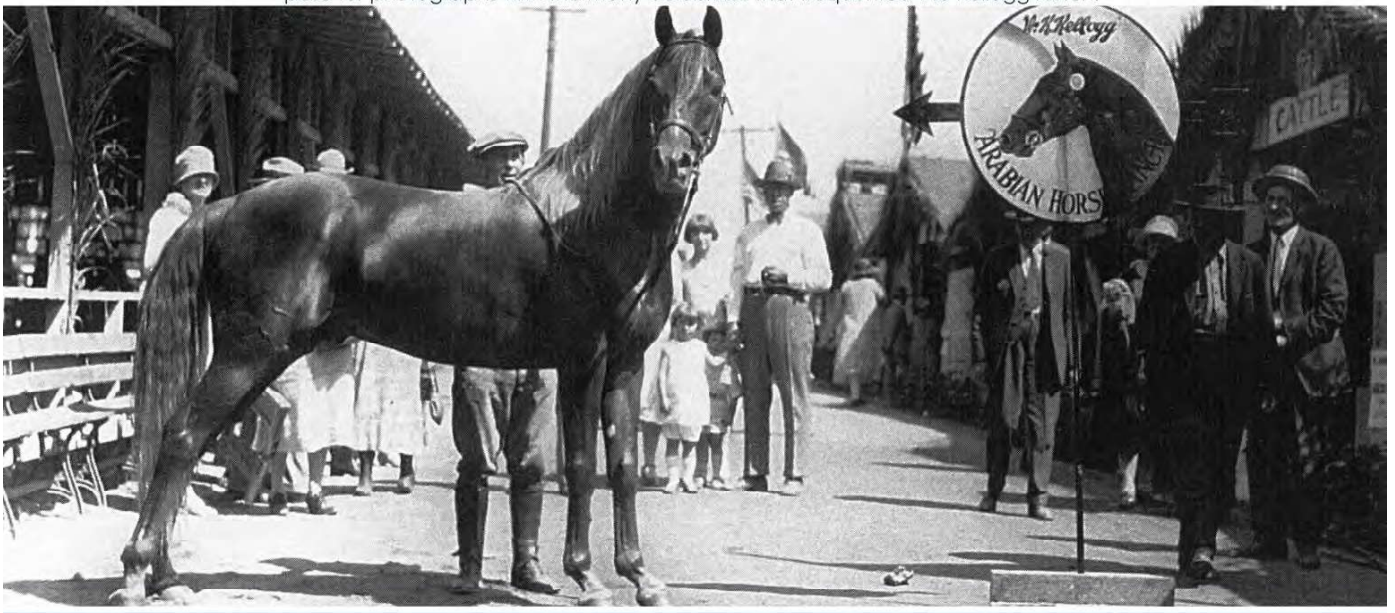
In addition to the hogs and cattle, Diamond Bar Ranch owner Frederick E. Lewis had a great interest in breeding horses, in particularly Arabians. In late 1918 Lewis made his initial purchase of 10 Arabian horses from Hingham Stock Farm in Massachusetts. The significance of the blood lines of the Lewis-bred horses is that they were direct descendants of Arabians from the 1906 Davenport importation. This importation was the first time Arabian horses of documented Bedouin origin were brought into the United States and it is so important to American breeders that their lineage is still maintained today.

Arabian horses were sought after not only for their beauty but for their intelligence, endurance, and agility. These traits made them excellent for working on the ranch.

In 1925, Lewis sold a group of horses to William K. Kellogg for his newly established ranch in Pomona. The Kellogg Ranch soon became famous for its horse breeding program and for the weekly Sunday Horse show. Hundreds if not thousands of visitors would make the long trip out to the ranch to watch the amazing tricks put on display by the horses and their riders.

Today the W.K. Kellogg Ranch is home to Cal Poly Pomona and the Arabian Horse Center is still in operation and continues to breed Arabian horses

Probably the best known horse bred by Lewis that was sold to Kellogg was a chestnut stallion named Antez (son of Harrara, Lewis' favorite work horse). He was described as the epitome of an Arabian and was named Champion Arabian at the Los Angeles County Fair in 1925. While he did not perform in the weekly horse shows, his calm demeanor made him a favorite to pose for photographs with the many celebrities that frequented the Kellogg ranch.



Transamerica's Plan

The post-World War II era initiated one of the largest development periods in American history, largely supported by the production of manufactured goods and the creation of modern arterial traffic systems. This change in landscape brought about the suburbanization of land extending well into the East San Gabriel Valley.

The Diamond Bar Ranch's hilly topography and remoteness kept it "undiscovered" until these very characteristics grabbed the attention of the Transamerica Corporation. The significant acreage of open land under single ownership and its isolation from other cities but proximity to industrial areas made it an ideal site for a master-planned community.

In 1956, during a reported 15-month negotiation, the Capital Company - a real estate and oil development subsidiary of the Transamerica Corporation - purchased the 7,800-acre ranch from William Bartholomae for \$10 million. At the time, this was the largest real estate transaction in Southern California.

Soon after purchasing the land, the Diamond Bar Development master plan was adopted and detailed the Transamerica Corporation's vision of creating a 20th-century city, complete with essential elements integrated into a planned community.

The significant acreage and remoteness but close proximity to major commercial and industrial centers, made it the ideal setting for a master-planned community that could offer a bucolic lifestyle. This appeal became the primary marketing tool for the Capital Company to entice potential buyers to leave busy lifestyles in metropolitan areas for "country living" in Diamond Bar. Photo shows the northerly view from Brea Canyon Road via Diamond Bar Boulevard.



Early History of Diamond Bar | page 8 of 13

Growth & Development

After adopting the Diamond Bar development master plan in 1958, Transamerica Corporation promptly began the installation of utilities and infrastructure, including the development of a potable water network to serve a community of 75,000. It formed the Diamond Bar Water Company, a privately owned public utility, to facilitate the development's water supply.

The construction of a 4,700-foot-long water pipeline along Diamond Bar Boulevard began in January 1959. Soon, other utility improvements followed, and the Capital Company began selling a variety of different-sized parcels to builders for the construction and sale of homes.

Taking place at the same time was the construction of the city's roadways. The plan called for a network of roads to emanate from a five-mile-long, four-lane highway named Diamond Bar Boulevard, as well as a large business district at the center of town with two neighborhood shopping centers. For the recreational and education needs of future residents, the plan also proposed the construction of several parks in addition to an 18-hole public golf course, two high schools, three junior high schools, and 22 elementary schools.

In 1959, the Southern Counties Gas Company installed the initial service lines for the first 34 homes to be constructed along the first half-mile section of Diamond Boulevard. These lines were part of a \$100,000 project to bring gas to an anticipated 3,000 to 5,000 homes constructed in the northern half of the 8,000-acre development over the course of five years. Photo shows initial grading of Diamond Bar Boulevard, south west of Grand Avenue.



Community Beginnings

In 1960, Diamond Bar Boulevard, the first roadway created as part of the master plan, opened with much fanfare. At this time, there were about 30 families already living in homes located Diamond Bar's first development - Westwood Ranchos, in the northern area of town.

The Westwood Ranchos spanned 72 acres and contained 238 three- and four-bedroom homes with prices ranging from \$17,450 to \$18,400.

By 1966, there were 20 new home developments in town offering a wide variety of residences, either on flat lots or hillsides, and priced from \$19,000 to \$36,800. Since the first home was occupied in 1960, the population had grown nine percent to nearly 9,000. At the time, the national average number of persons per household was 3.3 while the average in Diamond Bar was 4.2. Nearly 55 percent of Diamond Bar households had annual incomes of \$10,000 or more, and 90 percent of the community's breadwinners were employed in engineering, technical, managerial, professional, or sales positions.

Paul C. Grow, often referred to as the "Father of Diamond Bar," oversaw the development of Diamond Bar for more than 30 years. He is show here overlooking the Golden Springs Estates tract in 1960. The 22-acre neighborhood featured three- and four-bedroom homes that sat on 10,000-square foot lots and were priced at or above \$25,000.



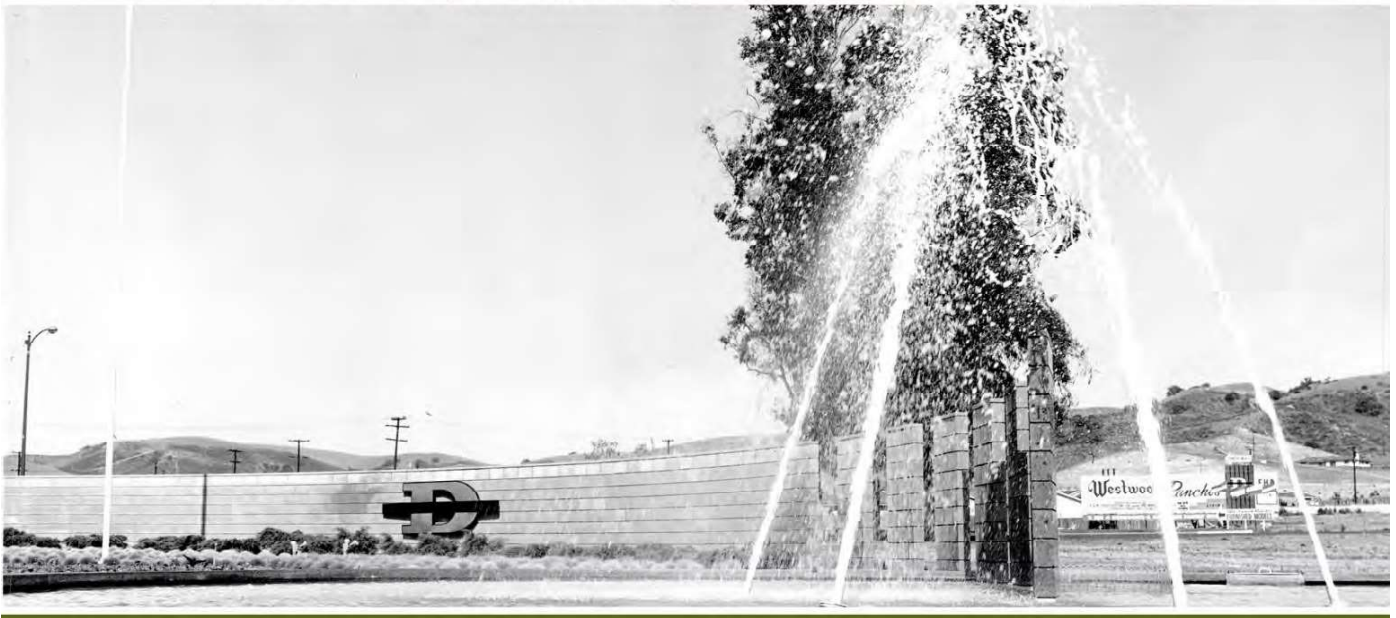
Local Oversight

Soon after the first residents moved into Diamond Bar they established the area's first association, the Diamond Bar Homeowner's Association or DBHOA in 1960.

In many ways, the DBHOA was the community's first form of government that residents turned to for assistance with resolving local issues. For years the association served the community and acted as an effective intermediary between the residents and the Los Angeles County Board of Supervisors.

However, as Diamond Bar's population grew, so did its desire for local control and representation. While incorporation was considered, many in the community felt Diamond Bar was not yet in a position to financially to form its own City. This gave way to an alternative form of representation without the community having to bear the costs of an incorporated city. With the approval of the County of Los Angeles, a ballot initiative to create the Diamond Bar Municipal Advisory Council was put before the voters in November 1976. The new council was overwhelmingly approved by the voters. When it formed in 1977, the Diamond Bar Municipal Advisory Council was one of only 25 such groups in California, and the first and only in Los Angeles County.

Elaborate landscaped entryways with monument signage and 14-foot water fountains greeted visitors at both the north (Diamond Bar Boulevard) and south (Brea Canyon Road) entrances to the Diamond Bar development.



Early History of Diamond Bar | page 11 of 13

Becoming A City

In the early 1980s, after selling the last of its holdings, the Transamerica Corporation decided to withdraw from further oversight of the Diamond Bar development. That coupled with the ever-increasing desire for local control, prompted the first official movement toward self-governance. However, this effort was not without detractors who argued that Diamond Bar did not yet have a strong enough economic base to sustain City services on its own. The first ballot initiative to incorporate was proposed in 1983 and was defeated by a margin of 3,463 to 3,233. Two years later, a second try for incorporation did not even reach the ballot due to insufficient voter signatures obtained.

The third attempt at cityhood came in 1988. This time around, the catalysts for cityhood were numerous, and included the community's needs for parks and commercial development, the increasing amount of high-density housing projects, and the potential annexation by neighboring cities. Despite a spirited campaign against the cityhood, the incorporation ballot measure prevailed by a margin of 76 percent to 24 percent.

On April 18, 1989, Diamond Bar officially became Los Angeles County's 86th incorporated city.

During the third attempt at incorporation, cityhood advocates at last saw their efforts pay off when they successfully concluded a seven-month campaign to raise funds and gather signatures to qualify for the Los Angeles County Local Agency Formation Commission (LAFCO) to review their request for the establishment of a local government. (pictured are incorporation committee members Brenda Engdahl and Ivan Nyal.)



Diamond Bar Today

Set against a scenic mountain backdrop on almost 15 square miles of rolling hills and valleys in the East San Gabriel Valley region, today's Diamond Bar is a culturally diverse community that is predominantly middle- to upper-class and is home to nearly 56,000 residents.

The city is mostly residential in character, with a stock of approximately 18,500 homes which are 80% owner-occupied and 71% single family homes, and 1,600 businesses of retail, commercial or light industrial-nature.

Among the amenities that contribute to Diamond Bar's high quality of life that is valued by residents are the family-friendly atmosphere; the well-landscaped neighborhoods, well-maintained roads and infrastructure, miles of picturesque open space and trails; top-rated school districts; thriving community spirit, public golf course, and the public safety services which contribute to keeping the City among the top safest communities in the region.

The Through My Lens photo contest has been a great avenue to allow residents to capture the people, nature and pets, along with the special moments and events of Diamond Bar. Established in 2008, the contest is cosponsored by the City and the Diamond Bar Community Foundation to provide residents of all ages and skill levels an opportunity to share their vision of their lives.

Below is 2021 contest first place winner, "Calm After the Storm" by photographer Amber Cui.

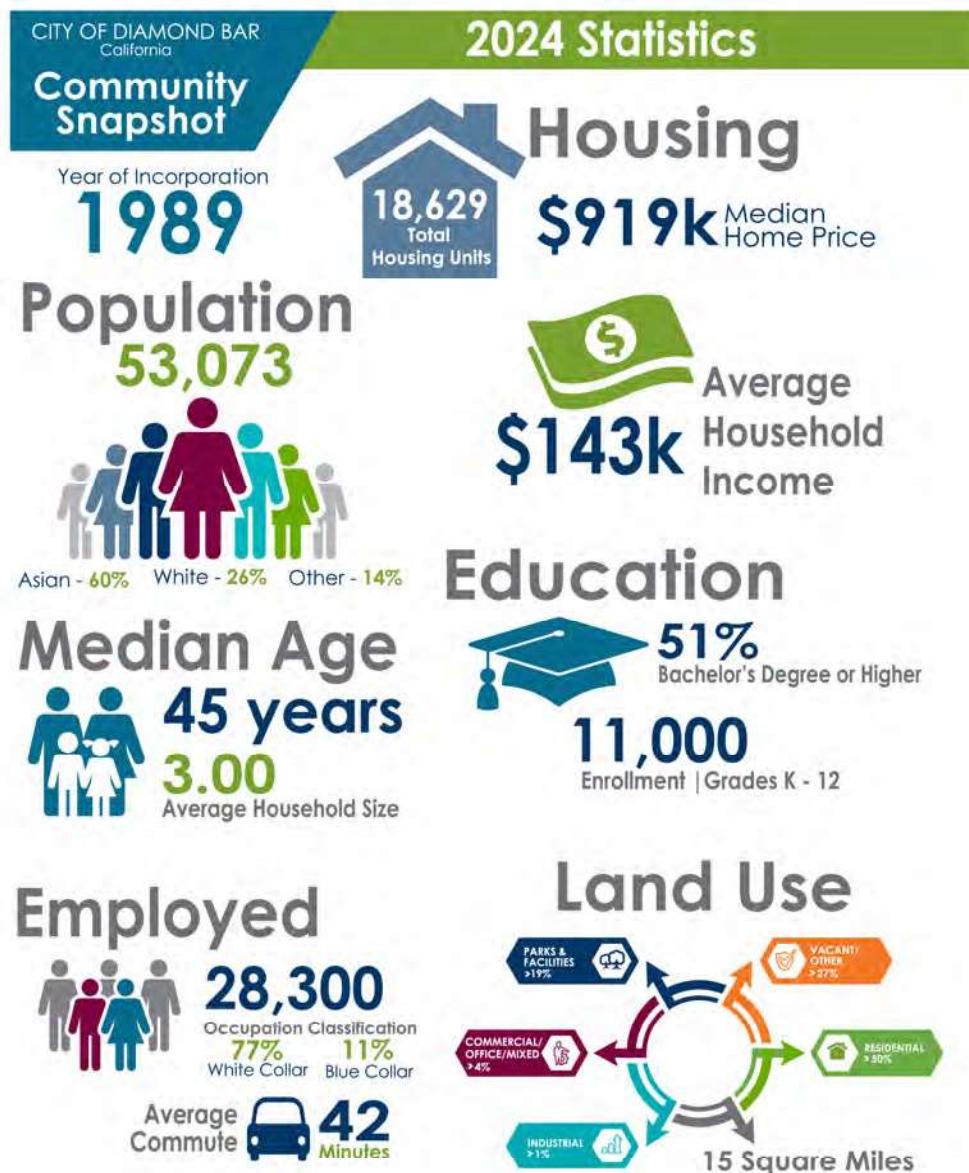


City of Diamond Bar Budget

Fiscal Year 24/25

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COMMUNITY SNAPSHOT



Source: Environics Analytics (Claritas/Nielsen), EdData, and Census.
 Based on 2020 - 2023 data.

City of Diamond Bar Budget

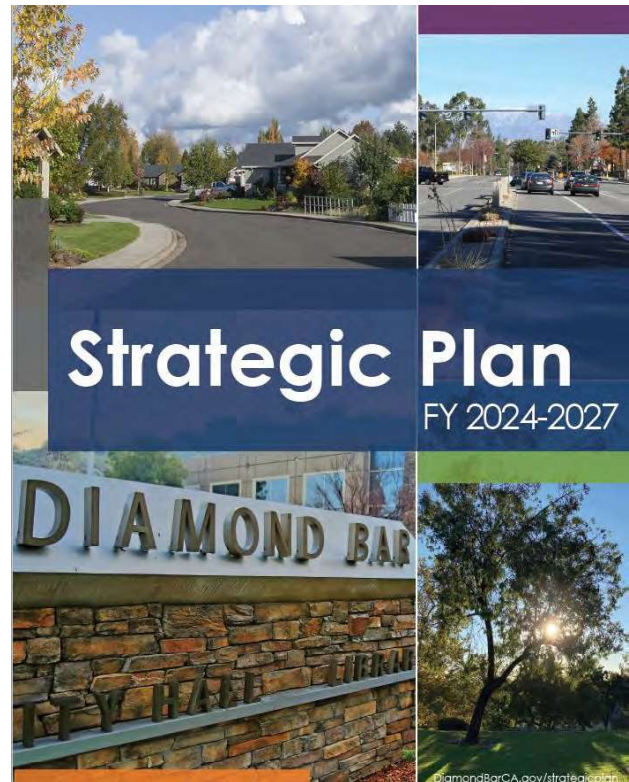
Fiscal Year 24/25

www.diamondbarca.gov

2024-2027 STRATEGIC PLAN

2024-2027 STRATEGIC PLAN

Click the image to view the City's 2024 - 2027 Strategic Plan.



DEPARTMENTAL QUARTERLY UPDATES

Click the image to view the latest Departmental Quarterly Updates.



STRATEGIC PLAN

Fiscal Years 2024-2027

Year 1-Quarter 2 | Oct. 1-Dec. 30, 2023

PROGRESS UPDATE

1 Responsible Stewardship of Public Resources	2 Open, Engaged and Responsive Government	3 Safe, Sustainable and Healthy Community
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Solar Permitting Made Easy
Implemented SolarAsp+ online instant solar permits on the City's website, providing streamlined customer service while meeting state mandates.

City Awarded State Grant for Housing Element
In March 2020, the California Department of Housing and Community Development (HCD) awarded the City a \$160,000 Permitting Grant from the Building Homes and Jobs Trust Fund (\$8.2) to offset the City's costs to prepare the Sixth Cycle Housing Element. In September 2023, the City submitted an invoice to HCD for reimbursement of the actual costs incurred, and in December 2023, the City received a \$159,341 check, offsetting impacts to the General Fund.

Progress Continues on Downtown Plan
Staff and the consultant team continue to work on the draft Town Center Specific Plan regulatory document and Environmental Impact Report.

50 AUTOMATED LICENSE PLATE READER CAMERAS INSTALLED AT KEY CITY POINTS



Engagement Meets Education
The inaugural City Government Explained resident engagement series wrapped up, with over 100 participants across eight meetings. The series aimed to share information about City operations and build bridges between the community and City Hall.



Extended Pavement Life
Completed work on Residential and Collector Street Rehabilitation - Area 2 and Arterial Street Rehabilitation on Golden Springs from Brea Canyon to Grand Ave. With a total cost of \$3.2M, the projects were completed under budget (originally \$3.3M).

Connecting Unhoused Individuals with Critical Services
The Los Angeles County's Access and Drug Abuse (L.A. CADA) the City's homeless outreach provides direct contact with 50 individuals from October through December 2023, which represents a 67% increase in outreach attempts from last quarter and focused on referrals such as health, and case management, food, and housing navigation.



Code Enforcement Activity

- ✓ New Cases Opened: 121
- ✓ Total Inspections Performed: 708
- ✓ Notices Issued: 233
- ✓ Citations Written: 42
- ✓ Cases Closed: 129
- ✓ Voluntary Compliance Rate: 89
- ✓ Signs Removed from ROW: 442
- ✓ Stop Work Orders: 7

Data Backup Solution
Installed new comprehensive data protection software, creating faster and more efficient data backups of all the City's servers.

39 NEW BUSINESS LICENSES ISSUED

1 of 2



**FY 2024/25 KEY WORKPLAN INITIATIVES BY DEPARTMENT
& FY 2023/24 UPDATE**

DEPARTMENT/DIVISION		KEY INITIATIVES	STRATEGIC PLAN OBJECTIVE	PERFORMANCE METRIC / KPI	FUNDING SOURCE	STATUS	NOTES
City Manager's Office	1	Develop and launch economic development outreach programs and business services.	1.1 Foster a healthy and resilient local economy.	Sales Tax Revenues/Annual	General Fund - City Manager's Office/Economic Development (100150)	Ongoing FY23/24, Carryover to FY 24/25	Launched OpenRewards app as a Shop Local incentive program.
	2	Complete comprehensive citywide fee study.	1.3 Foster fiscal health through disciplined long-term planning, cost control, efficiency, increased revenue, and cost recovery.	Cost Recovery Rate from Fees Goal: 100%	General Fund - City Manager's Office (100130)	Ongoing FY23/24, Carryover to FY 24/25	Fee Study Underway. Completion anticipated in Dec 2024.
	3	Complete a customer service audit to identify and implement service improvements.	2.1 Provide effective and accessible government services that meet the needs of a diverse population.	Customer Service Survey Rating	General Fund - City Manager's Office (100130)	Completed FY 23/24	
	4	Complete procurement process for residential and commercial solid waste franchises.	3.3 Protect natural resources.	Residential/Commercial Diversion Rates	Special Revenue Funds - AB 939 Fund (250)	Ongoing FY23/24, Carryover to FY 24/25	In final stages, expected to be completed in summer 2025 with expiration of current agreements.
	5	Complete 2024 Homeless Count and Initiate SGVCOG Expanded Regional Homeless Program.	3.5 Address the needs of people experiencing homelessness.	Homeless Count Results (KPI)	Special Funds - Homelessness Response Fund (107)	Completed FY 23/24 Carryover to FY 24/25	Recurring Annual Goal
	6	Complete Study for compliance with Recovered Organic Waste Products as required by SB 1383.	3.3 Protect natural resources.	Completion of Study	Special Revenue Funds - AB 939 Fund (250) & CalRecycle Local Assistant Grant	NEW	
City Clerk	1	Coordinate regularly with department staff to prioritize public records requests to eliminate requests for extensions.	2.1 Provide effective and accessible government services that meet the needs of a diverse population.	Year over year average response time	General Fund - City Clerk (100140)	Completed FY 23/24	Recurring Annual Goal
	2	Complete implementation of new Agenda Management and Live Meeting software		Customer Service Survey Rating	Internal Service Funds - Equipment Maintenance & Replacement Fund (503)	NEW	
	3	Conduct and Coordinate General Municipal Elections for two Council Seats in the November 2024 Elections		November 2024 Elections	General Fund - City Clerk (100140)	NEW	



**FY 2024/25 KEY WORKPLAN INITIATIVES BY DEPARTMENT
& FY 2023/24 UPDATE**

DEPARTMENT/DIVISION		KEY INITIATIVES	STRATEGIC PLAN OBJECTIVE	PERFORMANCE METRIC / KPI	FUNDING SOURCE	STATUS	NOTES
Community Relations	1	Complete Residential Satisfaction Survey.	2.2 Build relationships, establish trust, and foster collaboration in the Diamond Bar community.	Attendance & Engagement	General Fund - Public Information (100240)	Completed FY 23/24	
	2	Coordinate production of Mayor's "State of the City" address.				Completed FY23/24, Carryover to FY 24/25	Recurring Annual Goal
	3	Continue City Government Explained Educational Series.				Ongoing FY23/24, Carryover to FY 24/25	Recurring Annual Goal
Finance	1	Develop an award winning budget document that meets industry best practices.	1.3 Foster fiscal health through disciplined long-term planning, cost control, efficiency, increased revenue, and cost recovery.	Receive GFOA Distinguished Budget Presentation Award	General Fund - Finance (100210)	Ongoing FY23/24, Carryover to FY 24/25	Recurring Annual Goal
	2	Maintain compliance with annual debt reporting and provide necessary trainings as needed.		Maintain (or improve) AA+ Bond Rating		Ongoing FY23/24, Carryover to FY 24/25	Recurring Annual Goal
	3	Assist CM's office with update of the Citywide Fee Study.		Cost Recovery Rate from Fees Goal: 100%		Ongoing FY23/24, Carryover to FY 24/25	
	4	Develop and Maintain a 5-year General Fund Forecast (Revenues & Expenditures).		Percent Variance of Forecast to Actuals.		Ongoing FY23/24, Carryover to FY 24/25	
	5	Complete centralization of City Hall cashiering utilizing new Enterprise Land Management System.	2.1 Provide effective and accessible government services that meet the needs of a diverse population.	Process 100% of transactions in Tyler Cashiering		Ongoing FY23/24, Carryover to FY 24/25	
	6	Update User Interface for Online Interactive Budget Book		Customer Service Survey Rating		NEW	



**FY 2024/25 KEY WORKPLAN INITIATIVES BY DEPARTMENT
& FY 2023/24 UPDATE**

DEPARTMENT/DIVISION	KEY INITIATIVES		STRATEGIC PLAN OBJECTIVE	PERFORMANCE METRIC / KPI	FUNDING SOURCE	STATUS	NOTES
Human Resources	1	Develop and implement a formal Employee Onboarding Program.	2.3 Establish City of Diamond Bar as an Employer of Choice.	Employee Turnover	General Fund - Human Resources (100220)	Ongoing FY 23/24, Carryover to FY 24/25	Onboarding program configured; pending roll-out to organization
	2	Successfully onboard new personnel and complete personnel reclassifications pursuant to the adopted annual Human Capital Investment Program (HCIP).		Close recruitments and process reclassifications by fiscal year-end		Completed FY 23/24, Carryover to FY 24/25	Recurring Annual Goal
Information Systems	1	Oversee successful implementation of new ELM system for streamlined permit processing.	2.1 Provide effective and accessible government services that meet the needs of a diverse population.	Customer Service Rating	General Fund - Information Systems (100230) & Internal Service Funds - Equipment Maintenance & Replacement Fund (503)	Ongoing FY23/24, Carryover to FY 24/25	GoLive Date July 1, 2025
	2	Implement new Tape backup system and equipment.		MISAC Award		Completed FY 23/24	
	3	Solar App+ Implementation and Integration with CityView.		Compliance with State Regulations		Completed FY 23/24	
	4	Upgrade Transit Pass System to a Modern interface.		Resident Satisfaction Survey (KPI)		Carryover to FY 24/25	
	5	Roll out of New Laptops for Staff and the EOC.		Customer Service Survey Rating		Completed FY 23/24	
	6	Diamond Bar Center AV System Replacement.				NEW	
	7	City Wide PC Replacement Project.					
	8	Raritan KVM Switch Replacement.					
	9	Printer Replacements.					
	10	Server Replacements.					
Public Safety	1	Launch a commercial burglary education and prevention program for business owners.	3.1 Foster a safe and welcoming environment for residents, businesses, visitors, and employees.	Part 1 Crime Rate/1,000 Residents + Commercial Burglary total	General Fund - Public Safety/ Law Enforcement (100310)	Ongoing FY23/24, Carryover to FY 24/25	On site business watch events and door-to-door business engagement and education efforts were scheduled and completed at shopping centers throughout town.



**FY 2024/25 KEY WORKPLAN INITIATIVES BY DEPARTMENT
& FY 2023/24 UPDATE**

DEPARTMENT/DIVISION		KEY INITIATIVES	STRATEGIC PLAN OBJECTIVE	PERFORMANCE METRIC / KPI	FUNDING SOURCE	STATUS	NOTES
Community Development	1	Complete the Town Center Specific Plan.	1.1 Foster a healthy and resilient local economy.	City Council adoption & Number of entitlement applications submitted after adoption	Special Funds - General Plan Update Fund (103)	Ongoing FY23/24, Carryover to FY 24/25	Public Review of Draft Specific Plan and EIR anticipated Summer 2024.
	2	Assist IS Department to implement new ELM system for streamlined permit processing.	2.1 Provide effective and accessible government services that meet the needs of a diverse population.	Customer Service Rating (KPI)	General Fund - Planning (100410) General Fund - Building & Safety (100420)	Ongoing FY23/24, Carryover to FY 24/25	See Information System Item 1
	3	Assist IS Department to implement Solar App+ to facilitate the issuance of residential rooftop solar electric panel permits instantly via the City's online permitting portal.	2.1 Provide effective and accessible government services that meet the needs of a diverse population. & 3.3 Protect natural resources.	Number of permit issuances Customer Service Survey rating	CalAPP Grant Expended in Internal Service Funds - Equipment Maintenance & Replacement Fund (503)	Completed FY 23/24	See Information System Item 1
	4	Adopt Objective Design Standards (ODS) to facilitate the administrative approval of multifamily housing developments.	3.6 Foster local housing accessibility.	City Council adoption, Number of Development Review applications approved.	Special Funds - General Plan Update Fund (103)	Ongoing FY23/24, Carryover to FY 24/25	
	5	Incorporate inclusionary housing requirements in the Town Center Specific Plan (TCSP).		City Council adoption & Number of inclusionary housing units proposed in Town Center entitlement applications.	Special Funds - General Plan Update Fund (103)	Ongoing FY23/24, Carryover to FY 24/25	Part of Town Center Specific Plan. See Item 1 Above



**FY 2024/25 KEY WORKPLAN INITIATIVES BY DEPARTMENT
& FY 2023/24 UPDATE**

DEPARTMENT/DIVISION	KEY INITIATIVES	STRATEGIC PLAN OBJECTIVE	PERFORMANCE METRIC / KPI	FUNDING SOURCE	STATUS	NOTES
Parks & Recreation	1 Increase revenue at the Diamond Bar Center through additional marketing outreach and facility exposure events such as the Bridal Show and Special Events Showcase.	1.3 Foster fiscal health through disciplined long-term planning, cost control, efficiency, increased revenue, and cost recovery.	Rental revenue	General Fund - Parks & Recreation/ Diamond Bar Center (100510)	Completed FY 23/24, Carryover to FY 24/25	Recurring Annual Goal
	2 Provide high demand contract classes, updated special events such as the City Birthday, and healthy lifestyle educational opportunities.	3.2 Build a vibrant, healthy, and supportive community.	Attendance & participation	General Fund - Parks & Recreation/ Recreation Programs (100520)	Completed FY 23/24, Carryover to FY 24/25	City Birthday included over 2,000 in attendance
	3 Assist PW Department to prepare drawings and final design for Heritage Park Renovation Project.		Complete Heritage Park Renovation design phase	CIP Fund (301)	Ongoing FY23/24, Carryover to FY 24/25	
	4 Improve the Diamond Bar Center's social media presence through various platforms & outreach methods.	2.1 Provide effective and accessible government services that meet the needs of a diverse population.	Website visits & DBC appointments	General Fund - Parks & Recreation/ Diamond Bar Center (100510)	NEW	
Public Works	1 Provide safe and reliable highways and streets by maintaining residential and arterial streets.	1.2 Provide safe and reliable public infrastructure.	Pavement Condition Index (PCI)	General Fund - Public Works/Road Maintenance (100655) & CIP Fund (301)	Ongoing FY23/24, Carryover to FY 24/25+ J54K57	Recurring Annual Goal
	2 Prepare drawings and final design for Heritage Park Renovation Project.	3.2 Build a vibrant, healthy, and supportive community.	Complete Heritage Park Renovation design phase	CIP Fund (301)	Ongoing FY23/24, Carryover to FY 24/25	
	3 Utilize Traffic Management System to improve transportation and mobility systems.	3.4 Improve transportation and mobility systems.	Maintain Average Speed/Travel Time on Arterials	General Fund - Public Works/Engineering (100615) & Special Revenue Funds - Prop C (207)	Ongoing FY23/24, Carryover to FY 24/25	Recurring Annual Goal
	4 Commence construction of the Diamond Bar Blvd Complete Streets Project.	3.2 Build a vibrant, health, and supportive community.	Commence Construction	Federal, State, and Local Grants & Special Revenue Funds CIP Fund 301	Ongoing FY23/24, Carryover to FY 24/25	

City of Diamond Bar Budget

Fiscal Year 24/25

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2019 LONG-TERM FINANCIAL FORECAST



Click the image to view the City's 2019 Long-Term Financial Forecast.

<https://www.diamondbarca.gov/DocumentCenter/View/Term-Financial-Forecast-2019?bidId=>



City of Diamond Bar Budget

Fiscal Year 24/25

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WHAT IS THE BUDGET?

The budget is an annual financial plan for the City of Diamond Bar. It specifies the level of municipal services to be provided in the coming year and reflects strategic priorities set by the City Council.

The City of Diamond Bar's budget is designed to serve five major purposes:

1. Definition of **policy** in compliance with legal requirements for General Law cities in the State of California, Governmental Accounting Standards Board (GASB) financial reporting requirements and audit standards, and fiscal directions of the City Council.
2. Prepare the budget in **conformity** with Generally Accepted Accounting Principles using the modified accrual basis of accounting.
3. Utilization as an **operations guide** for administrative staff in the management and control of fiscal resources.
4. Presentation of the City's **financial plan** for the ensuing fiscal year, itemizing projected revenues and estimated expenditures.
5. Illustration as a **communications** document for citizens who wish to understand the operations and costs of City services.



City of Diamond Bar Budget

Fiscal Year 24/25

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BASIS OF BUDGETING

The City of Diamond Bar's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP) unless otherwise noted below:

1. The budgetary basis for governmental funds (e.g. General Fund, CIP Fund, Special Revenue funds, Debt Service Fund) is in conformity with GAAP, with a few minor exceptions. In conformity with GAAP, the modified accrual basis of accounting is used wherein revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current fiscal period, while expenditures are recognized in the accounting period in which the liability is incurred. However, in the following cases the budgetary basis differs from GAAP:

- a. Adjustments to recognize gains and losses on investments resulting from changes in their market value are not budgeted.
- b. Items reported as "other financing sources" and "other financing uses" are classified as revenues and expenditures under the budgetary basis of accounting.

2. The budgetary basis for proprietary funds (e.g. Internal Service funds) is in conformity with GAAP, using the accrual basis of accounting for all revenues and expenses, except for the following instances:

- a. The receipt of long-term debt proceeds, capital outlays, and debt service principal payments are budgeted, but allocations for depreciation and amortization expense are not.

Each of the City's funds is considered a separate accounting entity with a self-balancing set of accounts that records assets, liabilities, fund equity, revenue and expenditures. Funds are established and segregated for the purpose of recording specific programs or attaining certain objectives in accordance with special regulations.

The General Fund accounts for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to rendering the general services provided by the City. The City of Diamond Bar has twenty-nine Special Revenue Funds that are used to account for specific revenues that are legally restricted to expenditure for particular purposes. The Capital Project Fund is used to account for the purchase or construction of major capital facilities. The Debt Service Fund is used to account for principal and interest payments on outstanding fixed rate bonds. Internal Service Funds are used to account for goods and services provided to other departments within the City such as liability insurance and equipment replacement.

The budget is prepared on a line item basis by fund and department. The six major General Fund divisions are:

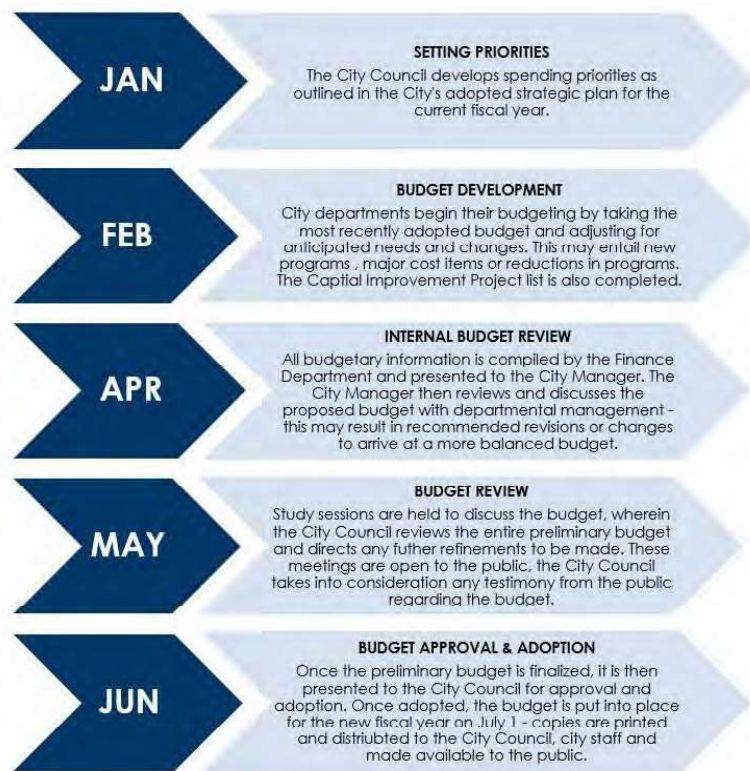
1. Legislative
2. Administration & Support
3. Public Safety
4. Community Development
5. Parks & Recreation
6. Public Works

City of Diamond Bar Budget

Fiscal Year 24/25

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BUDGET PROCESS



BUDGET STUDY SESSION DETAIL

The City Council devotes one Budget Study Session to the annual Capital Improvement Program for the upcoming fiscal year. At this CIP Study Session, staff presents the recommended draft 5-year Capital Improvement Program to the City Council along with the recommended projects for the upcoming fiscal year. Members of the City Council are presented with details on each individual project, along with its recommended budget and funding source, and are given the opportunity to propose new projects. A consensus is then reached at the study session as to the final list of projects to include in the proposed budget for the upcoming fiscal year.

BUDGET AMENDMENT PROCESS

The City Manager is responsible to the City Council for the faithful execution of the City Budget. In order to ensure authorized expenditures are managed in the most efficient and economical manner possible, the City Council authorizes the City Manager to increase or transfer appropriations within the General Fund, Special Revenue Fund or any other unrestricted Fund. The City's budget may be amended in the following ways:

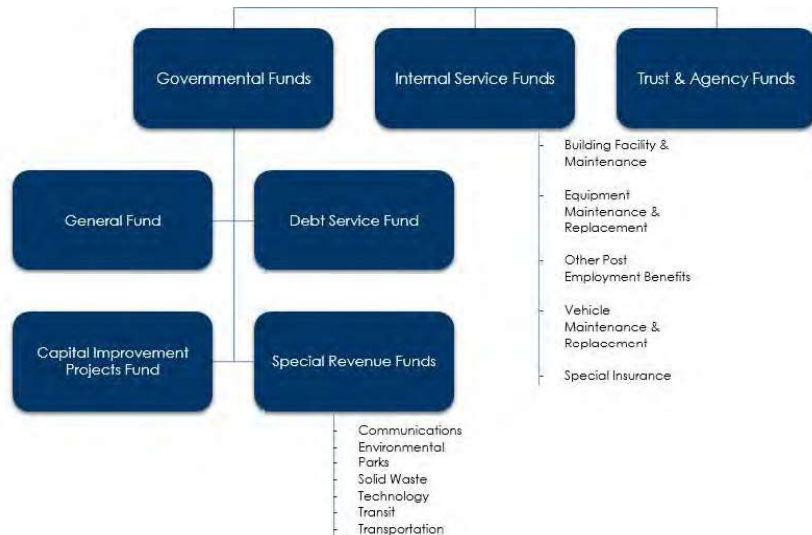
- If a fund has an Undesignated Fund Balance during the Fiscal Year, the City Manager may approve requests for budget increases with Council approval.
- Budget adjustments between a department's line items with a null effect on the overall department budget may be made with the City Manager's approval.
- During the fiscal year, the City Council may modify approved programs and activities or implement new activities that may require budget amendments. On such occasions when the Council approves a project without amending the budget, that approval will constitute authority for the Finance Director to amend the budget subject to the City Manager's approval.

City of Diamond Bar Budget

Fiscal Year 24/25

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FUND STRUCTURE



DESCRIPTIONS

General Fund is the most versatile fund and is used to account for any legal budgetary purpose not accounted for elsewhere in the budget.

Debt Service Funds are used to account for debt payments owed by the City.

Capital Improvement Project Funds are used to account for the purchase or construction of major capital projects, which are not financed by proprietary, special assessment or trust funds.

Special Revenue Funds are used to account for certain funds, which are legally restricted to certain purposes.

Internal Service Funds account for a department of a governmental agency, which provides services to other departments of the agency. The costs of all or a part of the operations and the provision of services are recovered through fees charged to the user departments.

Fiduciary (Trust And Agency) Funds account for assets held by the City in a trustee capacity or as agency for individuals, private organizations, other governments, and/or other funds.

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City of Diamond Bar Budget

Fiscal Year 24/25

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FINANCIAL POLICIES

The City's budget development is shaped by several financial and operational policies. These policies promote and ensure organizational continuity, consistency, transparency, and responsibility from year to year. This section identifies some of the major short and long-term planning documents, financial and operational policies, and fiscal management tools that the City of Diamond Bar employs in order to guarantee fiscal and programmatic integrity and to guide the development of the City's budget.

Annual Budget and Financial Reporting Policy

The purpose of this policy is to ensure a balanced annual operating budget and reporting procedures to safeguard public funds and maximize resources available for use by the City in delivering programs and services. A balanced budget is defined as a budget in which operating revenues should cover operating expenditures, including debt service. The ending fund balance must meet minimum policy levels. For the general fund, this level has been established at 25%. Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time," non-recurring expenditures.

CAL Card Use Policy

The City of Diamond Bar has joined the CAL Card program which is administered through the State General Services Division and US Bank. This program provides a mechanism for government agencies to provide purchasing cards to their employees to expedite purchases of goods and services. This policy sets forth policies and procedures for CAL Card usage.

Compensation for City Commissioners/Committee Members

The purpose of this policy is to establish compensation for attendance at Commission/Committee Meetings for City Commissioners/Committee Members.

Drawing Warrants and Checks Upon City Funds

California State law requires the Mayor and City Clerk to execute and countersign all warrants and checks issued for payment from City funds. Government Code Section 37203 provides that the City Council may prescribe an alternative method for drawing warrants and checks. Through adoption of this Policy, the City Council established an alternative method to insure the timely drawing of warrants and checks upon City funds.

Travel, Expense and Reimbursement Policy

The City of Diamond Bar recognizes the value of attendance by City officials and employees at professional conferences, seminars, meetings with other government officials, professional organizations, community organizations, and constituents and ceremonial events and activities that promote or benefit the City. T

policy establishes travel authorization, expense, reimbursement, and reporting standards consistent with the provisions of this policy and in compliance with California Government Code Sections 53232.2 and 53232.3.

Fixed Asset Capitalization and Inventory Control Policy

The purpose of this policy is to ensure adequate control and appropriate use of City fixed assets. The procedures are intended to define fixed assets and to establish guidelines for budgeting, purchasing and disposing fixed assets. This policy does not apply to infrastructure assets.

Anti-Fraud Policy

To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other related dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

Cash Handling Policy

The purpose of this policy is to safeguard public funds and also to maximize resources available for use by the City in delivering programs and services. These policies recognize the decentralized nature of the receipting and depositing process, while providing for standardized procedures.

Fund Balance and Reserves Policy

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur for unforeseen revenue fluctuations, unanticipated expenditures, and other unexpected circumstances. The fund balance also provides cash flow liquidity for the City's general operations.

Capital Financing and Debt Management Policy

The purpose of this policy is to provide guidelines for the City's utilization of capital financing and debt for capital improvement projects, property acquisition, and projects whose useful life will exceed the term of the financing.

Unclaimed Funds Policy

The purpose of this policy is to establish the proper disposition and accounting for unclaimed money in accordance with Government Code Sections 50050 through 50056.

Investment Policy

The purpose of this policy is to provide guidelines for the prudent investment of the City's temporarily idle cash and to outline the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled funds in accordance with the applicable local, state and federal laws.



FY 2024/25 CONSOLIDATED SCHEDULE OF SOURCES AND USES - ALL FUNDS



	Governmental Funds			Proprietary Funds	Fiduciary Funds	Total
	General Fund	CIP Fund	Non-Major Funds	Internal Service Funds	OPEB Trust Fund	All Funds
	FY 2024/25 Proposed Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed Budget
Financial Sources						
Property Taxes	\$ 6,701,322	\$ -	\$ -	\$ -	\$ -	\$ 6,701,322
Other Taxes & Fees	9,936,210	-	1,279,341	-	-	11,215,551
State Subventions	7,992,488	-	-	-	-	7,992,488
Federal & State Grants	-	8,086,000	-	-	-	8,086,000
From Other Agencies	-	-	9,351,953	-	-	9,351,953
Fines & Forfeitures	370,000	-	-	-	-	370,000
Service Charges	3,477,800	-	1,533,416	-	-	5,011,216
Use of Money and Property	2,400,730	-	226,700	34,800	26,600	2,688,830
Cost Reimbursements	159,000	-	14,526	-	-	173,526
Miscellaneous Revenue	-	-	-	-	-	-
Transfers In	1,687,500	150,000	1,396,369	1,778,200	88,000	5,100,069
Total Financial Sources	32,725,050	8,236,000	13,802,305	1,813,000	114,600	56,690,955
Financial Uses						
City Administration	2,680,711	-	1,096,061	-	-	3,776,772
Administration & Support	4,171,994	-	120,000	-	-	4,291,994
Public Safety	9,436,865	-	55,000	-	-	9,491,865
Community Development	2,687,636	-	542,318	-	-	3,229,954
Parks & Recreation	4,526,884	-	39,785	-	-	4,566,669
Public Works	6,815,959	-	4,279,472	-	-	11,095,431
Capital Projects	-	8,236,000	5,714,189	-	-	13,950,189
Debt Service	-	-	721,900	-	-	721,900
Internal Service	-	-	-	2,159,050	-	2,159,050
Transfers Out	2,549,569	-	2,550,500	-	-	5,100,069
Total Financial Uses	\$ 32,869,618	\$ 8,236,000	\$ 15,119,225	\$ 2,159,050	\$ -	\$ 58,383,893
Surplus (Deficit)	\$ (144,568)	\$ -	\$ (1,316,920)	\$ (346,050)	\$ 114,600	\$ (1,692,937)

* FY 2023/24 Revised Budget is as of April 30, 2024

THREE-YEAR CONSOLIDATED SCHEDULE OF SOURCES AND USES - ALL FUNDS
FY 2022/23 ACTUALS, FY 2023/24 REVISED BUDGET, & FY 2024/25 PROPOSED BUDGET



	Governmental Funds									Proprietary Funds			Fiduciary Funds			Total		
	General Fund			CIP Fund			Non-Major Funds			Internal Service Funds			OPEB Trust Fund			All Funds		
	FY 2022/23	FY 2023/24	FY 2024/25	FY 2022/23	FY 2023/24	FY 2024/25	FY 2022/23	FY 2023/24	FY 2024/25	FY 2022/23	FY 2023/24	FY 2024/25	FY 2022/23	FY 2023/24	FY 2024/25	FY 2022/23	FY 2023/24	FY 2024/25
	Actuals	Revised Budget*	Proposed Budget	Actuals	Revised Budget*	Proposed Budget	Actuals	Revised Budget*	Proposed Budget	Actuals	Revised Budget*	Proposed Budget	Actuals	Revised Budget*	Proposed Budget	Actuals	Revised Budget*	Proposed Budget
Financial Sources																		
Property Taxes	\$ 6,418,120	\$ 6,438,183	\$ 6,701,322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,418,120	\$ 6,438,183	\$ 6,701,322
Other Taxes & Fees	10,027,433	9,922,000	9,936,210	-	-	-	1,182,584	1,234,416	1,279,341	-	-	-	-	-	-	11,210,017	11,156,416	11,215,551
State Subventions	7,296,543	7,575,497	7,992,488	-	-	-	-	-	-	-	-	-	-	-	-	7,296,543	7,575,497	7,992,488
Federal & State Grants	-	-	-	28,311	823,350	8,086,000	3,415,473	184,000	-	-	60,000	-	-	-	-	3,443,784	1,047,350	8,086,000
From Other Agencies	-	-	-	-	-	-	9,500,432	9,377,477	9,351,953	-	-	-	-	-	-	9,500,432	9,377,477	9,351,953
Fines & Forfeitures	383,058	385,000	370,000	-	-	-	-	-	-	-	-	-	-	-	-	383,058	385,000	370,000
Service Charges	2,856,466	3,392,865	3,477,800	-	-	-	1,814,220	1,152,930	1,533,416	-	-	-	-	-	-	4,670,686	4,545,795	5,011,214
Use of Money and Property	1,455,223	1,866,430	2,400,730	-	-	-	357,647	156,650	226,700	56,112	30,800	34,800	9,584	26,600	26,600	1,878,566	2,080,480	2,688,830
Cost Reimbursements	165,180	318,340	159,000	-	-	-	16,180	14,526	14,526	-	-	-	-	-	-	182,920	332,866	173,526
Miscellaneous Revenue	-	-	-	1,560	-	-	-	-	-	-	-	-	-	-	-	1,560	-	-
Transfers In	4,704,370	1,475,500	1,687,500	6,410,632	22,034,573	150,000	1,150,654	2,785,641	1,396,369	1,997,033	2,265,605	1,778,200	88,000	88,000	88,000	14,350,689	28,649,319	5,100,069
Total Financial Sources	\$ 35,306,392	\$ 31,373,815	\$ 32,725,050	\$ 6,440,503	\$ 22,857,923	\$ 8,236,000	\$ 17,437,190	\$ 14,905,640	\$ 13,802,305	\$ 2,053,145	\$ 2,356,405	\$ 1,813,000	\$ 97,584	\$ 114,600	\$ 114,600	\$ 39,336,374	\$ 71,608,383	\$ 66,890,953
Financial Uses																		
City Administration	1,979,778	2,447,147	2,680,711	-	-	-	656,882	997,688	1,096,061	-	-	-	-	-	-	2,636,660	3,644,835	3,776,772
Administration & Support	3,621,150	4,088,525	4,171,994	-	-	-	73,904	145,000	120,000	-	-	-	-	-	-	3,695,054	4,233,525	4,291,994
Public Safety	8,144,826	8,974,217	9,436,865	-	-	-	4,600	195,000	55,000	-	-	-	-	-	-	8,149,426	9,169,217	9,491,865
Community Development	2,173,975	2,532,282	2,687,636	-	-	-	603,298	781,519	542,318	-	-	-	-	-	-	2,777,273	3,313,801	3,229,954
Parks & Recreation	3,381,125	4,341,840	4,526,884	-	-	-	49,442	72,841	39,785	-	-	-	-	-	-	3,430,567	4,414,681	4,566,669
Public Works	5,034,200	6,410,363	6,815,959	-	-	-	2,369,519	3,847,094	4,279,472	-	-	-	-	-	-	7,403,719	10,257,457	11,095,431
Capital Projects	-	-	-	6,795,027	22,372,398	8,236,000	-	-	5,714,189	-	-	-	-	-	-	6,795,027	22,372,398	13,950,189
Debt Service	-	-	-	-	-	-	719,200	716,100	721,900	-	-	-	-	-	-	719,200	716,100	721,900
Internal Service	-	-	-	-	-	-	-	-	-	1,257,369	3,281,073	2,159,050	-	-	-	1,257,369	3,281,073	2,159,050
Transfers Out	4,180,209	8,108,751	2,549,569	-	-	-	10,105,480	20,456,667	2,550,500	65,000	74,900	-	-	-	-	14,350,689	28,640,318	5,100,069
Total Financial Uses	\$ 28,515,264	\$ 37,103,125	\$ 32,869,618	\$ 6,795,027	\$ 22,372,398	\$ 8,236,000	\$ 14,582,324	\$ 27,211,909	\$ 15,119,225	\$ 1,322,369	\$ 3,355,973	\$ 2,159,050	\$ -	\$ -	\$ -	\$ 51,214,984	\$ 90,043,405	\$ 58,383,893
Surplus (Deficit)	\$ 4,791,129	\$ (5,729,310)	\$ (144,568)	\$ (354,524)	\$ 485,525	\$ -	\$ 2,854,866	\$ (12,306,269)	\$ (1,316,920)	\$ 730,776	\$ (999,568)	\$ (346,050)	\$ 97,584	\$ 114,600	\$ 114,600	\$ 8,121,391	\$ (18,435,022)	\$ (1,692,937)

* FY 2023/24 Revised Budget is as of April 30, 2024



CITY OF DIAMOND BAR Proposed Revenues & Expenses Fiscal Year 2024/25

Fund #	Fund Title	PROPOSED SOURCES				PROPOSED USES			Estimated FB Reserves @ 06/30/25	Addition/(Use) of Fund Balance	Fund Balance Notes
		Estimated FB Reserves @ 07/01/24	Revenues	Transfers In	Total Resources	Appropriations	Transfers Out	Total Uses			
100	General Fund (includes 25% Contingency Reserve)	\$ 26,625,225	\$ 31,037,550	\$ 1,687,500	\$ 32,725,050	\$30,320,049	\$2,549,569	\$32,869,618	\$ 26,480,658	\$ (144,567)	Used for capital projects
101	Com Organization Support Fund	2,062	-	20,000	20,000	20,000	-	20,000	2,062	-	
102	Law Enforcement Reserve Fund	656,362	-	-	-	45,000	50,000	95,000	561,362	(95,000)	Used for one-time items
103	General Plan Revision Fund	94,568	-	-	-	12,000	-	12,000	82,568	(12,000)	Used for one-time items
104	Technology Reserve Fund	694,386	74,000	100,000	174,000	-	705,000	705,000	163,386	(531,000)	Used for one-time items
105	OPEB Reserve Fund	299,182	-	40,000	40,000	20,000	88,000	108,000	231,182	(68,000)	
106	COVID-19 Recovery Fund	(105,636)	-	-	-	-	-	-	(105,636)	-	
107	Homelessness Response Fund	-	-	50,000	50,000	50,000	-	50,000	-	-	
201	Measure W	689,725	838,000	-	838,000	1,436,065	-	1,436,065	91,660	(598,065)	Used for capital projects
202	Road Maint. & Rehab (RMRA)	138,489	1,419,737	-	1,419,737	1,300,000	-	1,300,000	258,226	119,737	
203	Measure M Fund	167,863	1,065,986	-	1,065,986	969,078	-	969,078	264,771	96,908	
204	Measure R Fund	84,306	938,546	-	938,546	869,078	-	869,078	153,774	69,468	
205	Gas Tax Fund	150,000	1,501,997	-	1,501,997	66,000	1,475,000	1,541,000	110,997	(39,003)	Used for capital projects
206	Prop A - Transit Fund	2,753,595	1,730,128	-	1,730,128	1,600,657	-	1,600,657	2,883,066	129,471	
207	Prop C - Transit Fund	318,656	1,254,895	-	1,254,895	1,534,284	-	1,534,284	39,267	(279,389)	Used for capital projects
208	MAP-21 Fund	1,072	-	-	-	-	-	-	1,072	-	
209	SB821 Trails (TDA)	14,498	100,000	-	100,000	100,000	-	100,000	14,498	-	
210	MTA Grants Fund	(56,599)	-	-	-	-	-	-	(56,599)	-	
224	PLHA Fund	-	358,416	-	358,416	358,416	-	358,416	-	-	
225	Community Dev Block Grant Fd	(194,110)	362,376	-	362,376	362,376	-	362,376	(194,110)	-	
226	CASP (SB1186) Fund	34,531	8,200	-	8,200	-	-	-	42,731	8,200	
238	Landscape Maint Dist - 38	-	276,780	308,477	585,257	585,257	-	585,257	-	-	
239	Landscape Maint Dist - 39	364,842	665,215	44,037	709,252	709,252	-	709,252	364,842	-	
241	Landscape Maint Dist - 41	170,201	311,346	11,955	323,301	323,301	-	323,301	170,201	-	
245	Street Beautification	339,339	2,400	-	2,400	-	-	-	341,739	2,400	
246	Traffic Mitigation Fund	8,173,361	150,000	-	150,000	-	-	-	8,323,361	150,000	
247	Sewer Mitigation Fund	57,635	400	-	400	-	-	-	58,035	400	
248	Tres Hermanos	6,910	-	100,000	100,000	100,000	-	100,000	6,910	-	
250	Integrated Waste Mgt Fund	1,807,354	811,543	-	811,543	918,890	10,000	928,890	1,690,007	(117,347)	Used for State mandates
251	Air Quality Improvement Fd	79,290	75,100	-	75,100	84,000	70,000	154,000	390	(78,900)	Used for one-time items
252	Waste Hauler Fund	97,725	158,300	-	158,300	250,000	-	250,000	6,025	(91,700)	Used for capital projects
253	Used Oil Grant	27,680	7,971	-	7,971	10,171	-	10,171	25,480	(2,200)	



CITY OF DIAMOND BAR
Proposed Revenues & Expenses
Fiscal Year 2024/25

PROPOSED SOURCES

PROPOSED USES

Fund #	Fund Title	Estimated FB Reserves @ 07/01/24	Revenues	Transfers In	Total Resources	Appropriations	Transfers Out	Total Uses	Estimated FB Reserves @ 06/30/25	Addition/(Use) of Fund Balance	Fund Balance Notes
254	Beverage Recycling Grant	85,200	14,800	-	14,800	13,000	-	13,000	87,000	1,800	
255	LRSP Grant Fund	(92)	-	-	-	-	-	-	(92)	-	
256	Hazard Mitigation Grant Fund	27,687	-	-	-	-	-	-	27,687	-	
260	Park Fees (Quimby) Fd	126,481	500	-	500	-	-	-	126,981	500	
261	Measure A Neigh. Parks Act	183,000	-	-	-	-	-	-	183,000	-	
262	Park & Facility Development Fd	1,441,921	7,300	-	7,300	-	-	-	1,449,221	7,300	
263	Prop A - Safe Neigh. Pks Fd	-	-	-	-	-	-	-	-	-	
270	PEG Fees Fund	410,694	103,800	-	103,800	100,000	-	100,000	414,494	3,800	
280	Citizens Option for Public Sfty Fd	356,980	168,200	-	168,200	10,000	152,500	162,500	362,680	5,700	
301	Capital Improvement Project Fd	423	8,086,000	150,000	8,236,000	8,236,000	-	8,236,000	423	-	
401	Debt Service Fund	1,610	-	721,900	721,900	721,900	-	721,900	1,610	-	
501	Self Insurance Fund	964,977	10,000	580,000	590,000	534,550	-	534,550	1,020,427	55,450	
502	Vehicle Maint & Replacement Fd	263,442	6,000	339,000	345,000	289,500	-	289,500	318,942	55,500	
503	Equipment Maint & Repl Fd	478,184	8,000	705,000	713,000	1,170,000	-	1,170,000	21,184	(457,000)	Used for one-time items
504	Building Facility & Maint Fund	2,085,635	10,800	154,200	165,000	165,000	-	165,000	2,085,635	-	
601	OPEB Trust Fund	760,036	26,600	88,000	114,600	-	-	-	874,636	114,600	
		-	-	-	-	-	-	-	-	-	
Grand Totals		60,799,211	51,590,886	5,100,069	56,690,955	53,283,824	5,100,069	58,383,893	48,985,751	(1,692,937)	



City of Diamond Bar Budget

Fiscal Year 24/25

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100 - GENERAL FUND REVENUE

General Fund Revenue

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Property Taxes				
(40010) Secured Property Taxes	\$5,820,899	\$6,050,640	\$6,050,640	\$6,303,639
(40020) Unsecured Property Taxes	\$380,740	\$188,543	\$188,543	\$198,683
(40030) Supplemental Roll Taxes	\$196,722	\$165,000	\$165,000	\$165,000
(40040) Prior Year Property Taxes	-\$31,014	-\$11,000	-\$11,000	-\$11,000
(40060) Interest, Penalties & Delinq	\$25,641	\$20,000	\$20,000	\$20,000
(40070) Homeowner's Exemption	\$25,131	\$25,000	\$25,000	\$25,000
PROPERTY TAXES TOTAL	\$6,418,120	\$6,438,183	\$6,438,183	\$6,701,322
Other Taxes & Fees				
(41010) Sales Tax Revenue	\$6,598,953	\$6,161,000	\$6,661,000	\$6,597,000
(41020) Transient Occupancy Tax	\$1,462,904	\$1,380,000	\$1,380,000	\$1,449,000
(41030) Franchise Fees	\$1,687,104	\$1,551,000	\$1,551,000	\$1,560,210
(41050) Property Transfer Tax	\$278,472	\$330,000	\$330,000	\$330,000
OTHER TAXES & FEES TOTAL	\$10,027,433	\$9,422,000	\$9,922,000	\$9,936,210
Federal Revenue	\$0	\$0	\$0	\$114,980
State Revenue				
(43010) Motor Vehicle In Lieu	\$56,347	\$65,000	\$65,000	\$65,000
(43020) Property Tax In Lieu of VLF	\$7,232,759	\$7,510,497	\$7,510,497	\$7,812,508
(43130) Mobile Source Air Pollution Reduction Review Committee (MSRC) Grant	\$7,437	\$0	\$0	\$0
STATE REVENUE TOTAL	\$7,296,543	\$7,575,497	\$7,575,497	\$7,877,508
Fines & Forfeitures				
(47010) Vehicle Code Fines	\$138,683	\$125,000	\$125,000	\$125,000
(47020) General Fines	\$11,015	\$15,000	\$15,000	\$15,000
(47030) Municipal Code Fines	\$55,669	\$35,000	\$35,000	\$50,000
(47040) Parking Fines	\$169,191	\$200,000	\$200,000	\$170,000
(47050) Impound Fees	\$8,500	\$10,000	\$10,000	\$10,000
FINES & FORFEITURES TOTAL	\$383,058	\$385,000	\$385,000	\$370,000
Building Fees				
(48010) Construction Permit Fees	\$991,565	\$931,960	\$931,960	\$959,553
(48020) Plan Check Fees-Bldg/Sfty	\$466,648	\$931,960	\$931,960	\$959,553
(48160) Building Standards Admin Fee	\$137	\$2,830	\$2,830	\$2,821
(48170) SMIP Fees	\$176	\$7,170	\$7,170	\$7,130
BUILDING FEES TOTAL	\$1,458,526	\$1,873,920	\$1,873,920	\$1,929,057
Planning Fees				
(48100) Planning Fees	\$210,671	\$200,000	\$200,000	\$225,000
(48130) Business License Fee	\$44,711	\$37,300	\$37,300	\$37,300
(48140) Business License - Late Fee	\$3,840	\$4,000	\$4,000	\$4,000

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
PLANNING FEES TOTAL	\$259,222	\$241,300	\$241,300	\$266,300
Engineering Fees				
(48200) Plan Check Fees - Engineering	\$18,228	\$118,000	\$118,000	\$121,550
(48210) Address Change Fee	\$6,616	\$8,000	\$8,000	\$8,250
(48220) Encroachment Permit - Eng	\$124,490	\$115,750	\$115,750	\$119,250
(48230) Inspections - Engineering	\$10,997	\$11,800	\$11,800	\$12,150
(48240) Soils/Misc Engineering Fees	\$22,368	\$23,000	\$23,000	\$23,750
(48260) Waste Hauler Fees	\$274,809	\$234,500	\$234,500	\$241,500
(48270) Industrial Waste Fees	\$56,946	\$52,500	\$52,500	\$52,500
ENGINEERING FEES TOTAL	\$514,453	\$563,550	\$563,550	\$578,950
Recreation Fees				
(48300) Special Events	\$37,469	\$18,050	\$18,050	\$18,800
(48310) Senior Programs	\$24,050	\$39,620	\$39,620	\$50,345
(48320) Youth Programs	\$148,738	\$200,425	\$200,425	\$175,928
(48330) Athletic Programs	\$37,157	\$48,500	\$48,500	\$50,920
(48340) Contract Classes	\$376,852	\$407,500	\$407,500	\$407,500
RECREATION FEES TOTAL	\$624,265	\$714,095	\$714,095	\$703,493
Investment Income				
(48500) Investment Earnings	\$1,049,401	\$800,000	\$800,000	\$1,320,000
(48501) Investment Earnings-lease	\$96,689	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$677,529	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$468,561	\$800,000	\$800,000	\$1,320,000
Rental Revenue				
(48600) Cell Tower Rental Revenue	\$112,141	\$196,000	\$196,000	\$225,800
(48601) City Hall EV Charging Fee	\$890	\$0	\$0	\$0
(48605) Db Center Revenue	\$757,841	\$625,000	\$725,000	\$675,000
(48610) Facility Security Charge	\$44,596	\$86,000	\$86,000	\$86,000
(48625) Field & Facility Rentals	\$43,116	\$32,000	\$32,000	\$69,500
RENTAL REVENUE TOTAL	\$958,584	\$939,000	\$1,039,000	\$1,056,300
Taxable Sales				
(48710) Printed Material Sales	\$0	\$200	\$200	\$200
TAXABLE SALES TOTAL	\$0	\$200	\$200	\$200
Cost Reimbursements				
(48800) Prop Damage Reimb - Pwks	\$50,637	\$30,000	\$30,000	\$30,000
(48810) Prop Damage Reimb - Parks	\$543	\$1,000	\$1,000	\$1,000
(48820) Cost Reimbursements	\$114,000	\$128,000	\$287,340	\$128,000
COST REIMBURSEMENTS TOTAL	\$165,180	\$159,000	\$318,340	\$159,000
Miscellaneous Revenue				
(48900) Returned Check Charges	\$276	\$230	\$230	\$230
(48915) Film Permit Revenue	\$10,565	\$12,000	\$12,000	\$9,000
(48920) Election Fees	\$3,600	\$0	\$0	\$0
(48990) Miscellaneous Revenue	\$13,227	\$15,000	\$15,000	\$15,000
MISCELLANEOUS REVENUE TOTAL	\$27,668	\$27,230	\$27,230	\$24,230
Interfund Transfers				
(49106) Transfer In - COVID Fund	\$3,415,474	\$0	\$0	\$0
(49102) Transfer In - Law Enforcement	\$27,132	\$100,000	\$100,000	\$50,000
(49205) Transfer In - Gas Tax Fd	\$1,049,000	\$1,204,000	\$1,204,000	\$1,475,000
(49239) Transfer In - Llad #39	\$62,764	\$0	\$0	\$0
(49250) Transfer In - Ab939	\$0	\$10,000	\$10,000	\$10,000
(49280) Transfer In - Cops Fund	\$150,000	\$152,500	\$152,500	\$152,500
(49281) Transfer In - Cleep Fund	\$0	\$9,000	\$9,000	\$0
INTERFUND TRANSFERS TOTAL	\$4,704,370	\$1,475,500	\$1,475,500	\$1,687,500
TOTAL	\$33,305,983	\$30,614,475	\$31,373,815	\$32,725,050

City of Diamond Bar Budget

Fiscal Year 24/25

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REVENUE DESCRIPTIONS

All revenues which, by law, do not have to be placed in a separate fund are deposited in the General Fund. All general operations of the City are charged to this fund. All expenditures must be made pursuant to appropriations, which lapse annually and at the end of the fiscal year. Unexpended balances are transferred to the unappropriated reserve.

PROPERTY TAXES

Secured - Current Year

Tax levied on secured property pursuant to the revenue and taxation code.

Unsecured - Current Year

Tax levied on all personal property not secured by real property held in title by the same owner. Due to the transitory nature of unsecured property, a tax is levied immediately after assessed values are determined.

Supplemental Roll

Taxes levied when secured property is sold to a new owner. It is calculated as the difference between what the seller paid for property tax and what the new owner is expected to pay prorated from the time of closing escrow until the next property tax bill is prepared by the Assessor.

Prior Year Uncollected

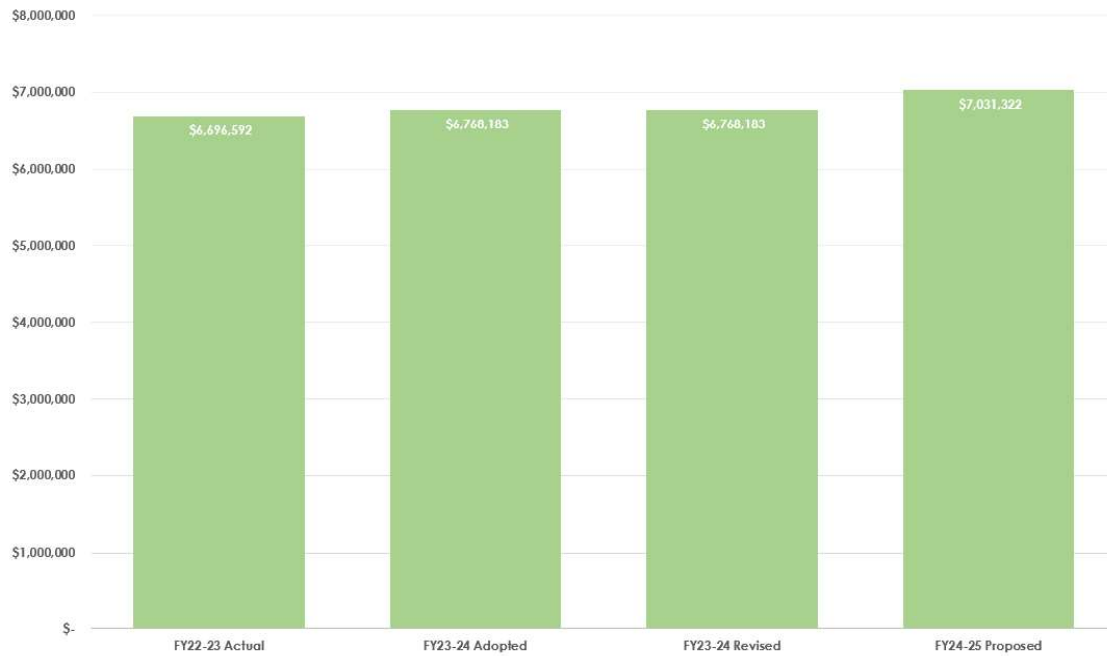
Taxes paid in the current year, which were due in a prior year.

Interest and Penalties

Interest and penalties charged for the late payment of property taxes.

Consultant HdL & Companies provides annual estimates for Secured and Unsecured Property Taxes. Supplemental and Delinquent Property Taxes are based on the latest 3 year average trend.

PROPERTY TAXES



PROPERTY TAXES

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(40010) Secured Property Taxes	\$5,820,899	\$6,050,640	\$6,050,640	\$6,303,639
(40020) Unsecured Property Taxes	\$380,740	\$188,543	\$188,543	\$198,683
(40030) Supplemental Roll Taxes	\$196,722	\$165,000	\$165,000	\$165,000
(40040) Prior Year Property Taxes	-\$31,014	-\$11,000	-\$11,000	-\$11,000
(40060) Interest, Penalties & Delinq	\$25,641	\$20,000	\$20,000	\$20,000
(40070) Homeowner's Exemption	\$25,131	\$25,000	\$25,000	\$25,000
(41050) Property Transfer Tax	\$278,472	\$330,000	\$330,000	\$330,000
TOTAL	\$6,696,592	\$6,768,183	\$6,768,183	\$7,031,322

OTHER TAXES

Sales and Use Tax

As a result of the Bradley-Burns Local Sales and Use Tax law, 1% of the Sales & Use Tax is to be distributed to the City.

Consultant HdL & Companies provides annual estimates.

Transient Occupancy Tax

These revenues are received on a monthly basis from the hotels in the City. The hotels are required to pay a 14% tax based on the amount of their room rental revenues.

Estimate based on historical trends.

Franchise Fees

Companies are granted special privileges for the continued use of public property, such as city streets. Such companies usually involve elements of monopoly and may require regulation. The Franchise Fees are the

amounts required for the continued granting of these privileges. Franchises currently granted within the City are Electric, Gas, Cable TV, Bus Benches and Waste Hauler.

7.1.b

Estimate based on franchise agreements with each franchisee.



OTHER TAXES

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(41010) Sales Tax Revenue	\$6,598,953	\$6,161,000	\$6,661,000	\$6,597,000
(41020) Transient Occupancy Tax	\$1,462,904	\$1,380,000	\$1,380,000	\$1,449,000
(41030) Franchise Fees	\$1,687,104	\$1,551,000	\$1,551,000	\$1,560,210
TOTAL	\$9,748,961	\$9,092,000	\$9,592,000	\$9,606,210

FINES AND FORFEITURES

Vehicle Code Fines

Amounts derived from traffic citations and fines for violations occurring within the city limits.

Court Fines and Forfeitures

Fines collected by the county courts for city code violations other than traffic, which are shared with Los Angeles County.

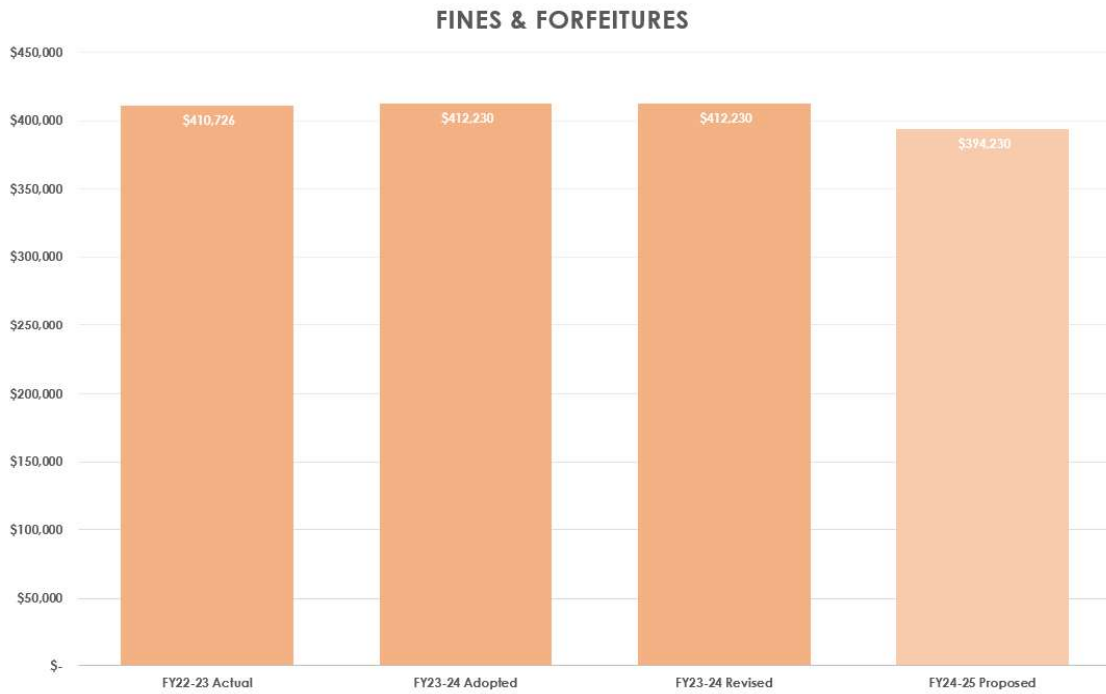
Impound Fees

Fines collected upon the release of vehicles, which have been impounded and stored by the Sheriff's Department.

Miscellaneous

Other fines and forfeitures not included above.

Estimate based on historical trends and changes to the City and/or County Fee Schedule.



FINES & FORFEITURES

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Fines & Forfeitures	\$383,058	\$385,000	\$385,000	\$370,000
Miscellaneous Revenue	\$27,668	\$27,230	\$27,230	\$24,230
TOTAL	\$410,726	\$412,230	\$412,230	\$394,230

LICENSES AND PERMITS

Building Fees

Building Fees are collected in accordance with the Uniform Building Code. The revenues from these fees are used to cover the cost of providing building inspections to insure compliance with building codes.

Estimate based on anticipated building activity and any changes to the City's Fee Schedule.

Encroachment Permit Fees

These fees are levied to cover costs of inspections for work within the public right-of-way for the construction of new or repair of existing utility facilities and other public improvements such as sidewalks, curb, gutter, asphalt roadway, etc.

Estimate based on anticipated building activity and any changes to the City's Fee Schedule.

Business License Fees

All individuals and businesses doing work with city limits, whether or not they have a physical structure in the city, are required to have a business license. The basic business license fee is \$47.39 and \$14.00 per year for renewals. Licenses requiring a one-time zoning clearance are \$141.19, and an additional fee of \$347.39 per individual requiring a background check. These fees are used to cover the cost of reviewing and issuance of permits, records retention, etc. to ensure that businesses are safe for the public.

Estimate based on historical business license volume.

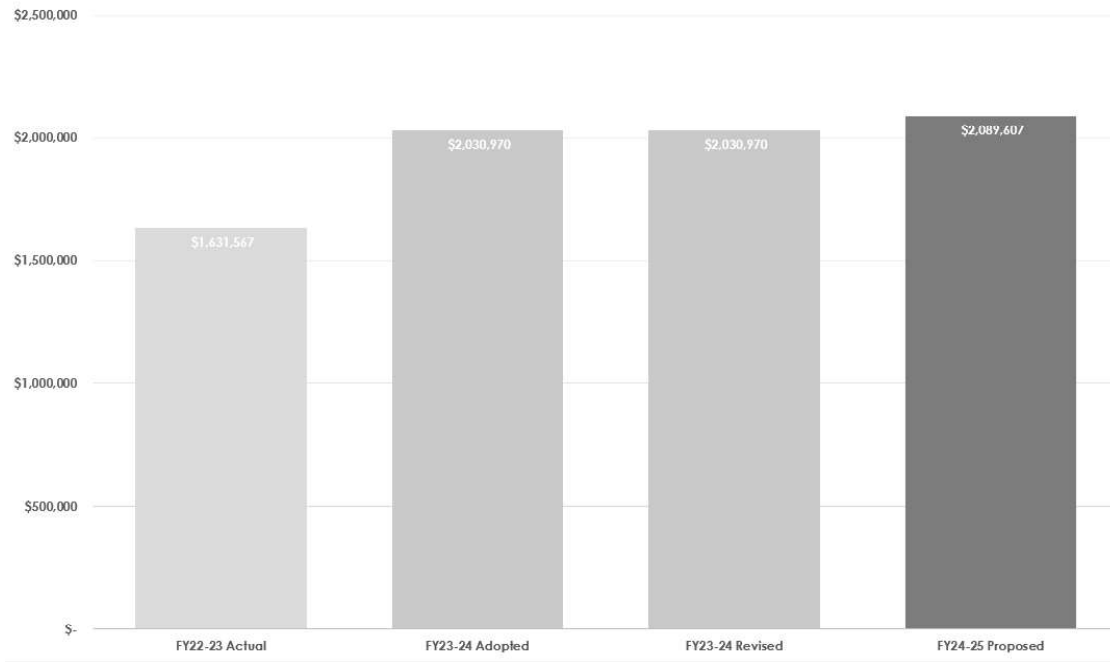
Certified Access Specialist Program (CASP) Fees

SB 1186 requires that a \$4 additional fee is to be paid by any applicant seeking a local business license when it is initially issued or renewed. From January 1, 2018 through December 31, 2023, the City will retain 90% of the fees collected. The purpose of the fee is to increase disability access and compliance with construction related accessibility. Money from the Revenue Source are accounted for in Special Revenue Fund 226

Estimate based on historical business license volume and the State's Fee Schedule.

LICENSES & PERMITS

7.1.b



LICENSES & PERMITS

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(48010) Construction Permit Fees	\$991,565	\$931,960	\$931,960	\$959,553
(48020) Plan Check Fees-Bldg/Sfty	\$466,648	\$931,960	\$931,960	\$959,553
(48160) Building Standards Admin Fee	\$137	\$2,830	\$2,830	\$2,821
(48170) SMP Fees	\$176	\$7,170	\$7,170	\$7,130
(48130) Business License Fee	\$44,711	\$37,300	\$37,300	\$37,300
(48140) Business License - Late Fee	\$3,840	\$4,000	\$4,000	\$4,000
(48220) Encroachment Permit - Eng	\$124,490	\$115,750	\$115,750	\$119,250
TOTAL	\$1,631,567	\$2,030,970	\$2,030,970	\$2,089,607

CURRENT SERVICE CHARGES

Planning and Engineering Fees

These fees are levied to cover costs of plan checks, inspections, etc. which maybe necessary in conjunction with new construction or improvements being made by contractors.

Estimate based on anticipated building activity and any changes to the City's Fee Schedule.

Recreation Fees

These fees are levied to cover the cost of providing recreation programs such as fee classes, Tiny Tot programs, excursions, summer day camp, youth and adult athletics, senior activities and community events.

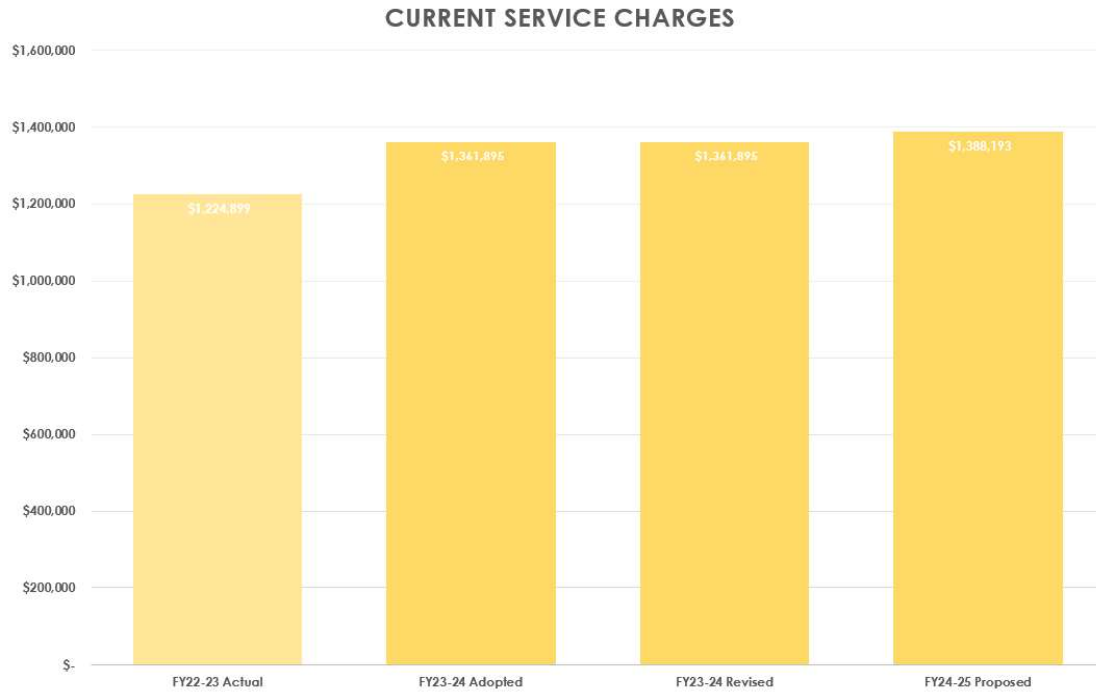
Estimate based on trending program participation and any changes to the City's Fee Schedule.

Public, Educational and Governmental (PEG) Fees

Fees totaling 1% of gross revenues are remitted to the City by all video service providers with a valid state franchise. These funds may only be used for capital improvements related to the City's operations of its PEG channels. Money from the Revenue Source are accounted for in Special Revenue Fund 270.

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Estimate based on historical trends.



CURRENT SERVICE CHARGES

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(48100) Planning Fees	\$210,671	\$200,000	\$200,000	\$225,000
(48200) Plan Check Fees - Engineering	\$18,228	\$118,000	\$118,000	\$121,550
(48210) Address Change Fee	\$6,616	\$8,000	\$8,000	\$8,250
(48230) Inspections - Engineering	\$10,997	\$11,800	\$11,800	\$12,150
(48240) Soils/Misc Engineering Fees	\$22,368	\$23,000	\$23,000	\$23,750
(48260) Waste Hauler Fees	\$274,809	\$234,500	\$234,500	\$241,500
(48270) Industrial Waste Fees	\$56,946	\$52,500	\$52,500	\$52,500
(48300) Special Events	\$37,469	\$18,050	\$18,050	\$18,800
(48310) Senior Programs	\$24,050	\$39,620	\$39,620	\$50,345
(48320) Youth Programs	\$148,738	\$200,425	\$200,425	\$175,928
(48330) Athletic Programs	\$37,157	\$48,500	\$48,500	\$50,920
(48340) Contract Classes	\$376,852	\$407,500	\$407,500	\$407,500
TOTAL	\$1,224,899	\$1,361,895	\$1,361,895	\$1,388,193

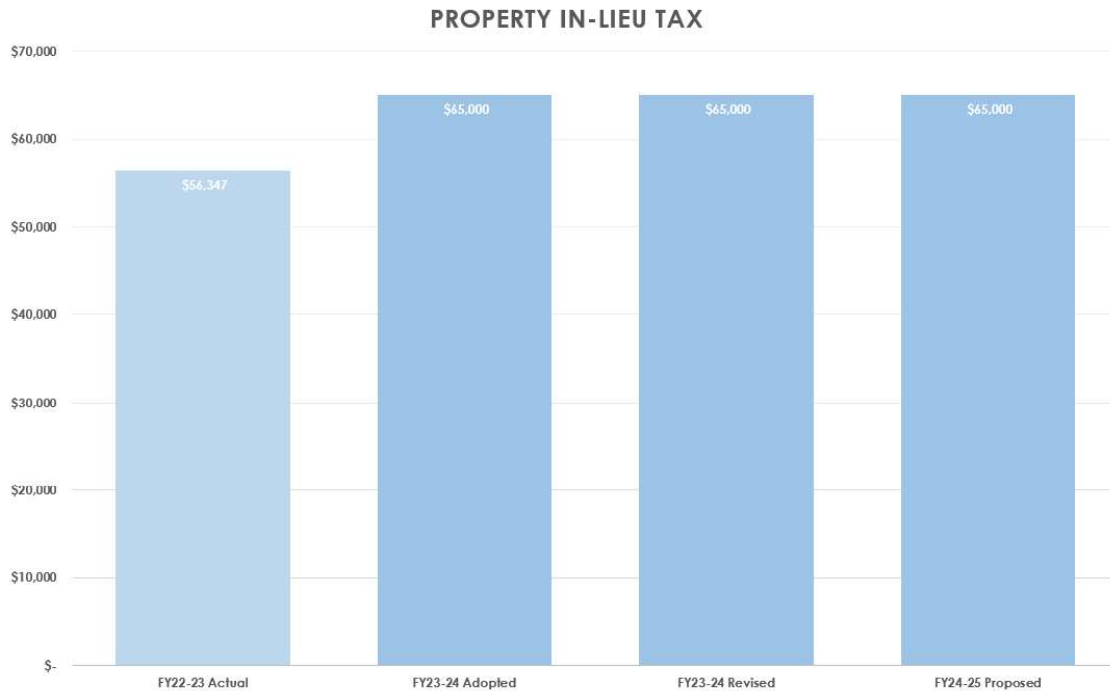
INTERGOVERNMENTAL REVENUE

Vehicle License Fee (VLF) - Property In-Lieu Tax

The Motor Vehicle In-Lieu fee is a tax on the ownership of a vehicle in place of taxing vehicles as personal property. The tax rate used to be 2%, and then the rate was cut by 67.5% which greatly affected the revenue allocated to the City by the State. VLF has now been totally eliminated. To fill the gap created by the cut the State instituted a property tax swap where the City receives additional property tax to offset the loss of VLF. These funds are included in the budget as VLF Property Tax in Lieu revenue.

INTERGOVERNMENTAL REVENUE

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(43010) Motor Vehicle In Lieu	\$56,347	\$65,000	\$65,000	\$65,000
TOTAL	\$56,347	\$65,000	\$65,000	\$65,000



Projection prepared by consultant HdL Companies, LLC.

AB2766 - Air Quality Improvement/Pollution Reduction Fees

These fees are derived from the imposition of an additional motor vehicle registration fee which shall be used to fund the implementation of air quality management compliance and provisions of the California Clean Air Act of 1988. Money from the Revenue Source are accounted for in Special Revenue Fund 251.

Estimate based on historical trends.

Gas Tax Section 2105

This Section of the Streets and Highways Code provides for the collection and distribution of special gas tax to fund improvements for regional transportation needs. Money from the Revenue Source are accounted for in Special Revenue Fund 205.

Gas Tax Section 2106

Section 2106(a) of the Streets and Highways Code provides that each city shall receive a fixed monthly apportionment of \$400; Section 2106(c) provides for distribution on a per capita basis. Money from the Revenue Source are accounted for in Special Revenue Fund 205.

Gas Tax Section 2107

This section provides monthly allocations of 1.315 cents per gallon of gasoline, 1.8 cents per gallon of diesel and 2.59 cents per liquefied petroleum gas (LPG) based on population. Money from the Revenue Source are accounted for in Special Revenue Fund 205.

Gas Tax Section 2107.5

This account represents a fixed amount of revenue received from the state based on population. Money from the Revenue Source are accounted for in Special Revenue Fund 205.

Highway Users Tax Act (HUTA)

This revenue source replaces the Proposition 42 sales tax on gasoline with a franchise tax. It is intended to be revenue neutral to Cities and allow greater flexibility at the State level.

Road Maintenance & Rehabilitation Act of 2017 (SB-1)

This source of revenue was signed into law in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide. A fuel tax increase began on November 1, 2017. The value-based transportation fee began on January 1, 2018. The price-based excise tax will be reset on July 1, 2019 and the new zero emissions vehicle fee will begin on July 1, 2020. Money from the Revenue Source are accounted for in Special Revenue Fund 202.

Gas Tax, HUTA and SB-1 estimates are provided by California Local Government Finance Almanac which bases their estimates on State Department of Finance statewide revenue projections.

Measure W

The Safe Clean Water Act (ACW Program) also known as Measure W was approved by the voters in November 2018. The revenue generated from this measure is intended to maximize the ability of local governments to address local storm water and urban runoff challenges and is to be used for water quality improvements within the City. It is estimated that the City will receive \$800,000 annually as part of this program. Money from the Revenue Source are accounted for in Special Revenue Fund 201.

Measure M

Approved by the voters on November 6, 2016, this half-cent sales tax increase will fund projects that will improve local streets, repair potholes and improve traffic flow/safety. The City received its first allocation of Measure M funds during FY 2017-18. Money from the Revenue Source are accounted for in Special Revenue Fund 203.

Prop A - Transit Tax

The City receives twenty-five percent of the 1/2% Prop A Sales tax (approved by voters in 1980). These funds are distributed by the L.A. County Metropolitan Transportation Authority (MTA), and are distributed to Los Angeles County cities on a proportional population basis. The funds are to be used for the development of transit programs within the guidelines established by the MTA. Money from the Revenue Source are accounted for in Special Revenue Fund 206.

Prop C - Transit Tax

The City receives twenty percent of the 1/2% Prop C sales tax (approved by voters in 1990). These funds are distributed by the L.A. County Metropolitan Transportation Authority (MTA), and are distributed to Los Angeles County cities on a proportional population basis. The funds are to be used the improving, expanding and maintaining public transit services. These expenditures must be consistent with the County's Congestion Management Program. Money from the Revenue Source are accounted for in Special Revenue Fund 207.

Measure R - Local Return Funds

Measure R is funded with 1/2 cent sales tax revenues that LA County voters approved in November 2008 to meet the transportation needs of the County. Fifteen percent of this tax is designated for the Local Return program to be used by cities. These funds are to be used for local transportation projects. Money from the Revenue Source are accounted for in Special Revenue Fund 204.

Measure M, Prop A, Prop C and Measure R estimates come from L.A. County Metropolitan Transportation Authority (MTA).

Prop A - Safe Parks Program

Funds transferred to the City as a result of the 1992 and 1996 L.A. County Safe Neighborhood Parks Act. These funds are to be used to improve, preserve and restore parks and to employ at-risk youth. Projects utilizing the California Conservation Corps are funded through the at-risk youth element of this program. This program ended in FY 2017-18.

Measure A Neighborhood Parks Act

Approved by the voters in November 2016, this new source of revenue in FY 2018-19 provides funds to improve the quality of life throughout Los Angeles County by preserving and protecting parks, safe places to play, community recreation facilities, beaches, rivers, open spaces and water conservation. Measure A funds provide local funding for parks, recreation, trails, cultural facilities, open space and Veteran and youth programs. Money from the Revenue Source are accounted for in Special Revenue Fund 261.

Annual estimates are received from the Los Angeles County Regional Park and Open Space District.

STATE GRANTS**State TDA**

The Transportation Development Act provides this source of funding. Derived from statewide sales tax, and allocated by formula to the County Transportation Commission, allocations are deposited in each regional entity's State Transit Assistance Fund.

Estimate based on historical trends.

SB821 - Bike and Pedestrian Paths

SB821 allows the City to request specifically allocated monies for the purpose of constructing bike and pedestrian paths. Money from the Revenue Source are accounted for in Special Revenue Fund 209.

Habitat Conservation Fund (HCF)

Established by the California Wildlife Protection Act of 1990 (Proposition 117), the HCF provides funding to local agencies to protect threatened species, to address wildlife corridors, to create trails and to provide for nature interpretation programs which bring urban residents into park and wildlife areas.

Grant awards vary from year to year so this is based on individual grant criteria.

COUNTY GRANTS

County TDA

The Transportation Development Act provides this source of funding. Derived from state sales tax and allocated by formula to the County Local Transportation Fund, allocations are available to operators for the support of public transportation systems.

Based on estimates from Los Angeles County.

FEDERAL GRANTS

Community Development Block Grant (CDBG)

The federal government provides funds for metropolitan areas whose population exceeds 50,000. The funds are based upon a federal formula and are to be used only within low and moderate-income census tracts and/or to benefit low and moderate-income persons. Money from the Revenue Source are accounted for in Special Revenue Fund 225.

Based on estimates received from the Community Development Commission of the County of Los Angeles.

Moving Ahead For Progress In The 21st Century (MAP-21)

The Federal Government has created a Federal Surface Transportation Program that allocates funds for various improvements to the nation's streets and roads. This two year legislation has annual allocations funded primarily by the Highway Account.

Estimate based on historical trends.

Land & Water Conservation Fund (LWCF)

LWCF is a Federal program that conserves irreplaceable lands and improves outdoor recreation opportunities. Funds are administered by the State of California and are allocated to local agencies through competitive grants.

Grant awards vary from year to year so this is based on individual grant criteria.

Recreational Trails Program (RTP)

RTP is a Federal program that provides financial assistance to local agencies for the development of recreational trails, trailheads and trailside facilities. Funds are administered by the State of California and are allocated to local agencies through competitive grants.

Grant awards vary from year to year so this is based on individual grant criteria.

Hazard Mitigation Grant Program

The City received a grant from FEMA, which is administered by the State, in order to update the City's Hazard Mitigation Plan. This plan establishes the City's strategy to implement improvements and programs to lessen community impacts in the event of natural hazard events. Money from the Revenue Source are accounted for in Special Revenue Fund 256.

Grant awards vary from year to year so this is based on individual grant criteria.

OTHER FINANCING SOURCES

Proceeds from Sale of General Fixed Assets

This includes proceeds from the sale of fixed assets (used by governmental funds only).

Damage to City Property

These funds include reimbursement to the City for repairing willful or accidental damage to city property. Generally these are associated with automobile accidents.

Cost Reimbursements

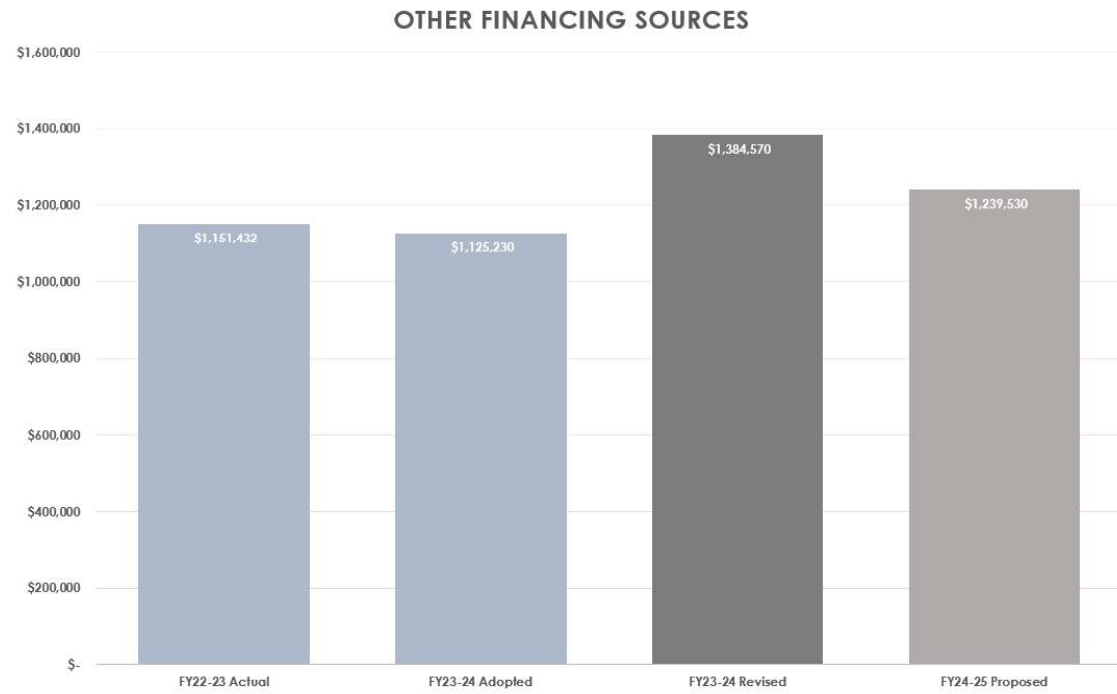
Reimbursements to the City for various expenditures incurred that are reimbursable i.e. legal expenses.

All three of these revenue source estimates are based on historical trends.

Street Beautification - Developer Paid

Funds received from development projects to be used toward the Diamond Bar Complete Streets improvements as well as other identified capital improvement streetscape or complete streets projects as conditioned by the development projects entitlements. Money from the Revenue Source are accounted for in Special Revenue Fund 245.

Estimate based on anticipated development projects and the associated fees.



OPERATING TRANSFERS IN

Operating Transfers In

Includes monies transferred from one fund to another. Transfers are income to recipient fund.

USE OF MONEY AND PROPERTY

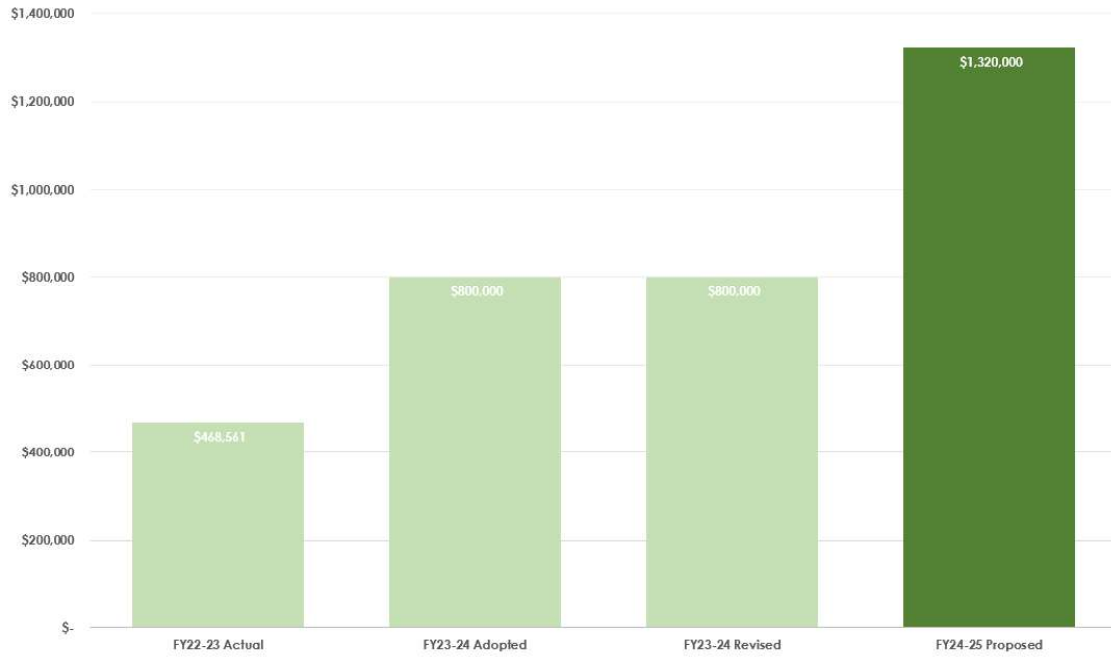
Investments

Inactive City funds are pooled and invested on a continuing basis in certain types of investments that are state approved such as time certificate of deposits, money market accounts, Local Agency Investment Fund, and Federal Agency notes.

The City's investment software produces a projection based on the holdings in the portfolio.

USE OF MONEY & PROPERTY

7.1.b



USE OF MONEY & PROPERTY

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(48500) Investment Earnings	\$1,049,401	\$800,000	\$800,000	\$1,320,000
(48501) Investment Earnings-lease	\$96,689	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$677,529	\$0	\$0	\$0
TOTAL	\$468,561	\$800,000	\$800,000	\$1,320,000

City of Diamond Bar Budget

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100 - GENERAL FUND APPROPRIATIONS

GF Appropriations

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$5,614,583	\$6,364,733	\$6,342,516	\$6,860,033
(50020) Over Time Wages	\$20,866	\$46,854	\$46,854	\$45,854
(50030) Part-Time Wages	\$755,645	\$967,645	\$967,646	\$1,003,673
(50040) Classic Member Retirement	\$732,419	\$839,109	\$839,119	\$850,572
(50042) Classic Member Ual Pmts	\$482,712	\$509,198	\$509,208	\$574,499
(50044) Pepra Member Retirement	\$98,366	\$142,739	\$142,747	\$180,823
(50046) Pepra Member Ual Pmts	\$3,004	\$0	\$0	\$8,929
(50050) City Paid Benefits	\$96,595	\$66,077	\$66,088	\$71,154
(50052) Worker's Compensation	\$137,357	\$149,348	\$149,359	\$121,101
(50054) Short/Long Term Disability	\$26,039	\$62,082	\$62,092	\$67,092
(50056) Medicare Expense	\$100,443	\$106,364	\$106,372	\$110,881
(50057) Medicare Payable	\$0	\$575	\$575	\$575
(50060) Benefit Allotment	\$1,071,851	\$1,205,746	\$1,205,747	\$1,312,750
(50062) Benefits Administration	\$2,320	\$3,000	\$11,000	\$3,000
(50070) Cell Phone Allowance	\$2,855	\$2,700	\$2,700	\$2,700
(50072) Auto Allowance	\$42,782	\$40,506	\$40,506	\$45,123
(50074) Technology Allowance	\$17,487	\$17,748	\$19,248	\$22,374
(50075) Performance Pay Incentive	\$90,000	\$90,000	\$90,000	\$90,000
PERSONNEL SERVICES TOTAL	\$9,295,323	\$10,614,424	\$10,601,777	\$11,371,133
Supplies				
(51200) Operating Supplies	\$229,819	\$352,850	\$353,370	\$337,285
(51210) Janitorial Supplies	\$18,822	\$20,000	\$25,000	\$30,000
(51250) Road Maintenance Supplies	\$113,938	\$75,000	\$177,867	\$75,000
(51300) Small Tools & Equipment	\$22,319	\$41,250	\$53,250	\$77,900
(51400) Promotional Supplies	\$35,765	\$42,450	\$42,450	\$41,950
SUPPLIES TOTAL	\$420,662	\$531,550	\$651,937	\$562,135
Operating Exp				
(52100) Photocopying	\$6,470	\$7,500	\$7,500	\$7,500
(52110) Printing	\$107,676	\$199,750	\$200,000	\$205,550
(52130) Photography	\$9,906	\$11,500	\$11,500	\$15,500
(52140) Engraving Services	\$666	\$1,000	\$1,000	\$1,000
(52160) Advertising	\$48,166	\$69,000	\$69,000	\$75,600
(52170) Postage	\$71,895	\$83,450	\$83,450	\$87,300
(52200) Telephone	\$95,143	\$95,900	\$95,900	\$96,900
(52210) Electric Utility Expenditure	\$498,778	\$431,500	\$482,000	\$508,500
(52215) Gas Utility Expenditure	\$37,544	\$31,200	\$31,200	\$26,200
(52220) Water Utility Expenditure	\$247,487	\$329,700	\$331,200	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(52255) Banking Charges	\$10,351	\$23,600	\$23,600	\$47,700
(52300) Rental/Lease - Equipmnt	\$31,187	\$87,800	\$87,800	\$59,300
(52302) Rental/Lease - Real Property	\$74,015	\$98,500	\$103,110	\$118,930
(52304) Rental/Lease - Exhibit Space	\$400	\$2,000	\$2,000	\$8,000
(52310) Equipment Maintenance	\$22,521	\$65,750	\$65,750	\$73,250
(52314) Computer Maintenance	\$489,787	\$522,200	\$522,200	\$565,900
(52320) Maint Of Grounds/Buildings	\$507,205	\$564,100	\$679,100	\$617,100
(52400) Membership & Dues	\$117,639	\$147,585	\$147,835	\$151,356
(52405) Publications	\$1,012	\$3,320	\$8,320	\$3,270
(52410) Meetings	\$10,897	\$19,200	\$24,200	\$20,850
(52415) Conferences	\$42,639	\$129,850	\$130,450	\$142,750
(52420) Mileage Reimbursement	\$866	\$2,500	\$2,500	\$2,600
(52500) Education & Training	\$16,664	\$34,850	\$34,850	\$57,850
(52505) Employee Tuition Reimbursement	\$269	\$3,000	\$3,000	\$3,000
(52510) Employment Physicals	\$15,820	\$12,000	\$15,000	\$15,500
(52515) Miscellaneous Employee Benefit	\$1,452	\$2,000	\$2,000	\$2,500
(52520) Employee Recognition Program	\$3,386	\$4,000	\$4,000	\$4,000
(52525) Commissioner Compensation	\$6,155	\$6,850	\$6,850	\$7,850
(52601) Shop Local Initiative	\$0	\$0	\$0	\$46,740
(53500) Criminal Apprehension Reward	\$0	\$2,500	\$2,500	\$2,500
(53510) Public Safety Outreach	\$4,144	\$22,500	\$22,500	\$22,500
(53520) Admissions - Youth Activities	\$10,597	\$22,700	\$22,700	\$25,000
(53530) Elections	\$66,245	\$4,000	\$4,000	\$55,000
(53999) Miscellaneous Expenditures	\$8,064	\$0	\$0	\$0
OPERATING EXP TOTAL	\$2,565,045	\$3,041,305	\$3,227,015	\$3,408,696
Professional Svcs				
(54010) PS - Accounting & Auditing	\$47,497	\$77,300	\$77,300	\$74,350
(54020) PS - General Legal Services	\$134,989	\$180,000	\$165,000	\$188,500
(54024) PS - Special Legal Code Enf	\$17,619	\$25,000	\$77,000	\$50,000
(54030) PS - Data Processing Services	\$38,119	\$44,500	\$44,500	\$44,500
(54200) PS - Environmental Services	\$27,828	\$60,000	\$65,000	\$65,000
(54400) PS - Engineering	\$108,952	\$165,500	\$165,500	\$365,500
(54410) PS - Traffic	\$94,718	\$175,000	\$175,000	\$115,000
(54420) PS - Plan Checking	\$4,862	\$100,000	\$100,000	\$103,000
(54430) PS - Soils/Surveying	\$0	\$18,000	\$28,000	\$50,000
(54440) PS - Inspection	\$0	\$10,000	\$10,000	\$10,300
(54900) PS - Other Prof Svcs	\$345,805	\$582,790	\$641,777	\$606,380
PROFESSIONAL SVCS TOTAL	\$820,390	\$1,438,090	\$1,549,077	\$1,672,530
Contract Services				
(55130) CS-Short Term Rental Monitoring	\$0	\$0	\$0	\$5,500
(55000) Cs - Contract Services	\$44,134	\$61,400	\$102,124	\$64,700
(55100) Cs - Building & Safety	\$703,303	\$747,100	\$744,600	\$747,490
(55110) Cs-Code Enforcement	\$8,781	\$9,500	\$9,500	\$10,000
(55120) Cs-Property Abatement	\$0	\$5,000	\$5,000	\$10,000
(55300) Cs - Special Events	\$157,646	\$291,200	\$283,200	\$223,300
(55305) Cs - Athletic Programs	\$3,408	\$6,000	\$6,000	\$6,000
(55310) Cs - Senior Programs	\$24,066	\$38,250	\$38,250	\$48,350
(55315) Cs - Youth Programs	\$2,199	\$12,700	\$12,700	\$13,300
(55320) Cs - Contract Classes	\$234,618	\$262,000	\$263,357	\$262,000
(55330) Cs - Security	\$46,254	\$89,050	\$89,050	\$89,050
(55400) Cs - Sheriff's Department	\$7,274,066	\$7,900,097	\$7,900,097	\$8,203,845
(55402) Cs-Sheriff - Special Events	\$180,200	\$233,020	\$233,020	\$238,920
(55404) Cs - Animal Control	\$373,879	\$432,500	\$457,500	\$440,000
(55406) Cs - Fire Department	\$7,359	\$7,500	\$7,500	\$8,000
(55408) Cs - Parking Citation Admin	\$22,270	\$32,500	\$32,500	\$32,500
(55410) Cs - Wild Animal Control	\$0	\$7,500	\$7,500	\$7,500
(55412) Cs - Crossing Guard Services	\$249,294	\$280,000	\$280,000	\$280,000
(55505) Cs - Pw Contract Services	\$499,546	\$547,500	\$547,500	\$613,000
(55510) Cs - Street Sweeping	\$160,107	\$210,000	\$210,000	\$210,000
(55512) Cs - Road Maintenance	\$148,070	\$740,000	\$740,000	\$980,000
(55514) Cs - Sidewalk Maintenance	\$409,960	\$0	\$0	

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	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(55516) Cs - Striping & Signing	\$87,301	\$0	\$0	\$0
(55522) Cs - Tree Maintenance	\$245,885	\$364,600	\$364,600	\$304,600
(55528) Cs - Pkwy/Vegetation Control	\$179,460	\$181,000	\$181,000	\$202,500
(55530) Cs - Right Of Way Clean Up	\$20,507	\$30,000	\$30,000	\$65,000
(55536) Cs - Traffic Signal Maint	\$78,649	\$84,000	\$134,000	\$94,000
(55540) Cs - Graffiti Removal	\$38,675	\$36,900	\$36,900	\$36,900
(55550) Cs - Industrial Waste Services	\$33,431	\$50,000	\$50,000	\$50,000
CONTRACT SERVICES TOTAL	\$11,233,070	\$12,659,317	\$12,765,898	\$13,246,455
Capital Outlay Exp				
(56100) Capital Outlay Expense	\$0	\$50,000	\$50,000	\$5,000
(56116) Equipment	\$44,426	\$67,100	\$96,670	\$37,100
(56120) Furniture & Fixtures Exp	\$6,138	\$52,000	\$52,000	\$17,000
CAPITAL OUTLAY EXP TOTAL	\$50,564	\$169,100	\$198,670	\$59,100
Interfund Transfer Out				
(59107) Transfer Out - Homelessness Response Fund	\$0	\$50,000	\$50,000	\$50,000
(59101) Transfer Out - Com Org Fund	\$6,250	\$20,000	\$20,000	\$20,000
(59103) Transfer Out - General Plan Reserve	\$79,345	\$207,000	\$207,000	\$0
(59104) Transfer Out - Tech Reserve Fd	\$100,000	\$100,000	\$100,000	\$100,000
(59105) Transfer Out - OPEB Res Fund	\$40,000	\$40,000	\$116,000	\$40,000
(59238) Transfer Out - Llad #38	\$70,171	\$218,097	\$218,097	\$308,477
(59239) Transfer Out - Llad #39	\$26,958	\$42,560	\$42,560	\$44,037
(59241) Transfer Out-Llad #41	\$9,113	\$11,298	\$11,298	\$11,955
(59248) Transfer Out - Tres Hermanos	\$100,000	\$100,000	\$100,000	\$100,000
(59262) Transfer Out - Park Dev Fund	\$0	\$0	\$1,204,585	\$0
(59301) Transfer Out - Cip Fund	\$1,032,522	\$1,110,000	\$3,262,396	\$150,000
(59401) Transfer Out - Debt Service	\$718,816	\$716,100	\$716,100	\$721,900
(59501) Transfer Out - Self Insurance	\$460,360	\$609,380	\$609,380	\$580,000
(59502) Transfer Out - Vehicle Repl Fund	\$160,650	\$146,750	\$146,750	\$269,000
(59503) Transfer Out-Computer Equip Fund	\$1,276,023	\$0	\$0	\$0
(59504) Transfer Out - Building Fund	\$100,000	\$100,000	\$1,304,585	\$154,200
INTERFUND TRANSFER OUT TOTAL	\$4,180,209	\$3,471,185	\$8,108,751	\$2,549,569
TOTAL	\$28,565,264	\$31,924,971	\$37,103,125	\$32,869,618

7.1.b



City of Diamond Bar Budget

Fiscal Year 24/25

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110 - CITY COUNCIL

OVERVIEW

The City Council is the legislative and policy-making body for the City of Diamond Bar. Beginning with the November 2022 election, five Council Members will be elected by district to serve four-year, overlapping terms of office. The Council annually elects one of its members to serve as Mayor. The Mayor presides over all Council meetings and is the ceremonial head of the City for official functions.

As Diamond Bar's elected representatives, the City Council sets policy and establishes quality of municipal services for the community by determining service levels and revenue obligations through the adoption of an annual budget, authorizing City contracts and expenditures, and adopting necessary regulatory measures.

Council Members represent the City on various intergovernmental organizations to achieve governmental cooperation and advocate for programs that are consistent with the needs of the community.



BUDGET DETAIL

100110 - City Council

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$47,228	\$49,981	\$49,981	\$49,981
(50040) Classic Member Retirement	\$1,680	\$1,940	\$1,940	\$2,013
(50042) Classic Member Ual Pmts	\$1,025	\$1,184	\$1,185	\$1,367
(50044) Pepra Member Retirement	\$1,783	\$3,330	\$3,330	\$3,539
(50046) Pepra Member Ual Pmts	\$115	\$0	\$0	\$89
(50050) City Paid Benefits	\$6,334	\$4,109	\$4,110	\$4,119
(50056) Medicare Expense	\$1,586	\$778	\$778	\$808
(50060) Benefit Allotment	\$102,892	\$99,000	\$99,000	\$105,000
(50070) Cell Phone Allowance	\$2,855	\$2,700	\$2,700	\$2,700
(50072) Auto Allowance	\$19,800	\$18,000	\$18,000	\$18,000
PERSONNEL SERVICES TOTAL	\$185,297	\$181,022	\$181,024	\$187,616
Supplies				
(51200) Operating Supplies	\$18	\$250	\$250	\$250
SUPPLIES TOTAL	\$18	\$250	\$250	\$250
Operating Exp				
(52130) Photography	\$486	\$500	\$500	\$2,000
(52400) Membership & Dues	\$0	\$500	\$500	\$500
(52410) Meetings	\$4,076	\$2,000	\$2,000	\$2,000
(52415) Conferences	\$14,733	\$28,500	\$28,500	\$31,500
OPERATING EXP TOTAL	\$19,295	\$31,500	\$31,500	\$36,000
TOTAL	\$204,609	\$212,772	\$212,774	\$223,866

POSITION FUNDING ALLOCATION DETAIL

100110 - City Council

Position Name	2025
Allocated FTE Count	
Council Member	5
ALLOCATED FTE COUNT	5

City of Diamond Bar Budget

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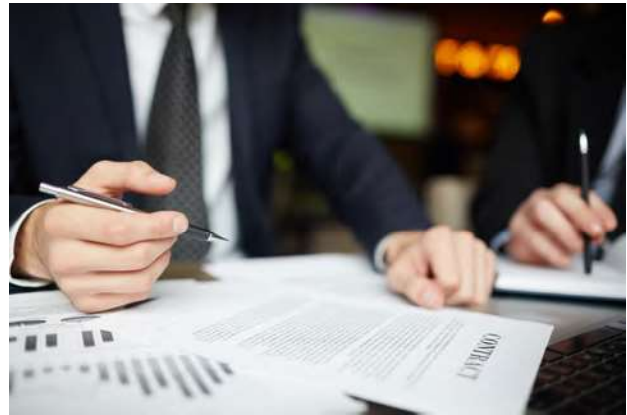
120 - CITY ATTORNEY

OVERVIEW

The City Attorney serves as the City's legal counsel, reviews resolutions, ordinances and agreements, and advises the City Council and staff on all legal matters relating to the operation of the municipal government. This service is provided through a contract with the law offices of Woodruff & Smart, APC.

In addition to the general legal services provided by Woodruff & Smart, APC the City periodically has the need for legal services related to code enforcement prosecution which is also provided for within this Division.

The City may also enlist the services of additional legal experts as needed to address personnel issues and to assist with other matters important to the community.



BUDGET DETAIL

100120 - City Attorney

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54020) PS - General Legal Services	\$134,989	\$180,000	\$165,000	\$188,500
(54024) PS - Special Legal Code Enf	\$17,619	\$25,000	\$77,000	\$50,000
PROFESSIONAL SVCS TOTAL	\$152,608	\$205,000	\$242,000	\$238,500
TOTAL	\$152,608	\$205,000	\$242,000	\$238,500

City of Diamond Bar Budget

Fiscal Year 24/25

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130 - CITY MANAGER

DEPARTMENT OVERVIEW

The City Manager Department budget provides administrative direction to all operating divisions in compliance with the City's Municipal Code. This division is responsible for the execution of Council policy and the enforcement of all laws and ordinances.

The City Manager, in concert with the City Council, establishes policy, provides leadership and implements efficient and effective services. The City Manager is the director of all City personnel and establishes and maintains appropriate controls to ensure that all operating departments adhere to Council and legally mandated policies and regulations. Additionally, the City Manager is responsible for the development of the City's annual budget.



CITY MANAGER'S OFFICE ORGANIZATIONAL CHART



BUDGET DETAIL

100130 - City Manager

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$656,028	\$670,874	\$669,374	\$625,148
(50030) Part-Time Wages	\$23,999	\$60,840	\$60,840	\$89,775
(50040) Classic Member Retirement	\$108,421	\$105,817	\$105,818	\$94,242
(50042) Classic Member Ual Pmts	\$63,287	\$64,432	\$64,432	\$63,862
(50044) Pepra Member Retirement	\$0	\$6,126	\$6,126	\$7,427
(50046) Pepra Member Ual Pmts	\$0	\$0	\$0	\$371
(50050) City Paid Benefits	\$9,127	\$4,520	\$4,520	\$4,124
(50052) Worker's Compensation	\$12,843	\$15,665	\$15,665	\$11,567
(50054) Short/Long Term Disability	\$2,402	\$6,390	\$6,391	\$5,931
(50056) Medicare Expense	\$10,316	\$10,523	\$10,524	\$10,277
(50060) Benefit Allotment	\$80,633	\$85,708	\$85,709	\$82,305
(50072) Auto Allowance	\$2,726	\$2,220	\$2,220	\$1,875
(50074) Technology Allowance	\$2,509	\$2,268	\$3,768	\$2,064
PERSONNEL SERVICES TOTAL	\$972,291	\$1,035,382	\$1,035,387	\$998,968
Supplies				
(51200) Operating Supplies	\$1,097	\$2,000	\$2,000	\$2,000
(51300) Small Tools & Equipment	\$0	\$1,000	\$1,000	\$1,000
(51400) Promotional Supplies	\$148	\$0	\$0	\$0
SUPPLIES TOTAL	\$1,245	\$3,000	\$3,000	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Operating Exp				
(52110) Printing	\$91	\$3,000	\$3,000	\$3,000
(52170) Postage	\$28	\$0	\$0	\$0
(52302) Rental/Lease - Real Property	\$36,866	\$35,000	\$35,000	\$35,000
(52400) Membership & Dues	\$60,003	\$64,110	\$64,110	\$65,410
(52410) Meetings	\$2,858	\$2,500	\$2,500	\$2,500
(52415) Conferences	\$13,233	\$17,500	\$17,500	\$20,200
(52500) Education & Training	\$3,313	\$10,000	\$10,000	\$10,000
OPERATING EXP TOTAL	\$116,391	\$132,110	\$132,110	\$136,110
Professional Svcs				
(54900) PS - Other Prof Svcs	\$87,529	\$180,180	\$199,735	\$120,180
PROFESSIONAL SVCS TOTAL	\$87,529	\$180,180	\$199,735	\$120,180
TOTAL	\$1,177,457	\$1,350,672	\$1,370,232	\$1,258,258

7.1.b

POSITION FUNDING ALLOCATION DETAIL

100130 - City Manager's Office

Position Name	2023
Allocated FTE Count	
Administrative Intern	1.75
City Manager	0.8
Assistant to the City Manager	0.7
Senior Management Analyst	1.08
Assistant City Manager	0.89
ALLOCATED FTE COUNT	5.22

City of Diamond Bar Budget

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140 - CITY CLERK

DEPARTMENT OVERVIEW

The City Clerk has the statutory duty to record the official minutes of all City Council meetings. The division maintains original resolutions and ordinances, is responsible for the management of all City records, public hearing notices and for the maintenance of the municipal code. This position also acts as the chief election officer for municipal elections.

Administrative and clerical support to the Council Members is also provided through the City Clerk's office.



CITY CLERK ORGANIZATIONAL CHART



BUDGET DETAIL

100140 - City Clerk

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$217,960	\$221,311	\$221,311	\$235,347
(50020) Over Time Wages	\$1,797	\$2,604	\$2,604	\$2,604
(50040) Classic Member Retirement	\$37,940	\$41,947	\$41,948	\$44,521
(50042) Classic Member Ual Pmts	\$22,061	\$25,497	\$25,497	\$30,117
(50050) City Paid Benefits	\$4,576	\$2,332	\$2,332	\$2,353
(50052) Worker's Compensation	\$1,947	\$2,485	\$2,486	\$1,985
(50054) Short/Long Term Disability	\$1,096	\$2,217	\$2,218	\$2,358
(50056) Medicare Expense	\$3,477	\$3,230	\$3,230	\$3,434
(50060) Benefit Allotment	\$37,511	\$38,754	\$38,754	\$41,124
(50072) Auto Allowance	\$1,457	\$1,440	\$1,440	\$1,440
(50074) Technology Allowance	\$1,214	\$1,200	\$1,200	\$1,200
PERSONNEL SERVICES TOTAL	\$331,036	\$343,016	\$343,020	\$366,483
Supplies				
(51200) Operating Supplies	\$12,040	\$14,000	\$14,000	\$14,500
(51300) Small Tools & Equipment	\$0	\$1,000	\$1,000	\$1,000
(51400) Promotional Supplies	\$2,812	\$5,000	\$5,000	\$5,000
SUPPLIES TOTAL	\$14,852	\$20,000	\$20,000	\$20,500
Operating Exp				
(52110) Printing	\$7,089	\$7,000	\$7,000	\$7,000
(52140) Engraving Services	\$666	\$1,000	\$1,000	\$1,000
(52160) Advertising	\$4,178	\$6,000	\$6,000	\$6,000
(52170) Postage	\$10,119	\$13,300	\$13,300	\$11,900
(52310) Equipment Maintenance	\$235	\$700	\$700	\$700
(52400) Membership & Dues	\$493	\$775	\$775	\$475
(52405) Publications	\$375	\$470	\$470	\$420
(52415) Conferences	\$1,297	\$4,500	\$4,500	\$4,200
(52420) Mileage Reimbursement	\$0	\$200	\$200	\$200
(52500) Education & Training	\$325	\$800	\$800	\$1,100
(53530) Elections	\$66,245	\$4,000	\$4,000	\$55,000
OPERATING EXP TOTAL	\$91,021	\$38,745	\$38,745	\$87,995
Professional Svcs				
(54900) PS - Other Prof Svcs	\$8,194	\$22,350	\$22,350	\$22,350
PROFESSIONAL SVCS TOTAL	\$8,194	\$22,350	\$22,350	\$22,350
TOTAL	\$445,104	\$424,111	\$424,115	\$497,328

POSITION FUNDING ALLOCATION DETAIL

100140 - City Clerk

Position Name	2023
Allocated FTE Count	
City Clerk	1
Administrative Coordinator	0.575
Administrative Assistant	0.4
ALLOCATED FTE COUNT	1.975

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150 - ECONOMIC DEVELOPMENT

DIVISION OVERVIEW

The Economic Development division assists in the development and advancement of the local business community, and in the general promotion and marketing of the City of Diamond Bar.

Among the functions of this division is the facilitation of programs and activities that are designed to enhance business retention and business attraction efforts, and provide business resource assistance for existing and potential businesses.

The City Manager's Office leads the Economic Development division with support from the Community Development Department.



BUDGET DETAIL

100150 - Economic Development

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$106,346	\$172,875	\$172,876	\$211,989
(50040) Classic Member Retirement	\$17,841	\$31,848	\$31,849	\$37,561
(50042) Classic Member Ual Pmts	\$10,992	\$19,391	\$19,392	\$25,450
(50044) Pepra Member Retirement	\$0	\$0	\$0	\$691
(50046) Pepra Member Ual Pmts	\$0	\$0	\$0	\$35
(50050) City Paid Benefits	\$1,390	\$1,123	\$1,123	\$1,386
(50052) Worker's Compensation	\$2,189	\$3,821	\$3,822	\$3,189
(50054) Short/Long Term Disability	\$353	\$1,686	\$1,687	\$2,079
(50056) Medicare Expense	\$1,622	\$2,520	\$2,520	\$3,090
(50060) Benefit Allotment	\$13,033	\$20,820	\$20,820	\$26,064
(50072) Auto Allowance	\$453	\$900	\$900	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50074) Technology Allowance	\$481	\$660	\$660	\$750
PERSONNEL SERVICES TOTAL	\$154,701	\$255,644	\$255,649	\$313,484
Supplies	\$0	\$0	\$0	\$4,000
Operating Exp				
(52110) Printing	\$0	\$0	\$0	\$5,000
(52160) Advertising	\$0	\$0	\$0	\$2,500
(52400) Membership & Dues	\$6,095	\$9,145	\$9,145	\$9,435
(52405) Publications	\$0	\$0	\$5,000	\$0
(52410) Meetings	\$89	\$5,000	\$11,000	\$6,000
(52415) Conferences	\$15	\$12,500	\$17,100	\$11,000
(52500) Education & Training	\$0	\$0	\$0	\$4,600
(52601) Shop Local Initiative	\$0	\$0	\$0	\$46,740
OPERATING EXP TOTAL	\$6,199	\$26,645	\$42,245	\$85,275
Professional Svcs				
(54900) PS - Other Prof Svcs	\$32,204	\$83,000	\$68,132	\$38,000
PROFESSIONAL SVCS TOTAL	\$32,204	\$83,000	\$68,132	\$38,000
Contract Services				
(55000) Cs - Contract Services	\$5,000	\$12,000	\$32,000	\$22,000
CONTRACT SERVICES TOTAL	\$5,000	\$12,000	\$32,000	\$22,000
TOTAL	\$198,104	\$377,289	\$398,026	\$462,759

7.1.b

POSITION FUNDING ALLOCATION DETAIL

100150 - Economic Development

Position Name	2025
Allocated FTE Count	
Management Analyst	0.1
Community Development Director	0.1
Assistant to the City Manager	0.05
Principal Management Analyst	0.35
City Manager	0.2
Assistant City Manager	0.3
ALLOCATED FTE COUNT	1.1

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210 - FINANCE

DEPARTMENT OVERVIEW

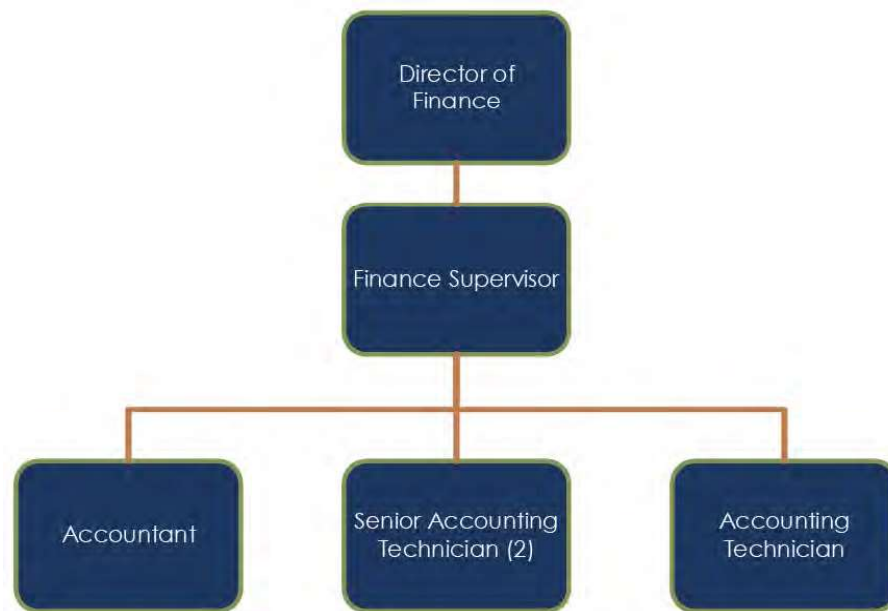
The Finance Department administers the financial affairs of the City of Diamond Bar. Under the oversight of the Finance Director, the department manages the City's revenues, expenditures, budget, investments, purchasing, accounting, cashiering, and transit activities.

The Finance Department processes all financial transactions of the City. Specific activities include accounts payable, cash receipts, payroll, fixed assets, banking services, issuance of Metrolink train and Foothill Transit bus passes, budget preparation and administration, audits, financial reporting, issuance and management of City debt and financial administration of grants.

The Finance Department is also responsible for the safety, liquidity and maximization of the yields of the City's financial resources.



FINANCE ORGANIZATIONAL CHART



BUDGET DETAIL

100210 - Finance

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$468,479	\$516,072	\$516,073	\$546,398
(50020) Over Time Wages	\$1,390	\$1,500	\$1,500	\$1,500
(50040) Classic Member Retirement	\$50,866	\$57,204	\$57,204	\$60,480
(50042) Classic Member Ual Pmts	\$42,231	\$33,853	\$33,853	\$39,887
(50044) Pepra Member Retirement	\$13,163	\$15,448	\$15,448	\$16,781
(50046) Pepra Member Ual Pmts	\$197	\$0	\$0	\$838
(50050) City Paid Benefits	\$8,525	\$5,168	\$5,168	\$4,984
(50052) Worker's Compensation	\$4,377	\$5,523	\$5,524	\$4,403
(50054) Short/Long Term Disability	\$2,189	\$4,927	\$4,928	\$5,230
(50056) Medicare Expense	\$7,128	\$7,144	\$7,145	\$7,583
(50060) Benefit Allotment	\$85,278	\$87,678	\$87,678	\$88,700
(50072) Auto Allowance	\$2,935	\$2,775	\$2,775	\$2,775
(50074) Technology Allowance	\$1,174	\$1,110	\$1,110	\$1,110
PERSONNEL SERVICES TOTAL	\$687,933	\$738,403	\$738,406	\$780,669
Supplies				
(51200) Operating Supplies	\$1,344	\$2,500	\$2,500	\$2,500
(51300) Small Tools & Equipment	\$0	\$500	\$500	\$500
SUPPLIES TOTAL	\$1,344	\$3,000	\$3,000	\$3,000
Operating Exp				
(52110) Printing	\$3,390	\$4,500	\$4,500	\$4,500
(52160) Advertising	\$0	\$0	\$0	\$1,600
(52255) Banking Charges	\$7,240	\$19,000	\$19,000	\$8,000
(52310) Equipment Maintenance	\$0	\$750	\$750	\$750
(52400) Membership & Dues	\$2,605	\$2,975	\$2,975	\$2,825
(52405) Publications	\$189	\$250	\$250	\$250

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(52410) Meetings	\$145	\$250	\$250	\$250
(52415) Conferences	\$2,214	\$6,000	\$6,000	\$8,000
(52420) Mileage Reimbursement	\$0	\$500	\$500	\$500
(52500) Education & Training	\$1,742	\$4,350	\$4,350	\$4,550
OPERATING EXP TOTAL	\$17,525	\$38,575	\$38,575	\$31,225
Professional Svcs				
(54010) PS - Accounting & Auditing	\$47,497	\$77,300	\$77,300	\$74,350
(54900) PS - Other Prof Svcs	\$80,834	\$49,000	\$49,000	\$10,000
PROFESSIONAL SVCS TOTAL	\$128,331	\$126,300	\$126,300	\$84,350
TOTAL	\$835,134	\$906,278	\$906,281	\$899,244

7.1.b

POSITION FUNDING ALLOCATION DETAIL

100210 - Finance

Position Name	2025
Allocated FTE Count	
Finance Supervisor	0.935
Accounting Technician	0.28
Senior Accounting Technician	1.225
Accountant	0.9
Finance Director	0.925
ALLOCATED FTE COUNT	4.265

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220 - HUMAN RESOURCES & RISK MANAGEMENT

OVERVIEW

The Human Resources and Risk Management Division provides for the management of personnel services and risk management. Primary functions include the development, modification and management of all employee recruitment, classifications, compensation, education/training, employee relations, employee safety, worker's compensation and general liability claims. The Human Resources and Risk Management staff also act in an advisory capacity to the City Executive team on administrative matters that impact the workforce.



HUMAN RESOURCES ORGANIZATIONAL CHART



BUDGET DETAIL

100220 - Human Resources & Risk Management

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$227,947	\$238,786	\$238,786	\$248,040
(50040) Classic Member Retirement	\$39,539	\$45,132	\$45,132	\$46,801
(50042) Classic Member Ual Pmts	\$23,763	\$27,439	\$27,440	\$31,664
(50050) City Paid Benefits	\$4,697	\$2,359	\$2,360	\$4,700
(50052) Worker's Compensation	\$2,098	\$2,675	\$2,675	\$2,087
(50054) Short/Long Term Disability	\$1,110	\$2,386	\$2,387	\$2,479
(50056) Medicare Expense	\$4,722	\$4,910	\$4,910	\$5,044
(50060) Benefit Allotment	\$35,095	\$39,240	\$39,240	\$41,640
(50062) Benefits Administration	\$2,320	\$3,000	\$11,000	\$3,000
(50072) Auto Allowance	\$1,456	\$1,440	\$1,440	\$1,440
(50074) Technology Allowance	\$1,214	\$1,200	\$1,200	\$1,200
(50075) Performance Pay Incentive	\$90,000	\$90,000	\$90,000	\$90,000
PERSONNEL SERVICES TOTAL	\$433,961	\$458,566	\$466,570	\$478,095
Supplies				
(51200) Operating Supplies	\$2,420	\$2,000	\$2,000	\$2,000
(51300) Small Tools & Equipment	\$2,772	\$8,000	\$6,500	\$8,000
(51400) Promotional Supplies	\$1,739	\$2,000	\$2,000	\$2,000
SUPPLIES TOTAL	\$6,932	\$12,000	\$10,500	\$12,000
Operating Exp				
(52110) Printing	\$0	\$500	\$250	\$500
(52160) Advertising	\$2,866	\$5,000	\$5,000	\$5,000
(52400) Membership & Dues	\$4,020	\$4,200	\$4,450	\$4,475
(52405) Publications	\$0	\$500	\$500	\$500
(52410) Meetings	\$2,241	\$3,500	\$2,500	\$3,500
(52415) Conferences	\$0	\$1,000	\$500	\$2,000
(52420) Mileage Reimbursement	\$0	\$100	\$100	\$100
(52500) Education & Training	\$3,820	\$5,000	\$5,000	\$10,000
(52505) Employee Tuition Reimbursement	\$269	\$3,000	\$3,000	\$3,000
(52510) Employment Physicals	\$15,820	\$12,000	\$15,000	\$15,500
(52515) Miscellaneous Employee Benefit	\$1,452	\$2,000	\$2,000	\$2,500
(52520) Employee Recognition Program	\$3,386	\$4,000	\$4,000	\$4,000
OPERATING EXP TOTAL	\$33,874	\$40,800	\$42,300	\$51,075
Professional Svcs				
(54900) PS - Other Prof Svcs	\$13,351	\$17,500	\$17,500	\$17,500
PROFESSIONAL SVCS TOTAL	\$13,351	\$17,500	\$17,500	\$17,500
TOTAL	\$488,118	\$528,866	\$536,870	\$558,670

POSITION FUNDING ALLOCATION DETAIL

100220 - Human Resources & Risk Management

Position Name	2025
Allocated FTE Count	
Human Resources Technician	1
Human Resources & Risk Manager	1
ALLOCATED FTE COUNT	2

City of Diamond Bar Budget

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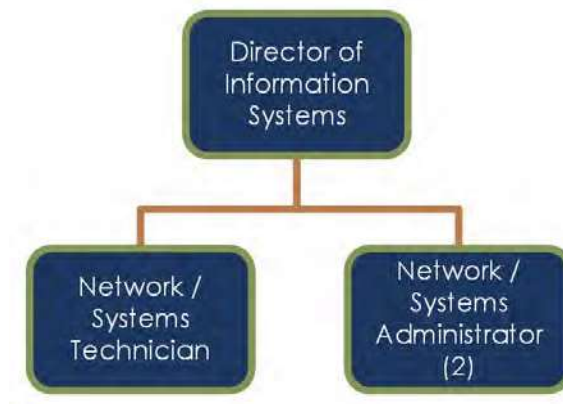
230 - INFORMATION SYSTEMS

DEPARTMENT OVERVIEW

The Information Systems Division is responsible for the management and enhancement of the City's information technology including the evaluation, procurement, implementation, and maintenance of computer/network systems and software; including ongoing technical and software support/training to all the departments of the City. The service areas consist of: telephone & mobile systems, network services, application services, desktop services, digital access controls/cameras, and e-government.



INFORMATION SYSTEMS ORGANIZATIONAL CHART



BUDGET DETAIL

100230 - Information Systems

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$493,595	\$527,417	\$527,417	\$552,895
(50020) Over Time Wages	\$155	\$1,500	\$1,500	\$1,500
(50040) Classic Member Retirement	\$70,857	\$81,797	\$81,798	\$85,914
(50042) Classic Member Ual Pmts	\$43,096	\$49,775	\$49,776	\$58,178
(50044) Pepra Member Retirement	\$5,324	\$5,853	\$5,853	\$6,224
(50046) Pepra Member Ual Pmts	\$201	\$0	\$0	\$310
(50050) City Paid Benefits	\$7,364	\$3,934	\$3,935	\$3,977
(50052) Worker's Compensation	\$8,302	\$10,586	\$10,587	\$8,191
(50054) Short/Long Term Disability	\$2,173	\$5,079	\$5,079	\$5,334
(50056) Medicare Expense	\$7,140	\$7,689	\$7,690	\$8,059
(50060) Benefit Allotment	\$68,682	\$73,917	\$73,917	\$78,417
(50072) Auto Allowance	\$2,987	\$2,850	\$2,850	\$2,850
(50074) Technology Allowance	\$3,589	\$3,390	\$3,390	\$3,390
PERSONNEL SERVICES TOTAL	\$713,466	\$773,788	\$773,792	\$815,239
Supplies				
(51200) Operating Supplies	\$19,488	\$32,500	\$32,500	\$27,500
(51300) Small Tools & Equipment	\$1,879	\$1,000	\$1,000	\$1,500
SUPPLIES TOTAL	\$21,367	\$33,500	\$33,500	\$29,000
Operating Exp				
(52100) Photocopying	\$6,470	\$7,500	\$7,500	\$7,500
(52200) Telephone	\$84,563	\$86,400	\$86,400	\$86,400
(52310) Equipment Maintenance	\$0	\$3,300	\$3,300	\$3,300
(52314) Computer Maintenance	\$489,787	\$522,200	\$522,200	\$565,900
(52400) Membership & Dues	\$1,989	\$2,200	\$2,200	\$2,200
(52410) Meetings	\$0	\$1,000	\$1,000	\$1,000
(52415) Conferences	\$0	\$4,750	\$4,750	\$5,250
(52420) Mileage Reimbursement	\$430	\$250	\$250	\$250
(52500) Education & Training	\$1,302	\$1,500	\$1,500	\$12,500
OPERATING EXP TOTAL	\$584,542	\$629,100	\$629,100	\$684,300
Professional Svcs				
(54030) PS - Data Processing Services	\$38,119	\$44,500	\$44,500	\$44,500
(54900) PS - Other Prof Svcs	\$30,422	\$57,500	\$57,500	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
PROFESSIONAL SVCS TOTAL	\$68,541	\$102,000	\$102,000	\$102,000
Contract Services				
(55000) Cs - Contract Services	\$16,996	\$19,000	\$19,000	\$19,200
CONTRACT SERVICES TOTAL	\$16,996	\$19,000	\$19,000	\$19,200
Capital Outlay Exp	\$0	\$50,000	\$50,000	\$5,000
TOTAL	\$1,404,910	\$1,607,388	\$1,607,392	\$1,654,739

7.1.b

POSITION FUNDING ALLOCATION DETAIL

100230 - Information Systems

Position Name	2025
Allocated FTE Count	
Information Systems Director	0.95
Network/Systems Administrator	1.875
Network/Systems Technician	0.925
ALLOCATED FTE COUNT	3.75

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240 - COMMUNITY RELATIONS

OVERVIEW

The Community Relations Division provides an ongoing program of public information, which is designed to inform and educate community residents and business owners about the City's activities, programs, and policies. A variety of methods and materials are utilized to disseminate information including the City's monthly Community Newsletter, which provides current news and information; the City's web site; the local government access cable channel; local advertising; media releases and advisories; special publications; and community events.

The Community Relations Division is also responsible for the general marketing and promotion of the City at the local, regional and national levels, and provides assistance in support of economic development activities. The Division is also engaged in the facilitation of programs that recognize the efforts of individuals and organizations that contribute to the enhancement and general well being of the community.



Community Relations Organizational Chart



BUDGET DETAIL

100240 - Community Relations

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$259,782	\$377,078	\$377,079	\$407,355
(50020) Over Time Wages	\$2,265	\$6,000	\$6,000	\$6,000
(50040) Classic Member Retirement	\$41,836	\$55,919	\$55,920	\$43,283
(50042) Classic Member Ual Pmts	\$29,001	\$33,997	\$33,997	\$29,299
(50044) Pepra Member Retirement	\$0	\$5,850	\$5,851	\$13,696
(50046) Pepra Member Ual Pmts	\$0	\$0	\$0	\$684
(50050) City Paid Benefits	\$2,478	\$3,524	\$3,525	\$3,805
(50052) Worker's Compensation	\$6,837	\$9,680	\$9,681	\$7,480
(50054) Short/Long Term Disability	\$1,213	\$3,710	\$3,710	\$4,014
(50056) Medicare Expense	\$4,143	\$5,499	\$5,500	\$5,940
(50060) Benefit Allotment	\$38,086	\$62,298	\$62,298	\$68,688
(50072) Auto Allowance	\$1,301	\$1,296	\$1,296	\$1,296
(50074) Technology Allowance	\$1,084	\$1,080	\$1,080	\$1,500
PERSONNEL SERVICES TOTAL	\$388,025	\$565,932	\$565,937	\$593,040
Supplies				
(51200) Operating Supplies	\$7,463	\$7,500	\$7,500	\$8,500
(51300) Small Tools & Equipment	\$2,120	\$1,750	\$1,750	\$1,750
(51400) Promotional Supplies	\$31,066	\$35,450	\$35,450	\$32,950
SUPPLIES TOTAL	\$40,649	\$44,700	\$44,700	\$43,200
Operating Exp				
(52110) Printing	\$77,516	\$127,000	\$127,000	\$132,000
(52130) Photography	\$9,420	\$11,000	\$11,000	\$13,500
(52160) Advertising	\$7,763	\$15,000	\$15,000	\$15,000
(52170) Postage	\$61,500	\$69,750	\$69,750	\$75,000
(52302) Rental/Lease - Real Property	\$0	\$0	\$0	\$11,000
(52400) Membership & Dues	\$1,573	\$1,895	\$1,895	\$2,651
(52405) Publications	\$0	\$500	\$500	\$500
(52410) Meetings	\$16	\$150	\$150	\$250
(52415) Conferences	\$399	\$7,600	\$7,600	\$10,900
(52420) Mileage Reimbursement	\$0	\$100	\$100	\$150
(52500) Education & Training	\$229	\$1,500	\$1,500	\$1,500
OPERATING EXP TOTAL	\$158,416	\$234,495	\$234,495	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$79,082	\$133,150	\$162,450	\$137,150
PROFESSIONAL SVCS TOTAL	\$79,082	\$133,150	\$162,450	\$137,150
Contract Services				
(55000) Cs - Contract Services	\$20,647	\$30,400	\$30,400	\$23,500
CONTRACT SERVICES TOTAL	\$20,647	\$30,400	\$30,400	\$23,500
TOTAL	\$686,820	\$1,008,677	\$1,037,982	\$1,059,341

7.1.b

POSITION FUNDING ALLOCATION DETAIL

100240 - Community Relations

Position Name	2025
Allocated FTE Count	
Senior Community Relations Coordinator	0.7
Media Specialist	0.85
Community Relations Manager	0.9
Community Relations Coordinator	0.85
ALLOCATED FTE COUNT	3.3

City of Diamond Bar Budget

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620 - CIVIC CENTER

OVERVIEW

The Civic Center Division has been established to account for expenditures related to the operation of the City Hall building. This includes the budget for the utilities, maintenance and salaries related to both City Hall and the County Library.



BUDGET DETAIL

100620 - Civic Center

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$95,678	\$111,563	\$111,563	\$117,075
(50020) Over Time Wages	\$213	\$2,500	\$2,500	\$2,500
(50040) Classic Member Retirement	\$11,375	\$14,409	\$14,410	\$14,943
(50042) Classic Member Ual Pmts	\$8,411	\$8,763	\$8,763	\$10,112
(50044) Pepra Member Retirement	\$2,258	\$2,584	\$2,585	\$2,849
(50046) Pepra Member Ual Pmts	\$73	\$0	\$0	\$142
(50050) City Paid Benefits	\$1,319	\$1,176	\$1,177	\$1,186
(50052) Worker's Compensation	\$3,209	\$4,001	\$4,002	\$3,162
(50054) Short/Long Term Disability	\$467	\$1,093	\$1,093	\$1,149
(50056) Medicare Expense	\$1,502	\$1,635	\$1,635	\$1,715
(50060) Benefit Allotment	\$18,119	\$20,646	\$20,646	\$21,906
(50072) Auto Allowance	\$224	\$222	\$222	\$222
(50074) Technology Allowance	\$121	\$120	\$120	\$120
PERSONNEL SERVICES TOTAL	\$142,967	\$168,712	\$168,716	\$177,081
Supplies				
(51200) Operating Supplies	\$37,464	\$46,000	\$46,000	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(51300) Small Tools & Equipment	\$1,224	\$1,500	\$3,000	\$2,000
SUPPLIES TOTAL	\$38,688	\$47,500	\$49,000	\$53,000
Operating Exp				
(52210) Electric Utility Expenditure	\$179,799	\$150,000	\$193,000	\$200,000
(52215) Gas Utility Expenditure	\$11,303	\$10,000	\$10,000	\$10,000
(52220) Water Utility Expenditure	\$9,958	\$8,500	\$10,000	\$10,000
(52300) Rental/Lease - Equipmnt	\$2,000	\$2,000	\$2,000	\$2,000
(52320) Maint Of Grounds/Buildings	\$231,051	\$277,600	\$277,600	\$309,600
(52400) Membership & Dues	\$30,938	\$45,000	\$45,000	\$45,000
OPERATING EXP TOTAL	\$465,049	\$493,100	\$537,600	\$576,600
Professional Svcs	\$0	\$0	\$0	\$150,000
Capital Outlay Exp				
(56120) Furniture & Fixtures Exp	\$6,138	\$52,000	\$52,000	\$17,000
CAPITAL OUTLAY EXP TOTAL	\$6,138	\$52,000	\$52,000	\$17,000
TOTAL	\$652,844	\$761,312	\$807,316	\$973,681

7.1.b

POSITION FUNDING ALLOCATION DETAIL

100620 - Civic Center

Position Name	2025
Allocated FTE Count	
Public Works Director/City Engineer	0.05
Senior Maintenance Worker	0.4
Facilities Maintenance Supervisor	0.5
Parks & Maintenance Superintendent	0.05
Public Works Manager/Assistant City Engineer	0.05
ALLOCATED FTE COUNT	1.05

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PUBLIC SAFETY

DIVISION OVERVIEW

The City Manager's Office is responsible for the overall coordination of the City's Public Safety division, with support from the Public Works Department. Public Safety subdivisions are comprised of Law Enforcement (includes Los Angeles County Sheriff's Dept, Crossing Guard, and Parking Citations Administration), Emergency Preparedness, Animal Control, Fire Protection, and Volunteer Programs.



Below is the combined budget for Public Safety. Budgeted expenditure detail for each of the subdivisions are shown on the following pages.

PUBLIC SAFETY DIVISION BUDGET

Public Safety

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$20,668	\$24,000	\$24,000	\$26,500
(51300) Small Tools & Equipment	\$180	\$1,000	\$1,000	\$2,000
SUPPLIES TOTAL	\$20,848	\$25,000	\$25,000	\$28,500
Operating Exp				
(52200) Telephone	\$10,579	\$9,500	\$9,500	\$10,500
(52210) Electric Utility Expenditure	\$0	\$500	\$500	\$500
(52300) Rental/Lease - Equipmnt	\$945	\$1,000	\$1,000	\$1,000
(52302) Rental/Lease - Real Property	\$400	\$400	\$400	\$400
(52310) Equipment Maintenance	\$5,042	\$6,500	\$6,500	\$6,500
(52400) Membership & Dues	\$3,200	\$3,200	\$3,200	\$3,700
(52410) Meetings	\$1,108	\$3,000	\$3,000	\$3,000
(52500) Education & Training	\$278	\$2,000	\$2,000	\$2,000

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(53500) Criminal Apprehension Reward	\$0	\$2,500	\$2,500	\$2,500
(53510) Public Safety Outreach	\$4,144	\$22,500	\$22,500	\$22,500
OPERATING EXP TOTAL	\$25,696	\$51,100	\$51,100	\$52,600
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$5,000	\$5,000	\$170,000
PROFESSIONAL SVCS TOTAL	\$0	\$5,000	\$5,000	\$170,000
Contract Services				
(55400) Cs - Sheriff's Department	\$7,274,066	\$7,900,097	\$7,900,097	\$8,203,845
(55402) Cs-Sheriff - Special Events	\$171,413	\$208,020	\$208,020	\$213,920
(55404) Cs - Animal Control	\$373,879	\$432,500	\$457,500	\$440,000
(55406) Cs - Fire Department	\$7,359	\$7,500	\$7,500	\$8,000
(55408) Cs - Parking Citation Admin	\$22,270	\$32,500	\$32,500	\$32,500
(55410) Cs - Wild Animal Control	\$0	\$7,500	\$7,500	\$7,500
(55412) Cs - Crossing Guard Services	\$249,294	\$280,000	\$280,000	\$280,000
CONTRACT SERVICES TOTAL	\$8,098,281	\$8,868,117	\$8,893,117	\$9,185,765
TOTAL	\$8,144,826	\$8,949,217	\$8,974,217	\$9,436,865

7.1.b

City of Diamond Bar Budget

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310 - LAW ENFORCEMENT

OVERVIEW

The City of Diamond Bar contracts with the Los Angeles County Sheriff's Department for law enforcement services.

General law enforcement provides an assortment of deputies to provide law enforcement services including crime prevention and traffic enforcement, specialized suppression patrols and undercover operations, neighborhood watch and community relations, and the general enforcement of laws. Additionally, the law enforcement budget includes funds for additional as-needed special operations, as-needed aero bureau patrols, the City's fingerprint program, and funding for the City's Report for Reward program.

This division also includes contract services for crossing guards and the administration of the City's parking citations. With the passage of AB408, Cities are now required to issue and collect their own parking citations. The City is currently under contract with DataTicket, Inc. for the administration of parking citations.



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT CONTRACT

TYPE OF SERVICE Quantity.

General Law Units:

One-Man 56 Hour 10

One-Man 40 Hour 1

One-Man 40 Hour Non-Relief (Special Problems) 5

Community Service Assistant w/vehicle 1

Special Investigations As Requested

Helicopter Patrol 4 hours per month

Fingerprint Program As Required

BUDGET DETAIL

100310 - Law Enforcement

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$1,897	\$3,000	\$3,000	\$3,500
(51300) Small Tools & Equipment	\$180	\$1,000	\$1,000	\$2,000
SUPPLIES TOTAL	\$2,077	\$4,000	\$4,000	\$5,500
Operating Exp				
(52310) Equipment Maintenance	\$42	\$1,000	\$1,000	\$1,000
(53500) Criminal Apprehension Reward	\$0	\$2,500	\$2,500	\$2,500
(53510) Public Safety Outreach	\$4,144	\$15,000	\$15,000	\$15,000
OPERATING EXP TOTAL	\$4,186	\$18,500	\$18,500	\$18,500
Professional Svcs	\$0	\$0	\$0	\$165,000
Contract Services				
(55400) Cs - Sheriff's Department	\$7,274,066	\$7,900,097	\$7,900,097	\$8,203,845
(55402) Cs-Sheriff - Special Events	\$171,413	\$208,020	\$208,020	\$213,920
(55408) Cs - Parking Citation Admin	\$22,270	\$32,500	\$32,500	\$32,500
(55412) Cs - Crossing Guard Services	\$249,294	\$280,000	\$280,000	\$280,000
CONTRACT SERVICES TOTAL	\$7,717,043	\$8,420,617	\$8,420,617	\$8,730,265
TOTAL	\$7,723,306	\$8,443,117	\$8,443,117	\$8,919,265

City of Diamond Bar Budget

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320 - VOLUNTEER PROGRAM

OVERVIEW

The Community Volunteer Patrol Program was established in FY 94/95. This program is coordinated by the Los Angeles County Sheriff's Department and provides general support to law enforcement personnel. Diamond Bar Community Volunteer Patrol members routinely patrol the community and are responsible for reporting any suspicious activity and/or problems to the Sheriff's Department. In addition to their patrol activities, other assignments performed by the Community Volunteer Patrol include vacation and business security checks, park and special event security, graffiti watch, community relations, and other non-hazardous duties.



BUDGET DETAIL

100320 - Volunteer Patrol

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$0	\$1,000	\$1,000	\$1,000
SUPPLIES TOTAL	\$0	\$1,000	\$1,000	\$1,000
Operating Exp				
(52410) Meetings	\$1,108	\$3,000	\$3,000	\$3,000
OPERATING EXP TOTAL	\$1,108	\$3,000	\$3,000	\$3,000
TOTAL	\$1,108	\$4,000	\$4,000	\$4,000

City of Diamond Bar Budget

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330 - FIRE PROTECTION

OVERVIEW

The City is a part of the Consolidated Fire Protection District. The district provides fire and emergency medical services. Upon incorporation, the City became responsible for fire protection within the City boundaries, therefore the City assumed wildland fire protection. This has required additional resources to be used by the Consolidated Fire Protection District. It is a responsibility of the City to pay annually for these added costs.



BUDGET DETAIL

100330 - Fire Protection

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Contract Services				
(55406) Cs - Fire Department	\$7,359	\$7,500	\$7,500	\$8,000
CONTRACT SERVICES TOTAL	\$7,359	\$7,500	\$7,500	\$8,000
TOTAL	\$7,359	\$7,500	\$7,500	\$8,000

City of Diamond Bar Budget

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340 - ANIMAL CONTROL

OVERVIEW

Animal Control provides for the care, protection, and control of animals that stray from their homes or are abused by their owners. This service, currently under contract with the Inland Valley Humane Society, includes enforcement of leash laws and the provision of a shelter for homeless animals.

In addition to the services rendered by the Humane Society, the City has been called upon to assist in the control of coyotes within the City. Additional funding has been included to fund these activities.



BUDGET DETAIL

Animal Control

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Operating Exp				
(53510) Public Safety Outreach	\$0	\$7,500	\$7,500	\$7,500
OPERATING EXP TOTAL	\$0	\$7,500	\$7,500	\$7,500
Contract Services				
(55404) Cs - Animal Control	\$373,879	\$432,500	\$457,500	\$440,000
(55410) Cs - Wild Animal Control	\$0	\$7,500	\$7,500	\$7,500
CONTRACT SERVICES TOTAL	\$373,879	\$440,000	\$465,000	\$447,500
TOTAL	\$373,879	\$447,500	\$472,500	\$455,000

City of Diamond Bar Budget

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350 - EMERGENCY PREPAREDNESS

OVERVIEW

The preservation of life and property is an inherent responsibility of local, state and federal governments. The City of Diamond Bar has prepared several planning and response documents, which serve as the basis for the City's emergency organization and emergency operations.

The primary objective is to enhance the overall capability of government to respond to emergencies. This is accomplished by incorporating the policies, principles, concepts and procedures contained within the City's emergency plans into an efficient organization capable of responding adequately in the face of any disaster.



BUDGET DETAIL

100350 - Emergency Preparedness

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$18,771	\$20,000	\$20,000	\$22,000
SUPPLIES TOTAL	\$18,771	\$20,000	\$20,000	\$22,000
Operating Exp				
(52200) Telephone	\$10,579	\$9,500	\$9,500	\$10,500
(52210) Electric Utility Expenditure	\$0	\$500	\$500	\$500
(52300) Rental/Lease - Equipmnt	\$945	\$1,000	\$1,000	\$1,000
(52302) Rental/Lease - Real Property	\$400	\$400	\$400	\$400
(52310) Equipment Maintenance	\$5,000	\$5,500	\$5,500	\$5,500
(52400) Membership & Dues	\$3,200	\$3,200	\$3,200	\$3,700
(52500) Education & Training	\$278	\$2,000	\$2,000	\$2,000
OPERATING EXP TOTAL	\$20,402	\$22,100	\$22,100	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$5,000	\$5,000	\$5,000
PROFESSIONAL SVCS TOTAL	\$0	\$5,000	\$5,000	\$5,000
TOTAL	\$39,174	\$47,100	\$47,100	\$50,600

7.1.b

City of Diamond Bar Budget

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COMMUNITY DEVELOPMENT

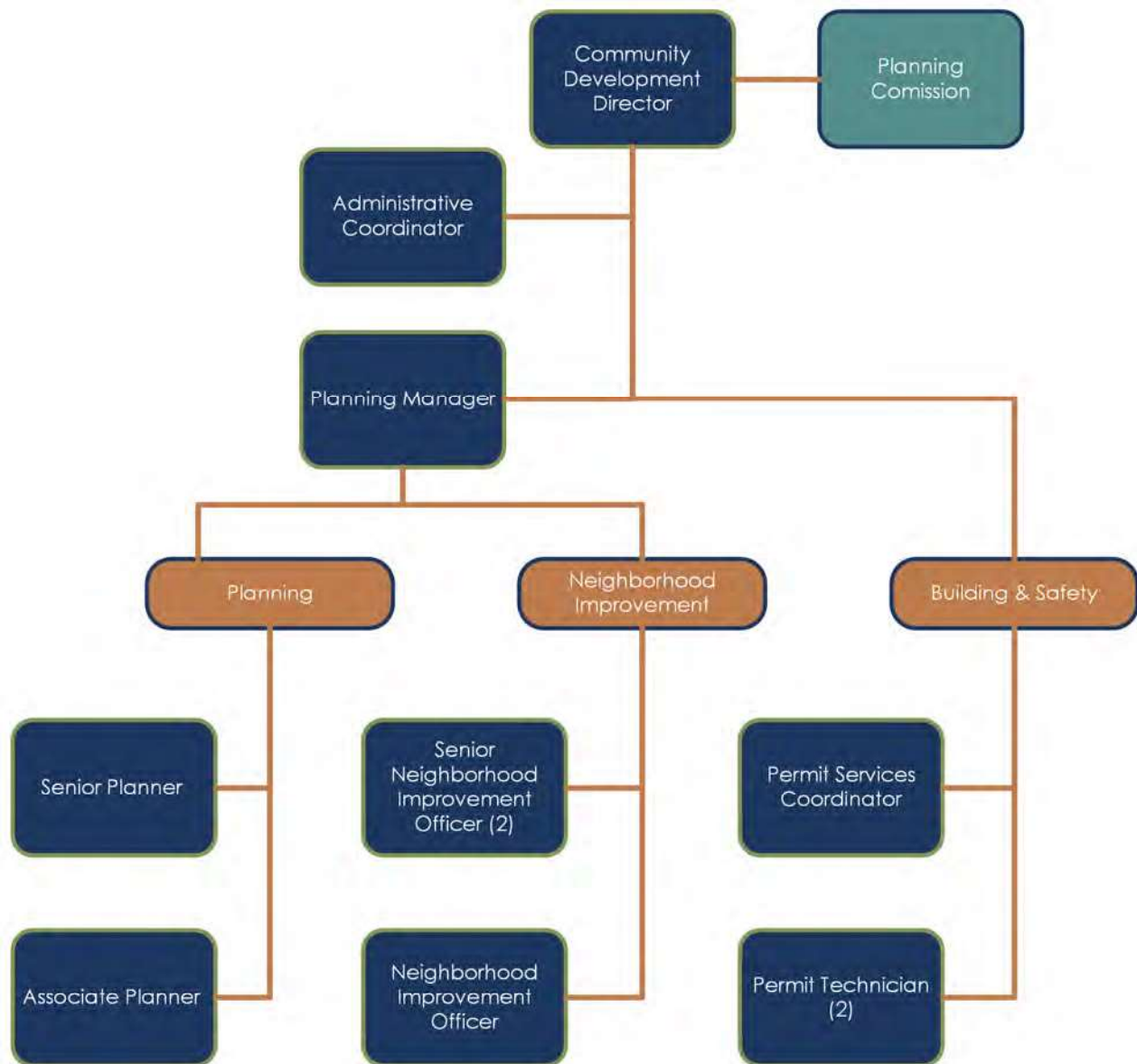
DEPARTMENT OVERVIEW

The Community Development Department is comprised of three Divisions: Planning, Building and Safety, Neighborhood Improvement. The Department implements regulations and policies intended to foster the orderly growth and well-being of the community. With a strong emphasis on upholding construction standards and preserving the quality of life for residents and businesses, the department is dedicated to shaping Diamond Bar's future as set forth in the General Plan. In addition to planning, permit services and code enforcement functions, the Department also oversees business licensing and manages the Community Development Block Grant (CDBG) program.

Below is the combined budget for the department. Budgeted expenditure details for each division is shown in the following pages.



COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



COMMUNITY DEVELOPMENT DEPARTMENT BUDGET

Community Development Department Summary

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services	\$1,401,613	\$1,686,189	\$1,686,202	\$1,788,916
Supplies	\$3,324	\$3,200	\$3,720	\$4,400
Operating Exp	\$17,604	\$37,750	\$39,360	\$79,430
Professional Svcs	\$675	\$2,000	\$7,000	\$5,000
Contract Services	\$750,759	\$798,500	\$796,000	\$809,890
TOTAL	\$2,173,975	\$2,527,639	\$2,532,282	\$2,687,636

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410 - PLANNING

DIVISION OVERVIEW

The Planning Division is responsible for the functions related to current and long-term (“advance”) planning, and administers the Community Development Block Grant Program.

The Planning Division prepares and updates the City’s General Plan to guide Diamond Bar’s long-term growth and preservation of the community’s quality of life. The Division administers and updates the zoning and subdivision ordinances, which are the primary tools used to implement the General Plans land use and development goals, objectives and policies. The planners provide information and assistance to the public by explaining the City’s zoning regulations, and reviewing all land use, development and business license applications, and performing inspections to ensure compliance with regulations and conditions of approval. For projects requiring Planning Commission and City Council review, the Planning Division serves as those bodies’ technical staff, and provides recommendations based on analysis of environmental, land use compatibility and design factors.

The Planning Division also supports the economic development efforts of the City. It updates and maintains records for the general public and coordinates projects and programs with other governmental agencies.



BUDGET DETAIL

100410 - Planning

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$516,579	\$563,173	\$563,174	\$597,797
(50020) Over Time Wages	\$1,927	\$5,000	\$5,000	\$5,000
(50040) Classic Member Retirement	\$70,291	\$83,157	\$83,158	\$88,725
(50042) Classic Member Ual Pmts	\$42,553	\$50,574	\$50,574	\$60,052
(50044) Pepra Member Retirement	\$7,296	\$8,667	\$8,668	\$9,220
(50046) Pepra Member Ual Pmts	\$270	\$0	\$0	\$461
(50050) City Paid Benefits	\$6,544	\$4,972	\$4,973	\$5,179
(50052) Worker's Compensation	\$10,151	\$13,569	\$13,569	\$10,571
(50054) Short/Long Term Disability	\$2,449	\$5,514	\$5,514	\$5,861
(50056) Medicare Expense	\$7,882	\$8,220	\$8,221	\$8,723
(50060) Benefit Allotment	\$80,467	\$86,076	\$86,076	\$91,356
(50072) Auto Allowance	\$1,506	\$1,500	\$1,500	\$2,940
(50074) Technology Allowance	\$602	\$600	\$600	\$1,800
PERSONNEL SERVICES TOTAL	\$748,516	\$831,023	\$831,027	\$887,685
Supplies				
(51200) Operating Supplies	\$1,934	\$1,200	\$1,200	\$1,200
SUPPLIES TOTAL	\$1,934	\$1,200	\$1,200	\$1,200
Operating Exp				
(52160) Advertising	\$2,876	\$4,000	\$4,000	\$4,000
(52170) Postage	\$248	\$400	\$400	\$400
(52400) Membership & Dues	\$2,349	\$3,800	\$3,800	\$4,300
(52405) Publications	\$14	\$0	\$0	\$0
(52410) Meetings	\$188	\$200	\$200	\$200
(52415) Conferences	\$2,725	\$10,400	\$6,900	\$10,800
(52420) Mileage Reimbursement	\$0	\$300	\$300	\$300
(52500) Education & Training	\$0	\$600	\$600	\$600
(52525) Commissioner Compensation	\$4,355	\$4,000	\$4,000	\$5,000
OPERATING EXP TOTAL	\$12,756	\$23,700	\$20,200	\$25,600
Professional Svcs				
(54200) PS - Environmental Services	\$0	\$0	\$5,000	\$5,000
(54900) PS - Other Prof Svcs	\$675	\$2,000	\$2,000	\$0
PROFESSIONAL SVCS TOTAL	\$675	\$2,000	\$7,000	\$5,000
TOTAL	\$763,880	\$857,923	\$859,427	\$919,485

POSITION FUNDING ALLOCATION DETAIL

100410 - Planning

Position Name	2025
Allocated FTE Count	
Community Development Director	0.5
Associate Planner	1
Senior Planner	1
Planning Manager	1
Administrative Coordinator	0.9
ALLOCATED FTE COUNT	4.4

City of Diamond Bar Budget

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420 - BUILDING & SAFETY

DIVISION OVERVIEW

The Building and Safety Division is responsible for the protection of public health and safety through the enforcement of Building Codes and other related codes. This Division provides for Building and Safety plan check, permit issuance, and inspection services. Much of the plan check and inspections are provided through contract services.



BUDGET DETAIL

100420 - Building & Safety

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$159,849	\$268,460	\$268,460	\$283,833
(50020) Over Time Wages	\$5,858	\$250	\$250	\$250
(50040) Classic Member Retirement	\$20,189	\$23,223	\$23,224	\$24,168
(50042) Classic Member Ual Pmts	\$17,748	\$14,058	\$14,059	\$16,223
(50044) Pepra Member Retirement	\$3,780	\$11,143	\$11,144	\$12,348
(50046) Pepra Member Ual Pmts	\$0	\$0	\$0	\$615
(50050) City Paid Benefits	\$4,726	\$3,505	\$3,505	\$3,534
(50052) Worker's Compensation	\$1,948	\$3,469	\$3,469	\$2,731
(50054) Short/Long Term Disability	\$926	\$2,661	\$2,662	\$2,815
(50056) Medicare Expense	\$2,612	\$3,924	\$3,924	\$4,147
(50060) Benefit Allotment	\$40,288	\$61,290	\$61,290	\$65,070
(50072) Auto Allowance	\$452	\$450	\$450	\$450
(50074) Technology Allowance	\$181	\$180	\$180	\$180
PERSONNEL SERVICES TOTAL	\$258,556	\$392,613	\$392,617	\$416,364
Supplies				
(51200) Operating Supplies	\$812	\$1,000	\$1,520	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
SUPPLIES TOTAL	\$812	\$1,000	\$1,520	\$1,200
Operating Exp				
(52110) Printing	\$983	\$0	\$500	\$0
(52255) Banking Charges	\$1,213	\$2,100	\$2,100	\$37,200
(52302) Rental/Lease - Real Property	\$0	\$4,700	\$9,310	\$10,080
(52500) Education & Training	\$0	\$600	\$600	\$900
OPERATING EXP TOTAL	\$2,196	\$7,400	\$12,510	\$48,180
Contract Services				
(55100) Cs - Building & Safety	\$703,303	\$747,100	\$744,600	\$747,490
CONTRACT SERVICES TOTAL	\$703,303	\$747,100	\$744,600	\$747,490
TOTAL	\$964,867	\$1,148,113	\$1,151,247	\$1,213,234

7.1.b

POSITION FUNDING ALLOCATION DETAIL

100420 - Building & Safety

Position Name	2023
Allocated FTE Count	
Community Development Director	0.15
Permit Technician	1
Permit Services Coordinator	1
ALLOCATED FTE COUNT	2.15

City of Diamond Bar Budget

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430 - NEIGHBORHOOD IMPROVEMENT

DIVISION OVERVIEW

The City's Neighborhood Improvement Officers work proactively to investigate Municipal Code violations and in response to complaints filed by concerned residents, business operators or property owners. The Diamond Bar Municipal Code is based on high standards set by the residents and business owners to ensure an attractive and well-maintained community. It is the responsibility of the Neighborhood Improvement Officers to make sure the community conforms to the standards set by the code.



BUDGET DETAIL

100430 - Neighborhood Improvement

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$275,199	\$327,235	\$327,236	\$342,145
(50020) Over Time Wages	\$1,102	\$5,000	\$5,000	\$5,000
(50040) Classic Member Retirement	\$13,554	\$15,526	\$15,526	\$16,529
(50042) Classic Member Ual Pmts	\$14,405	\$9,442	\$9,442	\$11,186
(50044) Pepra Member Retirement	\$14,747	\$18,999	\$19,000	\$20,207
(50046) Pepra Member Ual Pmts	\$442	\$0	\$0	\$1,008
(50050) City Paid Benefits	\$4,314	\$3,751	\$3,752	\$3,783
(50052) Worker's Compensation	\$6,165	\$8,295	\$8,296	\$6,318
(50054) Short/Long Term Disability	\$1,361	\$3,262	\$3,262	\$3,411
(50056) Medicare Expense	\$4,756	\$4,779	\$4,780	\$4,996
(50060) Benefit Allotment	\$57,443	\$65,214	\$65,214	\$69,234
(50072) Auto Allowance	\$753	\$750	\$750	\$750
(50074) Technology Allowance	\$301	\$300	\$300	\$300
PERSONNEL SERVICES TOTAL	\$394,542	\$462,554	\$462,558	\$484,867

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$577	\$1,000	\$1,000	\$1,000
(51300) Small Tools & Equipment	\$0	\$0	\$0	\$1,000
SUPPLIES TOTAL	\$577	\$1,000	\$1,000	\$2,000
Operating Exp				
(52110) Printing	\$999	\$1,600	\$1,600	\$1,600
(52400) Membership & Dues	\$445	\$800	\$800	\$800
(52410) Meetings	\$18	\$100	\$100	\$150
(52415) Conferences	\$850	\$3,600	\$3,600	\$2,400
(52420) Mileage Reimbursement	\$0	\$50	\$50	\$100
(52500) Education & Training	\$341	\$500	\$500	\$600
OPERATING EXP TOTAL	\$2,652	\$6,650	\$6,650	\$5,650
Contract Services				
(55130) CS-Short Term Rental Monitoring	\$0	\$0	\$0	\$5,500
(55110) Cs-Code Enforcement	\$8,781	\$9,500	\$9,500	\$10,000
(55120) Cs-Property Abatement	\$0	\$5,000	\$5,000	\$10,000
(55540) Cs - Graffiti Removal	\$38,675	\$36,900	\$36,900	\$36,900
CONTRACT SERVICES TOTAL	\$47,456	\$51,400	\$51,400	\$62,400
TOTAL	\$445,227	\$521,604	\$521,608	\$554,917

7.1.b

POSITION FUNDING ALLOCATION DETAIL

100430 - Neighborhood Improvement

Position Name	2025
Allocated FTE Count	
Neighborhood Improvement Officer	0.9
Senior Neighborhood Improvement Officer	1.8
Community Development Director	0.25
Administrative Coordinator	0.1
Administrative Assistant	0.3
ALLOCATED FTE COUNT	3.35

City of Diamond Bar Budget

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PARKS & RECREATION

OVERVIEW

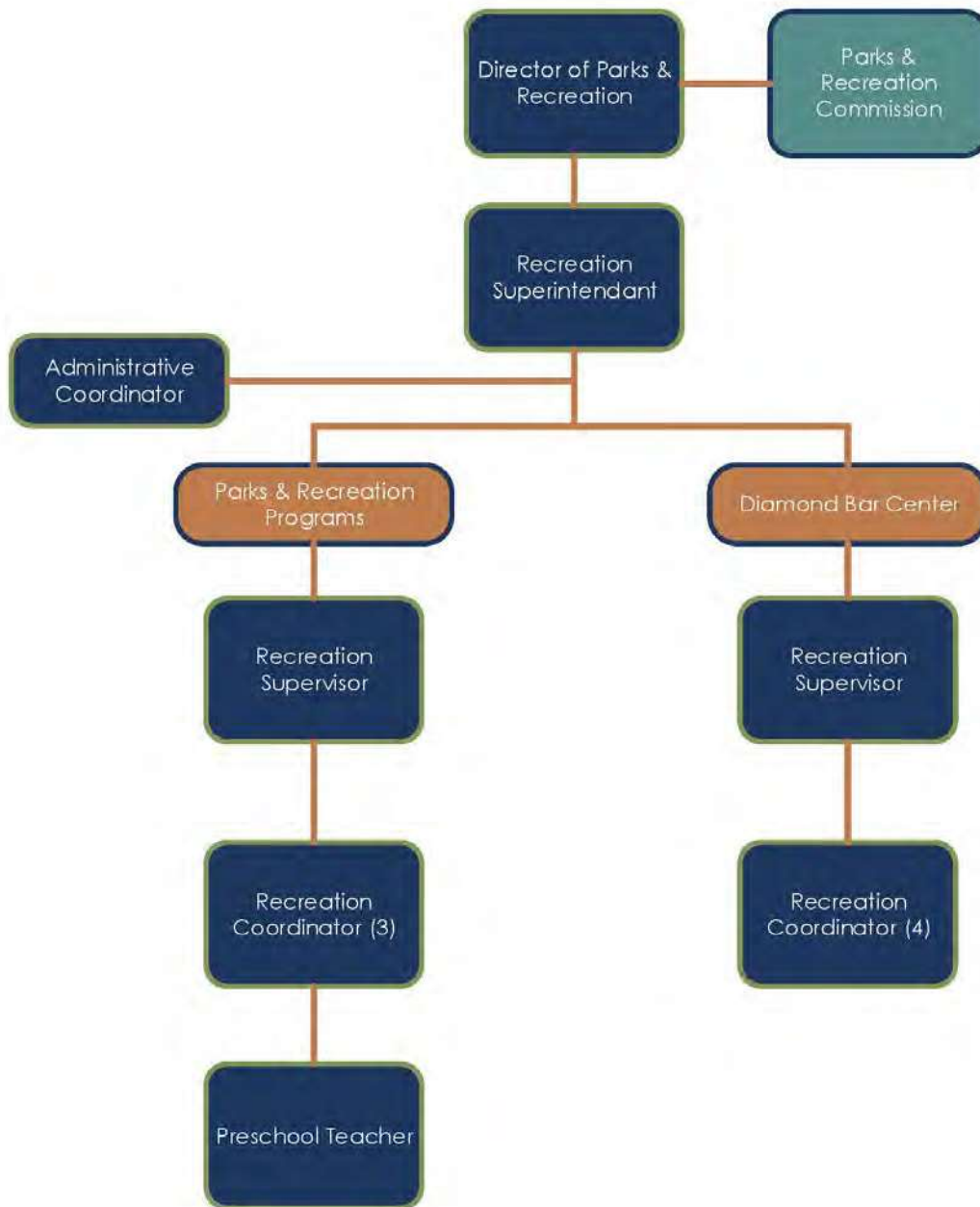
The Parks & Recreation Department administers the recreation program which includes activities and events that strengthen the community's fabric, health and well-being, economic base, and security. This includes community events, enrichment programs, athletics, excursions, activities, and facilities for residents of all ages.

Diamond Bar residents have long valued neighborhood, community and regional parks, and open natural spaces where they can relax, walk, meditate, play, enjoy family time, and seek renewal.

Below is the combined budget for the Parks & Recreation department which includes expenditures for Recreation Programs and the Diamond Bar Center. These divisions are also separately shown on the following pages.



PARKS & RECREATION ORGANIZATIONAL CHART



PARKS & RECREATION DEPARTMENT BUDGET

Parks & Rec Department Summary

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services	\$2,252,697	\$2,601,595	\$2,601,603	\$2,875,549
Supplies	\$123,370	\$197,700	\$204,700	\$213,085
Operating Exp	\$345,005	\$525,300	\$545,300	\$538,550
Professional Svcs	\$12,768	\$28,110	\$53,110	\$29,700
Contract Services	\$616,846	\$884,200	\$877,557	\$870,000
Capital Outlay Exp	\$30,440	\$30,000	\$59,570	\$0
TOTAL	\$3,381,125	\$4,266,905	\$4,341,840	\$4,526,884

City of Diamond Bar Budget

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510 - DIAMOND BAR CENTER

OVERVIEW

The extraordinary Diamond Bar Center, located in picturesque Summitridge Park, is owned and operated by the City of Diamond Bar. The Center features impressive banquet and meeting rooms with breathtaking views of the San Gabriel Valley. The 22,500 square foot facility is the perfect setting for wedding receptions, formal dinner gatherings, corporate seminars, training or meetings, and a multitude of other community events. Designed in the modern Craftsman style architecture theme, the Center is equipped with state-of-the-art multimedia capabilities and a full catering kitchen. Colorful gardens, a meandering stream and look-out points enjoy the beautiful vistas that surround the Center to make this exceptional facility the perfect choice for your next special event.



BUDGET DETAIL

100510 - Diamond Bar Center

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$356,866	\$389,457	\$389,458	\$365,634
(50020) Over Time Wages	\$335	\$2,000	\$2,000	\$2,000
(50030) Part-Time Wages	\$379,989	\$415,000	\$415,000	\$435,000
(50040) Classic Member Retirement	\$36,718	\$43,705	\$43,705	\$46,266
(50042) Classic Member Ual Pmts	\$23,821	\$26,558	\$26,559	\$31,290
(50044) Pepra Member Retirement	\$10,369	\$11,639	\$11,640	\$8,856
(50046) Pepra Member Ual Pmts	\$175	\$0	\$0	\$441
(50050) City Paid Benefits	\$4,697	\$4,166	\$4,167	\$3,625
(50052) Worker's Compensation	\$20,273	\$11,857	\$11,857	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50054) Short/Long Term Disability	\$1,662	\$3,797	\$3,798	\$3,557
(50056) Medicare Expense	\$11,212	\$10,990	\$10,990	\$10,642
(50060) Benefit Allotment	\$71,712	\$76,127	\$76,128	\$65,103
(50072) Auto Allowance	\$1,742	\$1,722	\$1,722	\$3,444
(50074) Technology Allowance	\$1,060	\$1,050	\$1,050	\$2,100
PERSONNEL SERVICES TOTAL	\$920,631	\$998,070	\$998,074	\$986,341
Supplies				
(51200) Operating Supplies	\$13,856	\$14,400	\$14,400	\$14,400
(51210) Janitorial Supplies	\$18,822	\$20,000	\$25,000	\$30,000
(51300) Small Tools & Equipment	\$1,823	\$2,000	\$4,000	\$32,500
SUPPLIES TOTAL	\$34,502	\$36,400	\$43,400	\$76,900
Operating Exp				
(52110) Printing	\$7,949	\$15,700	\$15,700	\$16,000
(52160) Advertising	\$29,597	\$30,000	\$30,000	\$32,500
(52210) Electric Utility Expenditure	\$103,389	\$100,000	\$100,000	\$120,000
(52215) Gas Utility Expenditure	\$22,046	\$16,000	\$16,000	\$11,000
(52220) Water Utility Expenditure	\$5,634	\$6,500	\$6,500	\$6,500
(52300) Rental/Lease - Equipmnt	\$1,009	\$2,000	\$2,000	\$2,000
(52304) Rental/Lease - Exhibit Space	\$400	\$2,000	\$2,000	\$8,000
(52310) Equipment Maintenance	\$14,829	\$48,500	\$48,500	\$56,000
(52320) Maint Of Grounds/Buildings	\$67,098	\$87,000	\$107,000	\$92,000
(52415) Conferences	\$2,500	\$3,000	\$3,000	\$3,000
OPERATING EXP TOTAL	\$254,449	\$310,700	\$330,700	\$347,000
Professional Svcs				
(54900) PS - Other Prof Svcs	\$9,239	\$21,680	\$21,680	\$23,475
PROFESSIONAL SVCS TOTAL	\$9,239	\$21,680	\$21,680	\$23,475
Contract Services				
(55300) Cs - Special Events	\$3,798	\$5,000	\$5,000	\$6,500
(55330) Cs - Security	\$46,254	\$86,000	\$86,000	\$86,000
(55505) Cs - Pw Contract Services	\$139,867	\$160,000	\$160,000	\$203,000
CONTRACT SERVICES TOTAL	\$189,920	\$251,000	\$251,000	\$295,500
Capital Outlay Exp				
(56116) Equipment	\$30,440	\$30,000	\$59,570	\$0
CAPITAL OUTLAY EXP TOTAL	\$30,440	\$30,000	\$59,570	\$0
TOTAL	\$1,439,180	\$1,647,850	\$1,704,424	\$1,729,216

7.1.b

POSITION ALLOCATION FUNDING DETAIL

100510 - Diamond Bar Center

Position Name	2025
Allocated FTE Count	
Parks & Maintenance Superintendent	0.05
Recreation Coordinator	0.25
Parks & Recreation Director	0.5
Public Works Manager/Assistant City Engineer	0.05
Recreation Superintendent	0.25
Facilities Maintenance Supervisor	0.475
Public Works Director/City Engineer	0.05
Recreation Supervisor	0.3
Recreation Coordinator-Seniors	0.55
Recreation Coordinator-DBC	0.25
Senior Maintenance Worker	0.4
ALLOCATED FTE COUNT	3.125

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520 - RECREATION

OVERVIEW

The Parks and Recreation Department administers the recreation program which includes activities and events that strengthen the community's fabric, health and well-being, economic base, and security. This includes community events, enrichment programs, athletics, excursions, activities, and facilities for residents of all ages.

Diamond Bar residents have long valued neighborhood, community and regional parks, and open natural spaces where they can relax, walk, meditate, play, enjoy family time, and seek renewal.



BUDGET DETAIL

100520 - Recreation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$639,230	\$734,449	\$734,449	\$930,252
(50020) Over Time Wages	\$1,177	\$7,000	\$7,000	\$6,000
(50030) Part-Time Wages	\$318,878	\$455,554	\$455,554	\$462,050
(50040) Classic Member Retirement	\$84,801	\$94,419	\$94,420	\$98,281
(50042) Classic Member Ual Pmts	\$52,231	\$57,249	\$57,250	\$66,437
(50044) Pepra Member Retirement	\$14,577	\$20,591	\$20,592	\$35,424
(50046) Pepra Member Ual Pmts	\$815	\$0	\$0	\$1,761
(50050) City Paid Benefits	\$10,909	\$10,224	\$10,225	\$12,264
(50052) Worker's Compensation	\$28,784	\$21,614	\$21,614	\$20,769
(50054) Short/Long Term Disability	\$3,579	\$7,621	\$7,621	\$9,630
(50056) Medicare Expense	\$15,043	\$16,520	\$16,520	\$16,520
(50060) Benefit Allotment	\$158,443	\$174,714	\$174,714	\$222,680
(50072) Auto Allowance	\$1,518	\$1,500	\$1,500	\$3,000

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50074) Technology Allowance	\$2,082	\$2,070	\$2,070	\$4,140
PERSONNEL SERVICES TOTAL	\$1,332,067	\$1,603,525	\$1,603,529	\$1,889,208
Supplies				
(51200) Operating Supplies	\$88,426	\$153,800	\$153,800	\$126,035
(51300) Small Tools & Equipment	\$443	\$7,500	\$7,500	\$10,150
SUPPLIES TOTAL	\$88,868	\$161,300	\$161,300	\$136,185
Operating Exp				
(52110) Printing	\$9,351	\$37,950	\$37,950	\$33,450
(52160) Advertising	\$479	\$5,000	\$5,000	\$5,000
(52255) Banking Charges	\$1,898	\$2,500	\$2,500	\$2,500
(52300) Rental/Lease - Equipmnt	\$22,280	\$67,300	\$67,300	\$36,800
(52302) Rental/Lease - Real Property	\$36,749	\$58,400	\$58,400	\$62,450
(52400) Membership & Dues	\$2,510	\$4,150	\$4,150	\$4,750
(52405) Publications	\$0	\$100	\$100	\$100
(52410) Meetings	\$70	\$500	\$500	\$1,000
(52415) Conferences	\$3,011	\$11,000	\$11,000	\$14,000
(52420) Mileage Reimbursement	\$436	\$500	\$500	\$500
(52500) Education & Training	\$2,275	\$3,000	\$3,000	\$4,500
(52525) Commissioner Compensation	\$900	\$1,500	\$1,500	\$1,500
(53520) Admissions - Youth Activities	\$10,597	\$22,700	\$22,700	\$25,000
OPERATING EXP TOTAL	\$90,556	\$214,600	\$214,600	\$191,550
Professional Svcs				
(54900) PS - Other Prof Svcs	\$3,529	\$6,430	\$31,430	\$6,225
PROFESSIONAL SVCS TOTAL	\$3,529	\$6,430	\$31,430	\$6,225
Contract Services				
(55300) Cs - Special Events	\$153,849	\$286,200	\$278,200	\$216,800
(55305) Cs - Athletic Programs	\$3,408	\$6,000	\$6,000	\$6,000
(55310) Cs - Senior Programs	\$24,066	\$38,250	\$38,250	\$48,350
(55315) Cs - Youth Programs	\$2,199	\$12,700	\$12,700	\$13,300
(55320) Cs - Contract Classes	\$234,618	\$262,000	\$263,357	\$262,000
(55330) Cs - Security	\$0	\$3,050	\$3,050	\$3,050
(55402) Cs-Sheriff - Special Events	\$8,786	\$25,000	\$25,000	\$25,000
CONTRACT SERVICES TOTAL	\$426,926	\$633,200	\$626,557	\$574,500
TOTAL	\$1,941,946	\$2,619,055	\$2,637,416	\$2,797,668

POSITION ALLOCATION FUNDING DETAIL

100520 - Recreation

Position Name	2025
Allocated FTE Count	
PreSchool Teacher PT (30 hr/wk)	0.75
Recreation Coordinator	2.75
Parks & Recreation Director	0.5
Recreation Coordinator-Sports	1
Recreation Superintendent	0.75
Recreation Coordinator-New	1
Recreation Supervisor	1.7
Recreation Coordinator-Seniors	0.18
Recreation Coordinator-DBC	0.75
Senior Maintenance Worker	0.5
Administrative Coordinator	1.1
ALLOCATED FTE COUNT	10.98

City of Diamond Bar Budget

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PUBLIC WORKS

DEPARTMENT OVERVIEW

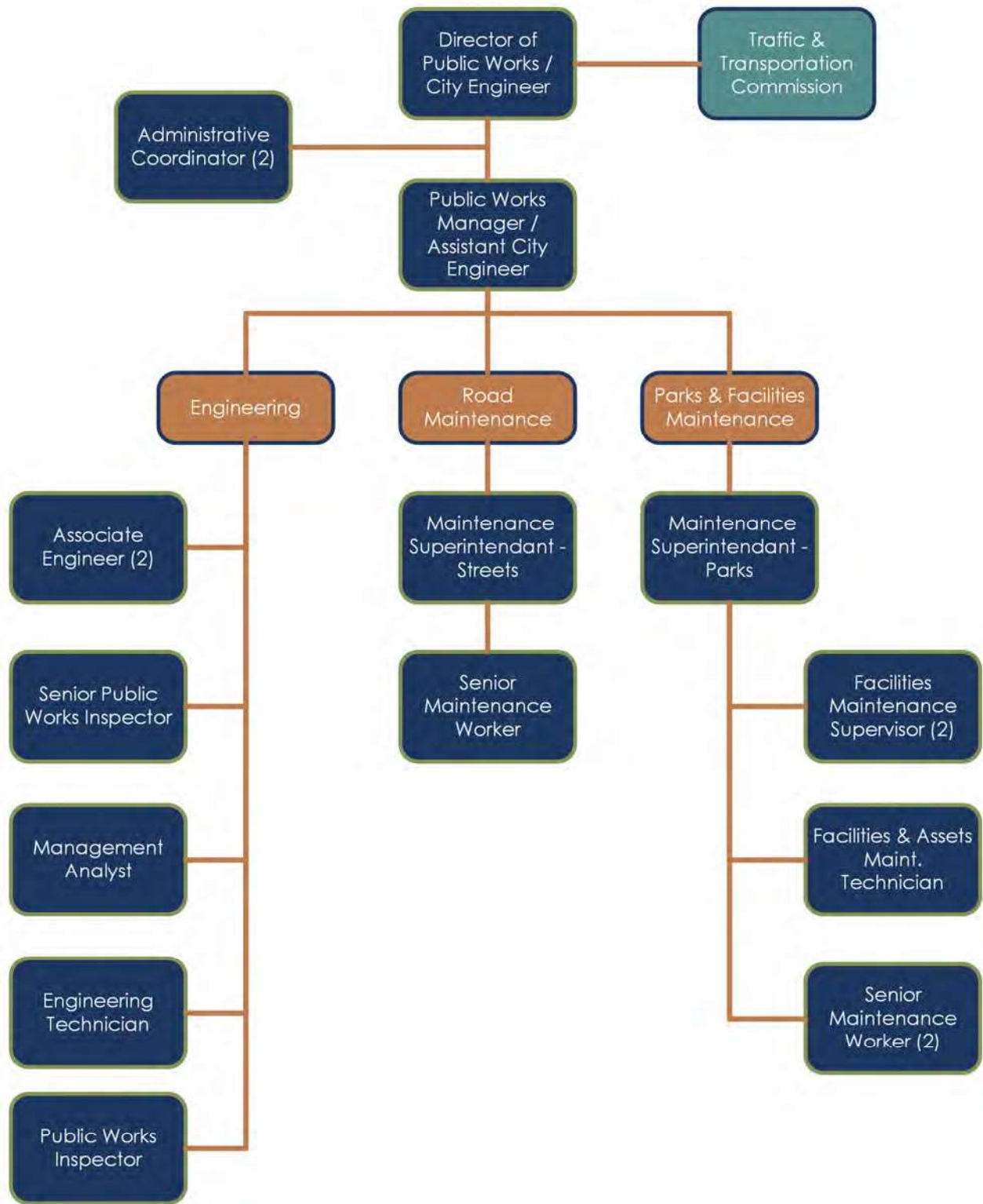
The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).

The Department budget consists of Public Works Administration, Engineering, Road Maintenance, Parks and Facilities Maintenance, and Landscape Maintenance. Public Works is also actively involved in representing community's interests on significant regional issues, such as storm water and transportation.

Below is the combined budget for the Public Works department which includes expenditures for Public Works Administration, Engineering, Civic Center, Parks & Facilities Maintenance, Landscape Maintenance, and Road Maintenance divisions. These divisions are also separately shown on the following pages.



PUBLIC WORKS ORGANIZATIONAL CHART



PUBLIC WORKS DEPARTMENT BUDGET

Public Works Department Summary

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services	\$1,774,301	\$1,974,887	\$1,954,187	\$2,173,074
Supplies	\$186,713	\$189,200	\$303,567	\$201,200
Operating Exp	\$1,141,414	\$1,255,185	\$1,402,185	\$1,363,685
Professional Svcs	\$237,105	\$533,500	\$543,500	\$707,800
Contract Services	\$1,724,542	\$2,047,100	\$2,117,824	\$2,316,100
Capital Outlay Exp	\$20,124	\$89,100	\$89,100	\$54,100
TOTAL	\$5,084,200	\$6,088,972	\$6,410,363	\$6,815,959

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610 - PUBLIC WORKS ADMINISTRATION

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).

The Department budget consists of Public Works Administration, Engineering, Road Maintenance, Parks and Facilities Maintenance, and Landscape Maintenance. Public Works is also actively involved in representing community's interests on significant regional issues, such as storm water and transportation.



BUDGET DETAIL

100610 - Public Works Administration

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$315,172	\$344,576	\$344,576	\$361,703
(50020) Over Time Wages	\$815	\$500	\$500	\$500
(50040) Classic Member Retirement	\$34,319	\$39,500	\$39,500	\$47,299
(50042) Classic Member Ual Pmts	\$28,624	\$24,026	\$24,027	\$32,014
(50044) Pepra Member Retirement	\$8,372	\$10,188	\$10,189	\$8,483
(50046) Pepra Member Ual Pmts	\$138	\$0	\$0	\$425
(50050) City Paid Benefits	\$5,505	\$3,034	\$3,035	\$3,063
(50052) Worker's Compensation	\$6,518	\$8,350	\$8,351	\$6,453
(50054) Short/Long Term Disability	\$1,371	\$3,403	\$3,404	\$3,575
(50056) Medicare Expense	\$4,708	\$5,035	\$5,035	\$5,284
(50060) Benefit Allotment	\$43,715	\$50,400	\$50,400	\$53,490
(50072) Auto Allowance	\$2,128	\$2,109	\$2,109	\$2,109
(50074) Technology Allowance	\$1,148	\$1,800	\$1,800	\$1,800
PERSONNEL SERVICES TOTAL	\$452,531	\$492,921	\$492,926	\$526,198
Supplies				
(51200) Operating Supplies	\$1,029	\$4,500	\$4,500	\$6,000
(51300) Small Tools & Equipment	\$0	\$1,000	\$1,000	\$1,500
SUPPLIES TOTAL	\$1,029	\$5,500	\$5,500	\$7,500
Operating Exp				
(52110) Printing	\$308	\$2,500	\$2,500	\$2,500
(52160) Advertising	\$406	\$4,000	\$4,000	\$4,000
(52400) Membership & Dues	\$670	\$3,385	\$3,385	\$3,385
(52405) Publications	\$435	\$1,500	\$1,500	\$1,500
(52410) Meetings	\$89	\$1,000	\$1,000	\$1,000
(52415) Conferences	\$1,289	\$14,500	\$14,500	\$14,500
(52420) Mileage Reimbursement	\$0	\$500	\$500	\$500
(52500) Education & Training	\$3,039	\$5,000	\$5,000	\$5,000
(52525) Commissioner Compensation	\$900	\$1,350	\$1,350	\$1,350
OPERATING EXP TOTAL	\$7,136	\$33,735	\$33,735	\$33,735
Professional Svcs				
(54200) PS - Environmental Services	\$27,828	\$60,000	\$60,000	\$60,000
(54400) PS - Engineering	\$1,904	\$0	\$0	\$0
(54900) PS - Other Prof Svcs	\$745	\$5,000	\$5,000	\$4,000
PROFESSIONAL SVCS TOTAL	\$30,477	\$65,000	\$65,000	\$64,000
Contract Services				
(55550) Cs - Industrial Waste Services	\$33,431	\$50,000	\$50,000	\$50,000
CONTRACT SERVICES TOTAL	\$33,431	\$50,000	\$50,000	\$50,000
TOTAL	\$524,604	\$647,156	\$647,161	\$681,433

POSITION ALLOCATION FUNDING DETAIL

100610 - Public Works Administration

Position Name	2025
Allocated FTE Count	
Public Works Manager/Assistant City Engineer	0.475
Engineering Technician	0.3
Associate Engineer	0.5
Senior Public Works Inspector	

Position Name	2025
Public Works Director/City Engineer	0.475
Administrative Coordinator	0.675
ALLOCATED FTE COUNT	2.575

7.1.b

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615 - ENGINEERING

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES). The Department budget consists of Public Works Administration, Engineering, Road Maintenance, Parks and Facilities Maintenance, and Landscape Maintenance. Public Works is also actively involved in representing community's interests on significant regional issues, such as storm water and transportation.



BUDGET DETAIL

100615 - Engineering

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$173,949	\$194,540	\$194,540	\$271,284
(50020) Over Time Wages	\$582	\$1,500	\$1,500	\$1,500
(50040) Classic Member Retirement	\$18,747	\$21,657	\$21,658	\$29,293
(50042) Classic Member Ual Pmts	\$13,870	\$13,165	\$13,166	\$19,819
(50044) Pepra Member Retirement	\$4,547	\$6,032	\$6,032	\$9,106
(50046) Pepra Member Ual Pmts	\$138	\$0	\$0	\$455
(50050) City Paid Benefits	\$3,869	\$1,934	\$1,934	\$2,782
(50052) Worker's Compensation	\$4,104	\$5,271	\$5,272	\$5,446
(50054) Short/Long Term Disability	\$798	\$1,922	\$1,922	\$2,694
(50056) Medicare Expense	\$2,680	\$2,861	\$2,862	\$3,982
(50060) Benefit Allotment	\$27,762	\$33,156	\$33,156	\$50,676
(50072) Auto Allowance	\$672	\$666	\$666	\$666
(50074) Technology Allowance	\$363	\$360	\$360	\$360
PERSONNEL SERVICES TOTAL	\$252,080	\$283,064	\$283,068	\$398,063
Professional Svcs				
(54400) PS - Engineering	\$107,048	\$165,500	\$165,500	\$215,500
(54410) PS - Traffic	\$94,718	\$175,000	\$175,000	\$115,000
(54420) PS - Plan Checking	\$4,862	\$100,000	\$100,000	\$103,000
(54430) PS - Soils/Surveying	\$0	\$18,000	\$28,000	\$50,000
(54440) PS - Inspection	\$0	\$10,000	\$10,000	\$10,300
PROFESSIONAL SVCS TOTAL	\$206,629	\$468,500	\$478,500	\$493,800
TOTAL	\$458,709	\$751,564	\$761,568	\$891,863

POSITION ALLOCATION FUNDING DETAIL

100615 - Engineering

Position Name	2025
Allocated FTE Count	
Public Works Manager/Assistant City Engineer	0.15
Engineering Technician	0.3
Associate Engineer	0.5
Senior Public Works Inspector	0.4
Public Works Inspector-New	1
Public Works Director/City Engineer	0.15
Administrative Coordinator	0.2
ALLOCATED FTE COUNT	2.7

City of Diamond Bar Budget

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630 - PARKS & FACILITIES MAINTENANCE

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).



BUDGET DETAIL

100630 - Parks & Facilities Maintenance

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$328,597	\$344,659	\$323,936	\$373,425
(50020) Over Time Wages	\$1,026	\$8,000	\$8,000	\$8,000
(50030) Part-Time Wages	\$32,780	\$36,251	\$36,252	\$16,848
(50040) Classic Member Retirement	\$43,713	\$48,011	\$48,012	\$34,405
(50042) Classic Member Ual Pmts	\$26,096	\$29,182	\$29,183	\$23,282
(50044) Pepra Member Retirement	\$4,109	\$6,293	\$6,294	\$14,408
(50046) Pepra Member Ual Pmts	\$134	\$0	\$0	\$718
(50050) City Paid Benefits	\$4,345	\$3,528	\$3,529	\$2,200

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50052) Worker's Compensation	\$8,758	\$11,320	\$11,321	\$9,216
(50054) Short/Long Term Disability	\$1,498	\$3,343	\$3,344	\$3,628
(50056) Medicare Expense	\$5,538	\$5,553	\$5,554	\$5,685
(50057) Medicare Payable	\$0	\$575	\$575	\$575
(50060) Benefit Allotment	\$56,281	\$66,618	\$66,618	\$73,278
(50072) Auto Allowance	\$224	\$222	\$222	\$222
(50074) Technology Allowance	\$121	\$120	\$120	\$120
PERSONNEL SERVICES TOTAL	\$513,219	\$563,677	\$542,960	\$567,100
Supplies				
(51200) Operating Supplies	\$20,213	\$43,200	\$43,200	\$45,700
(51300) Small Tools & Equipment	\$2,655	\$5,000	\$15,000	\$5,000
SUPPLIES TOTAL	\$22,868	\$48,200	\$58,200	\$50,700
Operating Exp				
(52210) Electric Utility Expenditure	\$50,662	\$56,000	\$63,500	\$56,000
(52215) Gas Utility Expenditure	\$4,196	\$5,200	\$5,200	\$5,200
(52220) Water Utility Expenditure	\$231,895	\$314,700	\$314,700	\$314,700
(52300) Rental/Lease - Equipmnt	\$2,741	\$7,500	\$7,500	\$7,500
(52320) Maint Of Grounds/Buildings	\$209,057	\$199,500	\$294,500	\$215,500
(52400) Membership & Dues	\$750	\$1,450	\$1,450	\$1,450
(52415) Conferences	\$375	\$5,000	\$5,000	\$5,000
OPERATING EXP TOTAL	\$499,675	\$589,350	\$691,850	\$605,350
Contract Services				
(55000) Cs - Contract Services	\$1,491	\$0	\$20,724	\$0
(55505) Cs - Pw Contract Services	\$359,679	\$387,500	\$387,500	\$410,000
CONTRACT SERVICES TOTAL	\$361,170	\$387,500	\$408,224	\$410,000
Capital Outlay Exp				
(56116) Equipment	\$13,986	\$37,100	\$37,100	\$37,100
CAPITAL OUTLAY EXP TOTAL	\$13,986	\$37,100	\$37,100	\$37,100
TOTAL	\$1,410,918	\$1,625,827	\$1,738,334	\$1,670,250

7.1.b

POSITION ALLOCATION FUNDING DETAIL

100630 - Parks & Facilities Maintenance

Position Name	2023
Allocated FTE Count	
Parks & Maintenance Superintendent	0.5
Maintenance Worker	0.9
Public Works Manager/Assistant City Engineer	0.05
Facilities Maintenance Supervisor	0.85
Public Works Director/City Engineer	0.05
Facilities & Asset Maintenance Technician	0.5
Senior Maintenance Worker	0.2
Administrative Coordinator	0.875
ALLOCATED FTE COUNT	3.925

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645 - LANDSCAPE MAINTENANCE

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).



BUDGET DETAIL

100645 - Landscape Maintenance

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Contract Services				
(55522) Cs - Tree Maintenance	\$245,885	\$364,600	\$364,600	\$304,600
(55528) Cs - Pkwy/Vegetation Control	\$37,356	\$41,000	\$41,000	\$42,500
CONTRACT SERVICES TOTAL	\$283,241	\$405,600	\$405,600	\$347,100
TOTAL	\$283,241	\$405,600	\$405,600	\$347,100

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655 - ROAD MAINTENANCE

DIVISION OVERVIEW

The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic management/control systems and traffic signal timing programs; maintaining and repairing all City buildings and fleet of vehicles and equipment; maintaining public parks/public property and Landscape Assessment Districts' medians, parkways, mini parks, slopes, and open space; managing the engineering design and construction of the City's robust capital improvements program; reviewing/planning and permitting land development activities and subdivisions; and managing environmental programs such as the National Pollutant Discharge Elimination System (NPDES).



BUDGET DETAIL

100655 - Road Maintenance

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$276,099	\$312,227	\$312,227	\$339,732
(50020) Over Time Wages	\$2,225	\$3,500	\$3,500	\$3,500
(50040) Classic Member Retirement	\$29,732	\$33,897	\$33,897	\$35,848
(50042) Classic Member Ual Pmts	\$19,496	\$20,613	\$20,613	\$24,260
(50044) Pepra Member Retirement	\$8,041	\$9,995	\$9,995	\$11,564
(50046) Pepra Member Ual Pmts	\$307	\$0	\$0	\$576

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50050) City Paid Benefits	\$5,875	\$2,718	\$2,718	\$3,000
(50052) Worker's Compensation	\$8,856	\$11,167	\$11,168	\$9,150
(50054) Short/Long Term Disability	\$1,392	\$3,071	\$3,072	\$3,347
(50056) Medicare Expense	\$4,379	\$4,553	\$4,554	\$4,952
(50060) Benefit Allotment	\$56,412	\$64,089	\$64,089	\$68,019
(50072) Auto Allowance	\$448	\$444	\$444	\$444
(50074) Technology Allowance	\$242	\$240	\$240	\$240
PERSONNEL SERVICES TOTAL	\$413,503	\$466,514	\$466,517	\$504,632
Supplies				
(51200) Operating Supplies	\$968	\$3,000	\$3,000	\$5,000
(51250) Road Maintenance Supplies	\$113,938	\$75,000	\$177,867	\$75,000
(51300) Small Tools & Equipment	\$9,222	\$10,000	\$10,000	\$10,000
SUPPLIES TOTAL	\$124,128	\$88,000	\$190,867	\$90,000
Operating Exp				
(52210) Electric Utility Expenditure	\$164,927	\$125,000	\$125,000	\$132,000
(52300) Rental/Lease - Equipmnt	\$2,212	\$8,000	\$8,000	\$10,000
(52310) Equipment Maintenance	\$2,415	\$6,000	\$6,000	\$6,000
OPERATING EXP TOTAL	\$169,554	\$139,000	\$139,000	\$148,000
Contract Services				
(55510) Cs - Street Sweeping	\$160,107	\$210,000	\$210,000	\$210,000
(55512) Cs - Road Maintenance	\$148,070	\$740,000	\$740,000	\$980,000
(55514) Cs - Sidewalk Maintenance	\$409,960	\$0	\$0	\$0
(55516) Cs - Striping & Signing	\$87,301	\$0	\$0	\$0
(55528) Cs - Pkwy/Vegetation Control	\$142,104	\$140,000	\$140,000	\$160,000
(55530) Cs - Right Of Way Clean Up	\$20,507	\$30,000	\$30,000	\$65,000
(55536) Cs - Traffic Signal Maint	\$78,649	\$84,000	\$134,000	\$94,000
CONTRACT SERVICES TOTAL	\$1,046,700	\$1,204,000	\$1,254,000	\$1,509,000
TOTAL	\$1,753,885	\$1,897,514	\$2,050,384	\$2,251,632

7.1.b

POSITION ALLOCATION FUNDING DETAIL

100655 - Road Maintenance

Position Name	2025
Allocated FTE Count	
Public Works Maintenance Superintendent-Streets	0.975
Public Works Manager/Assistant City Engineer	0.1
Engineering Technician	0.3
Senior Public Works Inspector	0.35
Public Works Director/City Engineer	0.1
Facilities & Asset Maintenance Technician	0.475
Senior Maintenance Worker	0.975
ALLOCATED FTE COUNT	3.275

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TOTAL TRANSFERS IN

Total Transfers In

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(49100) Transfer In - General Fd	\$4,180,209	\$3,471,185	\$8,108,752	\$2,549,569
(49106) Transfer In - COVID Fund	\$3,415,474	\$0	\$0	\$0
(49102) Transfer In - Law Enforcement	\$27,132	\$100,000	\$100,000	\$50,000
(49104) Transfer In - Tech Reserve	\$0	\$0	\$72,890	\$705,000
(49105) Transfer In - Opeb Reserve	\$88,000	\$88,000	\$88,000	\$88,000
(49201) Transfer In - Measure W	\$230,454	\$300,000	\$1,272,576	\$0
(49202) Transfer In - Rmra Fund	\$407,353	\$4,050,000	\$5,314,385	\$0
(49203) Transfer In - Measure M	\$1,400,525	\$1,200,000	\$3,008,937	\$0
(49204) Transfer In - Measure R	\$1,375,043	\$1,175,000	\$2,160,443	\$0
(49205) Transfer In - Gas Tax Fd	\$1,112,262	\$1,604,000	\$2,117,992	\$1,475,000
(49206) Transfer In - Prop A	\$1,099,657	\$0	\$50,000	\$0
(49207) Transfer In - Prop C	\$221,606	\$2,564,000	\$3,654,480	\$0
(49209) Transfer In - Tda/Trails Fund	\$16,617	\$33,650	\$73,923	\$0
(49225) Transfer In - Cdbg Fund	\$153,693	\$145,464	\$339,914	\$0
(49239) Transfer In - Llad #39	\$62,764	\$0	\$0	\$0
(49250) Transfer In - Ab939	\$0	\$10,000	\$10,000	\$10,000
(49251) Transfer In - Ab2766	\$0	\$100,000	\$132,000	\$70,000
(49252) Transfer In-Waste Hauler	\$134,412	\$250,000	\$396,004	\$0
(49261) Transfer In - Measure A	\$184,000	\$0	\$1,000	\$0
(49262) Transfer In - Park Development	\$26,488	\$500,000	\$1,211,623	\$0
(49270) Transfer In - Peg Fees	\$0	\$0	\$300,000	\$0
(49280) Transfer In - Cops Fund	\$150,000	\$152,500	\$152,500	\$152,500
(49281) Transfer In - Cleep Fund	\$0	\$9,000	\$9,000	\$0
(49504) Transfer In -Building/Facility	\$65,000	\$0	\$74,900	\$0
TOTAL	\$14,350,689	\$15,752,799	\$28,649,319	\$5,100,069

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TOTAL TRANSFERS OUT

Total Transfers Out

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(59107) Transfer Out - Homelessness Response Fund	\$0	\$50,000	\$50,000	\$50,000
(59100) Transfer Out - General Fund	\$4,704,370	\$1,475,500	\$1,475,500	\$1,687,500
(59101) Transfer Out - Com Org Fund	\$6,250	\$20,000	\$20,000	\$20,000
(59103) Transfer Out - General Plan Reserve	\$79,345	\$207,000	\$207,000	\$0
(59104) Transfer Out - Tech Reserve Fd	\$100,000	\$100,000	\$100,000	\$100,000
(59105) Transfer Out - OPEB Res Fund	\$40,000	\$40,000	\$116,000	\$40,000
(59238) Transfer Out - Llad #38	\$70,171	\$218,097	\$218,097	\$308,477
(59239) Transfer Out - Llad #39	\$26,958	\$42,560	\$42,560	\$44,037
(59241) Transfer Out-Llad #41	\$9,113	\$11,298	\$11,298	\$11,955
(59248) Transfer Out - Tres Hermanos	\$100,000	\$100,000	\$100,000	\$100,000
(59262) Transfer Out - Park Dev Fund	\$0	\$0	\$1,204,585	\$0
(59301) Transfer Out - Cip Fund	\$6,410,632	\$11,728,114	\$22,034,573	\$150,000
(59401) Transfer Out - Debt Service	\$718,816	\$716,100	\$716,100	\$721,900
(59501) Transfer Out - Self Insurance	\$460,360	\$609,380	\$609,380	\$580,000
(59502) Transfer Out - Vehicle Repl Fund	\$160,650	\$246,750	\$278,750	\$339,000
(59503) Transfer Out-Computer Equip Fund	\$1,276,023	\$0	\$72,890	\$705,000
(59504) Transfer Out - Building Fund	\$100,000	\$100,000	\$1,304,585	\$154,200
(59601) Transfer Out - OPEB Trust	\$88,000	\$88,000	\$88,000	\$88,000
TOTAL	\$14,350,689	\$15,752,799	\$28,649,318	\$5,100,069



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PERSONNEL SUMMARY

FY 2024/25 Proposed Budget

Includes two (2) additional new full-time positions:

- Public Works Department: (1) Management Analyst
- Parks & Recreation Department: (1) Recreation Coordinator

FY 2023/24 Revised Budget

Includes eight (8) reclassifications of current full-time employees:

- Parks & Recreation Department: (3) Recreation Specialists to Recreation Coordinators
- Finance: (2) Accounting Technicians to Senior Accounting Technicians
- Public Works Department: (1) Public Works Inspector to Senior Public Works Inspector; (2) Maintenance Workers to Senior Maintenance Workers

FY 2023/24 Adopted Budget

Includes five (5) additional new full-time positions:

- City Manager's Office: (2) Management Analysts
- Community Relations Division: (1) Community Relations Coordinator
- Public Works Department: (1) Management Analyst; (1) Maintenance Worker

FY 2022/23 Adopted Budget

Included one (1) additional new full-time position bringing the total year-over-year increase to four (4) positions:

- Community Development-Building & Safety Division: (1) Permit Technician

Full-Time Budgeted Positions	Revised Budget FY 2022-23	Revised Budget FY 2023-24	Proposed Budget FY 2024-25
Accountant	1.00	1.00	1.00
Accounting Technician	3.00	3.00	1.00
Administrative Assistant	1.00	1.00	1.00
Administrative Coordinator	5.00	5.00	5.00
Assistant City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Associate Engineer	2.00	2.00	2.00
Associate Planner	2.00	1.00	1.00
City Clerk	1.00	1.00	1.00
City Manager	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00
Community Relations Coordinator		1.00	1.00
Community Relations Manager	-	1.00	1.00
Council Member	5.00	5.00	5.00
Engineering Technician	1.00	1.00	1.00
Facilities & Asset Maintenance Technician	1.00	1.00	1.00
Facilities Maintenance Supervisor	2.00	2.00	2.00
Finance Director	1.00	1.00	1.00
Finance Supervisor	1.00	1.00	1.00
Human Resources & Risk Manager	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00
Information Systems Analyst		-	-
Information Systems Director	1.00	1.00	1.00
Maintenance Worker	1.00	2.00	-
Management Analyst	-	3.00	4.00
Media Specialist	1.00	1.00	1.00

Full-Time Budgeted Positions	Revised Budget FY 2022-23	Revised Budget FY 2023-24	Proposed Budget FY 2024-25
Neighborhood Improvement Officer	1.00	1.00	1.00
Network/Systems Administrator	2.00	2.00	2.00
Network/Systems Technician	1.00	1.00	1.00
Parks & Recreation Director	1.00	1.00	1.00
Permit Services Coordinator	1.00	1.00	1.00
Permit Technician	2.00	2.00	2.00
Planning Manager	-	1.00	1.00
Principal Management Analyst	-	2.00	1.00
Public Information Coordinator	1.00	-	-
Public Information Manager	1.00	-	-
Public Works Director/City Engineer	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00
Public Works Maintenance Superintendent	-	-	-
Public Works Maintenance Superintendent - Parks	1.00	1.00	1.00
Public Works Maintenance Superintendent - Streets	1.00	1.00	1.00
Public Works Manager/ Assistant City Engineer	1.00	1.00	1.00
Recreation Coordinator	2.00	2.00	7.00
Recreation Specialist	4.00	1.00	-
Recreation Specialist - DBC	-	1.00	-
Recreation Specialist - Seniors	-	1.00	-
Recreation Specialist -Sports	-	1.00	-
Recreation Superintendent	1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00
Senior Accountant	-	-	-
Senior Accounting Technician	-	-	2.00
Senior Community Relations Coordinator	-	1.00	1.00
Senior Maintenance Worker	1.00	1.00	3.00
Senior Management Analyst	2.00	-	-
Senior Neighborhood Improvement Officer	2.00	2.00	2.00
Senior Office Specialist	-	-	-
Senior Planner	1.00	1.00	1.00
Senior Public Works Inspector	-	-	1.00
Grand Total	65.00	70.00	72.00

Part-Time Budgeted Positions	Revised Budget FY 2022-23	Revised Budget FY 2023-24	Proposed Budget FY 2024-25
Administrative Intern	1.75	1.75	1.75
Assistant Pre-School Teacher	0.50	0.50	-
Maintenance Worker	0.90	0.90	0.45
Pre-School Teacher	0.75	0.75	0.75
Grand Total	3.90	3.90	2.95



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101 - COMMUNITY ORGANIZATION SUPPORT FUND

FUND DESCRIPTION

This fund was established in FY 1997/1998 to account for transfers and expenditures related to the City Council's policy to support various non profit community organizations which are of a benefit to the City. The City has continued this program to show their ever-increasing interest and support of the City's non-profit community organizations.

BUDGET DETAIL

101 - Community Organization Support Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Miscellaneous Revenue	\$2,062	\$0	\$0	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$6,250	\$20,000	\$20,000	\$20,000
INTERFUND TRANSFERS TOTAL	\$6,250	\$20,000	\$20,000	\$20,000
REVENUES TOTAL	\$8,312	\$20,000	\$20,000	\$20,000
Expenses				
Operating Exp				
(52600) Contributions - Comm Grps	\$6,250	\$20,000	\$20,000	\$20,000
OPERATING EXP TOTAL	\$6,250	\$20,000	\$20,000	\$20,000
EXPENSES TOTAL	\$6,250	\$20,000	\$20,000	\$20,000
REVENUES LESS EXPENSES	\$2,062	\$0	\$0	\$0

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102 - LAW ENFORCEMENT RESERVE FUND

FUND DESCRIPTION

This fund was established in FY 2012/2013 to incorporate a method to fund future increases in the Sheriff's Department contract and the Liability Trust Fund. The primary revenue source in this fund is from annual savings realized in the law enforcement budget in the General Fund.

BUDGET DETAIL

102 - Law Enforcement Reserve Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues	\$11,368	\$0	\$0	\$0
Expenses				
Professional Svcs	\$0	\$0	\$185,000	\$0
Capital Outlay Exp	\$0	\$0	\$0	\$45,000
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$27,132	\$100,000	\$100,000	\$50,000
INTERFUND TRANSFER OUT TOTAL	\$27,132	\$100,000	\$100,000	\$50,000
EXPENSES TOTAL	\$27,132	\$100,000	\$285,000	\$95,000
REVENUES LESS EXPENSES	-\$15,764	-\$100,000	-\$285,000	-\$95,000

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103 - GENERAL PLAN UPDATE FUND

FUND DESCRIPTION

This fund was created in FY 2014/2015 to establish an allocation of resources needed to fund the preparation of a comprehensive update to the City's General Plan.

BUDGET DETAIL

103 - General Plan Update Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues	\$87,101	\$207,000	\$207,000	\$0
Expenses				
Supplies				
(51200) Operating Supplies	\$1,610	\$1,000	\$1,000	\$1,000
SUPPLIES TOTAL	\$1,610	\$1,000	\$1,000	\$1,000
Operating Exp				
(52110) Printing	\$2,503	\$2,500	\$2,500	\$2,500
(52160) Advertising	\$2,499	\$2,500	\$2,500	\$2,500
(52170) Postage	\$3,717	\$6,000	\$6,000	\$6,000
OPERATING EXP TOTAL	\$8,719	\$11,000	\$11,000	\$11,000
Professional Svcs				
(54300) PS -Planning General Plan	\$18,524	\$0	\$7,500	\$0
(54900) PS - Other Prof Svcs	\$469,302	\$185,000	\$611,436	\$0
PROFESSIONAL SVCS TOTAL	\$487,826	\$185,000	\$618,936	\$0
EXPENSES TOTAL	\$498,155	\$197,000	\$630,936	\$12,000
REVENUES LESS EXPENSES	-\$411,054	\$10,000	-\$423,936	-\$12,000

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104 - TECHNOLOGY RESERVE FUND

FUND DESCRIPTION

This fund was created in FY 2015/2016 to establish an allocation of resources needed to fund the future replacement of a variety of hardware and software platforms throughout the City.

BUDGET DETAIL

Technology Reserve Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Building Fees				
(48020) Plan Check Fees-Bldg/Sfty	-\$7	\$0	\$0	\$0
(48030) Permit System Replacement	\$43,085	\$75,930	\$75,930	\$74,000
BUILDING FEES TOTAL	\$43,078	\$75,930	\$75,930	\$74,000
Investment Income				
(48500) Investment Earnings	\$13,208	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$7,356	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$5,852	\$0	\$0	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$100,000	\$100,000	\$100,000	\$100,000
INTERFUND TRANSFERS TOTAL	\$100,000	\$100,000	\$100,000	\$100,000
REVENUES TOTAL	\$148,930	\$175,930	\$175,930	\$174,000
Expenses				
Interfund Transfer Out				
(59503) Transfer Out-Computer Equip Fund	\$0	\$0	\$72,890	\$705,000
INTERFUND TRANSFER OUT TOTAL	\$0	\$0	\$72,890	\$705,000
EXPENSES TOTAL	\$0	\$0	\$72,890	\$705,000
REVENUES LESS EXPENSES	\$148,930	\$175,930	\$103,040	-\$531,000

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105 - OTHER POST EMPLOYMENT BENEFITS (OPEB) RESERVE FUND

FUND DESCRIPTION

This fund was created in FY 2014/2015 to establish an allocation of resources needed to fund the Other Post Employment Benefits (OPEB) unfunded liability.

BUDGET DETAIL (REVENUES)

105 - OPEB Fund Official (Revenues)

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Investment Income				
(48500) Investment Earnings	\$8,800	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$4,901	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$3,899	\$0	\$0	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$40,000	\$40,000	\$116,000	\$40,000
INTERFUND TRANSFERS TOTAL	\$40,000	\$40,000	\$116,000	\$40,000
TOTAL	\$43,899	\$40,000	\$116,000	\$40,000

BUDGET DETAIL (EXPENSES)

105 - OPEB Fund Official (Expenses)

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50048) Post Emplmt Beneft (OPEB)	\$18,000	\$20,000	\$20,000	\$20,000
PERSONNEL SERVICES TOTAL	\$18,000	\$20,000	\$20,000	\$20,000
Interfund Transfer Out				
(59601) Transfer Out - OPEB Trust	\$88,000	\$88,000	\$88,000	\$88,000
INTERFUND TRANSFER OUT TOTAL	\$88,000	\$88,000	\$88,000	\$88,000
TOTAL	\$106,000	\$108,000	\$108,000	\$108,000

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106 - COVID-19 RECOVERY FUND

FUND DESCRIPTION

This fund was created in FY 2019/2020 to establish an allocation of resources needed to fund expenses related to COVID-19.

BUDGET DETAIL (REVENUES)

106 - COVID-19 Recovery Fund Revenues

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Federal Revenue				
(42017) American Recovery Plan Revenue	\$3,415,473	\$0	\$0	\$0
FEDERAL REVENUE TOTAL	\$3,415,473	\$0	\$0	\$0
TOTAL	\$3,415,473	\$0	\$0	\$0

BUDGET DETAIL (EXPENSES)

106 - COVID-19 Recovery Fund Expenses

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Personnel Services				
(50010) Salaries	\$27,376	\$0	\$0	\$0
(50030) Part-Time Wages	\$1,066	\$0	\$0	\$0
(50040) Classic Member Retirement	\$3,422	\$0	\$0	\$0
(50044) Pepra Member Retirement	\$583	\$0	\$0	\$0
(50050) City Paid Benefits	\$481	\$0	\$0	\$0
(50054) Short/Long Term Disability	\$142	\$0	\$0	\$0
(50056) Medicare Expense	\$422	\$0	\$0	\$0
(50060) Benefit Allotment	\$4,853	\$0	\$0	\$0
(50062) Benefits Administration	\$26,610	\$0	\$0	\$0
PERSONNEL SERVICES TOTAL	\$64,954	\$0	\$0	\$0
Supplies				
(51200) Operating Supplies	\$1,118	\$0	\$0	\$0
SUPPLIES TOTAL	\$1,118	\$0	\$0	\$0

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$3,415,474	\$0	\$0	\$0
INTERFUND TRANSFER OUT TOTAL	\$3,415,474	\$0	\$0	\$0
TOTAL	\$3,481,546	\$0	\$0	\$0

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107 - HOMELESSNESS RESPONSE FUND

FUND DESCRIPTION

Special Fund 107 was established in Fiscal Year 2023-24 to centralize the City's revenues and expenses related to homelessness response.

BUDGET DETAIL

107 - Homelessness Response Fund

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Interfund Transfers				
(49100) Transfer In - General Fd	\$0	\$50,000	\$50,000	\$50,000
INTERFUND TRANSFERS TOTAL	\$0	\$50,000	\$50,000	\$50,000
REVENUES TOTAL	\$0	\$50,000	\$50,000	\$50,000
Expenses				
Contract Services				
(55000) Cs - Contract Services	\$0	\$50,000	\$50,000	\$50,000
CONTRACT SERVICES TOTAL	\$0	\$50,000	\$50,000	\$50,000
EXPENSES TOTAL	\$0	\$50,000	\$50,000	\$50,000
REVENUES LESS EXPENSES	\$0	\$0	\$0	\$0



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201 - MEASURE W LOCAL RETURN FUND

FUND DESCRIPTION

Approved by the voters on November 6, 2018, Measure W provides for a 2.5 cents per square foot of “impermeable surface” assessment on the property tax bill to fund projects that improve water quality. This fund accounts for the local return of 40% that is remitted by the County to the City of the total assessments received from Diamond Bar property tax payers. The County retains the remaining amount which is used to fund water quality improvement projects at the regional level.

POSITION FUNDING ALLOCATION DETAIL

201 - Measure W

Position Name	2024
Allocated FTE Count	
Public Works Inspector	0.1
Management Analyst	0.45
Public Works Manager/Assistant City Engineer	0.1
Engineering Technician	0.1
Associate Engineer	0.2
Public Works Director/City Engineer	0.1
ALLOCATED FTE COUNT	1.05

BUDGET DETAIL

201 - Measure W Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44050) Measure W Revenue	\$837,850	\$838,000	\$838,000	\$838,000
COUNTY REVENUE TOTAL	\$837,850	\$838,000	\$838,000	\$838,000
Investment Income				
(48500) Investment Earnings	\$39,352	\$0	\$0	\$0

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(48510) Unrealized Gain/Loss Fmv	-\$21,916	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$17,436	\$0	\$0	\$0
REVENUES TOTAL	\$855,286	\$838,000	\$838,000	\$838,000
Expenses				
Personnel Services				
(50010) Salaries	\$64,250	\$112,557	\$112,558	\$127,767
(50020) Over Time Wages	\$194	\$0	\$0	\$0
(50040) Classic Member Retirement	\$4,997	\$5,733	\$5,734	\$10,975
(50042) Classic Member Ual Pmts	\$4,667	\$3,489	\$3,489	\$7,430
(50044) Pepra Member Retirement	\$2,451	\$6,293	\$6,294	\$5,453
(50046) Pepra Member Ual Pmts	\$83	\$0	\$0	\$102
(50050) City Paid Benefits	\$1,115	\$1,074	\$1,074	\$1,208
(50052) Worker's Compensation	\$1,714	\$2,582	\$2,582	\$2,098
(50054) Short/Long Term Disability	\$259	\$1,114	\$1,114	\$1,267
(50056) Medicare Expense	\$1,001	\$1,615	\$1,615	\$1,837
(50060) Benefit Allotment	\$8,519	\$18,297	\$18,297	\$21,744
(50072) Auto Allowance	\$448	\$444	\$444	\$444
(50074) Technology Allowance	\$242	\$240	\$240	\$240
PERSONNEL SERVICES TOTAL	\$89,939	\$153,437	\$153,441	\$180,565
Professional Svcs				
(54010) PS - Accounting & Auditing	\$0	\$25,000	\$25,000	\$0
(54200) PS - Environmental Services	\$67,978	\$279,100	\$365,100	\$284,500
(54400) PS - Engineering	\$6,105	\$0	\$0	\$0
PROFESSIONAL SVCS TOTAL	\$74,083	\$304,100	\$390,100	\$284,500
Contract Services				
(55505) Cs - Pw Contract Services	\$0	\$0	\$0	\$15,000
(55530) Cs - Right Of Way Clean Up	\$36,064	\$90,000	\$105,000	\$120,000
CONTRACT SERVICES TOTAL	\$36,064	\$90,000	\$105,000	\$135,000
CIP Capital Projects	\$0	\$0	\$0	\$836,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$230,454	\$300,000	\$1,272,576	\$0
INTERFUND TRANSFER OUT TOTAL	\$230,454	\$300,000	\$1,272,576	\$0
EXPENSES TOTAL	\$430,541	\$847,537	\$1,921,117	\$1,436,065
REVENUES LESS EXPENSES	\$424,745	-\$9,537	-\$1,083,117	-\$598,065

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202 - ROAD MAINTENANCE AND REHABILITATION FUND

FUND DESCRIPTION

Senate Bill 1 (SB-1), the Road Repair and Accountability Act of 2017 was signed into law in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide. SB-1 prioritizes funding towards maintenance, rehabilitation and safety improvements on state highways, local streets and roads, and bridges, and to improve the State's trade corridors, transit and active transportation facilities.

BUDGET DETAIL

202 - Road Maintenance & Rehabilitation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43080) Rmra (Sb-1) - Road Maint Rehab	\$1,226,816	\$1,358,896	\$1,358,896	\$1,406,837
STATE REVENUE TOTAL	\$1,226,816	\$1,358,896	\$1,358,896	\$1,406,837
Investment Income				
(48500) Investment Earnings	\$95,411	\$12,900	\$12,900	\$12,900
(48510) Unrealized Gain/Loss Fmv	-\$53,136	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$42,275	\$12,900	\$12,900	\$12,900
REVENUES TOTAL	\$1,269,091	\$1,371,796	\$1,371,796	\$1,419,737
Expenses				
CIP Capital Projects	\$0	\$0	\$0	\$1,300,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$407,353	\$4,050,000	\$5,314,385	\$0
INTERFUND TRANSFER OUT TOTAL	\$407,353	\$4,050,000	\$5,314,385	\$0
EXPENSES TOTAL	\$407,353	\$4,050,000	\$5,314,385	\$1,300,000
REVENUES LESS EXPENSES	\$861,738	-\$2,678,204	-\$3,942,589	\$119,737

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203 - MEASURE M LOCAL RETURN FUND

FUND DESCRIPTION

Approved by the voters on November 8, 2016, the Measure M half-cent sales tax increase will fund projects that will improve local streets, repair potholes and improve traffic flow/safety.

POSITION FUNDING ALLOCATION DETAIL

203 - Measure M

Position Name	2024
Allocated FTE Count	
Management Analyst	0.15
ALLOCATED FTE COUNT	0.15

BUDGET DETAIL

203 - Measure M Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44030) Measure M Revenue	\$1,048,814	\$1,104,503	\$1,104,503	\$1,058,586
COUNTY REVENUE TOTAL	\$1,048,814	\$1,104,503	\$1,104,503	\$1,058,586
Investment Income				
(48500) Investment Earnings	\$74,732	\$7,400	\$7,400	\$7,400
(48510) Unrealized Gain/Loss Fmv	-\$41,620	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$33,112	\$7,400	\$7,400	\$7,400
REVENUES TOTAL	\$1,081,926	\$1,111,903	\$1,111,903	\$1,065,986
Expenses				
Personnel Services				
(50010) Salaries	\$0	\$10,764	\$10,765	\$14,202
(50044) Pepra Member Retirement	\$0	\$843	\$844	\$1,140
(50050) City Paid Benefits	\$0	\$124	\$124	\$167
(50052) Worker's Compensation	\$0	\$122	\$122	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50054) Short/Long Term Disability	\$0	\$108	\$109	\$144
(50056) Medicare Expense	\$0	\$157	\$158	\$208
(50060) Benefit Allotment	\$0	\$2,187	\$2,187	\$3,096
PERSONNEL SERVICES TOTAL	\$0	\$14,305	\$14,309	\$19,078
Professional Svcs				
(54410) PS - Traffic	\$44,047	\$0	\$0	\$0
PROFESSIONAL SVCS TOTAL	\$44,047	\$0	\$0	\$0
CIP Capital Projects	\$0	\$0	\$0	\$950,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$1,400,525	\$1,200,000	\$3,008,937	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,400,525	\$1,200,000	\$3,008,937	\$0
EXPENSES TOTAL	\$1,444,572	\$1,214,305	\$3,023,246	\$969,078
REVENUES LESS EXPENSES	-\$362,646	-\$102,402	-\$1,911,343	\$96,908

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204 - MEASURE R FUND

FUND DESCRIPTION

The Measure R Local Return program funds are to be used for major street resurfacing, rehabilitation, and reconstruction; pothole repair; left turn signals; bikeways; pedestrian improvements; streetscapes; signal synchronization; & transit.

POSITION FUNDING ALLOCATION DETAIL

204 - Measure R

Position Name	2024
Allocated FTE Count	
Management Analyst	0.15
ALLOCATED FTE COUNT	0.15

BUDGET DETAIL

204 - Measure R Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44040) Measure R Revenue	\$927,158	\$974,561	\$974,561	\$934,046
COUNTY REVENUE TOTAL	\$927,158	\$974,561	\$974,561	\$934,046
Investment Income				
(48500) Investment Earnings	\$54,811	\$4,500	\$4,500	\$4,500
(48510) Unrealized Gain/Loss Fmv	-\$30,525	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$24,286	\$4,500	\$4,500	\$4,500
REVENUES TOTAL	\$951,444	\$979,061	\$979,061	\$938,546
Expenses				
Personnel Services				
(50010) Salaries	\$0	\$10,764	\$10,765	\$14,202
(50044) Pepra Member Retirement	\$0	\$843	\$844	\$1,140
(50050) City Paid Benefits	\$0	\$124	\$124	\$167
(50052) Worker's Compensation	\$0	\$122	\$122	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50054) Short/Long Term Disability	\$0	\$108	\$109	\$144
(50056) Medicare Expense	\$0	\$157	\$158	\$208
(50060) Benefit Allotment	\$0	\$2,187	\$2,187	\$3,096
PERSONNEL SERVICES TOTAL	\$0	\$14,305	\$14,309	\$19,078
CIP Capital Projects	\$0	\$0	\$0	\$850,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$1,375,043	\$1,175,000	\$2,160,443	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,375,043	\$1,175,000	\$2,160,443	\$0
EXPENSES TOTAL	\$1,375,043	\$1,189,305	\$2,174,752	\$869,078
REVENUES LESS EXPENSES	-\$423,599	-\$210,244	-\$1,195,691	\$69,468

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205 - GAS TAX FUND

FUND DESCRIPTION

The City receives funds from Sections 2105, 2106, 2107, and 2107.5 of the Streets and Highway Code. State law requires that these revenues be recorded in a Special Revenue Fund, and that they be utilized solely for street related purposes such as new construction, rehabilitation or maintenance. It is anticipated that the City will use Gas Tax Funds to fund ongoing street maintenance programs to the extent possible. Any remaining funds will be used to assist in the funding of the City's Capital Improvement Project Program. Beginning in FY 2011/2012, the State replaced Prop 42 funds with Highway Users Tax.

BUDGET DETAIL

205 - Gas Tax Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43030) Gas Tax - 2105	\$312,918	\$360,719	\$360,719	\$341,273
(43040) Gas Tax - 2106	\$184,430	\$209,338	\$209,338	\$196,886
(43050) Gas Tax - 2107	\$426,455	\$433,272	\$433,272	\$466,396
(43060) Gas Tax - 2107.5	\$7,500	\$7,500	\$7,500	\$7,500
(43070) Gas Tax - 2103	\$448,020	\$544,726	\$544,726	\$488,142
STATE REVENUE TOTAL	\$1,379,323	\$1,555,555	\$1,555,555	\$1,500,197
Investment Income				
(48500) Investment Earnings	\$30,538	\$1,800	\$1,800	\$1,800
(48510) Unrealized Gain/Loss Fmv	-\$17,007	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$13,531	\$1,800	\$1,800	\$1,800
REVENUES TOTAL	\$1,392,854	\$1,557,355	\$1,557,355	\$1,501,997
Expenses				
CIP Capital Projects				
(56102) CIP-Traffic Control Imprv	\$0	\$66,000	\$66,000	\$66,000
CIP CAPITAL PROJECTS TOTAL	\$0	\$66,000	\$66,000	\$66,000
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$1,049,000	\$1,204,000	\$1,204,000	\$1,475,000
(59301) Transfer Out - Cip Fund	\$63,262	\$400,000	\$913,992	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,112,262	\$1,604,000	\$2,117,992	\$1,475,000
EXPENSES TOTAL	\$1,112,262	\$1,670,000	\$2,183,992	\$1,541,000
REVENUES LESS EXPENSES	\$280,592	-\$112,645	-\$626,637	-\$39,003

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206 - PROP A TRANSIT FUND

FUND DESCRIPTION

The City receives Proposition A Transit Tax which is a voter approved sales tax override for public transportation purposes. This fund has been established to account for these revenues and approved project expenditures.

POSITION FUNDING ALLOCATION DETAIL

206 - Prop A

Position Name	2024
Allocated FTE Count	
Network/Systems Technician	0.05
Management Analyst	0.06
Assistant to the City Manager	0.05
Administrative Assistant	0.275
Accounting Technician	1.3
Network/Systems Administrator	0.075
Finance Director	0.05
Principal Management Analyst	0.07
Assistant City Manager	0.01
Information Systems Director	0.025
Administrative Coordinator	0.45
ALLOCATED FTE COUNT	2.415

BUDGET DETAIL

206 - Prop A Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Other Taxes & Fees				
(41030) Franchise Fees	\$0	\$13,000	\$13,000	\$26,000
OTHER TAXES & FEES TOTAL	\$0	\$13,000	\$13,000	\$26,000
County Revenue				

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(44010) Prop A Transportation Tax	\$1,490,789	\$1,566,554	\$1,566,554	\$1,501,428
COUNTY REVENUE TOTAL	\$1,490,789	\$1,566,554	\$1,566,554	\$1,501,428
Miscellaneous Fees				
(48400) Transit Pass Sales	\$67,550	\$200,000	\$200,000	\$200,000
MISCELLANEOUS FEES TOTAL	\$67,550	\$200,000	\$200,000	\$200,000
Investment Income				
(48500) Investment Earnings	\$66,674	\$2,700	\$2,700	\$2,700
(48510) Unrealized Gain/Loss Fmv	-\$37,132	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$29,542	\$2,700	\$2,700	\$2,700
REVENUES TOTAL	\$1,587,881	\$1,782,254	\$1,782,254	\$1,730,128
Expenses				
Personnel Services				
(50010) Salaries	\$137,826	\$209,471	\$209,472	\$270,552
(50020) Over Time Wages	\$380	\$0	\$0	\$0
(50040) Classic Member Retirement	\$20,114	\$32,153	\$32,154	\$38,145
(50042) Classic Member Ual Pmts	\$18,850	\$17,490	\$17,490	\$23,342
(50044) Pepra Member Retirement	\$1,613	\$4,393	\$4,393	\$6,944
(50046) Pepra Member Ual Pmts	\$11	\$0	\$0	\$328
(50050) City Paid Benefits	\$2,671	\$2,651	\$2,651	\$3,119
(50052) Worker's Compensation	\$2,027	\$2,789	\$2,790	\$2,807
(50054) Short/Long Term Disability	\$647	\$2,084	\$2,084	\$2,698
(50056) Medicare Expense	\$2,246	\$3,071	\$3,072	\$3,961
(50060) Benefit Allotment	\$27,691	\$46,757	\$46,757	\$58,050
(50072) Auto Allowance	\$43	\$255	\$255	\$225
(50074) Technology Allowance	\$35	\$222	\$222	\$186
PERSONNEL SERVICES TOTAL	\$214,152	\$321,336	\$321,340	\$410,357
Supplies				
(51200) Operating Supplies	\$1,192	\$1,200	\$1,200	\$1,200
SUPPLIES TOTAL	\$1,192	\$1,200	\$1,200	\$1,200
Operating Exp				
(52255) Banking Charges	\$1,991	\$7,500	\$7,500	\$7,500
(52314) Computer Maintenance	\$0	\$8,100	\$8,100	\$3,100
(52400) Membership & Dues	\$20,000	\$20,000	\$20,000	\$20,000
OPERATING EXP TOTAL	\$21,991	\$35,600	\$35,600	\$30,600
Contract Services				
(55300) Cs - Special Events	\$1,078	\$5,000	\$13,000	\$5,500
(55310) Cs - Senior Programs	\$6,003	\$7,500	\$7,500	\$8,000
(55315) Cs - Youth Programs	\$7,663	\$13,000	\$13,000	\$13,000
(55542) Cs-Bus Bench Maint	\$0	\$25,000	\$25,000	\$35,000
(55560) Cs - Dial-A-Cab Services	\$185,369	\$350,000	\$350,000	\$350,000
(55610) Transit Program Subsidy	\$18,465	\$20,000	\$20,000	\$20,000
(55620) Transit Fares Expenses	\$73,847	\$80,000	\$80,000	\$80,000
CONTRACT SERVICES TOTAL	\$292,426	\$500,500	\$508,500	\$511,500
Capital Outlay Exp				
(56130) Computer Eq - Hardware Exp	\$61,355	\$27,000	\$27,000	\$27,000
(56135) Computer Eq - Software Exp	\$0	\$20,000	\$20,000	\$20,000
CAPITAL OUTLAY EXP TOTAL	\$61,355	\$47,000	\$47,000	\$47,000
CIP Capital Projects	\$0	\$0	\$0	\$600,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$1,099,657	\$0	\$50,000	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,099,657	\$0	\$50,000	\$0
EXPENSES TOTAL	\$1,690,773	\$905,636	\$963,640	\$1,600,657
REVENUES LESS EXPENSES	-\$102,893	\$876,618	\$818,614	\$129,471

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207 - PROP C TRANSIT FUND

FUND DESCRIPTION

The City receives Proposition C Tax which is additional allocations of State Gas Tax funds from Los Angeles County. These funds must be used for street-related purposes such as construction, rehabilitation, maintenance or traffic safety. The projects must be transit related improvements. In order to spend these funds, the City must submit the project to Metropolitan Transit Authority (MTA) for prior approval.

POSITION FUNDING ALLOCATION DETAIL

207 - Prop C Transit

Position Name	2024
Allocated FTE Count	
Network/Systems Technician	0.025
Management Analyst	0.1
Network/Systems Administrator	0.05
Associate Engineer	0.8
Information Systems Director	0.025
Administrative Coordinator	0.05
ALLOCATED FTE COUNT	1.05

BUDGET DETAIL

207 - Prop C Transit Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44020) Prop C Transportation Tax	\$1,236,567	\$1,299,415	\$1,299,415	\$1,245,395
COUNTY REVENUE TOTAL	\$1,236,567	\$1,299,415	\$1,299,415	\$1,245,395
Investment Income				
(48500) Investment Earnings	\$80,345	\$9,500	\$9,500	\$9,500
(48510) Unrealized Gain/Loss Fmv	-\$44,745	\$0	\$0	\$0

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
INVESTMENT INCOME TOTAL	\$35,599	\$9,500	\$9,500	\$9,500
REVENUES TOTAL	\$1,272,166	\$1,308,915	\$1,308,915	\$1,254,895
Expenses				
Personnel Services				
(50010) Salaries	\$95,001	\$124,316	\$124,316	\$144,196
(50040) Classic Member Retirement	\$12,980	\$14,660	\$14,660	\$23,468
(50042) Classic Member Ual Pmts	\$7,720	\$8,914	\$8,915	\$15,804
(50044) Pepra Member Retirement	\$1,532	\$3,586	\$3,586	\$1,595
(50046) Pepra Member Ual Pmts	\$100	\$0	\$0	\$43
(50050) City Paid Benefits	\$1,669	\$1,122	\$1,123	\$1,316
(50052) Worker's Compensation	\$2,302	\$3,063	\$3,064	\$2,458
(50054) Short/Long Term Disability	\$437	\$1,237	\$1,238	\$1,438
(50056) Medicare Expense	\$1,365	\$1,814	\$1,814	\$2,105
(50060) Benefit Allotment	\$13,521	\$19,953	\$19,953	\$24,596
(50072) Auto Allowance	\$13	\$75	\$75	\$75
(50074) Technology Allowance	\$15	\$90	\$90	\$90
PERSONNEL SERVICES TOTAL	\$136,653	\$178,831	\$178,834	\$217,184
Operating Exp				
(52314) Computer Maintenance	\$37,150	\$50,100	\$50,100	\$48,100
OPERATING EXP TOTAL	\$37,150	\$50,100	\$50,100	\$48,100
Professional Svcs				
(54400) PS - Engineering	\$13,459	\$150,000	\$150,000	\$205,000
(54410) PS - Traffic	\$53,660	\$80,000	\$80,000	\$80,000
PROFESSIONAL SVCS TOTAL	\$67,119	\$230,000	\$230,000	\$285,000
Contract Services				
(55000) Cs - Contract Services	\$9,900	\$0	\$0	\$0
(55536) Cs - Traffic Signal Maint	\$219,763	\$270,000	\$270,000	\$320,000
CONTRACT SERVICES TOTAL	\$229,663	\$270,000	\$270,000	\$320,000
CIP Capital Projects	\$0	\$0	\$0	\$664,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$221,606	\$2,564,000	\$3,654,480	\$0
INTERFUND TRANSFER OUT TOTAL	\$221,606	\$2,564,000	\$3,654,480	\$0
EXPENSES TOTAL	\$692,191	\$3,292,931	\$4,383,414	\$1,534,284
REVENUES LESS EXPENSES	\$579,975	-\$1,984,016	-\$3,074,499	-\$279,389

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209 - SB 821 FUND (BIKE AND PEDESTRIAN PATHS TDA)

FUND DESCRIPTION

The State allocates funds to cities for the specific purpose of the construction of bike and pedestrian paths via SB821. This fund has been established to account for transactions related to the receipt and expenditure of these funds.

BUDGET DETAIL

209 - SB 821 Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43230) SB 821 - Bikeways & Trails	\$38,689	\$63,420	\$63,420	\$100,000
STATE REVENUE TOTAL	\$38,689	\$63,420	\$63,420	\$100,000
REVENUES TOTAL	\$38,689	\$63,420	\$63,420	\$100,000
Expenses				
CIP Capital Projects	\$0	\$0	\$0	\$100,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$16,617	\$33,650	\$73,923	\$0
INTERFUND TRANSFER OUT TOTAL	\$16,617	\$33,650	\$73,923	\$0
EXPENSES TOTAL	\$16,617	\$33,650	\$73,923	\$100,000
REVENUES LESS EXPENSES	\$22,072	\$29,770	-\$10,503	\$0

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224 - Permanent Local Housing Allocation

FUND DESCRIPTION

The State allocates funds to cities 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. This fund has been established to account for transactions related to the receipt and expenditure of these funds.

BUDGET DETAIL

224 - Permanent Local Housing Allocation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43125) PLHA Revenue	\$0	\$0	\$0	\$358,416
STATE REVENUE TOTAL	\$0	\$0	\$0	\$358,416
REVENUES TOTAL	\$0	\$0	\$0	\$358,416
Expenses				
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$0	\$0	\$358,416
PROFESSIONAL SVCS TOTAL	\$0	\$0	\$0	\$358,416
EXPENSES TOTAL	\$0	\$0	\$0	\$358,416
REVENUES LESS EXPENSES	\$0	\$0	\$0	\$0

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225 - COMMUNITY DEVELOPMENT BLOCK GRANT FUND

FUND DESCRIPTION

The City receives an annual CDBG allotment from the federal government via the Community Development Commission. The purpose of this grant is to fund approved community development programs and projects benefiting low and moderate income citizens.

POSITION FUNDING ALLOCATION DETAIL

225 - CDBG

Position Name	2023
Allocated FTE Count	
Recreation Specialist	0.7
ALLOCATED FTE COUNT	0.7

BUDGET DETAIL

225 - CDBG

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Federal Revenue				
(42020) CDBG Revenue	\$293,720	\$335,699	\$335,699	\$362,376
FEDERAL REVENUE TOTAL	\$293,720	\$335,699	\$335,699	\$362,376
REVENUES TOTAL	\$293,720	\$335,699	\$335,699	\$362,376
Expenses				
Personnel Services				
(50010) Salaries	\$24,159	\$25,615	\$27,746	\$18,048
(50040) Classic Member Retirement	\$794	\$39	\$40	\$25
(50044) Pepra Member Retirement	\$1,647	\$2,072	\$2,072	\$1,460
(50046) Pepra Member Ual Pmts	\$113	\$0	\$0	\$73
(50050) City Paid Benefits	\$308	\$279	\$280	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50052) Worker's Compensation	\$0	\$711	\$0	\$358
(50054) Short/Long Term Disability	\$120	\$264	\$265	\$183
(50056) Medicare Expense	\$434	\$383	\$384	\$265
(50060) Benefit Allotment	\$7,122	\$8,554	\$8,554	\$5,573
PERSONNEL SERVICES TOTAL	\$34,697	\$37,918	\$39,341	\$26,285
Supplies				
(51200) Operating Supplies	\$1,922	\$2,772	\$1,354	\$2,083
SUPPLIES TOTAL	\$1,922	\$2,772	\$1,354	\$2,083
Professional Svcs				
(54900) PS - Other Prof Svcs	\$103,221	\$149,228	\$149,229	\$169,819
PROFESSIONAL SVCS TOTAL	\$103,221	\$149,228	\$149,229	\$169,819
CIP Capital Projects	\$0	\$0	\$0	\$164,189
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$153,693	\$145,464	\$339,914	\$0
INTERFUND TRANSFER OUT TOTAL	\$153,693	\$145,464	\$339,914	\$0
EXPENSES TOTAL	\$293,534	\$335,382	\$529,838	\$362,376
REVENUES LESS EXPENSES	\$186	\$317	-\$194,139	\$0

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226 - CASP SB1186

FUND DESCRIPTION

SB 1186 requires that a \$4 additional fee is to be paid by any applicant seeking a local business license when it is initially issued or renewed. From January 1, 2018 through December 31, 2023, the City will retain 90% of the fees collected. The purpose of the fee is to increase disability access and compliance with construction-related accessibility.

BUDGET DETAIL

226 - CASP SB 1186

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Planning Fees				
(48150) Business License - Sb1186	\$0	\$8,000	\$8,000	\$8,000
PLANNING FEES TOTAL	\$0	\$8,000	\$8,000	\$8,000
Investment Income				
(48500) Investment Earnings	\$1,079	\$200	\$200	\$200
(48510) Unrealized Gain/Loss Fmv	-\$601	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$478	\$200	\$200	\$200
REVENUES TOTAL	\$478	\$8,200	\$8,200	\$8,200
REVENUES LESS EXPENSES	\$478	\$8,200	\$8,200	\$8,200

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238 - LANDSCAPE MAINTENANCE DISTRICT #38

FUND DESCRIPTION

The City is responsible for the operations of the LLAD #38 which primarily maintains the City's medians. This district was set up in accordance with the Landscape and Lighting Act of 1972. Property owners benefiting from this district receive a special assessment on their property taxes. This fund accounts for this district's operations.

POSITION FUNDING ALLOCATION DETAIL

238 - District 38

Position Name	2024
Allocated FTE Count	
Facilities Maintenance Supervisor	0.05
Parks & Maintenance Superintendent	0.2
ALLOCATED FTE COUNT	0.25

BUDGET DETAIL

238 - District 38

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Special Assessments				
(40080) Special Assessments	\$274,191	\$276,720	\$276,720	\$276,780
SPECIAL ASSESSMENTS TOTAL	\$274,191	\$276,720	\$276,720	\$276,780
Interfund Transfers				
(49100) Transfer In - General Fd	\$70,171	\$218,097	\$218,098	\$308,477
INTERFUND TRANSFERS TOTAL	\$70,171	\$218,097	\$218,098	\$308,477
REVENUES TOTAL	\$344,362	\$494,817	\$494,818	\$585,257
Expenses				
Personnel Services				
(50010) Salaries	\$32,757	\$31,812	\$31,813	\$32,798
(50040) Classic Member Retirement	\$5,444	\$6,000	\$6,001	\$6,223

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(50042) Classic Member Ual Pmts	\$3,160	\$3,649	\$3,650	\$4,211
(50050) City Paid Benefits	\$618	\$275	\$275	\$278
(50052) Worker's Compensation	\$963	\$1,228	\$1,228	\$964
(50054) Short/Long Term Disability	\$163	\$317	\$318	\$330
(50056) Medicare Expense	\$472	\$485	\$486	\$503
(50060) Benefit Allotment	\$4,617	\$4,950	\$4,950	\$5,250
PERSONNEL SERVICES TOTAL	\$48,194	\$48,717	\$48,721	\$50,557
Operating Exp				
(52160) Advertising	\$0	\$3,000	\$3,000	\$3,000
(52210) Electric Utility Expenditure	\$2,448	\$6,500	\$6,500	\$6,500
(52220) Water Utility Expenditure	\$105,417	\$154,000	\$154,000	\$154,000
(52320) Maint Of Grounds/Buildings	\$21,960	\$61,700	\$61,700	\$50,000
OPERATING EXP TOTAL	\$129,825	\$225,200	\$225,200	\$213,500
Professional Svcs				
(54900) PS - Other Prof Svcs	\$5,875	\$6,500	\$15,439	\$7,000
PROFESSIONAL SVCS TOTAL	\$5,875	\$6,500	\$15,439	\$7,000
Contract Services				
(55522) Cs - Tree Maintenance	\$6,450	\$6,700	\$6,700	\$83,700
(55524) Cs - Landscape Maintenance	\$192,482	\$207,700	\$207,700	\$230,500
CONTRACT SERVICES TOTAL	\$198,932	\$214,400	\$214,400	\$314,200
EXPENSES TOTAL	\$382,826	\$494,817	\$503,760	\$585,257
REVENUES LESS EXPENSES	-\$38,464	\$0	-\$8,942	\$0

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239 - LANDSCAPE MAINTENANCE DISTRICT #39-2022

FUND DESCRIPTION

The County of Los Angeles originally formed Landscape Assessment District No. 39 (LAD 39) prior to the City's incorporation and in accordance with the Landscape and Lighting Act of 1972. Property owners benefiting from the district receive a special assessment on their property taxes. After its incorporation, the City took over the administration of the assessment district. In March 2022, the City implemented a successful Proposition 218 balloting procedure to replace LAD 39 with LAD 39-2022 with the same service area and an updated assessment structure approved by the property owners. This fund accounts for this district's operations.

POSITION FUNDING ALLOCATION DETAIL

239 - District 39

Position Name	2024
Allocated FTE Count	
Facilities Maintenance Supervisor	0.05
Management Analyst	0.05
Parks & Maintenance Superintendent	0.1
ALLOCATED FTE COUNT	0.2

BUDGET DETAIL

239 - District 39

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Special Assessments				
(40080) Special Assessments	\$612,583	\$642,890	\$642,890	\$665,215
SPECIAL ASSESSMENTS TOTAL	\$612,583	\$642,890	\$642,890	\$665,215
Interfund Transfers				
(49100) Transfer In - General Fd	\$26,958	\$42,560	\$42,560	\$44,037

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
INTERFUND TRANSFERS TOTAL	\$26,958	\$42,560	\$42,560	\$44,037
REVENUES TOTAL	\$639,541	\$685,450	\$685,450	\$709,252
Expenses				
Personnel Services				
(50010) Salaries	\$19,747	\$22,286	\$22,286	\$24,161
(50040) Classic Member Retirement	\$3,303	\$3,555	\$3,555	\$3,687
(50042) Classic Member Ual Pmts	\$1,872	\$2,162	\$2,162	\$2,495
(50044) Pepra Member Retirement	\$0	\$281	\$282	\$380
(50050) City Paid Benefits	\$343	\$206	\$207	\$222
(50052) Worker's Compensation	\$571	\$768	\$768	\$611
(50054) Short/Long Term Disability	\$98	\$224	\$225	\$243
(50056) Medicare Expense	\$292	\$325	\$325	\$353
(50060) Benefit Allotment	\$2,896	\$3,699	\$3,699	\$4,182
PERSONNEL SERVICES TOTAL	\$29,122	\$33,505	\$33,509	\$36,334
Operating Exp				
(52160) Advertising	\$0	\$3,500	\$3,500	\$3,500
(52210) Electric Utility Expenditure	\$1,487	\$4,000	\$4,000	\$2,500
(52220) Water Utility Expenditure	\$66,907	\$130,000	\$130,000	\$123,500
(52320) Maint Of Grounds/Buildings	\$13,032	\$190,200	\$190,200	\$276,418
OPERATING EXP TOTAL	\$81,426	\$327,700	\$327,700	\$405,918
Professional Svcs				
(54900) PS - Other Prof Svcs	\$5,875	\$6,500	\$6,500	\$7,000
PROFESSIONAL SVCS TOTAL	\$5,875	\$6,500	\$6,500	\$7,000
Contract Services				
(55522) Cs - Tree Maintenance	\$19,724	\$31,000	\$31,000	\$32,000
(55524) Cs - Landscape Maintenance	\$158,256	\$161,600	\$161,600	\$170,000
(55526) Cs - Weed/Pest Abatement	\$50,061	\$55,700	\$55,700	\$58,000
CONTRACT SERVICES TOTAL	\$228,041	\$248,300	\$248,300	\$260,000
Interfund Transfer Out	\$62,764	\$0	\$0	\$0
EXPENSES TOTAL	\$407,227	\$616,005	\$616,009	\$709,252
REVENUES LESS EXPENSES	\$232,315	\$69,445	\$69,441	\$0

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241 - LANDSCAPE MAINTENANCE DISTRICT #41-2021

FUND DESCRIPTION

The County of Los Angeles originally formed Landscape Assessment District No. 41 (LAD 41) prior to the City's incorporation and in accordance with the Landscape and Lighting Act of 1972. Property owners benefiting from the district receive a special assessment on their property taxes. After its incorporation, the City took over the administration of the assessment district. In July 2021, the City implemented a successful Proposition 218 balloting procedure to replace LAD 41 with LAD 41-2021 with the same service area and an updated assessment structure approved by the property owners. This fund accounts for this district's operations.

POSITION FUNDING ALLOCATION DETAIL

241 - District 41

Position Name	2024
Allocated FTE Count	
Facilities Maintenance Supervisor	0.05
Management Analyst	0.05
Parks & Maintenance Superintendent	0.1
ALLOCATED FTE COUNT	0.2

BUDGET DETAIL

241 - District 41

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Special Assessments				
(40080) Special Assessments	\$295,810	\$301,806	\$301,806	\$311,346
SPECIAL ASSESSMENTS TOTAL	\$295,810	\$301,806	\$301,806	\$311,346
Interfund Transfers				
(49100) Transfer In - General Fd	\$9,113	\$11,298	\$11,298	\$11,955

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
INTERFUND TRANSFERS TOTAL	\$9,113	\$11,298	\$11,298	\$11,955
REVENUES TOTAL	\$304,923	\$313,104	\$313,104	\$323,301
Expenses				
Personnel Services				
(50010) Salaries	\$19,723	\$40,175	\$40,175	\$24,161
(50020) Over Time Wages	\$0	\$394	\$394	\$394
(50040) Classic Member Retirement	\$3,299	\$3,555	\$3,555	\$3,687
(50042) Classic Member Ual Pmts	\$1,872	\$2,162	\$2,162	\$2,495
(50044) Pepra Member Retirement	\$0	\$281	\$282	\$380
(50050) City Paid Benefits	\$343	\$206	\$207	\$222
(50052) Worker's Compensation	\$570	\$768	\$768	\$611
(50054) Short/Long Term Disability	\$97	\$224	\$225	\$243
(50056) Medicare Expense	\$292	\$325	\$325	\$353
(50060) Benefit Allotment	\$2,887	\$3,699	\$3,699	\$4,182
PERSONNEL SERVICES TOTAL	\$29,083	\$51,788	\$51,792	\$36,728
Operating Exp				
(52160) Advertising	\$0	\$3,500	\$3,500	\$3,000
(52210) Electric Utility Expenditure	\$937	\$3,000	\$3,000	\$2,000
(52220) Water Utility Expenditure	\$55,782	\$75,000	\$75,000	\$75,000
(52320) Maint Of Grounds/Buildings	\$12,265	\$13,800	\$13,800	\$50,000
OPERATING EXP TOTAL	\$68,984	\$95,300	\$95,300	\$130,000
Professional Svcs				
(54900) PS - Other Prof Svcs	\$5,875	\$6,500	\$6,500	\$7,000
PROFESSIONAL SVCS TOTAL	\$5,875	\$6,500	\$6,500	\$7,000
Contract Services				
(55522) Cs - Tree Maintenance	\$16,616	\$21,200	\$21,200	\$23,000
(55524) Cs - Landscape Maintenance	\$63,994	\$65,000	\$65,000	\$68,500
(55526) Cs - Weed/Pest Abatement	\$52,773	\$60,300	\$60,300	\$58,073
CONTRACT SERVICES TOTAL	\$133,383	\$146,500	\$146,500	\$149,573
EXPENSES TOTAL	\$237,324	\$300,088	\$300,092	\$323,301
REVENUES LESS EXPENSES	\$67,600	\$13,016	\$13,012	\$0

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245 - STREET BEAUTIFICATION FUND

FUND DESCRIPTION

This fund was established in FY 2017/2018 as a result of funds received from development projects to be used towards the Diamond Bar Complete Streets improvements as well as other identified capital improvement streetscape or complete streets projects as conditioned by the development projects entitlements.

BUDGET DETAIL

245 - Street Beautification

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$8,893	\$2,400	\$2,400	\$2,400
(48510) Unrealized Gain/Loss Fmv	-\$4,953	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$3,940	\$2,400	\$2,400	\$2,400
REVENUES TOTAL	\$3,940	\$2,400	\$2,400	\$2,400
REVENUES LESS EXPENSES	\$3,940	\$2,400	\$2,400	\$2,400

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246 - TRAFFIC MITIGATION FUND

FUND DESCRIPTION

The Traffic Mitigation Fund is used to account for funds which have been received from development projects and designated by the City Council for traffic mitigation projects.

BUDGET DETAIL

246 - Traffic Mitigation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Engineering Fees				
(48250) Traffic Dev. Impact Fees - Engineering	\$853,518	\$0	\$0	\$0
ENGINEERING FEES TOTAL	\$853,518	\$0	\$0	\$0
Investment Income				
(48500) Investment Earnings	\$211,233	\$81,600	\$81,600	\$150,000
(48510) Unrealized Gain/Loss Fmv	-\$117,639	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$93,594	\$81,600	\$81,600	\$150,000
REVENUES TOTAL	\$947,112	\$81,600	\$81,600	\$150,000
REVENUES LESS EXPENSES	\$947,112	\$81,600	\$81,600	\$150,000

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247 - SEWER MITIGATION FUND

FUND DESCRIPTION

This fund was established in FY 2014/2015 as a result of Developer Impacts to existing sewer facilities in the City. The fund will be used to account for funds which have been received from development projects and designated by the City Council for sewer facility mitigation/improvement projects.

BUDGET DETAIL

247 - Sewer Mitigation

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$1,511	\$400	\$400	\$400
(48510) Unrealized Gain/Loss Fmv	-\$841	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$669	\$400	\$400	\$400
REVENUES TOTAL	\$669	\$400	\$400	\$400
REVENUES LESS EXPENSES	\$669	\$400	\$400	\$400

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248 - TRES HERMANOS CONSERVATION AUTHORITY FUND

FUND DESCRIPTION

The Tres Hermanos Conservation Authority is a joint powers agency with representatives from the cities of Chino Hills, Diamond Bar, and Industry with the primary purpose to coordinate the overall ownership, maintenance and use of the 2,445-acre Tres Hermanos Ranch property through the collaborative efforts of its Member Agencies. The Tres Hermanos Conservation Authority Fund was created in 2019 to provide for the City's share of the property maintenance and administration costs of the Authority. The revenue source for this fund is a transfer in from the General Fund.

BUDGET DETAIL

248 - Tres Hermanos

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Interfund Transfers				
(49100) Transfer In - General Fd	\$100,000	\$100,000	\$100,000	\$100,000
INTERFUND TRANSFERS TOTAL	\$100,000	\$100,000	\$100,000	\$100,000
REVENUES TOTAL	\$100,000	\$100,000	\$100,000	\$100,000
Expenses				
Operating Exp				
(52320) Maint Of Grounds/Buildings	\$113,815	\$100,000	\$100,000	\$100,000
OPERATING EXP TOTAL	\$113,815	\$100,000	\$100,000	\$100,000
EXPENSES TOTAL	\$113,815	\$100,000	\$100,000	\$100,000
REVENUES LESS EXPENSES	-\$13,815	\$0	\$0	\$0

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250 - INTEGRATED WASTE MANAGEMENT FUND

FUND DESCRIPTION

The Integrated Waste Management Fund was created during FY 1990/1991, to account for expenditures and revenues related to the activities involved with the City's efforts to comply with AB939. Revenues recorded in this fund are the adopted waste hauler fees and funds received from the State for recycling education and efforts.

POSITION FUNDING ALLOCATION DETAIL

250 - Integrated Waste Management

Position Name	2023
Allocated FTE Count	
Public Information Manager	0.1
Public Information Coordinator	0.3
Public Works Maintenance Superintendent	0.025
Senior Neighborhood Improvement Officer	0.2
Assistant to the City Manager	0.125
Maintenance Worker	0.025
Public Works Manager/Assistant City Engineer	0.025
Administrative Assistant	0.025
Media Specialist	0.1
Finance Supervisor	0.025
Accounting Technician	0.125
Finance Director	0.025
Facilities Maintenance Supervisor	0.025
Senior Management Analyst	0.8
Public Works Director/City Engineer	0.025
Assistant City Manager	0.05
Facilities & Asset Maintenance Technician	0.025
Administrative Coordinator	0.075
ALLOCATED FTE COUNT	2.1

BUDGET DETAIL

250 - Integrated Waste Management

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue	\$27,180	\$0	\$0	\$146,317
Miscellaneous Fees				
(48410) AB 939 - Solid Waste Fees	\$636,164	\$612,000	\$612,000	\$636,000
MISCELLANEOUS FEES TOTAL	\$636,164	\$612,000	\$612,000	\$636,000
Investment Income				
(48500) Investment Earnings	\$0	\$14,700	\$14,700	\$14,700
INVESTMENT INCOME TOTAL	\$0	\$14,700	\$14,700	\$14,700
Cost Reimbursements				
(48820) Cost Reimbursements	\$16,180	\$14,526	\$14,526	\$14,526
COST REIMBURSEMENTS TOTAL	\$16,180	\$14,526	\$14,526	\$14,526
REVENUES TOTAL	\$679,525	\$641,226	\$641,226	\$811,543
Expenses				
Personnel Services				
(50010) Salaries	\$221,309	\$358,852	\$358,853	\$387,732
(50020) Over Time Wages	\$446	\$2,000	\$2,000	\$2,000
(50040) Classic Member Retirement	\$32,313	\$45,705	\$45,706	\$31,308
(50042) Classic Member Ual Pmts	\$22,113	\$27,636	\$27,637	\$21,006
(50044) Pepra Member Retirement	\$2,083	\$8,876	\$8,877	\$17,483
(50046) Pepra Member Ual Pmts	\$58	\$0	\$0	\$872
(50050) City Paid Benefits	\$3,215	\$3,406	\$3,407	\$4,011
(50052) Worker's Compensation	\$4,854	\$8,009	\$8,009	\$5,436
(50054) Short/Long Term Disability	\$1,043	\$3,544	\$3,545	\$3,836
(50056) Medicare Expense	\$3,512	\$5,214	\$5,214	\$5,638
(50060) Benefit Allotment	\$34,111	\$61,362	\$61,362	\$74,673
(50072) Auto Allowance	\$484	\$480	\$480	\$555
(50074) Technology Allowance	\$347	\$360	\$360	\$690
PERSONNEL SERVICES TOTAL	\$325,888	\$525,445	\$525,450	\$555,240
Supplies				
(51200) Operating Supplies	\$8,226	\$15,000	\$15,000	\$15,000
(51300) Small Tools & Equipment	\$13,037	\$14,000	\$14,000	\$13,500
(51400) Promotional Supplies	\$19,955	\$16,000	\$16,000	\$11,500
SUPPLIES TOTAL	\$41,218	\$45,000	\$45,000	\$40,000
Operating Exp				
(52110) Printing	\$4,082	\$8,400	\$8,400	\$14,000
(52160) Advertising	\$0	\$5,000	\$5,000	\$5,000
(52170) Postage	\$36	\$5,000	\$5,000	\$10,000
(52400) Membership & Dues	\$494	\$500	\$500	\$1,000
(52405) Publications	\$0	\$200	\$200	\$200
(52410) Meetings	\$516	\$1,000	\$1,000	\$1,000
(52415) Conferences	\$0	\$0	\$0	\$1,950
(52500) Education & Training	\$469	\$500	\$500	\$1,000
OPERATING EXP TOTAL	\$5,597	\$20,600	\$20,600	\$34,150
Professional Svcs				
(54900) PS - Other Prof Svcs	\$100,212	\$83,048	\$129,738	\$246,500
PROFESSIONAL SVCS TOTAL	\$100,212	\$83,048	\$129,738	\$246,500
Contract Services				
(55000) Cs - Contract Services	\$29,336	\$38,200	\$38,200	\$40,000
CONTRACT SERVICES TOTAL	\$29,336	\$38,200	\$38,200	\$40,000
Capital Outlay Exp				
(56116) Equipment	\$8,979	\$36,000	\$36,000	\$0
CAPITAL OUTLAY EXP TOTAL	\$8,979	\$36,000	\$36,000	\$0
Misc Expenditures				
(57220) Special Events Insurance	\$1,156	\$2,500	\$2,500	\$0

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
MISC EXPENDITURES TOTAL	\$1,156	\$2,500	\$2,500	\$3,000
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$0	\$10,000	\$10,000	\$10,000
INTERFUND TRANSFER OUT TOTAL	\$0	\$10,000	\$10,000	\$10,000
EXPENSES TOTAL	\$512,386	\$760,793	\$807,488	\$928,890
REVENUES LESS EXPENSES	\$167,140	-\$119,567	-\$166,262	-\$117,347

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251 - AIR QUALITY IMPROVEMENT FUND

FUND DESCRIPTION

This fund was established in FY 1991/1992 to account for revenues received as a result of AB2766 which authorized the imposition of an additional motor vehicle registration fee to fund the implementation of air quality management compliance and provisions of the California Clean Air Act of 1988.

BUDGET DETAIL

251 - Air Quality Improvement

	2021 - 22 Actual	2022-23 Adopted Budget	2022-23 Revised Budget	2023-24 Proposed Budget
Revenues				
State Revenue				
(43100) AB 2766 Revenue	\$54,344	\$75,000	\$75,000	\$73,000
STATE REVENUE TOTAL	\$54,344	\$75,000	\$75,000	\$73,000
Investment Income				
(48500) Investment Earnings	\$1,372	\$1,000	\$1,000	\$1,000
(48510) Unrealized Gain/Loss Fmv	-\$3,847	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	-\$2,475	\$1,000	\$1,000	\$1,000
REVENUES TOTAL	\$51,870	\$76,000	\$76,000	\$74,000
Expenses				
Professional Svcs				
(54410) PS - Traffic	\$0	\$0	\$0	\$40,000
PROFESSIONAL SVCS TOTAL	\$0	\$0	\$0	\$40,000
Capital Outlay Exp				
(56130) Computer Eq - Hardware Exp	\$0	\$32,000	\$32,000	\$0
CAPITAL OUTLAY EXP TOTAL	\$0	\$32,000	\$32,000	\$0
CIP Capital Projects				
(56102) CIP-Traffic Control Imprv	\$0	\$100,000	\$100,000	\$34,000
CIP CAPITAL PROJECTS TOTAL	\$0	\$100,000	\$100,000	\$34,000
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$915	\$35,000	\$35,000	\$0
(59301) Transfer Out - Cip Fund	\$16,689	\$0	\$0	\$0
(59502) Transfer Out - Vehicle Repl Fund	\$0	\$32,000	\$32,000	\$100,000
INTERFUND TRANSFER OUT TOTAL	\$17,604	\$67,000	\$67,000	\$100,000
EXPENSES TOTAL	\$17,604	\$199,000	\$199,000	\$174,000
REVENUES LESS EXPENSES	\$34,265	-\$123,000	-\$123,000	-\$100,000

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252 - WASTE HAULER FUND

FUND DESCRIPTION

The Waste Hauler Fund was established in FY 2013/2014. These funds are received from the City's Waste Hauler in order to mitigate damage to City streets by large trash trucks. Previously these funds were recognized in the General Fund.

BUDGET DETAIL

252 - Waste Hauler

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Engineering Fees				
(48265) Road Reimbursement	\$0	\$0	\$157,000	\$0
(48260) Waste Hauler Fees	\$132,049	\$157,000	\$0	\$157,000
ENGINEERING FEES TOTAL	\$132,049	\$157,000	\$157,000	\$157,000
Investment Income				
(48500) Investment Earnings	\$8,888	\$1,300	\$1,300	\$1,300
(48510) Unrealized Gain/Loss Fmv	-\$4,950	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$3,938	\$1,300	\$1,300	\$1,300
REVENUES TOTAL	\$135,987	\$158,300	\$158,300	\$158,300
Expenses				
CIP Capital Projects	\$0	\$0	\$0	\$250,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$134,412	\$250,000	\$396,004	\$0
INTERFUND TRANSFER OUT TOTAL	\$134,412	\$250,000	\$396,004	\$0
EXPENSES TOTAL	\$134,412	\$250,000	\$396,004	\$250,000
REVENUES LESS EXPENSES	\$1,575	-\$91,700	-\$237,704	-\$91,700

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253 - USED OIL BLOCK GRANT FUND

FUND DESCRIPTION

The Department of Resources Recycling and Recovery (CalRecycle) administers the annual Used Oil Payment Program (OPP) grant program to provide cities with the opportunity to offer used oil recycling and disposal programs.

BUDGET DETAIL (REVENUES)

253 - Used Oil Block Grant (Revenues)

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
State Revenue				
(43200) Used Motor Oil Block Grant	\$8,557	\$8,557	\$8,557	\$7,771
STATE REVENUE TOTAL	\$8,557	\$8,557	\$8,557	\$7,771
Investment Income				
(48500) Investment Earnings	\$659	\$200	\$200	\$200
(48510) Unrealized Gain/Loss Fmv	-\$367	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$292	\$200	\$200	\$200
TOTAL	\$8,849	\$8,757	\$8,757	\$7,971

BUDGET DETAIL (EXPENSES)

253 - Used Oil Block Grant (Expenses)

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$955	\$500	\$500	\$901
(51300) Small Tools & Equipment	\$2,117	\$1,000	\$1,000	\$1,000
SUPPLIES TOTAL	\$3,072	\$1,500	\$1,500	\$1,901
Operating Exp				
(52110) Printing	\$0	\$400	\$400	\$400
(52160) Advertising	\$960	\$3,500	\$1,700	\$1,650
(52302) Rental/Lease - Real Property	\$786	\$3,500	\$3,500	\$3,300
OPERATING EXP TOTAL	\$1,746	\$7,400	\$5,600	\$5,350

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$1,456	\$1,000	\$2,800	\$1,920
PROFESSIONAL SVCS TOTAL	\$1,456	\$1,000	\$2,800	\$1,920
TOTAL	\$6,274	\$9,900	\$9,900	\$9,171

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254 - BEVERAGE CONTAINER RECYCLING GRANT FUND

FUND DESCRIPTION

The Department of Resources Recycling and Recovery (CalRecycle) administers this annual grant program to provide cities with the opportunity to offer beverage container recycling programs, including aluminum, glass, plastic and bi-metal.

BUDGET DETAIL (REVENUES)

254 - Beverage Container Recycling Grant Revenue

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
State Revenue				
(43220) Beverage Container Recycling	\$13,817	\$13,817	\$13,817	\$13,000
STATE REVENUE TOTAL	\$13,817	\$13,817	\$13,817	\$13,000
Investment Income				
(48500) Investment Earnings	\$2,630	\$1,200	\$1,200	\$1,800
(48510) Unrealized Gain/Loss Fmv	-\$1,465	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$1,165	\$1,200	\$1,200	\$1,800
TOTAL	\$14,982	\$15,017	\$15,017	\$14,800

BUDGET DETAIL (EXPENSES)

254 - Beverage Container Recycling Grant Expenses

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Supplies				
(51200) Operating Supplies	\$0	\$0	\$3,000	\$0
(51300) Small Tools & Equipment	\$4,428	\$1,000	\$1,000	\$5,000
SUPPLIES TOTAL	\$4,428	\$1,000	\$4,000	\$5,000
Operating Exp				
(52110) Printing	\$0	\$1,500	\$1,500	\$0
(52160) Advertising	\$0	\$3,000	\$0	\$5,000
(52170) Postage	\$0	\$2,800	\$2,800	\$0
OPERATING EXP TOTAL	\$0	\$7,300	\$4,300	

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$1,000	\$1,000	\$1,000
PROFESSIONAL SVCS TOTAL	\$0	\$1,000	\$1,000	\$1,000
Contract Services				
	\$0	\$0	\$0	\$3,000
Capital Outlay Exp				
(56116) Equipment	\$0	\$28,000	\$28,000	\$0
CAPITAL OUTLAY EXP TOTAL	\$0	\$28,000	\$28,000	\$0
TOTAL	\$4,428	\$37,300	\$37,300	\$14,000

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256 - HAZARD MITIGATION GRANT FUND

FUND DESCRIPTION

The City received a grant from FEMA in order to update the City's Hazard Mitigation Plan. This plan establishes the City's strategy to implement improvements and programs to lessen community impacts in the event of natural hazard events.

BUDGET DETAIL

256 - Hazard Mitigation Grant

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
State Revenue				
(43250) Hazard Elimination Program Rev	\$3,707	\$22,500	\$22,500	\$0
STATE REVENUE TOTAL	\$3,707	\$22,500	\$22,500	\$0
Investment Income				
(48500) Investment Earnings	\$142	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$79	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$63	\$0	\$0	\$0
TOTAL	\$3,770	\$22,500	\$22,500	\$0

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260 - PARK FEES (QUIMBY) FUND

FUND DESCRIPTION

Within the California Subdivision Map Act is a requirement that developers either contribute land or pay fees to the local municipal government to provide recreational facilities within the development area. This fund is used to account for the fees received.

BUDGET DETAIL

260 - Quimby

	2021 - 22 Actual	2022-23 Adopted Budget	2022-23 Revised Budget	2023-24 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$820	\$500	\$500	\$500
(48510) Unrealized Gain/Loss Fmv	-\$2,299	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	-\$1,479	\$500	\$500	\$500
REVENUES TOTAL	-\$1,479	\$500	\$500	\$500
REVENUES LESS EXPENSES	-\$1,479	\$500	\$500	\$500

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261 - MEASURE A NEIGHBORHOOD PARKS ACT

FUND DESCRIPTION

Measure A Neighborhood Parks Act was approved by the voters in November 2016 and provides funds to improve the quality of life throughout Los Angeles County by preserving and protecting parks, safe places to play, community recreation facilities, beaches, rivers, open spaces and water conservation. Measure A funds provide local funding for parks, recreation, trails, cultural facilities, open space and Veteran and youth programs.

BUDGET DETAIL

261 - Measure A

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
County Revenue				
(44080) Measure A Category 1 Rev	\$0	\$184,000	\$184,000	\$0
COUNTY REVENUE TOTAL	\$0	\$184,000	\$184,000	\$0
REVENUES TOTAL	\$0	\$184,000	\$184,000	\$0
Expenses	\$184,000	\$0	\$1,000	\$0
REVENUES LESS EXPENSES	-\$184,000	\$184,000	\$183,000	\$0

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262 - PARK & FACILITY DEVELOPMENT FUND

FUND DESCRIPTION

The purpose of this fund is to provide resources for the development and enhancement of the City's parks and facilities.

BUDGET DETAIL

262 - Park & Facility Development Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Federal Revenue	\$708,785	\$0	\$0	\$0
Investment Income				
(48500) Investment Earnings	\$23,100	\$7,300	\$7,300	\$7,300
(48510) Unrealized Gain/Loss Fmv	-\$12,865	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$10,235	\$7,300	\$7,300	\$7,300
Interfund Transfers				
(49100) Transfer In - General Fd	\$0	\$0	\$1,204,585	\$0
INTERFUND TRANSFERS TOTAL	\$0	\$0	\$1,204,585	\$0
REVENUES TOTAL	\$719,020	\$7,300	\$1,211,885	\$7,300
Expenses				
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$26,488	\$500,000	\$1,211,623	\$0
INTERFUND TRANSFER OUT TOTAL	\$26,488	\$500,000	\$1,211,623	\$0
EXPENSES TOTAL	\$26,488	\$500,000	\$1,211,623	\$0
REVENUES LESS EXPENSES	\$692,532	-\$492,700	\$262	\$7,300

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270 - PEG FEES FUND

FUND DESCRIPTION

Public, Educational and Governmental (PEG) fees totaling 1% of gross revenues are remitted to the City by all video service providers with a valid state franchise. In accordance with federal law, PEG fees may be used only for capital expenditures related to the City's operations of its PEG channels. Capital expenditures include equipment, and related labor, software, training and associated warranty costs. Repairs are not considered capital expenditures.

BUDGET DETAIL

270 - PEG Fees

	2021 - 22 Actual	2022-23 Adopted Budget	2022-23 Revised Budget	2023-24 Proposed Budget
Revenues				
Other Taxes & Fees				
(41040) PEG Fees	\$95,948	\$100,000	\$100,000	\$100,000
OTHER TAXES & FEES TOTAL	\$95,948	\$100,000	\$100,000	\$100,000
Investment Income				
(48500) Investment Earnings	\$3,637	\$3,800	\$3,800	\$3,800
(48510) Unrealized Gain/Loss Fmv	-\$10,196	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	-\$6,559	\$3,800	\$3,800	\$3,800
REVENUES TOTAL	\$89,390	\$103,800	\$103,800	\$103,800
Expenses				
Capital Outlay Exp				
(56116) Equipment	\$3,170	\$100,000	\$100,000	\$100,000
CAPITAL OUTLAY EXP TOTAL	\$3,170	\$100,000	\$100,000	\$100,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$0	\$300,000	\$300,000	\$0
INTERFUND TRANSFER OUT TOTAL	\$0	\$300,000	\$300,000	\$0
EXPENSES TOTAL	\$3,170	\$400,000	\$400,000	\$100,000
REVENUES LESS EXPENSES	\$86,220	-\$296,200	-\$296,200	\$3,800

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280 - CITIZENS OPTION FOR PUBLIC SAFETY (COPS) FUND

FUND DESCRIPTION

The purpose of these funds are to enhance the City's public safety budget and to fund special public safety related projects. These funds are used to provide at-risk youth counseling with a majority of the funds being transferred to the General Fund to pay for City's contracted Law Enforcement services.

BUDGET DETAIL (REVENUES)

280 - COPS REVENUES

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
State Revenue				
(43160) State Cops Revenue	\$165,271	\$163,000	\$163,000	\$165,000
STATE REVENUE TOTAL	\$165,271	\$163,000	\$163,000	\$165,000
Investment Income				
(48500) Investment Earnings	\$11,399	\$3,200	\$3,200	\$3,200
(48510) Unrealized Gain/Loss Fmv	-\$6,348	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$5,051	\$3,200	\$3,200	\$3,200
TOTAL	\$170,322	\$166,200	\$166,200	\$168,200

BUDGET DETAIL (EXPENSES)

280 - COPS EXPENSES

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$4,600	\$5,000	\$5,000	\$5,000
PROFESSIONAL SVCS TOTAL	\$4,600	\$5,000	\$5,000	\$5,000
Capital Outlay Exp				
(56116) Equipment	\$0	\$5,000	\$5,000	\$5,000
CAPITAL OUTLAY EXP TOTAL	\$0	\$5,000	\$5,000	\$5,000
Interfund Transfer Out				

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(59100) Transfer Out - General Fund	\$150,000	\$152,500	\$152,500	\$152,500
INTERFUND TRANSFER OUT TOTAL	\$150,000	\$152,500	\$152,500	\$152,500
TOTAL	\$154,600	\$162,500	\$162,500	\$162,500

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281 - CA LAW ENFORCEMENT EQUIPMENT PROGRAM FUND

FUND DESCRIPTION

During FY 1999/2000, the City received California Law Enforcement Equipment Program (CLEEP) from the State. These funds are to be used to enhance equipment resources available to the City's local law enforcement agency.

BUDGET DETAIL

281 - CA Law Enforcement Equipment Program

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$220	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	-\$123	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$98	\$0	\$0	\$0
REVENUES TOTAL	\$98	\$0	\$0	\$0
Expenses				
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$0	\$9,000	\$9,000	\$0
INTERFUND TRANSFER OUT TOTAL	\$0	\$9,000	\$9,000	\$0
EXPENSES TOTAL	\$0	\$9,000	\$9,000	\$0
REVENUES LESS EXPENSES	\$98	-\$9,000	-\$9,000	\$0



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CAPITAL IMPROVEMENT PROGRAM (CIP)

CIP OVERVIEW

The CIP section provides project descriptions and financial information for capital improvement projects citywide. The schedules on the following pages list each project, include a project description, project funding sources, and the Adopted FY 2024-25 Budget for the project.

The FY 2024-2025 Capital Improvement Program (CIP) includes a total of \$13.95 million in new projects and includes many of the projects that were in the design phase in FY 2023/24 which will now move into the construction phase in FY 2024/25. The CIP was reviewed for consistency with the City's General Plan at the May 28, 2024 Planning Commission Meeting.

CIP projects include:

1. Arterial Street Pavement Rehab - Lemon Ave (SR60 to City Limit); Brea Cyn Cutoff (SR57 to City Limit) (Construct.)
2. Residential and Collector Street Rehab - Area 4 (Construct.)
3. CDBG Curb Ramps - Area 5 (Construct.)
4. Diamond Bar Blvd. Complete Street Project (Construct.)
5. Battery Back-Up and CCTV Replacement Program FY24/25
6. Full Capture Devices on Stormwater Catchbasin for Trash Amendment Compliance - Phase 1
7. Sycamore Canyon Park Lower Bridge Replacement Options (Design)

BUDGET DETAIL

FY 2024/25 Capital Improvement Program Expenditures

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(FP25508) CIP Sycamore Canyon Park Lower Bridge Replacement Options (Design)	\$0	\$0	\$0	\$150,000
(PW25403) CIP Full Capture Devices on Stormwater Catchbasin for Trash Amendment Compliance - Phase 1	\$0	\$0	\$0	\$380,000
(SI25101) CIP Residential and Collector Street Rehab - Area 4 (Const.)	\$0	\$0	\$0	\$2,450,000
(SI25104) CIP CDBG Area 5 ADA Curb Ramp Project (Const.)	\$0	\$0	\$0	\$164,189
(SI25105) Arterials -Lemon Ave (SR60 to City Limit); Brea Cyn Cutoff (SR57 to City Limit)	\$0	\$0	\$0	\$1,500,000
(SI25106) Diamond Bar Blvd Complete Street Project Construction	\$0	\$0	\$0	\$9,242,000
(TM25201) CIP Battery Back-Up and CCTV Replacement Program FY25	\$0	\$0	\$0	\$64,000
TOTAL	\$0	\$0	\$0	\$13,950,189

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: FP25508

DRAFT FY 2024/25 CAPITAL IMPROVEMENT PROGRAM DETAILS

Sycamore Canyon Park Lower Bridge Replacement Options (Design)

Project #: FP25508

DESCRIPTION

The project is the design work to replace the subject bridge with an alternative access way.

STATUS NEW

TIMELINE

Project Start	November 2024
Completion	June 2025

ESTIMATED COST

General Fund	\$150,000
Total Budget	\$150,000



LOCATION

Sycamore Canyon Park, located at 22930 Golden Springs Dr

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: PW25403

DRAFT FY 2024/25 CAPITAL IMPROVEMENT PROGRAM DETAILS

Full Capture Devices on Stormwater Catchbasin for Trash Amendment Compliance - Phase 1 Project #: PW25403

DESCRIPTION

Per the State Water Quality Control Board's Trash Amendment Compliance requirements, the City is required to install full-capture trash filters on the stormwater catch basins in certain areas.

STATUS NEW

TIMELINE

Start	March 2025
Completion	June 2025

ESTIMATED COST

Measure W	\$380,000
Total Budget	\$380,000



LOCATION

City-wide.

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: SI25101

DRAFT FY 2024/25 CAPITAL IMPROVEMENT PROGRAM DETAILS

Residential and Collector Street Rehab.- Area 4 (Construction)

Project #: SI25101

DESCRIPTION

The project includes the application of slurry seal over the existing pavement and AC edge grind and overlay. This type of maintenance activity is performed annually throughout the City on residential streets to extend the life of the roadways.

STATUS NEW

TIMELINE

Start	April 2025
Completion	June 2025

ESTIMATED COST

Measure M	\$950,000
Measure R	\$850,000
RMRA	\$400,000
Hauler Fees	\$250,000
Total Budget	\$2,450,000



LOCATION

Area 4 is located in south east of the City between the city limit and west of SR57 and includes the residential areas on both sides of the southern leg of SR60 in Diamond Bar.

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: SI25104

DRAFT FY 2024/25 CAPITAL IMPROVEMENT PROGRAM DETAILS

CDBG Area 5 ADA Curb Ramp Project (Construction)

Project #: SI25104

DESCRIPTION

The project includes upgrading existing curb ramps and installing new curb ramps that meet the latest Federal ADA Compliance Standards.

STATUS NEW

TIMELINE

Start	March 2025
Completion	April 2025

ESTIMATED COST

CDBG	\$ 164,189
Total Budget	\$ 164,189



LOCATION

Area 5 is located towards the north of the City between the 60 freeway, Diamond Bar Blvd, and the neighborhood north of Pantera Park.

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: SI25105

DRAFT FY 2024/25 CAPITAL IMPROVEMENT PROGRAM DETAILS

Arterial Street Rehab. - Golden Springs from Brea Canyon to Grand (Construction) Project #: SI25105

DESCRIPTION

The project includes the complete rehabilitation of Lemon Ave between SR60 and the City Limit and Brea Cyn Cutoff between SR57 and the City Limit. Based on existing pavement conditions, the treatment is anticipated to include an AC edge grind or full-width overlay and ADA curb ramp improvements.

STATUS NEW

TIMELINE

Start	April 2025
Completion	June 2025

ESTIMATED COST

RMRA	\$ 900,000
Prop C	\$ 600,000
Total Budget	\$ 1,500,000



LOCATION

-Lemon Ave (SR60 to City Limit);
-Brea Cyn Cutoff (SR57 to City Limit)

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: SI25106

DRAFT FY 2024/25 CAPITAL IMPROVEMENT PROGRAM DETAILS

Diamond Bar Blvd Complete Street (Construction)

Project #: SI25106

DESCRIPTION

Construction of Diamond Bar Blvd Complete Street Project with the Town Center Specific Plan Requirements.

STATUS NEW

TIMELINE

Start	June 2024
Completion	December 2026



ESTIMATED COST

TDA C6 Grant	\$	3,936,000
STPL	\$	1,165,000
MSP Grant	\$	2,985,000
Measure W	\$	456,000
Prop A	\$	600,000
TDA	\$	100,000
Total Budget	\$	9,242,000

LOCATION

Diamond Bar Blvd between Golden Springs Dr and Palomino

City of Diamond Bar Budget

Fiscal Year 24/25

www.diamondbarca.gov

CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: TM25201

DRAFT FY 2024/25 CAPITAL IMPROVEMENT PROGRAM DETAILS

Battery Back Up and CCTV Replacement Program FY24/25

Project #: TM25201

DESCRIPTION

The Battery Back Up and CCTV project will replaced existing aging equipment that was originally installed in 2008 to 2011.

STATUS NEW

TIMELINE

Cons. Start	November 2024
Completion	June 2025

ESTIMATED COST

Prop C Fund	\$ 64,000
Total Budget	\$ 64,000



CCTV Replacement Locations:

- Grand Avenue & Shotgun Ln.
- Pathfinder Rd. & Fern Hollow-BCY



Battery Backup Replacement Locations:

- Diamond Ba Blvd. & Grand Ave.
- Brea Canyon & Diamond Crest
- Grand Ave. & Lavender Dr.



City of Diamond Bar Budget

Fiscal Year 24/25

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401 - DEBT SERVICE FUND

FUND DESCRIPTION

This fund was established to account for governmental debt incurred by the City. The Debt Service fund will account for the payment of principal, interest and related administrative costs incurred (e.g. bank fees). The General Fund makes a transfer-in to the Debt Service Fund to provide the resources needed to meet the City's debt obligations.

The City's only outstanding debt relates to the 2002 financing needed for the acquisition and construction of the Diamond Bar Center. In May 2021, the City refunded \$7.83 million of the outstanding Lease Revenue Bonds associated with the original 2002 acquisition and construction of the Diamond Bar Center. This achieved a gross savings of \$1.736 million and present value savings of \$1.633 million (or 20.85%) which translates to approximately \$144,700 in average annual debt service savings to the General Fund for the remainder of the term (June 2033), and an effective interest rate of 1.15%. The 2021 Bonds were rated by S&P as AA+ (top rating for this type of bond) which is a testament to the City Council's prudent fiscal policies. The total debt service (principal and interest) will be \$712,600 for FY 2023-24. The current bonds mature June 1, 2033 and the outstanding amount is approximately \$5.8 million as of July 1, 2023. The City's legal debt limit as of June 30, 2022 is \$422,238,938.

BUDGET DETAIL

401 - Debt Service

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$1,869	\$50	\$50	\$0
INVESTMENT INCOME TOTAL	\$1,869	\$50	\$50	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$718,816	\$716,100	\$716,100	\$721,900
INTERFUND TRANSFERS TOTAL	\$718,816	\$716,100	\$716,100	\$721,900
REVENUES TOTAL	\$720,685	\$716,150	\$716,150	\$721,900
Expenses				
Operating Exp				
(52255) Banking Charges	\$3,000	\$3,500	\$3,500	\$3,500
OPERATING EXP TOTAL	\$3,000	\$3,500	\$3,500	\$3,500
Misc Expenditures				

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
(57000) Bond Principal	\$465,000	\$480,000	\$480,000	\$505,000
(57100) Interest Expense	\$251,200	\$232,600	\$232,600	\$213,400
MISC EXPENDITURES TOTAL	\$716,200	\$712,600	\$712,600	\$718,400
EXPENSES TOTAL	\$719,200	\$716,100	\$716,100	\$721,900
REVENUES LESS EXPENSES	\$1,485	\$50	\$50	\$0

7.1.b



City of Diamond Bar Budget

Fiscal Year 24/25

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501 - SELF INSURANCE FUND

FUND DESCRIPTION

This fund was established in accordance with Resolution #89-53. The resolution states the City will establish a self-insurance reserve fund. The purpose of the fund shall be to pay all self-assumed losses and related costs. Contributions to the fund shall be from the General Fund.

BUDGET DETAIL

501 - Self Insurance Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$14,596	\$10,000	\$10,000	\$10,000
(48510) Unrealized Gain/Loss Fmv	-\$8,129	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$6,467	\$10,000	\$10,000	\$10,000
Interfund Transfers				
(49100) Transfer In - General Fd	\$460,360	\$609,380	\$609,380	\$580,000
INTERFUND TRANSFERS TOTAL	\$460,360	\$609,380	\$609,380	\$580,000
REVENUES TOTAL	\$466,827	\$619,380	\$619,380	\$590,000
Expenses				
Misc Expenditures				
(57200) Crime Insurance	\$1,985	\$2,090	\$2,090	\$2,200
(57202) Property Insurance	\$52,991	\$64,100	\$64,100	\$78,500
(57204) Pollution Insurance	\$3,637	\$3,790	\$3,790	\$4,150
(57210) Liability Insurance	\$451,903	\$539,400	\$539,400	\$449,700
MISC EXPENDITURES TOTAL	\$510,516	\$609,380	\$609,380	\$534,550
EXPENSES TOTAL	\$510,516	\$609,380	\$609,380	\$534,550
REVENUES LESS EXPENSES	-\$43,689	\$10,000	\$10,000	\$55,450

City of Diamond Bar Budget

Fiscal Year 24/25

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502 - VEHICLE MAINTENANCE & REPLACEMENT FUND

FUND DESCRIPTION

This fund was established in FY 1999/2000 to incorporate a method for the eventual replacement of the City's vehicles and associated equipment. The vehicles and equipment will be capitalized over its useful life expectancy. Beginning with FY 2015/2016 the fleet fuel and maintenance costs will also be tracked in this fund. The necessary funds to cover the costs incurred are transferred from the General Fund.

BUDGET DETAIL

502 - Vehicle Maintenance & Equipment

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$6,858	\$2,000	\$2,000	\$6,000
(48510) Unrealized Gain/Loss Fmv	-\$3,819	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$3,038	\$2,000	\$2,000	\$6,000
Interfund Transfers				
(49100) Transfer In - General Fd	\$160,650	\$146,750	\$146,750	\$269,000
(49251) Transfer In - Ab2766	\$0	\$100,000	\$132,000	\$70,000
INTERFUND TRANSFERS TOTAL	\$160,650	\$246,750	\$278,750	\$339,000
REVENUES TOTAL	\$163,688	\$248,750	\$280,750	\$345,000
Expenses				
Operating Exp				
(52312) Vehicle Maintenance	\$31,264	\$38,750	\$49,750	\$56,500
(52330) Fuel	\$46,553	\$51,000	\$51,000	\$48,000
(53000) Depreciation Expense	\$36,276	\$0	\$0	\$0
OPERATING EXP TOTAL	\$114,093	\$89,750	\$100,750	\$104,500
Capital Outlay Exp				
(56115) Vehicles	\$0	\$135,000	\$242,457	\$185,000
CAPITAL OUTLAY EXP TOTAL	\$0	\$135,000	\$242,457	\$185,000
EXPENSES TOTAL	\$114,093	\$224,750	\$343,207	\$289,500
REVENUES LESS EXPENSES	\$49,596	\$24,000	-\$62,457	\$55,500

City of Diamond Bar Budget

Fiscal Year 24/25

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503 - EQUIPMENT MAINTENANCE & REPLACEMENT FUND

FUND DESCRIPTION

This fund has been established to assist the City in funding and anticipating various equipment replacement and/or enhancements. The equipment will be capitalized over the life expectancy and the amount will be transferred into this fund from the General Fund.

BUDGET DETAIL

503 - Equipment Maintenance & Replacement Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
State Revenue				
(43135) State Grant-Solar App	\$19,301	\$60,000	\$60,000	\$0
STATE REVENUE TOTAL	\$19,301	\$60,000	\$60,000	\$0
Investment Income				
(48500) Investment Earnings	\$30,032	\$8,000	\$8,000	\$8,000
(48510) Unrealized Gain/Loss Fmv	-\$16,725	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$13,307	\$8,000	\$8,000	\$8,000
Interfund Transfers				
(49100) Transfer In - General Fd	\$1,276,023	\$0	\$0	\$0
(49104) Transfer In - Tech Reserve	\$0	\$0	\$72,890	\$705,000
INTERFUND TRANSFERS TOTAL	\$1,276,023	\$0	\$72,890	\$705,000
REVENUES TOTAL	\$1,308,631	\$68,000	\$140,890	\$713,000
Expenses				
Operating Exp				
(52314) Computer Maintenance	\$19,497	\$0	\$0	\$0
(53000) Depreciation Expense	\$187,558	\$0	\$0	\$0
OPERATING EXP TOTAL	\$207,055	\$0	\$0	\$0
Capital Outlay Exp				
(56130) Computer Eq - Hardware Exp	\$264,758	\$727,500	\$826,168	\$1,105,000
(56135) Computer Eq - Software Exp	\$17,325	\$1,000,000	\$1,236,318	\$65,000
CAPITAL OUTLAY EXP TOTAL	\$282,083	\$1,727,500	\$2,062,486	\$1,170,000
EXPENSES TOTAL	\$489,139	\$1,727,500	\$2,062,486	\$1,170,000
REVENUES LESS EXPENSES	\$819,492	-\$1,659,500	-\$1,921,596	-\$457,000

City of Diamond Bar Budget

Fiscal Year 24/25

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504 - BUILDING FACILITY & MAINTENANCE FUND

FUND DESCRIPTION

This fund was established in FY 2012/2013 to incorporate a method to fund the eventual replacement of equipment and capital repairs at City Hall, Diamond Bar Center and other City facilities.

BUDGET DETAIL (REVENUES)

504 - Building Facility & Maintenance Revenues

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Investment Income				
(48500) Investment Earnings	\$31,593	\$10,800	\$10,800	\$10,800
(48510) Unrealized Gain/Loss Fmv	-\$17,595	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$13,998	\$10,800	\$10,800	\$10,800
Interfund Transfers				
(49100) Transfer In - General Fd	\$100,000	\$100,000	\$1,304,585	\$154,200
INTERFUND TRANSFERS TOTAL	\$100,000	\$100,000	\$1,304,585	\$154,200
TOTAL	\$113,998	\$110,800	\$1,315,385	\$165,000

BUDGET DETAIL (EXPENSES)

504 - Building Facility & Maintenance Expenses

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Operating Exp				
(53000) Depreciation Expense	\$4,592	\$0	\$0	\$0
OPERATING EXP TOTAL	\$4,592	\$0	\$0	\$0
Capital Outlay Exp				
(56100) Capital Outlay Expense	\$139,030	\$201,000	\$266,000	\$165,000
CAPITAL OUTLAY EXP TOTAL	\$139,030	\$201,000	\$266,000	\$165,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$65,000	\$0	\$74,900	\$0
INTERFUND TRANSFER OUT TOTAL	\$65,000	\$0	\$74,900	\$0
TOTAL	\$208,622	\$201,000	\$340,900	\$165,000



City of Diamond Bar Budget

Fiscal Year 24/25

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601 - OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST FUND

FUND DESCRIPTION

This fund was established in accordance with the GASB Statement 74 (previously GASB 43) for Post Employment Benefit Plans Other Than Pension Plans.

BUDGET DETAIL

601 - OPEB Trust Official

	2022 - 23 Actual	2023-24 Adopted Budget	2023-24 Revised Budget	2024-25 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$9,584	\$26,600	\$26,600	\$26,600
INVESTMENT INCOME TOTAL	\$9,584	\$26,600	\$26,600	\$26,600
Interfund Transfers				
(49105) Transfer In - Opeb Reserve	\$88,000	\$88,000	\$88,000	\$88,000
INTERFUND TRANSFERS TOTAL	\$88,000	\$88,000	\$88,000	\$88,000
REVENUES TOTAL	\$97,584	\$114,600	\$114,600	\$114,600
REVENUES LESS EXPENSES	\$97,584	\$114,600	\$114,600	\$114,600



City of Diamond Bar Budget

Fiscal Year 24/25

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GLOSSARY

Accounting System - The set of records and procedures that are used to record, classify, and report information of the financial status and operations of an entity.

Accrual - The basis of accounting by which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received.

Agency Fund - An assemblage of funds that one government agency holds on behalf of another government agency.

Appropriation - Money set aside by the City Council for a specific purpose.

Appropriation Limit - The calculated dollar amount that restricts the ability to receive and appropriate proceeds of taxes.

Balanced Budget - A balanced budget is defined as a budget in which operating revenues should cover operating expenditures, including debt service. The ending fund balance must meet minimum policy levels. For the general fund, this level has been established at 25%. Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time," non-recurring expenditures.

Baseline Budget - A baseline budget serves as the starting point for City departments' budget, and typically includes initial revenue and expenditure projections.

Beginning/Ending Fund Balance - Unencumbered resources available in a fund from the prior/current year after payment of the prior/current year expenses.

Budget - The City's financial plan for the 12 month period through June, which details spending priorities for the year and how the City will pay for them.

Budget Calendar - The schedule of key dates or milestones, which the City follows in the preparation and adoption of the budget.

Capital Improvement Program (CIP) - Funds used to account for the purchase or construction of major capital projects, which are not financed by proprietary, special assessment or trust funds.

Capital Outlays - Expenditures for the acquisition of capital assets.

Capital Project - Any improvement or acquisition of major facilities with a useful life of at least five years such as roads, bridges, buildings, or land.

Carry-over - Funding approved in the current budget but not expended during a particular fiscal year. These appropriations are carried forward into the next fiscal year for their original intended purpose.

Community Development Block Grants (CDBG) - Funds established to account for revenues from the federal government and expenditures as prescribed under the Community Development Block Grant program.

Cost Allocation - A method used to charge general fund overhead costs to other funds such as an Internal Service Fund.

Debt - An obligation resulting from the borrowing of money or for the purchase of goods and services.

Debt Service - Interest and principal payments on debt issued for major projects.

Department - An organizational unit comprised of programs or divisions.

Encumbrance - A legal obligation to pay funds, an expenditure of which has not yet occurred.

Expense - A cost incurred for operations, maintenance, interest or other charges.

Fee - A general term used for any charge levied by government for providing a service or performing an activity.

Fiscal Year (FY) - A 12-month accounting period that doesn't necessarily correspond to the calendar year. Diamond Bar's fiscal year starts on July 1 and in any given year and ends on June 30 of the following year.

Franchise Fees - Companies are granted special privileges for the continued use of public property, such as city streets. Such companies usually involve elements of monopoly and may require regulation. The Franchise Fees are the amounts required for the continued granting of these privileges. Franchises currently granted within the City are Electric, Gas, Cable TV, Bus Benches, and Waste Hauler.

Full-Time Equivalent (FTE) - A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

Fund - A self-balancing set of accounts.

Fund Balance - The amount of financial resources in a given fund that are not restricted to fund existing commitments and are therefore available for any use permitted for the fund.

Gann Limit (Proposition 4) - Under this article of the California Constitution, the City must compute an annual appropriation limit that states a ceiling on the total amount of tax revenues the City can appropriate annually.

General Fund - A general fund typically is the chief operating fund of a government.

Interfund Transfers - Payments from one fund to another fund, primarily for work or services provided.

Internal Service Fund - A fund accounting for centralized services provided to various City departments where the cost is reimbursed.

Operating Budget - The annual appropriation of funds for on-going program costs, which include salaries, benefits, maintenance, operation, and capital outlay items.

Operating Costs - Estimated expenses that can be expected to occur.

PERS or CalPERS - The California Public Employees Retirement System, which is the agency providing pension benefits to all city employees.

Restricted Fund Balance - The part of a fund that is legally limited to a specific use.

Revenue - Sources of income that finance the operations of government.

Sales and Use Tax - As a result of the Bradley-Burns Local Sales and Use tax law, 1% of the Sales & Use Tax is to be distributed to the City.

Special Revenue Funds - A fund that collects revenues that are restricted by the City, State or federal government as the method by which they may be spent.

Transient Occupancy Tax (TOT) - These revenues are received on a monthly basis from the hotels in the City. The hotels are required to pay a 10% tax based on the amount of their room rental revenues.

Unrestricted Fund Balance - The part of a fund not restricted for a specific use and available for general use.

Vehicle License Fee (VLF) - Are collected by the State of California when vehicles are registered with the California Department of Motor Vehicles and distributed to various public agencies, including the City.

City of Diamond Bar Budget

Fiscal Year 24/25

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APPROPRIATION LIMIT CALCULATION (GANN LIMIT)

Article XIII B of the California State Constitution, more commonly referred to as the Gann Initiative or Gann Limit, was approved by California voters in November 1979 and placed limits on the amount of proceeds of taxes that state and local governmental agencies can receive and spend in one year.

The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. For cities which incorporated after 1978-79, such as the City of Diamond Bar, the initial appropriations limit was set by the voters at the time of incorporation. The City of Diamond Bar's base year is 1989-90.

Each year the City Council must adopt, by resolution an appropriations limit for the following year. The factor that the City uses to compute the appropriation limit is based on the growth factor of the County population change over the prior year and the change in the California per capita income. By using this factor the City will have an appropriation limit of \$61,282,567 for FY 2024-25.

CITY OF DIAMOND BAR
ANNUAL APPROPRIATIONS LIMIT

Fiscal Year

2024-25

1989-90	Base Year	9,882,416
1990-91	Adjusted Base	10,785,669
1991-92	Adjusted Base	11,585,192
1992-93	Adjusted Base	11,762,247
1993-94	Adjusted Base	12,275,495
1994-95	Adjusted Base	13,169,824
1995-96	Adjusted Base	14,005,207
1996-97	Adjusted Base	14,729,615
1997-98	Adjusted Base	15,608,665
1998-99	Adjusted Base	16,482,389
1999-20	Adjusted Base	17,561,562
2000-01	Adjusted Base	18,772,045
2001-02	Adjusted Base	20,576,003
2002-03	Adjusted Base	22,364,058
2003-04	Adjusted Base	24,723,466
2004-05	Adjusted Base (revision)	25,886,770
2005-06	Adjusted Base (revision)	27,569,946
2006-07	Adjusted Base	28,885,277
2007-08	Adjusted Base	30,379,173
2008-09	Adjusted Base	31,954,909
2009-10	Adjusted Base	33,809,489
2010-11	Adjusted Base	33,408,743
2011-12	Adjusted Base	34,377,442
2012-13	Adjusted Base	35,809,031
2013-14	Adjusted Base	37,902,186
2014-15	Adjusted Base	38,109,968
2015-16	Adjusted Base	39,891,361
2016-17	Adjusted Base	42,563,150
2017-18	Adjusted Base	44,385,292
2018-19	Adjusted Base	46,248,905
2019-20	Adjusted Base	48,024,685
2020-21	Adjusted Base	49,761,208
2021-22	Adjusted Base	53,402,669
2022-23	Adjusted Base	57,026,785
2023-24	Adjusted Base	59,112,083
2024-25	Adjusted Base	61,282,567

City of Diamond Bar Budget

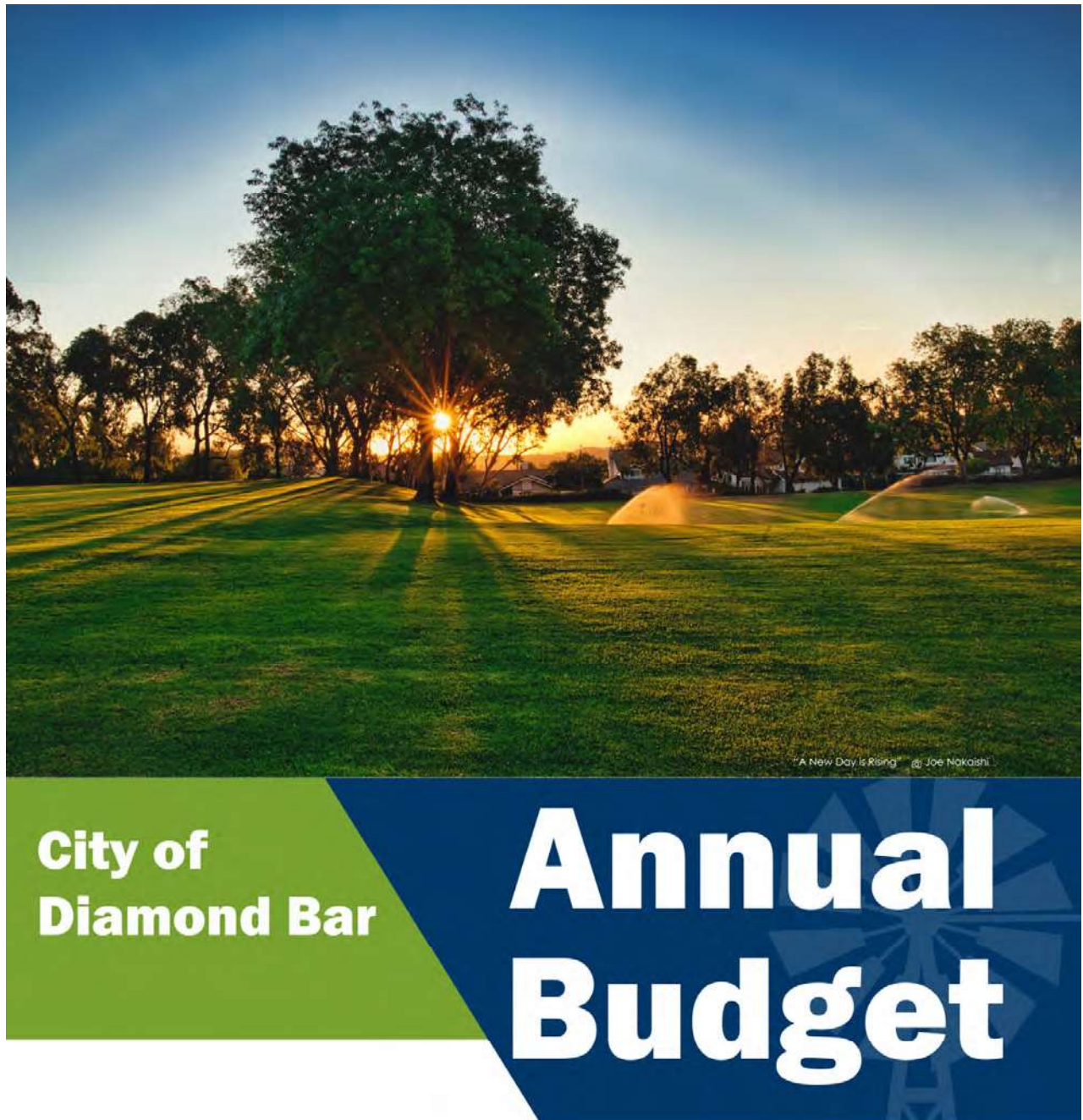
Fiscal Year 24/25

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FUND & DEPARTMENT RELATIONSHIP



Fund	FUND & DEPARTMENT RELATIONSHIP Description	Department or Divisional Unit Utilizing Fund
<u>GENERAL FUND</u>		
100	GENERAL FUND	All
<u>NON-MAJOR FUND: SPECIAL FUNDS / SPECIAL REVENUE FUNDS</u>		
101	COMMUNITY ORGANIZATION SUPPORT	City Manager's Office
102	LAW ENFORCEMENT RESERVE	City Manager's Office
103	GENERAL PLAN UPDATE	Community Development
104	TECHNOLOGY RESERVE	Finance
105	OPEB RESERVE	Finance
106	COVID 19 RECOVERY FUND	City Manager's Office, Finance
107	HOMELESSNESS RESPONSE FUND	City Manager's Office, Public Works
201	MEASURE W LOCAL RETURN FUND	Engineering Division
202	ROAD MAINT & REHAB (SB-1)	Public Works
203	MEASURE M LOCAL RETURN FUND	Public Works
204	MEASURE R LOCAL RETURN FUND	Public Works
205	GAS TAX FUND	Public Works
206	PROP A - TRANSIT TAX FUND	Public Works, Community Development, Finance, Information Systems
207	PROP C - TRANSIT TAX FUND	Public Works, Community Development, Finance, Information Systems
209	SB 821 TDA ARTICLE 3 FUND	Public Works
224	PERMANENT LOCAL HOUSING ALLOCATION	Planning Division
225	COMMUNITY DEV BLOCK GRANT	Planning Division
226	CAS(SB1186) FEE FUND	Planning Division
238	LANDSCAPE MAINT DIST #38 FUND	Public Works
239	LANDSCAPE MAINT DIST #39-2022 FUND	Public Works
241	LANDSCAPE MAINT DIST #41-2021 FUND	Public Works
245	STREET BEAUTIFICATION FUND	Public Works
246	TRAFFIC MITIGATION FUND	Public Works
247	SEWER MITIGATION FUND	Public Works
248	TRES HERMANOS CONSRVTN AUTHORITY FUND	City Manager's Office
250	INTEGRATED WASTE MGMT FUND	City Manager's Office
251	AIR QUALITY IMPROVEMENT FUND	City Manager's Office, Information Systems
252	WASTE HAULER FUND	City Manager's Office
253	USED MOTOR OIL BLOCK GRANT	City Manager's Office
254	BEVERAGE CNTNR RECYCLING GRANT	City Manager's Office
255	LOCAL ROADWAY SAFETY PLAN FUND	Public Works
256	HAZARD MITIGATION GRANT FUND	City Manager's Office
260	QUIMBY FUND	Recreation, Public Works
261	MEASURE A NEIGHBORHOOD PARKS ACT	Recreation, Public Works
262	PARK & FACILITIES DEV FUND	Recreation, Public Works
270	PEG FEES FUND	Community Relations Division, Information Systems
280	CITIZENS OPTION PUBLIC SAFETY	City Manager's Office
281	CA LAW ENFORCEMENT EQUIP PRGM	City Manager's office
<u>CAPITAL IMPROVEMENT FUND</u>		
301	CIP FUND	Public Works, Recreation
<u>DEBT SERVICE FUND</u>		
401	DEBT SERVICE FUND	Finance
<u>INTERNAL SERVICE FUNDS</u>		
501	SERLF INSURANCE FUND	Human Resources Division
502	VEHICLE MAINTENANCE & EQUIP FD	Public Works
503	EQUIP MAINT & REPLACEMENT FUND	Information Systems
504	BUILDING FACILITY & MAINT FUND	Public Works
<u>FIDUCIARY FUND</u>		
601	OPEB TRUST	Finance



■ Fiscal Year 2024 - 2025

RESOLUTION NO. 2024-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, SETTING THE PROPOSITION 4 (GANN) APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25 FOR THE CITY OF DIAMOND BAR IN ACCORDANCE WITH THE PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE GOVERNMENT CODE.

WHEREAS, Article XIII B of the Constitution of the State of California (enacted with the passage of Proposition 4 in 1979 and modified with the passage of Proposition 111 in 1990), provides that the total annual appropriations limit of such entity for the prior year be adjusted for changes in the non-residential assessed valuation or the percentage change in the California Per Capita Income and population except as otherwise specifically provided for in said Article; and

WHEREAS, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting. Prior to such meeting, documentation used in the determination of the appropriation limit shall be available to the public; and

WHEREAS, Proposition 111 as approved by the voters of the State of California, revised the method for calculating the Gann Spending Limit, it also requires a recorded voice vote of the City Council regarding which of the annual adjustment factors have been selected each year; and

WHEREAS, Section 7902 (a) and 7902.6 of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction for the fiscal year; and

WHEREAS, the City Council of the City of Diamond Bar wishes to establish the appropriation limit for fiscal year 2024-25 for the City of Diamond Bar.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Diamond Bar, California, as follows:

Section 1. That it is hereby found and determined that the documentation used in the determination of the appropriations limit for the City of Diamond Bar for fiscal year 2024-25 was available to the public in City offices of said City at least fifteen days prior to this date.

Section 2. That the County of Los Angeles LAFCO, established the original appropriation limit for the newly incorporated City.

Section 3. That the factors selected is the growth factor of the County population change over the prior year and the change in the California per capita income as the annual adjustment growth factor for use in calculating the Fiscal Year 2024-25 Appropriations Limit.

Section 4. That the Appropriation Limit for the City of Diamond Bar as established in accordance with Section 7902(a) and Section 7902.6 of the California Government Code is \$61,282,567 for Fiscal Year 2024-25.

Section 5. That the Mayor of the City of Diamond Bar shall sign and the City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 4th day of June, 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 passed, approved and adopted at a regular meeting of the City Council of the City of Diamond Bar held on the 4th day of June, 2024, by the following vote:

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

Kristina Santana
City Clerk

RESOLUTION NO. 2024-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, AMENDING CITY OF DIAMOND BAR COMPENSATION PLAN AND FRINGE BENEFITS FOR FY 2024-2025.

WHEREAS, the City Council of the City of Diamond Bar adopted and amended the City of Diamond Bar Compensation Plan (hereafter, the “Plan”) by adoption of Resolution No. 2023-19 for Fiscal Year 2023-24, Resolution No. 2023-34 effective December 30, 2023, and Resolution No. 2024-06 effective February 24, 2024;

WHEREAS, the City Council of the City of Diamond Bar has approved and adopted the annual budget for Fiscal Year 2024-2025;

WHEREAS, the City Council of the City of Diamond Bar desires to revise the Plan to include a 3.9% cost of living adjustment on June 29, 2024 for all benefitted classifications of employment including all executive positions (Department Heads, Assistant City Manager and City Manager) as reflected in the attached compensation plan as “EXHIBIT A” attached hereto;

WHEREAS, the City Council of the City of Diamond Bar desires to include an increase of \$100 to the benefit allotment for all benefitted classifications of employment including all executive positions (Department Heads, Assistant City Manager and City Manager) and City Council Members that may be used to purchase health coverage or placed into retirement plans;

WHEREAS, the City Council of the City of Diamond Bar desires to fund two new full-time non-exempt positions as part of the City’s budget: Public Works Inspector at salary grade 17NE and Recreation Coordinator at salary grade 17NE; and

WHEREAS, the City Council of the City of Diamond Bar desires to adjust two salary grades as part of the City’s Compensation Plan: Parks and Recreation Director from salary grade 51E to salary grade 55E and Administrative Intern from \$16.50 - \$18.00 to \$19.75 to \$21.25.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Diamond Bar, does hereby adopt Resolution No. 2024-20 as follows:

Section 1. The Compensation and Benefits Plan adopted by Resolution 2023-19, Resolution 2023-34, and Resolution 2024-06 are hereby replaced in their entirety with the Compensation & Benefits Plan attached hereto as Exhibit A, which shall be effective June 29, 2024.

Section 2. Two new full-time positions be funded including a Public Works Inspector and Recreation Coordinator both at salary grade 17NE.

Resolution No. 2024-20

Section 3. Two salary grade adjustments on the City's Compensation Plan for the Parks and Recreation Director from salary grade 51E to salary grade 55E and Administrative Intern from \$16.50 - \$18.00 to \$19.75 to \$21.25.

PASSED, APPROVED AND ADOPTED this 4th day of June 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 passed, approved and adopted at a regular meeting of the City Council of the City of Diamond Bar held on the 4th day of June 2024, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Kristina Santana, City Clerk

Attachment: "Exhibit A" Compensation and Benefits Plan effective June 29, 2024

Schedule A

CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2024 - 2025

PART-TIME/HOURLY NON-EXEMPT/NON-BENEFITED POSITIONS

<u>CLASSIFICATION</u>	<u>A</u>	<u>B</u>	<u>C</u>
Recreation Leader	\$16.00	\$16.75	\$17.50
Administrative Intern	\$16.50	\$17.25	\$18.00
Facility Attendant			
Maintenance Worker			
Senior Recreation Leader	\$18.00	\$18.75	\$19.50
Recreation Specialist	\$19.75	\$20.50	\$21.25
Administrative Intern			

Schedule B

**CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2024 - 2025**

PART-TIME/HOURLY NON-EXEMPT/BENEFITED POSITIONS

<u>GRADE</u>	<u>CLASSIFICATION</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
H8	Asst. Pre-School Teacher	\$17.13	\$17.98	\$18.88	\$19.83	\$20.82	\$21.86	\$22.95
H10	Pre-School Teacher	\$18.88	\$19.82	\$20.81	\$21.85	\$22.95	\$24.09	\$25.30

Schedule C

CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2024 - 2025
FULL-TIME NON-EXEMPT BENEFITED POSITIONS

<u>GRADE</u>	<u>CLASSIFICATION</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
6NE	Maintenance Worker	\$22.87	\$24.01	\$25.21	\$26.47	\$27.80	\$29.19	\$30.65
		\$1,829.44	\$1,920.91	\$2,016.95	\$2,117.80	\$2,223.69	\$2,334.88	\$2,451.62
		\$3,963.78	\$4,161.97	\$4,370.07	\$4,588.57	\$4,818.00	\$5,058.90	\$5,311.84
		\$47,565.34	\$49,943.60	\$52,440.78	\$55,062.82	\$57,815.96	\$60,706.76	\$63,742.10
7NE	Recreation Specialist Senior Office Specialist	\$23.44	\$24.61	\$25.84	\$27.13	\$28.49	\$29.92	\$31.41
		\$1,875.17	\$1,968.93	\$2,067.38	\$2,170.74	\$2,279.28	\$2,393.25	\$2,512.91
		\$4,062.87	\$4,266.01	\$4,479.31	\$4,703.28	\$4,938.44	\$5,185.37	\$5,444.64
		\$48,754.45	\$51,192.17	\$53,751.78	\$56,439.37	\$59,261.34	\$62,224.40	\$65,335.62
10NE	Senior Maintenance Worker	\$25.24	\$26.50	\$27.83	\$29.22	\$30.68	\$32.22	\$33.83
		\$2,019.35	\$2,120.32	\$2,226.34	\$2,337.66	\$2,454.54	\$2,577.27	\$2,706.13
		\$4,375.27	\$4,594.03	\$4,823.73	\$5,064.92	\$5,318.17	\$5,584.07	\$5,863.28
		\$52,503.23	\$55,128.39	\$57,884.81	\$60,779.05	\$63,818.00	\$67,008.90	\$70,359.34
14NE	Administrative Assistant Permit Technician	\$27.86	\$29.26	\$30.72	\$32.25	\$33.87	\$35.56	\$37.34
		\$2,228.99	\$2,340.44	\$2,457.46	\$2,580.33	\$2,709.35	\$2,844.82	\$2,987.06
		\$4,829.48	\$5,070.95	\$5,324.50	\$5,590.73	\$5,870.26	\$6,163.78	\$6,471.96
		\$57,953.75	\$60,851.44	\$63,894.01	\$67,088.71	\$70,443.14	\$73,965.30	\$77,663.57
17NE	Accounting, HR, Network/Systems, Planning, Engineering Technician Recreation Coordinator Senior Administrative Assistant Public Works Inspector	\$30.00	\$31.50	\$33.08	\$34.73	\$36.47	\$38.29	\$40.21
		\$2,400.38	\$2,520.40	\$2,646.42	\$2,778.74	\$2,917.68	\$3,063.56	\$3,216.74
		\$5,200.82	\$5,460.86	\$5,733.90	\$6,020.60	\$6,321.63	\$6,637.71	\$6,969.60
		\$62,409.84	\$65,530.33	\$68,806.85	\$72,247.19	\$75,859.55	\$79,652.53	\$83,635.16
18NE	Neighborhood Improvement Officer Media Specialist	\$30.75	\$32.29	\$33.91	\$35.60	\$37.38	\$39.25	\$41.21
		\$2,460.39	\$2,583.41	\$2,712.58	\$2,848.21	\$2,990.62	\$3,140.15	\$3,297.15
		\$5,330.84	\$5,597.38	\$5,877.25	\$6,171.11	\$6,479.67	\$6,803.65	\$7,143.83
		\$63,970.07	\$67,168.57	\$70,527.00	\$74,053.35	\$77,756.02	\$81,643.82	\$85,726.01
19NE	Facilities & Asset Maintenance Tech.	\$31.52	\$33.10	\$34.75	\$36.49	\$38.32	\$40.23	\$42.24
		\$2,521.90	\$2,647.99	\$2,780.39	\$2,919.41	\$3,065.38	\$3,218.65	\$3,379.58
		\$5,464.11	\$5,737.32	\$6,024.18	\$6,325.39	\$6,641.66	\$6,973.74	\$7,322.43
		\$65,569.32	\$68,847.79	\$72,290.18	\$75,904.69	\$79,699.92	\$83,684.92	\$87,869.17
21NE	Administrative Coordinator Executive Assistant Accountant Permit Services Coordinator Senior Accounting Technician	\$33.12	\$34.78	\$36.51	\$38.34	\$40.26	\$42.27	\$44.38
		\$2,649.57	\$2,782.05	\$2,921.15	\$3,067.21	\$3,220.57	\$3,381.59	\$3,550.67
		\$5,740.73	\$6,027.77	\$6,329.15	\$6,645.61	\$6,977.89	\$7,326.79	\$7,693.13
		\$68,888.76	\$72,333.20	\$75,949.86	\$79,747.35	\$83,734.72	\$87,921.46	\$92,317.53
23NE	Assistant Engineer Assistant Planner Sr. Neighborhood Improvement Officer Sr. Public Works Inspector	\$34.80	\$36.54	\$38.36	\$40.28	\$42.30	\$44.41	\$46.63
		\$2,783.70	\$2,922.89	\$3,069.03	\$3,222.48	\$3,383.61	\$3,552.79	\$3,730.43
		\$6,031.36	\$6,332.92	\$6,649.57	\$6,982.05	\$7,331.15	\$7,697.71	\$8,082.59
		\$72,376.28	\$75,995.09	\$79,794.85	\$83,784.59	\$87,973.82	\$92,372.51	\$96,991.14

Effective June 29, 2024

Approved by City Council on June 4, 2024

Schedule D

**CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2024 - 2025
FULL-TIME EXEMPT BENEFITED POSITIONS**

<u>GRADE</u>	<u>CLASSIFICATION</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
24E	Management Analyst	\$35.67	\$37.45	\$39.32	\$41.29	\$43.35	\$45.52	\$47.80
		\$2,853.24	\$2,995.90	\$3,145.70	\$3,302.98	\$3,468.13	\$3,641.54	\$3,823.62
		\$6,182.02	\$6,491.12	\$6,815.68	\$7,156.46	\$7,514.29	\$7,890.00	\$8,284.50
		\$74,184.25	\$77,893.46	\$81,788.14	\$85,877.54	\$90,171.42	\$94,679.99	\$99,413.99
28E	Recreation Supervisor Senior Accountant	\$39.37	\$41.34	\$43.40	\$45.57	\$47.85	\$50.25	\$52.76
		\$3,149.50	\$3,306.98	\$3,472.33	\$3,645.95	\$3,828.24	\$4,019.66	\$4,220.64
		\$6,823.93	\$7,165.12	\$7,523.38	\$7,899.55	\$8,294.53	\$8,709.25	\$9,144.72
		\$81,887.13	\$85,981.48	\$90,280.56	\$94,794.59	\$99,534.32	\$104,511.03	\$109,736.58
29E	Information Systems Analyst	\$40.35	\$42.37	\$44.49	\$46.71	\$49.05	\$51.50	\$54.08
		\$3,228.24	\$3,389.65	\$3,559.14	\$3,737.09	\$3,923.95	\$4,120.14	\$4,326.15
		\$6,994.52	\$7,344.25	\$7,711.46	\$8,097.03	\$8,501.89	\$8,926.98	\$9,373.33
		\$83,934.28	\$88,130.99	\$92,537.54	\$97,164.42	\$102,022.64	\$107,123.77	\$112,479.96
30E	Associate Planner Senior Management Analyst Community Relations Coordinator	\$41.36	\$43.43	\$45.60	\$47.88	\$50.28	\$52.79	\$55.43
		\$3,308.95	\$3,474.39	\$3,648.11	\$3,830.52	\$4,022.05	\$4,223.15	\$4,434.31
		\$7,169.39	\$7,527.85	\$7,904.25	\$8,299.46	\$8,714.43	\$9,150.15	\$9,607.66
		\$86,032.63	\$90,334.26	\$94,850.97	\$99,593.52	\$104,573.20	\$109,801.86	\$115,291.95
32E	Facilities Maintenance Supervisor Finance Supervisor	\$43.46	\$45.63	\$47.91	\$50.31	\$52.82	\$55.46	\$58.23
		\$3,476.46	\$3,650.29	\$3,832.80	\$4,024.44	\$4,225.66	\$4,436.95	\$4,658.79
		\$7,532.34	\$7,908.95	\$8,304.40	\$8,719.62	\$9,155.60	\$9,613.38	\$10,094.05
		\$90,388.03	\$94,907.43	\$99,652.80	\$104,635.44	\$109,867.21	\$115,360.58	\$121,128.60
34E	Associate Engineer	\$45.66	\$47.94	\$50.34	\$52.85	\$55.49	\$58.27	\$61.18
		\$3,652.46	\$3,835.08	\$4,026.84	\$4,228.18	\$4,439.59	\$4,661.57	\$4,894.64
		\$7,913.66	\$8,309.34	\$8,724.81	\$9,161.05	\$9,619.11	\$10,100.06	\$10,605.06
		\$94,963.94	\$99,712.14	\$104,697.74	\$109,932.63	\$115,429.26	\$121,200.73	\$127,260.76
36E	Parks, Street Maintenance Supt. Recreation Superintendent Senior Planner Principal Management Analyst Sr. Community Relations Coord.	\$47.97	\$50.37	\$52.88	\$55.53	\$58.30	\$61.22	\$64.28
		\$3,837.37	\$4,029.23	\$4,230.69	\$4,442.23	\$4,664.34	\$4,897.56	\$5,142.44
		\$8,314.29	\$8,730.01	\$9,166.51	\$9,624.83	\$10,106.07	\$10,611.38	\$11,141.95
		\$99,771.49	\$104,760.07	\$109,998.07	\$115,497.97	\$121,272.87	\$127,336.52	\$133,703.34
37E	Network/Systems Administrator	\$49.17	\$51.62	\$54.21	\$56.92	\$59.76	\$62.75	\$65.89
		\$3,933.30	\$4,129.96	\$4,336.46	\$4,553.28	\$4,780.95	\$5,020.00	\$5,271.00
		\$8,522.15	\$8,948.25	\$9,395.67	\$9,865.45	\$10,358.72	\$10,876.66	\$11,420.49
		\$102,265.77	\$107,379.05	\$112,748.01	\$118,385.41	\$124,304.68	\$130,519.91	\$137,045.91
40E	Senior Civil Engineer	\$52.95	\$55.59	\$58.37	\$61.29	\$64.36	\$67.57	\$70.95
		\$4,235.73	\$4,447.52	\$4,669.90	\$4,903.39	\$5,148.56	\$5,405.99	\$5,676.29
		\$9,177.42	\$9,636.29	\$10,118.11	\$10,624.01	\$11,155.21	\$11,712.97	\$12,298.62
		\$110,129.06	\$115,635.51	\$121,417.28	\$127,488.15	\$133,862.55	\$140,555.68	\$147,583.47
41E	Assistant to the City Manager	\$54.27	\$56.98	\$59.83	\$62.82	\$65.97	\$69.26	\$72.73
		\$4,341.63	\$4,558.71	\$4,786.64	\$5,025.97	\$5,277.27	\$5,541.14	\$5,818.19
		\$9,406.86	\$9,877.20	\$10,371.06	\$10,889.61	\$11,434.09	\$12,005.80	\$12,606.09
		\$112,882.28	\$118,526.39	\$124,452.71	\$130,675.35	\$137,209.11	\$144,069.57	\$151,273.05

Schedule E

CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2024 - 2025
FULL-TIME EXEMPT MANAGEMENT POSITIONS

<u>GRADE</u>	<u>CLASSIFICATION</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
40E	Community Relations Mgr.	\$52.95	\$55.59	\$58.37	\$61.29	\$64.36	\$67.57	\$70.95
	Recreation Svcs. Manager	\$4,235.73	\$4,447.52	\$4,669.90	\$4,903.39	\$5,148.56	\$5,405.99	\$5,676.29
	Planning Manager	\$9,177.42	\$9,636.29	\$10,118.11	\$10,624.01	\$11,155.21	\$11,712.97	\$12,298.62
		\$110,129.06	\$115,635.51	\$121,417.28	\$127,488.15	\$133,862.55	\$140,555.68	\$147,583.47
41E	City Clerk	\$54.27	\$56.98	\$59.83	\$62.82	\$65.97	\$69.26	\$72.73
		\$4,341.63	\$4,558.71	\$4,786.64	\$5,025.97	\$5,277.27	\$5,541.14	\$5,818.19
		\$9,406.86	\$9,877.20	\$10,371.06	\$10,889.61	\$11,434.09	\$12,005.80	\$12,606.09
		\$112,882.28	\$118,526.39	\$124,452.71	\$130,675.35	\$137,209.11	\$144,069.57	\$151,273.05
44E	Human Res. & Risk Manager	\$58.44	\$61.37	\$64.43	\$67.66	\$71.04	\$74.59	\$78.32
		\$4,675.46	\$4,909.23	\$5,154.69	\$5,412.42	\$5,683.05	\$5,967.20	\$6,265.56
		\$10,130.16	\$10,636.66	\$11,168.50	\$11,726.92	\$12,313.27	\$12,928.93	\$13,575.38
		\$121,561.86	\$127,639.95	\$134,021.95	\$140,723.05	\$147,759.20	\$155,147.16	\$162,904.52
46E	Public Works Manager/ Assistant City Engineer	\$61.37	\$64.43	\$67.66	\$71.04	\$74.59	\$78.32	\$82.24
		\$4,909.23	\$5,154.69	\$5,412.42	\$5,683.05	\$5,967.20	\$6,265.56	\$6,578.84
		\$10,636.66	\$11,168.50	\$11,726.92	\$12,313.27	\$12,928.93	\$13,575.38	\$14,254.14
		\$127,639.95	\$134,021.95	\$140,723.04	\$147,759.20	\$155,147.16	\$162,904.51	\$171,049.74

Schedule F

**CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2024 - 2025**

FULL-TIME EXEMPT EXECUTIVE MANAGEMENT POSITIONS

<u>GRADE</u>	<u>CLASSIFICATION</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
51E	Parks & Rec Director	\$66.82	\$70.16	\$73.67	\$77.35	\$81.22	\$85.28	\$89.55
		\$5,345.69	\$5,612.98	\$5,893.63	\$6,188.31	\$6,497.72	\$6,822.61	\$7,163.74
		\$11,582.33	\$12,161.45	\$12,769.52	\$13,408.00	\$14,078.40	\$14,782.32	\$15,521.44
		\$138,988.02	\$145,937.42	\$153,234.29	\$160,896.01	\$168,940.81	\$177,387.85	\$186,257.24
52E	Deputy City Manager	\$71.21	\$74.77	\$78.51	\$82.43	\$86.55	\$90.88	\$95.42
		\$5,696.59	\$5,981.42	\$6,280.49	\$6,594.52	\$6,924.24	\$7,270.45	\$7,633.98
		\$12,342.61	\$12,959.74	\$13,607.73	\$14,288.12	\$15,002.52	\$15,752.65	\$16,540.28
		\$148,111.35	\$155,516.91	\$163,292.76	\$171,457.40	\$180,030.27	\$189,031.78	\$198,483.37
55E	Community Dev. Director	\$76.68	\$80.52	\$84.54	\$88.77	\$93.21	\$97.87	\$102.76
	Finance Director	\$6,134.60	\$6,441.33	\$6,763.40	\$7,101.57	\$7,456.65	\$7,829.48	\$8,220.96
	Info. Systems Director	\$13,291.64	\$13,956.22	\$14,654.04	\$15,386.74	\$16,156.07	\$16,963.88	\$17,812.07
	Parks and Rec Director	\$159,499.71	\$167,474.70	\$175,848.43	\$184,640.85	\$193,872.90	\$203,566.54	\$213,744.87
58E	City Engineer/PW Director	\$82.58	\$86.71	\$91.04	\$95.60	\$100.37	\$105.39	\$110.66
		\$6,606.30	\$6,936.61	\$7,283.44	\$7,647.61	\$8,030.00	\$8,431.50	\$8,853.07
		\$14,313.64	\$15,029.33	\$15,780.79	\$16,569.83	\$17,398.32	\$18,268.24	\$19,181.65
		\$171,763.73	\$180,351.91	\$189,369.51	\$198,837.98	\$208,779.88	\$219,218.88	\$230,179.82
59E	Assistant City Manager	\$84.64	\$88.88	\$93.32	\$97.99	\$102.88	\$108.03	\$113.43
		\$6,771.46	\$7,110.03	\$7,465.53	\$7,838.81	\$8,230.75	\$8,642.28	\$9,074.40
		\$14,671.49	\$15,405.06	\$16,175.31	\$16,984.08	\$17,833.28	\$18,724.95	\$19,661.20
		\$176,057.84	\$184,860.73	\$194,103.77	\$203,808.96	\$213,999.40	\$224,699.37	\$235,934.34
N/A	City Manager	\$130.44						
		\$10,435.56						
		\$22,610.37						
		\$271,324.49						

**CITY OF DIAMOND BAR
FY 2024-2025 BENEFITS**

Benefits	Paid By	Eligibility	Details
Benefit Allotment	City Paid	Designated Officials, Regular Full-Time and Regular Part-Time employees upon hire.	A monthly allotment of \$1,720 (pro-rated for regular part-time employees) which can be applied to selected benefit options. a) Members of the City Council, Executive Management and employees defined as full-time exempt receive \$1,750 per month. b) Premiums for selected benefits options are paid from the monthly benefit allotment. The total of all premiums for selected benefits that exceed the monthly health benefit allotment are paid at the employees' expense as a bi-weekly pre-taxed payroll deduction. c) Employees who are not encumbering their entire benefit allotment will have those funds applied to a Section 457 deferred compensation plan offered through MissionSquare.
Health	Benefit Allotment	Designated officials, Regular Full-Time and Regular Part-Time employees upon hire or during the annual open enrollment period.	Health coverage offered through the California Public Employees' Retirement System (CalPERS). Employees may select from available HMO and PPO plan options. Premiums vary depending on the health plan selected. If health coverage is selected, the premium is deducted from the monthly benefit allotment.
Dental	City Paid*/Benefit Allotment	Designated Officials, Regular Full-Time and Regular Part-Time employees upon hire or during the annual open enrollment period.	Two dental plans are available (Delta Care Prepaid or Delta Dental DPO) to Designated Officials, Regular Full-Time and Regular Part-Time employees and their eligible dependents. *The City pays for employee coverage. If dependent coverage is selected, the additional premium is deducted from the monthly benefit allotment. Delta Care Delta Care is a pre-paid dental plan, which offers affordable HMO coverage. This option provides orthodontics coverage. Delta Dental Delta Dental is Delta's Preferred Option (DPO) plan, which allows visits to any dentist of choice. The program provides the maximum benefit when using a DPO dentist. DPO dentists are Delta dentists who have agreed to charge DPO patients reduced fees.
Vision	City Paid*/Benefit Allotment	Designated Officials, Regular Full-Time and Regular Part-Time employees upon hire or during the annual open enrollment period.	*The City pays for employee coverage. If dependent coverage is selected, the premium is deducted from the monthly benefit allotment. Vision Services Plan (VSP) network provides exams, prescription glasses, contact lenses, and a second pair of glasses each year. Co-pays apply.
Life/ ADD Insurance	City Paid	Designated Officials, Regular Full-Time and Regular Part-Time employees upon hire.	Life Insurance and Accidental Death & Dismemberment (ADD) Insurance provided to all Designated Officials (\$50,000 benefit); Executive Management (\$200,000); Exempt Mgt. (\$150,000); and Regular Full-Time and Regular Part-Time employees (\$75,000 benefit).

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Supplemental Life Insurance	Employee Paid through the Benefit Allotment	Designated Officials, Regular Full-Time and Regular Part-Time employees upon hire. This is an optional benefit.	If Supplemental Life Insurance is selected, the premium is deducted from the monthly benefit allotment. Supplemental insurance is purchased in increments of \$10,000 up to \$300,000. A spouse is eligible up to half the amount selected by the employee in increments of \$10,000. The cost for each \$10,000 of coverage is based on age.
State Disability Insurance (SDI)	Employee Paid through mandatory payroll deduction	Regular Full-Time, Regular Part-Time, Part-Time/seasonal, and intermittent employees upon hire.	This benefit provides affordable, worker-funded benefits to eligible workers suffering a full or partial loss of wages due to disabilities which are not work related for up to 12 months. Disability also includes elective surgery and disabilities related to pregnancy or childbirth.
Short-term & Long-term Disability (STD/LTD)	City Paid	Regular Full-Time and Regular Part-Time employees upon hire.	This benefit provides income replacement in the event of a covered disability at 60% of salary up to a maximum of \$1500 per week.
Retirement	City/ Employee	Designated Officials, Regular Full-Time and Regular Part-Time employees upon hire.	A comprehensive retirement through the Public Employees' Retirement System (CalPERS). Regular Full-Time and Regular Part-Time employees of the City are automatically enrolled as a member of CalPERS and thus <u>DO NOT</u> participate in Social Security. To become vested in CalPERS an employee must be a member for a minimum of five (5) years. Current employees and employees hired after January 1, 2013 who are existing CalPERS members or a member of an agency with reciprocity with the City of Diamond Bar will be enrolled in the 2% @ 55 retirement benefit formula. Employees hired after January 1, 2013 who have never been a CalPERS member, or is a member of a retirement system (CalPERS) reciprocal but has a break in service longer than six months will be enrolled in the 2% @ 62 retirement benefit formula. Employees in this formula will contribute half of the normal benefit cost for this retirement benefit.
Retirement Benefit for Designated Officials Ineligible for CalPERS	City Paid (Contribution into City sponsored 457 Deferred Comp. Plan in amount equal to current CalPERS Emp. rate.)	Designated Officials that are retired from CalPERS at time of election into office OR retire from CalPERS during term in office.	City contribution to the Designated Official's City sponsored 457 Deferred Compensation plan (MissionSquare). The monthly contribution will be equal to the City's current CalPERS rate of contribution for Employee only. (Such Designated Officials would not be eligible for CalPERS retirement benefits as CalPERS law prohibits re-enrollment after retirement.)
Retirement-Deferred Compensation	Employee mandatory payroll deduction.	Part-Time/Seasonal and Intermittent employees upon hire.	A minimum employee contribution rate of 7.5% pre-tax of wages to a City sponsored 457 Deferred Compensation plan (MissionSquare).
1959 Survivor Benefit	City/ Employee, through Benefit Allotment	Designated Officials, Regular Full-Time and Regular Part-Time employees upon hire.	This benefit, provided through CalPERS Retirement, is paid along with other death benefits, whether or not the employee was eligible to retire at the time of their death. The monthly benefit amount formula depends on the number of eligible survivors.

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Employee Assistance Program (EAP)	City Paid	Designated Officials, Regular Full-Time and Regular Part-Time employees upon hire.	Face-to-face assessment, treatment, and follow-up to help resolve a broad range of personal, work, and family problems. Employees and eligible family members can receive up to 3-sessions per incident with professional counselors for early intervention and treatment.
Section 125 Cafeteria Plans/ Reimbursement Accounts	Employee Paid	Designated Officials, Regular Full-Time and Regular Part-Time employees upon hire. This is an optional benefit.	At the beginning of the plan year, each participating employee selects an amount up to the maximum set by the City for each plan. The amount selected is calculated into a bi-weekly, pre-taxed payroll deduction. Healthcare Flexible Spending Account- Also known as a Healthcare Reimbursement Account, the employee may designate pre-tax dollars, up to a maximum of \$2,500 per calendar year for out-of-pocket healthcare expenses not covered by their medical, dental, or vision insurance plans. Dependent Care Flexible Spending Account- Also known as a Day Care or Childcare Reimbursement Account, the designated pre-tax dollars, up to a maximum of \$5,000 per household- per calendar year, must be related to expenses which are for dependent care that enables the employee to remain gainfully employed.
COBRA	Employee Paid	Designated Officials, Regular Full-Time and Regular Part-Time employees, enrolled in qualifying health, dental, vision, and EAP plans.	The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides for the continuation of health care coverage to certain employees who terminated employment and beneficiaries of employees who die, become disabled or are divorced. Employees become eligible for continued coverage upon termination of service, whether voluntary or not (other than termination for gross misconduct), retirement or reduction in hours worked. For these employees and their dependents, continued coverage is available for the time period set forth by law, at their expense.
Medicare	City/ Employee, through mandatory payroll deduction	Designated Officials, Regular Full-Time and all Part-Time employees upon hire.	Pursuant to Revenue Billing 86-68 of the Internal Revenue Code, all employees hired after March 31, 1987 has 1.45 percent of their base salary deducted from their paycheck to be paid to Medicare. The City matches the 1.45 percent as mandated by law.
Deferred Compensation	Employee Paid	Designated Officials, Regular Full-Time, Regular Part-Time and Temporary Part-Time employees upon hire.	A Section 457 deferred compensation plan is made available through MissionSquare. Employees not encumbering their entire health benefit allotment will have those excess funds deferred into this plan. Employees may also elect to have additional contributions at their expense as a pre-taxed payroll deduction. Total deferral contributions are not to exceed limits under Section 457 of the Internal Revenue

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			Code. Temporary Part-Time employees are required to contribute 7.5% of their pre-tax salary to a deferred compensation account in lieu of participating in Social Security.
Automobile Allowance	City Paid	Designated Officials, Executive Mgt. and Exempt Mgt. upon hire.	A monthly car allowance of \$120 for Exempt Management, \$250 for Executive Management and \$300 for City Council Members in lieu of mileage reimbursement.
Tuition Reimbursement	City Paid	Regular Full-Time and Regular Part-Time employees upon hire.	Full-time and regular part-time (on a pro-rated basis) employees are eligible to receive reimbursement in the amount of \$1500 per fiscal year, for college-level or university-level educational courses.
Personal Computer Loan Program	Employee Paid	Regular Full-Time and Regular Part-Time employees upon hire.	Interest-free loans between \$250 and \$2,500 for the purpose of financing a personal computer, a printer, and/or City-compatible software are available to eligible employees so they can learn and gain experience by working with a personal computer away from the office and outside of regular business hours. An employee may purchase a more expensive system, but he/she must pay the balance over \$2,500. The loan covers 90% of the total price of the equipment/software being purchased. The employee pays the remaining 10% of the purchase price at the time of purchase. Loans are made on a first-come, first-served basis based on available funds. Once the money for the employee loans has been obligated, the fund will be replenished through payroll deductions from outstanding loans. New loans will then be made as funds become available. Loans will be for a maximum term of 24 months and will be repaid through payroll deductions on a biweekly basis.
Technology Stipend	City Paid	Executive Mgt., Exempt Mgt., and full-time staff based on emergency response responsibilities.	Executive and Exempt Management are eligible to receive a monthly stipend of \$100 as a reimbursement for the purchase and maintenance of personal cell phones, tablets, laptops, printers, and/or phone/internet service in order to conduct City business and to respond in emergency situations. Designated key full-time staff that are required to respond in emergency situations will be eligible for a \$50 stipend on a monthly basis.

RESOLUTION NO. 2024-21**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, ADOPTING THE STATEMENT OF INVESTMENT.**

WHEREAS, it is the City's policy to annually adopt the City Investment Policy; and

WHEREAS, the Investment Policy is intended to provide guidelines for the prudent investment of the City's temporarily idle cash and to outline the policies for maximizing the efficiency of the City's cash management system.

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

Section 1. That the City Council of the City of Diamond Bar adopts the attached Statement of Investment Policy (Exhibit A).

PASSED, APPROVED AND ADOPTED this 4th day of June, 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 passed, approved and adopted at a regular meeting of the City Council of the City of Diamond Bar held on the 4th day of June, 2024, by the following vote:

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

Kristina Santana, City Clerk

Attachment: Exhibit "A" – Investment Policy Effective July 1, 2024.



Investment Policy

1. Policy

- 1.1 This Statement is intended to provide guidelines for the prudent investment of the City of Diamond Bar's ("City") temporarily idle cash and to outline the policies for maximizing the efficiency of the City's cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled funds in accordance with the applicable local, state and federal laws.

It is the policy of the City Council to review, update and adopt the City's Investment Policy on an annual basis.

2. Scope

- 2.1 This investment policy applies to all financial assets of the City of Diamond Bar.

The Policy applies to the following funds and is accounted for in the City's annual audited financial statements.

- a. General Fund
- b. Special Revenue Funds
- c. Debt Service Funds
- d. Capital Improvement Fund
- e. Internal Service Funds

3. Standards of Prudence

- 3.1 The City Treasurer (or Finance Director) authorized to make investment decisions on behalf of the City of Diamond Bar investing public funds

pursuant to this policy are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, the City Treasurer or Finance Director is authorized to acquire investments as authorized by law.

4. Investment Objectives

- 4.1 The investment of funds of the City of Diamond Bar is directed to the goals of safety, liquidity and yield. The authority governing investments for municipal governments is set forth in the Government Code, Sections 53600, et. seq.

4.1.1. Safety. Safety of principal is the foremost objective of the investment program. Investments of the City of Diamond Bar shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City of Diamond Bar will diversify its investments by investing funds among a variety of securities with independent returns. The City will operate only in those investments that are considered very safe.

4.1.2. Liquidity. The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature at the same time as cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio will consist largely of securities with active secondary or resale markets or local government investment pools which offer same-day liquidity for short-term funds.

4.1.3. Yield. The investment portfolio shall be designed with the objective of achieving a competitive market rate of return or yield, while taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance

compared to safety and liquidity. The core investments shall be limited to low risk securities to be held to maturity with the following exceptions:

- a. A security with declining credit may be sold early to minimize loss of principal.
- b. A security swap would improve the quality, yield or target duration of the portfolio.
- c. The liquidity needs of the portfolio require security to be sold.

5. Delegation of Authority

- 5.1 Authority to manage the City of Diamond Bar's investment program is derived from Section 2.16.210 of the City of Diamond Bar's Municipal Code which designates the City Manager to perform all duties associated with the legal function of the treasurer position. Management responsibility is hereby delegated to the City Treasurer who shall be responsible for all transactions undertaken and for establishing a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the Treasurer.

6. Ethics and Conflicts of Interest

- 6.1 Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials are required to file annual disclosure statements as required for "public officials who manage public investments" (as defined and required by the Political Reform Act and related regulations, being Government Code Sections 81000 and the Fair Political Practices Commission [FPPC]).

7. Authorized Financial Dealers and Institutions

- 7.1 The Treasurer (or Finance Director) will maintain a list of approved financial institutions authorized to provide investment services to the public agency in the State of California. A determination should be made to insure that all approved broker/dealer firms and individuals covering the City of Diamond Bar are reputable and trustworthy. In addition, the broker/dealer firms should have the ability to meet all of their financial obligations in dealing with the City of Diamond Bar. The

firms and individuals covering the City of Diamond Bar should be knowledgeable and experienced in Public Agency investing and the investment products involved. No public deposit shall be made except in a qualified public depository as established by State law. All financial institutions and broker/dealers who desire to conduct investment transactions with the City of Diamond Bar must supply the City Treasurer or the Finance Director with the following: audited financial statements, proof of NASD certification, trading resolution, proof of State of California registration, completed broker/dealer questionnaire, certification of having read the City of Diamond Bar's investment policy and depository contracts.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer or the Finance Director. A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the City of Diamond Bar invests.

8. Authorized and Suitable Investments

- 8.1. The City's investments are governed by the California Government Code (CGC). Specific types of investments are defined in CGC 53635. Also, CGC 53635.2 permits the use of CGC 53601 investment instruments, therefore, both CGC 53601 et seq. and CGC 53635 et seq. are the governing sections pertaining to legal investments. Investments will only be made in authorized securities with a maturity date of five (5) years or less from the transaction settlement date.

For the purpose of these investments, the compliance with the investment percentage(s), in regards to the total investment portfolio, shall be calculated on the date the investment is acquired. If the percentage is legally compliant on the date of purchase, then compliance with the law shall have been met.

Investment	California Legal Requirements City of Diamond Bar Requirements
Government Obligations: U.S. Treasury and Agency Obligations (U.S. Treasury obligations are bills, notes and bonds issued by and direct obligations of the U.S. Government. Agency obligations are notes and	Authorized by CGC 53601 (b), (f) 1. No limit on amount in the portfolio

bonds of Federal agencies and government sponsored enterprises, although not direct obligations of the Treasury, they involve federal sponsorship or guarantees)	
Bankers Acceptances (A draft or bill of exchange accepted by a bank or trust company and brokered to investors in a secondary market. Its purpose is to facilitate trade and provide liquidity to the import-export markets).	Authorized by CGC 53601 (g) 1. Not to exceed 180 days 2. Not to exceed 40% of portfolio 3. Not to exceed 30% of portfolio if done with one bank.
Commercial Paper (Short term, unsecured, promissory notes issued by firms in the open market. These notes are generally backed by a bank credit facility, guarantee/bond of indemnity or some other support agreement.	Authorized by CGC 53601 (h), CGC 53601.2 & CGC 53635 (a) 1. Not to exceed 270 days 2. Not to exceed 25% of portfolio 3. No more than 10% of portfolio may be invested in a single issuer 4. Must be rated P-1 by Moody's Investors Service or A-1 by Standard and Poor's
Medium Term Notes (Corporate notes, deposit notes and bank notes sold by an agent in the open market on a continually offered basis. These notes are debt obligations generally unsecured, although some issues come to market on a collateralized or securitized basis.	Authorized by CGC 53601 (k), CGC 53601.2 1. Must have a minimum "A" rating 2. Not to exceed 30% of portfolio 3. Not to exceed 5% of portfolio with single issuer
Negotiable Certificates of Deposit (Issued by commercial banks and thrift institutions against funds deposited for specified periods of time and earn specified or variable rates of interest. NCD's differ from other CD's because of their increased liquidity as they are actively traded on the secondary market. These deposits are uninsured and uncollateralized promissory notes.	Authorized by CGC 53601 (i), GCC 53638 1. Not to exceed 30% portfolio 2. All purchases must be from institutions rated by a nationally recognized rating organization as designated by the Security and Exchange Commission.

Certificates of Deposit (Unsecured, direct obligations of a U.S. bank or savings & loan association. Federal Deposit Insurance Corporation (FDIC) coverage is provided for government deposits, but limited to the first \$250,000 on deposit on behalf of a given entity at a single financial institution. California law requires that deposits of public funds shall be collateralized if not insured).	Authorized by CGC 53635, 53635.2, 53635.8, 53636, 53637, 53638, 53641 1. Must not exceed 30% of portfolio 2. Deposits in excess of the \$250,000 FDIC insured limit shall be collateralized at a level of 110% of market value of principal and accrued interest.
Repurchase Agreement (These are agreements between an investor (the pool) who agrees to purchase securities and a seller (broker/dealer) who commits to repurchase these securities at a later date at the same price, plus interest).	Authorized by CGC 53601 (j) 1. Market value of the security must be 102% or greater, and adjusted quarterly. 2. The minimal market value of 102% can't be established by more than the next business day. 3. Requires a signed Master Repurchase Agreement from the participating bank or broker/dealer.
Local Agency Obligations (Bonds, notes warrants or other evidences of indebtedness of any local agency or by a department, board or authority of any local agency within the 50 United States).	Authorized by CGC 53601 (a)(c)(d) 1. Must comply with the financial requirements pertaining to temporary borrowing (TRANS, RANS, GANS) as shown in CGC 53820 – 53858. 2. Minimum credit requirement – Issuers must be at or above the following investment grade from one of these rating firms: Standard & Poors – Sp-1 or A; Fitch – F-1 or A; Moody's – MIG 1 or A
Money Market Funds Shares of beneficial interest issued by management companies. Shares represent ownership of diversified portfolio securities, which are redeemable at their net asset value).	Authorized by CGC 53601 (l) 1. The pooled investments that comprise these funds must comply with 53601 and 53630 inclusive.
Local Agency Investment Fund (LAIF)	Authorized by CGC 16429.1 (b)

Provides high liquidity allowing deposits to be credited to the City's checking account within twenty-four (24) hours. State Pool funds are operated directly by the Office of the State Treasurer, who commingles state and local funds.	1. No more than \$75 million (LAIF account limit) permitted to be invested.
Supranational United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.	Authorized by CGC 53601 (q) 1. Maximum maturity of five years or less 2. Eligible for purchase and sale within the United States 3. "AA" rated or better by an NRSRO 4. Not to exceed 30% of the portfolio

9. Prohibited and Restricted Categories of Investments

9.1 The following investments are either prohibited by law or authorized by law and prohibited by the City Treasurer.

Inverse Floaters	Prohibited by CGC 53601.6
Range Notes	Prohibited by CGC 53601.6
Mortgage Derived, Interest-only Strips	Prohibited by CGC 53601.6
Zero ("Strip") Coupons	Prohibited by CGC 53601.6
Futures Market	Allowable by CGC 53601.6 Prohibited by City Treasurer
Options Market	Allowable by CGC 53601.6 Prohibited by City Treasurer
Priority Obligations	Allowable by CGC 53601 (n) Prohibited by City Treasurer

10. Review of Investment Portfolio

10.1 The securities held by the City of Diamond Bar must be in compliance with Section 8.0 Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section 8.0 subsequent to the date of purchase the City Treasurer shall at least quarterly review the portfolio to identify those securities that do not comply. The City Treasurer shall establish procedures to report to the

City Council major and critical incidences of noncompliance identified through the review of the portfolio.

Should any investment listed in Section 8 exceed a percentage-of-portfolio limitation due to an incident such as fluctuation in portfolio size, the affected securities may be held to maturity to avoid losses. When no loss is indicated, the Treasurer shall consider rebalancing the portfolio after evaluating the expected length of time that it will be imbalanced.

Portfolio percentage limits are in place in order to ensure diversification of the City investment portfolio; a small temporary imbalance will not significantly impair that strategy.

11. Collateralization

- 11.1 Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest. The City Treasurer, at his/her discretion may waive the collateral requirement for deposits up to the maximum dollar amount which are covered by the Federal Deposit Insurance Corporation, currently \$250,000.

12. Safekeeping and Custody

- 12.1 All security transactions, including collateral for repurchase agreements, entered into by the City of Diamond Bar shall be conducted on a delivery versus payment (DVP) basis. Securities will be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts.

13. Maximum Maturities

- 13.1 To the extent possible the City of Diamond Bar will attempt to match its investments with anticipated cash flow requirements. The prescribed method of the City of Diamond Bar shall be referred to as "layering" the investments. Monies not needed to cover immediate operating costs may be invested up to a five year maturity.

14. Internal Controls

- 14.1 The City Treasurer and the Finance Director shall establish procedures that separate the internal responsibility for management and accounting of the investment portfolio. An analysis by an independent, external auditor shall be conducted periodically to review internal controls, account activity and compliance with policies and procedures.

15. Reporting

- 15.1 As required by California Government Code Section 53607, a monthly report of investments will be provided to the City Council. The required elements of this report are as follows:
- a. Type of investment
 - b. Issuer
 - c. Date of Maturity
 - d. Amount of deposit or cost of security
 - e. Current market value of securities with maturity in excess of twelve months
 - f. Statement relating the report to the Statement of Investment Policy
 - g. Rate of interest
 - h. Statement that there are sufficient funds to meet the next six months' obligations

The basic premise underlying the City of Diamond Bar's investment philosophy is to insure that money is always available when needed.

16. Investment Policy Adoption

- 16.1 The City of Diamond Bar's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the City Council and any modifications made thereto must be approved by the City Council.

Attachments:

Appendix A - Broker Dealer Questionnaire

Appendix B - Glossary of Cash and Investment Management Terms

Appendix C - Local Agency Investment Fund Description

APPENDIX A**CITY OF DIAMOND BAR****BROKER/DEALER QUESTIONNAIRE AND CERTIFICATION**

1. Name of Firm: _____
2. Address: _____
3. Telephone: () _____ () _____
4. Broker's Representative to the City (attach resume):
Name: _____
Title: _____
Telephone: () _____
5. Manager/Partner-in-Charge (attach resume):
Name: _____
Title: _____
Telephone: () _____
6. List all personnel who will be trading with or quoting securities to City employees (attach resume)
Name: _____
Title: _____
Telephone: () _____ () _____

7. Which of the above personnel have read the City's investment policy?

8. Is your firm a primary dealer in United States Government Securities?

Yes ____ No ____

9. List the total volume of United States Government and Agency Securities for the last calendar year.

Firm-wide \$ _____ No. of Transactions

Your local office \$ _____ No. of Transactions

10. Which instruments are offered regularly by your local office?

☐ Treasury Bills	☐ CMO's
☐ Treasury Notes/Bonds	☐ Bank CD's
☐ BA's (domestic)	☐ S & L CD's
☐ BA's (foreign)	☐ Repos
☐ Commercial Paper	☐ Reverse Repos
☐ Agencies (specify):	☐ Other (specify):

11. References -- Please identify your most directly comparable public sector clients in our geographical area.

Entity _____	_____
Contact _____	_____
Telephone (____) _____	(____) _____
Client Since _____	_____

12. Have any of your clients ever sustained a loss on a securities transaction arising from a misunderstanding or misrepresentation of the risk characteristics of the instrument? If so, explain.

13. Has your local office ever subject to a regulatory or state/federal agency investigation for alleged improper, fraudulent, disreputable or unfair activities related to the sale of securities? Have any of your employees been so investigated? If so explain:

14. Has a client ever claimed in writing that your firm was responsible for investment losses? If so, explain. _____

15. Explain your normal custody and delivery process. Who audits these fiduciary systems? Can you meet safekeeping requirements? _____

16. How many and what percentage of your transactions failed
Last month? _____ Last year? _____

17. Describe the capital line and trading limits of the office that would conduct business with the City of Diamond Bar.

18. Does your firm participate in the S.I.P.C. insurance program if not, explain.

19. What portfolio information, if any, do you require from your clients?

20. What reports, transactions, confirmations and paper trail will the City receive?

21. Does your firm offer investment training to your clients?

___Yes___No

22. Please enclose the following:

Latest audited financial statements.

Samples of reports, transactions, and confirmations the City will receive.

Samples of research reports and/or publications that your firm regularly provides to clients.

Complete schedule of fees and charges for various transactions.

CERTIFICATION

I hereby certify that I have personally read the Statement of Investment Policy of the City of Diamond Bar, and have implemented reasonable procedures and a system of controls designed to preclude imprudent investment activities arising out of transactions conducted between our firm and the City of Diamond Bar. All sales personnel will be routinely informed of the City's investment objectives, horizons, outlooks, strategies and risk constraints whenever we are so advised by the City. We pledge to exercise due diligence in informing the City of Diamond Bar of all foreseeable risks associated with financial transactions conducted with our firm. Under penalties of perjury, the responses to this questionnaire are true and accurate to the best of my knowledge.

Signed _____ Date _____

Title _____

Countersignature* _____ Date _____

Title _____

* Company president or person in charge of government securities operations.

Appendix B

Glossary of Cash and Investment Management Terms

Accrued Interest. Interest earned but which has not yet been paid or received.

Agency. See "Federal Agency Securities."

Ask Price. Price at which a broker/dealer offers to sell a security to an investor. Also known as "offered price."

Asset Backed Securities (ABS). A fixed-income security backed by notes or receivables against assets other than real estate. Generally issued by special purpose companies that "own" the assets and issue the ABS. Examples include securities backed by auto loans, credit card receivables, home equity loans, manufactured housing loans, farm equipment loans and aircraft leases.

Average Life. The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Bankers' Acceptance (BA's). A draft or bill of exchange drawn upon and accepted by a bank. Frequently used to finance shipping of international goods. Used as a short-term credit instrument, bankers' acceptances are traded at a discount from face value as a money market instrument in the secondary market on the basis of the credit quality of the guaranteeing bank.

Basis Point. One hundredth of one percent, or 0.01%. Thus 1% equals 100 basis points.

Bearer Security. A security whose ownership is determined by the holder of the physical security. Typically, there is no registration on the issuer's books. Title to bearer securities is transferred by delivery of the physical security or certificate. Also known as "physical securities."

Benchmark Bills: In November 1999, FNMA introduced its Benchmark Bills program, a short-term debt securities issuance program to supplement its existing discount note program. The program includes a schedule of larger, weekly issues in three- and six-month maturities and biweekly issues in one-year for Benchmark Bills. Each issue is brought to market via a Dutch (single price) auction. FNMA conducts a weekly auction for each Benchmark Bill maturity and accepts both competitive and non-competitive bids through a web based

auction system. This program is in addition to the variety of other discount note maturities, with rates posted on a daily basis, which FNMA offers. FNMA's Benchmark Bills are unsecured general obligations that are issued in book-entry form through the Federal Reserve Banks. There are no periodic payments of interest on Benchmark Bills, which are sold at a discount from the principal amount and payable at par at maturity. Issues under the Benchmark program constitute the same credit standing as other FNMA discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Benchmark Notes/Bonds: Benchmark Notes and Bonds are a series of FNMA "bullet" maturities (non-callable) issued according to a pre-announced calendar. Under its Benchmark Notes/Bonds program, 2, 3, 5, 10 and 30- year maturities are issued each quarter. Each Benchmark Notes new issue has a minimum size of \$4 billion, 30- year new issues having a minimum size of \$1 billion, with re-openings based on investor demand to further enhance liquidity. The amount of non-callable issuance has allowed FNMA to build a yield curve in Benchmark Notes and Bonds in maturities ranging from 2 to 30 years. The liquidity emanating from these large size issues has facilitated favorable financing opportunities through the development of a liquid overnight and term repo market. Issues under the Benchmark program constitute the same credit standing as other FNMA issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Benchmark. A market index used as a comparative basis for measuring the performance of an investment portfolio. A performance benchmark should represent a close correlation to investment guidelines, risk tolerance and duration of the actual portfolio's investments.

Bid Price. Price at which a broker/dealer offers to purchase a security from an investor.

Bond Market Association (BMA). The bond market trade association representing the largest securities markets in the world. In addition to publishing a Master Repurchase Agreement, widely accepted as the industry standard document for Repurchase Agreements, the BMA also recommends bond market closures and early closes due to holidays.

Bond. Financial obligation for which the issuer promises to pay the bondholder (the purchaser or owner of the bond) a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Entry Securities. Securities that are recorded in a customer's account electronically through one of the financial markets electronic delivery and custody systems, such as the Fed Securities wire, DTC and PTC (as opposed to bearer or physical securities). The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. The vast majority of securities are now book entry securities.

Book Value. The value at which a debt security is reflected on the holder's records at any point in time. Book value is also called "amortized cost" as it represents the original cost of an investment adjusted for amortization of premium or accretion of discount. Also called "carrying value." Book value can vary over time as an investment approaches maturity and differs from "market value" in that it is not affected by changes in market interest rates.

Broker/Dealer. A person or firm transacting securities business with customers. A "broker" acts as an agent between buyers and sellers, and receives a commission for these services. A "dealer" buys and sells financial assets from its own portfolio. A dealer takes risk by owning inventory of securities, whereas a broker merely matches up buyers and sellers. See also "Primary Dealer."

Bullet Notes/Bonds. Notes or bonds that have a single maturity date and are non-callable.

California Local Agency Bonds: Bonds that are issued by a California county, city, city and county, including a chartered city or county, school district, community college district, public district, county board of education, county superintendent of schools, or any public or municipal corporation.

Call Date. Date at which a call option may be or is exercised.

Call Option. The right, but not the obligation, of an issuer of a security to redeem a security at a specified value and at a specified date or dates prior to its stated maturity date. Most fixed-income calls are a par, but can be at any previously established price. Securities issued with a call provision typically carry a higher yield than similar securities issued without a call feature. There are three primary types of call options (1) European - one-time calls, (2) Bermudan - periodically on a predetermined schedule (quarterly, semi-annual, annual), and (3) American - continuously callable at any time on or after the call date. There is usually a notice period of at least 5 business days prior to a call date.

Callable Bonds/Notes. Securities, which contain an imbedded call option giving the issuer, the right to redeem the securities prior to maturity at a predetermined price and time.

Certificate of Deposit (CD). Bank obligation issued by a financial institution generally offering a fixed rate of return (coupon) for a specified period of time (maturity). Can be as long as 10 years to maturity, but most CDs purchased by public agencies are one year and under.

Collateral. Investment securities or other property that a borrower pledges to secure repayment of a loan, secure deposits of public monies, or provide security for a repurchase agreement.

Collateralization. Process by which a borrower pledges securities, property, or other deposits for securing the repayment of a loan and/or security.

Collateralized Mortgage Obligation (CMO). A security that pools together mortgages and separates them into short, medium, and long-term positions (called tranches). Tranches are set up to pay different rates of interest depending upon their maturity. Interest payments are usually paid monthly. In "plain vanilla" CMOs, principal is not paid on a tranche until all shorter tranches have been paid off. This system provides interest and principal in a more predictable manner. A single pool of mortgages can be carved up into numerous tranches each with its own payment and risk characteristics.

Commercial Paper. Short term unsecured promissory note issued by a company or financial institution. Issued at a discount and matures for par or face value. Usually a maximum maturity of 270 days, and given a short-term debt rating by one or more NRSROs.

Convexity. A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Corporate Note. A debt instrument issued by a corporation with a maturity of greater than one year and less than ten years.

Counterparty. The other party in a two party financial transaction. "Counterparty risk" refers to the risk that the other party, to a transaction, will fail in its related obligations. For example, the bank or broker/dealer in a repurchase agreement.

Coupon Rate. Annual rate of interest on a debt security, expressed as a percentage of the bond's face value.

Current Yield. Annual rate of return on a bond based on its price. Calculated as (coupon rate / price), but does not accurately reflect a bond's true yield level.

Custody. Safekeeping services offered by a bank, financial institution or trust company, referred to as the "custodian." Service normally includes the holding and reporting of the customer's securities, the collection and disbursement of income, securities settlement and market values.

Dealer. A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Delivery Versus Payment (DVP). Settlement procedure in which securities are delivered versus payment of cash, but only after cash has been received. Most security transactions, including those through the Fed Securities Wire system and DTC, are done DVP as a protection for both the buyer and seller of securities.

Depository Trust Company (DTC). A firm through which members can use a computer to arrange for securities to be delivered to other members without physical delivery of certificates. A member of the Federal Reserve System and owned mostly by the New York Stock Exchange, the Depository Trust Company uses computerized debit and credit entries. Most corporate securities, commercial paper, CDs and BAs clear through DTC.

Derivatives. For hedging purposes, common derivatives are options, futures, swaps and swaptions. All Collateralized Mortgage Obligations ("CMOs") are derivatives. (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Derivative Security. Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

Designated Bond. FFCB's regularly issued, liquid, non-callable securities that generally have a 2 or 3 year original maturity. New issues of Designated Bonds are \$1 billion or larger. Re-openings of existing Designated Bond issues are generally a minimum of \$100 million. Designated Bonds are offered through a

syndicate of two to six dealers. Twice each month the Funding Corporation announces its intention to issue a new Designated Bond, reopen an existing issue, or to not issue or reopen a Designated Bond. Issues under the Designated Bond program constitute the same credit standing as other FFCB issues; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Discount Notes. Unsecured general obligations issued by Federal Agencies at a discount. Discount notes mature at par and can range in maturity from overnight to one year. Very large primary (new issue) and secondary markets.

Discount Rate. Rate charged by the system of Federal Reserve Banks on overnight loans to member banks. Changes to this rate are administered by the Federal Reserve and closely mirror changes to the "fed funds rate."

Discount Securities. Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value. Examples include: U.S. Treasury Bills, Federal Agency Discount Notes, Bankers' Acceptances and Commercial Paper.

Discount. The amount by which a bond or other financial instrument sells below its face value. See also "Premium."

Diversification. Dividing investment funds among a variety of security types, maturities, industries and issuers offering potentially independent returns.

Dollar Price. A bond's cost expressed as a percentage of its face value. For example, a bond quoted at a dollar price of 95 ½, would have a principal cost of \$955 per \$1,000 of face value.

Duff & Phelps. One of several NRSROs that provide credit ratings on corporate and bank debt issues.

Duration. The weighted average maturity of a security's or portfolio's cash flows, where the present values of the cash flows serve as the weights. The greater the duration of a security/portfolio, the greater its percentage price volatility with respect to changes in interest rates. Used as a measure of risk and a key tool for managing a portfolio versus a benchmark and for hedging risk. There are also different kinds of duration used for different purposes (e.g. MacAuley Duration, Modified Duration).

Fannie Mae. See "Federal National Mortgage Association."

Fed Money Wire. A computerized communications system that connects the Federal Reserve System with its member banks, certain U. S. Treasury offices, and the Washington D.C. office of the Commodity Credit Corporation. The Fed Money Wire is the book entry system used to transfer cash balances between banks for themselves and for customer accounts.

Fed Securities Wire. A computerized communications system that facilitates book entry transfer of securities between banks, brokers and customer accounts, used primarily for settlement of U.S. Treasury and Federal Agency securities.

Fed. See "Federal Reserve System."

Federal Agency Security. A debt instrument issued by one of the Federal Agencies. Federal Agencies are considered second in credit quality and liquidity only to U.S. Treasuries.

Federal Agency. Government sponsored/owned entity created by the U.S. Congress, generally for the purpose of acting as a financial intermediary by borrowing in the marketplace and directing proceeds to specific areas of the economy considered to otherwise have restricted access to credit markets. The largest Federal Agencies are GNMA, FNMA, FHLMC, FHLB, FFCB, SLMA, and TVA.

Federal Deposit Insurance Corporation (FDIC). Federal agency that insures deposits at commercial banks, currently to a limit of \$250,000 per depositor per bank.

Federal Farm Credit Bank (FFCB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system that is a network of cooperatively-owned lending institutions that provides credit services to farmers, agricultural cooperatives and rural utilities. The FFCBs act as financial intermediaries that borrow money in the capital markets and use the proceeds to make loans and provide other assistance to farmers and farm-affiliated businesses. Consists of the consolidated operations of the Banks for Cooperatives, Federal Intermediate Credit Banks, and Federal Land Banks. Frequent issuer of discount notes, agency notes and callable agency securities. FFCB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and agricultural industry. Also issues notes under its "designated note" program.

Federal Funds (Fed Funds). Funds placed in Federal Reserve Banks by depository institutions in excess of current reserve requirements, and frequently loaned or borrowed on an overnight basis between depository institutions.

Federal Funds Rate (Fed Funds Rate). The interest rate charged by a depository institution lending Federal Funds to another depository institution. The Federal Reserve influences this rate by establishing a "target" Fed Funds rate associated with the Fed's management of monetary policy.

Federal Home Loan Bank System (FHLB). One of the large Federal Agencies. A government sponsored enterprise (GSE) system, consisting of wholesale banks (currently twelve district banks) owned by their member banks, which provides correspondent banking services and credit to various financial institutions, financed by the issuance of securities. The principal purpose of the FHLB is to add liquidity to the mortgage markets. Although FHLB does not directly fund mortgages, it provides a stable supply of credit to thrift institutions that make new mortgage loans. FHLB debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes and callable agency securities. Also issues notes under its "global note" and "TAP" programs.

Federal Home Loan Mortgage Corporation (FHLMC or "Freddie Mac"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides stability and assistance to the secondary market for home mortgages by purchasing first mortgages and participation interests financed by the sale of debt and guaranteed mortgage backed securities. FHLMC debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "reference note" program.

Federal National Mortgage Association (FNMA or "Fannie Mae"). One of the large Federal Agencies. A government sponsored public corporation (GSE) that provides liquidity to the residential mortgage market by purchasing mortgage loans from lenders, financed by the issuance of debt securities and MBS (pools of mortgages packaged together as a security). FNMA debt is not an obligation of, nor is it guaranteed by the U.S. government, although it is considered to have minimal credit risk due to its importance to the U.S. financial system and housing market. Frequent issuer of discount notes, agency notes, callable agency securities and MBS. Also issues notes under its "benchmark note" program.

Federal Reserve Bank. One of the 12 distinct banks of the Federal Reserve System.

Federal Reserve System (the Fed). The independent central bank system of the United States that establishes and conducts the nation's monetary policy. This is accomplished in three major ways: (1) raising or lowering bank reserve requirements, (2) raising or lowering the target Fed Funds Rate and Discount Rate, and (3) in open market operations by buying and selling government securities. The Federal Reserve System is made up of twelve Federal Reserve District Banks, their branches, and many national and state banks throughout the nation. It is headed by the seven member Board of Governors known as the "Federal Reserve Board" and headed by its Chairman.

Financial Industry Regulatory Authority, Inc (FINRA). A private corporation that acts as a self-regulatory organization (SRO). FINRA is the successor to the National Association of Securities Dealers, Inc. (NASD). Though sometimes mistaken for a government agency, it is a non-governmental organization that performs financial regulation of member brokerage firms and exchange markets. The government also has a regulatory arm for investments, the Securities and Exchange Commission.

Fiscal Agent/Paying Agent. A bank or trust company that acts, under a trust agreement with a corporation or municipality, in the capacity of general treasurer. The agent performs such duties as making coupon payments, paying rents, redeeming bonds, and handling taxes relating to the issuance of bonds.

Fitch Investors Service, Inc. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Floating Rate Security (FRN or "floater"). A bond with an interest rate that is adjusted according to changes in an interest rate or index. Differs from variable-rate debt in that the changes to the rate take place immediately when the index changes, rather than on a predetermined schedule. See also "Variable Rate Security."

Freddie Mac. See "Federal Home Loan Mortgage Corporation".

Ginnie Mae. See "Government National Mortgage Association".

Global Notes: Notes designed to qualify for immediate trading in both the domestic U.S. capital market and in foreign markets around the globe. Usually

large issues that are sold to investors worldwide and therefore have excellent liquidity. Despite their global sales, global notes sold in the U.S. are typically denominated in U.S. dollars.

Government National Mortgage Association (GNMA or "Ginnie Mae"). One of the large Federal Agencies. Government-owned Federal Agency that acquires, packages, and resells mortgages and mortgage purchase commitments in the form of mortgage-backed securities. Largest issuer of mortgage pass-through securities. GNMA debt is guaranteed by the full faith and credit of the U.S. government (one of the few agencies that is actually full faith and credit of the U.S.).

Government Securities. An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, Bonds, and SLGS."

Government Sponsored Enterprise (GSE). Privately owned entity subject to federal regulation and supervision, created by the U.S. Congress to reduce the cost of capital for certain borrowing sectors of the economy such as students, farmers, and homeowners. GSEs carry the implicit backing of the U.S. Government, but they are not direct obligations of the U.S. Government. For this reason, these securities will offer a yield premium over U.S. Treasuries. Some consider GSEs to be stealth recipients of corporate welfare. Examples of GSEs include: FHLB, FHLMC, FNMA and SLMA.

Government Sponsored Enterprise Security. A security issued by a Government Sponsored Enterprise. Considered Federal Agency Securities.

Index. A compilation of statistical data that tracks changes in the economy or in financial markets.

Interest-Only (IO) STRIP. A security based solely on the interest payments from the bond. After the principal has been repaid, interest payments stop and the value of the security falls to nothing. Therefore, IOs are considered risky investments. Usually associated with mortgage-backed securities.

Internal Controls. An internal control structure ensures that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and

benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. **Separation of transaction authority from accounting and record keeping** - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Inverse Floater. A floating rate security structured in such a way that it reacts inversely to the direction of interest rates. Considered risky as their value moves

in the opposite direction of normal fixed-income investments and whose interest rate can fall to zero.

Investment Advisor. A company that provides professional advice managing portfolios, investment recommendations and/or research in exchange for a management fee.

Investment Adviser Act of 1940. Federal legislation that sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Investment Grade. Bonds considered suitable for preservation of invested capital; bonds rated a minimum of Baa3 by Moody's, BBB- by Standard & Poor's, or BBB- by Fitch. Although "BBB" rated bonds are considered investment grade, most public agencies cannot invest in securities rated below "A."

Liquidity. Relative ease of converting an asset into cash without significant loss of value. Also, a relative measure of cash and near-cash items in a portfolio of assets. Also, a term describing the marketability of a money market security correlating to the narrowness of the spread between the bid and ask prices.

Local Agency Investment Fund (LAIF): A voluntary investment fund open to state and local government entities and certain non-profit organizations in California in which organization pools their funds for investment. LAIF is managed by the State Treasurer's Office.

Long-Term Core Investment Program. Funds that are not needed within a one year period.

Market Value. The fair market value of a security or commodity. The price at which a willing buyer and seller would pay for a security.

Mark-to-market. Adjusting the value of an asset to its market value, reflecting in the process unrealized gains or losses.

Master Repurchase Agreement. A widely accepted standard agreement form published by the Bond Market Association (BMA) that is used to govern and document Repurchase Agreements and protect the interest of parties in a repo transaction.

Maturity Date. Date on which principal payment of a financial obligation is to be paid.

Medium Term Notes (MTN's). Used frequently to refer to corporate notes of medium maturity (5-years and under). Technically, any debt security issued by a corporate or depository institution with a maturity from 1 to 10 years and issued under an MTN shelf registration. Usually issued in smaller issues with varying coupons and maturities, and underwritten by a variety of broker/dealers (as opposed to large corporate deals issued and underwritten all at once in large size and with a fixed coupon and maturity).

Money Market. The market in which short-term debt instruments (bills, commercial paper, bankers' acceptance, etc.) are issued and traded.

Money Market Mutual Fund (MMF). A type of mutual fund that invests solely in money market instruments, such as: U.S. Treasury bills, commercial paper, bankers' acceptances, and repurchase agreements. Money market mutual funds are registered with the SEC under the Investment Company Act of 1940 and are subject "rule 2a-7" which significantly limits average maturity and credit quality of holdings. MMF's are managed to maintain a stable net asset value (NAV) of \$1.00. Many MMFs carry ratings by a NRSRO.

Moody's Investors Service. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

Mortgage Backed Securities (MBS). Mortgage-backed securities represent an ownership interest in a pool of mortgage loans made by financial institutions, such as savings and loans, commercial banks, or mortgage companies, to finance the borrower's purchase of a home or other real estate. The majority of MBS are issued and/or guaranteed by GNMA, FNMA and FHLMC. There are a variety of MBS structures, some of which can be very risky and complicated. All MBS have reinvestment risk as actual principal and interest payments are dependent on the payment of the underlying mortgages which can be prepaid by mortgage holders to refinance and lower rates or simply because the underlying property was sold.

Mortgage Pass-Through Securities. A pool of residential mortgage loans with the monthly interest and principal distributed to investors on a pro-rata basis. Largest issuer is GNMA.

Municipal Note/Bond. A debt instrument issued by a state or local government unit or public agency. The vast majority of municipals are exempt from state and federal income tax, although some non-qualified issues are taxable.

Mutual Fund. Portfolio of securities professionally managed by a registered investment company that issues shares to investors. Many different types of mutual funds exist (bond, equity, money fund); all except money market funds operate on a variable net asset value (NAV).

Negotiable Certificate of Deposit (Negotiable CD). Large denomination CDs (\$100,000 and larger) that are issued in bearer form and can be traded in the secondary market.

Net Asset Value. The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.)

$$[(\text{Total assets}) - (\text{Liabilities})] / (\text{Number of shares outstanding})$$

NRSRO. A "Nationally Recognized Statistical Rating Organization." A designated rating organization that the SEC has deemed a strong national presence in the U.S. NRSROs provide credit ratings on corporate and bank debt issues. Only ratings of a NRSRO may be used for the regulatory purposes of rating. Includes Moody's, S&P, Fitch and Duff & Phelps.

Offered Price. See also "Ask Price."

Open Market Operations. Federal Reserve monetary policy tactic entailing the purchase or sale of government securities in the open market by the Federal Reserve System from and to primary dealers in order to influence the money supply, credit conditions, and interest rates.

Par Value. Face value, stated value or maturity value of a security.

Physical Delivery. Delivery of readily available underlying assets at contract maturity.

Portfolio. Collection of securities and investments held by an investor.

Premium. The amount by which a bond or other financial instrument sells above its face value. See also "Discount."

Primary Dealer. Any of a group of designated government securities dealers designated by to the Federal Reserve Bank of New York. Primary dealers can buy and sell government securities directly with the Fed. Primary dealers also submit daily reports of market activity and security positions held to the Fed and are subject to its informal oversight. Primary dealers are considered the largest players in the U.S. Treasury securities market.

Prime Paper. Commercial paper of high quality. Highest rated paper is A-1+/A-1 by S&P and P-1 by Moody's.

Principal. Face value of a financial instrument on which interest accrues. May be less than par value if some principal has been repaid or retired. For a transaction, principal is par value times price and includes any premium or discount.

Prudent Investor Standard. Standard that requires that when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. More stringent than the "prudent person" standard as it implies a level of knowledge commensurate with the responsibility at hand.

Range Note. A type of structured note that accrues interest daily at a set coupon rate that is tied to an index. Most range notes have two coupon levels; a higher accrual rate for the period the index is within a designated range, the lower accrual rate for the period that the index falls outside the designated range. This lower rate may be zero and may result in zero earnings.

Rate of Return. Amount of income received from an investment, expressed as a percentage of the amount invested.

Realized Gains (Losses). The difference between the sale price of an investment and its book value. Gains/losses are "realized" when the security is actually sold, as compared to "unrealized" gains/losses which are based on current market value. See "Unrealized Gains (Losses)."

Reference Bills: FHLMC's short-term debt program created to supplement its existing discount note program by offering issues from one month through one year, auctioned on a weekly or on an alternating four-week basis (depending upon maturity) offered in sizeable volumes (\$1 billion and up) on a cycle of regular, standardized issuance. Globally sponsored and distributed, Reference Bill issues are intended to encourage active trading and market-making and facilitate the development of a term repo market. The program was designed to offer predictable supply, pricing transparency and liquidity, thereby providing alternatives to U.S. Treasury bills. FHLMC's Reference Bills are unsecured general corporate obligations. This program supplements the corporation's existing discount note program. Issues under the Reference program constitute the same credit standing as other FHLMC discount notes; they simply add organization and liquidity to the short-term Agency discount note market.

Reference Notes: FHLMC's intermediate-term debt program with issuances of 2, 3, 5, 10 and 30-year maturities. Initial issuances range from \$2 - \$6 billion with re-openings ranging \$1 - \$4 billion.

The notes are high-quality bullet structures securities that pay interest semiannually. Issues under the Reference program constitute the same credit standing as other FHLMC notes; they simply add organization and liquidity to the intermediate- and long-term Agency market.

Repurchase Agreement (Repo). A short-term investment vehicle where an investor agrees to buy securities from a counterparty and simultaneously agrees to resell the securities back to the counterparty at an agreed upon time and for an agreed upon price. The difference between the purchase price and the sale price represents interest earned on the agreement. In effect, it represents a collateralized loan to the investor, where the securities are the collateral. Can be DVP, where securities are delivered to the investor's custodial bank, or "tri-party" where the securities are delivered to a third party intermediary. Any type of security can be used as "collateral," but only some types provide the investor with special bankruptcy protection under the law. Repos should be undertaken only when an appropriate BMA approved master repurchase agreement is in place.

Reverse Repurchase Agreement (Reverse Repo). A repo from the point of view of the original seller of securities. Used by dealers to finance their inventory of securities by essentially borrowing at short-term rates. Can also be used to leverage a portfolio and in this sense, can be considered risky if used improperly.

Safekeeping. Service offered for a fee, usually by financial institutions, for the holding of securities and other valuables. Safekeeping is a component of custody services.

Secondary Market. Markets for the purchase and sale of any previously issued financial instrument.

Securities Lending. An arrangement between an investor and a custody bank that allows the custody bank to “loan” the investor's investment holdings, reinvest the proceeds in permitted investments, and shares any profits with the investor. Should be governed by a securities lending agreement. Can increase the risk of a portfolio in that the investor takes on the default risk on the reinvestment at the discretion of the custodian.

Sinking Fund. A separate accumulation of cash or investments (including earnings on investments) in a fund in accordance with the terms of a trust agreement or indenture, funded by periodic deposits by the issuer (or other entity responsible for debt service), for the purpose of assuring timely availability of moneys for payment of debt service. Usually used in connection with term bonds.

Spread. The difference between the price of a security and similar maturity U.S. Treasury investments, expressed in percentage terms or basis points. A spread can also be the absolute difference in yield between two securities. The securities can be in different markets or within the same securities market between different credits, sectors, or other relevant factors.

Standard & Poor's. One of several NRSROs that provide credit ratings on corporate and municipal debt issues.

STRIPS (Separate Trading of Registered Interest and Principal of Securities).

Acronym applied to U.S. Treasury securities that have had their coupons and principal repayments separated into individual zero-coupon Treasury securities. The same technique and “strips” description can be applied to non-Treasury securities (e.g. FNMA strips).

Structured Notes. Notes that have imbedded into their structure options such as step-up coupons or derivative-based returns.

Supranational Debt. The debt of an international or multi-lateral financial agency used to finance economic and infrastructure development,

environmental protection, poverty reduction and renewable energy around the world. Supranational debt is typically rated AAA by most NRSRO's as these entities are well-capitalized, have significant capital commitments from a diverse capital base, conservative lending and risk management practices and strong supervision.

Swap. Trading one asset for another.

TAP Notes: Federal Agency notes issued under the FHLB TAP program. Launched in 6/99 as a refinement to the FHLB bullet bond auction process. In a break from the FHLB's traditional practice of bringing numerous small issues to market with similar maturities, the TAP Issue Program uses the four most common maturities and reopens them up regularly through a competitive auction. These maturities (2, 3, 5 and 10 year) will remain open for the calendar quarter, after which they will be closed and a new series of TAP issues will be opened to replace them. This reduces the number of separate bullet bonds issued, but generates enhanced awareness and liquidity in the marketplace through increased issue size and secondary market volume.

Tennessee Valley Authority (TVA). One of the large Federal Agencies. A wholly owned corporation of the United States government that was established in 1933 to develop the resources of the Tennessee Valley region in order to strengthen the regional and national economy and the national defense. Power operations are separated from non-power operations. TVA securities represent obligations of TVA, payable solely from TVA's net power proceeds, and are neither obligations of nor guaranteed by the United States. TVA is currently authorized to issue debt up to \$30 billion. Under this authorization, TVA may also obtain advances from the U.S. Treasury of up to \$150 million. Frequent issuer of discount notes, agency notes and callable agency securities.

Total Return. Investment performance measured over a period of time that includes coupon interest, interest on interest, and both realized and unrealized gains or losses. Total return includes, therefore, any market value appreciation/depreciation on investments held at period end.

Treasuries. Collective term used to describe debt instruments backed by the U.S. Government and issued through the U.S. Department of the Treasury. Includes Treasury bills, Treasury notes, and Treasury bonds. Also a benchmark term used as a basis by which the yields of non-Treasury securities are compared (e.g., "trading at 50 basis points over Treasuries").

Treasury Bills (T-Bills). Short-term direct obligations of the United States Government issued with an original term of one year or less. Treasury bills are sold at a discount from face value and do not pay interest before maturity. The difference between the purchase price of the bill and the maturity value is the interest earned on the bill. Currently, the U.S. Treasury issues 4-week, 13-week and 26-week T-Bills

Treasury Bonds. Long-term interest-bearing debt securities backed by the U.S. Government and issued with maturities of ten years and longer by the U.S. Department of the Treasury. The Treasury stopped issuing Treasury Bonds in August 2001.

Treasury Notes. Intermediate interest-bearing debt securities backed by the U.S. Government and issued with maturities ranging from one to ten years by the U.S. Department of the Treasury. The Treasury currently issues 2-year, 5-year and 10-year Treasury Notes.

Trustee. A bank designated by an issuer of securities as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the bond documents and to represent bondholders in enforcing their contract with the issuer.

Uniform Net Capital Rule. SEC regulation 15C3-1 that outlines the minimum net capital ratio (ratio of indebtedness to net liquid capital) of member firms and non-member broker/dealers.

Unrealized Gains (Losses). The difference between the market value of an investment and its book value. Gains/losses are “realized” when the security is actually sold, as compared to “unrealized” gains/losses which are based on current market value. See also “Realized Gains (Losses).”

Variable-Rate Security. A bond that bears interest at a rate that varies over time based on a specified schedule of adjustment (e.g., daily, weekly, monthly, semi-annually or annually). See also “Floating Rate Note.”

Weighted Average Maturity (or just “Average Maturity”). The average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. A simple measure of risk of a fixed-income portfolio.

Weighted Average Maturity to Call. The average maturity of all securities and investments of a portfolio, adjusted to substitute the first call date per security for maturity date for those securities with call provisions.

Yield Curve. A graphic depiction of yields on like securities in relation to remaining maturities spread over a time line. The traditional yield curve depicts yields on U.S. Treasuries, although yield curves exist for Federal Agencies and various credit quality corporates as well. Yield curves can be positively sloped (normal) where longer-term investments have higher yields, or "inverted" (uncommon) where longer-term investments have lower yields than shorter ones.

Yield to Call (YTC). Same as "Yield to Maturity," except the return is measured to the first call date rather than the maturity date. Yield to call can be significantly higher or lower than a security's yield to maturity.

Yield to Maturity (YTM). Calculated return on an investment, assuming all cash flows from the security are reinvested at the same original yield. Can be higher or lower than the coupon rate depending on market rates and whether the security was purchased at a premium or discount. There are different conventions for calculating YTM for various types of securities.

Yield. There are numerous methods of yield determination. In this glossary, see also "Current Yield," "Yield Curve," "Yield to Call" and "Yield to Maturity."

Appendix C

Local Agency Investment Fund Program Description

The Local Agency Investment Fund (LAIF) is a voluntary program created by statute in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer John Chiang's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio which invests hundreds of millions of dollars, using the investment expertise of the Treasurer's Office investment staff at no additional cost to the taxpayer.

The LAIF is part of the Pooled Money Investment Account (PIMA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The Chairman is the State Treasurer or his designated representative. Two members qualified by training and experience in the field of investment or finance, and the State Treasurer appoints two members who are treasurers, finance or fiscal officers or business managers employed by any county, city or local district or municipal corporation of this state. The term of each appointment is two years or at the pleasure of the Treasurer.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals, and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized, and that prudent management prevails. These policies are formulated by investment staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the STO website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an in-house audit process involving three separate divisions.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. The Section states that "right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

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