

City Council Agenda

Tuesday, May 20, 2025

Study Session 4:30 PM

Regular Meeting 6:30 PM

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

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

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

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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.

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Public comments must be directed to the City Council. A person who disrupts the orderly conduct of the meeting after being warned by the Mayor or the Mayor's designee that their behavior is disrupting the meeting, may result in the person being removed from the meeting.

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CITY OF DIAMOND BAR CITY COUNCIL AGENDA

May 20, 2025

STUDY SESSION

4:30 p.m.

CC-08

Fiscal Year 2025/26 Operating
Budget.

Public Comments

CALL TO ORDER:

6:30 p.m.

PLEDGE OF ALLEGIANCE:

Mayor

INVOCATION:

NextGen Pastor Kevin Ahn,
Evangelical Free Church

ROLL CALL:

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

APPROVAL OF AGENDA:

Mayor

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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 Red Cross Blood Drive – May 19, 2025, 9:00 a.m. – 3:00 p.m., Diamond Bar Center Pine Room, 1600 Grand Ave.
- 4.2 Parks and Recreation Commission Meeting – May 22, 2025, 6:30 p.m., online teleconference and City Hall Windmill Room, 21810 Copley Dr.
- 4.3 Memorial Day Holiday – May 26, 2025 – City Offices Closed
- 4.4 Planning Commission Meeting – May 27, 2025 – cancelled.
- 4.5 City Council Meeting – June 3, 2025, 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 MAY 6, 2025 STUDY SESSION AND REGULAR MEETING.**

5.1.a May 6, 2025 City Council Regular Meeting Minutes

5.1.b May 6, 2025 Study Session Minutes

Recommended Action:

Approve the May 6, 2025 Study Session and Regular City Council meeting minutes.

Requested by: City Clerk

- 5.2 RATIFICATION OF CHECK REGISTER DATED APRIL 30, 2025 THROUGH MAY 13, 2025 TOTALING \$2,661,350.56.

Recommended Action:

Ratify the Check Register.

Requested by: Finance Department

- 5.3 MENTAL HEALTH AWARENESS MONTH PROCLAMATION.

Recommended Action:

Adopt the Proclamation declaring May as Mental Health Awareness month.

Requested by: City Manager

- 5.4 AGREEMENT WITH DURHAM SCHOOL SERVICES, LP FOR BUS TRANSPORTATION SERVICES.

Recommended Action:

Approve and authorize the City Manager to sign the Transportation Services Agreement with Durham School Services, LP through June 30, 2030.

Requested by: Parks & Recreation Department

- 5.5 NOTICE OF COMPLETION FOR THE INTERSECTION SAFETY IMPROVEMENTS PROJECT (CIP# TI24301).

Recommended Action:

Approve and authorize the Public Works Director to file a Notice of Completion for the Project.

Requested by: Public Works Department

- 5.6 APPROVAL OF PLANS AND SPECIFICATIONS AND AWARD OF CONSTRUCTION AGREEMENT TO VORTEX SERVICES, LLC DBASANCON TECHNOLOGIES FOR BREA CANYON STORM DRAIN LINING PROJECT (PW23403).

Recommended Action:

A. Determine that approving the design and plans for the Project, and its construction, is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of the CEQA Guidelines;

B. Adopt Resolution No. 2025-14 approving the design and plans for the Brea Canyon Storm Drain Lining Project;

- C. Appropriate an amount of \$90,400 of Measure R Fund and an amount of \$73,500 of Measure W Fund, for a total construction budget of \$298,320; and
- D. Approve, and authorize the City Manager to sign, the Public Works Agreement with Vortex Services, LLC. for the Brea Canyon Storm Drain Lining Project (PW23403), in a not-to-exceed contract amount of \$271,200, plus a contingency amount of \$27,120 (10%) to be approved by the City Manager.

Requested by: Public Works Department

5.7 MAINTENANCE SERVICES AGREEMENT WITH NOVA LANDSCAPE GROUP FOR LANDSCAPE MAINTENANCE SERVICES AT CITY PARKS THROUGH JUNE 30, 2028.

Recommended Action:

- A. Determine that it is in the best interest of the City, for the City Council to waive the bidding requirements per Section 3.24.090 (g) of the Purchasing Ordinance; and
- B. Approve and authorize the City Manager to sign the Maintenance Services Agreement with Nova Landscape Group Inc.

Requested by: Public Works Department

6. PUBLIC HEARINGS:

6.1 PUBLIC HEARING ON CITY VACANCIES AND RECRUITMENT AND RETENTION EFFORTS.

Recommended Action:

Conduct a Public Hearing on City Vacancies and Recruitment and Retention Efforts.

Requested by: City Manager

7. COUNCIL CONSIDERATION: NONE.

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

9. ADJOURNMENT:



Agenda #: 1
Meeting Date: May 20, 2025

CITY COUNCIL STUDY SESSION REPORT

TO: Honorable Mayor and Members of the City Council
 VIA: Daniel Fox, City Manager
 FROM: Jason Jacobsen, Finance Director
 TITLE: **STUDY SESSION RE: FISCAL YEAR 2025/26 OPERATING BUDGET.**

BACKGROUND:

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 2025/26 City Budget:

- Council Study Session on Draft FY 2025/26 CIP and Draft Five-Year CIP Review – Held on 5/6/2025
- Council Study Session on Draft FY 2025/26 Operating Budget – Scheduled for 5/20/2025
- Adoption of the Proposed FY 2025/26 City Budget & CIP – Scheduled for 6/3/2025

On May 6, 2025, the City Council held a Study Session to review the recommended Draft Capital Improvement Program (CIP). Following Council discussion, there were two recommended changes to the presented Draft FY 2025/26 CIP:

- 1) Removed - Citywide Traffic Mitigation Fund Planning: \$350,000,
- 2) Removed - City Fleet Electric Vehicle Charging Station (Design): \$300,000.

The purpose of this Study Session is to provide the City Council with an opportunity to

review the combined Draft FY 2025/26 Operating Budget and Capital Improvement Program. The Draft General Fund Revenue and Expenditure Totals are included in Attachment 1. The Draft Consolidated Fund Balance Schedule is included in Attachment 2. The Draft Department and Fund line-item budgets are included in Attachment 3. The Draft Long-Term General Fund Forecast is included in Attachment 4.

Based on direction received, appropriate revisions and refinements will be made and presented to the City Council for adoption at the June 3, 2025 City Council meeting. At the City Council meeting on June 3, 2025 staff will provide a summary of any changes to the draft budget reviewed at tonight's study session that were incorporated into the final Proposed FY 2025/26 Operating Budget.

ANALYSIS:

Compared to the prior year, the Draft FY 2025/26 Operating Budget reflects a more challenging fiscal environment, characterized by a structural deficit and a weakening economic outlook. While the budget maintains funding for essential City programs and services, and includes limited investments in maintenance and capital improvements, the City must adopt a measured approach to long-term planning and financial commitments. Management remains cautious and conservative this budget cycle, recognizing ongoing pressures from escalating contract costs, rising labor, material and operating expenses, higher energy and fuel prices, and broader economic uncertainty that portend a bumpy road ahead for the City, and possibly a wider economic slowdown.

Whereas the FY 2024/25 Adopted Budget contained a modest budgeted operating deficit of \$145 thousand, primarily attributed to the use of one-time reserves for one-time costs, the Proposed FY 2025/26 Budget projects a General Fund surplus of \$49 thousand. Notably, this surplus is largely dependent on a one-time 37% reduction in Transfers Out, highlighting a recurring structural imbalance that, if left unresolved, will result in continued structural deficits.

A structural deficit occurs when a municipality's ongoing (recurring) revenues are insufficient to fund its ongoing expenditures under normal (status quo) economic conditions. Unlike one-time or cyclical shortfalls, structural deficits require deliberate policy actions, such as revenue enhancements or expenditure reforms, to eliminate the underlying gap.

Without corrective action, the City will likely erode Unassigned General Fund reserves in ten years, necessitating the use of Emergency Contingency Reserve Funds, and further defer capital maintenance obligations to cover the recurring structural deficit. Over time, this will constrain service levels or necessitate sudden, large revenue increases (see Attachment 4: Draft Long-Term General Fund Forecast).

Despite these fiscal challenges, the proposed budget prioritizes the implementation of high-priority objectives set by the City Council and remains guided by the three overarching goals found in the adopted FY 2024–2027 Strategic Plan:

- Responsible Stewardship of Public Resources

- Open, Engaged and Responsive Government
- Save, Sustainable and Healthy Community

FY 2025/26 Proposed General Fund Budget Overview

The Proposed Operating Budget for the General Fund comprises estimated resources of \$32.3 million and expenditures of \$32.3 million. Altogether, the operational budget reflects a one-time surplus of \$49 thousand:

General Fund Revenues & Expenditures	
Revenues (Ongoing)	\$ 32,335,151
Expenses (Ongoing)	(32,286,151)
Addition to Fund Balance (One-Time)	<u>\$ 49,000</u>

Despite a budgeted “paper” surplus of \$49 thousand, the budget retains a structural imbalance of approximately \$702 thousand once one-time adjustments are removed. This imbalance will reoccur for the foreseeable future requiring the use of fund balance in the absence of structural changes to General Fund revenues or expenditures (see Attachment 4: Draft Long-Term General Fund Forecast).

Underlying Structural Deficit (General Fund)	
Projected FY 2025/26 Surplus	\$49,000
Less One-Time Budget Balancing Strategy:	
Elimination of Transfer-Out to Self-Insurance Fund	(750,744)
Recurring Structural Deficit	<u>\$ (701,744)</u>

Revenue Highlights – General Fund: \$32,335,151

Proposed General Fund revenues for FY 2025/26 have increased \$390 thousand, or 1.2%, when compared to the prior FY 2024/25 Adopted Budget. The following are noteworthy General Fund revenue items incorporated into the proposed FY 2025/26 Operating Budget. The table below displays the prior two Adopted Budgets along with the proposed budget for FY 2025/26, and the percent of change for next fiscal year.

Property Taxes	Adopted FY 23/24	Adopted FY 24/25	Draft FY 25/26
The estimated change in the City's net taxable value of real property (secured & unsecured property) in the City is expected to increase for FY 2025/26 which will	\$6,438,183	\$6,701,322	\$6,971,047
		4.09%	4.02%

result in year-over-year increase in all Property Tax revenues of 4.02%. The City uses HdL as a consultant to help monitor, audit and project this major revenue source.

Property Tax in Lieu of VLF (Vehicle License Fees)	Adopted FY 23/24	Adopted FY 24/25	Draft FY 25/26
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%	\$8,107,449 3.78%

Sales Taxes	Adopted FY 23/24	Adopted FY 24/25	Draft FY 25/26
Sales tax revenue is projected to decline by \$183,000 compared to the prior year—a significant reversal from the \$115,000 increase forecasted last year by the City's sales tax consultant. This downward revision is primarily driven by updated assumptions regarding statewide and national economic growth. The City is seeing notable declines across several key sectors, including Fuel & Service Stations, General Consumer Goods, Online Sales, and Building & Construction	\$6,161,000	\$6,597,000 7.08%	\$6,413,700 -2.78%

Transient Occupancy Taxes	Adopted FY 23/24	Adopted FY 24/25	Draft FY 25/26
Transient Occupancy Tax is projected to remain unchanged, reflective of a slowdown in travel.	\$1,380,000	\$1,449,000 5.00%	\$1,449,000 0.00%

Use of Money & Property - Investments	Adopted FY 23/24	Adopted FY 24/25	Draft FY 25/26
Investment Income for the General Fund is anticipated to decline \$71,000 as the City's portfolio reflects changes to the interest rate environment.	\$800,000	\$1,320,000 65.00%	\$1,249,000 -5.38%

Current Service Charges	Adopted FY 23/24	Adopted FY 24/25	Draft FY 25/26
Building Permit Activity – Revenue from Building, Planning and Engineering activity is estimated to decrease \$317,000 due to a general reduction in development activity.	\$1,873,920	\$1,929,057 2.94%	\$1,612,130 -16.43%

Rental Revenue – Revenue from rentals at the Diamond Bar Center is anticipated to increase by \$25,000. Field and Park Facility Rentals, and related Facility Security Charges, are anticipated to decrease \$28,000. Cell tower lease revenue is projected to increase \$49,000 due to one additional site under lease and adjustments for CPI to current leases.	\$939,000	\$1,056,300	\$1,102,500
		12.49%	4.37%
Recreation Programs – Program revenue is projected to have a net decrease of \$85,000 mainly due to a decrease in Contract Classes and a continued decline in revenues from Youth Sports Programs.	\$714,095	\$703,493	\$618,425
		-1.48%	-12.09%

Gas Tax – Transfer In	Adopted FY 23/24	Adopted FY 24/25	Draft FY 25/26
The Transfer-In from the Gas Tax Fund reimburses the General Fund for eligible road maintenance activities each year. However, as maintenance costs continue to rise, available Gas Tax revenue remains insufficient to fully cover these expenses. For FY 2025/26, total eligible costs are projected at \$1.8 million—exceeding available Gas Tax funding by \$317,000.	\$1,204,000	\$1,475,000	\$1,435,000
		22.51%	-2.71%

Expenditure Highlights - General Fund: \$32,286,151

Proposed General Fund expenditures for FY 2025/26 have decreased by \$583 thousand, or 1.8%, compared to the prior year's Adopted Budget. In response to declining revenues, staff conducted a thorough review of all expense accounts and took deliberate steps to reduce or eliminate expenses in order to present a balanced initial draft. As a result, \$1.04 million in expenditures has been removed from the Draft FY 2025/26 Operating Budget being presented today.

Key reductions include decreases to the Transfer-Out category (as previously noted), deferral of the Parking Lot Slurry Seal program at City parks, a reduction to Lobbying Services for legislative advocacy, and a scale-back in Records Management activities.

The following highlighted items are presented for City Council consideration:

- **Public Safety**

Law Enforcement – FY 2025/26 County of Los Angeles Sheriff’s Department (LASD) expenditures are expected to be approximately \$8.8 million, representing the single largest line item and approximately 27.4% (up from 25.6%) of proposed General Fund expenditures. LASD proposed expenditures reflect a net increase of \$398 thousand year-over-year, inclusive of a contract rate increase of 4.37% (down from 3.44% in the prior year) plus an increased Liability Trust Fund (LTF) surcharge of 13.0% (up from 12.5% in the prior year) 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 third year of the Flock Agreement (\$170,000) 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 2025/26 is \$289,800. This first contracted rate adjustment reflects a \$9,800 increase as compared to the prior three years which saw a fixed rate.

Animal Control – Since incorporation, the City has contracted with the Inland Valley Humane Society (IVHS) for animal control and licensing services. The current agreement, last amended in 2021, follows a gross contract model in which the City pays the full cost of services, offset by any licensing revenue collected by IVHS. This year, three large member cities have withdrawn from IVHS (Montclair, Chino, Ontario), prompting a change in the cost adjustment methodology. Rather than applying the standard pro-rata pooled adjustment factor, a flat 15% increase has been proposed for FY 2025/26.

The projected gross cost for IVHS services in FY 2025/26 is \$647 thousand, representing an \$84 thousand increase over the prior year. After accounting for estimated licensing and service fee revenues of \$91 thousand, the proposed net cost to the City is \$557 thousand, an increase of \$117 thousand compared to the previous fiscal year.

- **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 2025 was 3.1%. 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, be increased by 3.1% effective with the pay period beginning June 28, 2025. 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. This annual COLA and Benefit Allotment adjustment is a routine maintenance item to preserve the City’s competitive compensation structure. The total estimated cost is approximately \$371 thousand, of which \$322 thousand is funded by the General Fund.

- **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 Wedding and Event Expo 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 (\$2.76 million) and operations at the Diamond Bar Center (\$1.76 million) have been adjusted commensurate with the anticipated activities, and with a combined budget of \$4.52 million the Parks & Recreation Department’s Proposed FY 2025/26 budget represents a total decrease of \$100 thousand from the prior year. The Diamond Bar Center rental revenue is budgeted at \$700 thousand, an increase of \$25 thousand from the prior year. However, DBC revenues may fluctuate slightly in FY 2025/26 due to ongoing capital improvement projects scheduled for the facility in the late Summer of 2025. Recreation program revenue is expected to be down \$85 thousand (12%) from the prior year amount of \$703 thousand, with \$618 thousand budgeted for FY 2025/26. This decrease is mainly due to decreased participation in contract classes and some youth sports.

Special Revenue Fund Highlights

- **Integrated Waste Management Fund (250)** – The proposed budget of

\$899 thousand includes \$21 thousand for expanded student waste reduction and recycling field trips. The City has maintained a student environmental education program with Discovery Cube for several years. Last year, the program expanded to include 3rd and 4th graders in addition to its usual 5th and 6th graders. Student participation exceeded the annual goal by February, well before the school year ended. This program has been well-received by schools as it provides a fun and interactive way to educate students about recycling, organic waste, and sustainable purchasing choices. Additionally, it supports the goals of SB 1383, particularly through Discovery Cube's organics lab, which includes composting and vermicomposting activities.

- **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 2025/26 is budgeted at \$275 thousand, a decrease of \$89 thousand from the prior year. Budgeted resources and expenditures for all three districts for FY 2025/26 are as follows – note that some districts are utilizing fund balance for proposed Capital Improvement Projects listed in the Draft FY 2025/26 CIP Plan:

Landscape & Lighting Assessment Districts

<u>Proposed FY 2025/26 Budget</u>	<u>LLAD No. 38</u>	<u>LLAD No. 39-2022</u>	<u>LLAD No. 41-2021</u>
Resources			
Assessment Revenue	\$ 276,780	\$ 687,833	\$ 320,686
General Fund Contributions	217,326	45,535	12,314
Use of District Fund Balance	-	354,449	187,873
Total Resources	\$ 494,106	\$ 1,087,817	\$ 520,873
Total Expenditures			
	\$ 493,992	\$ 1,087,817	\$ 520,873
Changes to Dist. Fund Balance	\$ 114	\$ (354,449)	\$ (187,873)

- **AB 2766 Air Quality Management District Fund (251)** – The proposed budget of \$74 thousand represents a decrease of \$80 thousand and is recommended to accommodate citizen requests for neighborhood traffic management program (NTMP) improvements (\$74 thousand). The year-over-year decrease is due to a \$10 thousand reduction in funding for the NTMP and the removal of \$70 thousand in funding previously allocated for zero-emissions replacement vehicles.
- **Beverage Container Recycling Grant Fund (254)** – The proposed \$97 thousand budget includes \$70 thousand for two (2) bottle refill stations at Diamond Bar Center.
- **Park Development Fund (262)** – The proposed budget of \$35 thousand is for the design and manufacture of park and trail signs across the City. As the majority of park rules, information, and directional signs were purchased in FY 2024/25, there is a need to replace the faded, damaged and outdated trail wayfinding, flora/fauna, and historical signs which have not been replaced in over ten years. Many of these signs are undecipherable and staff recommends

recreating signs with QR codes to ensure up-to-date information for park users.

Internal Service Funds 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 \$723 thousand for the upcoming year and is funded by a transfer to the Debt Service Fund from the General Fund.
- **Self-Insurance Fund (501)** – CA Joint Powers Insurance Authority (CJPIA) covers the City's Property, Pollution Liability, Crime, General Liability and Workers' Compensation needs. The combined premiums for Property, Pollution, Crime and General Liability are anticipated to be approximately \$651 thousand which reflects a year-over-year increase of \$116 thousand (21.7%) due mainly to an increase in the annual General Liability contribution. Workers' Compensation costs have increased \$4 thousand to \$141 thousand and are included in the various personnel line-item budgets for all city funds.

Historically, as the City initially operated as a self-insured entity, it maintained a \$1 million fund balance reserve in the Self-Insurance Fund (Resolution No. 89-53) to address potential insurance-related needs. However, given the critical need for one-time resources to help address the structural deficit in the FY 2025/26 budget, a permanent reduction of this reserve to \$250 thousand is recommended. This adjustment is considered appropriate in light of the City's current participation in the California Joint Powers Insurance Authority (CJPIA), which provides comprehensive insurance coverage and related services. The recommended \$250 thousand reserve level will serve as a prudent minimum balance to cover any uninsured or unforeseen losses or deductibles. A resolution amending the City's Fund Balance and Reserve Funding Policy will be added to the June 3, 2025 FY 2025/26 Budget Adoption report for the City Council's consideration.

- **Vehicle Maintenance & Replacement Fund (502)** – The proposed budget of \$262 thousand is recommended for necessary operations and maintenance of the citywide fleet, as well as the purchase of one replacement vehicle.
- **Computer Equipment Maint. & Replacement Fund (503)** – The proposed budget of \$287 thousand is recommended for necessary information systems, hardware upgrades, and replacements, such as:
 - (7) Replacement Servers
 - New Tablets for New Enterprise Land Management (ELM) System
 - (3) Laser Printer Replacements

- Phase 2 ELM System Integration with Laserfische and Financial System
- New Touch-Screens for Employee Time Keeping.
- **Building Facility & Replacement Fund (504)** – The proposed budget of \$89 thousand is recommended for necessary facility maintenance projects not categorized as capital improvement projects, such as:
 - City Hall Elevator Control Upgrade;
 - City Hall Cubical Modifications and Office Furniture.

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.

Revised Draft Capital Improvement Program

The Revised Draft FY 2025/26 CIP budget includes five (5) new projects totaling \$5.2 million, encompasses three project categories and represents an expenditure decrease of 63.0% when compared to the Adopted CIP for FY 2024/25. The revised program does not include any projects funded by the General Fund.

CIP Program Year-Over-Year	Adopted FY 2024/25	Draft FY 2025/26	% Change
Street Improvements	\$ 13,356,189	\$ 4,499,000	-66%
Traffic Mgmt./Safety Improvements	64,000	64,000	0%
Transportation Infrastructure Improvements	-	-	N/A
Misc. Public Works Improvements	380,000	-	-100%
Facilities, Parks and Rec. Improvements	150,000	600,000	300%
Total	\$ 13,950,189	\$ 5,163,000	-63.0%

Below is the revised list of revised CIP projects for FY 2025/26 with changes:

Project No.	Street Improvements: \$4,499,000
SI261	Pavement Rehabilitation Design Project FYs 2026-28 (Arterials, Residential, Collector Street Rehab, and CDBG Curb Ramps).
SI262	Arterial Street Rehab (Construction) - Brea Canyon Rd from DBB to Pathfinder - Brea Canyon Rd from Pathfinder to Golden Springs Dr - Diamond Bar Blvd from Westbound SR 60 off-ramp to City Limits
SI264	CDBG Area 6 ADA Curb Ramp Project (Construction)
Traffic Management/Safety Projects: \$414,000 \$64,000	
TM261	Battery Back-Up and CCTV Replacement Program FY 25/26 (Construction)
TM262	Citywide Traffic Mitigation Fund Planning
Transportation Infrastructure Improvements: \$300,000 \$0	
TI261	Fleet Electric Vehicle Charging Stations (Design)
Miscellaneous Public Works Improvements: \$0	
N/A	N/A
Facilities, Parks and Rec Improvements: \$600,000	
FP261	LLADs Irrigation, Landscape, and Miniparks Improvements

Additional Consideration: Proposition A Funds Exchange for Pony Field Restoration

As the City Council may recall, in August 2024, the City successfully exchanged surplus, restricted Prop. A transportation funds for unrestricted, one-time general revenues. This transaction converted approximately \$1.3 million in otherwise unusable Prop. A funds into \$1 million in flexible revenue that could be applied to broader City priorities. Per the direction of the City Council, these funds were deposited in the Park Development Fund (262) where they remain unused at this time. The current projected ending fund balance for the fund as of June 30, 2026 is \$1.6 million.

Staff is seeking City Council direction on whether to pursue a similar exchange in the upcoming FY 2025/26. Specifically, staff proposes identifying an exchange partner to convert additional surplus Prop. A funds into approximately \$1 million in unrestricted revenue. If approved, these funds could be used to support the initial clean-up and restoration efforts of Stevens Field, or other uses as deemed appropriate by the Council. If directed to pursue this exchange, the FY 2025/26 budget will be adjusted to reflect the transaction at the time the City executes the funds exchange agreement.

Conclusion & Recommendation

The Proposed FY 2025/26 Operating Budget and Capital Improvement Program reflects a more challenging fiscal environment than in previous years, marked by a structural

deficit and a weakening economic outlook. While the budget continues to fund a broad range of essential City programs and services and includes limited investments in deferred maintenance and capital improvements, as well as human capital, it also presents a measured and cautious approach to the City's long-term planning and financial commitments.

Staff is currently working on a comprehensive strategy to build sustainable revenues over the long-term and will present the strategy to City Council in the coming months. Should the City Council wish to modify any part of the Proposed FY 2025/26 Operating Budget and Capital Improvement Program, staff will incorporate all revisions for final adoption at the June 3, 2025 City Council Meeting.

Attachments:

1. 1.a Attachment 1_Proposed General Fund Revenue & Expenses - FY 2025-26
2. 1.b Attachment 2_Consolidated Fund Balances_Draft FY 2025-26 Budget
3. 1.c Attachment 3_Proposed FY 2025-26 Line item Budgets (Draft Budget Book)
4. 1.d Attachment 4_Draft Long-Term General Fund Forecast



CITY OF DIAMOND BAR PROPOSED GENERAL FUND BUDGET SUMMARY FY 2025/26

	FY 2023/24 Actuals	FY 2024/25 Revised Budget*	FY 2024/25 Actuals thru 5/13/25	FY 2025/26 Proposed Budget	% Change from Rvsd FY 24/25 to Proposed FY 25/26
REVENUES					
Property Taxes	\$ 6,427,105	\$ 6,701,322	\$ 5,566,578	\$ 6,971,047	4.0%
Other Taxes & Fees	9,896,511	9,746,210	6,497,427	9,713,590	-0.3%
State Revenue	7,603,840	7,877,508	4,001,021	8,172,449	3.7%
From Other Agencies	159,341	114,980	4,292	-	0.0%
Fines & Forfeitures	380,423	370,000	273,527	370,000	0.0%
Service Charges	2,940,215	3,279,600	2,345,501	2,933,635	-10.5%
Use of Money and Property	3,272,943	2,400,500	1,290,022	2,367,700	-1.4%
Cost Reimbursements	312,101	403,530	172,498	159,230	-60.5%
Transfers In	1,236,144	1,687,500	-	1,647,500	-2.4%
Total Revenues	\$ 32,228,625	\$ 32,581,150	\$ 20,150,867	\$ 32,335,151	-0.8%
EXPENDITURES					
City Council (110)	\$ 190,445	\$ 223,866	\$ 161,356	\$ 219,954	-2%
City Attorney (120)	270,113	490,000	291,965	261,000	-47%
City Manager (130)	1,177,375	1,306,468	984,740	1,331,322	2%
City Clerk (140)	450,641	445,766	369,285	453,536	2%
Economic Development (150)	320,082	462,759	337,998	490,631	6%
Finance (210)	907,124	899,244	660,795	948,158	5%
Human Resources (220)	510,861	608,670	460,144	614,239	1%
Information Systems (230)	1,515,309	1,654,739	1,433,502	1,741,659	5%
Community Relations (240)	720,466	1,059,341	725,554	981,481	-7%
Law Enforcement (310)	8,095,492	8,919,265	5,729,809	9,324,390	5%
Volunteer Patrol (320)	1,519	4,000	-	4,000	0%
Fire (330)	7,359	8,000	7,359	8,000	0%
Animal Control (340)	453,501	480,000	384,308	571,800	19%
Emergency Preparedness (350)	35,559	50,600	22,358	55,260	9%
Community Dev/Planning (410)	834,483	919,485	781,088	909,838	-1%
Building & Safety (420)	1,033,286	1,213,234	844,603	1,105,875	-9%
Neighb Improvement (430)	469,713	554,917	404,483	578,864	4%
Diamond Bar Center (510)	1,521,742	1,729,216	1,314,076	1,760,615	2%
Recreation (520)	2,229,337	2,822,223	1,978,794	2,763,223	-2%
Public Works (610)	640,831	711,433	519,813	668,205	-6%
Engineering (615)	394,383	876,863	315,872	732,474	-16%
Civic Center (620)	704,381	973,681	615,260	832,867	-14%
Parks & Facilities Maintenance (630)	1,509,591	1,720,227	1,339,191	1,712,995	0%
Landscape Maintenance (645)	392,444	347,100	319,213	422,800	22%
Road Maintenance (655)	1,786,990	2,236,632	1,440,993	2,197,590	-2%
Transfers Out (900)	6,433,027	4,764,121	1,793,727	1,595,375	-67%
Total Expenditures	\$ 32,606,053	\$ 35,481,849	\$ 23,236,284	\$ 32,286,151	-9.0%
Surplus/(Deficit)	\$ (377,429)	\$ (2,900,699)	\$ (3,085,418)	\$ 49,000	
Fund Balance - Beginning		\$ 31,964,375		29,063,676	
Fund Balance - Ending**		\$ 29,063,676		\$ 29,112,676	

*Note: Includes one-time appropriations and carryovers.

**Note: Includes 25% Contingency Reserve of \$8.1 million



Attachment 2

CITY OF DIAMOND BAR

Proposed Resources & Uses

Draft Fiscal Year 2025/26 Budget

Fund #	Fund Title	PROPOSED RESOURCES				PROPOSED USES			Estimated FB Reserves @ 06/30/26	Addition/(Use) of Fund Balance	Fund Balance Notes
		Estimated FB Reserves @ 07/01/25	Revenues	Transfers-In	Total Resources	Appropriations	Transfers-Out	Total Uses			
100	General Fund (includes 25% Contingency Reserve)	\$ 29,063,676	\$ 30,687,651	\$ 1,647,500	\$ 32,335,151	\$30,690,776	\$1,595,375.00	\$ 32,286,151	\$ 29,112,676	\$ 49,000	
101	Com Organization Support Fund	2,062	-	20,000	20,000	20,000	-	20,000	2,062	-	
102	Law Enforcement Reserve Fund	961,070	-	-	-	-	50,000	50,000	911,070	(50,000)	
103	General Plan Revision Fund	302,833	-	-	-	12,000	-	12,000	290,833	(12,000)	
104	Technology Reserve Fund	434,389	74,000	100,000	174,000	-	250,000	250,000	358,389	(76,000)	
105	OPEB Reserve Fund	245,523	-	44,000	44,000	22,000	88,000	110,000	179,523	(66,000)	
107	Homelessness Response Fund	49,086	-	50,000	50,000	50,000	-	50,000	49,086	-	
201	Measure W	569,425	838,000	-	838,000	595,556	-	595,556	811,869	242,444	
202	Road Maint. & Rehab (RMRA)	562,824	1,454,743	-	1,454,743	1,500,000	-	1,500,000	517,567	(45,257)	
203	Measure M Fund	383,600	980,122	-	980,122	1,363,566	-	1,363,566	156	(383,444)	
204	Measure R Fund	278,140	862,784	-	862,784	1,020,566	-	1,020,566	120,358	(157,782)	
205	Gas Tax Fund	316,351	1,537,166	-	1,537,166	66,000	1,435,000	1,501,000	352,517	36,166	
206	Prop A - Transit Fund	1,811,540	1,658,345	-	1,658,345	1,327,001	-	1,327,001	2,142,884	331,344	
207	Prop C - Transit Fund	69,476	1,153,879	-	1,153,879	1,218,595	-	1,218,595	4,760	(64,716)	
208	MAP-21 Fund	1,072	-	-	-	-	-	-	1,072	-	
209	SB821 Trails (TDA)	-	-	-	-	-	-	-	-	-	
210	MTA Grants Fund	56,599	-	-	-	-	-	-	56,599	-	
224	PLHA Fund	-	390,664	-	390,664	390,664	-	390,664	-	-	
225	Community Dev Block Grant Fd	(141,410)	383,816	-	383,816	383,816	-	383,816	(141,410)	-	Pending Grant Reimb.
226	CASP (SB1186) Fund	62,213	8,200	-	8,200	60,000	-	60,000	10,413	(51,800)	
238	Landscape Maint Dist - 38	-	276,780	217,326	494,106	493,992	-	493,992	114	114	
239	Landscape Maint Dist - 39	595,783	687,833	45,535	733,368	1,087,817	-	1,087,817	241,334	(354,449)	
241	Landscape Maint Dist - 41	235,563	320,686	12,314	333,000	520,873	-	520,873	47,690	(187,873)	
245	Street Beautification	356,448	2,400	-	2,400	-	-	-	358,848	2,400	
246	Traffic Mitigation Fund	8,456,200	150,000	-	150,000	-	-	-	8,606,200	150,000	
247	Sewer Mitigation Fund	60,541	400	-	400	-	-	-	60,941	400	
248	Tres Hermanos	6,910	-	80,000	80,000	80,000	-	80,000	6,910	-	
250	Integrated Waste Mgt Fund	2,013,813	825,670	-	825,670	888,774	10,000	898,774	1,940,709	(73,104)	
251	Air Quality Improvement Fd	52,270	75,100	-	75,100	74,000	-	74,000	53,370	1,100	
252	Waste Hauler Fund	21,687	174,450	-	174,450	195,000	-	195,000	1,137	(20,550)	
253	Used Oil Grant	28,106	8,033	-	8,033	7,833	-	7,833	28,306	200	



CITY OF DIAMOND BAR

Proposed Resources & Uses

Draft Fiscal Year 2025/26 Budget

		PROPOSED RESOURCES				PROPOSED USES					
Fund #	Fund Title	Estimated FB Reserves @ 07/01/25	Revenues	Transfers-In	Total Resources	Appropriations	Transfers-Out	Total Uses	Estimated FB Reserves @ 06/30/26	Addition/(Use) of Fund Balance	Fund Balance Notes
254	Beverage Recycling Grant	118,430	14,800	-	14,800	97,314	-	97,314	35,916	(82,514)	
255	LRSP Grant Fund	-	-	-	-	-	-	-	-	-	
256	Hazard Mitigation Grant Fund	5,467	-	-	-	-	-	-	5,467	-	
260	Park Fees (Quimby) Fd	132,878	500	-	500	-	-	-	133,378	500	
261	Measure A Neigh. Parks Act	-	-	-	-	-	-	-	-	-	
262	Park & Facility Development Fd	1,677,543	7,300	-	7,300	35,000	-	35,000	1,649,843	(27,700)	
263	Prop A - Safe Neigh. Pks Fd	-	-	-	-	-	-	-	-	-	
270	PEG Fees Fund	382,527	103,800	-	103,800	100,000	-	100,000	386,327	3,800	
280	Citizens Option for Public Sfty Fd	413,055	188,200	-	188,200	10,000	152,500	162,500	438,755	25,700	
301	Capital Improvement Project Fd	(184,234)	-	-	-	-	-	-	(184,234)	-	Pending Grant Reimb.
401	Debt Service Fund	2,973	-	729,700	729,700	729,700	-	729,700	2,973	-	
501	Self Insurance Fund	1,030,436	10,000	-	10,000	650,744	100,000	750,744	289,692	(740,744)	
502	Vehicle Maint & Replacement Fd	431,174	6,000	296,500	302,500	261,500	-	261,500	472,174	41,000	
503	Comp. Equipment Maint & Repl Fd	155,753	8,000	250,000	258,000	287,000	-	287,000	126,753	(29,000)	
504	Building Facility & Maint Fund	2,223,994	10,800	100,000	110,800	89,000	-	89,000	2,245,794	21,800	
601	OPEB Trust Fund	897,423	26,600	88,000	114,600	-	-	-	1,012,023	114,600	
Grand Totals		\$ 54,143,211	\$ 42,926,722	\$ 3,680,875	\$ 46,607,597	\$ 44,329,087	\$ 3,680,875	\$ 48,009,962	\$ 52,740,846	\$ (1,402,365)	



2024 TML Photo Contest | Honorable Mention
"Sunset at Pantera" @ Rolando Collazo

**City of
Diamond Bar**

Annual Budget

 **Fiscal Year 2026**
July 1, 2025-June 30, 2026

City of Diamond Bar Budget

Fiscal Year 25/26

www.diamondbarca.gov

CITY LEADERSHIP

Mayor

Chia Yu Teng



Mayor Pro Tem

Steve Tye



Council Member

Ruth M. Low



Council Member

Andrew Chou



Council Member

Stan Liu

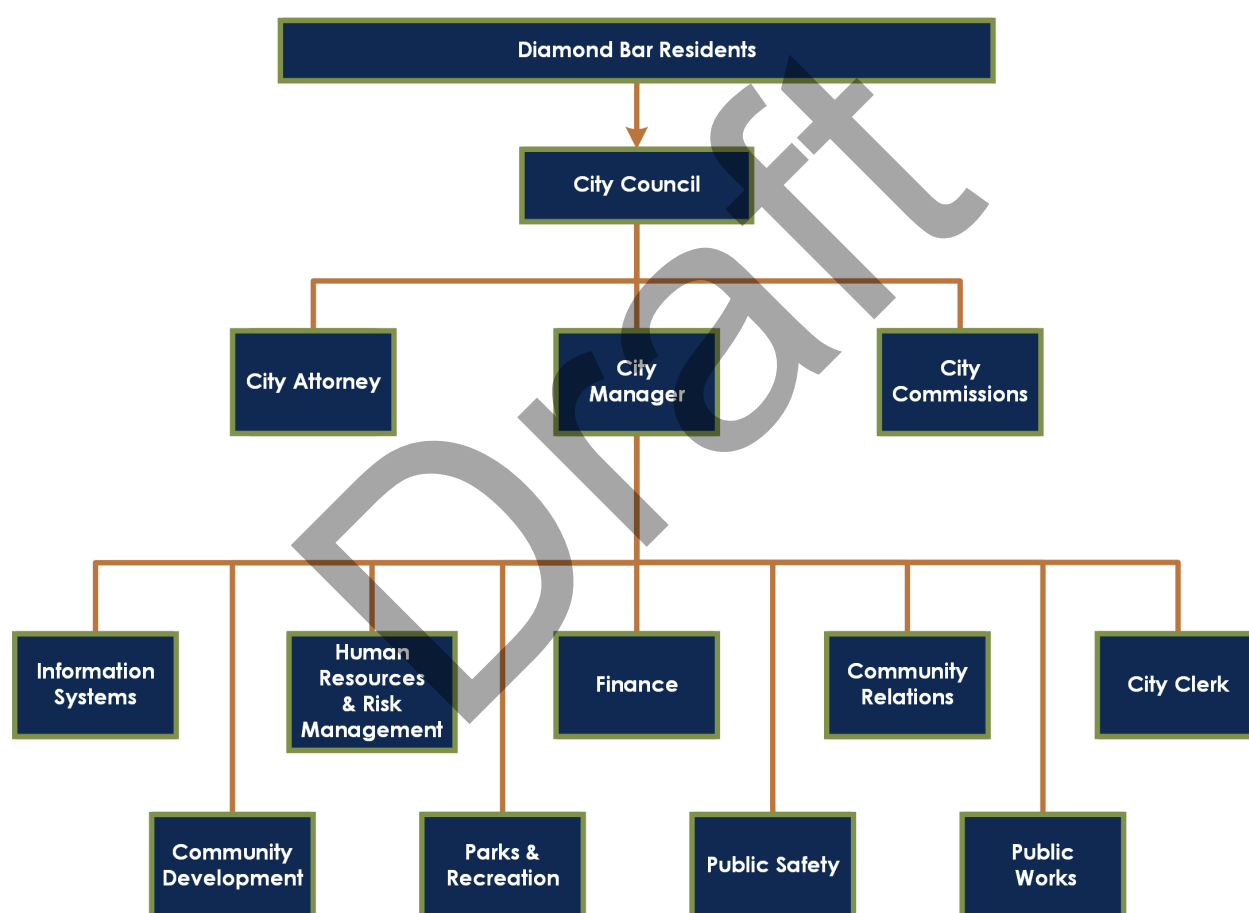


City of Diamond Bar Budget

Fiscal Year 25/26

www.diamondbarca.gov

ORGANIZATIONAL STRUCTURE





Community Profile



City of Diamond Bar Budget

Fiscal Year 25/26

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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.

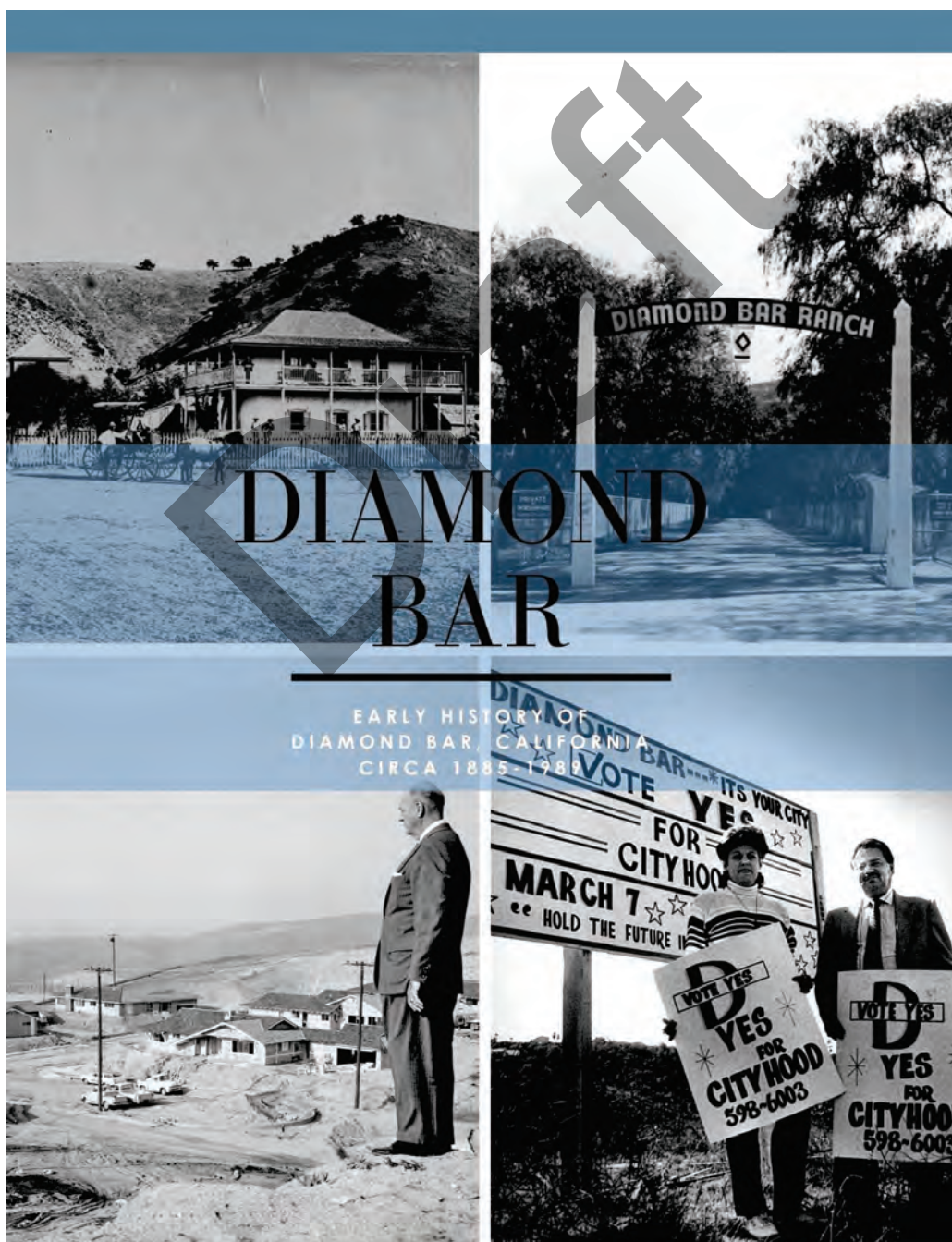


City of Diamond Bar Budget

Fiscal Year 25/26

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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.

Land Grants and Ranchos

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.



Diamond Bar Ranch

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.



Diamond Bar Ranch

Arabian Horses

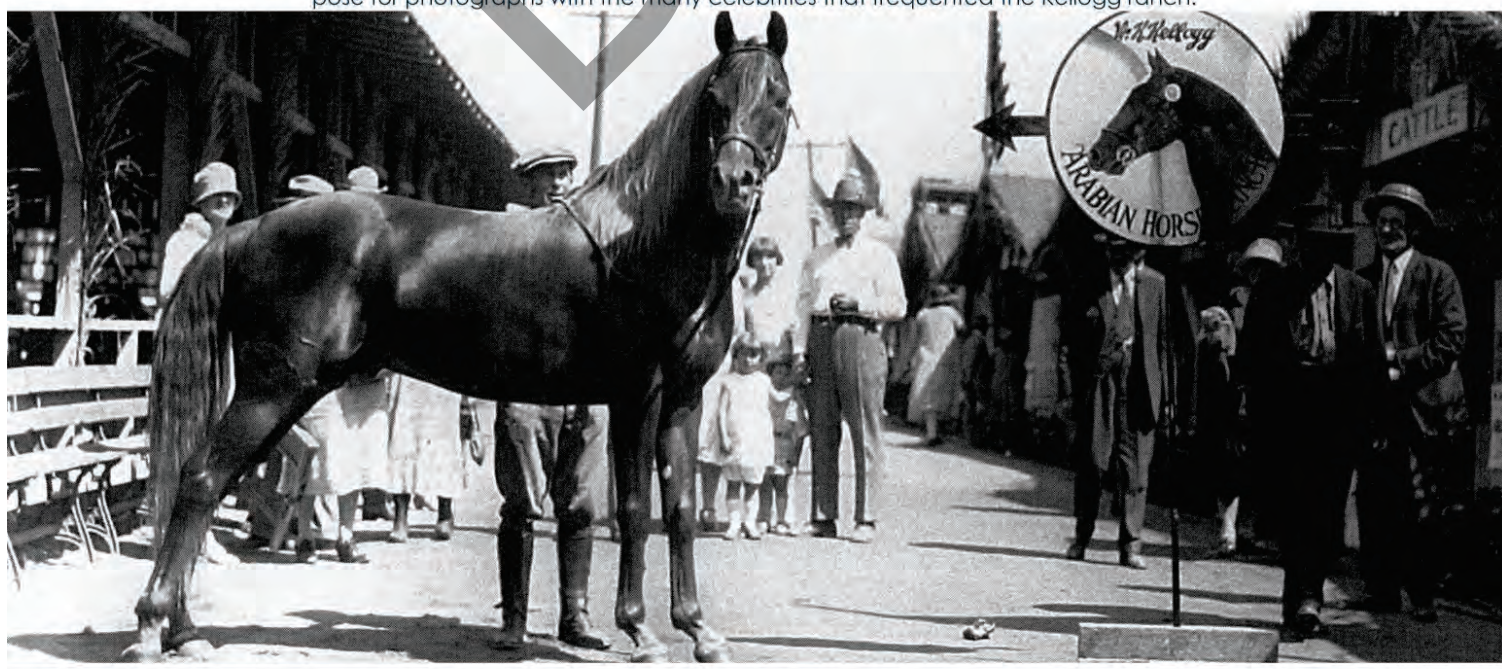
In addition to the hogs and cattle, Diamond Bar Ranch owner Frederick E. Lewis had a great interest in breeding horses, in particularly Arabians. In late 1918 Lewis made his initial purchase of 10 Arabian horses from Hingham Stock Farm in Massachusetts. The significance of the blood lines of the Lewis-bred 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.



Diamond Bar Development

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.



Diamond Bar Development

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.



Diamond Bar Development

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 shown 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.



Diamond Bar Development

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.



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 city hood 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

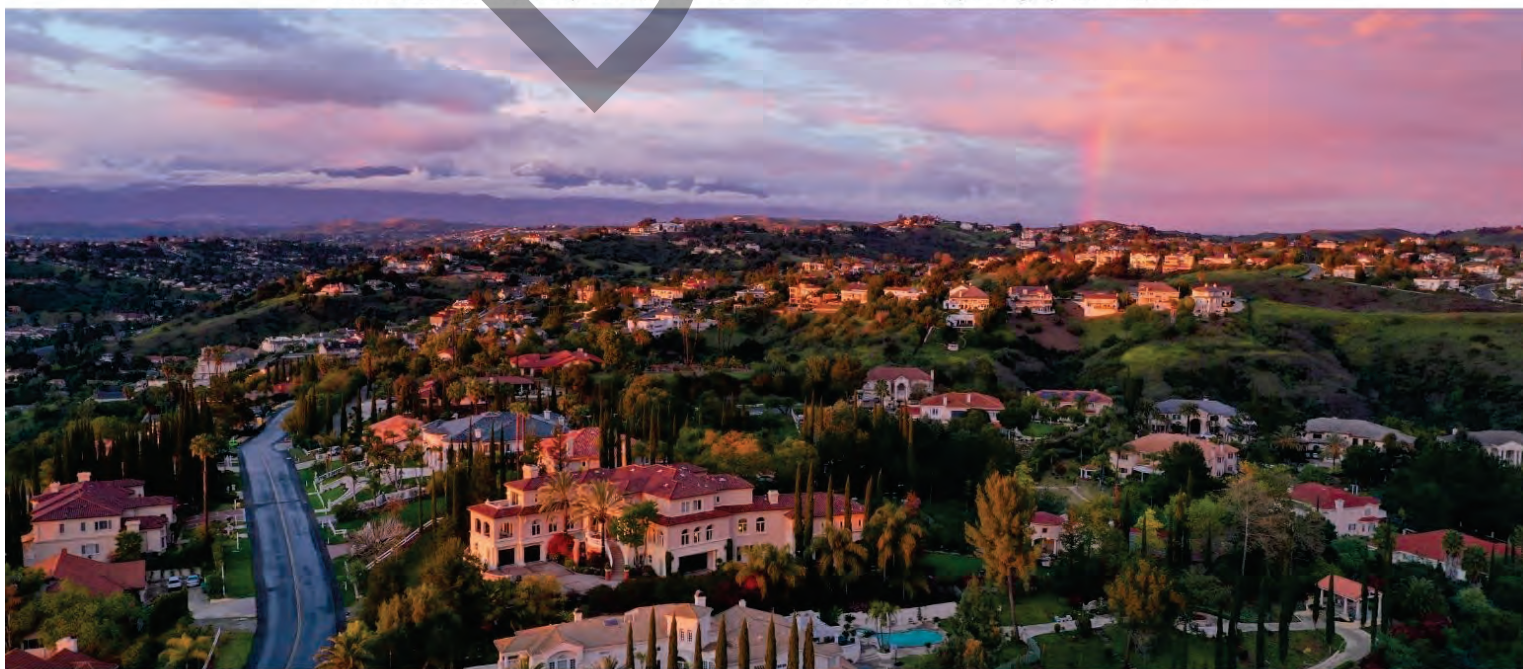
Set against a scenic mountain backdrop on almost 15 square miles of rolling hills and valleys in the East San Gabriel Valley region, today's Diamond Bar is a culturally diverse community that is predominantly middle- to upper-class and is home to nearly 56,000 residents.

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.



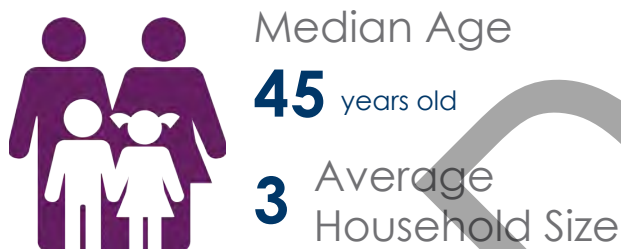
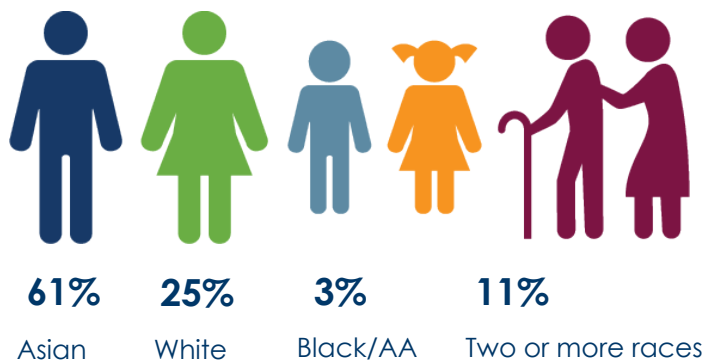


Year of Incorporation

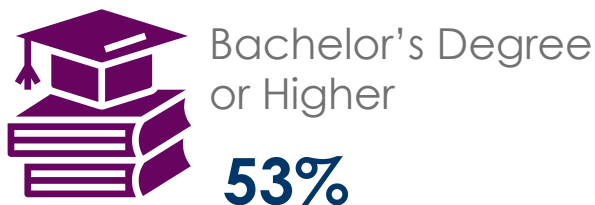
1989

Population

53,073



Education



Land Use

Land Area: 15 square miles



2024 Statistics

Sources: Environics Analytics (Claritas/Nielsen), EdData, and Census Based on 2020-2024 data.

Housing



17,599 Total Housing Units

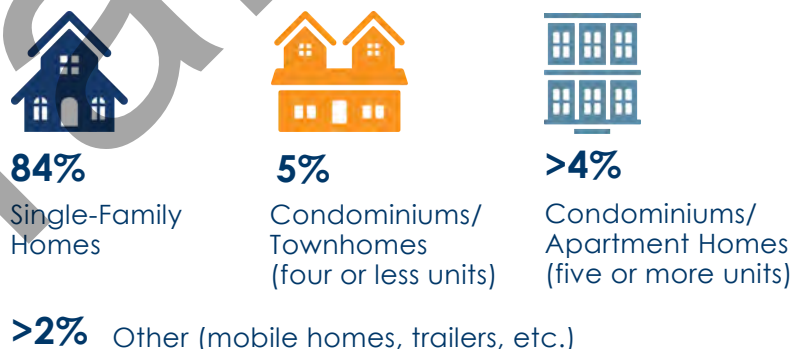
74% Owner-occupied

\$919K Median Home Price

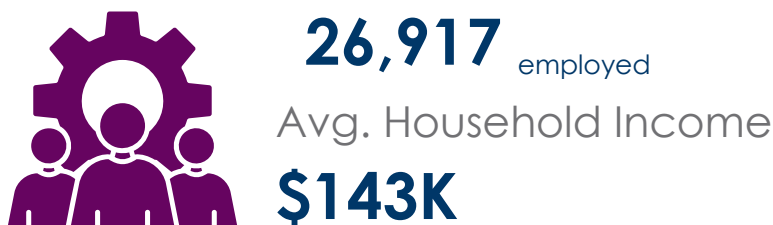
26% Renter-occupied

20 years Avg. Length of Residence

Types of Homes



Employment



Occupation



City of Diamond Bar Budget

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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.





Guide to the Budget



City of Diamond Bar Budget

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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

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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

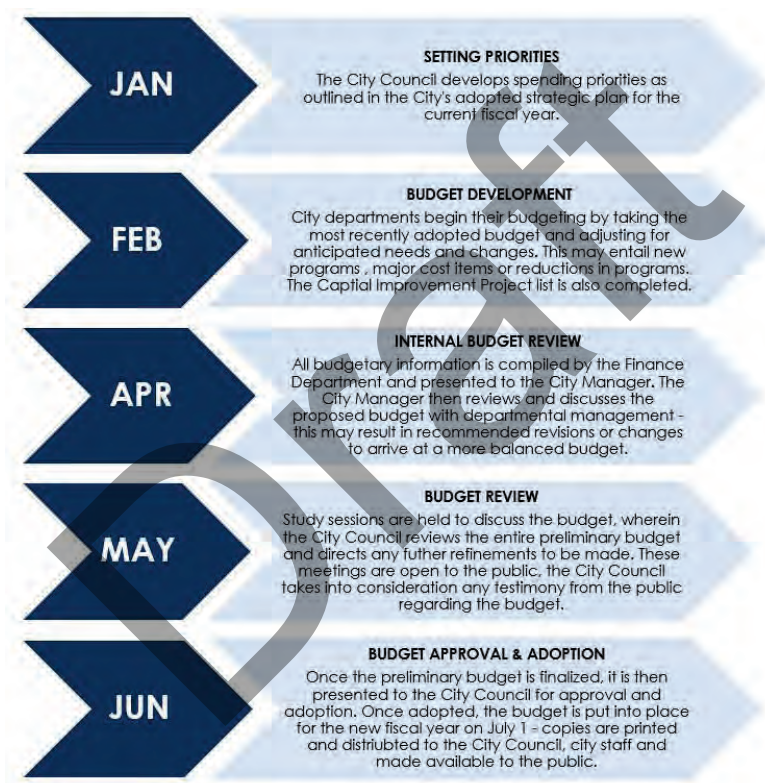
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City of Diamond Bar Budget

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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.

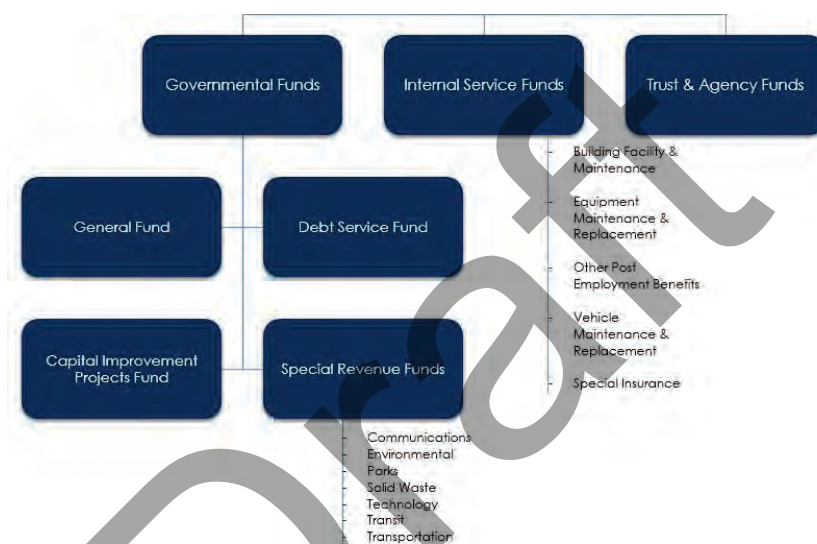
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FUND STRUCTURE



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.

City of Diamond Bar Budget

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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. This 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 53

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.



General Fund Revenues and Appropriations



City of Diamond Bar Budget

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100 - GENERAL FUND REVENUE

General Fund Revenue

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Property Taxes				
(40010) Secured Property Taxes	\$6,032,979	\$6,303,639	\$6,303,639	\$6,565,175
(40020) Unsecured Property Taxes	\$235,799	\$198,683	\$198,683	\$206,872
(40030) Supplemental Roll Taxes	\$147,383	\$165,000	\$165,000	\$165,000
(40040) Prior Year Property Taxes	-\$34,962	-\$11,000	-\$11,000	-\$11,000
(40060) Interest, Penalties & Delinq	\$21,968	\$20,000	\$20,000	\$20,000
(40070) Homeowner's Exemption	\$23,938	\$25,000	\$25,000	\$25,000
PROPERTY TAXES TOTAL	\$6,427,105	\$6,701,322	\$6,701,322	\$6,971,047
Other Taxes & Fees				
(41010) Sales Tax Revenue	\$6,467,915	\$6,597,000	\$6,377,000	\$6,413,700
(41020) Transient Occupancy Tax	\$1,499,045	\$1,449,000	\$1,449,000	\$1,449,000
(41030) Franchise Fees	\$1,601,005	\$1,560,210	\$1,590,210	\$1,520,890
(41050) Property Transfer Tax	\$328,547	\$330,000	\$330,000	\$330,000
OTHER TAXES & FEES TOTAL	\$9,896,511	\$9,936,210	\$9,746,210	\$9,713,590
Federal Revenue	\$0	\$114,980	\$114,980	\$0
State Revenue				
(43010) Motor Vehicle In Lieu	\$67,901	\$65,000	\$65,000	\$65,000
(43020) Property Tax In Lieu of VLF	\$7,535,939	\$7,812,508	\$7,812,508	\$8,107,449
(43155) Planning Grants Prg	\$159,341	\$0	\$0	\$0
STATE REVENUE TOTAL	\$7,763,181	\$7,877,508	\$7,877,508	\$8,172,449
Fines & Forfeitures				
(47010) Vehicle Code Fines	\$133,289	\$125,000	\$125,000	\$125,000
(47020) General Fines	\$36,527	\$15,000	\$15,000	\$15,000
(47030) Municipal Code Fines	\$72,284	\$50,000	\$50,000	\$50,000
(47040) Parking Fines	\$130,224	\$170,000	\$170,000	\$170,000
(47050) Impound Fees	\$8,100	\$10,000	\$10,000	\$10,000
FINES & FORFEITURES TOTAL	\$380,423	\$370,000	\$370,000	\$370,000
Building Fees				
(48010) Construction Permit Fees	\$1,008,771	\$959,553	\$859,553	\$805,415
(48020) Plan Check Fees-Bldg/Sfty	\$589,107	\$959,553	\$859,553	\$805,415
(48160) Building Standards Admin Fee	\$254	\$2,821	\$2,821	\$500
(48170) SMIP Fees	\$673	\$7,130	\$7,130	\$800
BUILDING FEES TOTAL	\$1,598,804	\$1,929,057	\$1,729,057	\$1,612,130
Planning Fees				
(48100) Planning Fees	\$207,682	\$225,000	\$225,000	\$215,000
(48130) Business License Fee	\$42,275	\$37,300	\$37,300	\$43,000
(48140) Business License - Late Fee	\$5,283	\$4,000	\$4,000	\$4,800
PLANNING FEES TOTAL	\$255,240	\$266,300	\$266,300	\$262,800
Engineering Fees				

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Engineering Fees				
(48200) Plan Check Fees - Engineering	\$21,631	\$121,550	\$121,550	\$38,000
(48210) Address Change Fee	\$4,502	\$8,250	\$8,250	\$8,250
(48220) Encroachment Permit - Eng	\$163,512	\$119,250	\$119,250	\$119,250
(48230) Inspections - Engineering	\$2,881	\$12,150	\$12,150	\$12,150
(48240) Soils/Misc Engineering Fees	\$20,129	\$23,750	\$23,750	\$23,750
(48260) Waste Hauler Fees	\$234,517	\$241,500	\$243,300	\$186,380
(48270) Industrial Waste Fees	\$58,517	\$52,500	\$52,500	\$52,500
ENGINEERING FEES TOTAL	\$505,690	\$578,950	\$580,750	\$440,280
Recreation Fees				
(48300) Special Events	\$48,430	\$18,800	\$18,800	\$31,600
(48310) Senior Programs	\$30,065	\$50,345	\$50,345	\$52,500
(48320) Youth Programs	\$161,281	\$175,928	\$175,928	\$191,425
(48330) Athletic Programs	\$47,666	\$50,920	\$50,920	\$42,900
(48340) Contract Classes	\$293,040	\$407,500	\$407,500	\$300,000
RECREATION FEES TOTAL	\$580,481	\$703,493	\$703,493	\$618,425
Investment Income				
(48500) Investment Earnings	\$1,535,150	\$1,320,000	\$1,320,000	\$1,249,000
(48501) Investment Earnings-lease	\$88,474	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	\$606,781	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$2,230,405	\$1,320,000	\$1,320,000	\$1,249,000
Rental Revenue				
(48600) Cell Tower Rental Revenue	\$113,750	\$225,800	\$225,800	\$275,000
(48601) City Hall EV Charging Fee	\$1,593	\$0	\$0	\$0
(48605) Db Center Revenue	\$810,152	\$675,000	\$675,000	\$700,000
(48610) Facility Security Charge	\$47,330	\$86,000	\$86,000	\$73,000
(48625) Field & Facility Rentals	\$55,068	\$69,500	\$69,500	\$54,500
RENTAL REVENUE TOTAL	\$1,027,894	\$1,056,300	\$1,056,300	\$1,102,500
Taxable Sales				
(48710) Printed Material Sales	\$83	\$200	\$200	\$200
TAXABLE SALES TOTAL	\$83	\$200	\$200	\$200
Cost Reimbursements				
(48800) Prop Damage Reimb - Pwks	\$53,769	\$30,000	\$30,000	\$30,000
(48810) Prop Damage Reimb - Parks	\$2,673	\$1,000	\$1,000	\$1,000
(48820) Cost Reimbursements	\$255,337	\$128,000	\$372,300	\$128,000
COST REIMBURSEMENTS TOTAL	\$311,779	\$159,000	\$403,300	\$159,000
Miscellaneous Revenue				
(48900) Returned Check Charges	\$322	\$230	\$230	\$230
(48915) Film Permit Revenue	\$4,011	\$9,000	\$9,000	\$1,000
(48990) Miscellaneous Revenue	\$10,550	\$15,000	\$15,000	\$15,000
MISCELLANEOUS REVENUE TOTAL	\$14,884	\$24,230	\$24,230	\$16,230
Interfund Transfers				
(49102) Transfer In - Law Enforcement	\$27,735	\$50,000	\$50,000	\$50,000
(49205) Transfer In - Gas Tax Fd	\$1,047,558	\$1,475,000	\$1,475,000	\$1,435,000
(49250) Transfer In - Ab939	\$0	\$10,000	\$10,000	\$10,000
(49280) Transfer In - Cops Fund	\$152,500	\$152,500	\$152,500	\$152,500
(49281) Transfer In - Cleep Fund	\$8,351	\$0	\$0	\$0
INTERFUND TRANSFERS TOTAL	\$1,236,144	\$1,687,500	\$1,687,500	\$1,647,500
TOTAL	\$32,228,625	\$32,725,050	\$32,581,150	\$32,335,151

City of Diamond Bar Budget

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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.

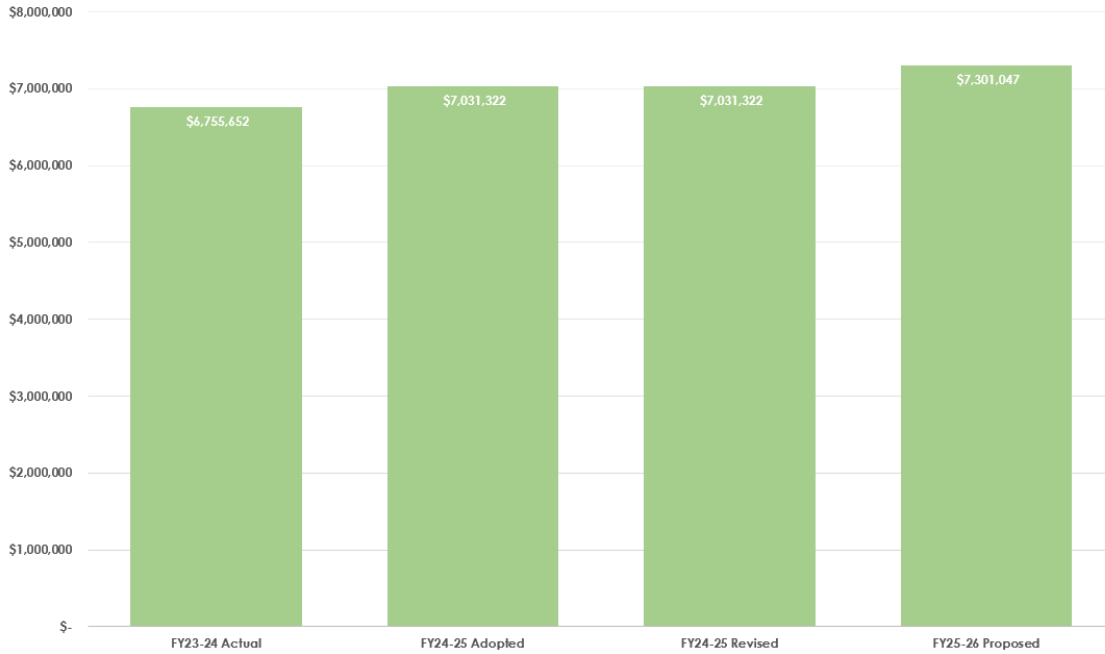
Interest and Penalties

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

1.c



PROPERTY TAXES

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(40010) Secured Property Taxes	\$6,032,979	\$6,303,639	\$6,303,639	\$6,565,175
(40020) Unsecured Property Taxes	\$235,799	\$198,683	\$198,683	\$206,872
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(40060) Interest, Penalties & Delinq	\$21,968	\$20,000	\$20,000	\$20,000
(40070) Homeowner's Exemption	\$23,938	\$25,000	\$25,000	\$25,000
(41050) Property Transfer Tax	\$328,547	\$330,000	\$330,000	\$330,000
TOTAL	\$6,755,652	\$7,031,322	\$7,031,322	\$7,301,047

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

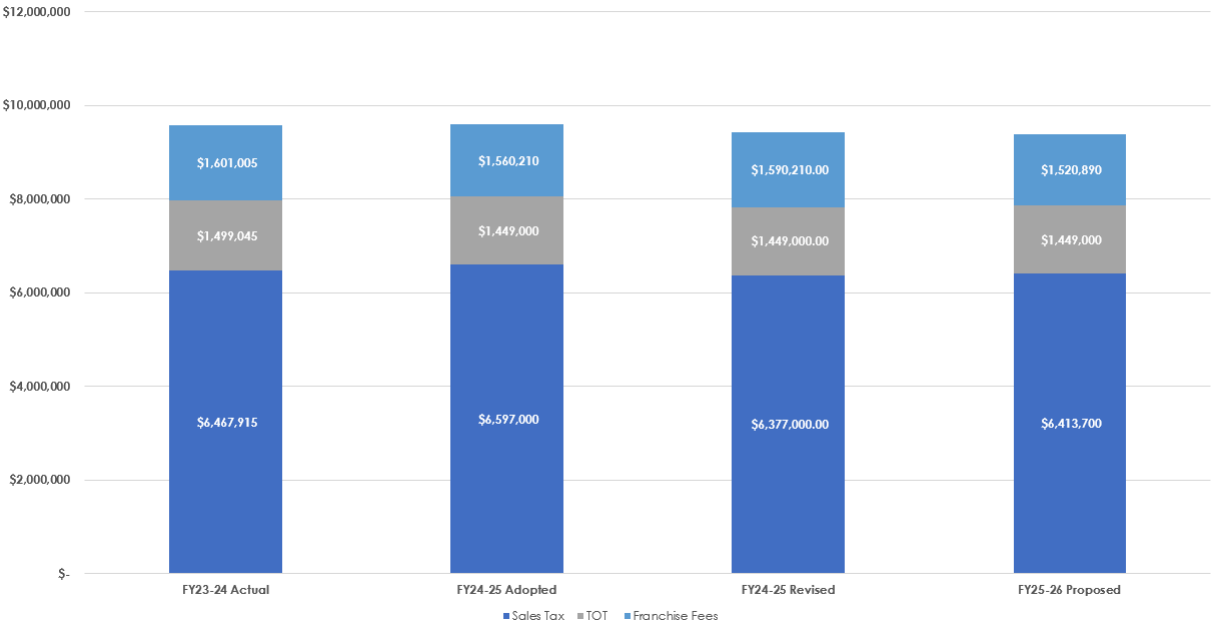
These revenues are received on a monthly basis from the hotels in the City. The hotels are required to pay a 14% tax based on the amount of their room rental revenues.

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.

Estimate based on franchise agreements with each franchisee.



OTHER TAXES

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(41010) Sales Tax Revenue	\$6,467,915	\$6,597,000	\$6,377,000	\$6,413,700
(41020) Transient Occupancy Tax	\$1,499,045	\$1,449,000	\$1,449,000	\$1,449,000
(41030) Franchise Fees	\$1,601,005	\$1,560,210	\$1,590,210	\$1,520,890
TOTAL	\$9,567,964	\$9,606,210	\$9,416,210	\$9,383,590

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.

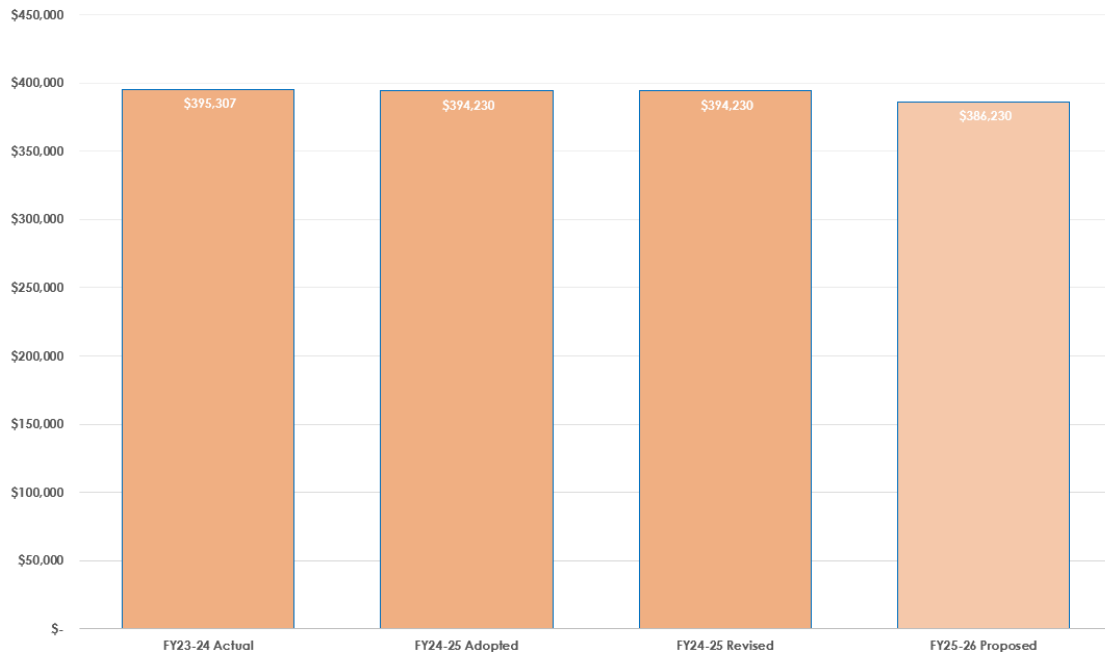
Miscellaneous

Other fines and forfeitures not included above.

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

FINES & FORFEITURES

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FINES & FORFEITURES

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Fines & Forfeitures	\$380,423	\$370,000	\$370,000	\$370,000
Miscellaneous Revenue	\$14,884	\$24,230	\$24,230	\$16,230
TOTAL	\$395,307	\$394,230	\$394,230	\$386,230

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

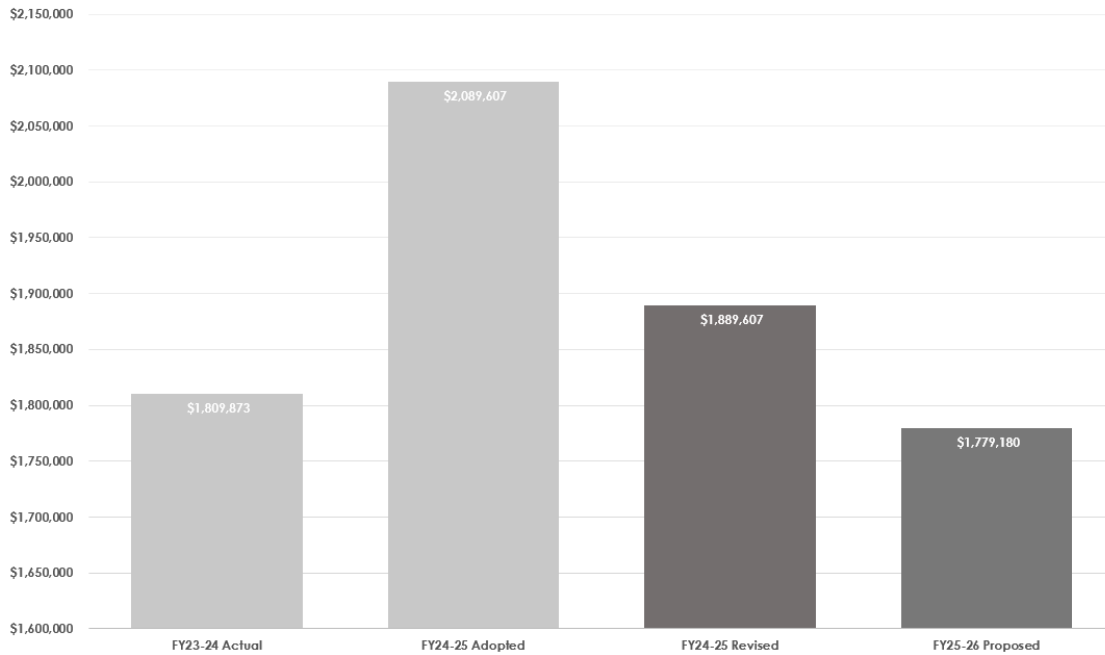
All individuals and businesses doing work with city limits, whether or not they have a physical structure in the city, are required to have a business license. The basic business license fee is \$47.39 and \$14.00 per year for renewals. Licenses requiring a one-time zoning clearance are \$141.19, and 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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(48010) Construction Permit Fees	\$1,008,771	\$959,553	\$859,553	\$805,415
(48020) Plan Check Fees-Bldg/Sfty	\$589,107	\$959,553	\$859,553	\$805,415
(48160) Building Standards Admin Fee	\$254	\$2,821	\$2,821	\$500
(48170) SMIP Fees	\$673	\$7,130	\$7,130	\$800
(48130) Business License Fee	\$42,275	\$37,300	\$37,300	\$43,000
(48140) Business License - Late Fee	\$5,283	\$4,000	\$4,000	\$4,800
(48220) Encroachment Permit - Eng	\$163,512	\$119,250	\$119,250	\$119,250
TOTAL	\$1,809,873	\$2,089,607	\$1,889,607	\$1,779,180

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.

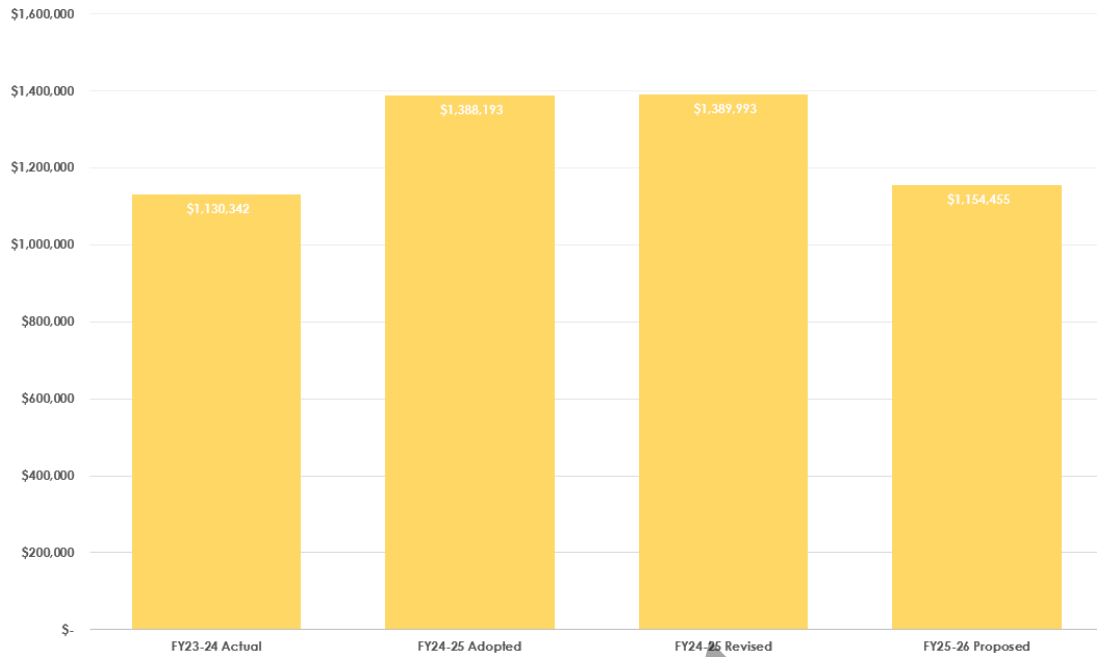
Estimate based on trending program participation and any changes to the City's Fee Schedule.

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.

Estimate based on historical trends.

CURRENT SERVICE CHARGES



CURRENT SERVICE CHARGES

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(48100) Planning Fees	\$207,682	\$225,000	\$225,000	\$215,000
(48200) Plan Check Fees - Engineering	\$21,631	\$121,550	\$121,550	\$38,000
(48210) Address Change Fee	\$4,502	\$8,250	\$8,250	\$8,250
(48230) Inspections - Engineering	\$2,881	\$12,150	\$12,150	\$12,150
(48240) Soils/Misc Engineering Fees	\$20,129	\$23,750	\$23,750	\$23,750
(48260) Waste Hauler Fees	\$234,517	\$241,500	\$243,300	\$186,380
(48270) Industrial Waste Fees	\$58,517	\$52,500	\$52,500	\$52,500
(48300) Special Events	\$48,430	\$18,800	\$18,800	\$31,600
(48310) Senior Programs	\$30,065	\$50,345	\$50,345	\$52,500
(48320) Youth Programs	\$161,281	\$175,928	\$175,928	\$191,425
(48330) Athletic Programs	\$47,666	\$50,920	\$50,920	\$42,900
(48340) Contract Classes	\$293,040	\$407,500	\$407,500	\$300,000
TOTAL	\$1,130,342	\$1,388,193	\$1,389,993	\$1,154,455

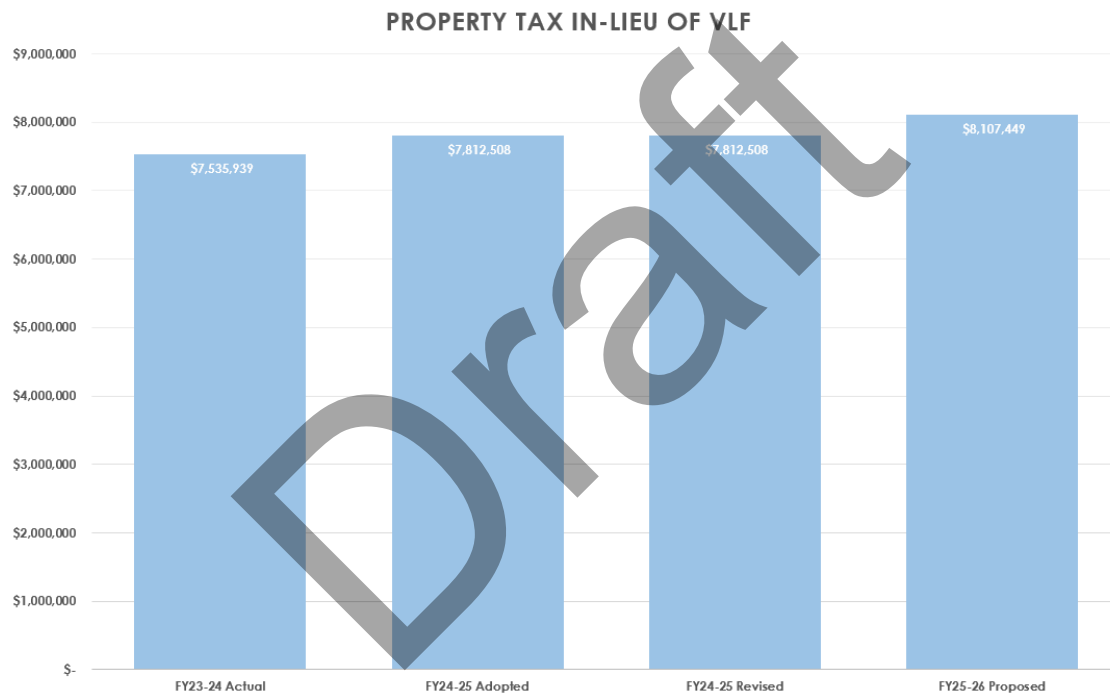
INTERGOVERNMENTAL REVENUE

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

The VLF is a tax imposed by the state on the ownership of registered vehicles. In 2004, the State issued a permanent reduction to the VLF. To offset the reduction to the VLF, the Cities receive additional property tax. This 'property tax in-lieu of VLF' is determined by the change in the gross assessed valuation of taxable properties within the jurisdiction from the prior year. As mentioned, this tax is an additional property tax to the other property tax apportionments. These funds are included in the budget as 'Property Tax In-Lieu of VLF' revenue.

Property Tax In Lieu of VLF

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(43020) Property Tax In Lieu of VLF	\$7,535,939	\$7,812,508	\$7,812,508	\$8,107,449
TOTAL	\$7,535,939	\$7,812,508	\$7,812,508	\$8,107,449



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.

Estimate based on historical trends.

Habitat Conservation Fund (HFC)

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 pro

nature interpretation programs which bring urban residents into park and wildlife areas.

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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.

Draft

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

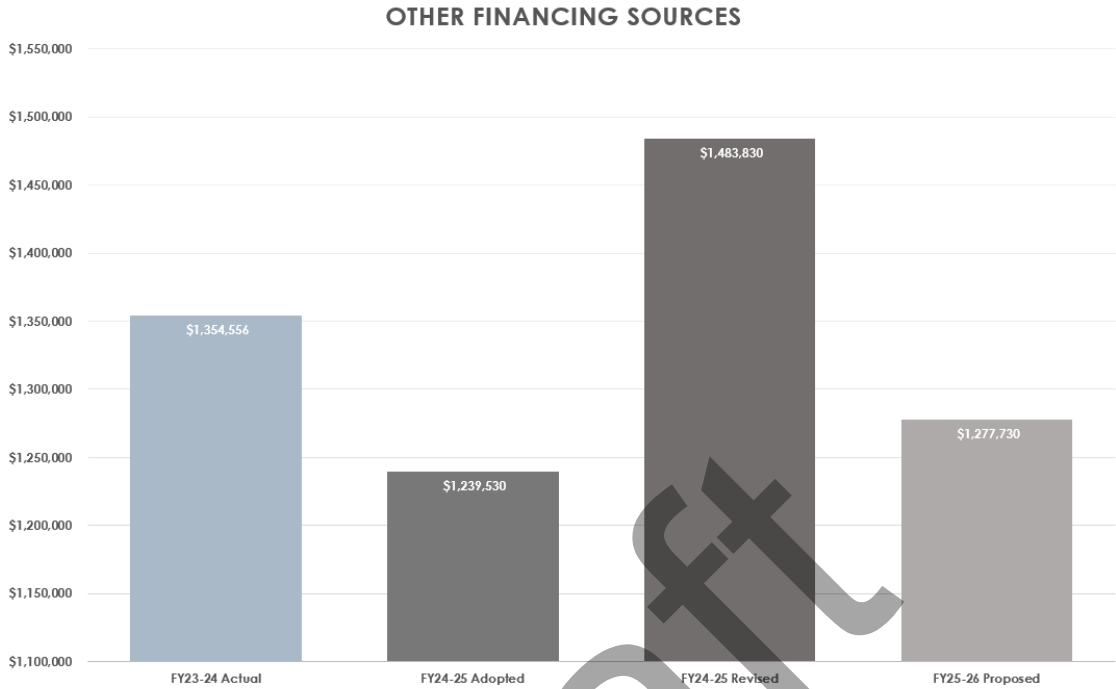
Reimbursements to the City for various expenditures incurred that are reimbursable i.e. legal expenses.

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.

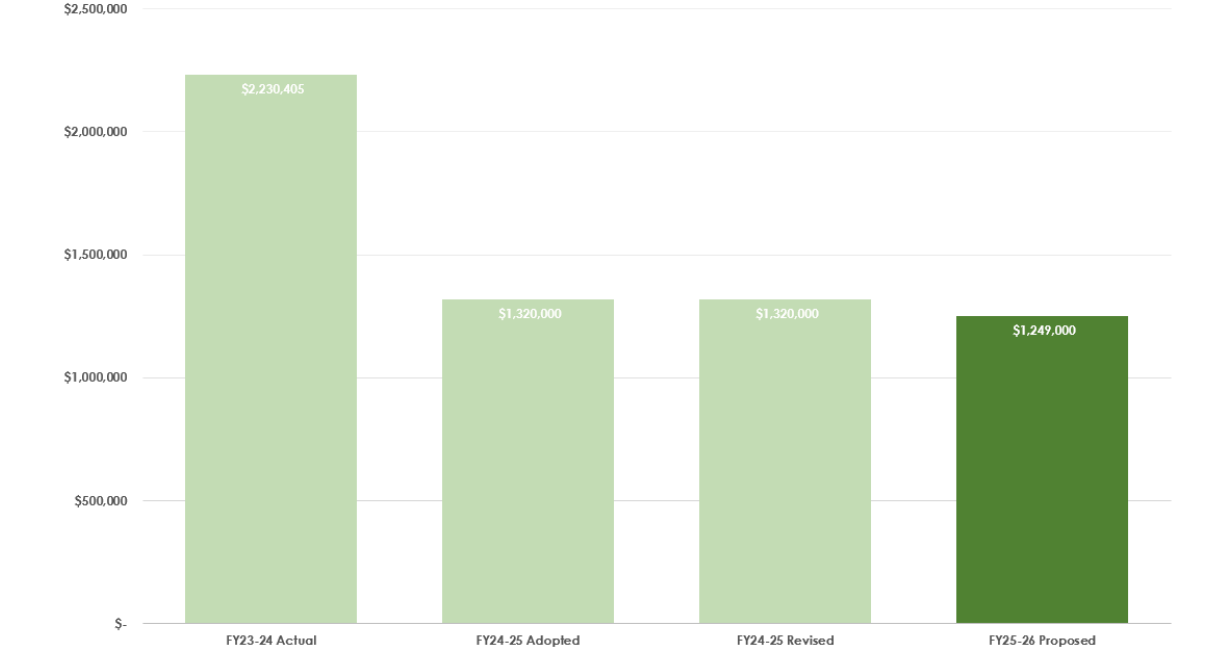
USE OF MONEY AND PROPERTY

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



USE OF MONEY & PROPERTY

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(48500) Investment Earnings	\$1,535,150	\$1,320,000	\$1,320,000	\$1,249,000
(48501) Investment Earnings-lease	\$88,474	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	\$606,781	\$0	\$0	\$0
TOTAL	\$2,230,405	\$1,320,000	\$1,320,000	\$1,249,000

City of Diamond Bar Budget

Fiscal Year 25/26

www.diamondbarca.gov

100 - GENERAL FUND APPROPRIATIONS

GF Appropriations

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$6,209,780	\$6,860,033	\$6,770,034	\$7,060,826
(50020) Over Time Wages	\$17,204	\$45,854	\$45,854	\$46,904
(50030) Part-Time Wages	\$843,105	\$1,003,673	\$1,003,673	\$962,748
(50040) Classic Member Retirement	\$841,090	\$850,572	\$850,572	\$874,735
(50042) Classic Member Ual Pmts	\$464,713	\$574,499	\$574,499	\$688,962
(50044) Pepra Member Retirement	\$125,616	\$180,823	\$180,823	\$189,307
(50046) Pepra Member Ual Pmts	\$0	\$8,929	\$8,929	\$10,138
(50050) City Paid Benefits	\$102,660	\$71,154	\$71,154	\$71,207
(50052) Worker's Compensation	\$143,694	\$121,101	\$121,101	\$125,609
(50054) Short/Long Term Disability	\$27,840	\$67,092	\$67,092	\$68,951
(50056) Medicare Expense	\$110,226	\$110,881	\$110,881	\$112,747
(50057) Medicare Payable	\$0	\$575	\$575	\$0
(50060) Benefit Allotment	\$1,194,210	\$1,312,750	\$1,312,750	\$1,389,577
(50062) Benefits Administration	\$10,031	\$3,000	\$3,000	\$3,000
(50070) Cell Phone Allowance	\$2,595	\$2,700	\$2,700	\$0
(50072) Auto Allowance	\$42,427	\$45,123	\$45,123	\$45,048
(50074) Technology Allowance	\$19,755	\$22,374	\$22,374	\$25,344
(50075) Performance Pay Incentive	\$90,000	\$90,000	\$90,000	\$90,000
PERSONNEL SERVICES TOTAL	\$10,244,946	\$11,371,133	\$11,281,134	\$11,765,103
Supplies				
(51200) Operating Supplies	\$276,182	\$337,285	\$337,285	\$352,950
(51210) Janitorial Supplies	\$22,264	\$30,000	\$30,000	\$30,000
(51250) Road Maintenance Supplies	\$157,350	\$75,000	\$75,000	\$70,000
(51300) Small Tools & Equipment	\$27,059	\$77,900	\$77,900	\$47,850
(51400) Promotional Supplies	\$27,788	\$41,950	\$41,950	\$39,500
SUPPLIES TOTAL	\$510,645	\$562,135	\$562,135	\$540,300
Operating Exp				
(52100) Photocopying	\$8,063	\$7,500	\$7,500	\$8,000
(52110) Printing	\$115,547	\$205,550	\$205,529	\$179,798
(52130) Photography	\$11,252	\$15,500	\$8,000	\$9,750
(52140) Engraving Services	\$231	\$1,000	\$1,000	\$1,000
(52160) Advertising	\$44,975	\$75,600	\$75,600	\$78,350
(52170) Postage	\$74,708	\$87,300	\$87,300	\$67,400
(52200) Telephone	\$102,676	\$96,900	\$96,900	\$104,900
(52210) Electric Utility Expenditure	\$483,623	\$508,500	\$508,500	\$510,500
(52215) Gas Utility Expenditure	\$20,241	\$26,200	\$26,200	\$24,200
(52220) Water Utility Expenditure	\$266,272	\$331,200	\$331,200	\$336,200
(52255) Banking Charges	\$36,360	\$47,700	\$47,700	\$51,700

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(52255) Banking Charges	\$36,360	\$47,700	\$47,700	\$51,700
(52300) Rental/Lease - Equipmnt	\$66,011	\$59,300	\$25,800	\$27,500
(52302) Rental/Lease - Real Property	\$92,151	\$118,930	\$107,930	\$128,400
(52304) Rental/Lease - Exhibit Space	\$996	\$8,000	\$8,000	\$8,000
(52310) Equipment Maintenance	\$40,028	\$73,250	\$73,250	\$69,000
(52314) Computer Maintenance	\$506,738	\$565,900	\$565,900	\$598,700
(52320) Maint Of Grounds/Buildings	\$514,451	\$617,100	\$667,077	\$627,100
(52400) Membership & Dues	\$124,307	\$151,356	\$151,356	\$152,385
(52405) Publications	\$2,568	\$3,270	\$3,292	\$3,870
(52410) Meetings	\$10,851	\$20,850	\$24,350	\$25,800
(52415) Conferences	\$48,402	\$142,750	\$139,250	\$114,950
(52420) Mileage Reimbursement	\$611	\$2,600	\$2,600	\$2,250
(52500) Education & Training	\$9,986	\$57,850	\$69,350	\$52,700
(52505) Employee Tuition Reimbursement	\$0	\$3,000	\$3,000	\$3,000
(52510) Employment Physicals	\$19,272	\$15,500	\$15,500	\$15,500
(52515) Miscellaneous Employee Benefit	\$1,786	\$2,500	\$2,500	\$2,500
(52520) Employee Recognition Program	\$3,755	\$4,000	\$4,000	\$4,000
(52525) Commissioner Compensation	\$3,685	\$7,850	\$7,850	\$7,850
(52601) Shop Local Initiative	\$0	\$46,740	\$46,740	\$49,080
(53500) Criminal Apprehension Reward	\$0	\$2,500	\$2,500	\$2,500
(53510) Public Safety Outreach	\$2,943	\$22,500	\$22,500	\$12,500
(53520) Admissions - Youth Activities	\$11,254	\$25,000	\$25,000	\$21,000
(53530) Elections	\$560	\$55,000	\$1,000	\$2,000
OPERATING EXP TOTAL	\$2,624,303	\$3,408,696	\$3,364,174	\$3,302,383
Professional Svcs				
(54010) PS - Accounting & Auditing	\$84,670	\$74,350	\$74,350	\$76,750
(54020) PS - General Legal Services	\$188,352	\$188,500	\$238,500	\$186,000
(54022) PS - Special Legal Services	\$0	\$0	\$45,000	\$0
(54024) PS - Special Legal Code Enf	\$81,761	\$50,000	\$106,500	\$75,000
(54030) PS - Data Processing Services	\$41,596	\$44,500	\$44,500	\$44,500
(54200) PS - Environmental Services	\$4,000	\$65,000	\$65,000	\$30,000
(54400) PS - Engineering	\$93,510	\$365,500	\$410,500	\$130,500
(54410) PS - Traffic	\$28,951	\$115,000	\$115,000	\$115,000
(54420) PS - Plan Checking	\$1,544	\$103,000	\$103,000	\$20,000
(54430) PS - Soils/Surveying	\$17,978	\$50,000	\$50,000	\$20,000
(54440) PS - Inspection	\$0	\$10,300	\$10,300	\$10,300
(54900) PS - Other Prof Svcs	\$306,775	\$606,380	\$720,084	\$674,300
PROFESSIONAL SVCS TOTAL	\$849,137	\$1,672,530	\$1,982,734	\$1,382,350
Contract Services				
(55130) CS-Short Term Rental Monitoring	\$0	\$5,500	\$5,500	\$5,500
(55000) Cs - Contract Services	\$75,762	\$64,700	\$128,199	\$61,200
(55100) Cs - Building & Safety	\$611,464	\$747,490	\$747,490	\$620,000
(55110) Cs-Code Enforcement	\$8,713	\$10,000	\$10,000	\$10,000
(55120) Cs-Property Abatement	\$0	\$10,000	\$10,000	\$10,000
(55300) Cs - Special Events	\$240,637	\$223,300	\$256,800	\$258,800
(55305) Cs - Athletic Programs	\$4,536	\$6,000	\$6,000	\$6,000
(55310) Cs - Senior Programs	\$28,858	\$48,350	\$48,350	\$48,350
(55315) Cs - Youth Programs	\$4,343	\$13,300	\$13,300	\$10,000
(55320) Cs - Contract Classes	\$189,485	\$262,000	\$262,000	\$224,000
(55330) Cs - Security	\$49,815	\$89,050	\$89,050	\$77,800
(55400) Cs - Sheriff's Department	\$7,654,143	\$8,203,845	\$8,203,845	\$8,603,590
(55402) Cs-Sheriff - Special Events	\$183,969	\$238,920	\$238,920	\$232,000
(55404) Cs - Animal Control	\$453,501	\$440,000	\$465,000	\$556,800
(55406) Cs - Fire Department	\$7,359	\$8,000	\$8,000	\$8,000
(55408) Cs - Parking Citation Admin	\$14,003	\$32,500	\$32,500	\$32,500
(55410) Cs - Wild Animal Control	\$0	\$7,500	\$7,500	\$7,500
(55412) Cs - Crossing Guard Services	\$251,761	\$280,000	\$280,000	\$289,800
(55505) Cs - Pw Contract Services	\$519,456	\$613,000	\$613,000	

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(55510) Cs - Street Sweeping	\$164,012	\$210,000	\$210,000	\$210,000
(55512) Cs - Road Maintenance	\$678,571	\$980,000	\$980,000	\$898,000
(55522) Cs - Tree Maintenance	\$359,931	\$304,600	\$304,600	\$378,800
(55528) Cs - Pkwy/Vegetation Control	\$158,080	\$202,500	\$202,500	\$204,000
(55530) Cs - Right Of Way Clean Up	\$19,485	\$65,000	\$65,000	\$65,000
(55536) Cs - Traffic Signal Maint	\$59,924	\$94,000	\$94,000	\$94,000
(55540) Cs - Graffiti Removal	\$36,900	\$36,900	\$36,900	\$40,000
(55550) Cs - Industrial Waste Services	\$46,933	\$50,000	\$50,000	\$50,000
CONTRACT SERVICES TOTAL	\$11,821,641	\$13,246,455	\$13,368,454	\$13,633,640
Capital Outlay Exp				
(56100) Capital Outlay Expense	\$14,845	\$5,000	\$5,000	\$0
(56116) Equipment	\$66,362	\$37,100	\$37,100	\$65,000
(56120) Furniture & Fixtures Exp	\$41,148	\$17,000	\$17,000	\$2,000
CAPITAL OUTLAY EXP TOTAL	\$122,355	\$59,100	\$59,100	\$67,000
Interfund Transfer Out				
(59107) Transfer Out - Homelessness Response Fund	\$50,000	\$50,000	\$50,000	\$50,000
(59101) Transfer Out - Com Org Fund	\$8,200	\$20,000	\$20,000	\$20,000
(59102) Transfer Out - Law Enforcement	\$295,004	\$0	\$0	\$0
(59103) Transfer Out - General Plan Reserve	\$207,000	\$0	\$58,000	\$0
(59104) Transfer Out - Tech Reserve Fd	\$100,000	\$100,000	\$100,000	\$100,000
(59105) Transfer Out - OPEB Res Fund	\$116,000	\$40,000	\$40,000	\$44,000
(59238) Transfer Out - Llad #38	\$206,891	\$308,477	\$308,477	\$217,326
(59239) Transfer Out - Llad #39	\$42,560	\$44,037	\$44,037	\$45,535
(59241) Transfer Out-Llad #41	\$11,298	\$11,955	\$11,955	\$12,314
(59248) Transfer Out - Tres Hermanos	\$90,330	\$100,000	\$100,000	\$80,000
(59262) Transfer Out - Park Dev Fund	\$1,204,585	\$0	\$0	\$0
(59301) Transfer Out - Cip Fund	\$1,325,178	\$150,000	\$2,252,972	\$0
(59401) Transfer Out - Debt Service	\$715,266	\$721,900	\$721,900	\$729,700
(59501) Transfer Out - Self Insurance	\$609,380	\$580,000	\$580,000	\$0
(59502) Transfer Out - Vehicle Repl Fund	\$146,750	\$269,000	\$269,000	\$296,500
(59503) Transfer Out-Computer Equip Fund	\$0	\$0	\$53,580	\$0
(59504) Transfer Out - Building Fund	\$1,304,585	\$154,200	\$154,200	\$0
INTERFUND TRANSFER OUT TOTAL	\$6,433,027	\$2,549,569	\$4,764,121	\$1,595,375
TOTAL	\$32,606,053	\$32,869,618	\$35,381,852	\$32,286,151



General Fund Department Details



City of Diamond Bar Budget

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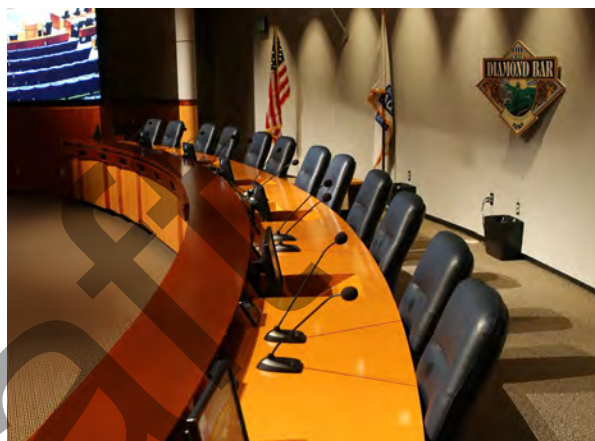
110 - CITY COUNCIL

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$44,760	\$49,981	\$49,981	\$44,761
(50040) Classic Member Retirement	\$1,687	\$2,013	\$2,013	\$1,749
(50042) Classic Member Ual Pmts	\$1,062	\$1,367	\$1,367	\$1,385
(50044) Pepra Member Retirement	\$1,375	\$3,539	\$3,539	\$2,939
(50046) Pepra Member Ual Pmts	\$0	\$89	\$89	\$81
(50050) City Paid Benefits	\$5,322	\$4,119	\$4,119	\$4,119
(50056) Medicare Expense	\$1,592	\$808	\$808	\$670
(50060) Benefit Allotment	\$97,187	\$105,000	\$105,000	\$111,000
(50070) Cell Phone Allowance	\$2,595	\$2,700	\$2,700	\$0
(50072) Auto Allowance	\$18,000	\$18,000	\$18,000	\$18,000
(50074) Technology Allowance	\$0	\$0	\$0	\$3,000
PERSONNEL SERVICES TOTAL	\$173,579	\$187,616	\$187,616	\$187,704
Supplies				
(51200) Operating Supplies	\$0	\$250	\$250	\$250
SUPPLIES TOTAL	\$0	\$250	\$250	\$250
Operating Exp				
(52130) Photography	\$268	\$2,000	\$2,000	\$500
(52400) Membership & Dues	\$0	\$500	\$500	\$500
(52410) Meetings	\$2,135	\$2,000	\$4,500	\$4,000
(52415) Conferences	\$14,462	\$31,500	\$29,000	\$27,000
OPERATING EXP TOTAL	\$16,866	\$36,000	\$36,000	\$32,000
TOTAL	\$190,445	\$223,866	\$223,866	\$219,954

POSITION FUNDING ALLOCATION DETAIL

100110 - City Council

Position Name	2026
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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Professional Svcs				
(54020) PS - General Legal Services	\$188,352	\$188,500	\$238,500	\$186,000
(54022) PS - Special Legal Services	\$0	\$0	\$45,000	\$0
(54024) PS - Special Legal Code Enf	\$81,761	\$50,000	\$106,500	\$75,000
PROFESSIONAL SVCS TOTAL	\$270,113	\$238,500	\$390,000	\$261,000
TOTAL	\$270,113	\$238,500	\$390,000	\$261,000

City of Diamond Bar Budget

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$676,922	\$625,148	\$625,148	\$645,357
(50030) Part-Time Wages	\$33,583	\$89,775	\$89,775	\$89,775
(50040) Classic Member Retirement	\$108,839	\$94,242	\$94,242	\$96,804
(50042) Classic Member Ual Pmts	\$58,684	\$63,862	\$63,862	\$76,501
(50044) Pepra Member Retirement	\$4,285	\$7,427	\$7,427	\$8,139
(50046) Pepra Member Ual Pmts	\$0	\$371	\$371	\$440
(50050) City Paid Benefits	\$9,530	\$4,124	\$4,124	\$4,043
(50052) Worker's Compensation	\$15,011	\$11,567	\$11,567	\$11,972
(50054) Short/Long Term Disability	\$2,398	\$5,931	\$5,931	\$6,111
(50056) Medicare Expense	\$10,655	\$10,277	\$10,277	\$10,538
(50060) Benefit Allotment	\$89,433	\$82,305	\$82,305	\$85,788
(50072) Auto Allowance	\$2,250	\$1,875	\$1,875	\$1,800
(50074) Technology Allowance	\$2,555	\$2,064	\$2,064	\$2,034
PERSONNEL SERVICES TOTAL	\$1,014,145	\$998,968	\$998,968	\$1,039,302
Supplies				
(51200) Operating Supplies	\$510	\$2,000	\$2,000	\$2,000
(51300) Small Tools & Equipment	\$0	\$1,000	\$1,000	\$500
SUPPLIES TOTAL	\$510	\$3,000	\$3,000	\$2,500
Operating Exp				
(52110) Printing	\$2,995	\$3,000	\$3,000	\$4,000

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget	1.c
(52302) Rental/Lease - Real Property	\$31,870	\$35,000	\$35,000	\$35,000	
(52400) Membership & Dues	\$62,884	\$65,410	\$65,410	\$68,820	
(52410) Meetings	\$4,056	\$2,500	\$3,500	\$3,500	
(52415) Conferences	\$7,329	\$20,200	\$19,200	\$18,200	
(52500) Education & Training	\$138	\$10,000	\$21,500	\$10,000	
OPERATING EXP TOTAL	\$109,271	\$136,110	\$147,610	\$139,520	
Professional Svcs					
(54900) PS - Other Prof Svcs	\$53,450	\$120,180	\$156,890	\$150,000	
PROFESSIONAL SVCS TOTAL	\$53,450	\$120,180	\$156,890	\$150,000	
TOTAL	\$1,177,375	\$1,258,258	\$1,306,468	\$1,331,322	

POSITION FUNDING ALLOCATION DETAIL

100130 - City Manager's Office

Position Name	2026
Allocated FTE Count	
Management Analyst	1
Assistant to the City Manager	0.59
Principal Management Analyst	0.35
City Manager	0.8
Administrative Intern (PT)	1.75
Assistant City Manager	0.6
ALLOCATED FTE COUNT	5.09

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$263,516	\$235,347	\$235,347	\$245,221
(50020) Over Time Wages	\$1,308	\$2,604	\$2,604	\$2,604
(50040) Classic Member Retirement	\$49,227	\$44,521	\$44,521	\$46,451
(50042) Classic Member Ual Pmts	\$23,992	\$30,117	\$30,117	\$36,649
(50044) Pepra Member Retirement	\$171	\$0	\$0	\$0
(50050) City Paid Benefits	\$4,466	\$2,353	\$2,353	\$2,353
(50052) Worker's Compensation	\$2,548	\$1,985	\$1,985	\$2,102
(50054) Short/Long Term Disability	\$1,227	\$2,358	\$2,358	\$2,444
(50056) Medicare Expense	\$4,213	\$3,434	\$3,434	\$3,558
(50060) Benefit Allotment	\$47,072	\$41,124	\$41,124	\$43,494
(50072) Auto Allowance	\$1,440	\$1,440	\$1,440	\$1,440
(50074) Technology Allowance	\$1,200	\$1,200	\$1,200	\$1,200
PERSONNEL SERVICES TOTAL	\$400,379	\$366,483	\$366,483	\$387,516
Supplies				
(51200) Operating Supplies	\$14,733	\$14,500	\$14,500	\$14,500
(51300) Small Tools & Equipment	\$0	\$1,000	\$1,000	\$1,000
(51400) Promotional Supplies	\$1,508	\$5,000	\$5,000	\$3,000
SUPPLIES TOTAL	\$16,241	\$20,500	\$20,500	\$18,500
Operating Exp				
(52110) Printing	\$6,991	\$7,000	\$7,000	\$7,000
(52140) Engraving Services	\$231	\$1,000	\$1,000	\$1,000
(52160) Advertising	\$2,420	\$6,000	\$6,000	\$6,000
(52170) Postage	\$13,208	\$11,900	\$11,900	\$12,400
(52310) Equipment Maintenance	\$255	\$700	\$700	\$700
(52400) Membership & Dues	\$694	\$475	\$475	\$700
(52405) Publications	\$499	\$420	\$420	\$420
(52410) Meetings	\$0	\$0	\$0	\$1,000
(52415) Conferences	\$1,472	\$4,200	\$4,200	\$1,600
(52420) Mileage Reimbursement	\$0	\$200	\$200	\$200
(52500) Education & Training	\$338	\$1,100	\$1,100	\$1,100
(53530) Elections	\$560	\$55,000	\$1,000	\$2,000
OPERATING EXP TOTAL	\$26,670	\$87,995	\$33,995	\$34,120
Professional Svcs				
(54900) PS - Other Prof Svcs	\$7,351	\$22,350	\$24,788	\$13,400
PROFESSIONAL SVCS TOTAL	\$7,351	\$22,350	\$24,788	\$13,400
TOTAL	\$450,641	\$497,328	\$445,766	\$453,536

POSITION FUNDING ALLOCATION DETAIL

100140 - City Clerk

Position Name	2026
Allocated FTE Count	
Administrative Assistant	0.4
City Clerk	1
Administrative Coordinator	0.575
ALLOCATED FTE COUNT	1.975

City of Diamond Bar Budget

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$177,141	\$211,989	\$211,989	\$221,616
(50040) Classic Member Retirement	\$30,471	\$37,561	\$37,561	\$39,296
(50042) Classic Member Ual Pmts	\$17,387	\$25,450	\$25,450	\$31,051
(50044) Pepra Member Retirement	\$234	\$691	\$691	\$787
(50046) Pepra Member Ual Pmts	\$0	\$35	\$35	\$43
(50050) City Paid Benefits	\$2,030	\$1,386	\$1,386	\$1,386
(50052) Worker's Compensation	\$3,624	\$3,189	\$3,189	\$3,366
(50054) Short/Long Term Disability	\$575	\$2,079	\$2,079	\$2,168
(50056) Medicare Expense	\$2,673	\$3,090	\$3,090	\$3,219
(50060) Benefit Allotment	\$20,781	\$26,064	\$26,064	\$27,384
(50072) Auto Allowance	\$900	\$1,200	\$1,200	\$1,200
(50074) Technology Allowance	\$730	\$750	\$750	\$750
PERSONNEL SERVICES TOTAL	\$256,547	\$313,484	\$313,484	\$332,266
Supplies	\$0	\$4,000	\$4,000	\$4,000
Operating Exp				

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget	1.c
Supplies	\$0	\$4,000	\$4,000	\$4,000	
Operating Exp					
(52110) Printing	\$0	\$5,000	\$5,000	\$5,750	
(52160) Advertising	\$0	\$2,500	\$2,500	\$5,500	
(52400) Membership & Dues	\$6,295	\$9,435	\$9,435	\$9,435	
(52405) Publications	\$1,190	\$0	\$0	\$0	
(52410) Meetings	\$701	\$6,000	\$6,000	\$6,000	
(52415) Conferences	\$4,345	\$11,000	\$11,000	\$11,000	
(52500) Education & Training	\$0	\$4,600	\$4,600	\$4,600	
(52601) Shop Local Initiative	\$0	\$46,740	\$46,740	\$49,080	
OPERATING EXP TOTAL	\$12,531	\$85,275	\$85,275	\$91,365	
Professional Svcs					
(54900) PS - Other Prof Svcs	\$33,569	\$38,000	\$38,000	\$39,000	
PROFESSIONAL SVCS TOTAL	\$33,569	\$38,000	\$38,000	\$39,000	
Contract Services					
(55000) Cs - Contract Services	\$17,435	\$22,000	\$22,000	\$24,000	
CONTRACT SERVICES TOTAL	\$17,435	\$22,000	\$22,000	\$24,000	
TOTAL	\$320,082	\$462,759	\$462,759	\$490,631	

POSITION FUNDING ALLOCATION DETAIL

100150 - Economic Development

Position Name	2026
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

City of Diamond Bar Budget

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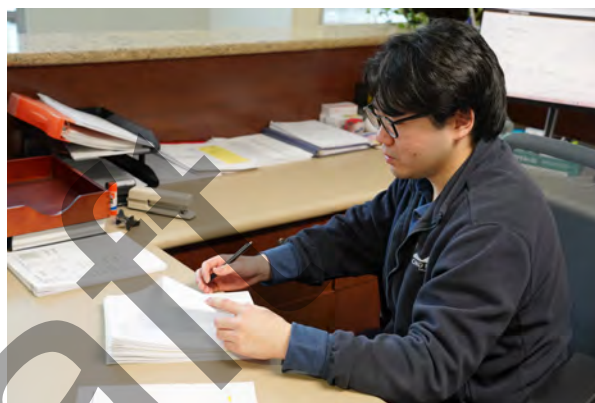
210 - FINANCE

DEPARTMENT OVERVIEW

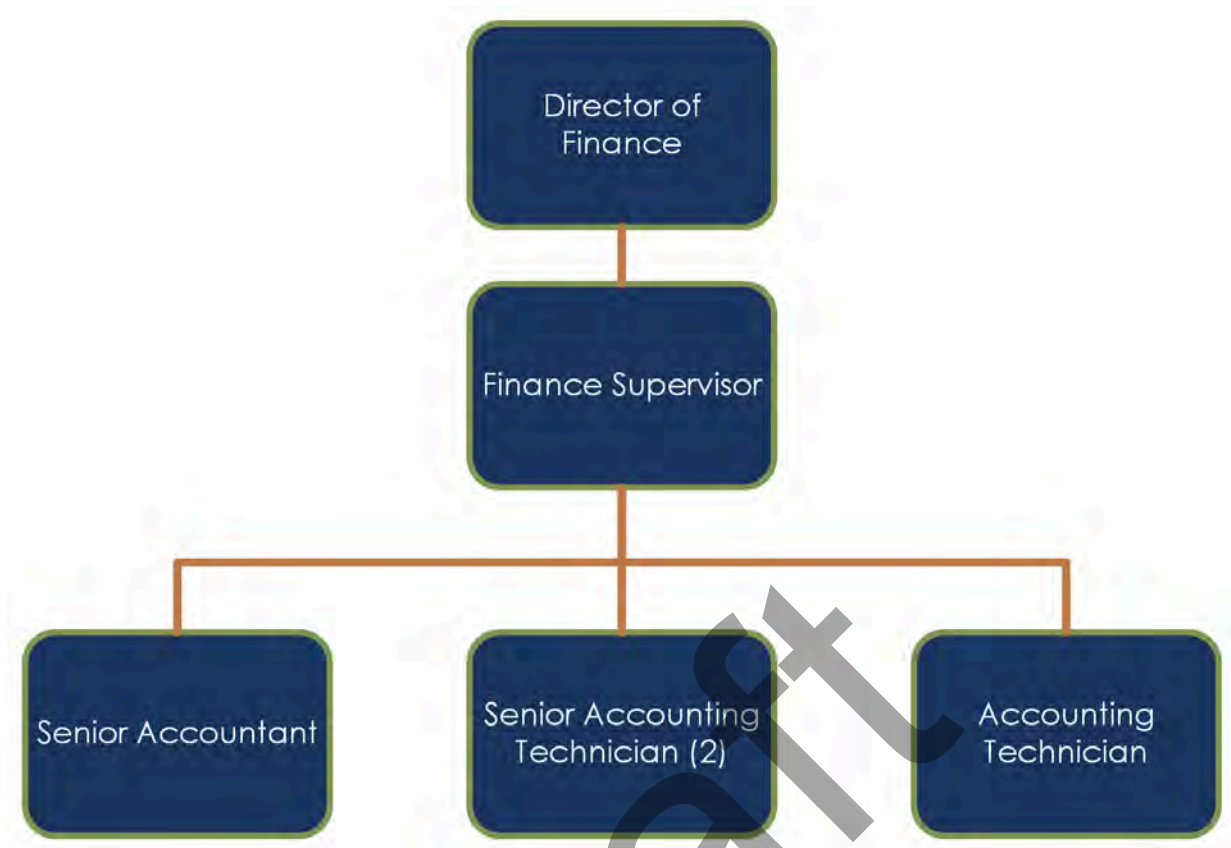
The Finance Department administers the financial affairs of the City of Diamond Bar. Under the oversight of the Finance Director, the department manages the City's revenues, expenditures, budget, investments, purchasing, accounting, cashiering, and transit activities.

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$535,169	\$546,398	\$546,398	\$575,608
(50020) Over Time Wages	\$1,471	\$1,500	\$1,500	\$1,500
(50040) Classic Member Retirement	\$64,819	\$60,480	\$60,480	\$62,574
(50042) Classic Member Ual Pmts	\$35,472	\$39,887	\$39,887	\$48,066
(50044) Pepra Member Retirement	\$14,625	\$16,781	\$16,781	\$18,418
(50046) Pepra Member Ual Pmts	\$0	\$838	\$838	\$996
(50050) City Paid Benefits	\$9,851	\$4,984	\$4,984	\$4,984
(50052) Worker's Compensation	\$6,102	\$4,403	\$4,403	\$4,725
(50054) Short/Long Term Disability	\$2,398	\$5,230	\$5,230	\$5,494
(50056) Medicare Expense	\$8,151	\$7,583	\$7,583	\$7,965
(50060) Benefit Allotment	\$97,897	\$88,700	\$88,700	\$93,818
(50072) Auto Allowance	\$2,925	\$2,775	\$2,775	\$2,775
(50074) Technology Allowance	\$1,170	\$1,110	\$1,110	\$1,110
PERSONNEL SERVICES TOTAL	\$780,051	\$780,669	\$780,669	\$828,033
Supplies				
(51200) Operating Supplies	\$1,013	\$2,500	\$2,500	\$2,500
(51300) Small Tools & Equipment	\$0	\$500	\$500	\$0
SUPPLIES TOTAL	\$1,013	\$3,000	\$3,000	\$2,500
Operating Exp				
(52110) Printing	\$831	\$4,500	\$4,500	\$3,200
(52160) Advertising	\$0	\$1,600	\$1,600	

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget	1.c
(52255) Banking Charges	\$5,186	\$8,000	\$8,000	\$6,200	
(52310) Equipment Maintenance	\$0	\$750	\$750	\$0	
(52400) Membership & Dues	\$1,310	\$2,825	\$2,825	\$3,025	
(52405) Publications	\$776	\$250	\$250	\$850	
(52410) Meetings	\$35	\$250	\$250	\$250	
(52415) Conferences	\$3,930	\$8,000	\$8,000	\$9,300	
(52420) Mileage Reimbursement	\$155	\$500	\$500	\$250	
(52500) Education & Training	\$4,971	\$4,550	\$4,550	\$5,900	
OPERATING EXP TOTAL	\$17,195	\$31,225	\$31,225	\$30,575	
Professional Svcs					
(54010) PS - Accounting & Auditing	\$84,670	\$74,350	\$74,350	\$76,750	
(54900) PS - Other Prof Svcs	\$24,196	\$10,000	\$10,000	\$10,300	
PROFESSIONAL SVCS TOTAL	\$108,866	\$84,350	\$84,350	\$87,050	
TOTAL	\$907,124	\$899,244	\$899,244	\$948,158	

POSITION FUNDING ALLOCATION DETAIL

100210 - Finance

Position Name	2026
Allocated FTE Count	
Senior Accounting Technician	1.225
Accounting Technician	0.28
Finance Director	0.925
Finance Supervisor	0.935
Senior Accountant	0.9
ALLOCATED FTE COUNT	4.265

City of Diamond Bar Budget

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$237,506	\$248,040	\$248,040	\$264,635
(50040) Classic Member Retirement	\$44,720	\$46,801	\$46,801	\$50,017
(50042) Classic Member Ual Pmts	\$24,604	\$31,664	\$31,664	\$39,471
(50050) City Paid Benefits	\$4,633	\$4,700	\$4,700	\$4,700
(50052) Worker's Compensation	\$2,537	\$2,087	\$2,087	\$2,263
(50054) Short/Long Term Disability	\$1,107	\$2,479	\$2,479	\$2,632
(50056) Medicare Expense	\$4,825	\$5,044	\$5,044	\$5,266
(50060) Benefit Allotment	\$37,118	\$41,640	\$41,640	\$44,040
(50062) Benefits Administration	\$10,031	\$3,000	\$3,000	\$3,000
(50072) Auto Allowance	\$1,320	\$1,440	\$1,440	\$1,440
(50074) Technology Allowance	\$1,100	\$1,200	\$1,200	\$1,200
(50075) Performance Pay Incentive	\$90,000	\$90,000	\$90,000	\$90,000
PERSONNEL SERVICES TOTAL	\$459,501	\$478,095	\$478,095	\$508,664
Supplies				
(51200) Operating Supplies	\$1,648	\$2,000	\$2,000	\$2,000
(51300) Small Tools & Equipment	\$3,030	\$8,000	\$8,000	\$8,000
(51400) Promotional Supplies	\$1,600	\$2,000	\$2,000	\$2,000
SUPPLIES TOTAL	\$6,279	\$12,000	\$12,000	\$12,000
Operating Exp				
(52110) Printing	\$0	\$500	\$479	\$500
(52160) Advertising	\$2,675	\$5,000	\$5,000	\$5,000
(52400) Membership & Dues	\$4,620	\$4,475	\$4,475	\$4,475
(52405) Publications	\$100	\$500	\$522	\$500
(52410) Meetings	\$1,128	\$3,500	\$3,500	\$3,500
(52415) Conferences	\$0	\$2,000	\$2,000	\$2,000
(52420) Mileage Reimbursement	\$0	\$100	\$100	\$100
(52500) Education & Training	-\$2,224	\$10,000	\$10,000	\$10,000
(52505) Employee Tuition Reimbursement	\$0	\$3,000	\$3,000	\$3,000
(52510) Employment Physicals	\$19,272	\$15,500	\$15,500	\$15,500
(52515) Miscellaneous Employee Benefit	\$1,786	\$2,500	\$2,500	\$2,500
(52520) Employee Recognition Program	\$3,755	\$4,000	\$4,000	\$4,000
OPERATING EXP TOTAL	\$31,112	\$51,075	\$51,076	\$51,075
Professional Svcs				
(54900) PS - Other Prof Svcs	\$13,969	\$17,500	\$67,500	\$42,500
PROFESSIONAL SVCS TOTAL	\$13,969	\$17,500	\$67,500	\$42,500
TOTAL	\$510,861	\$558,670	\$608,671	\$614,239

POSITION FUNDING ALLOCATION DETAIL

100220 - Human Resources & Risk Management

Position Name	2026
Allocated FTE Count	
Human Resources & Risk Manager	1
Senior Human Resources Technician	1
ALLOCATED FTE COUNT	2

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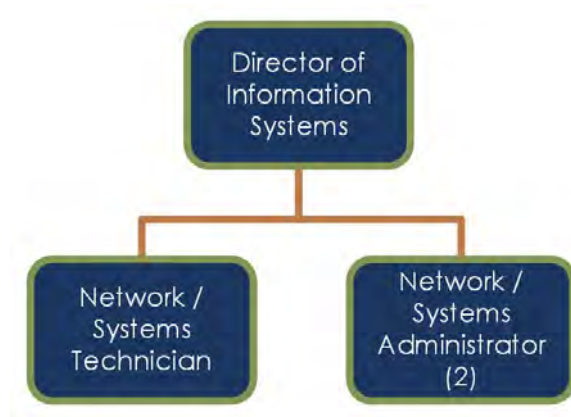
230 - INFORMATION SYSTEMS

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$525,433	\$552,895	\$552,895	\$575,591
(50020) Over Time Wages	\$0	\$1,500	\$1,500	\$1,500
(50040) Classic Member Retirement	\$82,568	\$85,914	\$85,914	\$90,082
(50042) Classic Member Ual Pmts	\$45,322	\$58,178	\$58,178	\$71,142
(50044) Pepra Member Retirement	\$5,979	\$6,224	\$6,224	\$6,437
(50046) Pepra Member Ual Pmts	\$0	\$310	\$310	\$347
(50050) City Paid Benefits	\$7,263	\$3,977	\$3,977	\$3,977
(50052) Worker's Compensation	\$10,157	\$8,191	\$8,191	\$8,626
(50054) Short/Long Term Disability	\$2,197	\$5,334	\$5,334	\$5,541
(50056) Medicare Expense	\$7,614	\$8,059	\$8,059	\$8,359
(50060) Benefit Allotment	\$72,820	\$78,417	\$78,417	\$82,917
(50072) Auto Allowance	\$3,000	\$2,850	\$2,850	\$2,850
(50074) Technology Allowance	\$3,600	\$3,390	\$3,390	\$3,390
PERSONNEL SERVICES TOTAL	\$765,955	\$815,239	\$815,239	\$860,759
Supplies				
(51200) Operating Supplies	\$16,487	\$27,500	\$27,500	\$28,000
(51300) Small Tools & Equipment	\$1,200	\$1,500	\$1,500	\$2,500
SUPPLIES TOTAL	\$17,687	\$29,000	\$29,000	\$30,500
Operating Exp				
(52100) Photocopying	\$8,063	\$7,500	\$7,500	\$8,000
(52200) Telephone	\$92,320	\$86,400	\$86,400	\$94,400
(52310) Equipment Maintenance	\$0	\$3,300	\$3,300	\$3,300
(52314) Computer Maintenance	\$506,738	\$565,900	\$565,900	\$598,700
(52400) Membership & Dues	\$1,837	\$2,200	\$2,200	\$2,200
(52410) Meetings	\$83	\$1,000	\$1,000	\$500
(52415) Conferences	\$1,311	\$5,250	\$5,250	\$6,000
(52420) Mileage Reimbursement	\$0	\$250	\$250	\$100
(52500) Education & Training	\$1,245	\$12,500	\$12,500	\$1,500
OPERATING EXP TOTAL	\$611,597	\$684,300	\$684,300	\$714,700
Professional Svcs				
(54030) PS - Data Processing Services	\$41,596	\$44,500	\$44,500	\$44,500
(54900) PS - Other Prof Svcs	\$47,183	\$57,500	\$57,500	

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget	1.c
PROFESSIONAL SVCS TOTAL	\$88,778	\$102,000	\$102,000	\$102,000	
Contract Services					
(55000) Cs - Contract Services	\$16,447	\$19,200	\$19,200	\$33,700	
CONTRACT SERVICES TOTAL	\$16,447	\$19,200	\$19,200	\$33,700	
Capital Outlay Exp	\$14,845	\$5,000	\$5,000	\$0	
TOTAL	\$1,515,309	\$1,654,739	\$1,654,739	\$1,741,659	

POSITION FUNDING ALLOCATION DETAIL

100230 - Information Systems

Position Name	2026
Allocated FTE Count	
Network/Systems Administrator	1.875
Network/Systems Technician	0.925
Information Systems Director	0.95
ALLOCATED FTE COUNT	3.75

Draft

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240 - COMMUNITY RELATIONS

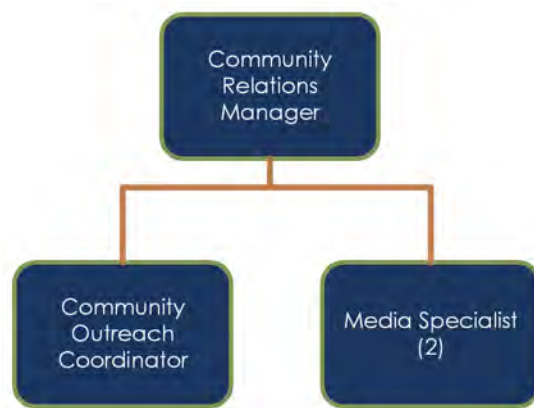
OVERVIEW

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$259,374	\$407,355	\$407,355	\$367,738
(50020) Over Time Wages	\$2,355	\$6,000	\$6,000	\$6,000
(50040) Classic Member Retirement	\$41,924	\$43,283	\$43,283	\$35,786
(50042) Classic Member Ual Pmts	\$30,484	\$29,299	\$29,299	\$28,228
(50044) Pepra Member Retirement	\$2,303	\$13,696	\$13,696	\$13,801
(50046) Pepra Member Ual Pmts	\$0	\$684	\$684	\$746
(50050) City Paid Benefits	\$3,170	\$3,805	\$3,805	\$3,805
(50052) Worker's Compensation	\$9,181	\$7,480	\$7,480	\$6,763
(50054) Short/Long Term Disability	\$1,317	\$4,014	\$4,014	\$3,596
(50056) Medicare Expense	\$4,030	\$5,940	\$5,940	\$5,334
(50060) Benefit Allotment	\$41,966	\$68,688	\$68,688	\$72,648
(50072) Auto Allowance	\$1,188	\$1,296	\$1,296	\$1,296
(50074) Technology Allowance	\$1,480	\$1,500	\$1,500	\$1,500
PERSONNEL SERVICES TOTAL	\$398,772	\$593,040	\$593,040	\$547,241
Supplies				
(51200) Operating Supplies	\$7,873	\$8,500	\$8,500	\$21,100
(51300) Small Tools & Equipment	\$1,721	\$1,750	\$1,750	\$1,200
(51400) Promotional Supplies	\$24,681	\$32,950	\$32,950	\$32,500
SUPPLIES TOTAL	\$34,275	\$43,200	\$43,200	\$54,800
Operating Exp				
(52110) Printing	\$76,571	\$132,000	\$132,000	\$111,200
(52130) Photography	\$10,983	\$13,500	\$6,000	\$9,250
(52160) Advertising	\$4,984	\$15,000	\$15,000	\$13,250
(52170) Postage	\$61,500	\$75,000	\$75,000	\$55,000
(52302) Rental/Lease - Real Property	\$0	\$11,000	\$0	\$13,800
(52400) Membership & Dues	\$1,634	\$2,651	\$2,651	\$2,540
(52405) Publications	\$3	\$500	\$500	\$500
(52410) Meetings	\$16	\$250	\$250	\$1,200
(52415) Conferences	\$519	\$10,900	\$10,900	\$8,000
(52420) Mileage Reimbursement	\$0	\$150	\$150	\$200
(52500) Education & Training	\$968	\$1,500	\$1,500	\$4,500
OPERATING EXP TOTAL	\$157,179	\$262,451	\$243,951	\$292,950

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget	1.c
Professional Svcs					
(54900) PS - Other Prof Svcs	\$102,412	\$137,150	\$137,150	\$156,500	
PROFESSIONAL SVCS TOTAL	\$102,412	\$137,150	\$137,150	\$156,500	
Contract Services					
(55000) Cs - Contract Services	\$27,829	\$23,500	\$42,000	\$3,500	
CONTRACT SERVICES TOTAL	\$27,829	\$23,500	\$42,000	\$3,500	
TOTAL	\$720,466	\$1,059,341	\$1,059,341	\$981,481	

POSITION FUNDING ALLOCATION DETAIL

100240 - Community Relations

Position Name	2026
Allocated FTE Count	
Community Relations Coordinator	0.85
Community Relations Manager	0.7
Media Specialist	1.75
ALLOCATED FTE COUNT	3.3

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$109,693	\$117,075	\$117,075	\$121,994
(50020) Over Time Wages	\$675	\$2,500	\$2,500	\$2,500
(50040) Classic Member Retirement	\$12,558	\$14,943	\$14,943	\$15,433
(50042) Classic Member Ual Pmts	\$7,857	\$10,112	\$10,112	\$12,180
(50044) Pepra Member Retirement	\$3,208	\$2,849	\$2,849	\$3,055
(50046) Pepra Member Ual Pmts	\$0	\$142	\$142	\$165
(50050) City Paid Benefits	\$1,448	\$1,186	\$1,186	\$1,163
(50052) Worker's Compensation	\$3,795	\$3,162	\$3,162	\$3,302
(50054) Short/Long Term Disability	\$507	\$1,149	\$1,149	\$1,191
(50056) Medicare Expense	\$1,742	\$1,715	\$1,715	\$1,776
(50060) Benefit Allotment	\$21,537	\$21,906	\$21,906	\$23,166
(50072) Auto Allowance	\$222	\$222	\$222	\$222
(50074) Technology Allowance	\$120	\$120	\$120	\$120
PERSONNEL SERVICES TOTAL	\$163,362	\$177,081	\$177,081	\$186,267
Supplies				
(51200) Operating Supplies	\$32,928	\$51,000	\$51,000	\$51,000
(51300) Small Tools & Equipment	\$2,948	\$2,000	\$2,000	\$2,000
SUPPLIES TOTAL	\$35,876	\$53,000	\$53,000	\$53,000
Operating Exp				

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget	1.c
Operating Exp					
(52210) Electric Utility Expenditure	\$179,169	\$200,000	\$200,000	\$200,000	
(52215) Gas Utility Expenditure	\$3,260	\$10,000	\$10,000	\$10,000	
(52220) Water Utility Expenditure	\$10,287	\$10,000	\$10,000	\$15,000	
(52300) Rental/Lease - Equipmnt	\$0	\$2,000	\$2,000	\$2,000	
(52320) Maint Of Grounds/Buildings	\$236,533	\$309,600	\$309,600	\$319,600	
(52400) Membership & Dues	\$34,747	\$45,000	\$45,000	\$45,000	
OPERATING EXP TOTAL	\$463,995	\$576,600	\$576,600	\$591,600	
Professional Svcs	\$0	\$150,000	\$150,000	\$0	
Capital Outlay Exp					
(56120) Furniture & Fixtures Exp	\$41,148	\$17,000	\$17,000	\$2,000	
CAPITAL OUTLAY EXP TOTAL	\$41,148	\$17,000	\$17,000	\$2,000	
TOTAL	\$704,381	\$973,681	\$973,681	\$832,867	

POSITION FUNDING ALLOCATION DETAIL

100620 - Civic Center

Position Name	2026
Allocated FTE Count	
Public Works Director/City Engineer	0.05
Public Works Manager/Assistant City Engineer	0.05
Senior Maintenance Worker	0.4
Facilities Maintenance Supervisor	0.5
Parks & Maintenance Superintendent	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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Supplies				
(51200) Operating Supplies	\$19,968	\$26,500	\$26,500	\$28,000
(51300) Small Tools & Equipment	\$800	\$2,000	\$2,000	\$2,500
SUPPLIES TOTAL	\$20,768	\$28,500	\$28,500	\$30,500
Operating Exp				
(52200) Telephone	\$10,356	\$10,500	\$10,500	\$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	\$3,395	\$6,500	\$6,500	\$8,000
(52400) Membership & Dues	\$3,200	\$3,700	\$3,700	\$3,860
(52410) Meetings	\$1,466	\$3,000	\$3,000	\$3,000
(52500) Education & Training	\$278	\$2,000	\$2,000	\$2,000
(53500) Criminal Apprehension Reward	\$0	\$2,500	\$2,500	\$2,500
(53510) Public Safety Outreach	\$2,943	\$22,500	\$22,500	\$12,500
OPERATING EXP TOTAL	\$22,983	\$52,600	\$52,600	\$44,260
Professional Svcs				

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$170,000	\$170,000	\$178,500
PROFESSIONAL SVCS TOTAL	\$0	\$170,000	\$170,000	\$178,500
Contract Services				
(55400) Cs - Sheriff's Department	\$7,654,143	\$8,203,845	\$8,203,845	\$8,603,590
(55402) Cs-Sheriff - Special Events	\$168,912	\$213,920	\$213,920	\$212,000
(55404) Cs - Animal Control	\$453,501	\$440,000	\$465,000	\$556,800
(55406) Cs - Fire Department	\$7,359	\$8,000	\$8,000	\$8,000
(55408) Cs - Parking Citation Admin	\$14,003	\$32,500	\$32,500	\$32,500
(55410) Cs - Wild Animal Control	\$0	\$7,500	\$7,500	\$7,500
(55412) Cs - Crossing Guard Services	\$251,761	\$280,000	\$280,000	\$289,800
CONTRACT SERVICES TOTAL	\$8,549,680	\$9,185,765	\$9,210,765	\$9,710,190
TOTAL	\$8,593,430	\$9,436,865	\$9,461,865	\$9,963,450

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Supplies				
(51200) Operating Supplies	\$2,929	\$3,500	\$3,500	\$4,000
(51300) Small Tools & Equipment	\$800	\$2,000	\$2,000	\$2,500
SUPPLIES TOTAL	\$3,729	\$5,500	\$5,500	\$6,500
Operating Exp				
(52310) Equipment Maintenance	\$0	\$1,000	\$1,000	\$2,500
(53500) Criminal Apprehension Reward	\$0	\$2,500	\$2,500	\$2,500
(53510) Public Safety Outreach	\$2,943	\$15,000	\$15,000	\$5,000
OPERATING EXP TOTAL	\$2,943	\$18,500	\$18,500	\$10,000
Professional Svcs	\$0	\$165,000	\$165,000	\$170,000
Contract Services				
(55400) Cs - Sheriff's Department	\$7,654,143	\$8,203,845	\$8,203,845	\$8,603,590
(55402) Cs-Sheriff - Special Events	\$168,912	\$213,920	\$213,920	\$212,000
(55408) Cs - Parking Citation Admin	\$14,003	\$32,500	\$32,500	\$32,500
(55412) Cs - Crossing Guard Services	\$251,761	\$280,000	\$280,000	\$289,800
CONTRACT SERVICES TOTAL	\$8,088,820	\$8,730,265	\$8,730,265	\$9,137,890
TOTAL	\$8,095,492	\$8,919,265	\$8,919,265	\$9,324,390

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Supplies				
(51200) Operating Supplies	\$53	\$1,000	\$1,000	\$1,000
SUPPLIES TOTAL	\$53	\$1,000	\$1,000	\$1,000
Operating Exp				
(52410) Meetings	\$1,466	\$3,000	\$3,000	\$3,000
OPERATING EXP TOTAL	\$1,466	\$3,000	\$3,000	\$3,000
TOTAL	\$1,519	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Contract Services				
(55406) Cs - Fire Department	\$7,359	\$8,000	\$8,000	\$8,000
CONTRACT SERVICES TOTAL	\$7,359	\$8,000	\$8,000	\$8,000
TOTAL	\$7,359	\$8,000	\$8,000	\$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

100340 - Animal Control

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Operating Exp	\$0	\$7,500	\$7,500	\$7,500
Contract Services				
(55404) Cs - Animal Control	\$453,501	\$440,000	\$465,000	\$556,800
(55410) Cs - Wild Animal Control	\$0	\$7,500	\$7,500	\$7,500
CONTRACT SERVICES TOTAL	\$453,501	\$447,500	\$472,500	\$564,300
TOTAL	\$453,501	\$455,000	\$480,000	\$571,800

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Supplies				
(51200) Operating Supplies	\$16,985	\$22,000	\$22,000	\$23,000
SUPPLIES TOTAL	\$16,985	\$22,000	\$22,000	\$23,000
Operating Exp				
(52200) Telephone	\$10,356	\$10,500	\$10,500	\$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	\$3,395	\$5,500	\$5,500	\$5,500
(52400) Membership & Dues	\$3,200	\$3,700	\$3,700	\$3,860
(52500) Education & Training	\$278	\$2,000	\$2,000	\$2,000
OPERATING EXP TOTAL	\$18,574	\$23,600	\$23,600	\$23,760
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$5,000	\$5,000	\$8,500
PROFESSIONAL SVCS TOTAL	\$0	\$5,000	\$5,000	\$8,500
TOTAL	\$35,559	\$50,600	\$50,600	\$55,260

City of Diamond Bar Budget

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COMMUNITY DEVELOPMENT

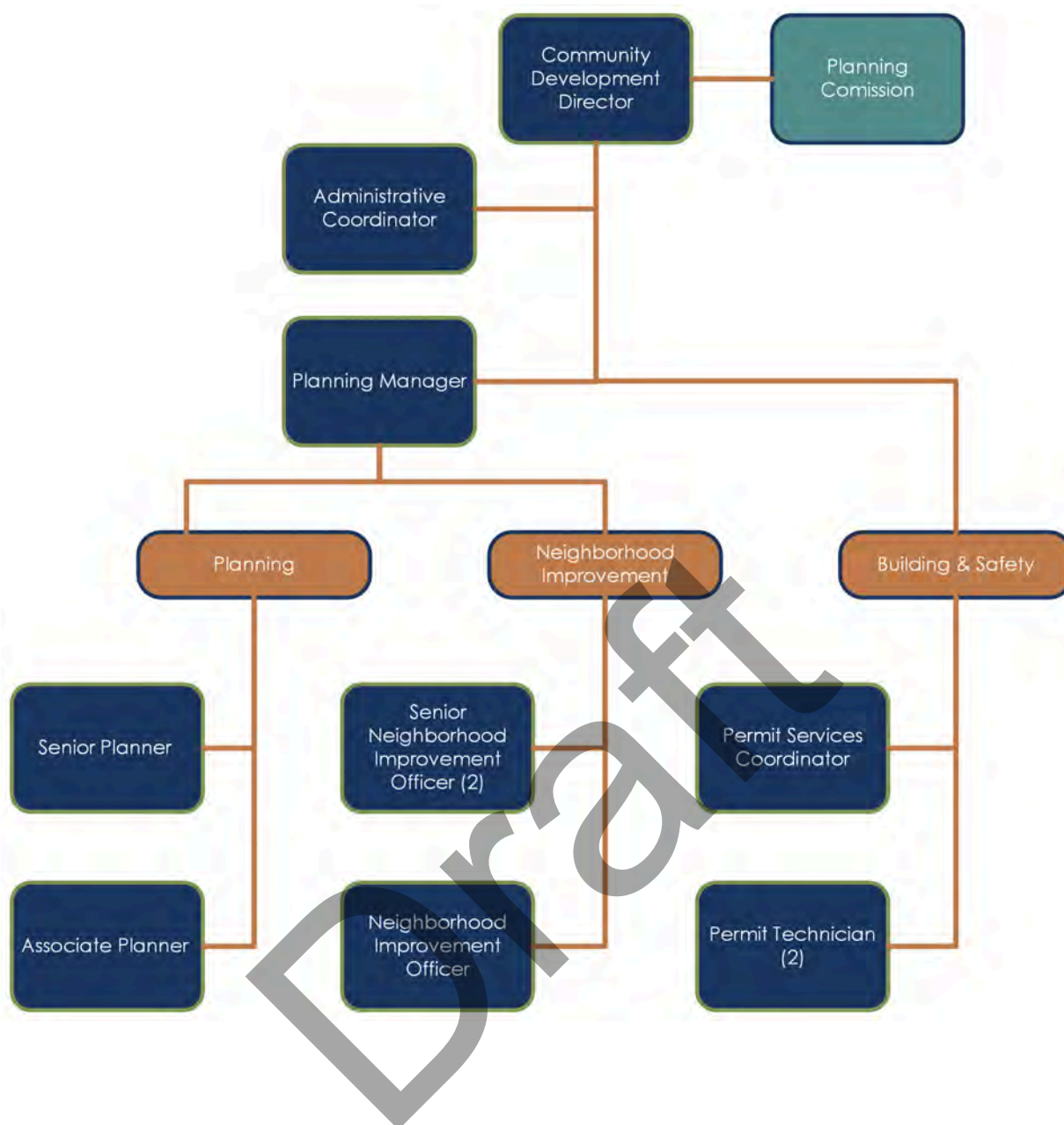
DEPARTMENT OVERVIEW

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services	\$1,620,694	\$1,788,916	\$1,788,916	\$1,827,782
Supplies	\$3,521	\$4,400	\$4,400	\$4,600
Operating Exp	\$52,165	\$79,430	\$79,430	\$76,695
Professional Svcs	\$4,025	\$5,000	\$5,000	\$0
Contract Services	\$657,077	\$809,890	\$809,890	\$685,500
TOTAL	\$2,337,482	\$2,687,636	\$2,687,636	\$2,594,577

Draft

City of Diamond Bar Budget

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$562,150	\$597,797	\$597,797	\$585,841
(50020) Over Time Wages	\$615	\$5,000	\$5,000	\$5,000
(50040) Classic Member Retirement	\$82,457	\$88,725	\$88,725	\$92,902
(50042) Classic Member Ual Pmts	\$45,348	\$60,052	\$60,052	\$73,335
(50044) Pepra Member Retirement	\$8,249	\$9,220	\$9,220	\$6,644
(50046) Pepra Member Ual Pmts	\$0	\$461	\$461	\$358
(50050) City Paid Benefits	\$6,822	\$5,179	\$5,179	\$4,713
(50052) Worker's Compensation	\$12,869	\$10,571	\$10,571	\$10,350
(50054) Short/Long Term Disability	\$2,513	\$5,861	\$5,861	\$5,712
(50056) Medicare Expense	\$8,546	\$8,723	\$8,723	\$8,507
(50060) Benefit Allotment	\$85,467	\$91,356	\$91,356	\$96,636
(50072) Auto Allowance	\$3,060	\$2,940	\$2,940	\$2,940
(50074) Technology Allowance	\$1,900	\$1,800	\$1,800	\$1,800
PERSONNEL SERVICES TOTAL	\$819,997	\$887,685	\$887,685	\$894,738
Supplies				
(51200) Operating Supplies	\$2,029	\$1,200	\$1,200	\$1,200
SUPPLIES TOTAL	\$2,029	\$1,200	\$1,200	\$1,200
Operating Exp				
(52160) Advertising	\$1,943	\$4,000	\$4,000	\$3,000
(52170) Postage	\$0	\$400	\$400	\$0
(52400) Membership & Dues	\$1,942	\$4,300	\$4,300	\$2,000
(52410) Meetings	\$145	\$200	\$200	\$400
(52415) Conferences	\$2,516	\$10,800	\$10,800	\$2,600
(52420) Mileage Reimbursement	\$0	\$300	\$300	\$300
(52500) Education & Training	\$0	\$600	\$600	\$600
(52525) Commissioner Compensation	\$1,885	\$5,000	\$5,000	\$5,000
OPERATING EXP TOTAL	\$8,432	\$25,600	\$25,600	\$13,900
Professional Svcs				
(54200) PS - Environmental Services	\$4,000	\$5,000	\$5,000	\$0
(54900) PS - Other Prof Svcs	\$25	\$0	\$0	\$0
PROFESSIONAL SVCS TOTAL	\$4,025	\$5,000	\$5,000	\$0
TOTAL	\$834,483	\$919,485	\$919,485	\$909,838

POSITION FUNDING ALLOCATION DETAIL

100410 - Planning

Position Name	2026
Allocated FTE Count	
Associate Planner	1
Senior Planner	1
Community Development Director	0.5
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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$262,223	\$283,833	\$283,833	\$288,864
(50020) Over Time Wages	\$546	\$250	\$250	\$250
(50040) Classic Member Retirement	\$22,897	\$24,168	\$24,168	\$24,930
(50042) Classic Member Ual Pmts	\$12,606	\$16,223	\$16,223	\$19,521
(50044) Pepra Member Retirement	\$10,686	\$12,348	\$12,348	\$12,472
(50046) Pepra Member Ual Pmts	\$0	\$615	\$615	\$672
(50050) City Paid Benefits	\$5,570	\$3,534	\$3,534	\$3,534
(50052) Worker's Compensation	\$3,290	\$2,731	\$2,731	\$2,817
(50054) Short/Long Term Disability	\$1,259	\$2,815	\$2,815	\$2,845
(50056) Medicare Expense	\$3,965	\$4,147	\$4,147	\$4,190
(50060) Benefit Allotment	\$59,464	\$65,070	\$65,070	\$68,850
(50072) Auto Allowance	\$450	\$450	\$450	\$450
(50074) Technology Allowance	\$180	\$180	\$180	\$180
PERSONNEL SERVICES TOTAL	\$383,136	\$416,364	\$416,364	\$429,575
Supplies				
(51200) Operating Supplies	\$274	\$1,200	\$1,200	\$1,200
SUPPLIES TOTAL	\$274	\$1,200	\$1,200	\$1,200
Operating Exp				
(52255) Banking Charges	\$29,026	\$37,200	\$37,200	\$43,000
(52302) Rental/Lease - Real Property	\$9,300	\$10,080	\$10,080	

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget	1.c
(52302) Rental/Lease - Real Property	\$9,300	\$10,080	\$10,080	\$11,200	
(52500) Education & Training	\$86	\$900	\$900	\$900	
OPERATING EXP TOTAL	\$38,412	\$48,180	\$48,180	\$55,100	
Contract Services					
(55100) Cs - Building & Safety	\$611,464	\$747,490	\$747,490	\$620,000	
CONTRACT SERVICES TOTAL	\$611,464	\$747,490	\$747,490	\$620,000	
TOTAL	\$1,033,286	\$1,213,234	\$1,213,234	\$1,105,875	

POSITION FUNDING ALLOCATION DETAIL

100420 - Building & Safety

Position Name	2026
Allocated FTE Count	
Permit Services Coordinator	1
Community Development Director	0.15
Permit Technician	2
ALLOCATED FTE COUNT	3.15

Draft

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$293,964	\$342,145	\$342,145	\$352,650
(50020) Over Time Wages	\$116	\$5,000	\$5,000	\$5,000
(50040) Classic Member Retirement	\$14,805	\$16,529	\$16,529	\$17,073
(50042) Classic Member Ual Pmts	\$8,466	\$11,186	\$11,186	\$13,475
(50044) Pepra Member Retirement	\$16,559	\$20,207	\$20,207	\$20,915
(50046) Pepra Member Ual Pmts	\$0	\$1,008	\$1,008	\$1,130
(50050) City Paid Benefits	\$5,101	\$3,783	\$3,783	\$3,783
(50052) Worker's Compensation	\$7,868	\$6,318	\$6,318	\$6,529
(50054) Short/Long Term Disability	\$1,435	\$3,411	\$3,411	\$3,494
(50056) Medicare Expense	\$5,128	\$4,996	\$4,996	\$5,116
(50060) Benefit Allotment	\$63,070	\$69,234	\$69,234	\$73,254
(50072) Auto Allowance	\$750	\$750	\$750	\$750
(50074) Technology Allowance	\$300	\$300	\$300	\$300
PERSONNEL SERVICES TOTAL	\$417,561	\$484,867	\$484,867	\$503,469
Supplies				
(51200) Operating Supplies	\$1,218	\$1,000	\$1,000	\$1,200
(51300) Small Tools & Equipment	\$0	\$1,000	\$1,000	\$1,000
SUPPLIES TOTAL	\$1,218	\$2,000	\$2,000	\$2,200

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget	1.c
SUPPLIES TOTAL	\$1,218	\$2,000	\$2,000	\$2,200	
Operating Exp					
(52110) Printing	\$1,040	\$1,600	\$1,600	\$1,600	
(52400) Membership & Dues	\$460	\$800	\$800	\$945	
(52410) Meetings	\$0	\$150	\$150	\$450	
(52415) Conferences	\$3,464	\$2,400	\$2,400	\$4,000	
(52420) Mileage Reimbursement	\$0	\$100	\$100	\$100	
(52500) Education & Training	\$357	\$600	\$600	\$600	
OPERATING EXP TOTAL	\$5,321	\$5,650	\$5,650	\$7,695	
Contract Services					
(55130) CS-Short Term Rental Monitoring	\$0	\$5,500	\$5,500	\$5,500	
(55110) Cs-Code Enforcement	\$8,713	\$10,000	\$10,000	\$10,000	
(55120) Cs-Property Abatement	\$0	\$10,000	\$10,000	\$10,000	
(55540) Cs - Graffiti Removal	\$36,900	\$36,900	\$36,900	\$40,000	
CONTRACT SERVICES TOTAL	\$45,613	\$62,400	\$62,400	\$65,500	
TOTAL	\$469,713	\$554,917	\$554,917	\$578,864	

POSITION FUNDING ALLOCATION DETAIL

100430 - Neighborhood Improvement

Position Name	2026
Allocated FTE Count	
Administrative Assistant	0.3
Neighborhood Improvement Officer	0.9
Senior Neighborhood Improvement Officer	1.8
Community Development Director	0.25
Administrative Coordinator	0.1
ALLOCATED FTE COUNT	3.35

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PARKS & RECREATION

OVERVIEW

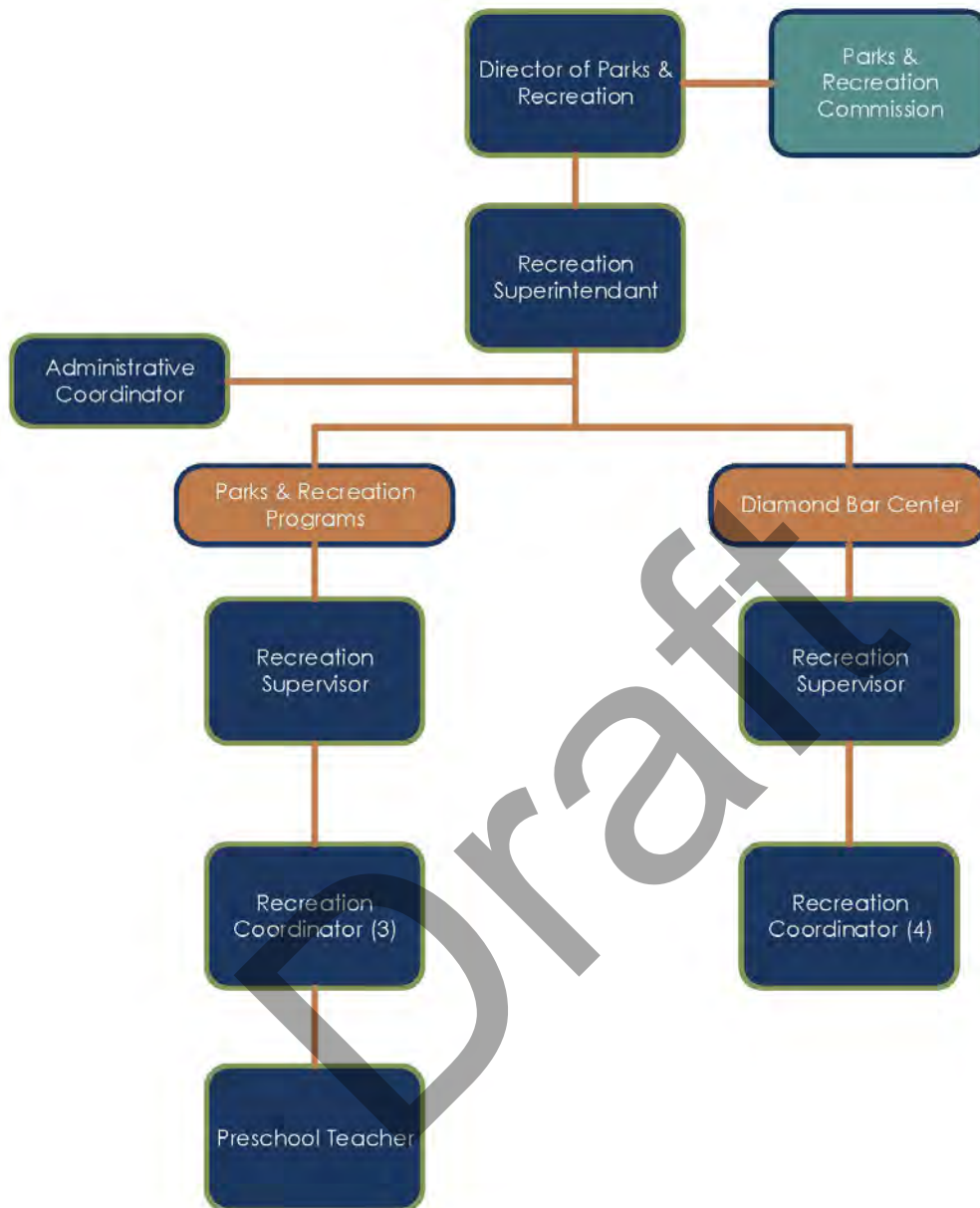
The Parks & Recreation Department administers the recreation program which includes activities and events that strengthen the community's fabric, health and well-being, economic base, and security. This includes community events, enrichment programs, athletics, excursions, activities, and facilities 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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services	\$2,435,939	\$2,875,549	\$2,875,549	\$2,944,890
Supplies	\$165,571	\$213,085	\$213,085	\$185,950
Operating Exp	\$409,780	\$538,550	\$505,050	\$490,948
Professional Svcs	\$21,390	\$29,700	\$54,256	\$22,600
Contract Services	\$681,685	\$870,000	\$903,500	\$854,450
Capital Outlay Exp	\$36,714	\$0	\$0	\$25,000
TOTAL	\$3,751,079	\$4,526,884	\$4,551,440	\$4,523,838

Draft

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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$344,846	\$365,634	\$365,634	\$384,813
(50020) Over Time Wages	\$1,060	\$2,000	\$2,000	\$2,000
(50030) Part-Time Wages	\$448,305	\$435,000	\$435,000	\$450,000
(50040) Classic Member Retirement	\$41,134	\$46,266	\$46,266	\$47,814
(50042) Classic Member Ual Pmts	\$23,814	\$31,290	\$31,290	\$37,714
(50044) Pepra Member Retirement	\$9,203	\$8,856	\$8,856	\$9,802
(50046) Pepra Member Ual Pmts	\$0	\$441	\$441	\$528
(50050) City Paid Benefits	\$4,875	\$3,625	\$3,625	\$3,601
(50052) Worker's Compensation	\$11,245	\$8,383	\$8,383	\$8,828
(50054) Short/Long Term Disability	\$1,690	\$3,557	\$3,557	\$3,728
(50056) Medicare Expense	\$12,068	\$10,642	\$10,642	\$10,890
(50060) Benefit Allotment	\$78,600	\$65,103	\$65,103	\$68,853
(50072) Auto Allowance	\$1,722	\$3,444	\$3,444	\$3,444
(50074) Technology Allowance	\$1,050	\$2,100	\$2,100	\$2,100
PERSONNEL SERVICES TOTAL	\$979,611	\$986,341	\$986,341	\$1,034,115
Supplies				
(51200) Operating Supplies	\$13,956	\$14,400	\$14,400	\$14,400
(51210) Janitorial Supplies	\$22,264	\$30,000	\$30,000	\$30,000
(51300) Small Tools & Equipment	\$3,038	\$32,500	\$32,500	\$2,500
SUPPLIES TOTAL	\$39,258	\$76,900	\$76,900	\$46,900
Operating Exp				
(52110) Printing	\$2,955	\$16,000	\$16,000	\$13,000
(52160) Advertising	\$31,457	\$32,500	\$32,500	\$36,500
(52210) Electric Utility Expenditure	\$104,108	\$120,000	\$120,000	\$120,000
(52215) Gas Utility Expenditure	\$15,335	\$11,000	\$11,000	\$9,000
(52220) Water Utility Expenditure	\$5,922	\$6,500	\$6,500	\$6,500
(52300) Rental/Lease - Equipmnt	\$0	\$2,000	\$2,000	\$2,000
(52304) Rental/Lease - Exhibit Space	\$996	\$8,000	\$8,000	\$8,000
(52310) Equipment Maintenance	\$36,152	\$56,000	\$56,000	\$51,000
(52320) Maint Of Grounds/Buildings	\$51,938	\$92,000	\$92,000	\$92,000
(52415) Conferences	\$1,892	\$3,000	\$3,000	\$3,250
OPERATING EXP TOTAL	\$250,756	\$347,000	\$347,000	\$341,250
Professional Svcs				
(54900) PS - Other Prof Svcs	\$17,629	\$23,475	\$23,475	\$21,850
PROFESSIONAL SVCS TOTAL	\$17,629	\$23,475	\$23,475	\$21,850
Contract Services				
(55300) Cs - Special Events	\$1,767	\$6,500	\$6,500	\$7,000
(55330) Cs - Security	\$47,052	\$86,000	\$86,000	\$75,000
(55505) Cs - Pw Contract Services	\$148,955	\$203,000	\$203,000	\$209,500
CONTRACT SERVICES TOTAL	\$197,774	\$295,500	\$295,500	\$291,500
Capital Outlay Exp				
(56116) Equipment	\$36,714	\$0	\$0	\$25,000
CAPITAL OUTLAY EXP TOTAL	\$36,714	\$0	\$0	\$25,000
TOTAL	\$1,521,742	\$1,729,216	\$1,729,216	\$1,760,615

POSITION ALLOCATION FUNDING DETAIL

100510 - Diamond Bar Center

Position Name	2026
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

Draft

City of Diamond Bar Budget

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$703,184	\$930,252	\$930,252	\$967,298
(50020) Over Time Wages	\$2,658	\$6,000	\$6,000	\$7,050
(50030) Part-Time Wages	\$359,547	\$462,050	\$462,050	\$406,125
(50040) Classic Member Retirement	\$92,115	\$98,281	\$98,281	\$101,079
(50042) Classic Member Ual Pmts	\$51,334	\$66,437	\$66,437	\$79,689
(50044) Pepra Member Retirement	\$18,642	\$35,424	\$35,424	\$38,326
(50046) Pepra Member Ual Pmts	\$0	\$1,761	\$1,761	\$2,063
(50050) City Paid Benefits	\$10,480	\$12,264	\$12,264	\$12,541
(50052) Worker's Compensation	\$21,174	\$20,769	\$20,769	\$21,875
(50054) Short/Long Term Disability	\$3,638	\$9,630	\$9,630	\$10,053
(50056) Medicare Expense	\$16,667	\$16,520	\$16,520	\$16,520
(50060) Benefit Allotment	\$173,368	\$222,680	\$222,680	\$241,016
(50072) Auto Allowance	\$1,500	\$3,000	\$3,000	\$3,000
(50074) Technology Allowance	\$2,020	\$4,140	\$4,140	\$4,140
PERSONNEL SERVICES TOTAL	\$1,456,328	\$1,889,208	\$1,889,208	\$1,910,775
Supplies				
(51200) Operating Supplies	\$126,313	\$126,035	\$126,035	\$128,900
(51300) Small Tools & Equipment	\$0	\$10,150	\$10,150	\$10,150
SUPPLIES TOTAL	\$126,313	\$136,185	\$136,185	\$139,050
Operating Exp				
(52110) Printing	\$24,163	\$33,450	\$33,450	\$31,548
(52160) Advertising	\$845	\$5,000	\$5,000	\$6,000
(52255) Banking Charges	\$2,148	\$2,500	\$2,500	\$2,500
(52300) Rental/Lease - Equipmnt	\$56,669	\$36,800	\$3,300	\$0
(52302) Rental/Lease - Real Property	\$50,581	\$62,450	\$62,450	\$68,000
(52400) Membership & Dues	\$3,005	\$4,750	\$4,750	\$4,050
(52405) Publications	\$0	\$100	\$100	\$100
(52410) Meetings	\$210	\$1,000	\$1,000	\$1,000
(52415) Conferences	\$5,840	\$14,000	\$14,000	\$7,500
(52420) Mileage Reimbursement	\$456	\$500	\$500	\$500
(52500) Education & Training	\$2,998	\$4,500	\$4,500	\$6,000
(52525) Commissioner Compensation	\$855	\$1,500	\$1,500	\$1,500
(53520) Admissions - Youth Activities	\$11,254	\$25,000	\$25,000	\$21,000
OPERATING EXP TOTAL	\$159,024	\$191,550	\$158,050	\$149,698
Professional Svcs				
(54900) PS - Other Prof Svcs	\$3,761	\$6,225	\$30,781	\$750
PROFESSIONAL SVCS TOTAL	\$3,761	\$6,225	\$30,781	\$750
Contract Services				
(55300) Cs - Special Events	\$238,870	\$216,800	\$250,300	\$251,800
(55305) Cs - Athletic Programs	\$4,536	\$6,000	\$6,000	\$6,000
(55310) Cs - Senior Programs	\$28,858	\$48,350	\$48,350	\$48,350
(55315) Cs - Youth Programs	\$4,343	\$13,300	\$13,300	\$10,000
(55320) Cs - Contract Classes	\$189,485	\$262,000	\$262,000	\$224,000
(55330) Cs - Security	\$2,762	\$3,050	\$3,050	\$2,800
(55402) Cs-Sheriff - Special Events	\$15,057	\$25,000	\$25,000	\$20,000
CONTRACT SERVICES TOTAL	\$483,911	\$574,500	\$608,000	\$562,950
TOTAL	\$2,229,337	\$2,797,668	\$2,822,224	\$2,763,223

POSITION ALLOCATION FUNDING DETAIL

100520 - Recreation

Position Name	2026
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 Supervisor	1.7
Recreation Coordinator-DBC2	1
Recreation Coordinator-Seniors	0.18
Recreation Coordinator-DBC	0.75
Senior Maintenance Worker	0.5
Administrative Coordinator	1.1
ALLOCATED FTE COUNT	10.98

Draft

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PUBLIC WORKS

DEPARTMENT OVERVIEW

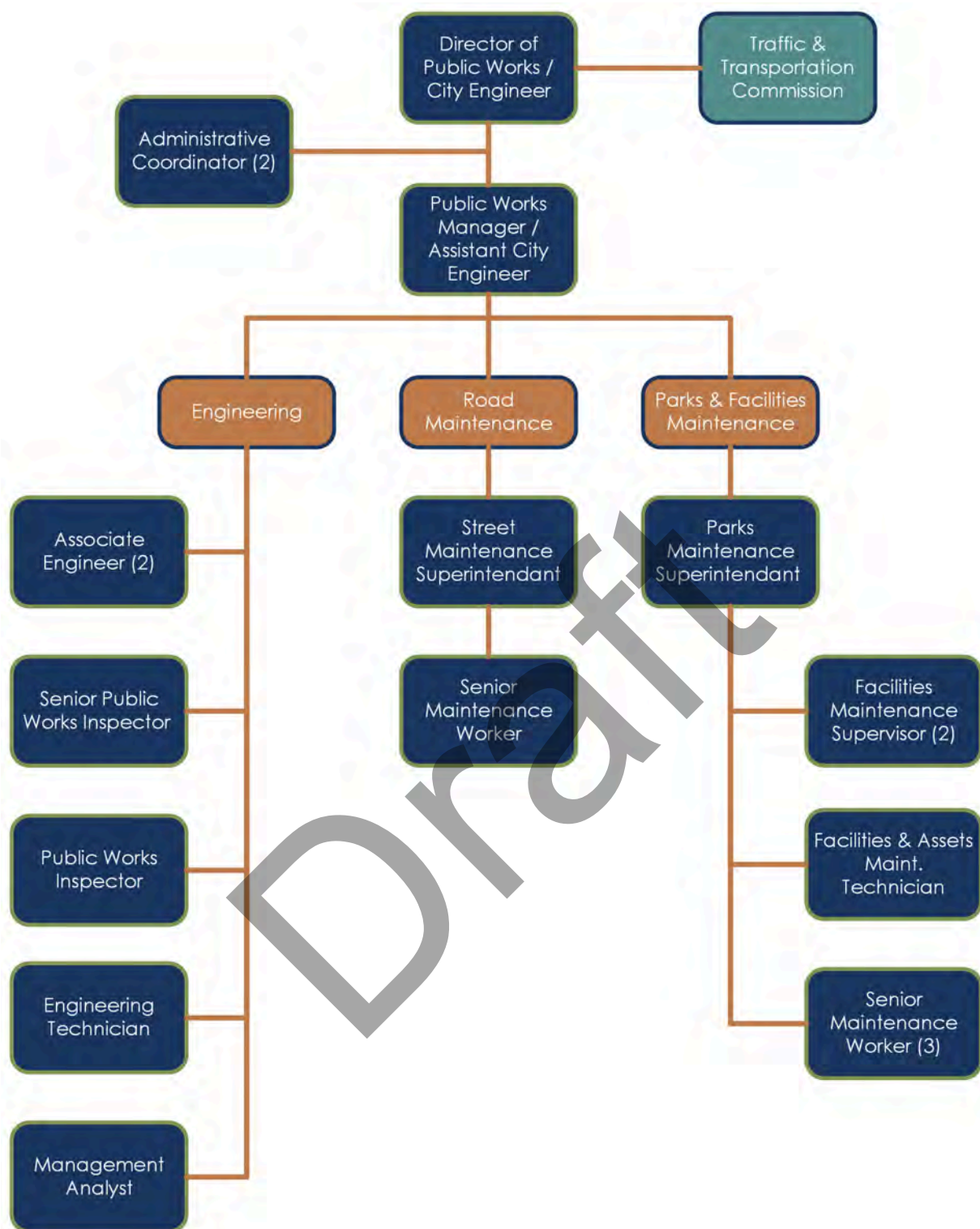
The Public Works Department is committed to providing for the efficient operation of public works systems and programs. The vital services include: planning, designing, constructing, and monitoring the City's roadways and sidewalk infrastructure as well as sewer and storm drain systems; overseeing traffic 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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services	\$1,939,385	\$2,173,074	\$2,083,075	\$2,300,946
Supplies	\$244,781	\$201,200	\$201,200	\$194,200
Operating Exp	\$1,156,955	\$1,363,685	\$1,413,662	\$1,377,685
Professional Svcs	\$145,214	\$707,800	\$752,800	\$329,800
Contract Services	\$1,871,488	\$2,316,100	\$2,361,099	\$2,322,300
Capital Outlay Exp	\$70,796	\$54,100	\$54,100	\$42,000
TOTAL	\$5,428,619	\$6,815,959	\$6,865,936	\$6,566,931

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$402,603	\$361,703	\$346,703	\$374,116
(50020) Over Time Wages	\$919	\$500	\$500	\$500
(50040) Classic Member Retirement	\$55,439	\$47,299	\$47,299	\$49,127
(50042) Classic Member Ual Pmts	\$21,826	\$32,014	\$32,014	\$38,780
(50044) Pepra Member Retirement	\$7,621	\$8,483	\$8,483	\$8,801
(50046) Pepra Member Ual Pmts	\$0	\$425	\$425	\$477
(50050) City Paid Benefits	\$6,954	\$3,063	\$3,063	\$2,842
(50052) Worker's Compensation	\$7,967	\$6,453	\$6,453	\$6,717
(50054) Short/Long Term Disability	\$1,758	\$3,575	\$3,575	\$3,682
(50056) Medicare Expense	\$5,981	\$5,284	\$5,284	\$5,439
(50060) Benefit Allotment	\$57,476	\$53,490	\$53,490	\$56,580
(50072) Auto Allowance	\$2,368	\$2,109	\$2,109	\$2,109
(50074) Technology Allowance	\$1,455	\$1,800	\$1,800	\$1,800
PERSONNEL SERVICES TOTAL	\$572,366	\$526,198	\$511,198	\$550,970
Supplies				
(51200) Operating Supplies	\$4,653	\$6,000	\$6,000	\$6,000
(51300) Small Tools & Equipment	\$308	\$1,500	\$1,500	\$1,500
SUPPLIES TOTAL	\$4,960	\$7,500	\$7,500	\$7,500
Operating Exp				
(52110) Printing	\$0	\$2,500	\$2,500	\$2,000
(52160) Advertising	\$651	\$4,000	\$4,000	\$1,500
(52400) Membership & Dues	\$930	\$3,385	\$3,385	\$3,385
(52405) Publications	\$0	\$1,500	\$1,500	\$1,500
(52410) Meetings	\$875	\$1,000	\$1,000	\$1,000
(52415) Conferences	\$21	\$14,500	\$14,500	\$9,500
(52420) Mileage Reimbursement	\$0	\$500	\$500	\$500
(52500) Education & Training	\$830	\$5,000	\$5,000	\$5,000
(52525) Commissioner Compensation	\$945	\$1,350	\$1,350	\$1,350
OPERATING EXP TOTAL	\$4,252	\$33,735	\$33,735	\$25,735
Professional Svcs				
(54200) PS - Environmental Services	\$0	\$60,000	\$60,000	\$30,000
(54400) PS - Engineering	\$9,089	\$0	\$45,000	\$0
(54900) PS - Other Prof Svcs	\$3,231	\$4,000	\$4,000	\$4,000
PROFESSIONAL SVCS TOTAL	\$12,320	\$64,000	\$109,000	\$34,000
Contract Services				
(55550) Cs - Industrial Waste Services	\$46,933	\$50,000	\$50,000	\$50,000
CONTRACT SERVICES TOTAL	\$46,933	\$50,000	\$50,000	\$50,000
TOTAL	\$640,831	\$681,433	\$711,433	\$668,205

POSITION ALLOCATION FUNDING DETAIL

100610 - Public Works Administration

Position Name	2026
Allocated FTE Count	
Public Works Manager/Assistant City Engineer	0.475
Engineering Technician	0.3
Associate Engineer	0.5
Senior Public Works Inspector	0.15
Public Works Director/City Engineer	0.475
Administrative Coordinator	0.675
ALLOCATED FTE COUNT	2.575

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$177,831	\$271,284	\$256,284	\$300,241
(50020) Over Time Wages	\$717	\$1,500	\$1,500	\$1,500
(50040) Classic Member Retirement	\$26,222	\$29,293	\$29,293	\$30,737
(50042) Classic Member Ual Pmts	\$11,805	\$19,819	\$19,819	\$24,254
(50044) Pepra Member Retirement	\$2,628	\$9,106	\$9,106	\$11,166
(50046) Pepra Member Ual Pmts	\$0	\$455	\$455	\$603
(50050) City Paid Benefits	\$3,634	\$2,782	\$2,782	\$2,990
(50052) Worker's Compensation	\$4,999	\$5,446	\$5,446	\$6,124
(50054) Short/Long Term Disability	\$828	\$2,694	\$2,694	\$3,003
(50056) Medicare Expense	\$2,733	\$3,982	\$3,982	\$4,354
(50060) Benefit Allotment	\$28,891	\$50,676	\$50,676	\$50,676
(50072) Auto Allowance	\$666	\$666	\$666	\$666
(50074) Technology Allowance	\$535	\$360	\$360	\$360
PERSONNEL SERVICES TOTAL	\$261,489	\$398,063	\$383,063	\$436,674
Professional Svcs				
(54400) PS - Engineering	\$84,421	\$215,500	\$215,500	\$130,500
(54410) PS - Traffic	\$28,951	\$115,000	\$115,000	\$115,000
(54420) PS - Plan Checking	\$1,544	\$103,000	\$103,000	\$20,000
(54430) PS - Soils/Surveying	\$17,978	\$50,000	\$50,000	\$20,000
(54440) PS - Inspection	\$0	\$10,300	\$10,300	\$10,300
PROFESSIONAL SVCS TOTAL	\$132,894	\$493,800	\$493,800	\$295,800
TOTAL	\$394,383	\$891,863	\$876,863	\$732,474

POSITION ALLOCATION FUNDING DETAIL

100615 - Engineering

Position Name	2026
Allocated FTE Count	
Public Works Inspector	1
Public Works Manager/Assistant City Engineer	0.15
Engineering Technician	0.3
Associate Engineer	0.5
Senior Public Works Inspector	0.4
Public Works Director/City Engineer	0.15
Administrative Coordinator	0.2
ALLOCATED FTE COUNT	2.7

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$345,473	\$373,425	\$328,426	\$387,466
(50020) Over Time Wages	\$2,066	\$8,000	\$8,000	\$8,000
(50030) Part-Time Wages	\$1,670	\$16,848	\$16,848	\$16,848
(50040) Classic Member Retirement	\$35,438	\$34,405	\$34,405	\$35,532
(50042) Classic Member Ual Pmts	\$26,167	\$23,282	\$23,282	\$28,042
(50044) Pepra Member Retirement	\$11,637	\$14,408	\$14,408	\$15,180
(50046) Pepra Member Ual Pmts	\$0	\$718	\$718	\$819
(50050) City Paid Benefits	\$5,534	\$3,290	\$3,290	\$3,499
(50052) Worker's Compensation	\$10,736	\$9,216	\$9,216	\$9,593
(50054) Short/Long Term Disability	\$1,662	\$3,628	\$3,628	\$3,752
(50056) Medicare Expense	\$5,184	\$5,685	\$5,685	\$5,864
(50057) Medicare Payable	\$0	\$575	\$575	\$0
(50060) Benefit Allotment	\$67,817	\$73,278	\$73,278	\$77,508
(50072) Auto Allowance	\$222	\$222	\$222	\$222
(50074) Technology Allowance	\$120	\$120	\$120	\$120
PERSONNEL SERVICES TOTAL	\$513,726	\$567,100	\$522,101	\$592,445
Supplies				
(51200) Operating Supplies	\$31,213	\$45,700	\$45,700	\$45,700
(51300) Small Tools & Equipment	\$13,699	\$5,000	\$5,000	\$5,000
SUPPLIES TOTAL	\$44,912	\$50,700	\$50,700	\$50,700
Operating Exp				
(52210) Electric Utility Expenditure	\$56,967	\$56,000	\$56,000	\$58,000
(52215) Gas Utility Expenditure	\$1,646	\$5,200	\$5,200	\$5,200
(52220) Water Utility Expenditure	\$250,062	\$314,700	\$314,700	\$314,700
(52300) Rental/Lease - Equipmnt	\$46	\$7,500	\$7,500	\$7,500
(52320) Maint Of Grounds/Buildings	\$225,980	\$215,500	\$265,477	\$215,500
(52400) Membership & Dues	\$750	\$1,450	\$1,450	\$1,450
(52415) Conferences	\$1,300	\$5,000	\$5,000	\$5,000
OPERATING EXP TOTAL	\$536,752	\$605,350	\$655,327	\$607,350
Contract Services				
(55000) Cs - Contract Services	\$14,052	\$0	\$44,999	\$0
(55505) Cs - Pw Contract Services	\$370,501	\$410,000	\$410,000	\$422,500
CONTRACT SERVICES TOTAL	\$384,553	\$410,000	\$454,999	\$422,500
Capital Outlay Exp				
(56116) Equipment	\$29,648	\$37,100	\$37,100	\$40,000
CAPITAL OUTLAY EXP TOTAL	\$29,648	\$37,100	\$37,100	\$40,000
TOTAL	\$1,509,591	\$1,670,250	\$1,720,227	\$1,712,995

POSITION ALLOCATION FUNDING DETAIL

100630 - Parks & Facilities Maintenance

Position Name	2026
Allocated FTE Count	
Parks & Maintenance Superintendent	0.5
Public Works Manager/Assistant City Engineer	0.05
Maintenance Worker (PT)	0.45
Facilities Maintenance Supervisor	0.85
Public Works Director/City Engineer	0.05
Facilities & Asset Maintenance Technician	0.5
Senior Maintenance Worker	0.7
Administrative Coordinator	0.875
ALLOCATED FTE COUNT	3.975

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Contract Services				
(55522) Cs - Tree Maintenance	\$359,931	\$304,600	\$304,600	\$378,800
(55528) Cs - Pkwy/Vegetation Control	\$32,514	\$42,500	\$42,500	\$44,000
CONTRACT SERVICES TOTAL	\$392,444	\$347,100	\$347,100	\$422,800
TOTAL	\$392,444	\$347,100	\$347,100	\$422,800

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655 - ROAD MAINTENANCE

DIVISION OVERVIEW

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BUDGET DETAIL

100655 - Road Maintenance

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$287,992	\$339,732	\$324,732	\$357,016
(50020) Over Time Wages	\$2,699	\$3,500	\$3,500	\$3,500
(50040) Classic Member Retirement	\$33,773	\$35,848	\$35,848	\$37,349
(50042) Classic Member Ual Pmts	\$18,483	\$24,260	\$24,260	\$29,479
(50044) Pepra Member Retirement	\$8,210	\$11,564	\$11,564	\$12,425
(50046) Pepra Member Ual Pmts	\$0	\$576	\$576	\$670
(50050) City Paid Benefits	\$5,977	\$3,000	\$3,000	\$3,174
(50052) Worker's Compensation	\$10,591	\$9,150	\$9,150	\$9,657
(50054) Short/Long Term Disability	\$1,330	\$3,347	\$3,347	\$3,505
(50056) Medicare Expense	\$4,456	\$4,952	\$4,952	\$5,182
(50060) Benefit Allotment	\$54,247	\$68,019	\$68,019	\$71,949
(50072) Auto Allowance	\$444	\$444	\$444	\$444
(50074) Technology Allowance	\$240	\$240	\$240	\$240
PERSONNEL SERVICES TOTAL	\$428,442	\$504,632	\$489,632	\$534,590
Supplies				
(51200) Operating Supplies	\$1,367	\$5,000	\$5,000	\$3,000
(51250) Road Maintenance Supplies	\$157,350	\$75,000	\$75,000	\$70,000
(51300) Small Tools & Equipment	\$315	\$10,000	\$10,000	\$10,000
SUPPLIES TOTAL	\$159,033	\$90,000	\$90,000	\$83,000
Operating Exp				
(52210) Electric Utility Expenditure	\$143,379	\$132,000	\$132,000	\$132,000
(52300) Rental/Lease - Equipmnt	\$8,351	\$10,000	\$10,000	\$15,000
(52310) Equipment Maintenance	\$226	\$6,000	\$6,000	\$6,000
OPERATING EXP TOTAL	\$151,957	\$148,000	\$148,000	\$153,000
Contract Services				
(55510) Cs - Street Sweeping	\$164,012	\$210,000	\$210,000	\$210,000
(55512) Cs - Road Maintenance	\$678,571	\$980,000	\$980,000	\$898,000
(55528) Cs - Pkwy/Vegetation Control	\$125,567	\$160,000	\$160,000	\$160,000
(55530) Cs - Right Of Way Clean Up	\$19,485	\$65,000	\$65,000	\$65,000
(55536) Cs - Traffic Signal Maint	\$59,924	\$94,000	\$94,000	\$94,000
CONTRACT SERVICES TOTAL	\$1,047,558	\$1,509,000	\$1,509,000	\$1,427,000
TOTAL	\$1,786,990	\$2,251,632	\$2,236,632	\$2,197,590

POSITION ALLOCATION FUNDING DETAIL

100655 - Road Maintenance

Position Name	2026
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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(49100) Transfer In - General Fd	\$6,433,027	\$2,549,569	\$4,764,121	\$1,595,375
(49102) Transfer In - Law Enforcement	\$27,735	\$50,000	\$50,000	\$50,000
(49104) Transfer In - Tech Reserve	\$72,890	\$705,000	\$705,000	\$250,000
(49105) Transfer In - Opeb Reserve	\$88,000	\$88,000	\$88,000	\$88,000
(49201) Transfer In - Measure W	\$434,523	\$0	\$451,435	\$0
(49202) Transfer In - Rmra Fund	\$1,048,614	\$0	\$4,225,007	\$0
(49203) Transfer In - Measure M	\$1,835,004	\$0	\$1,064,037	\$0
(49204) Transfer In - Measure R	\$1,132,017	\$0	\$897,732	\$0
(49205) Transfer In - Gas Tax Fd	\$1,687,958	\$1,475,000	\$1,734,671	\$1,435,000
(49206) Transfer In - Prop A	\$5,944	\$0	\$44,057	\$0
(49207) Transfer In - Prop C	\$746,527	\$0	\$2,760,343	\$0
(49209) Transfer In - Tda/Trails Fund	\$42,131	\$0	\$31,519	\$0
(49225) Transfer In - Cdbg Fund	\$170,776	\$0	\$141,299	\$0
(49250) Transfer In - Ab939	\$0	\$10,000	\$10,000	\$10,000
(49251) Transfer In - Ab2766	\$132,000	\$70,000	\$70,000	\$0
(49252) Transfer In-Waste Hauler	\$233,740	\$0	\$162,260	\$0
(49262) Transfer In - Park Development	\$208,836	\$0	\$1,864,955	\$0
(49270) Transfer In - Peg Fees	\$85,267	\$0	\$323,060	\$0
(49280) Transfer In - Cops Fund	\$152,500	\$152,500	\$152,500	\$152,500
(49281) Transfer In - Cleep Fund	\$8,351	\$0	\$0	\$0
(49501) Transfer In - Self Insurance	\$0	\$0	\$0	\$100,000
(49504) Transfer In -Building/Facility	\$0	\$0	\$10,000	\$0
TOTAL	\$14,545,840	\$5,100,069	\$19,549,996	\$3,680,875

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TOTAL TRANSFERS OUT

Total Transfers Out

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(59107) Transfer Out - Homelessness Response Fund	\$50,000	\$50,000	\$50,000	\$50,000
(59100) Transfer Out - General Fund	\$1,236,144	\$1,687,500	\$1,687,500	\$1,647,500
(59101) Transfer Out - Com Org Fund	\$8,200	\$20,000	\$20,000	\$20,000
(59102) Transfer Out - Law Enforcement	\$295,004	\$0	\$0	\$0
(59103) Transfer Out - General Plan Reserve	\$207,000	\$0	\$58,000	\$0
(59104) Transfer Out - Tech Reserve Fd	\$100,000	\$100,000	\$100,000	\$100,000
(59105) Transfer Out - OPEB Res Fund	\$116,000	\$40,000	\$40,000	\$44,000
(59238) Transfer Out - Llad #38	\$206,891	\$308,477	\$308,477	\$217,326
(59239) Transfer Out - Llad #39	\$42,560	\$44,037	\$44,037	\$45,535
(59241) Transfer Out-Llad #41	\$11,298	\$11,955	\$11,955	\$12,314
(59248) Transfer Out - Tres Hermanos	\$90,330	\$100,000	\$100,000	\$80,000
(59262) Transfer Out - Park Dev Fund	\$1,204,585	\$0	\$0	\$0
(59301) Transfer Out - Cip Fund	\$7,908,957	\$150,000	\$14,488,347	\$0
(59401) Transfer Out - Debt Service	\$715,266	\$721,900	\$721,900	\$729,700
(59501) Transfer Out - Self Insurance	\$609,380	\$580,000	\$580,000	\$0
(59502) Transfer Out - Vehicle Repl Fund	\$278,750	\$339,000	\$339,000	\$296,500
(59503) Transfer Out-Computer Equip Fund	\$72,890	\$705,000	\$758,580	\$250,000
(59504) Transfer Out - Building Fund	\$1,304,585	\$154,200	\$154,200	\$100,000
(59601) Transfer Out - OPEB Trust	\$88,000	\$88,000	\$88,000	\$88,000
TOTAL	\$14,545,840	\$5,100,069	\$19,549,996	\$3,680,875



Citywide Personnel



City of Diamond Bar Budget

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PERSONNEL SUMMARY

FY 2025/26 Proposed Budget

No personnel changes proposed for FY 2025/26

FY 2024/25 Revised Budget

Includes two (2) additional new full-time positions:

- Public Works Department: (1) Management Analyst
- Parks & Recreation Department: (1) Recreation Coordinator

Includes three (3) reclassifications:

- Finance Department: (1) Accountant to Senior Accountant
- Human Resources Department: (1) Human Resources Technician to Senior Human Resources Technician
- Community Relations Division: (1) Senior Community Relations Coordinator to Community Relations Coordinator

FY 2023/24 Revised Budget

Included eight (8) reclassifications of current full-time employees:

- Parks & Recreation Department: (3) Recreation Specialists to Recreation Coordinators
- Finance Department: (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

Included five (5) additional new full-time positions:

- City Manager's Office: (2) Management Analysts
- Community Relations Department: (1) Community Relations Coordinator
- Public Works Department: (1) Management Analyst; (1) Maintenance Worker

Full-Time Budgeted Positions	Revised Budget FY 2023-24	Revised Budget FY 2024-25	Proposed Budget FY 2025-26
Accountant	1.00	1.00	-
Accounting Technician	3.00	1.00	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	1.00	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	1.00
Community Relations Manager	1.00	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	-
Information Systems Director	1.00	1.00	1.00
Maintenance Worker	2.00	-	-
Management Analyst	3.00	4.00	4.00
Media Specialist	1.00	1.00	2.00

Full-Time Budgeted Positions	Revised Budget FY 2023-24	Revised Budget FY 2024-25	Proposed Budget FY 2025-26
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	1.00
Principal Management Analyst	2.00	1.00	1.00
Public Information Coordinator	-	-	-
Public Information Manager	-	-	-
Public Works Director/City Engineer	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00
Public Works Maintenance Superintendant - Parks	1.00	1.00	1.00
Public Works Maintenance Superintendant - Streets	1.00	1.00	1.00
Public Works Manager/ Assistant City Engineer	1.00	1.00	1.00
Recreation Coordinator	2.00	7.00	7.00
Recreation Specialist	1.00	-	-
Recreation Specialist - DBC	1.00	-	-
Recreation Specialist - Seniors	1.00	-	-
Recreation Specialist -Sports	1.00	-	-
Recreation Superintendant	1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00
Senior Accountant	-	-	1.00
Senior Accounting Technician	-	2.00	2.00
Senior Human Resources Technician	-	-	1.00
Senior Community Relations Coordinator	1.00	1.00	-
Senior Maintenance Worker	1.00	3.00	3.00
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	1.00
Grand Total	70.00	72.00	72.00

Part-Time Budgeted Positions	Revised Budget FY 2023-24	Revised Budget FY 2024-25	Proposed Budget FY 2025-26
Administrative Intern	1.75	1.75	1.75
Assistant Pre-School Teacher	0.50	-	-
Maintenance Worker	0.90	0.45	-
Pre-School Teacher	0.75	0.75	0.75
Grand Total	3.90	2.95	2.50



Special Funds



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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Interfund Transfers				
(49100) Transfer In - General Fd	\$8,200	\$20,000	\$20,000	\$20,000
INTERFUND TRANSFERS TOTAL	\$8,200	\$20,000	\$20,000	\$20,000
REVENUES TOTAL	\$8,200	\$20,000	\$20,000	\$20,000
Expenses				
Operating Exp				
(52600) Contributions - Comm Grps	\$8,200	\$20,000	\$20,000	\$20,000
OPERATING EXP TOTAL	\$8,200	\$20,000	\$20,000	\$20,000
EXPENSES TOTAL	\$8,200	\$20,000	\$20,000	\$20,000
REVENUES LESS EXPENSES	\$0	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues	\$337,442	\$0	\$0	\$0
Expenses				
Supplies	\$0	\$0	\$2,000	\$0
Operating Exp	\$0	\$0	\$8,000	\$0
Professional Svcs	\$185,000	\$0	\$0	\$0
Capital Outlay Exp	\$0	\$45,000	\$45,000	\$0
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$27,735	\$50,000	\$50,000	\$50,000
INTERFUND TRANSFER OUT TOTAL	\$27,735	\$50,000	\$50,000	\$50,000
EXPENSES TOTAL	\$212,735	\$95,000	\$105,000	\$50,000
REVENUES LESS EXPENSES	\$124,707	-\$95,000	-\$105,000	-\$50,000

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues	\$229,307	\$0	\$58,000	\$0
Expenses				
Supplies				
(51200) Operating Supplies	\$0	\$1,000	\$1,000	\$1,000
SUPPLIES TOTAL	\$0	\$1,000	\$1,000	\$1,000
Operating Exp				
(52110) Printing	\$0	\$2,500	\$2,500	\$2,500
(52160) Advertising	\$0	\$2,500	\$2,500	\$2,500
(52170) Postage	\$0	\$6,000	\$6,000	\$6,000
OPERATING EXP TOTAL	\$0	\$11,000	\$11,000	\$11,000
Professional Svcs				
(54300) PS -Planning General Plan	\$6,541	\$0	\$0	\$0
(54900) PS - Other Prof Svcs	\$287,488	\$0	\$196,949	\$0
PROFESSIONAL SVCS TOTAL	\$294,029	\$0	\$196,949	\$0
EXPENSES TOTAL	\$294,029	\$12,000	\$208,949	\$12,000
REVENUES LESS EXPENSES	-\$64,722	-\$12,000	-\$150,949	-\$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

Tech Reserve Fund

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Building Fees				
(48020) Plan Check Fees-Bldg/Sfty	-\$13	\$0	\$0	\$0
(48030) Permit System Replacement	\$45,129	\$74,000	\$74,000	\$74,000
BUILDING FEES TOTAL	\$45,116	\$74,000	\$74,000	\$74,000
Investment Income				
(48500) Investment Earnings	\$23,013	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	\$8,803	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$31,816	\$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	\$176,932	\$174,000	\$174,000	\$174,000
Expenses				
Interfund Transfer Out				
(59503) Transfer Out-Computer Equip Fund	\$72,890	\$705,000	\$705,000	\$250,000
INTERFUND TRANSFER OUT TOTAL	\$72,890	\$705,000	\$705,000	\$250,000
EXPENSES TOTAL	\$72,890	\$705,000	\$705,000	\$250,000
REVENUES LESS EXPENSES	\$104,042	-\$531,000	-\$531,000	-\$76,000

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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)

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Investment Income				
(48500) Investment Earnings	\$10,275	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	\$3,930	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$14,205	\$0	\$0	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$116,000	\$40,000	\$40,000	\$44,000
INTERFUND TRANSFERS TOTAL	\$116,000	\$40,000	\$40,000	\$44,000
TOTAL	\$130,205	\$40,000	\$40,000	\$44,000

BUDGET DETAIL (EXPENSES)

105 - OPEB Fund Official (Expenses)

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50048) Post Emplmnt Beneft (OPEB)	\$19,863	\$20,000	\$20,000	\$22,000
PERSONNEL SERVICES TOTAL	\$19,863	\$20,000	\$20,000	\$22,000
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	\$107,863	\$108,000	\$108,000	\$110,000

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Interfund Transfers				
(49100) Transfer In - General Fd	\$50,000	\$50,000	\$50,000	\$50,000
INTERFUND TRANSFERS TOTAL	\$50,000	\$50,000	\$50,000	\$50,000
REVENUES TOTAL	\$50,000	\$50,000	\$50,000	\$50,000
Expenses				
Contract Services				
(55000) Cs - Contract Services	\$914	\$50,000	\$50,000	\$50,000
CONTRACT SERVICES TOTAL	\$914	\$50,000	\$50,000	\$50,000
EXPENSES TOTAL	\$914	\$50,000	\$50,000	\$50,000
REVENUES LESS EXPENSES	\$49,086	\$0	\$0	\$0



Special Revenue Funds



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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	2026
Allocated FTE Count	
Management Analyst	0.45
Public Works Manager/Assistant City Engineer	0.1
Engineering Technician	0.1
Associate Engineer	0.2
Senior Public Works Inspector	0.1
Public Works Director/City Engineer	0.1
ALLOCATED FTE COUNT	1.05

BUDGET DETAIL

201 - Measure W Official

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
County Revenue				
(44050) Measure W Revenue	\$839,815	\$838,000	\$838,000	\$838,000
COUNTY REVENUE TOTAL	\$839,815	\$838,000	\$838,000	\$838,000
Investment Income				
(48500) Investment Earnings	\$66,130	\$0	\$0	\$0
(48510) Unrealized Gain/Loss Fmv	\$25,296	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$91,425	\$0	\$0	\$0
REVENUES TOTAL	\$931,240	\$838,000	\$838,000	\$838,000
Expenses				

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Expenses				
Personnel Services				
(50010) Salaries	\$51,760	\$127,767	\$127,767	\$134,354
(50020) Over Time Wages	\$25	\$0	\$0	\$0
(50040) Classic Member Retirement	\$2,440	\$10,975	\$10,975	\$11,433
(50042) Classic Member Ual Pmts	\$3,128	\$7,430	\$7,430	\$9,026
(50044) Pepra Member Retirement	\$2,983	\$5,453	\$5,453	\$5,823
(50046) Pepra Member Ual Pmts	\$0	\$102	\$102	\$115
(50050) City Paid Benefits	\$754	\$1,208	\$1,208	\$1,162
(50052) Worker's Compensation	\$2,448	\$2,098	\$2,098	\$2,206
(50054) Short/Long Term Disability	\$201	\$1,267	\$1,267	\$1,326
(50056) Medicare Expense	\$815	\$1,837	\$1,837	\$1,923
(50060) Benefit Allotment	\$9,859	\$21,744	\$21,744	\$23,004
(50072) Auto Allowance	\$185	\$444	\$444	\$444
(50074) Technology Allowance	\$100	\$240	\$240	\$240
PERSONNEL SERVICES TOTAL	\$74,700	\$180,565	\$180,565	\$191,056
Professional Svcs				
(54010) PS - Accounting & Auditing	\$20,000	\$0	\$0	\$0
(54200) PS - Environmental Services	\$313,309	\$284,500	\$284,500	\$284,500
(54400) PS - Engineering	\$2,895	\$0	\$0	\$0
PROFESSIONAL SVCS TOTAL	\$336,204	\$284,500	\$284,500	\$284,500
Contract Services				
(55505) Cs - Pw Contract Services	\$0	\$15,000	\$15,000	\$15,000
(55530) Cs - Right Of Way Clean Up	\$39,725	\$120,000	\$120,000	\$105,000
CONTRACT SERVICES TOTAL	\$39,725	\$135,000	\$135,000	\$120,000
CIP Capital Projects	\$0	\$836,000	\$836,000	\$0
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$434,523	\$0	\$451,435	\$0
INTERFUND TRANSFER OUT TOTAL	\$434,523	\$0	\$451,435	\$0
EXPENSES TOTAL	\$885,152	\$1,436,065	\$1,887,500	\$595,556
REVENUES LESS EXPENSES	\$46,088	-\$598,065	-\$1,049,500	\$242,444

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
State Revenue				
(43080) Rmra (Sb-1) - Road Maint Rehab	\$1,418,584	\$1,406,837	\$1,406,837	\$1,441,843
STATE REVENUE TOTAL	\$1,418,584	\$1,406,837	\$1,406,837	\$1,441,843
Investment Income				
(48500) Investment Earnings	\$156,994	\$12,900	\$12,900	\$12,900
(48510) Unrealized Gain/Loss Fmv	\$60,053	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$217,046	\$12,900	\$12,900	\$12,900
REVENUES TOTAL	\$1,635,631	\$1,419,737	\$1,419,737	\$1,454,743
Expenses				
CIP Capital Projects	\$0	\$1,300,000	\$1,300,000	\$1,500,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$1,048,614	\$0	\$4,225,007	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,048,614	\$0	\$4,225,007	\$0
EXPENSES TOTAL	\$1,048,614	\$1,300,000	\$5,525,007	\$1,500,000
REVENUES LESS EXPENSES	\$587,017	\$119,737	-\$4,105,270	-\$45,257

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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	2026
Allocated FTE Count	
Management Analyst	0.15
ALLOCATED FTE COUNT	0.15

BUDGET DETAIL

203 - Measure M Official

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
County Revenue				
(44030) Measure M Revenue	\$1,009,371	\$1,058,586	\$1,058,586	\$972,722
COUNTY REVENUE TOTAL	\$1,009,371	\$1,058,586	\$1,058,586	\$972,722
Investment Income				
(48500) Investment Earnings	\$74,904	\$7,400	\$7,400	\$7,400
(48510) Unrealized Gain/Loss Fmv	\$28,652	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$103,556	\$7,400	\$7,400	\$7,400
REVENUES TOTAL	\$1,112,928	\$1,065,986	\$1,065,986	\$980,122
Expenses				
Personnel Services				
(50010) Salaries	\$4,792	\$14,202	\$14,202	\$15,375
(50044) Pepra Member Retirement	\$368	\$1,140	\$1,140	\$1,238
(50050) City Paid Benefits	\$67	\$167	\$167	\$167
(50052) Worker's Compensation	\$115	\$121	\$121	\$133
(50054) Short/Long Term Disability	\$21	\$144	\$144	\$154
(50056) Medicare Expense	\$78	\$208	\$208	\$223
(50060) Benefit Allotment	\$1,252	\$3,096	\$3,096	\$3,276

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
(50060) Benefit Allotment	\$1,252	\$3,096	\$3,096	\$3,276
PERSONNEL SERVICES TOTAL	\$6,693	\$19,078	\$19,078	\$20,566
CIP Capital Projects	\$0	\$950,000	\$950,000	\$1,343,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$1,835,004	\$0	\$1,064,037	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,835,004	\$0	\$1,064,037	\$0
EXPENSES TOTAL	\$1,841,698	\$969,078	\$2,033,115	\$1,363,566
REVENUES LESS EXPENSES	-\$728,770	\$96,908	-\$967,129	-\$383,444

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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	2026
Allocated FTE Count	
Management Analyst	0.15
ALLOCATED FTE COUNT	0.15

BUDGET DETAIL

204 - Measure R Official

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
County Revenue				
(44040) Measure R Revenue	\$893,872	\$934,046	\$934,046	\$858,284
COUNTY REVENUE TOTAL	\$893,872	\$934,046	\$934,046	\$858,284
Investment Income				
(48500) Investment Earnings	\$51,535	\$4,500	\$4,500	\$4,500
(48510) Unrealized Gain/Loss Fmv	\$19,713	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$71,248	\$4,500	\$4,500	\$4,500
REVENUES TOTAL	\$965,120	\$938,546	\$938,546	\$862,784
Expenses				
Personnel Services				
(50010) Salaries	\$4,792	\$14,202	\$14,202	\$15,375
(50044) Pepra Member Retirement	\$368	\$1,140	\$1,140	\$1,238
(50050) City Paid Benefits	\$67	\$167	\$167	\$167
(50052) Worker's Compensation	\$115	\$121	\$121	\$133
(50054) Short/Long Term Disability	\$21	\$144	\$144	\$154
(50056) Medicare Expense	\$78	\$208	\$208	\$223
(50060) Benefit Allotment	\$1,252	\$3,096	\$3,096	\$3,276
PERSONNEL SERVICES TOTAL	\$6,693	\$19,078	\$19,078	\$20,213

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
PERSONNEL SERVICES TOTAL	\$6,693	\$19,078	\$19,078	\$20,566
CIP Capital Projects	\$0	\$850,000	\$850,000	\$1,000,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$1,132,017	\$0	\$897,732	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,132,017	\$0	\$897,732	\$0
EXPENSES TOTAL	\$1,138,710	\$869,078	\$1,766,810	\$1,020,566
REVENUES LESS EXPENSES	-\$173,589	\$69,468	-\$828,264	-\$157,782

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
State Revenue				
(43030) Gas Tax - 2105	\$333,479	\$341,273	\$341,273	\$349,834
(43040) Gas Tax - 2106	\$194,344	\$196,886	\$196,886	\$200,479
(43050) Gas Tax - 2107	\$451,393	\$466,396	\$466,396	\$477,445
(43060) Gas Tax - 2107.5	\$7,500	\$7,500	\$7,500	\$7,500
(43070) Gas Tax - 2103	\$500,051	\$488,142	\$488,142	\$500,108
STATE REVENUE TOTAL	\$1,486,767	\$1,500,197	\$1,500,197	\$1,535,366
Investment Income				
(48500) Investment Earnings	\$51,931	\$1,800	\$1,800	\$1,800
(48510) Unrealized Gain/Loss Fmv	\$19,864	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$71,795	\$1,800	\$1,800	\$1,800
REVENUES TOTAL	\$1,558,563	\$1,501,997	\$1,501,997	\$1,537,166
Expenses				
CIP Capital Projects				
(56102) CIP-Traffic Control Imprv	\$32,217	\$66,000	\$66,000	\$66,000
CIP CAPITAL PROJECTS TOTAL	\$32,217	\$66,000	\$66,000	\$66,000
Interfund Transfer Out				
(59100) Transfer Out - General Fund	\$1,047,558	\$1,475,000	\$1,475,000	\$1,435,000
(59301) Transfer Out - Cip Fund	\$640,399	\$0	\$259,671	\$0
INTERFUND TRANSFER OUT TOTAL	\$1,687,958	\$1,475,000	\$1,734,671	\$1,435,000
EXPENSES TOTAL	\$1,720,175	\$1,541,000	\$1,800,671	\$1,501,000
REVENUES LESS EXPENSES	-\$161,612	-\$39,003	-\$298,674	\$36,166

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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	2026
Allocated FTE Count	
Network/Systems Technician	0.05
Management Analyst	0.25
Assistant to the City Manager	0.01
Administrative Assistant	0.275
Accounting Technician	0.65
Network/Systems Administrator	0.075
Finance Director	0.05
Principal Management Analyst	0.25
Information Systems Director	0.025
Administrative Coordinator	0.45
Senior Accounting Technician	0.65
ALLOCATED FTE COUNT	2.735

BUDGET DETAIL

206 - Prop A Official

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Other Taxes & Fees				
(41030) Franchise Fees	\$27,500	\$26,000	\$26,000	\$26,000
OTHER TAXES & FEES TOTAL	\$27,500	\$26,000	\$26,000	\$26,000
County Revenue				
(44010) Prop A Transportation Tax	\$1,437,294	\$1,501,428	\$1,501,428	\$1,379,645
COUNTY REVENUE TOTAL	\$1,437,294	\$1,501,428	\$1,501,428	\$1,379,645

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
COUNTY REVENUE TOTAL	\$1,437,294	\$1,501,428	\$1,501,428	\$1,379,645
Miscellaneous Fees				
(48400) Transit Pass Sales	\$63,936	\$200,000	\$200,000	\$250,000
MISCELLANEOUS FEES TOTAL	\$63,936	\$200,000	\$200,000	\$250,000
Investment Income				
(48500) Investment Earnings	\$90,582	\$2,700	\$2,700	\$2,700
(48510) Unrealized Gain/Loss Fmv	\$34,649	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$125,232	\$2,700	\$2,700	\$2,700
REVENUES TOTAL	\$1,653,961	\$1,730,128	\$1,730,128	\$1,658,345
Expenses				
Personnel Services				
(50010) Salaries	\$51,731	\$270,552	\$270,552	\$287,008
(50040) Classic Member Retirement	\$7,123	\$38,145	\$38,145	\$40,252
(50042) Classic Member Ual Pmts	\$7,552	\$23,342	\$23,342	\$28,645
(50044) Pepra Member Retirement	\$1,146	\$6,944	\$6,944	\$7,530
(50046) Pepra Member Ual Pmts	\$0	\$328	\$328	\$385
(50050) City Paid Benefits	\$946	\$3,119	\$3,119	\$3,119
(50052) Worker's Compensation	\$1,274	\$2,807	\$2,807	\$3,017
(50054) Short/Long Term Disability	\$244	\$2,698	\$2,698	\$2,844
(50056) Medicare Expense	\$851	\$3,961	\$3,961	\$4,174
(50060) Benefit Allotment	\$11,250	\$58,050	\$58,050	\$61,416
(50072) Auto Allowance	\$0	\$225	\$225	\$225
(50074) Technology Allowance	\$0	\$186	\$186	\$186
PERSONNEL SERVICES TOTAL	\$82,118	\$410,357	\$410,357	\$438,801
Supplies				
(51200) Operating Supplies	\$0	\$1,200	\$1,200	\$1,200
SUPPLIES TOTAL	\$0	\$1,200	\$1,200	\$1,200
Operating Exp				
(52255) Banking Charges	\$1,962	\$7,500	\$7,500	\$3,000
(52314) Computer Maintenance	\$0	\$3,100	\$3,100	\$7,000
(52400) Membership & Dues	\$20,000	\$20,000	\$20,000	\$20,000
OPERATING EXP TOTAL	\$21,962	\$30,600	\$30,600	\$30,000
Contract Services				
(55300) Cs - Special Events	\$7,195	\$5,500	\$5,500	\$19,000
(55310) Cs - Senior Programs	\$4,783	\$8,000	\$8,000	\$10,000
(55315) Cs - Youth Programs	\$10,197	\$13,000	\$13,000	\$14,000
(55542) Cs-Bus Bench Maint	\$0	\$35,000	\$35,000	\$35,000
(55560) Cs - Dial-A-Cab Services	\$268,288	\$350,000	\$375,000	\$550,000
(55610) Transit Program Subsidy	\$17,542	\$20,000	\$20,000	\$20,000
(55620) Transit Fares Expenses	\$69,406	\$80,000	\$80,000	\$80,000
CONTRACT SERVICES TOTAL	\$377,410	\$511,500	\$536,500	\$728,000
Capital Outlay Exp				
(56130) Computer Eq - Hardware Exp	\$17,046	\$27,000	\$27,000	\$49,000
(56135) Computer Eq - Software Exp	\$0	\$20,000	\$20,000	\$80,000
CAPITAL OUTLAY EXP TOTAL	\$17,046	\$47,000	\$47,000	\$129,000
CIP Capital Projects	\$0	\$600,000	\$600,000	\$0
Misc Expenditures	\$0	\$0	\$1,333,333	\$0
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$5,944	\$0	\$44,057	\$0
INTERFUND TRANSFER OUT TOTAL	\$5,944	\$0	\$44,057	\$0
EXPENSES TOTAL	\$504,480	\$1,600,657	\$3,003,047	\$1,327,001
REVENUES LESS EXPENSES	\$1,149,481	\$129,471	-\$1,272,919	\$331,344

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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	2026
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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
County Revenue				
(44020) Prop C Transportation Tax	\$1,192,202	\$1,245,395	\$1,245,395	\$1,144,379
COUNTY REVENUE TOTAL	\$1,192,202	\$1,245,395	\$1,245,395	\$1,144,379
Investment Income				
(48500) Investment Earnings	\$125,811	\$9,500	\$9,500	\$9,500
(48510) Unrealized Gain/Loss Fmv	\$48,125	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$173,936	\$9,500	\$9,500	\$9,500
REVENUES TOTAL	\$1,366,138	\$1,254,895	\$1,254,895	\$1,153,879
Expenses				
Personnel Services				

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Personnel Services				
(50010) Salaries	\$95,750	\$144,196	\$344,196	\$151,149
(50040) Classic Member Retirement	\$16,263	\$23,468	\$23,468	\$24,522
(50042) Classic Member Ual Pmts	\$7,993	\$15,804	\$15,804	\$19,256
(50044) Pepra Member Retirement	\$725	\$1,595	\$1,595	\$1,734
(50046) Pepra Member Ual Pmts	\$0	\$43	\$43	\$50
(50050) City Paid Benefits	\$2,074	\$1,316	\$1,316	\$1,316
(50052) Worker's Compensation	\$2,905	\$2,458	\$2,458	\$2,584
(50054) Short/Long Term Disability	\$501	\$1,438	\$1,438	\$1,500
(50056) Medicare Expense	\$1,368	\$2,105	\$2,105	\$2,195
(50060) Benefit Allotment	\$16,665	\$24,596	\$24,596	\$26,024
(50072) Auto Allowance	\$0	\$75	\$75	\$75
(50074) Technology Allowance	\$0	\$90	\$90	\$90
PERSONNEL SERVICES TOTAL	\$144,245	\$217,184	\$417,184	\$230,495
Operating Exp				
(52314) Computer Maintenance	\$30,150	\$48,100	\$48,100	\$48,100
OPERATING EXP TOTAL	\$30,150	\$48,100	\$48,100	\$48,100
Professional Svcs				
(54400) PS - Engineering	\$88,566	\$205,000	\$205,000	\$150,000
(54410) PS - Traffic	\$70,748	\$80,000	\$80,000	\$80,000
PROFESSIONAL SVCS TOTAL	\$159,314	\$285,000	\$285,000	\$230,000
Contract Services				
(55536) Cs - Traffic Signal Maint	\$269,846	\$320,000	\$320,000	\$330,000
CONTRACT SERVICES TOTAL	\$269,846	\$320,000	\$320,000	\$330,000
CIP Capital Projects	\$0	\$664,000	\$664,000	\$380,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$746,527	\$0	\$2,760,343	\$0
INTERFUND TRANSFER OUT TOTAL	\$746,527	\$0	\$2,760,343	\$0
EXPENSES TOTAL	\$1,350,082	\$1,534,284	\$4,494,627	\$1,218,595
REVENUES LESS EXPENSES	\$16,056	-\$279,389	-\$3,239,732	-\$64,716

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
State Revenue				
(43230) SB 821 - Bikeways & Trails	\$48,649	\$100,000	\$100,000	\$0
STATE REVENUE TOTAL	\$48,649	\$100,000	\$100,000	\$0
REVENUES TOTAL	\$48,649	\$100,000	\$100,000	\$0
Expenses				
CIP Capital Projects	\$0	\$100,000	\$100,000	\$0
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$42,131	\$0	\$31,519	\$0
INTERFUND TRANSFER OUT TOTAL	\$42,131	\$0	\$31,519	\$0
EXPENSES TOTAL	\$42,131	\$100,000	\$131,519	\$0
REVENUES LESS EXPENSES	\$6,518	\$0	-\$31,519	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
State Revenue				
(43125) PLHA Revenue	\$0	\$358,416	\$358,416	\$390,664
STATE REVENUE TOTAL	\$0	\$358,416	\$358,416	\$390,664
REVENUES TOTAL	\$0	\$358,416	\$358,416	\$390,664
Expenses				
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$358,416	\$358,416	\$78,133
PROFESSIONAL SVCS TOTAL	\$0	\$358,416	\$358,416	\$78,133
Contract Services	\$0	\$0	\$0	\$312,531
EXPENSES TOTAL	\$0	\$358,416	\$358,416	\$390,664
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	2026
Allocated FTE Count	
Recreation Coordinator-Seniors	0.27
ALLOCATED FTE COUNT	0.27

BUDGET DETAIL

225 - CDBG

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Federal Revenue				
(42020) CDBG Revenue	\$310,818	\$362,376	\$362,376	\$383,816
FEDERAL REVENUE TOTAL	\$310,818	\$362,376	\$362,376	\$383,816
REVENUES TOTAL	\$310,818	\$362,376	\$362,376	\$383,816
Expenses				
Personnel Services				
(50010) Salaries	\$16,386	\$18,048	\$18,048	\$19,862
(50030) Part-Time Wages	\$5,354	\$0	\$0	\$0
(50040) Classic Member Retirement	\$1,014	\$25	\$25	\$50
(50044) Pepra Member Retirement	\$849	\$1,460	\$1,460	\$1,740
(50046) Pepra Member Ual Pmts	\$0	\$73	\$73	\$94
(50050) City Paid Benefits	\$172	\$300	\$300	\$300
(50052) Worker's Compensation	\$0	\$358	\$358	\$427
(50054) Short/Long Term Disability	\$66	\$183	\$183	\$216
(50056) Medicare Expense	\$337	\$265	\$265	\$313
(50060) Benefit Allotment	\$3,720	\$5,573	\$5,573	\$5,897
PERSONNEL SERVICES TOTAL	\$27,898	\$26,285	\$26,285	\$28,899
Supplies				
(51200) Operating Supplies	\$0	\$2,083	\$2,083	\$2,500
SUPPLIES TOTAL	\$0	\$2,083	\$2,083	\$2,500
Professional Svcs				
(54460) Ps - Home Improv Loan	\$0	\$0	\$0	\$39,452
(54900) PS - Other Prof Svcs	\$112,277	\$169,819	\$169,819	\$4,156
PROFESSIONAL SVCS TOTAL	\$112,277	\$169,819	\$169,819	\$43,608
Contract Services	\$0	\$0	\$0	\$157,809
CIP Capital Projects	\$0	\$164,189	\$164,189	\$145,000
Misc Expenditures	\$0	\$0	\$0	\$6,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$170,776	\$0	\$141,299	\$0
INTERFUND TRANSFER OUT TOTAL	\$170,776	\$0	\$141,299	\$0
EXPENSES TOTAL	\$310,951	\$362,376	\$503,675	\$383,816
REVENUES LESS EXPENSES	-\$133	\$0	-\$141,299	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Planning Fees				
(48150) Business License - Sb1186	\$25,239	\$8,000	\$8,000	\$8,000
PLANNING FEES TOTAL	\$25,239	\$8,000	\$8,000	\$8,000
Investment Income				
(48500) Investment Earnings	\$1,767	\$200	\$200	\$200
(48510) Unrealized Gain/Loss Fmv	\$676	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$2,443	\$200	\$200	\$200
REVENUES TOTAL	\$27,682	\$8,200	\$8,200	\$8,200
Expenses	\$0	\$0	\$0	\$60,000
REVENUES LESS EXPENSES	\$27,682	\$8,200	\$8,200	-\$51,800

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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	2026
Allocated FTE Count	
Facilities Maintenance Supervisor	0.05
Parks & Maintenance Superintendent	0.2
ALLOCATED FTE COUNT	0.25

BUDGET DETAIL

238 - District 38

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Special Assessments				
(40080) Special Assessments	\$273,167	\$276,780	\$276,780	\$276,780
SPECIAL ASSESSMENTS TOTAL	\$273,167	\$276,780	\$276,780	\$276,780
Interfund Transfers				
(49100) Transfer In - General Fd	\$206,891	\$308,477	\$308,477	\$217,326
INTERFUND TRANSFERS TOTAL	\$206,891	\$308,477	\$308,477	\$217,326
REVENUES TOTAL	\$480,058	\$585,257	\$585,257	\$494,106
Expenses				
Personnel Services				
(50010) Salaries	\$33,896	\$32,798	\$32,798	\$33,814
(50040) Classic Member Retirement	\$6,234	\$6,223	\$6,223	\$6,427
(50042) Classic Member Ual Pmts	\$3,272	\$4,211	\$4,211	\$5,073
(50050) City Paid Benefits	\$622	\$278	\$278	\$278
(50052) Worker's Compensation	\$1,165	\$964	\$964	\$995
(50054) Short/Long Term Disability	\$164	\$330	\$330	\$339
(50056) Medicare Expense	\$490	\$503	\$503	\$516
(50060) Benefit Allotment	\$4,903	\$5,250	\$5,250	\$5,550
PERSONNEL SERVICES TOTAL	\$50,746	\$50,557	\$50,557	\$52,992
Operating Exp				
(52160) Advertising	\$1,467	\$3,000	\$3,000	\$3,000
(52210) Electric Utility Expenditure	\$3,453	\$6,500	\$6,500	\$5,500
(52220) Water Utility Expenditure	\$145,019	\$154,000	\$154,000	\$154,000
(52320) Maint Of Grounds/Buildings	\$61,174	\$50,000	\$50,000	\$50,000
OPERATING EXP TOTAL	\$211,113	\$213,500	\$213,500	\$212,500
Professional Svcs				
(54900) PS - Other Prof Svcs	\$14,791	\$7,000	\$7,000	\$7,000
PROFESSIONAL SVCS TOTAL	\$14,791	\$7,000	\$7,000	\$7,000
Contract Services				
(55522) Cs - Tree Maintenance	\$6,700	\$83,700	\$83,700	\$10,000
(55524) Cs - Landscape Maintenance	\$196,708	\$230,500	\$230,500	\$211,500
CONTRACT SERVICES TOTAL	\$203,408	\$314,200	\$314,200	\$221,500
EXPENSES TOTAL	\$480,058	\$585,257	\$585,257	\$493,992
REVENUES LESS EXPENSES	\$0	\$0	\$0	\$114

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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	2026
Allocated FTE Count	
Management Analyst	0.05
Facilities Maintenance Supervisor	0.05
Parks & Maintenance Superintendent	0.1
ALLOCATED FTE COUNT	0.2

BUDGET DETAIL

239 - District 39

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Special Assessments				
(40080) Special Assessments	\$642,920	\$665,215	\$665,215	\$687,833
SPECIAL ASSESSMENTS TOTAL	\$642,920	\$665,215	\$665,215	\$687,833
Interfund Transfers				
(49100) Transfer In - General Fd	\$42,560	\$44,037	\$44,037	\$45,535
INTERFUND TRANSFERS TOTAL	\$42,560	\$44,037	\$44,037	\$45,535
REVENUES TOTAL	\$685,480	\$709,252	\$709,252	\$733,368
Expenses				
Personnel Services				
(50010) Salaries	\$22,453	\$24,161	\$24,161	\$25,154
(50040) Classic Member Retirement	\$3,809	\$3,687	\$3,687	\$3,807
(50042) Classic Member Ual Pmts	\$1,938	\$2,495	\$2,495	\$3,005
(50044) Pepra Member Retirement	\$128	\$380	\$380	\$413
(50050) City Paid Benefits	\$375	\$222	\$222	\$222
(50052) Worker's Compensation	\$728	\$611	\$611	\$633
(50054) Short/Long Term Disability	\$105	\$243	\$243	\$252
(50056) Medicare Expense	\$334	\$353	\$353	\$365
(50060) Benefit Allotment	\$3,470	\$4,182	\$4,182	\$4,422
PERSONNEL SERVICES TOTAL	\$33,341	\$36,334	\$36,334	\$38,273
Operating Exp				
(52160) Advertising	\$2,552	\$3,500	\$3,500	\$3,500
(52210) Electric Utility Expenditure	\$1,066	\$2,500	\$2,500	\$2,000
(52220) Water Utility Expenditure	\$80,441	\$123,500	\$123,500	\$123,500
(52320) Maint Of Grounds/Buildings	\$38,488	\$276,418	\$276,418	\$248,544
OPERATING EXP TOTAL	\$122,547	\$405,918	\$405,918	\$377,544
Professional Svcs				
(54900) PS - Other Prof Svcs	\$6,000	\$7,000	\$7,000	\$7,000
PROFESSIONAL SVCS TOTAL	\$6,000	\$7,000	\$7,000	\$7,000
Contract Services				
(55522) Cs - Tree Maintenance	\$29,884	\$32,000	\$32,000	\$32,000
(55524) Cs - Landscape Maintenance	\$158,408	\$170,000	\$170,000	\$175,000
(55526) Cs - Weed/Pest Abatement	\$34,913	\$58,000	\$58,000	\$58,000
CONTRACT SERVICES TOTAL	\$223,205	\$260,000	\$260,000	\$265,000
CIP Capital Projects	\$0	\$0	\$0	\$400,000
EXPENSES TOTAL	\$385,093	\$709,252	\$709,252	\$1,087,817
REVENUES LESS EXPENSES	\$300,386	\$0	\$0	-\$354,449

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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	2026
Allocated FTE Count	
Management Analyst	0.05
Facilities Maintenance Supervisor	0.05
Parks & Maintenance Superintendent	0.1
ALLOCATED FTE COUNT	0.2

BUDGET DETAIL

241 - District 41

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Special Assessments				
(40080) Special Assessments	\$304,634	\$311,346	\$311,346	\$320,686
SPECIAL ASSESSMENTS TOTAL	\$304,634	\$311,346	\$311,346	\$320,686
Interfund Transfers				
(49100) Transfer In - General Fd	\$11,298	\$11,955	\$11,955	\$12,314
INTERFUND TRANSFERS TOTAL	\$11,298	\$11,955	\$11,955	\$12,314
REVENUES TOTAL	\$315,932	\$323,301	\$323,301	\$333,000
Expenses				
Personnel Services				
(50010) Salaries	\$22,453	\$24,161	\$24,161	\$25,154
(50020) Over Time Wages	\$0	\$394	\$394	\$394
(50040) Classic Member Retirement	\$3,809	\$3,687	\$3,687	\$3,807
(50042) Classic Member Ual Pmts	\$1,938	\$2,495	\$2,495	\$3,005
(50044) Pepra Member Retirement	\$128	\$380	\$380	\$413
(50050) City Paid Benefits	\$375	\$222	\$222	\$222
(50052) Worker's Compensation	\$728	\$611	\$611	\$633
(50054) Short/Long Term Disability	\$105	\$243	\$243	\$252
(50056) Medicare Expense	\$334	\$353	\$353	\$365
(50060) Benefit Allotment	\$3,470	\$4,182	\$4,182	\$4,422
PERSONNEL SERVICES TOTAL	\$33,341	\$36,728	\$36,728	\$38,667
Operating Exp				
(52160) Advertising	\$1,574	\$3,000	\$3,000	\$3,000
(52210) Electric Utility Expenditure	\$784	\$2,000	\$2,000	\$2,000
(52220) Water Utility Expenditure	\$69,229	\$75,000	\$75,000	\$75,000
(52320) Maint Of Grounds/Buildings	\$13,796	\$50,000	\$50,000	\$50,000
OPERATING EXP TOTAL	\$85,383	\$130,000	\$130,000	\$130,000
Professional Svcs				
(54900) PS - Other Prof Svcs	\$6,000	\$7,000	\$7,000	\$7,000
PROFESSIONAL SVCS TOTAL	\$6,000	\$7,000	\$7,000	\$7,000
Contract Services				
(55522) Cs - Tree Maintenance	\$17,697	\$23,000	\$23,000	\$23,000
(55524) Cs - Landscape Maintenance	\$64,946	\$68,500	\$68,500	\$70,600
(55526) Cs - Weed/Pest Abatement	\$30,187	\$58,073	\$58,073	\$51,606
CONTRACT SERVICES TOTAL	\$112,830	\$149,573	\$149,573	\$145,206
CIP Capital Projects	\$0	\$0	\$0	\$200,000
EXPENSES TOTAL	\$237,554	\$323,301	\$323,301	\$520,873
REVENUES LESS EXPENSES	\$78,378	\$0	\$0	-\$187,873

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$12,375	\$2,400	\$2,400	\$2,400
(48510) Unrealized Gain/Loss Fmv	\$4,734	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$17,108	\$2,400	\$2,400	\$2,400
REVENUES TOTAL	\$17,108	\$2,400	\$2,400	\$2,400
REVENUES LESS EXPENSES	\$17,108	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$155,108	\$150,000	\$150,000	\$150,000
(48510) Unrealized Gain/Loss Fmv	\$59,331	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$214,439	\$150,000	\$150,000	\$150,000
REVENUES TOTAL	\$214,439	\$150,000	\$150,000	\$150,000
REVENUES LESS EXPENSES	\$214,439	\$150,000	\$150,000	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$2,102	\$400	\$400	\$400
(48510) Unrealized Gain/Loss Fmv	\$804	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$2,906	\$400	\$400	\$400
REVENUES TOTAL	\$2,906	\$400	\$400	\$400
REVENUES LESS EXPENSES	\$2,906	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Interfund Transfers				
(49100) Transfer In - General Fd	\$90,330	\$100,000	\$100,000	\$80,000
INTERFUND TRANSFERS TOTAL	\$90,330	\$100,000	\$100,000	\$80,000
REVENUES TOTAL	\$90,330	\$100,000	\$100,000	\$80,000
Expenses				
Operating Exp				
(52320) Maint Of Grounds/Buildings	\$90,330	\$100,000	\$100,000	\$80,000
OPERATING EXP TOTAL	\$90,330	\$100,000	\$100,000	\$80,000
EXPENSES TOTAL	\$90,330	\$100,000	\$100,000	\$80,000
REVENUES LESS EXPENSES	\$0	\$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	2026
Allocated FTE Count	
Management Analyst	1.7
Public Works Maintenance Superintendent-Streets	0.025
Senior Neighborhood Improvement Officer	0.2
Assistant to the City Manager	0.35
Public Works Manager/Assistant City Engineer	0.025
Administrative Assistant	0.025
Community Relations Manager	0.3
Media Specialist	0.25
Finance Supervisor	0.025
Accounting Technician	0.05
Community Relations Coordinator	0.15
Finance Director	0.025
Facilities Maintenance Supervisor	0.025
Public Works Director/City Engineer	0.025
Principal Management Analyst	0.05
Assistant City Manager	0.1
Facilities & Asset Maintenance Technician	0.025
Neighborhood Improvement Officer	0.1
Senior Maintenance Worker	0.025
Administrative Coordinator	0.075
Senior Accounting Technician	0.075
ALLOCATED FTE COUNT	3.625

BUDGET DETAIL

250 - Integrated Waste Management

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
State Revenue	\$53,781	\$146,317	\$146,317	\$0
Miscellaneous Fees				
(48410) Integrated Waste Mgmt Fees	\$694,047	\$636,000	\$709,600	\$740,670
MISCELLANEOUS FEES TOTAL	\$694,047	\$636,000	\$709,600	\$740,670
Investment Income				
(48500) Investment Earnings	\$36,956	\$14,700	\$14,700	\$35,000
(48510) Unrealized Gain/Loss Fmv	\$14,136	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$51,092	\$14,700	\$14,700	\$35,000
Cost Reimbursements				
(48820) Cost Reimbursements	\$2,453	\$14,526	\$14,526	\$50,000
COST REIMBURSEMENTS TOTAL	\$2,453	\$14,526	\$14,526	\$50,000
REVENUES TOTAL	\$801,372	\$811,543	\$885,143	\$825,670
Expenses				
Personnel Services				
(50010) Salaries	\$280,812	\$387,732	\$387,732	\$418,809
(50020) Over Time Wages	\$399	\$2,000	\$2,000	\$2,000
(50040) Classic Member Retirement	\$31,879	\$31,308	\$31,308	\$33,225
(50042) Classic Member Ual Pmts	\$24,781	\$21,006	\$21,006	\$25,993
(50044) Pepra Member Retirement	\$7,924	\$17,483	\$17,483	\$19,263
(50046) Pepra Member Ual Pmts	\$0	\$872	\$872	\$1,040
(50050) City Paid Benefits	\$4,134	\$4,011	\$4,011	\$3,627
(50052) Worker's Compensation	\$7,596	\$5,436	\$5,436	\$5,791
(50054) Short/Long Term Disability	\$1,395	\$3,836	\$3,836	\$4,124
(50056) Medicare Expense	\$4,535	\$5,638	\$5,638	\$6,054
(50060) Benefit Allotment	\$53,011	\$74,673	\$74,673	\$79,548
(50072) Auto Allowance	\$468	\$555	\$555	\$630
(50074) Technology Allowance	\$595	\$690	\$690	\$720
PERSONNEL SERVICES TOTAL	\$417,529	\$555,240	\$555,240	\$600,824
Supplies				
(51200) Operating Supplies	\$9,587	\$15,000	\$27,000	\$28,000
(51300) Small Tools & Equipment	\$8,684	\$13,500	\$5,500	\$10,000
(51400) Promotional Supplies	\$14,409	\$11,500	\$11,500	\$10,000
SUPPLIES TOTAL	\$32,681	\$40,000	\$44,000	\$48,000
Operating Exp				
(52110) Printing	\$2,337	\$14,000	\$14,000	\$21,000
(52160) Advertising	\$970	\$5,000	\$8,000	\$10,000
(52170) Postage	\$0	\$10,000	\$10,000	\$15,000
(52400) Membership & Dues	\$500	\$1,000	\$1,000	\$1,000
(52405) Publications	\$0	\$200	\$200	\$200
(52410) Meetings	\$695	\$1,000	\$1,000	\$1,000
(52415) Conferences	\$0	\$1,950	\$1,950	\$2,000
(52500) Education & Training	\$485	\$1,000	\$1,000	\$1,000
OPERATING EXP TOTAL	\$4,987	\$34,150	\$37,150	\$51,200
Professional Svcs				
(54900) PS - Other Prof Svcs	\$111,835	\$246,500	\$246,500	\$150,750
PROFESSIONAL SVCS TOTAL	\$111,835	\$246,500	\$246,500	\$150,750
Contract Services				
(55000) Cs - Contract Services	\$36,011	\$40,000	\$46,797	\$35,000
CONTRACT SERVICES TOTAL	\$36,011	\$40,000	\$46,797	\$35,000
Capital Outlay Exp				
(56116) Equipment	\$179	\$0	\$34,186	

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
CAPITAL OUTLAY EXP TOTAL	\$179	\$0	\$34,186	\$0
Misc Expenditures				
(57220) Special Events Insurance	\$1,773	\$3,000	\$3,000	\$3,000
MISC EXPENDITURES TOTAL	\$1,773	\$3,000	\$3,000	\$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	\$604,993	\$928,890	\$976,873	\$898,774
REVENUES LESS EXPENSES	\$196,379	-\$117,347	-\$91,730	-\$73,104

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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 Official

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
State Revenue				
(43100) AB 2766 Revenue	\$71,804	\$73,000	\$73,000	\$73,000
STATE REVENUE TOTAL	\$71,804	\$73,000	\$73,000	\$73,000
Investment Income				
(48500) Investment Earnings	\$5,418	\$2,100	\$2,100	\$2,100
(48510) Unrealized Gain/Loss Fmv	\$2,072	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$7,490	\$2,100	\$2,100	\$2,100
REVENUES TOTAL	\$79,294	\$75,100	\$75,100	\$75,100
Expenses				
Professional Svcs				
(54410) PS - Traffic	\$0	\$50,000	\$50,000	\$40,000
PROFESSIONAL SVCS TOTAL	\$0	\$50,000	\$50,000	\$40,000
CIP Capital Projects				
(56102) CIP-Traffic Control Imprv	\$27,413	\$34,000	\$34,000	\$34,000
CIP CAPITAL PROJECTS TOTAL	\$27,413	\$34,000	\$34,000	\$34,000
Interfund Transfer Out				
(59502) Transfer Out - Vehicle Repl Fund	\$132,000	\$70,000	\$70,000	\$0
INTERFUND TRANSFER OUT TOTAL	\$132,000	\$70,000	\$70,000	\$0
EXPENSES TOTAL	\$159,413	\$154,000	\$154,000	\$74,000
REVENUES LESS EXPENSES	-\$80,119	-\$78,900	-\$78,900	\$1,100

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Engineering Fees				
(48265) Road Reimbursement	\$157,988	\$0	\$157,000	\$173,150
(48260) Waste Hauler Fees	\$0	\$157,000	\$0	\$0
ENGINEERING FEES TOTAL	\$157,988	\$157,000	\$157,000	\$173,150
Investment Income				
(48500) Investment Earnings	\$11,552	\$1,300	\$1,300	\$1,300
(48510) Unrealized Gain/Loss Fmv	\$4,419	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$15,971	\$1,300	\$1,300	\$1,300
REVENUES TOTAL	\$173,958	\$158,300	\$158,300	\$174,450
Expenses				
CIP Capital Projects	\$0	\$250,000	\$250,000	\$195,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$233,740	\$0	\$162,260	\$0
INTERFUND TRANSFER OUT TOTAL	\$233,740	\$0	\$162,260	\$0
EXPENSES TOTAL	\$233,740	\$250,000	\$412,260	\$195,000
REVENUES LESS EXPENSES	-\$59,782	-\$91,700	-\$253,960	-\$20,550

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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)

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
State Revenue				
(43200) Used Motor Oil Block Grant	\$7,771	\$7,771	\$7,771	\$7,833
STATE REVENUE TOTAL	\$7,771	\$7,771	\$7,771	\$7,833
Investment Income				
(48500) Investment Earnings	\$894	\$200	\$200	\$200
(48510) Unrealized Gain/Loss Fmv	\$342	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$1,236	\$200	\$200	\$200
TOTAL	\$9,007	\$7,971	\$7,971	\$8,033

BUDGET DETAIL (EXPENSES)

253 - Used Oil Block Grant (Expenses)

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Supplies				
(51200) Operating Supplies	\$0	\$901	\$2,720	\$5,873
(51300) Small Tools & Equipment	\$691	\$1,000	\$1,000	\$0
SUPPLIES TOTAL	\$691	\$1,901	\$3,720	\$5,873
Operating Exp				
(52110) Printing	\$254	\$400	\$400	\$0
(52160) Advertising	\$1,525	\$1,650	\$1,650	\$1,000
(52302) Rental/Lease - Real Property	\$3,697	\$3,300	\$2,121	\$0
OPERATING EXP TOTAL	\$5,476	\$5,350	\$4,171	\$1,000
Professional Svcs				
(54900) PS - Other Prof Svcs	\$2,358	\$1,920	\$1,280	\$960
PROFESSIONAL SVCS TOTAL	\$2,358	\$1,920	\$1,280	\$960
TOTAL	\$8,524	\$9,171	\$9,171	\$7,833

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
State Revenue				
(43220) Beverage Container Recycling	\$13,696	\$13,000	\$13,618	\$13,000
STATE REVENUE TOTAL	\$13,696	\$13,000	\$13,618	\$13,000
Investment Income				
(48500) Investment Earnings	\$3,873	\$1,800	\$1,800	\$1,800
(48510) Unrealized Gain/Loss Fmv	\$1,482	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$5,355	\$1,800	\$1,800	\$1,800
TOTAL	\$19,051	\$14,800	\$15,418	\$14,800

BUDGET DETAIL (EXPENSES)

254 - Beverage Container Recycling Grant Expenses

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Supplies				
(51300) Small Tools & Equipment	\$967	\$5,000	\$14,579	\$6,196
SUPPLIES TOTAL	\$967	\$5,000	\$14,579	\$6,196
Operating Exp				
(52160) Advertising	\$0	\$5,000	\$5,000	\$7,500
OPERATING EXP TOTAL	\$0	\$5,000	\$5,000	\$7,500
Professional Svcs				
(54900) PS - Other Prof Svcs	\$0	\$1,000	\$0	\$0
PROFESSIONAL SVCS TOTAL	\$0	\$1,000	\$0	\$0
Contract Services	\$0	\$3,000	\$0	\$13,618
Capital Outlay Exp				
(56116) Equipment	\$2,975	\$0	\$0	\$70,000
CAPITAL OUTLAY EXP TOTAL	\$2,975	\$0	\$0	\$70,000
TOTAL	\$3,942	\$14,000	\$19,579	\$97,314

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues	\$280	\$0	\$0	\$0
REVENUES LESS EXPENSES	\$280	\$0	\$0	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$4,627	\$500	\$500	\$500
(48510) Unrealized Gain/Loss Fmv	\$1,770	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$6,397	\$500	\$500	\$500
REVENUES TOTAL	\$6,397	\$500	\$500	\$500
REVENUES LESS EXPENSES	\$6,397	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
County Revenue				
(44080) Measure A Category 1 Rev	\$184,000	\$0	\$0	\$0
COUNTY REVENUE TOTAL	\$184,000	\$0	\$0	\$0
REVENUES TOTAL	\$184,000	\$0	\$0	\$0
REVENUES LESS EXPENSES	\$184,000	\$0	\$0	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Rev From Oth Cities	\$0	\$0	\$1,000,000	\$0
Investment Income				
(48500) Investment Earnings	\$70,733	\$7,300	\$7,300	\$7,300
(48510) Unrealized Gain/Loss Fmv	\$27,057	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$97,790	\$7,300	\$7,300	\$7,300
Interfund Transfers				
(49100) Transfer In - General Fd	\$1,204,585	\$0	\$0	\$0
INTERFUND TRANSFERS TOTAL	\$1,204,585	\$0	\$0	\$0
REVENUES TOTAL	\$1,302,375	\$7,300	\$1,007,300	\$7,300
Expenses				
Professional Svcs	\$0	\$0	\$0	\$35,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$208,836	\$0	\$1,864,955	\$0
INTERFUND TRANSFER OUT TOTAL	\$208,836	\$0	\$1,864,955	\$0
EXPENSES TOTAL	\$208,836	\$0	\$1,864,955	\$35,000
REVENUES LESS EXPENSES	\$1,093,539	\$7,300	-\$857,655	-\$27,700

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Other Taxes & Fees				
(41040) PEG Fees	\$71,188	\$100,000	\$100,000	\$100,000
OTHER TAXES & FEES TOTAL	\$71,188	\$100,000	\$100,000	\$100,000
Investment Income				
(48500) Investment Earnings	\$26,265	\$3,800	\$3,800	\$3,800
(48510) Unrealized Gain/Loss Fmv	\$10,047	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$36,312	\$3,800	\$3,800	\$3,800
REVENUES TOTAL	\$107,500	\$103,800	\$103,800	\$103,800
Expenses				
Contract Services	\$0	\$0	\$20,500	\$0
Capital Outlay Exp				
(56116) Equipment	\$6,841	\$100,000	\$100,000	\$100,000
CAPITAL OUTLAY EXP TOTAL	\$6,841	\$100,000	\$100,000	\$100,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$85,267	\$0	\$323,060	\$0
INTERFUND TRANSFER OUT TOTAL	\$85,267	\$0	\$323,060	\$0
EXPENSES TOTAL	\$92,108	\$100,000	\$443,560	\$100,000
REVENUES LESS EXPENSES	\$15,393	\$3,800	-\$339,760	\$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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
State Revenue				
(43160) State Cops Revenue	\$186,159	\$165,000	\$165,000	\$185,000
STATE REVENUE TOTAL	\$186,159	\$165,000	\$165,000	\$185,000
Investment Income				
(48500) Investment Earnings	\$18,239	\$3,200	\$3,200	\$3,200
(48510) Unrealized Gain/Loss Fmv	\$6,977	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$25,216	\$3,200	\$3,200	\$3,200
TOTAL	\$211,374	\$168,200	\$168,200	\$188,200

BUDGET DETAIL (EXPENSES)

280 - COPS EXPENSES

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Professional Svcs				
(54900) PS - Other Prof Svcs	\$4,800	\$5,000	\$5,000	\$5,000
PROFESSIONAL SVCS TOTAL	\$4,800	\$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				
(59100) Transfer Out - General Fund	\$152,500	\$152,500	\$152,500	\$152,500
INTERFUND TRANSFER OUT TOTAL	\$152,500	\$152,500	\$152,500	\$152,500
TOTAL	\$157,300	\$162,500	\$162,500	\$162,500

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Capital Improvement Program



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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 2025-26 Budget for the project.

The FY 2025-2026 Capital Improvement Program (CIP) includes a total of \$5.16 million in new projects and includes many of the projects that were in the design phase in FY 2024/25 which will now move into the construction phase in FY 2025/26. The CIP was reviewed for consistency with the City's General Plan at the May 13, 2025 Planning Commission Meeting.

CIP projects include:

1. Pavement Rehabilitation Design Project FYs 2026-28 (Arterials, Residential, Collector Street Rehab., and CDBG Curb Ramps)
2. Arterial Street Rehabilitation (Construction)
3. CDBG Curb Ramps - Area 6 (Construction)
4. Battery Back-Up and CCTV Replacement Program FY25/26
5. LLADs Irrigation, Landscape, and Mini-Parks Improvements

BUDGET DETAIL

FY 25/26 CIP

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
CIP Capital Projects				
(56101) CIP-Street Improvements	\$0	\$0	\$0	\$4,499,000
(56102) CIP-Traffic Control Imprv	\$0	\$0	\$0	\$64,000
(56104) CIP-Park Improvements	\$0	\$0	\$0	\$600,000
CIP CAPITAL PROJECTS TOTAL	\$0	\$0	\$0	\$5,163,000
TOTAL	\$0	\$0	\$0	\$5,163,000

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: SI261

Pavement Rehabilitation Design Project FYs 2026-28 (Design) (Arterials, Residential, Collector Street Rehab, and CDBG Curb Ramps).

Project #: SI261

DESCRIPTION

The project includes the design of street improvement plans for residential and arterial street rehabilitation program for three years. The locations are prioritized using the City's latest Pavement Management Plan.

STATUS NEW

TIMELINE

Start	November 2025
Completion	June 2028



ESTIMATED COST

Measure M	\$600,000
Total Budget	\$600,000

LOCATION

Citywide

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: SI262

Arterial Street Rehab. - Construction

Project #: SI262

DESCRIPTION

The project includes the complete rehabilitation of the select arterials citywide. The locations will be selected based on the findings of the City's latest Pavement Management Plan and funding availability. 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 2026
Completion	August 2026

ESTIMATED COST

Measure M	\$743,000
Measure R	\$1,000,000
RMRA	\$1,500,000
Hauler Fees	\$195,000
Prop C	\$ 316,000
Total Budget	\$ 3,754,000

LOCATION

- Brea Canyon Rd from DBB to Pathfinder
- Brea Canyon Rd from Pathfinder to Golden Springs Dr
- Diamond Bar Blvd from SR 60 off-ramp to City Limits



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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: SI264

CDBG Area 6 ADA Curb Ramp Project (Construction)

Project #: SI264

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 2026
Completion	April 2026

ESTIMATED COST

CDBG	\$ 145,000
Total Budget	\$ 145,000



LOCATION

Area 6 is located in the north of the City between SR 60, and SR 57, and the City limits.

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: TM261

Battery Back Up and CCTV Replacement Program FY25/26

Project #: TM261

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	February 2026
Completion	June 2026



ESTIMATED COST

Prop C Fund	\$ 64,000
Total Budget	\$ 64,000

LOCATION

CCTV
Diamond Bar Blvd. & Sunset Crossing
Diamond Bar Blvd. & Sugar Pine
Battery Back Up System
Grand Ave. & Shotgun Lane
Diamond Bar Blvd. & Temple Ave.
Golden Springs Dr. & Lavender Dr.

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CAPITAL IMPROVEMENT PROGRAM (CIP)

Project #: FP261

LLADs Irrigation, Landscape, and Mini-Parks Improvements

Project #: FP261

DESCRIPTION

This project will identify and design improvements in landscaping, irrigation systems, and mini-parks district-wide to provide better maintenance service by introducing water-wise plants and an irrigation system. It also identifies improvement needs of the five mini-parks in the district.

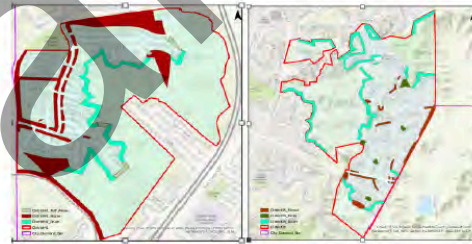
STATUS NEW

TIMELINE

Start	September 2025
Completion	September 2026

ESTIMATED COST

LLAD 39-2022	\$600,000
Total Budget	\$600,000



LOCATION

Landscape Assessment District 39-2022 and 41-2021 areas



Debt Service Fund



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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$1,748	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$1,748	\$0	\$0	\$0
Interfund Transfers				
(49100) Transfer In - General Fd	\$715,266	\$721,900	\$721,900	\$729,700
INTERFUND TRANSFERS TOTAL	\$715,266	\$721,900	\$721,900	\$729,700
REVENUES TOTAL	\$717,013	\$721,900	\$721,900	\$729,700
Expenses				
Operating Exp				
(52255) Banking Charges	\$3,000	\$3,500	\$3,500	\$6,500
OPERATING EXP TOTAL	\$3,000	\$3,500	\$3,500	\$6,500
Misc Expenditures				
(57000) Bond Principal	\$480,000	\$505,000	\$505,000	\$530,000
(57100) Interest Expense	\$232,600	\$213,400	\$213,400	\$193,200
MISC EXPENDITURES TOTAL	\$712,600	\$718,400	\$718,400	\$723,200
EXPENSES TOTAL	\$715,600	\$721,900	\$721,900	\$729,700
REVENUES LESS EXPENSES	\$1,413	\$0	\$0	\$0



Internal Service Funds



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501 - SELF INSURANCE FUND

FUND DESCRIPTION

This fund was originally established in 1989 to pay all self-assumed losses and related costs. The City became a member of the California Joint Powers Insurance Authority in 1990 to provide a variety of insurance programs reducing the City's exposure to potential losses. This fund was amended in FY 2025/26 to provide for potential uninsured losses, claims and deductibles. Contributions to this fund are from the General Fund.

BUDGET DETAIL

501 - Self Insurance Official

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$15,051	\$10,000	\$10,000	\$10,000
(48510) Unrealized Gain/Loss Fmv	\$5,757	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$20,808	\$10,000	\$10,000	\$10,000
Interfund Transfers				
(49100) Transfer In - General Fd	\$609,380	\$580,000	\$580,000	\$0
INTERFUND TRANSFERS TOTAL	\$609,380	\$580,000	\$580,000	\$0
REVENUES TOTAL	\$630,188	\$590,000	\$590,000	\$10,000
Expenses				
Operating Exp	\$713	\$0	\$0	\$0
Misc Expenditures				
(57200) Crime Insurance	\$2,085	\$2,200	\$2,200	\$2,408
(57202) Property Insurance	\$64,053	\$78,500	\$78,500	\$83,011
(57204) Pollution Insurance	\$3,932	\$4,150	\$4,150	\$4,541
(57210) Liability Insurance	\$539,396	\$449,700	\$449,700	\$560,784
MISC EXPENDITURES TOTAL	\$609,466	\$534,550	\$534,550	\$650,744
Interfund Transfer Out	\$0	\$0	\$0	\$100,000
EXPENSES TOTAL	\$610,179	\$534,550	\$534,550	\$750,744
REVENUES LESS EXPENSES	\$20,009	\$55,450	\$55,450	-\$740,744

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
State Revenue	\$20,000	\$0	\$0	\$0
Investment Income				
(48500) Investment Earnings	\$9,959	\$6,000	\$6,000	\$6,000
(48510) Unrealized Gain/Loss Fmv	\$3,810	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$13,769	\$6,000	\$6,000	\$6,000
Interfund Transfers				
(49100) Transfer In - General Fd	\$146,750	\$269,000	\$269,000	\$296,500
(49251) Transfer In - Ab2766	\$132,000	\$70,000	\$70,000	\$0
INTERFUND TRANSFERS TOTAL	\$278,750	\$339,000	\$339,000	\$296,500
REVENUES TOTAL	\$312,519	\$345,000	\$345,000	\$302,500
Expenses				
Operating Exp				
(52312) Vehicle Maintenance	\$49,240	\$56,500	\$62,500	\$68,500
(52330) Fuel	\$38,696	\$48,000	\$48,000	\$43,000
(53000) Depreciation Expense	\$32,083	\$0	\$0	\$0
OPERATING EXP TOTAL	\$120,018	\$104,500	\$110,500	\$111,500
Capital Outlay Exp				
(56115) Vehicles	\$159,754	\$185,000	\$185,000	\$150,000
(56999) Capital Expense Contra	-\$159,680	\$0	\$0	\$0
CAPITAL OUTLAY EXP TOTAL	\$74	\$185,000	\$185,000	\$150,000
EXPENSES TOTAL	\$120,092	\$289,500	\$295,500	\$261,500
REVENUES LESS EXPENSES	\$192,427	\$55,500	\$49,500	\$41,000

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
State Revenue				
(43135) State Grant-Solar App	\$9,045	\$0	\$0	\$0
STATE REVENUE TOTAL	\$9,045	\$0	\$0	\$0
Investment Income				
(48500) Investment Earnings	\$59,623	\$8,000	\$8,000	\$8,000
(48510) Unrealized Gain/Loss Fmv	\$22,807	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$82,430	\$8,000	\$8,000	\$8,000
Interfund Transfers				
(49100) Transfer In - General Fd	\$0	\$0	\$53,580	\$0
(49104) Transfer In - Tech Reserve	\$72,890	\$705,000	\$705,000	\$250,000
INTERFUND TRANSFERS TOTAL	\$72,890	\$705,000	\$758,580	\$250,000
REVENUES TOTAL	\$164,365	\$713,000	\$766,580	\$258,000
Expenses				
Operating Exp				
(53000) Depreciation Expense	\$83,703	\$0	\$0	\$0
OPERATING EXP TOTAL	\$83,703	\$0	\$0	\$0
Capital Outlay Exp				
(56130) Computer Eq - Hardware Exp	\$302,257	\$1,105,000	\$1,158,580	\$187,000
(56135) Computer Eq - Software Exp	-\$162,549	\$65,000	\$993,701	\$100,000
CAPITAL OUTLAY EXP TOTAL	\$139,708	\$1,170,000	\$2,152,281	\$287,000
EXPENSES TOTAL	\$223,411	\$1,170,000	\$2,152,281	\$287,000
REVENUES LESS EXPENSES	-\$59,047	-\$457,000	-\$1,385,701	-\$29,000

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Investment Income				
(48500) Investment Earnings	\$59,114	\$10,800	\$10,800	\$10,800
(48510) Unrealized Gain/Loss Fmv	\$22,612	\$0	\$0	\$0
INVESTMENT INCOME TOTAL	\$81,726	\$10,800	\$10,800	\$10,800
Interfund Transfers				
(49100) Transfer In - General Fd	\$1,304,585	\$154,200	\$154,200	\$0
(49501) Transfer In - Self Insurance	\$0	\$0	\$0	\$100,000
INTERFUND TRANSFERS TOTAL	\$1,304,585	\$154,200	\$154,200	\$100,000
TOTAL	\$1,386,311	\$165,000	\$165,000	\$110,800

BUDGET DETAIL (EXPENSES)

504 - Building Facility & Maintenance Expenses

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Operating Exp				
(53000) Depreciation Expense	\$8,915	\$0	\$0	\$0
OPERATING EXP TOTAL	\$8,915	\$0	\$0	\$0
Capital Outlay Exp				
(56100) Capital Outlay Expense	\$7,800	\$165,000	\$275,495	\$89,000
CAPITAL OUTLAY EXP TOTAL	\$7,800	\$165,000	\$275,495	\$89,000
Interfund Transfer Out				
(59301) Transfer Out - Cip Fund	\$0	\$0	\$10,000	\$0
INTERFUND TRANSFER OUT TOTAL	\$0	\$0	\$10,000	\$0
TOTAL	\$16,715	\$165,000	\$285,495	\$89,000



Fiduciary Fund



City of Diamond Bar Budget

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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

	2023-24 Actual	2024-25 Adopted Budget	2024-25 Revised Budget	2025-26 Proposed Budget
Revenues				
Investment Income				
(48500) Investment Earnings	\$49,386	\$26,600	\$26,600	\$26,600
INVESTMENT INCOME TOTAL	\$49,386	\$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	\$137,386	\$114,600	\$114,600	\$114,600
REVENUES LESS EXPENSES	\$137,386	\$114,600	\$114,600	\$114,600



Appendices



City of Diamond Bar Budget

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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.

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City of Diamond Bar Budget

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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/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
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	CASP(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 GRNT	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
<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



Draft Long-Term General Fund Forecast

Status Quo Scenario: FY 2026/27 to FY 2035/26

		<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
REVENUES	Growth %										
CHARGES FOR SERVICE - BUILDING FEES	3.00%	\$ 1,660,494	\$ 1,710,309	\$ 1,761,618	\$ 1,814,467	\$ 1,868,901	\$ 1,924,968	\$ 1,982,717	\$ 2,042,198	\$ 2,103,464	\$ 2,166,568
CHARGES FOR SERVICE - PLANNING FEES	3.00%	270,684	278,805	287,169	295,784	304,657	313,797	323,211	332,907	342,894	353,181
CHARGES FOR SERVICE: ENGINEERING FEES	3.00%	453,488	467,093	481,106	495,539	510,405	525,717	541,489	557,734	574,466	591,700
CHARGES FOR SERVICE: RECREATION FEES	3.00%	636,978	656,087	675,770	696,043	716,924	738,432	760,585	783,402	806,904	831,111
COST REIMBURSEMENTS	1.00%	160,822	162,431	164,055	165,695	167,352	169,026	170,716	172,423	174,148	175,889
FINES & FORFEITURES	1.00%	373,700	377,437	381,211	385,023	388,874	392,762	396,690	400,657	404,664	408,710
FROM OTHER AGENCIES	0.00%	-	-	-	-	-	-	-	-	-	-
OTHER TAXES/FEES - FRANCHISE FEES	3.00%	1,566,517	1,613,512	1,661,918	1,711,775	1,763,128	1,816,022	1,870,503	1,926,618	1,984,416	2,043,949
OTHER TAXES/FEES - PROP TFR TAX	0.00%	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000	330,000
OTHER TAXES/FEES - SALES TAX	2.21%	6,555,414	6,700,259	6,848,305	6,999,622	7,154,282	7,312,360	7,473,930	7,639,070	7,807,859	7,980,378
OTHER TAXES/FEES - TOT	1.00%	1,463,490	1,478,125	1,492,906	1,507,835	1,522,914	1,538,143	1,553,524	1,569,059	1,584,750	1,600,597
PROPERTY TAXES	3.00%	7,180,178	7,395,584	7,617,451	7,845,975	8,081,354	8,323,795	8,573,509	8,830,714	9,095,635	9,368,504
STATE REVENUE - MOTOR VEHICLE IN LIEU	1.00%	65,650	66,307	66,970	67,639	68,316	68,999	69,689	70,386	71,090	71,800
STATE REVENUE - PROP TAX IN LIEU OF VLF	3.00%	8,350,672	8,601,193	8,859,228	9,125,005	9,398,755	9,680,718	9,971,140	10,270,274	10,578,382	10,895,734
TRANSFERS IN-OTHER FUNDS	1.50%	1,672,213	1,697,296	1,722,755	1,748,596	1,774,825	1,801,448	1,828,469	1,855,897	1,883,735	1,911,991
USE OF MONEY AND PROPERTY: INVESTMENTS	0.00%	1,249,000	1,249,000	1,249,000	1,249,000	1,249,000	1,249,000	1,249,000	1,249,000	1,249,000	1,249,000
USE OF MONEY AND PROPERTY: MISCELLANEOUS	0.00%	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
USE OF MONEY AND PROPERTY: RENTS & CONCESSIONS	3.00%	1,135,575	1,169,642	1,204,732	1,240,873	1,278,100	1,316,443	1,355,936	1,396,614	1,438,512	1,481,668
USE OF MONEY AND PROPERTY: TAXABLE SALES	0.00%	200	200	200	200	200	200	200	200	200	200
REVENUES TOTAL		\$ 33,141,075	\$ 33,969,278	\$ 34,820,393	\$ 35,695,072	\$ 36,593,987	\$ 37,517,828	\$ 38,467,306	\$ 39,443,153	\$ 40,446,119	\$ 41,476,981
YoY Growth %		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
EXPENSES											
CAPITAL OUTLAY	3.00%	69,010	71,080	73,213	75,409	77,671	80,002	82,402	84,874	87,420	90,042
CONTRACT SERVICES	3.50%	14,110,817	14,604,696	15,115,860	15,644,915	16,192,488	16,759,225	17,345,797	17,952,900	18,581,252	19,231,596
OPERATING EXPENSE (1)	3.00%	4,094,496	4,241,587	4,394,668	4,554,020	4,719,942	4,892,745	5,072,761	5,260,337	5,455,842	5,659,661
PERSONNEL	3.00%	12,118,648	12,482,208	12,856,674	13,242,374	13,639,645	14,048,835	14,470,300	14,904,409	15,351,541	15,812,087
PROFESSIONAL SERVICES	3.50%	1,430,732	1,480,808	1,532,636	1,586,278	1,641,798	1,699,261	1,758,735	1,820,291	1,884,001	1,949,941
SUPPLIES	3.00%	556,509	573,204	590,400	608,112	626,356	645,146	664,501	684,436	704,969	726,118
TRANSFER-OUT (2) (3)	3.00%	1,620,340	1,655,290	1,684,849	1,709,241	1,738,690	1,773,023	1,707,065	1,104,845	1,137,991	1,172,130
EXPENSES TOTAL		\$ 34,000,554	\$ 35,108,875	\$ 36,248,302	\$ 37,420,352	\$ 38,636,591	\$ 39,898,237	\$ 41,101,562	\$ 41,812,093	\$ 43,203,016	\$ 44,641,577
YoY Growth %		5.3%	3.3%	3.2%	3.2%	3.3%	3.3%	3.0%	1.7%	3.3%	3.3%
STRUCTURAL DEFICIT/USE OF FUND BALANCE		(859,479)	(1,139,597)	(1,427,909)	(1,725,280)	(2,042,604)	(2,380,409)	(2,634,256)	(2,368,941)	(2,756,897)	(3,164,597)
Cumulative Use of Fund Balance due to Structural Deficit		(859,479)	(1,999,076)	(3,426,984)	(5,152,264)	(7,194,868)	(9,575,276)	(12,209,532)	(14,578,473)	(17,335,370)	(20,499,967)
Remaining Fund Balance (4)		\$ 28,338,697	\$ 27,390,924	\$ 25,963,016	\$ 24,237,736	\$ 22,195,132	\$ 19,814,724	\$ 17,180,468	\$ 14,811,527	\$ 12,054,630	\$ 8,890,033

Notes:

- (1) FY 26/27 and beyond include GF Operating Expense payment for Insurance Premiums increasing at 6.5%. These were previously paid for out of the Self-Insurance Fund.
- (2) FY 26/27 and beyond include GF required contribution to Bldg Maint Fund for \$100,000. This is removed in FY 25/26 being paid for by the Self-Insurance Fund.
- (3) Debt service for Diamond Bar Center concludes in FY 2033.
- (4) Includes 25% Emergency Contingency Reserve. By FY 2035/36 the City's General Fund Unassigned Fund Balance is anticipated to be eroded, leaving less than 25% of fund balance available for emergencies.

Agenda #: 5.1
Meeting Date: May 20, 2025



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **CITY COUNCIL MINUTES OF THE MAY 6, 2025 STUDY SESSION AND REGULAR MEETING.**
STRATEGIC
GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve the May 6, 2025 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

5/20/2025

REVIEWED BY:



Ryan McLean, Assistant City Manager

5/13/2025

Attachments:

1. 5.1.a May 6, 2025 City Council Regular Meeting Minutes
2. 5.1.b May 6, 2025 Study Session Minutes

**CITY OF DIAMOND BAR
MINUTES OF THE CITY COUNCIL REGULAR MEETING
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT/MAIN AUDITORIUM
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
MAY 6, 2025**

CALL TO ORDER: Mayor Teng 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 Stan Liu led the Pledge of Allegiance.

INVOCATION: Ministry Director Laura Huerta, Landmark Church

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

Absent: None.

Staff present in person: Dan Fox, City Manager; Omar Sandoval, City Attorney; Ryan McLean, Assistant City Manager; Dannette Mansfield, Principal Management Analyst; Jason Jacobsen, Finance Director; Ryan Wright, Parks and Recreation Director; David Liu, Public Works Director; Hal Ghafari, Public Works Manager/Assistant City Engineer; Jason Williams, Maintenance Supervisor; Cecilia Arellano, Community Relations Manager; Joan Cruz, Administrative Coordinator.

Staff present telephonically: Greg Gubman, Community Development Director, Kristina Santana, City Clerk.

Others present: Nancy Farias, Deputy, Diamond Bar/Walnut Sheriff's Station, Stephen Tousey, Captain, Diamond Bar/Walnut Sheriff's Station.

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

1. **SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:** None.
2. **CITY MANAGER REPORTS AND RECOMMENDATIONS:** None.
3. **PUBLIC COMMENTS:**

The following provided public comments:

Maya Alvarez Galvan, Mt. San Antonio College Faculty Association
Cynthia Yu, Diamond Bar Library Manager
Sava Phan, Tzu Chi Elementary
Soloman and Ella Chang, Tzu Chi Elementary
Maxwell Wang, Tzu Chi Elementary
Danielle Mai and Eric Fang, Tzu Chi Elementary
Tai Ishabon, Tzu Chi Elementary

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

4. **SCHEDULE OF FUTURE EVENTS:** CM/Fox presented the Schedule of Future Events.
5. **CONSENT CALENDAR:** C/Low moved, MPT/Tye seconded, to approve the Consent Calendar. Motion carried 5-0 by the following Roll Call vote:

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

5.1 APPROVED CITY COUNCIL MINUTES:

5.1.a APRIL 15, 2025 CITY COUNCIL REGULAR MEETING

- 5.2 RATIFIED CHECK REGISTER DATED APRIL 2, 2025 THROUGH APRIL 29, 2025 TOTALING \$3,479,378.32.
- 5.3 ADOPTED MARCH 2025 TREASURER'S STATEMENT.
- 5.4 ADOPTED ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH PROCLAMATION.
- 5.5 ADOPTED PUBLIC SERVICE RECOGNITION WEEK PROCLAMATION.
- 5.6 APPROVED APPROPRIATION FOR SPECIAL LEGAL COUNSEL SERVICES.
- 5.7 APPROVED EQUIPMENT RENTAL SERVICES AGREEMENT WITH DOLPHIN RENTS, INC. FOR PARKS & RECREATION RENTAL EQUIPMENT THROUGH JUNE 30, 2028.
- 5.8 APPROVED MOVIE EQUIPMENT RENTAL AGREEMENT WITH STONE THROW, DBA PACIFIC PRODUCTIONS FOR PARKS AND RECREATION EQUIPMENT THROUGH JUNE 30, 2030.
- 5.9 APPROVED NOTICE OF COMPLETION FOR THE DIAMOND BAR CENTER AC REPLACEMENT & AIR QUALITY UPGRADES (FP22501).
- 5.10 APPROVED PUBLIC WORKS AGREEMENT WITH SITEREP CONSTRUCTION SERVICES, INC. FOR PANTERA PARK HARDCOURT REHABILITATION & PARKING LOT LED LIGHT RETROFIT PROJECT (FP23503).
- 5.11 APPROVED AMENDMENT NO. 2 TO TRAFFIC SIGNAL MAINTENANCE

SERVICES AGREEMENT WITH YUNEX TRAFFIC, LLC.

5.12 ADOPTION OF RESOLUTION NO. 2025-13 APPROVING PLANS AND SPECIFICATIONS AND AWARD OF CONSTRUCTION AGREEMENT TO GENTRY BROTHERS, INC. FOR THE AREA 4 RESIDENTIAL & COLLECTOR STREETS REHABILITATION AND ARTERIAL STREETS REHABILITATION (BREA CANYON CUT-OFF ROAD FROM SR-57 FREEWAY OFF RAMP TO WESTERLY CITY LIMITS; LEMON AVENUE FROM GOLDEN SPRINGS DRIVE TO NORTHERLY CITY LIMITS) PROJECT NO. SI251 & SI255.

5.13 APPROVED ACCEPTANCE OF A SIDEWALK EASEMENT ON THE EVANGELICAL FREE CHURCH OF DIAMOND BAR PROPERTY LOCATED AT 3325 S DIAMOND BAR BLVD.

6. **PUBLIC HEARINGS:** None.

7. **COUNCIL CONSIDERATION:**

7.1 SERVICES AGREEMENT WITH GOGO TECHNOLOGIES, INC. FOR DIAL-A-RIDE TRANSPORTATION SERVICES.

PMA/Mansfield gave the staff presentation.

There were no public comments offered.

After Council discussion, CA/Sandoval summarized the changes requested by the Council:

1. On page 258-259 of the agenda packet, in the section regarding drugs and alcohol, include the word cannabis.
2. Change program regulations to specify that only one guest can accompany rider.
3. On page 269 of the agenda packet, update to include "abuse" as a reason to revoke driver privileges.

C/Chou moved, C/Low seconded, to approve the motion to approve and authorize the City Manager to sign a Services Agreement with Gogo Technologies, Inc. for Dial-A-Ride transportation services through June 30, 2028; and approve updates to the Diamond Ride Program Rules and authorize the City Manager to make future modifications as necessary to address operational and programmatic needs, with modifications as described.

Motion carried 5-0 by the following Roll Call vote:

AYES: COUNCIL MEMBERS: Chou, Liu, Low, MPT/Tye, M/Teng

MAY 6, 2025

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CITY COUNCIL

NOES:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	None

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

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

Council Member Chou reported attending the San Gabriel Valley Council of Governments meeting on April 17.

Council Member Low stated that she would attend the Contract Cities conference next week.

Council Member Liu reported attending the Los Angeles County Sanitation District meeting.

Mayor Pro Tem Tye reported attending the Southern California Association of Governments General Meeting in Palm Springs.

9. ADJOURNMENT: With no further business to conduct, M/Teng adjourned the Regular City Council Meeting at 7:32 p.m.

Respectfully Submitted,

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 20th day of May, 2025.

Chia Yu Teng, Mayor

**CITY OF DIAMOND BAR
CITY COUNCIL STUDY SESSION MINUTES
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT, ROOM CC-08
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765
MAY 6, 2025**

CALL TO ORDER: Mayor Teng called the Study Session to order at 4:30 p.m.

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

Absent: None.

Staff present in person: Dan Fox, City Manager; Ryan McLean, Assistant City Manager; David Liu, Public Works Director; Hal Ghafari, Public Works Manager/Assistant City Engineer; Nicholas Delgado, Management Analyst; Jason Williams, Maintenance Supervisor; Anthony Jordan, Parks & Maintenance Supervisor; Ryan Wright, Parks and Recreation Director; Jason Jacobsen, Finance Director; Sandy Pantoja, Outreach Coordinator; Cecilia Arellano, Community Relations Manager; Joan Cruz, Administrative Coordinator

Staff present telephonically: Kristina Santana, City Clerk

1. DRAFT FY 2025-2026 CAPITAL IMPROVEMENT PROGRAM BUDGET:

PWM/Ghafari presented the list of proposed projects for FY 2025-2026, presented the list of projects completed during the current 2024-2025 FYI, and responded to Council Member questions throughout the presentation. Regarding the Heritage Park Renovation Project, the City Council reached consensus to select Option 3 if it is feasible, and directed staff to check with Congresswoman Sanchez's office to see if their \$500,000 grant could be reallocated. The Council also provided direction to remove the Citywide Traffic Mitigation Fund Plan project and the Fleet EV Charging Station project from the Draft CIP.

ADJOURNMENT: With no further business to come before the City Council, Mayor Teng recessed the Study Session at 6:25 p.m. to the Regular City Council Meeting.

Respectfully submitted:

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 20th day of May, 2025.

Chia Yu Teng, Mayor

Agenda #: 5.2
Meeting Date: May 20, 2025



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **RATIFICATION OF CHECK REGISTER DATED APRIL 30, 2025
THROUGH MAY 13, 2025 TOTALING \$2,661,350.56.**
STRATEGIC
GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of \$2,661,350.56

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 April 30, 2025 through May 13, 2025 totaling \$2,661,350.56 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

5/20/2025

REVIEWED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director

5/14/2025

Jason Jacobsen

Jason Jacobsen, Finance Director

5/14/2025

Attachments:

1. 5.2.a Check Register Affidavit 5-20-2025
2. 5.2.b Check Register 5-20-2025



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 April 30, 2025 through May 13, 2025 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

Description	Amount
General Fund	\$1,141,665.97
Measure W Local Return Fund	\$5,076.35
Measure M Local Return Fund	\$730.40
Measure R Local Return Fund	\$273.90
Prop A Transit Tax Fund	\$43,198.52
Prop C Transit Tax Fund	\$4,623.22
LLAD 38 Fund	\$23,044.74
LLAD 39 Fund	\$14,499.09
LLAD 41 Fund	\$6,406.86
Integrated Waste Mgmt Fund - AB939	\$14,119.42
Capital Imprv Project Fund	\$734,408.52
Vehicle Maintenance & Equip Fund	\$1,493.57
Pool Cash Fund	\$21,162.32
Eq Maint & Replacement Fund	\$21,188.75
Building Facility & Maint Fund	\$3,294.10
Debt Service Fund	\$608,235.10
PLHA Fund	\$9,311.00
General Plan Update Fund	\$6,880.73
OPEB Reserve Fund	\$1,738.00
	\$2,661,350.56

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
15323	5/6/2025	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF GEN LAW FEB 2025	100310	55400	\$649,989.64
CHECK TOTAL							\$649,989.64
15324	5/5/2025	SOUTHERN CALIFORNIA EDISON		DBC (040125-043025)	100510	52210	\$5,199.27
CHECK TOTAL							\$5,199.27
15325	5/5/2025	SOUTHERN CALIFORNIA EDISON		PARKS (032725-042725)	100630	52210	\$3,630.04
CHECK TOTAL							\$3,630.04
15326	5/5/2025	SOUTHERN CALIFORNIA EDISON		3334 1/2 S BREA CANYON RD PED (032425-042225)	100630	52210	\$26.19
CHECK TOTAL							\$26.19
15327	5/6/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - DBB N/W @ TEMPLE - TC-1	100655	52210	\$103.75
CHECK TOTAL							\$103.75
15328	5/6/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3798 S BREA CYN RD - LS-2	100655	52210	\$66.36
CHECK TOTAL							\$66.36
15329	5/6/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1003 GOLDEN SPRINGS DR - LS-2	100655	52210	\$116.48
CHECK TOTAL							\$116.48
15330	5/6/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21615 GATEWAY CTR DR - LS-2	100655	52210	\$88.48
CHECK TOTAL							\$88.48
15331	5/6/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 2201 DBB - LS-2	100655	52210	\$88.48
CHECK TOTAL							\$88.48
15332	5/6/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1 DBB/TEMPLE - LS -2	100655	52210	\$126.25
CHECK TOTAL							\$126.25
15333	5/6/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - VARIOUS LS-1	100655	52210	\$652.78
CHECK TOTAL							\$652.78
15334	5/6/2025	SOUTHERN CALIFORNIA EDISON		22805 GOLDEN SPRINGS DR - LS-2	100655	52210	\$110.60
CHECK TOTAL							\$110.60

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15335	5/6/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1025 BREA CYN RD. - LS-2	100655	52210	\$140.74
CHECK TOTAL							\$140.74
15336	5/6/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21325 PATHFINDER RD. - LS-2	100655	52210	\$242.35
CHECK TOTAL							\$242.35
15337	5/8/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21250 GOLDEN SPRINGS - LS-2	100655	52210	\$88.48
CHECK TOTAL							\$88.48
15338	5/8/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1798 DBB/22566 GLDN SPRGS - LS-2	100655	52210	\$198.49
CHECK TOTAL							\$198.49
15339	5/8/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 24230 GOLDEN SPRINGS - LS-2	100655	52210	\$83.98
CHECK TOTAL							\$83.98
15340	5/8/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21010 WASHINGTON AVE - LS-2	100655	52210	\$105.51
CHECK TOTAL							\$105.51
15341	5/8/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3201 S DBB - LS-2	100655	52210	\$132.74
CHECK TOTAL							\$132.74
15342	5/8/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - BREA CYN/FALLOWFIELD - LS-2	100655	52210	\$87.89
CHECK TOTAL							\$87.89
15343	5/8/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - BREA CYN/OAKCREST - LS-2	100655	52210	\$66.94
CHECK TOTAL							\$66.94
15344	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	204	21106	\$104.19
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	100220	50062	\$197.77
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	203	21106	\$277.84
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	239	21106	\$292.64
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	241	21106	\$292.64
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	238	21106	\$493.56
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	201	21106	\$1,018.67

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15345	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	105220	50048	\$1,738.00
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	250	21106	\$2,709.36
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	206	21106	\$2,831.40
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	207	21106	\$2,911.45
	5/9/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM MAY 2025	100	21106	\$65,512.35
	CHECK TOTAL						\$78,379.87
	5/9/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 05/09/2025	201	21118	\$2.31
	5/9/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 05/09/2025	238	21118	\$10.15
	5/9/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 05/09/2025	239	21118	\$10.15
	5/9/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 05/09/2025	241	21118	\$10.15
	5/9/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 05/09/2025	207	21118	\$15.91
	5/9/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 05/09/2025	250	21118	\$19.84
	5/9/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 05/09/2025	206	21118	\$103.06
	5/9/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 05/09/2025	100	21118	\$2,057.19
	CHECK TOTAL						\$2,228.76
15346	5/9/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	204	21109	\$85.61
	5/9/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	203	21109	\$228.30
	5/9/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	239	21109	\$240.37
	5/9/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	241	21109	\$240.37
	5/9/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	238	21109	\$347.70

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/9/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	201	21109	\$575.90
	5/9/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	207	21109	\$746.43
	5/9/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	206	21109	\$2,698.27
	5/9/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	250	21109	\$3,837.64
	5/9/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 05/09/2025	100	21109	\$62,350.86
						CHECK TOTAL	\$71,351.45
15347	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	204	21110	\$64.09
	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	203	21110	\$170.93
	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	239	21110	\$194.16
	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	241	21110	\$194.16
	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	238	21110	\$282.44
	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	201	21110	\$597.57
	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	207	21110	\$1,310.80
	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	206	21110	\$1,775.34
	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	250	21110	\$2,160.31
	5/9/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 04/19/25-05/02/25	100	21110	\$43,432.20
						CHECK TOTAL	\$50,182.00
15348	5/9/2025	US BANK ST PAUL		DEBT SERVICE PAYMENT ON 06/01/2025	401510	57100	\$608,235.10
						CHECK TOTAL	\$608,235.10

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15349	5/13/2025	ABSOLUTE SECURITY INTERNATIONAL INC		APRIL 2025 SECURITY GUARD SERVICES	100510	55330	\$3,528.00
						CHECK TOTAL	\$3,528.00
15350	5/13/2025	AFLAC		SUPP INSURANCE PREMIUM APRIL 2025	239	21117	\$0.94
	5/13/2025	AFLAC		SUPP INSURANCE PREMIUM APRIL 2025	241	21117	\$0.94
	5/13/2025	AFLAC		SUPP INSURANCE PREMIUM APRIL 2025	204	21117	\$6.77
	5/13/2025	AFLAC		SUPP INSURANCE PREMIUM APRIL 2025	201	21117	\$8.47
	5/13/2025	AFLAC		SUPP INSURANCE PREMIUM APRIL 2025	203	21117	\$18.05
	5/13/2025	AFLAC		SUPP INSURANCE PREMIUM APRIL 2025	207	21117	\$32.08
	5/13/2025	AFLAC		SUPP INSURANCE PREMIUM APRIL 2025	250	21117	\$62.80
	5/13/2025	AFLAC		SUPP INSURANCE PREMIUM APRIL 2025	206	21117	\$196.51
	5/13/2025	AFLAC		SUPP INSURANCE PREMIUM APRIL 2025	100	21117	\$1,322.70
						CHECK TOTAL	\$1,649.26
15351	5/13/2025	AIRGAS INC		ARGON CYLINDER REFILL (040125-043025)	100630	51200	\$32.61
						CHECK TOTAL	\$32.61
15352	5/13/2025	ALL TEMPERATURES INC		C-PLHA HIP CONTRACTOR 800 GRAND AVE UNIT B4 ALVAR	224440	54900	\$8,280.00
	5/13/2025	ALL TEMPERATURES INC		C-PLHA HIP CONTRACTOR 800 GRAND AVE UNIT B4 ALVAR	224440	54900	\$920.00
						CHECK TOTAL	\$9,200.00
15353	5/13/2025	ALLIANT INSURANCE SERVICES INC		INSURANCE FOR CONCERTS IN THE PARK	100520	55300	\$1,186.00
						CHECK TOTAL	\$1,186.00
15354	5/13/2025	ALLIANT INSURANCE SERVICES INC		EVENT INSURANCE- PAPER SHREDDING/ E-WASTE	250170	57220	\$395.00
						CHECK TOTAL	\$395.00
15355	5/13/2025	ATHACO INC		RESIDENTIAL STREET NAME SIGNS - PUNCH LIST	100655	51250	\$771.74
						CHECK TOTAL	\$771.74
15356	5/13/2025	BRITTNEY B SOWELL		DIAMOND BAR CENTER DIRECTIONAL SIGNS	100240	54900	\$315.00
						CHECK TOTAL	\$315.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15357	5/13/2025	CHEM PRO LABORATORY INC		WATER TREATMENT (CITYHALL/MAY) FY24-25	100620	52320	\$187.95
	5/13/2025	CHEM PRO LABORATORY INC		QTRLY WATER MGMT (DBC) FY24-25	100510	52310	\$193.76
						CHECK TOTAL	\$381.71
15358	5/13/2025	CHICAGO TITLE COMPANY		PLHA CHIP 2303 PRESADO DRIVE UNIT D	224440	54900	\$8.00
	5/13/2025	CHICAGO TITLE COMPANY		C-PLHA HIP 800 GRAND AVE #B4 ALVAREZ	224440	54900	\$65.00
	5/13/2025	CHICAGO TITLE COMPANY		C-PLHA HIP 800 GRAND AVE #B4 ALVAREZ	224440	54900	\$38.00
						CHECK TOTAL	\$111.00
15359	5/13/2025	COCO SUTZE CHENG		INSTRUCTOR PAYMENT - FI	100520	55320	\$120.00
						CHECK TOTAL	\$120.00
15360	5/13/2025	CONSTRUCTION HARDWARE COMPANY		CIVIC CENTER MAINTENANCE EQUIPMENT	100620	52320	\$946.59
						CHECK TOTAL	\$946.59
15361	5/13/2025	CT & T CONCRETE PAVING INC		ROAD MAINTENANCE SERVICES (HERITAGE PARK PATCH)	100655	55512	\$5,461.10
	5/13/2025	CT & T CONCRETE PAVING INC		ROAD MAINTENANCE SERVICES (AREA3 SIDEWALK REPAIRS)	100655	55512	\$7,220.20
	5/13/2025	CT & T CONCRETE PAVING INC		ROAD MAINTENANCE SERVICES(LEMON&PALOMINO POTHOLES)	100655	55512	\$5,309.50
	5/13/2025	CT & T CONCRETE PAVING INC		ROAD MAINTENANCE SERVICES (DBC PAVEMENT & RESTRIP)	100655	55512	\$79,703.92
						CHECK TOTAL	\$97,694.72
15362	5/13/2025	DAPEER ROSENBLIT & LITVAK LLP		CODE ENFC CITY PROSECUTOR	100120	54024	\$2,565.70
						CHECK TOTAL	\$2,565.70
15363	5/13/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM MAY 2025	206	21105	\$0.96
	5/13/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM MAY 2025	207	21105	\$0.96
	5/13/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM MAY 2025	201	21105	\$1.61
	5/13/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM MAY 2025	250	21105	\$36.36

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/13/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM MAY 2025	100	21105	\$139.83
						CHECK TOTAL	\$179.72
15364	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	204	21105	\$6.17
	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	203	21105	\$16.45
	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	239	21105	\$24.03
	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	241	21105	\$24.03
	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	238	21105	\$38.65
	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	201	21105	\$64.93
	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	207	21105	\$192.15
	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	250	21105	\$212.99
	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	206	21105	\$252.74
	5/13/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM MAY 2025	100	21105	\$4,857.42
						CHECK TOTAL	\$5,689.56
15365	5/13/2025	ECOFERT INC		FERTILIZER INJECT SYS (PARKS-APR2025) FY24-25	100630	52320	\$1,207.00
						CHECK TOTAL	\$1,207.00
15366	5/13/2025	EWING IRRIGATION PRODUCTS INC		PARK OPERATING REPAIRS	100630	51200	\$133.93
						CHECK TOTAL	\$133.93
15367	5/13/2025	EXTERIOR PRODUCTS CORP		FLAG & BRACKET REPLACEMENT	100630	56116	\$1,126.12
	5/13/2025	EXTERIOR PRODUCTS CORP		BREA CYN LIGHT REPAIR	238638	52320	\$1,599.00
	5/13/2025	EXTERIOR PRODUCTS CORP		MAINTENANCE & OPERATION SUPPLIES/SERVICES	100630	52320	\$625.74
	5/13/2025	EXTERIOR PRODUCTS CORP		MAINTENANCE & OPERATION SERVICES(PONYFIELD)	100630	52320	\$935.10
						CHECK TOTAL	\$4,285.96

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15368	5/13/2025	FEHR & PEERS		CUP PARKING STUDY	100	22107	\$1,894.00
						CHECK TOTAL	\$1,894.00
15369	5/13/2025	FRONTIER COMMUNICATIONS CORP		SUMMARY BILL/INTERNET SERVICE - MAY 2025	100230	54030	\$495.72
						CHECK TOTAL	\$495.72
15370	5/13/2025	GO LIVE TECHNOLOGY INC		ELM PROJECT MGMT - APR 2025	503230	56135	\$8,500.00
						CHECK TOTAL	\$8,500.00
15371	5/13/2025	GO2ZERO STRATEGIES LLC		EARTH DAY COMPOST BINS	250170	51200	\$1,115.00
						CHECK TOTAL	\$1,115.00
15372	5/13/2025	GOTO COMMUNICATIONS INC		CITYWIDE PHONE SERVICE - MAY 2025	100230	52200	\$3,108.92
						CHECK TOTAL	\$3,108.92
15373	5/13/2025	GOVCONNECTION INC		ANNUAL RENEWAL - VMWARE - FY 24-25	100230	52314	\$4,086.00
						CHECK TOTAL	\$4,086.00
15374	5/13/2025	WOODS MAINTENANCE SERVICES INC		GRAFFITI CONTROL	100430	55540	\$3,075.00
						CHECK TOTAL	\$3,075.00
15375	5/13/2025	HIRSCH PIPE & SUPPLY INC		PARK MAINTENANCE OPERATING SUPPLIES	100630	51200	\$2,035.90
						CHECK TOTAL	\$2,035.90
15376	5/13/2025	HODGMAN ENTERPRISES		PRINTING AND MAILING OF MAY 2025 NEWSLETTER	100240	52110	\$2,479.85
						CHECK TOTAL	\$2,479.85
15377	5/13/2025	HOME DEPOT CREDIT SERVICES		OPERATING SUPPLIES	100630	51200	\$162.28
	5/13/2025	HOME DEPOT CREDIT SERVICES		PARK SUPPLIES (PETERSON 042925)	100630	51200	\$70.42
	5/13/2025	HOME DEPOT CREDIT SERVICES		ROAD MAINTENANCE SUPPLIES (JG050225)	100655	51200	\$226.23
						CHECK TOTAL	\$458.93
15378	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - NOV 2024	100	22109	\$394.50
	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - NOV 2024	100	22109	\$1,246.00
	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - JANUARY 2025	100	22109	\$19.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - JANUARY 2025	100	22109	\$38.00
	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - FEB 2025	100	22109	\$38.00
	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - FEB 2025	100	22109	\$49.00
	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - FEB 2025	100	22109	\$1,870.50
	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - FEB 2025	100	22109	\$1,959.00
	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - MAR 2025	100	22109	\$19.00
	5/13/2025	HR GREEN PACIFIC INC		FY2024/25 PLAN CHECKS - MAR 2025	100	22109	\$38.00
						CHECK TOTAL	\$5,671.00
15379	5/13/2025	INTERIOR OFFICE SOLUTIONS INC		DBC OFFICE FURNITURE	504510	56100	\$3,294.10
						CHECK TOTAL	\$3,294.10
15380	5/13/2025	JOHN L HUNTER & ASSOC INC		NPDES PROFESSIONAL SERVICES - SEP 2024	201610	54200	\$1,470.00
	5/13/2025	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - SEP 2024	100	22109	\$65.00
						CHECK TOTAL	\$1,535.00
15381	5/13/2025	KENS HARDWARE		ROAD MAINTENANCE SUPPLIES (JG-041525)	100655	51250	\$66.91
	5/13/2025	KENS HARDWARE		ROAD MAINTENANCE SUPPLIES (JG-041725)	100655	51250	\$137.67
						CHECK TOTAL	\$204.58
15382	5/13/2025	KWIK COVERS		SUPPLIES FOR DAY CAMP	100520	51200	\$590.21
						CHECK TOTAL	\$590.21
15383	5/13/2025	LANCE SOLL & LUNGHARD LLP		PROF. SVCS - GOVERNMENT AUDIT	100210	54010	\$462.00
						CHECK TOTAL	\$462.00
15384	5/13/2025	LAW OFFICES OF ANGEL HO INC		PROFESSIONAL SERVICES	100220	54900	\$3,960.56
						CHECK TOTAL	\$3,960.56
15385	5/13/2025	LIEBERT CASSIDY WHITMORE		LEGAL FEES - MARCH 2025	100220	54900	\$45.00
						CHECK TOTAL	\$45.00
15386	5/13/2025	LOOMIS		COURIER SERVICES - APRIL 2025	100210	54900	\$782.09
	5/13/2025	LOOMIS		COURIER SERVICES - APRIL 2025	100510	54900	\$782.09

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$1,564.18
15387	5/13/2025	LOWE'S BUSINESS ACCOUNT		OPERATING TOOLS (JK050125)	100630	51200	\$10.40
						CHECK TOTAL	\$10.40
15388	5/13/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38/39/41-APRIL2025)	241641	55524	\$5,623.27
	5/13/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38/39/41-APRIL2025)	239639	55524	\$13,715.50
	5/13/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38/39/41-APRIL2025)	238638	55524	\$16,460.60
	5/13/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (BACKFLOW REPLACEMENT)	238638	52320	\$3,780.00
						CHECK TOTAL	\$39,579.37
15389	5/13/2025	METROLINK		METROLINK PASSES - APRIL 2025	206650	55610	\$753.20
	5/13/2025	METROLINK		METROLINK PASSES - APRIL 2025	206650	55620	\$3,012.80
						CHECK TOTAL	\$3,766.00
15390	5/13/2025	MICHAEL BAKER INTERNATIONAL INC		CANYON LOOP TRAIL -HMMP PROJECT MANAGER	301630	56104	\$660.00
						CHECK TOTAL	\$660.00
15391	5/13/2025	NATIONAL TRENCH SAFETY INC		RENTAL EQUIP (KRAIL 042925-052625)	100655	51250	\$607.35
						CHECK TOTAL	\$607.35
15392	5/13/2025	NICHOLS CONSULTING ENGINEERS, CHTD		AREA 3 - RES/COLL & CURB RAMP - THRU 2/21/25	301610	56101	\$8,518.75
						CHECK TOTAL	\$8,518.75
15393	5/13/2025	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEES	100220	52510	\$551.00
						CHECK TOTAL	\$551.00
15394	5/13/2025	ONE TIME PAY VENDOR	ADRIAN RIOS	RECREATION PROGRAM REFUND	100	20202	\$1,695.00
						CHECK TOTAL	\$1,695.00
15395	5/13/2025	ONE TIME PAY VENDOR	AKSHAY SHAH	FACILITY DEPOSIT REFUND	100	20202	\$500.00
						CHECK TOTAL	\$500.00
15396	5/13/2025	ONE TIME PAY VENDOR	ALICE GARCIA	RECREATION PROGRAM REFUND	100	20202	\$55.00
						CHECK TOTAL	\$55.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15397	5/13/2025	ONE TIME PAY VENDOR	ARIOSTO VALERIO	FACILITY DEPOSIT REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
15398	5/13/2025	ONE TIME PAY VENDOR	FIRST CLASS EVENTS	FACILITY DEPOSIT REFUND	100	20202	\$1,350.00
CHECK TOTAL							\$1,350.00
15399	5/13/2025	ONE TIME PAY VENDOR	GRACE ROSA	RECREATION PROGRAM REFUND	100	20202	\$5.00
CHECK TOTAL							\$5.00
15400	5/13/2025	ONE TIME PAY VENDOR	HILDA WAHHAB	RECREATION PROGRAM REFUND	100	20202	\$110.00
CHECK TOTAL							\$110.00
15401	5/13/2025	ONE TIME PAY VENDOR	JIEHUI JIANG	RECREATION PROGRAM REFUND	100	20202	\$194.60
CHECK TOTAL							\$194.60
15402	5/13/2025	ONE TIME PAY VENDOR	JOSEFINA CRUZ	RECREATION PROGRAM REFUND	100	20202	\$100.00
CHECK TOTAL							\$100.00
15403	5/13/2025	ONE TIME PAY VENDOR	JUNE YOUNG	RECREATION PROGRAM REFUND	100	20202	\$2,565.00
CHECK TOTAL							\$2,565.00
15404	5/13/2025	ONE TIME PAY VENDOR	JUNGHYUN KANG	RECREATION PROGRAM REFUND	100	20202	\$1,705.00
CHECK TOTAL							\$1,705.00
15405	5/13/2025	ONE TIME PAY VENDOR	KA MAN SHAM	FACILITY DEPOSIT REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
15406	5/13/2025	ONE TIME PAY VENDOR	KLARA KATALIN ORIOLD	RECRATION PROGRAM REFUND	100	20202	\$50.00
CHECK TOTAL							\$50.00
15407	5/13/2025	ONE TIME PAY VENDOR	LINDA GRAVES	RECREATION PROGRAM REFUND	100	20202	\$50.00
CHECK TOTAL							\$50.00
15408	5/13/2025	ONE TIME PAY VENDOR	LISA WONG	RECREATION PROGRAM REFUND	100	20202	\$30.00
CHECK TOTAL							\$30.00
15409	5/13/2025	ONE TIME PAY VENDOR	MARY ANN EBBA	FACILITY REFUND	100	20202	\$2,072.16
CHECK TOTAL							\$2,072.16
15410	5/13/2025	ONE TIME PAY VENDOR	MEE YOUNG JOH	FACILITY DEPOSIT REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15411	5/13/2025	ONE TIME PAY VENDOR	RUBY MCINTOSH	FACILITY REFUND	100	20202	\$131.27
						CHECK TOTAL	\$131.27
15412	5/13/2025	ONE TIME PAY VENDOR	SAN GABRIEL VALLEY EMPLOYER ADVISORY COUNCIL	FACILITY REFUND	100	20202	\$500.00
						CHECK TOTAL	\$500.00
15413	5/13/2025	ONE TIME PAY VENDOR	TERESA RAYMUNDO	FACILITY DEPOSIT REFUND	100	20202	\$1,400.00
						CHECK TOTAL	\$1,400.00
15414	5/13/2025	ONE TIME PAY VENDOR	TERI KURIHARA	RECREATION PROGRAM REFUND	100	20202	\$5.00
						CHECK TOTAL	\$5.00
15415	5/13/2025	ONE TIME PAY VENDOR	ZOILA JOKADA	FACILITY DEPOSIT REFUND	100	20202	\$1,000.00
						CHECK TOTAL	\$1,000.00
15416	5/13/2025	ONE TIME PAY VENDOR	CHAN KEE LLC	REFUND - PL 2024-86	100	22107	\$323.89
						CHECK TOTAL	\$323.89
15417	5/13/2025	ONE TIME PAY VENDOR - CND REFUND	JUAN RIOS	C&D REFUND- 1158 CALBOURNE DR	100	22105	\$250.00
						CHECK TOTAL	\$250.00
15418	5/13/2025	OPCO TRANSIT INC		FY 2024-25 DIAMOND RIDE SR TRANS SVCS- MAR BILLING	206650	55560	\$28,406.91
						CHECK TOTAL	\$28,406.91
15419	5/13/2025	PACIFIC OFFICE AUTOMATION INC		COPIER/PRINTER TONERS	100230	52314	\$909.61
						CHECK TOTAL	\$909.61
15420	5/13/2025	PAPER RECYCLING & SHREDDING		RECORDS DESTRUCTION	250170	55000	\$125.00
						CHECK TOTAL	\$125.00
15421	5/13/2025	PARK CONSULTING GROUP INC		TYLER EPL REPORTING - APR 2025	503230	56135	\$12,688.75
						CHECK TOTAL	\$12,688.75
15422	5/13/2025	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS/APR 2025)	201630	55505	\$1,250.00
	5/13/2025	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS/APR 2025)	100510	55505	\$6,029.22

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/13/2025	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS/APR 2025)	100630	55505	\$28,091.57
						CHECK TOTAL	\$35,370.79
15423	5/13/2025	PRO1PRINT, LLC		PRINTING: DIRECTIONAL SIGNAGE FOR EARTH DAY EVENT	250170	51200	\$948.24
						CHECK TOTAL	\$948.24
15424	5/13/2025	PROMO DIRECT		BAG FOR WINDMILL HUNT	100520	51200	\$739.11
						CHECK TOTAL	\$739.11
15425	5/13/2025	PTM GENERAL ENGINEERING SERVICES INC		CIP - TRANSPORTATION INFRASTRUCTURE	301610	56103	\$19,626.77
						CHECK TOTAL	\$19,626.77
15426	5/13/2025	PYRO COMM SYSTEMS INC		DBC FIRE ALARM MONITOR(050125-073125)	100510	52320	\$135.00
	5/13/2025	PYRO COMM SYSTEMS INC		HERITAGE PARK FIRE ALARM MONITOR (050125-073125)	100630	52320	\$195.00
						CHECK TOTAL	\$330.00
15427	5/13/2025	REGIONAL TAP SERVICE CENTER		FOOTHILL PASSES - APRIL 2025	206650	55610	\$436.13
	5/13/2025	REGIONAL TAP SERVICE CENTER		FOOTHILL PASSES - APRIL 2025	206650	55620	\$1,744.51
						CHECK TOTAL	\$2,180.64
15428	5/13/2025	REINBERGER CORPORATION		BUSINESS CARDS	100140	52110	\$86.51
						CHECK TOTAL	\$86.51
15429	5/13/2025	RKA CONSULTING GROUP		HERITAGE PARK IMPROVEMENTS - 12/1/24-12/31/24	301630	56104	\$3,675.00
	5/13/2025	RKA CONSULTING GROUP		BUILDING AND SAFETY DB - MARCH 2025	100420	55100	\$57,182.55
						CHECK TOTAL	\$60,857.55
15430	5/13/2025	SC FUELS		FLEET FUEL (041625-043025)	502430	52330	\$58.52
	5/13/2025	SC FUELS		FLEET FUEL (041625-043025)	502620	52330	\$330.61
	5/13/2025	SC FUELS		FLEET FUEL (041625-043025)	502630	52330	\$426.53
	5/13/2025	SC FUELS		FLEET FUEL (041625-043025)	502655	52330	\$560.06
						CHECK TOTAL	\$1,375.72
15431	5/13/2025	SHRED TIME INC		EARTH DAY TEXTILES COLLECTION 4/19/2025	250170	54900	\$1,400.00

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$1,400.00
15432	5/13/2025	SITEIMPROVE INC		ANNUAL SUBSCRIPTION - 6/25/25-6/24/26	100230	52314	\$6,865.80
						CHECK TOTAL	\$6,865.80
15433	5/13/2025	SITEREP CONSTRUCTION SERVICES INC		MAPLE HILL PARK IMPROVEMENTS PROGRESS PAYMENT #5	301630	56104	\$701,928.00
						CHECK TOTAL	\$701,928.00
15434	5/13/2025	SPECTRUM BUSINESS		CABLE TV SERVICES/DBC - APR 2025	100230	54030	\$268.48
	5/13/2025	SPECTRUM BUSINESS		SUMMARY BILL -CABLE/INTERNET- CITY HALL - APR 2025	100230	54030	\$1,741.56
						CHECK TOTAL	\$2,010.04
15435	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	204	21107	\$1.49
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	239	21107	\$2.86
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	241	21107	\$2.86
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	204	21113	\$3.16
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	203	21107	\$3.98
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	238	21107	\$3.98
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	203	21113	\$8.40
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	239	21113	\$10.42
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	241	21113	\$10.42
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	238	21113	\$15.43
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	207	21107	\$21.28
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	201	21113	\$30.20
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	201	21107	\$31.95

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	206	21107	\$47.71
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	207	21113	\$69.87
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	206	21113	\$93.23
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	250	21107	\$108.79
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	250	21113	\$133.79
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	100	21107	\$1,670.38
	5/13/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM MAY 2025	100	21113	\$2,266.29
						CHECK TOTAL	\$4,536.49
15436	5/13/2025	TASC		FSA FEES	100220	52515	\$155.52
						CHECK TOTAL	\$155.52
15437	5/13/2025	THE KNOT WORLDWIDE INC		DBC ONLINE STOREFRONT APR2025-JUNE2025	100510	52160	\$3,743.98
						CHECK TOTAL	\$3,743.98
15438	5/13/2025	THE LITTLE ZOO		SPRING MINI CAMP - ENTERTAINMENT BALANCE	100520	55315	\$60.00
						CHECK TOTAL	\$60.00
15439	5/13/2025	THOMAS DONINI		SENIOR DANCE DJ, 24/25	100520	55310	\$400.00
						CHECK TOTAL	\$400.00
15440	5/13/2025	TORTI GALLAS AND PARTNERS INC		TOWN CENTER SPECIFIC PLAN - APRIL 2025	103410	54900	\$4,380.73
	5/13/2025	TORTI GALLAS AND PARTNERS INC		DB CITYWIDE OBJ DESIGN STANDARDS	103410	54900	\$2,500.00
						CHECK TOTAL	\$6,880.73
15441	5/13/2025	UNITED SITE SERVICES OF CALIFORNIA INC		RESTROOM RENTAL - MAPLE HILL PROJECT - APRIL	100520	52300	\$307.37
	5/13/2025	UNITED SITE SERVICES OF CALIFORNIA INC		RESTROOM RENTAL - MAPLE HILL PROJECT	100520	52300	\$307.44
						CHECK TOTAL	\$614.81
15442	5/13/2025	US BANK		PCARD STATEMENT - APRIL 2025	999	28100	\$21,162.32

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$21,162.32
15443	5/13/2025	VERIZON WIRELESS		WIRELESS PHONE SERVICE - 3/17/25-4/16/25	100230	52200	\$2,292.33
						CHECK TOTAL	\$2,292.33
15444	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	204	21108	\$2.42
	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	203	21108	\$6.45
	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	239	21108	\$8.02
	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	241	21108	\$8.02
	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	238	21108	\$13.23
	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	201	21108	\$24.74
	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	207	21108	\$68.72
	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	206	21108	\$107.62
	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	250	21108	\$107.87
	5/13/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM MAY 2025	100	21108	\$1,911.25
						CHECK TOTAL	\$2,258.34
15445	5/13/2025	WW GRAINGER INC		MAINTENANCE SUPPLIES	100630	51200	\$315.36
	5/13/2025	WW GRAINGER INC		CIVIC CENTER OPERATING SUPPLIES (LIBRARY)	100620	51200	\$140.76
						CHECK TOTAL	\$456.12
15446	5/13/2025	WALNUT VALLEY UNIFIED SCHOOL DISTRICT		ADULT VOLLEYBALL GYM RENTAL	100520	52302	\$956.25
	5/13/2025	WALNUT VALLEY UNIFIED SCHOOL DISTRICT		YOUTH BASKETBALL GYM RENTAL	100520	52302	\$4,676.70
	5/13/2025	WALNUT VALLEY UNIFIED SCHOOL DISTRICT		ADULT VOLLEYBALL GYM RENTAL	100520	52302	\$382.50
						CHECK TOTAL	\$6,015.45
15447	5/13/2025	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (HERITAGE PARK)	100630	51200	\$194.53
	5/13/2025	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	\$368.32
	5/13/2025	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	\$470.27
						CHECK TOTAL	\$1,033.12

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15448	5/13/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 24069 GOLDRUSH - THRU 4/4/25	100	22109	\$420.00
	5/13/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 1198 CHISOLM TRAIL - THRU 4/4/25	100	22109	\$630.00
						CHECK TOTAL	\$1,050.00
15449	5/13/2025	WISCONSIN QUICK LUBE INC		FLEET VEHICLE MAINTENANCE (LIC#1479428)	502655	52312	\$117.85
							CHECK TOTAL
15450	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100120	54020	\$1,918.00
	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100120	54020	\$3,589.40
	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100120	54020	\$109.60
	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100120	54020	\$3,781.20
	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100120	54020	\$520.60
	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100120	54020	\$575.40
	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100120	54020	\$1,233.00
	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100	22107	\$27.40
	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100	22107	\$342.50
	5/13/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - MARCH 2025	100120	54020	\$6,811.97
						CHECK TOTAL	\$18,909.07
15451	5/13/2025	ZONES IT SOLUTIONS INC		PRINTER TONER	206650	51200	\$738.13
							CHECK TOTAL
						GRAND TOTAL	\$2,661,350.56

Agenda #: 5.3
Meeting Date: May 20, 2025



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **MENTAL HEALTH AWARENESS MONTH PROCLAMATION.**
STRATEGIC
GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Adopt the Proclamation declaring May as Mental Health Awareness month.

BACKGROUND:

Mental health is essential for overall well-being at every stage of life. Regardless of age, background, or experience, prioritizing mental health strengthens individuals, families and communities.

Mental Health America, the nation's leading community-based nonprofit dedicated to addressing the needs of those living with mental illness and promoting the overall mental health of all, founded Mental Health Month in 1949 and has led the effort every May to promote mental wellness nationwide.

The Mental Health Awareness Month theme for 2025 is "Turn Awareness into Action." This theme encourages individuals to move beyond simply understanding mental health issues to actively supporting those affected and advocating for change. This includes learning more about mental health, checking in with friends and supporting community initiatives

The City of Diamond Bar is proud to designate May as Mental Health Awareness Month and calls upon citizens, agencies, businesses, nonprofits and other groups to join in activities and take action to strengthen the mental health of our community.

PREPARED BY:


Kristina Santana, City Clerk 5/20/2025

REVIEWED BY:


Ryan McLean, Assistant City Manager 5/15/2025

Attachments:

1. 5.3.a Mental Health Awareness Month Proclamation

PROCLAMATION

“MENTAL HEALTH AWARENESS MONTH 2025”

WHEREAS, the area that someone lives in plays a significant role in their overall health and well-being; and

WHEREAS, surroundings can impact if, how, and when a person's needs are met, which in turn affects mental health; and

WHEREAS, having safe, stable, and healthy home conditions set the foundation for achieving and maintaining good mental health; and

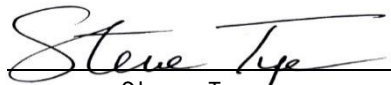
WHEREAS, with early and effective interventions, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, health care provider, organization, and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

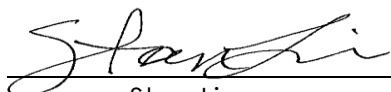
NOW, THEREFORE, BE IT RESOLVED, that the Diamond Bar City Council does hereby proclaim **May 2025** as “**Mental Health Awareness Month**” in Diamond Bar and we call upon the citizens, government agencies, public and private institutions, businesses, and schools in our community to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

May 20, 2025


Chia Yu Teng
Mayor


Steve Tye
Mayor Pro Tem


Andrew Chou
Council Member


Stan Liu
Council Member


Ruth M. Low
Council Member

Agenda #: 5.4
Meeting Date: May 20, 2025



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **AGREEMENT WITH DURHAM SCHOOL SERVICES, LP FOR BUS TRANSPORTATION SERVICES.**
STRATEGIC
GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Approve and authorize the City Manager to sign the Transportation Services Agreement with Durham School Services, LP through June 30, 2030.

FINANCIAL IMPACT:

The total not-to-exceed amount of the Agreement for each fiscal year would be \$14,000. Sufficient funds are included in the FY 24/25 Parks & Recreation Department budget to cover the cost of such services through June 30, 2025. Additional funding will be proposed in the FY 25/26 budget and subsequent years. The vendor may request a CPI adjustment after FY 25/26.

BACKGROUND:

The City of Diamond Bar has two programs throughout the summer that require transportation services. Programs include the nine-week summer day camp program with two excursions per week and the volunteer program with an annual excursion.

DISCUSSION:

On February 12, 2025 the City published a request for proposals (RFP) on Planet Bids. The deadline for proposals was February 28, 2025. 118 vendors were notified and five proposals were received from responsible bidders. After staff reviewed all responsible proposals, it was determined that Durham School Services, LP met all the requirements of the RFP. Durham School Services, LP is recommended based on their pricing structure, experience, and references.

LEGAL REVIEW:

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

PREPARED BY:

Ryan Wright

Ryan Wright, Parks and Recreation Director 5/20/2025

REVIEWED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director 5/12/2025

Attachments:

1. 5.4.a Durham Bus Agreement

CONTRACTOR SERVICE AGREEMENT TRANSPORTATION

THIS AGREEMENT (the "Agreement") is made as of May 2, 2025 by and between the City of Diamond Bar, a municipal corporation ("City") and Durham School Services, LP, an LLC Corporation (referred to as the "Contractor")

1. Contractor's Services.

Subject to the terms and conditions set forth in this Agreement Contractor shall provide to the reasonable satisfaction of the City Transportation services set forth in the attached Exhibit "A" – City's Request for Proposal, which is incorporated herein by this reference. As a material inducement to the City to enter into this Agreement, Contractor represents and warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Contractor represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

Andee Williams, Recreation Supervisor, herein referred to as the ("City's Project Manager"), shall be the person to whom the Contractor will report for the performance of services hereunder. It is understood that Contractor shall coordinate its services hereunder with the City's Project Manager to the extent required by the City's Project Manager, and that all Contractors required hereunder by Contractor shall be performed to the satisfaction of the City's Project Manager and the City Manager.

2. Term of Agreement. This Agreement shall take effect June 1, 2025, and shall continue until June 30, 2030 ("Term"), unless earlier terminated pursuant to the provisions herein.

After completion of the first term year fiscal year 25/26, the contractor can request a CPI adjustment and any increase in compensation will be negotiated between the City and the Contractor per fiscal year, but in no event shall the increase exceed the amount that the Consumer Price Index ("CPI") for the Los Angeles-Anaheim-Riverside metropolitan area for the month immediately preceding the Adjustment Date (the "Index Month") as reported by the Bureau of Labor Statistics of the United States Department of Labor, has increased over the CPI for the month one year prior to the Index Month.

3. Compensation. City agrees to compensate Contractor for each service which Contractor performs to the satisfaction of City in compliance with the cost proposal provided by contractor set forth in Exhibit "B". Payment will be made only after submission of proper invoices in the form specified by City. Total payment to contractor

pursuant to this Agreement shall not exceed fourteen thousand, dollars per fiscal year (\$14,000.00) without prior written consent of the City. The above not to exceed amount shall include all costs, including, but not limited to, all clerical, administrative, overhead, telephone, travel and all related expenses.

4. Payment.

A. As scheduled services are completed, Contractor shall submit to City an invoice for the services completed, authorized expenses and or authorized extra work actually performed or incurred.

B. All such invoices shall state the basis for the amount invoiced, including services completed, the number of hours spent, and any extra work performed.

C. City will pay Contractor the amount invoiced by check within Net 45 days of receipt. In the event payment is not received within forty-five (45) days, a late charge of 1.5% per month of the outstanding balance will be assessed upon City's account. City agrees to provide proper credentials and access (e.g., parking pass) to occurrences for which contractor services are requested and credential are required.

D. Payment shall constitute payment in full for all services, authorized costs and authorized extra work covered by that invoice.

E. **Deductions.** Should the Contractor fail to adhere to the time schedule set forth by the City, the City shall deduct \$25 dollars from any payments due to the Contractor for every 15 minutes that transportation arrives later then the time required. Repeated failures to adhere to the time schedule may result in termination of this Agreement.

5. Change Orders. No payment for extra services caused by a change in the scope or complexity of work, or for any other reason, shall be made unless and until such extra services and a price therefore have been previously authorized in writing and approved by the City Manager or his designee as an amendment to this Agreement. The amendment shall set forth the changes of work, extension of time, if any, and adjustment of the fee to be paid by City to Contractor.

6. Priority of Documents. In the event of any inconsistency between the provisions of this Agreement and any attached exhibits, the provisions of this Agreement shall control. In the event of any inconsistency between this Agreement and the attached exhibits, the following order of precedence shall apply: (1) The Agreement; (2) The City's Request for Proposal (Exhibit "A") and (3) the Contractor's cost proposal quote (Exhibit "B").

7. Status as Independent Contractor.

A. Contractor is, and shall at all times remain as to City, a wholly independent Contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent, except as specifically provided herein. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner employees of City.

B. Contractor agrees to pay all required taxes on amounts paid to Contractor under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent Contractor relationship created by this Agreement. In the event that City is audited by any Federal, State agency, including the Public Employee Retirement System, regarding the independent contractor status of Contractor and the audit in any way fails to sustain the validity of a wholly independent contractor relationship between City and Contractor, its employees or subcontractors, then Contractor agrees to reimburse City for all costs, including accounting and attorney's fees, arising out of such audit and any appeals relating thereto.

C. Contractor shall fully comply with Workers' Compensation laws regarding Contractor and Contractor's employees. Contractor further agrees to indemnify and hold City harmless from any failure of Contractor to comply with applicable Worker's Compensation laws.

D. Contractor shall, at Contractor's sole cost and expense fully secure and comply with all federal, state and local governmental permit or licensing requirements, including but not limited to the City of Diamond Bar.

E. In addition to any other remedies it may have, City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification required by this Agreement or for any amount or penalty levied against the City for Contractor's failure to comply with this Section.

8. Standard of Performance. Contractor shall perform all work at the standard of care and skill ordinarily exercised by members of the profession under similar conditions and represents that it and any subcontractors it may engage, possess any and all licenses which are required to perform the work contemplated by this Agreement and shall maintain all appropriate licenses during the performance of the work.

Risk of Loss. Contractor is not responsible for the loss, damage, or theft of personal property. Contractor is not responsible for the personal injury of customers, or third parties caused by the negligent or intentional acts of the City, passengers or third parties.

Passenger Conduct. At any time during the charter trip the Contractor, or the driver as the Contractor's representative, reserves the right to refuse to transport any person or persons that Contractor or its representative believes to be in violation of the Charter Passenger Policy attached hereto as Exhibit "C". Compliance with this policy is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges. Contractor is not responsible for any passengers who have not boarded the vehicle at the time of departure. City must provide their own supervision if required. The Contractor is not responsible for the City's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Contractor approval and may be subject to applicable law.

9. Indemnification. To the maximum extent permitted by Civil Code section 2782.8, Contractor shall defend, indemnify and hold harmless City, its officers, officials, employees and volunteers ("Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with:

(1) Any and all claims under Workers' Compensation Act and other employee benefit acts with respect to Contractor's employees or Contractor's contractor's.

(2) Any and all claims arising out of Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the active negligence or willful misconduct of the City. Should City in its sole discretion find Contractor's legal counsel unacceptable, then Contractor shall reimburse the City its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the Indemnitees. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement. Except for the Indemnitees, this Agreement shall not be construed to extend to any third-party indemnification rights of any kind.

(3) Any and all claims for loss, injury to or death of persons or damage to property caused by the negligent professional act or omission in the performance of professional services pursuant to this Agreement.

(4) The Contractor's obligations to indemnify, defend and hold harmless the City shall survive termination of this Agreement.

10. Insurance.

A. Contractor shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company authorized to do business in the State of California and approved by the City the following insurance:

(1) a policy or policies of broad-form comprehensive general liability insurance written on an occurrence basis with minimum limits of \$5,000,000.00 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by Contractor, its officers, employees, agents, and independent Contractors in performance of services under this Agreement;

(2) property damage insurance with a minimum limit of \$5,000,000.00 per occurrence;

(3) automotive liability insurance written on an occurrence basis covering all owned, non-owned and hired automobiles, with minimum combined single limits coverage of \$5,000,000.00; and

(4) Worker's Compensation insurance when required by law, with a minimum limit of \$3,000,000.00 or the amount required by law, whichever is greater.

B. The City, its officers, employees, agents, and volunteers shall be named as additional insureds on the policies as to comprehensive general liability, property damage, and automotive liability. The policies as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the City shall be excess insurance only.

C. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving City at least ten (10) days prior written notice thereof. Contractor agrees that it will not cancel, reduce or otherwise modify the insurance coverage and in the event of any of the same by the insurer to immediately notify the City.

D. All policies of insurance shall cover the obligations of Contractor pursuant to the terms of this Agreement and shall be issued by an insurance company which is authorized to do business in the State of California or which is approved in writing by the City; and shall be placed have a current A.M. Best's rating of no less than A-, VII. In the case of professional liability insurance, such coverage shall be issued by companies either licensed or admitted to conduct business in the State of California so long as such insurers possesses the aforementioned Best's rating.

E. Contractor shall submit to City (1) insurance certificates indicating compliance with the minimum insurance requirements above, and (2) insurance policy endorsements or a copy of the insurance policy evidencing the additional insured requirements in this Agreement, in a form acceptable to the City.

F. **Self-Insured Retention/Deductibles.** All policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Contractor (as the named insured) should Contractor fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City. Contractor understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Contractor as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Contractor's due to such failure in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Contractor for breach of this Agreement in addition to any other damages incurred by City due to the breach.

G. **Subrogation.** With respect to any Workers' Compensation Insurance or Employer's Liability Insurance, the insurer shall waive all rights of subrogation and contribution it may have against the Indemnitees.

H. **Failure to Maintain Insurance.** If Contractor fails to keep the insurance required under this Agreement in full force and effect, City may take out the necessary insurance and any premiums paid, plus 10% administrative overhead, shall be paid by Contractor, which amounts may be deducted from any payments due Contractor.

I. Contractor shall include all sub-Contractors, if any, as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor to the City for review and approval. All insurance for subcontractors shall be subject to all of the requirements stated herein.

11. Confidentiality. Contractor in the course of its duties may have access to confidential data of City, private individuals, or employees of the City. Contractor covenants that all data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Contractor's covenant under this section shall survive the termination of this Agreement. Notwithstanding the foregoing, to the extent Contractor prepares reports of a proprietary nature specifically for and in connection with certain projects, the City shall not, except with Contractor's prior written consent, use the same for other unrelated projects.

12. Ownership of Materials. Except as specifically provided in this Agreement, all materials provided by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Contractor may, however, make and retain such copies of said documents and materials as Contractor may desire.

13. Maintenance and Inspection of Records. In accordance with generally accepted accounting principles, Contractor and its subcontractors shall maintain reasonably full and complete books, documents, papers, accounting records, and other information (collectively, the "records") pertaining to the costs of and completion of services performed under this Agreement. The City and any of their authorized representatives shall have access to and the right to audit and reproduce any of Contractor's records regarding the services provided under this Agreement. Contractor shall maintain all such records for a period of at least three (3) years after termination or completion of this Agreement. Contractor agrees to make available all such records for inspection or audit at its offices during normal business hours and upon three (3) days' notice from the City, and copies thereof shall be furnished if requested.

14. Conflict of Interest.

A. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Contractor under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Contractor shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement.

B. Contractor covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of hardware or software to City as a result of the performance of this Agreement. Contractor's covenant under this section shall survive the termination of this Agreement.

15. Termination. The City may terminate the Agreement at any time with or without cause. The contractor may not cancel the services for any reason (excluding *force majeure*). In the event of such termination, City agrees to pay Contractor for services satisfactorily rendered prior to the effective date of termination. Immediately upon receiving written notice of termination, Contractor shall discontinue performing services, unless the notice provides otherwise, except those services reasonably necessary to effectuate the termination. The City shall be not liable for any claim of lost profits.

In addition to any other termination rights set in this Agreement and without prejudice to any other rights or remedies that either Party may have, either Party may terminate this Agreement immediately by delivery of written notice to the other Party at any time if any of the following occur: (i) the other Party files a voluntary petition for bankruptcy which is not dismissed within ninety (90) days; (ii) the other Party discontinues its business; (iii) a receiver or trustee of any of the other Party's property is appointed and such appointment is not discharged within ninety (90) days; (iv) the other Party breaches a material provision of this Agreement and such default is not cured within fifteen (15) business days after written notice thereof; and (v) any of the representations or warranties made by the other Party in this Agreement prove to be untrue or inaccurate in any material respect.

16. Personnel/Designated Person. Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Except as provided in this Agreement, Contractor reserves the right to determine the assignment of its own employees to the performance of Contractor's services under this Agreement, but City reserves the right in its sole discretion to require Contractor to exclude any employee from performing services on City's premises.

17. Non-Discrimination and Equal Employment Opportunity.

A. Contractor shall not discriminate as to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation, in the performance of its services and duties pursuant to this Agreement, and will comply with all rules and regulations of City relating thereto. Such nondiscrimination shall include but not be limited to the following: employment, upgrading, demotion, transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

B. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

C. Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement except contracts or subcontracts for standard commercial supplies or raw materials.

18. Reserved.

19. Time Is of the Essence. Time is of the essence in this Agreement. Contractor shall do all things necessary and incidental to the prosecution of Contractor's work.

20. Reserved.

21. Reserved.

22. Assignment. Contractor shall not assign or transfer any interest in this Agreement nor the performance of any of Contractor's obligations hereunder, without the prior written consent of City, and any attempt by Contractor to so assign this

Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

23. Compliance with Laws. Contractor shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments.

24. Non-Waiver of Terms, Rights and Remedies. Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Contractor constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Contractor, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

25. Attorney's Fees. In the event that either party to this Agreement shall commence any legal or equitable action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including reasonable attorney's fees and costs, including costs of expert witnesses and consultants

26. Mediation. Any dispute or controversy arising under this Agreement, or in connection with any of the terms and conditions hereof, which cannot be resolved by the parties, may be referred by the parties hereto for mediation. A third party, neutral mediation service shall be selected, as agreed upon by the parties and the costs and expenses thereof shall be borne equally by the parties hereto. The parties agree to utilize their good faith efforts to resolve any such dispute or controversy so submitted to mediation. It is specifically understood and agreed by the parties hereto that mutual good faith efforts to resolve the same any dispute or controversy as provided herein, shall be a condition precedent to the institution of any action or proceeding, whether at law or in equity with respect to any such dispute or controversy.

27. Notices. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during regular business hours or by facsimile before or during regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore set forth in the Agreement, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

"CONTRACTOR"

Durham School Services, LP.
2601 Navistar Dr.
Lisle, IL 60532
Attn.: Paul Egger
Phone: 714.267.7936

"CITY"

City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765-4178
Attn.: Andee Williams
Phone: 909.839.7076

E-Mail:
Paul.egger@nellc.com

E-mail:
awilliams@diamondbarca.gov

28. Governing Law. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of California. The venue for any action brought under this Agreement shall be in Los Angeles County.

29. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, and all of which together shall constitute one and the same instrument.

30. Entire Agreement. This Agreement, and any other documents incorporated herein by reference, represent the entire and integrated agreement between Contractor and City. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by the parties which expressly refers to this Agreement. Amendments on behalf of the City will only be valid if signed by a person duly authorized to do so under the City's Purchasing Ordinance.

IN WITNESS of this Agreement, the parties have executed this Agreement as of the date first written above.

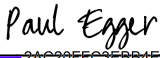
" Contractor "

"City"

Durham School Services, LP.

CITY OF DIAMOND BAR

By: Signed by: Durham Holding II, LLC. Its General Partner

By: 
2AC20FFC3EBB4F7
 Printed Name: Paul Egger
 Title: Vice President, Charter

By: _____
 Daniel Fox, City Manager

ATTEST:

 Kristina Santana, City Clerk

Approved as to form:

By: 
4F8D2446CBE547C
 Omar Sandoval, City Attorney



REQUEST FOR PROPOSALS

Transportation (School Busses) for Day Camp Excursions

Contract Services

Submission Deadline

Friday, February 28, 2025 by 4 P.M.

Exhibit A

Transportation Services – City of Diamond Bar – Day Camp**February 12, 2025**

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1. INTRODUCTION

The City of Diamond Bar is requesting proposals from qualified School Bus Transportation contractors to provide transportation services for the 2025 Summer Day Camp Program Excursions with the option to enter into a five-year term agreement if selected.

RFP Date: **February 12, 2025**

Project Name: **Transportation Services – City of Diamond Bar – Day Camp**

Department: **Parks and Recreation**

Proposal Deadline: **Friday, February 28, 2025 by 4 P.M.**

Proposals shall be delivered by the proposal deadline via the PlanetBids portal <https://vendors.planetbids.com/portal/39500/bo/bo-detail/126295>.

All proposals submitted in response to this RFP will become property of the City upon submittal and a matter of public record pursuant to applicable law. Late submittals will not be accepted.

Questions regarding this RFP shall be made in writing via email to **Andee Williams, Recreation Supervisor**, at awilliams@diamondbarca.gov, no later than **February 20, 2025 by 4 P.M.** Questions and responses may be made available to all potential proposers.

The City will review all proposals received by the submittal deadline indicated in this RFP. Proposals that do not meet the minimum requirements of this RFP will be rejected. The City reserves the right to select the firm that best meets the overall needs and offers the best overall value to the City based on a variety of criteria, including but not limited to, experience, quality of work product, successful completion of similar projects, and cost effectiveness, but not solely on the lowest cost of services.

The following tentative schedule has been established for the selection of a contractor which is subject to change:

- | | |
|------------------------------|--------------------------|
| • RFP Posting Date | February 12, 2025 |
| • Written Questions Deadline | February 20, 2025 |
| • Proposal Due Date | February 28, 2025 |
| • Award of Contract | March 14, 2025 |

**Transportation Services – City of Diamond Bar – Day Camp
February 12, 2025**3 | Page

The City of Diamond Bar shall not be liable for any pre-contractual expenses incurred by any Contractor, nor shall any Contractor include any such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a contractor prior to the date of an executed contract, such as the cost of preparing and submitting a proposal and negotiating any terms with the City.

2. ABOUT THE CITY

Diamond Bar is a scenic community located on the eastern edge of Los Angeles County, within minutes of Orange, Riverside, and San Bernardino counties. With its origin as a center for ranching perched among a landscape of rolling hills in the East San Gabriel Valley, Diamond Bar became one of the first master planned communities in Los Angeles County dating back to 1956, and has grown since that time to be known for its friendly country-living atmosphere, abundant open spaces, exceptional public facilities, well-maintained parks and hiking trails, and excellent schools. In 1989, Diamond Bar became the 86th city in Los Angeles County. Today, Diamond Bar covers 14.9 square miles and is home to 57,177 residents.

Diamond Bar is bounded by the cities of Industry and Pomona to the north, Chino Hills to the east, and unincorporated Los Angeles County to the south and west (Figure B-1; Regional Setting Map). With convenient access to State Routes SR-57 and SR-60, Diamond Bar is within 30 miles driving distance of the cities of Los Angeles, Riverside, and Irvine, making it a desirable destination to live and work. The Industry Metrolink Station lies on the City's northern border, providing east-west transit connections to Los Angeles and Riverside.

3. PROJECT BACKGROUND

The City of Diamond Bar's Summer Day Camp is a nine-week recreation program held at Heritage Park located at 2900 S. Brea Canyon Road, Diamond Bar, CA 91765. Day Camp is designed to provide a fun experience in a safe environment for children ages 6-12. Camp activities include two excursions per week.

Transportation Services – City of Diamond Bar – Day Camp**February 12, 2025****4 | Page****4. SCOPE OF WORK AND DELIVERABLES**

To be considered, proposals must be submitted to the City of Diamond Bar by Friday, February 28, 2025. All proposals must be itemized per excursion per week and include tax, and any other additional charges. Once the vendor has been selected, updated excursion information and locations will be provided.

Quote for one (1) school bus that can accommodate a minimum of 57 passengers. Two bus trips per week for nine weeks, June 2 through August 1, 2025. (See attached excursion schedule of locations, times and dates)

- Bus will arrive, depart and return at scheduled times.
- Bus will stay on site at locations with Summer Day Camp at all times.
- Bus will need to have seatbelts for each seat.
- Flexibility for City staff to change times, dates and locations within one week of advance notice.

Please quote on the cost proposal bid sheet.

5. FORMAT AND CONTENTS OF PROPOSAL

The Contractor's proposal shall contain the following information and shall be organized as follows:

A. Contractors Experience/References

Provide a list of at least **three** references who may be contacted to discuss their experience working with the Company on similar projects. Please provide contact information including Organization, Name, Title, Address, Phone, Email, Project Name and Date of Completion.

B. Cost for Services**Please complete the attached Cost Proposal – Bid Sheet on PlanetBids.**

Provide a detailed not-to-exceed cost proposal to accomplish the services requested. Identify the hourly allocation of resources by discipline and by each task identified in the Scope of Work, including billing rates for personnel, printing, attendance at public meetings, and any other cost anticipated. Please clearly highlight any additional or recommended tasks and associated costs that are included. No additional charges for items such as transportation, out-of-pocket expenses, etc., will be paid unless

**Transportation Services – City of Diamond Bar – Day Camp
February 12, 2025**

5 | Page

these are specifically included in the proposal. Contractor must be able to accept payment in check form and provide itemized invoices.

C. Insurance

Proof of insurance requirements addressed in the professional services agreement of this Request for Proposal shall be submitted by the selected Contractor upon execution of the contract as defined under the City's existing purchasing Ordinance.

The selected Contractor must submit a "Statement Certifying Insurance Coverage" certifying that the required insurance coverage will be obtained by the Contractor, and that the Contractor understands said coverage is prerequisite for entering into an agreement with the City. The Contractor is required to confirm with its insurance carrier that it can meet all the requirements for insurance. Failure to meet the insurance regulations as set forth shall result in proposer's disqualification.

6. SUBCONTRACTING

The Contractor may utilize the service of specialty Subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty Subcontractors. Unless a specific Subcontractor is listed by the Contractor, Contractor is representing to City that Contractor has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of the Proposal, the Contractor shall be fully responsible to the City for the performance of the Subcontractors, and of persons either directly or indirectly employed by them. Nothing contained herein shall create any contractual relation between any Subcontractor and the City.

7. RIGHT TO REJECT ALL PROPOSALS

The City reserves the right to withdraw, reduce, or revise elements of the scope of work prior to the award of any contract. Furthermore, the City reserves the right to reject any or all proposals submitted; and no representation is made hereby that any contract will be awarded pursuant to this Request for Proposal, or otherwise.

All costs incurred in the preparation of the proposal, in the submission of additional information and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the proposer. The City shall only provide the staff

**Transportation Services – City of Diamond Bar – Day Camp
February 12, 2025**

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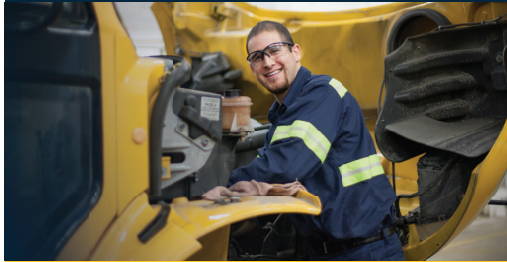
assistance and documentation specifically referred to herein and shall not be responsible for any other cost of obligation of any kind which may be incurred by the proposing firm.

8. SUPPORTING DOCUMENTS

Exhibit A – RFP

Exhibit B – Cost Proposal – Bid Sheet (based on 2025 excursions)

5.4.a



CITY OF DIAMOND BAR
RFP #: Transportation (School Busses) for Day Camps Excursions

DUE: February 28, 2025, 4PM



Paul Egger (714) 267-7936
Vice President, Charter

DURHAMSCHOOLSERVICES.COM
2601 Navistar Drive • Lisle, IL 60532



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School Bus Transportation

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February 28, 2025

City of Diamond Bar
Attn: Andee Williams, Recreation Supervisor

RE: Transportation Services – City of Diamond bard – Day Camp

Dear Andee Williams,

Durham School Services is pleased to submit the enclosed response for the City of Diamond Bar's RFP for "Transportation Services – City of Diamond bard – Day Camp". I am confident we are the right choice to provide your passengers with safe reliable transportation. My name is Paul Egger, I will be your point of contact for this proposal.

Paul Egger
Vice President, Charter
2713 River Ave
Rosemead, CA 91770
Paul.egger@NELLC.com
714.267.7936

We have over 100 years of experience, and we currently partner with more than 400 school districts and municipalities across the United States. Many municipalities and school districts throughout the country have found that contracting with Durham has enabled them to not only solve their transportation challenges, but to also control costs while maintaining the highest safety standards, service, and accountability.

Our customer retention rate is one of the highest in the school bus transportation industry and it didn't happen by chance. We believe our personal attention to our partners' needs, our commitment to safety and our customer service philosophy and practices are the reasons our clients are satisfied. Our proactive approach to superior customer service sets us apart from the rest. Thank you for the opportunity to continue our mutually beneficial partnership with you.

Respectfully,

A handwritten signature in blue ink, appearing to read "Paul D. Egger".

Paul D. Egger
Vices President, Charter



2713 River Ave | Rosemead, CA 91770 | P: 714.267.7936 | Paul.Egger@NELLC.com | durhamcharterservices.com

FULL-SERVICE TRANSPORTATION • ROUTE OPTIMIZATION AND SCHEDULING • SPECIAL NEEDS EXPERTISE • CHARTER BUS

Packet Pg. 267

CITY OF DIAMOND BAR: COST PROPOSAL - BID SHEET 2025					
Company Name	Durham School Services, LP				
Address	2601 Navistar Dr., Bldg 5, Lisle IL 60532				
Name & Title	Paul Egger, Vice President, Charter				
Phone	714.267.7936				
Email	Paul.Egger@Nellc.com				

Week	Excursion Address	Date	Arrival Time (Busses arrive @ Heritage)	Return Time (Busses return to Heritage)	Total Cost for (1) Bus
WEEK 1					
Main Event Bowling	5201 E Montclair Plaza Lane Montclair, CA 91763	6/3/2025	9:00am	3:30pm	\$578.52
Deane Home Swim Club	1010 Overlook Ridge Rd, Diamond Bar, CA 91765	6/5/2025	12:30pm	4:30pm	\$452.35

WEEK 2					
John's Incredible Pizza	5280 Arrow Hwy Montclair, CA 91763	6/10/2025	10:00am	2:30pm	\$484.66
Deane Home Swim Club	1010 Overlook Ridge Rd, Diamond Bar, CA 91765	6/12/2025	12:30pm	4:30pm	\$452.35

WEEK 3					
Urban Air Trampoline	1515 S Harbor Blvd, Ste 10, Fullerton, CA 92832	6/17/2025	8:00am	12:30pm	\$484.66
Deane Home Swim Club	1010 Overlook Ridge Rd, Diamond Bar, CA 91765	6/19/2025	12:30pm	4:30pm	\$452.35

WEEK 4					
Harkins	3070 Chino Hills Ave 91709	6/24/2025	11:30am	3:30pm	\$484.66
Deane Home Swim Club	1010 Overlook Ridge Rd, Diamond Bar, CA 91765	6/26/2025	12:30pm	4:30pm	\$452.35

WEEK 5					
Infuzion Zone	4200 Chino Hills Parkway Suite 400, Chino Hills, CA 91709	7/1/2025	10:00am	3:30pm	\$536.09
Deane Home Swim Club	1010 Overlook Ridge Rd, Diamond Bar, CA 91765	7/3/2025	12:30pm	4:30pm	\$452.35

WEEK 6					
Lucky Art - Crayonology	5135 Holt Blvd, Montclair, CA 91763	7/8/2025	9:00am	2:00pm	\$510.37
Deane Home Swim Club	1010 Overlook Ridge Rd, Diamond Bar, CA 91765	7/10/2025	12:30pm	4:30pm	\$452.35

WEEK 7					
Sawdust Factory	1525 Howard Access Rd STE. F, Upland, CA 91786	7/15/2025	10:30am	3:30pm	\$510.37
Deane Home Swim Club	1010 Overlook Ridge Rd, Diamond Bar, CA 91765	7/17/2025	12:30pm	4:30pm	\$452.35

WEEK 8					
Discovery Cube	2500 N Main St, Santa Ana, CA 92705	7/22/2025	9:00am	3:30pm	\$578.52
Deane Home Swim Club	1010 Overlook Ridge Rd, Diamond Bar, CA 91765	7/24/2025	12:30pm	4:30pm	\$452.35

WEEK 9					
Altitude Trampoline	533 W Arrow Highway, San Dimas, CA 91773	7/29/2025	8:00am	12:30pm	\$578.52
Deane Home Swim Club	1010 Overlook Ridge Rd, Diamond Bar, CA 91765	7/31/2025	12:30pm	4:30pm	\$452.35

VOLUNTEEN TRIP					
Knotts Berry Farm	8039 Beach Blvd, Buena Park, CA 90620	8/6/2025	9:00am	8:30pm	\$978.37
**All buses will pick up from Heritage Park located at 2900 S. Brea Canyon Road, Diamond Bar, CA 91765					
*As summer gets closer, times will be confirmed. Some trip times may fluctuate slightly, but they are pretty accurate as listed					

ADDITIONAL DETAILS
Please see attached Pricing Details.

ACKNOWLEDGEMENT OF REVIEW

"I affirm that I have reviewed the Request for Proposal (RFP). I have completed the Cost Proposal - Bid Sheet to the best of my knowledge. I understand that all information submitted about this RFP may be subject to the provisions of the Public Records Act. The City shall have the right to terminate at any time any contract awarded to an RFP response that contains false information."

Signature	
Date	2/28/2025
Printed Name	Paul Egger
Title	Vice President, Charter
Company Name	Durham School Services, LP



Pricing Details

School Bus Transportation

Bus Type:

School Bus

Buses:

School Buses will be utilized.

School buses will accommodate up to 48 Adults sitting 2 per seat.

Smaller lift-equipped buses available upon request at booking.

All buses operated by licensed School Bus Drivers.

Additional Charges:

Cleaning beyond what is normal and customary, \$75.00.

Biological cleanup as quoted.

Buses cancelled within five (5) business days: \$200.00 per bus.

Late Booking/Change within (5) business days of trip, subject to a fee of \$50.00 per bus.

Extension of time or significant change in destination may result in proportional rate adjustment.

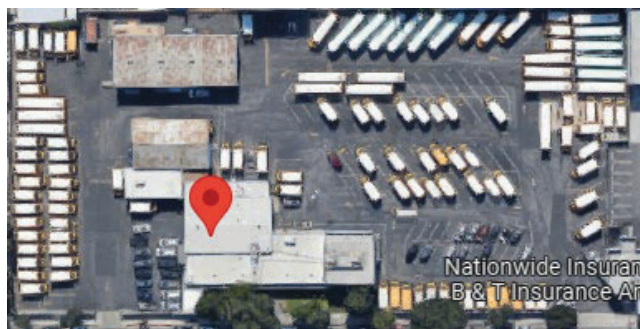
Rates are based minimum duration of 4.5 live hours



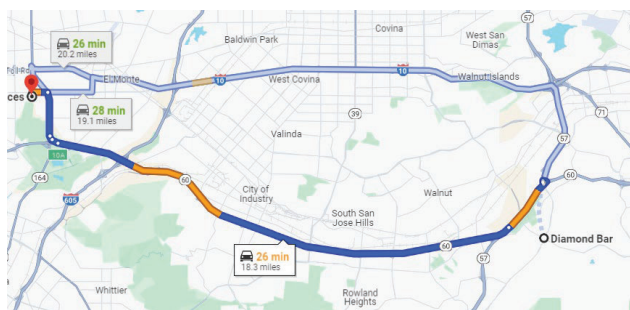
Service Overview

Durham will utilize its centralized Charter Contact Center as a single point of contact for all requests in addition to any follow-up or back-office needs. This approach will facilitate streamlined communication between our organizations.

Durham School Services is committed to providing you with safe and reliable transportation for your students and passengers, we understand the importance of partnering with an experienced, dependable, and consistent transportation provider.



Durham School Services, L.P.
2713 River Ave
Rosemead, CA 91770



School Bus Transportation

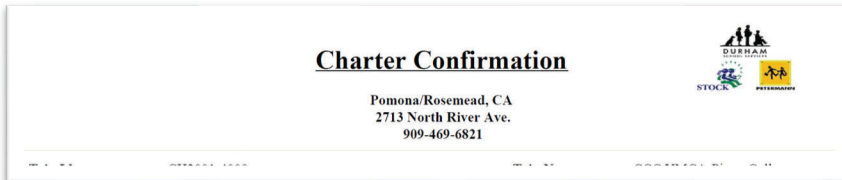


After Hours Contact Trip Request Procedures

School Bus Transportation

After Hours Contact:

Should the need arise to contact a location after-hours, all trip confirmations contain the name of the Service Center operating the trip, and the location's contact number.



Additionally, our Charter Center Manager, Britt Bogust, may be reached after-hours at 818-282-6198, or via e-mail at BBogust@DurhamSchoolServices.com.

Trip Request Procedure:

All requests will be received by our Charter Contact Center where our dedicated customer service team will be your primary point of contact. For additional details please see *Service Approach*. To contact our dedicated charter center, please use one of the following methods:

Phone: 833-698-7474

E-mail: NXCquotes@NationalExpressCharter.com

Web: NationalExpressCharter.com

Once a request is received, our team will confirm availability with our supporting locations. Once availability has been established, a trip confirmation will be provided, that will include the trip's details. All contact from booking to billing will be provided by our dedicated center. The only time you would need to contact anyone else would be the day of the trip. On these days, we ask our customers to contact the operating location directly, to help expedite any requests, and minimize potential delays, or extra calls needed by the customer.



References

5.4.a

School Bus Transportation

City of Glendora
Summer Camp Transportation
Ramiro Valderrama
RValderrama@CityofGlendora.org
626-852-5204

City of Lakewood
Summer Camp Transportation
Jessica Johnson
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562-924-1391

Ventura County Fairgrounds
Event Shuttle Bus Services
Heidi Ortiz
Hortiz@venturacountyfair.org
805-648-3376 x106



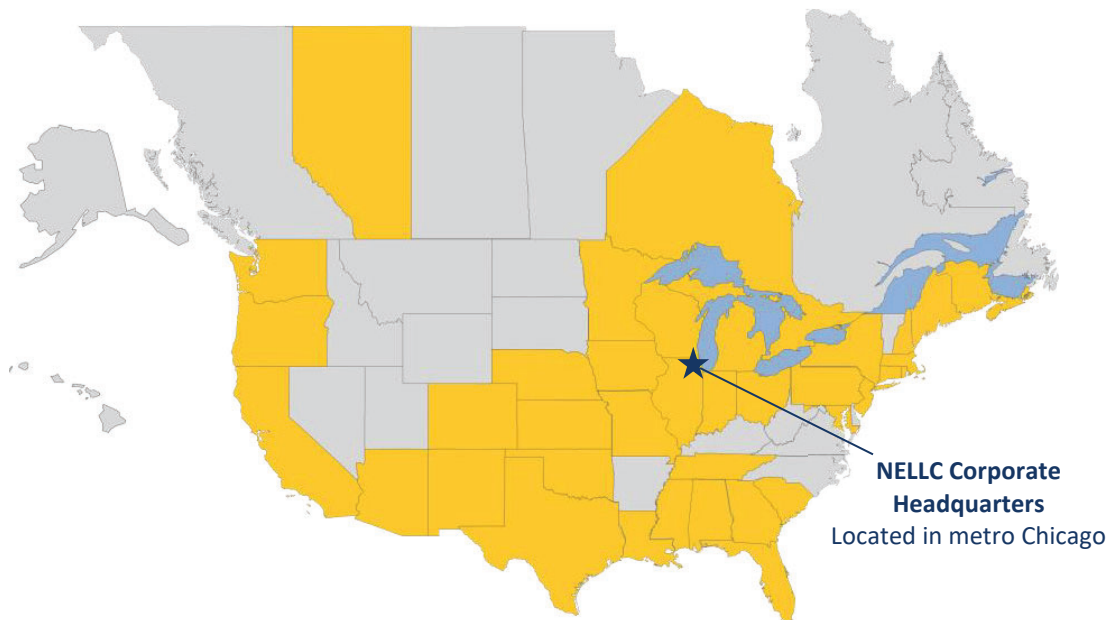
Company Overview

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School Bus Transportation

Durham School Services can trace its history back to a three-bus company started in 1917 in the San Gabriel Valley of California, providing student transportation service to the Rosemead School District, a community we still serve today. In its early years, Durham concentrated in special education transportation. This specialization has helped us to nurture a unique commitment to quality service that remains throughout our company today.

Headquartered in Lisle, Illinois, Durham School Services is part of the school bus transportation division of National Express LLC (NELLC). National Express Group (NEG) is our parent company and is located in the United Kingdom.



With combined resources, our organization operates more than **15,500 school buses**, employs more than **19,500 people**, and serves more than **400 school districts** in **30 states** and **three provinces**.

Our Company's Vision and Values

VISION

Our vision is to deliver service excellence to earn the partnership, loyalty and trust of our customers and employees.



VALUES

Durham School Services is pleased to have the opportunity to partner with your district; we are committed to serve you safely and to provide the personal attention you need for successful transportation services. Our operations focus on our five core values: **Safety, Customer, People, Community and Excellence.**

Safety

Safety Performance

No one takes safety more seriously than we do; our goal is zero accidents. With collaborative support from our employees, we have created a safer atmosphere by encouraging open discussions on safety concerns and by hiring strong managers who make sure employees have the appropriate training and equipment to safely perform their jobs.

Safety
We only **do what is safe** and stop any unsafe behaviour.



Customers

Retention

Our customer retention rate is one of the highest in the school bus transportation industry; we're proud to have maintained a high level for the past several years. We believe our personal attention to our district partners' needs, our commitment to safety, and our customer service philosophy and practices are just some of the reasons our customers are so satisfied with us.

Customers
We **place them at the heart of our business** and relentlessly meet their expectations.



Exceptional Customer Service

Our vision is to earn the lifetime loyalty of each district by delivering safe, high quality, passenger transport services.

We will work closely with you and are always open to suggestions to ensure your program is the best it can be. Our goal is to deliver a smooth and seamless partnership between your district and Durham School Services.

People

We Are a People Business

From the students and passengers we transport safely every day to our outstanding team members making a difference in the communities where we live and work, it's all about people.

Enjoy the Ride Program

We know how important our people are to the success of our organization. Our employee relations program, *Enjoy the Ride*, was designed to acknowledge the effort and contribution employees make to our company every day.

Employee Diversity

Our company has a long history of employing a diverse workforce. Our focus is treating people with trust and respect and never tolerating discriminatory behavior. Through our equal employment opportunity policy and management training program, managers and supervisors are well versed in our zero tolerance nondiscrimination policies.

Community

Communications and Social Media

POSITIVE DISTRICT RELATIONS

Our communications department works closely with districts to publicize important news affecting local school bus services. We are responsive to newspaper, radio and television media, and have a history of success at improving the public image of school bus transportation.

SUPPORTING YOUR DISTRICT'S EVENTS

We look forward to supporting your district's community events and district projects. Our community involvement includes donating buses, collecting goods for families in need and active participation in local charity events in your community.

People

We develop the talents, **reward the exceptional performance and respect the rights** of all our employees.



Community

We are **active in the communities** we serve to generate economic, social and environmental value.



SOCIAL MEDIA

We understand the importance of social media and the expectation for company information to be available online and in real-time. We encourage district administrators, parents, employees and the community to join us to learn about job fairs, community events, awards and employee recognition programs.



Facebook: www.facebook.com/DurhamSchoolServices



LinkedIn: <http://www.linkedin.com/company/durham-school-services>



Twitter: @DurhamSchoolSvc



YouTube: <http://www.youtube.com/user/DurhamSchoolServices>



Instagram: https://instagram.com/durham_school_services/



Website: www.durhamschoolservices.com

Community Diversity

MINORITY BUSINESS ENTERPRISE PARTICIPATION

Our company is proud to support local minority-owned businesses and vendors. We will, in good faith, continue to support minority businesses within your community.

Excellence

As part of our commitment to excellence and continuously increase our value offering to our customers and employees, we have a dedicated organization focused on driving efficiencies throughout our organization, embed best practices and sustain a culture of innovation. Our management operating system incorporates lean and six sigma methodologies to constantly identify and eliminate barriers to performance excellence and empower our employees to provide the best in class service to our customers.

Excellence

We constantly **strive to be excellent** in all that we do.



Taking Maintenance Excellence to the Next Level

Maintenance technicians are a critical part of our mission to **getting children to school safely, on time and ready to learn®**. Providing safe student transportation starts with putting safe vehicles on the road. To foster excellence in its maintenance operations, we

support our maintenance professionals who work to achieve master technician certification by the National Institute for Automotive Service Excellence (ASE), an independent, non-profit organization that works to improve the quality of vehicle repair and service by testing and certifying repair and service professionals.



As we continue on the path to excellence, our maintenance teams are taking the extra steps towards becoming “the best of the best” by earning their ASE. Individual maintenance technicians across our organization have put in the hard work and dedication to complete a series of rigorous tests, ranging from body systems and diesel engines to suspension and steering, to earn ASE master certification. In addition to earning master certification, their respective maintenance shops went even further to achieve ASE Blue Seal of Excellence – the ultimate recognition from ASE. At least 75 percent of technicians performing diagnosis and repairs at our customer service centers must be ASE certified in order to qualify for the ASE Blue Seal of Excellence Recognition Program. Each area of service offered in the maintenance shop must be covered by at least one ASE-certified technician.

Illinois Performance Excellence Center (ILPEX) for Commitment to Excellence

2016 AND 2015 BRONZE AWARDS



National Express LLC was selected for this award based on our demonstrated commitment to excellence and our pursuit of continuous improvement. This recognition is especially meaningful as organizations can take many years to achieve this honor. In the beginning of November 2015, a team of assessors spent an entire week in our corporate headquarters and also visited our Aurora, Lake Villa and Carpentersville customer service centers, speaking to over 100 team members. During the visit, the assessing team dug into the details of our business and assessed the extent to which we demonstrate excellence; our business was assessed using the Malcolm Baldrige Criteria for excellence.

The ILPEX assessment was a review of our organization’s continuous improvement efforts. This recognition not only confirms our improvement from 2011 to 2016 but validates the journey to excellence that we continue to travel.

Hiring, Training and Retention

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School Bus Transportation

Employee Hiring

OUR STAFFING PHILOSOPHY AND WORK CULTURE

Durham School Services is not just another bus company. We differentiate ourselves by providing the best service to our customers while providing the best opportunities to our employees. Our approach is to treat both customers and employees as partners where we work to deliver on long-term commitments around goals, priorities and standards.



We know our employees are the key to our success, so we give them every opportunity to develop and leverage their strengths. We provide employees with the following:

-  Climate of trust and respect
-  Commitment to safety through employee screening, training, technology and corporate support
-  Open door policy
-  Professional job-related training
-  Competitive wages and benefits
-  Career growth path

You can tell the difference if you visit a Durham School Services customer service center. You will see how employees interact with one another, depend on each other as a team and respect the experience each has to offer. This dedication can be seen in the way our drivers dedicate time to children, to the community and to the special needs children they serve. Thousands of former school district employees, who now work for us, enjoy our special focus on serving our children and the community. You will see thorough attention to detail in every aspect of

the job, from drivers who check the buses over just once more before beginning their routes to dispatchers who must make route adjustments at a moment's notice.

PREFERENTIAL HIRING

We practice preferential hiring with existing school district employees. After the partnership with a district begins, we will hold a "Meet and Greet" for all current transportation employees. We know that a change in employers can be difficult and that the earlier we communicate with the affected staff, the better the transition is for everyone. Our objective for this meeting is to provide information about our company practices and to encourage open communication. We will explain the hiring process, what can be expected by employees, wages, benefits and operating policies. Time is allocated for questions and answers.

The next immediate step is to hold a hiring event for all drivers and monitors. At the hiring event, stations are set up for each part of the interview process.

Key stations are:

-  **Welcome desk** – Applicants sign-in and receive company literature.
-  **Applications** – Employee applications are completed along with other necessary forms. We verify accuracy of the required documentation and gather any other needed information.
-  **Interview** – All applicants will participate in a job-related interview with the general manager, safety director or other key personnel.
-  **ESI Assessment** – All applicants complete our employee safety inventory which assesses the applicant's tendencies and attitudes towards safety.
-  **Pre-employment screening** – After a conditional offer of employment is provided, all applicants will be scheduled for necessary employment screenings which will include drug testing and physical examinations (required by company policy and DOT standards). Additional screenings may be required by the state including fingerprinting.
-  **Check out** – We verify all information is accurate, discuss next steps and answer any remaining questions.

From here, one of our project managers will assume responsibility for completion of the transition, ensuring that every task or item listed in the transition plan is completed on schedule.

Hiring, Training and Retention

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School Bus Transportation

NEW HIRE AND FULL-TIME POSITIONS

Applicants who are interested in our full-time opportunities will complete an application and submit a resume that will be reviewed by the appropriate supervisor and recruiting team. Additional steps will include a behavioral-based interview and conditional offer of employment and completion of necessary background checks per company policy and state requirements. New hires are then placed into appropriate training and orientation sessions.

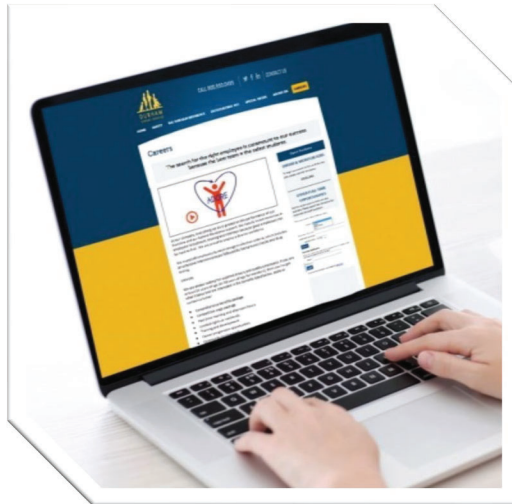
All screening and assessments comply with federal, state and local regulations.

RECRUITMENT

Driver Selection and Performance Criteria

We have expert driver recruiters to staff our operations at or above required levels at all times. Our recruiting professionals' research market driven salaries from local and surrounding communities, including salaries from other industries which may compete for front line employees and uses this key information to ensure our salaries remain competitive in the market.

To ensure we are always properly staffed, all locations have access to our comprehensive online recruiting toolkit named **ADORE** (Atttract, Decide, Onboard, Retain and Engage). This toolkit includes templates, plans, videos, marketing materials and best practice samples of how to effectively recruit **our most important resource – our Drivers.**



Our corporate recruitment team will partner with local operations staff to develop a comprehensive staffing campaign, including appropriate print and online advertising, promotions with local vendors, and various other techniques customized for your community. Working closely with the local management team, we use a variety of recruitment techniques to attract employees from your local area:

-  Community-based organizations including PTAs, churches, government agencies and local chamber of commerce groups
-  Print and radio advertising in local media
-  Advertisements at retail locations, community centers, retirement residences and veteran groups
-  Onsite advertisements at local customer service centers
-  Unemployment offices and various job training programs
-  Direct mail to area households

DRIVER SELECTION

In support of our commitment to safety, we meet or exceed all required federal and state mandates for school bus transportation. The depth of our practice for checking employee criminal backgrounds, motor vehicle records and work history sets us apart from our competitors, both in the work environment we create and in the service we provide.

HIRING REQUIREMENTS AND POLICIES

We use an Applicant Tracking System (ATS) to hire all driver, monitor, maintenance and staff employees. Taleo allows us to drive a consistent hiring process that complies with all employment legislation. This ATS also allows us to evaluate our hiring effectiveness and provides us with key metrics to ensure we continually improve our overall recruiting efforts.

Each new candidate must go through our pre-employment qualification screening. We have high expectations for our employees and look for the best to serve your district. We use a third party vendor, HireRight, an industry-leading, hiring process management and compliance company, to ensure the background checks, drug testing, DOT checks, physicals, driving records and other mandated background information is thoroughly screened for the most qualified candidates.

Driver Qualifications

The following are qualifications for employment as a driver with our company:

-  At least 21 years old and have had a valid driver's license for at least three years
-  Complete an employment application, including acceptable employment references

Hiring, Training and Retention

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School Bus Transportation

-  Participate and successfully complete a structured, behavioral-based interview
-  Score acceptably on the employee safety inventory (ESI)
-  Possess an acceptable motor vehicle report (MVR) (driving record abstract)
-  Submit to and pass a background check with no criminal convictions for sex, drug, violent offenses or felonies
-  Complete a physical examination
-  Pass any additional state or locally required driver qualification checks (fingerprinting, child check registries, etc.)
-  Successfully complete our company's driver training program
-  Satisfactorily pass a behind-the-wheel evaluation by designated evaluators
-  Secure a commercial driver's license with passenger endorsement
-  Be properly licensed to operate a school bus in the state of employment



Bus Monitor Qualifications

The following are qualifications for employment as a bus monitor with us:

-  At least 18 years old
-  Complete an employment application, including acceptable employment references
-  Pass a pre-employment drug test and physical examination
-  Complete our training program and obtain any applicable state training certifications
-  Pass a criminal background check
-  Satisfactorily demonstrate job competency through an in-bus evaluation by designated evaluators

Medical Assessments

As a condition of hire, we require applicants for driving positions and non-driving safety-sensitive positions, e.g., mechanics and bus assistants, to undergo medical examinations to ensure they are physically fit for the job for which they have applied. At a minimum, medical assessments are given:

-  At the driver and monitor selection stage
-  Every two years for drivers
-  Annually for drivers over the age of 65 where state and local laws allow frequency of medical assessments to be based on age

Motor Vehicle Record Check

We review each applicant's and employee's current motor vehicle report. At a minimum, applicants and employees in driving positions must meet the following standards for driving records:

-  No driving while intoxicated or driving under the influence for at least 10 years
-  No homicide, manslaughter or assault arising out of the operation of a motor vehicle
-  No major violations within the past 36 months:
-  Failure to stop at the scene of an accident (hit and run)
-  Driving while license is suspended or revoked
-  Possession of opened container of alcoholic beverages
-  Reckless driving

Hiring, Training and Retention

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-  Speed contest, drag racing or attempting to elude an officer of the law
-  Speeding ticket for driving more than 15 miles per hour or more over the posted limit



We meet or exceed all required state mandates for school bus transportation.

Annual Review of Driving Record

Driving records for each employee who drives a company vehicle must be obtained and reviewed annually. Driving records may be reviewed more frequently as required by state law or contract. As part of the review, the driving record is signed and dated by a supervisor and the employee.

Drug and Alcohol Testing Programs

Our drug and alcohol testing program has been created to protect our customers, the public, and our employees. It mandates discipline up to and including termination. This program is intended to comply with all applicable state and federal regulations governing workplace anti-drug and alcohol abuse programs in the transportation industry.

Our third party vendor, HireRight, has assigned a medical review officer to perform employee drug and alcohol testing mandated by the U.S. Department of Transportation (DOT) in 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs." Drugs are prohibited in the workplace by "The Drug-Free Workplace Act," located in 20 CFR Part 29. Accordingly, there are two specific drug and alcohol testing procedures outlined in our company's drug and alcohol prevention program; we include DOT procedures and company procedures. The DOT procedures apply to employees and job applicants in safety-sensitive job functions, including all drivers and other employees who may operate commercial motor vehicles or perform safety-sensitive functions.

Under the DOT procedures, testing will be conducted in the following instances:

-  Pre-employment
-  When a driver is involved in an accident that results in any of the following criteria:
 - Fatality
 - Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident and our driver receives a moving violation citation within eight hours of the occurrence
 - One or more vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle, and our driver receives a moving violation citation within eight hours of the occurrence
-  Random testing. The DOT requires 50% of employees performing safety-sensitive functions to be tested for drugs; and 10% tested for alcohol annually; we exceed this requirement by randomly testing 55% of all employees performing safety-sensitive functions for both drugs and alcohol annually
-  Any time there is reasonable suspicion of use
-  When an employee performing a safety-sensitive function returns from a drug and/or alcohol treatment program, in which the employee would also be subject to follow-up testing

If circumstances do not warrant testing under DOT procedures, then the company's procedures will be used as the secondary standard. Under the company's procedures, testing will be conducted in the following instances unless otherwise prohibited by state law:

-  Post-accident, for any employee involved in the following:
 - Preventable street motor vehicle accident
 - Preventable third-party injury
 - Work-related injury or illness
 - Any time there is suspicion of drug or alcohol use
-  When a supervisor, manager or company official questions an employee's fitness-for-duty
-  When an employee returns to work after a leave of absence of 30 days or longer
-  When a safety-sensitive employee returns from a drug and/or alcohol treatment program, in which the employee would also be subject to follow-up testing

Hiring, Training and Retention

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Background Check Policy

We obtain criminal background checks, which may include fingerprinting, to comply with applicable state and federal laws, as well as company policy and district standards. An applicant will not be denied employment based solely on the grounds of a conviction or guilty plea for a criminal offense. The type of offense, the date of the offense, and the relevance of the criminal conviction/guilty plea to the position applied for may be considered in the employment decision. Before any background check is run, we require each applicant to complete and sign a disclosure and authorization form to give permission to check their criminal and driving records. Prior to being disqualified from employment, the applicant must be given a pre-adverse action letter which provides instruction on how to view the information contained in the criminal and driving record check.

Education Verification (All Non-Driving Positions)

Education is verified before an offer of employment is extended. For eligibility, all information must be verified with no discrepancies. A candidate will be considered ineligible if there is significant discrepancy in the major course of study or if the candidate did not complete the education component but reported it as being complete. Candidates are given the opportunity to provide records to prove attendance or completion.

Employment Verification (All Non-Driving Positions)

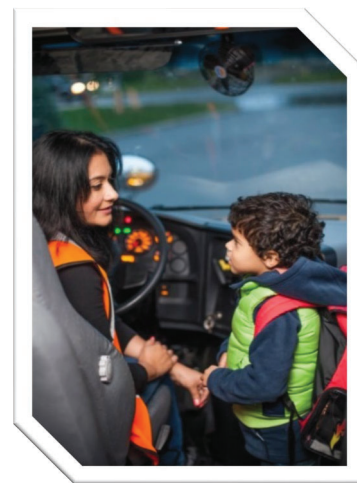
Prior employment is verified before an offer of employment is extended. Verification is limited to the preceding three years of employment or three previous employers. For eligibility, all information must be verified with no discrepancies. A candidate will be considered ineligible if there is a significant discrepancy in the title or responsibility documented.

Employee Safety Inventory (ESI) Assessment

In addition, each driver applicant must successfully complete our employee safety inventory (ESI), an assessment tool that measures the employee's attitude towards safety. Drivers who possess the proper attitudes toward safety and accident prevention will be less likely to engage in unsafe behaviors on the job. On-the-job accidents can result in lost work time, increased insurance rates, workers' compensation claims, disability payments, civil suits and lowered

employee morale.

Perhaps the most important selection criteria are the disposition and personality traits the candidate demonstrates during the interview process. We know people are the key to everything we do. We encourage our interviewers to ask themselves, “Would I feel comfortable letting this person drive my children?” If the answer is “no,” the person is not hired. Simply put, when you hire great people and surround them with a positive culture, you deliver excellent service. If the structured interview does not indicate the person has the commitment and desire to work with young people, they will not be hired.



Hiring Disqualifications

An applicant may be disqualified based on the following criteria:

-  Unsatisfactory driving record or accident history
-  Convictions for sexual offenses of any nature (felony or misdemeanor)
-  Convictions for drug possession, use, trafficking or manufacturing
-  Convictions for assault or battery
-  A pattern of misdemeanor convictions
-  DUI within the past 10 years
-  Any felony conviction
-  Receives a “not recommended” result on the ESI assessment
-  Failure to meet age and legal work authorization requirements

An applicant is similarly rejected if he or she has a poor work history with previous employers or if he or she misrepresents information on the application. Failure to pass the physical or pre-employment drug screen is also grounds for rejection.

State Laws

Where a state law specifically prohibits a component of the criminal background checks policy, that state law will be followed.



Hiring, Training and Retention

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School Bus Transportation

NEW HIRE PAPERWORK

Every new applicant must complete new hire paperwork to be kept on file with our company. New hire paperwork complies with all federal, state and local mandates. New hire paperwork consists of, but is not limited to:

-  New hire form
-  Employee handbook acknowledgment
-  Corporate confidentiality and privacy policy
-  W-4 form
-  Corporate personal appearance policy
-  NELLC contact list
-  Form I-9 employment eligibility
-  Direct deposit
-  Information security policy

Recordkeeping

Each location is required to keep employee records on file per federal, state and local mandates. Employee records are kept confidential, released only to persons designated and authorized to view, compliant with all laws and regulations, and consistent with our policies. Active employees have the right to review information in their employee file in the presence of a supervisor or manager.

ORIENTATION

A formal orientation program is held at all locations and includes general information about our company, opportunities for development, key company guidelines and the employee handbook. Supervisors ensure that each new employee participates in the program and receives the necessary information and training to acclimate to their new positions. During the employee's first 90 days on the job, the supervisor will assess the employee's ability to get along with others, punctuality, attendance and other indicators of job success. During this time, employees are encouraged to meet with supervisors to set performance goals and to discuss any questions or concerns.



Orientation Checklist

Supervisors are responsible for familiarizing new employees with their local work environment during the first few weeks on the job.

Company and Job Information

-  Company mission and values
-  Tour of work area, introduction to staff
-  Function of work group and of job, interdependence of job functions
-  Explanation of responsibilities
-  Levels of supervision and management
-  Availability of supervisor for questions
-  Work habits (promptness, appearance, etc.)
-  Safety guidelines
-  Reporting accidents, work injuries or hazardous situations
-  Internal and external customers
-  Equipment and supplies

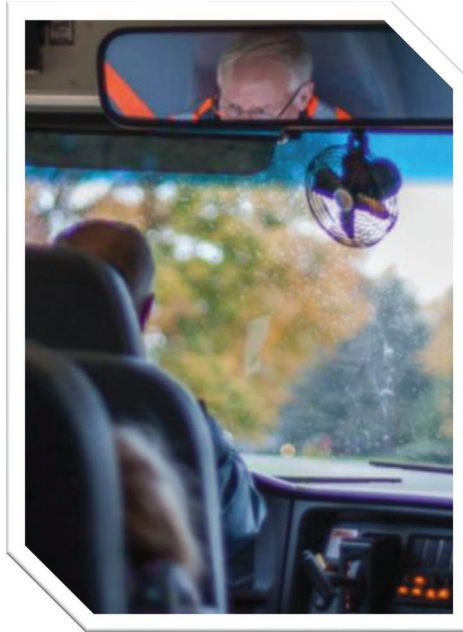
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Guidelines and Procedures

-  Work schedule
-  Attendance and punctuality guidelines
-  Business confidentiality
-  EEO guidelines
-  Harassment guidelines
-  Professional conduct guidelines
-  Meal and break periods
-  Drug and alcohol guidelines
-  Smoking rules
-  Use of telephone and personal calls
-  Rules for parking personal and company vehicles
-  Time reporting
-  Time off (holidays, vacations and sick leave)
-  Notifying supervisor of lateness or absence
-  Supervisor's telephone number
-  Promotions and job posting
-  Personal appearance and uniforms
-  Safety equipment and guidelines
-  Location of entrances, elevators, restrooms, lounge or eating area, fire exit, storm shelter and facilities for disabled



Salary and Benefits

-  Method and frequency of pay, payroll periods and deductions
-  Overtime
-  Benefit plans
-  Performance feedback and salary review process

LAW AND POLICY COMPLIANCE

Upon hire, each employee will be subjected to all federal and local laws, rules, regulations and requirements, as well as company policies and procedures outlined in our employee handbook. All employees are required to sign, acknowledge and conform to these rules.

Compliance with All Applicable Laws

We will comply with all federal, state and local laws applicable to providing student transportation services for the district. This includes maintaining the requisite licenses, permits, certifications, ratings or other requirements for operation of the business.

Employee Training Programs

Our employee training programs prepare our employees to deliver the safest and most reliable service in the student transportation industry. Each department has specific training that focuses on the needs of both external and internal customers. Each employee is expected to pass all required instructional materials and to meet or exceed qualifications as outlined by local, state and federal regulations. Our customer service centers receive unmatched support from a team of safety and training professionals consisting of both region and corporate resources.

Our drivers are the
best trained in the
business.



We offer new hire and continual training courses designed for:

-  Certified instructors
-  Drivers, monitors and dispatchers
-  Mechanics
-  Managers

New drivers must complete rigorous training courses that average 40-44 hours of classroom and behind-the-wheel training. Dispatchers and monitors are required to pass the driver training classroom curriculum, and if applicable,



Hiring, Training and Retention

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School Bus Transportation

dispatchers will continue our behind-the-wheel training and CDL licensing for driver certification. Other training programs incorporate mandatory mechanic certification and also an incentive for ASE certification. We require all management personnel to attend our annual management training courses taught through our National Express University (NXU) program. Every employee is also required to participate in annual refresher training and to attend our safety meetings.

CERTIFIED INSTRUCTORS AND TRAIN-THE-TRAINER PROGRAM

We go to great lengths to ensure our own trainers are certified and skilled to train. Area safety directors and driver trainers must complete a four-day S.T.A.R. (Safety Training Alleviates Risk) academy driver training course. Through this certification program, participants receive comprehensive training in adult learning styles, facilitation techniques, how to teach using STAR classroom and behind-the-wheel curriculum. To ensure application of learning, the participants take part in demonstrating newly acquired or enhanced skills in simulation activities in the classroom and with practicing key driving skills in a closed course. Each customer service center is equipped with the proper certified trainers who have passed this extensive train-the-trainer course. Once certified the trainers are required to participate in recertification every three years. This ensures their skills are up-to-date with the latest in instructional techniques and offers continued one-on-one development of their competencies in training.



DRIVER, MONITOR AND DISPATCHER TRAINING PROGRAM

We understand the key to providing safe transportation is to provide great employees. The right attitude, the best training, and most of all, possessing the highest standard of care for the students are critical success factors of our training. Our safety training program, S.T.A.R., has been developed specifically for us to ensure our customers are provided with the best skilled drivers and monitors. This program emphasizes current safety prevention tactics, proper bus inspections, student management and the extra attention our special needs



riders deserve. Monitors are required to participate in the classroom training program with emphasis on safety basics, intersection, danger zones and student management. Since many dispatchers began as drivers, those who retain their CDL license are also required to participate in all driver classroom and behind-the-wheel curricula.

Classroom Training

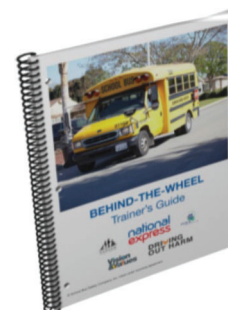
Our classroom training is 20-30 hours of in-depth material to prepare our drivers and monitors for the safest driving practices. The delivery of the curriculum incorporates various instructional methods. We use lecture, digital video device courses, classroom discussions, simulations and assessments to assist with the understanding, retention and application of the training content.



We have **more than 16 training modules** covering all aspects of driver training.

Behind-the-Wheel Training

Our behind-the-wheel training course gives each driver the opportunity to apply classroom principles to real-life situations in a controlled environment. Since we operate several different types of buses, every driver must be familiar with the bus type and the location of all controls and gauges on the bus he or she will be operating. Drivers must also know where, emergency equipment and



Hiring, Training and Retention

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School Bus Transportation

emergency exits are located on the bus and how to operate the devices. In addition, the driver must know seat belt operations, seat adjustments, lifts and tie-downs, types and locations of mirrors, and other specifics such as vandaloock, glow plugs and choke.

Behind-the-wheel training ranges from 20-22 hours. Immediate feedback is provided to compliment or improve the driver's skills during this time.

LLLC Defensive Driving™

LLLC driving principles educate drivers on how to avoid accidents and to always be prepared for any traffic situation. These principles consist of:

Look Ahead

Drivers are trained to look 15 seconds ahead of where the bus is at any given point in time. By always using the **Look Ahead** principle, drivers can identify potential hazards early enough to react and safely make adjustments.

Look Around

Drivers must take in the entire scene when driving. Drivers are taught to **Look Around** for other cars, pedestrians and fixed or moveable objects on or near the road, especially when making a turn.

Lease Room

Drivers learn to ideally **Leave Room** on all six sides of the bus – in the front, the rear, on each side of the bus, and above and below the bus. This will help to maintain and monitor the space in front of the bus by keeping an adequate following distance. Techniques are taught for tailgating vehicles, highway driving and low clearance overheads.

Communicate

Drivers are taught to use headlights, brake lights and turn signals to **Communicate** their intentions. Drivers must use signals before turning or changing lanes and to allow at least four flashes before taking any action.

First-Aid Training

Our first-aid policy is communicated during driver training and is reinforced during safety meetings. When a medical situation arises, the driver must contact dispatch immediately so the emergency medical personnel can be contacted and dispatched to the scene. Each facility and bus is equipped with a bodily fluid disposal kit. This kit contains items such as latex gloves, eye shield/face mask, apron, powered absorbent material, scoop and scraper, disinfectant, paper towels and biohazard disposal bags with twist ties.

We have a policy for administering EpiPens® that includes additional training and parental sign-off. We offer this service as an option to customers who specifically request it and agree that the policy is right for its students. We will be happy to discuss our policy further upon interview or award.

Bus Safety and Student Management Training

One of the most important aspects of our training program is student behavior management. For the safety of all passengers and for any interaction we may have with the public, our drivers are trained to deal with problematic behavior that may put others at harm.

BUS SAFETY

We will instruct K-3 students on proper entry and exit of the bus, emergency evacuation techniques, and general school bus safety through live demonstrations, videos and educational materials. These fun, instructional games are also available on our website. Throughout the year, our education programs focus on safety around the bus “Danger Zone,” emergency evacuations, and safe riding procedures.

We are active participants in National School Bus Safety Week, held every October. We travel to various areas and teach children about school bus safety with the help of “Pride,” our labrador retriever mascot. We conduct 30-minute shows to educate students from kindergarten to the third grade. Our transportation professionals are also available to speak at classroom presentations or community organizations.

Hiring, Training and Retention

5.4.a

School Bus Transportation

PREPARING DRIVERS ON PROPER STUDENT CONDUCT AND CONTROL

Our goal is to safely and comfortably transport students to and from school, on time, and ready to learn. We know this part of the day is important to children, especially young children, and that what happens on the bus can make or break the rest of the day.



Understanding the children and their needs helps drivers to handle situations which may arise on the school bus. Drivers are taught to be courteous and to always be in control. Drivers set school bus boundaries through initial authority recognition and by building relationships with students based on mutual respect.

Courtesy is Contagious

The power of a smile cannot be over emphasized. Drivers are trained to be welcoming and to acknowledge each child by name, to help set a positive tone for a comfortable school bus ride.

Dealing with Negative Behavior

Durham will follow the district's discipline procedures, however if there is not a procedure in place, we recommend the following approach.

Our drivers are taught to never allow bullying, sarcasm, or put downs by other students. We will always follow your district's policies for dealing with problematic issues, while following our own basic standards for a safe bus ride. Our drivers are trained to be professional and to be positive at all times, never displaying negative behaviors or facial expressions. The same way courtesy is contagious, so is a negative demeanor.

MY CHILD CHECK POLICY

Drivers and bus monitors must complete a thorough check of the bus for children at the end of each route and prior to leaving the bus at any time. Failure to comply with this policy will lead to disciplinary action; if a child is left unattended, the driver and bus monitor (if present) will be terminated.

Each driver and bus monitor sign a pledge annually committing their responsibility to safety by completing a thorough child check at the end of each route and prior to leaving the bus at any time.

We use Zonar®, which is equipped with child check technology. Zonar® includes an RFID tag in three locations of the bus to ensure drivers conduct mandatory child checks at the end of each route.



ZONAR®
INSPECT • TRACK • KNOW

SPECIAL NEEDS TRAINING PROGRAM

Our business is devoted to special needs transportation; today, we are recognized experts in this area. We hire people with the integrity, patience and sensitivity necessary to be a positive influence in the lives of children with special needs. Transporting students with special needs presents unique challenges to our drivers; we have developed a customized training curriculum for these drivers. All drivers and aides who provide transportation for special education students must first complete our regular training program before beginning the special needs program.

The seven DVD training program includes:

-  Legislation overview
-  Transportation challenges
-  Types of special needs
-  Lifts and mobility devices
-  Securement
-  Emergency evacuations
-  Balancing needs

Hiring, Training and Retention

5.4.a

School Bus Transportation

The training covers the logistics of student transportation and also focuses heavily on behavior management and the reasons behind the behavior. In one activity, each trainee sits in a wheelchair while it is put on the lift and transported. Exercises like this help drivers to put themselves in the place of the children they serve, experiencing the world from the perspective of a child with special needs. Additional classes on working with visually impaired, deaf, autistic, and wheelchair-bound students are available as required by student needs. Special needs drivers can also meet with each child's parents before school starts to ensure they have adequate insight into the individual needs of each child.

We view transportation as an important part of each special needs student's educational program; learning about each student's particular needs helps us to provide service at the highest levels possible.



Classroom Training Objectives

After completing the classroom portion of this program, drivers and aides will have an understanding of the following:

-  Rights of special education students
-  Special education student characteristics
-  Special education student management techniques
-  Behavior patterns of special education students
-  Procedures for special education student drop-off
-  Ambulatory special education student procedures
-  Procedures for transporting students using wheelchairs
-  Securement procedures for student equipment
-  Emergency procedures

Practical Training Objectives

Before transporting special needs students, drivers and aides must have hands-on, practical experience in the following areas:

-  Ambulatory loading, securement and unloading
-  Securing student equipment
-  Wheelchair loading, securement and unloading
-  Emergency evacuation

This program takes three hours to complete, including classroom instruction, practical training and completion of the written exam.

Driver Evaluations

All drivers and participating dispatchers undergo a behind-the-wheel evaluation at least once per school year and if involved in a motor vehicle accident. Drivers are given the opportunity to discuss their evaluations with the training supervisor or general manager. If warranted by the evaluation, retraining is assigned and conducted.



In-Service Training

In order to remain qualified as one of our school bus drivers, all drivers must participate in at least 10 hours of in-service training per school year. This can be accomplished through attending mandatory safety meetings, special driver seminars and workshops.

Topics include:

-  Enhanced familiarization with school district
-  Pre- and post-trip inspections
-  Fire extinguisher instruction and demonstration
-  Breakdown procedures
-  Evacuation procedures
-  Defensive driving techniques
-  Accident procedures



Hiring, Training and Retention

5.4.a

School Bus Transportation

-  Operation lifesaver (railroad crossing procedures)
-  Mirror use, backing and turning point set-up
-  Student management
-  Student safety awareness
-  Winter driving techniques
-  Safety competition practice (classroom and behind-the-wheel)
-  Post-accident retraining
-  Rules and regulations for loading/unloading

MANAGER TRAINING AND DEVELOPMENT

National Express University (NXU)

In 2014, we invested in a learning management system (LMS) which houses and tracks important training curriculums in the areas of leadership, compliance, safety and technical training for all our full-time staff members.



In 1994, we became one of the first school bus transportation companies to implement a formal management training program. This training program consists of several phases. First, new general managers at each location participate in a comprehensive six month GM onboarding orientation session. Second, each year, we provide an annual in-person regional training forum that includes all management and supervisory staff. Third, for newly selected site supervisors (on the job between 30 to 120 days), we require participation in an onsite four day manager orientation. This session includes discussions and training topics that vary from orientation to operational duties, such as customer service, software applications, COMPASS - our proprietary dispatch and payroll platform, and recordkeeping. Through presentations, scenarios, activities, testing, peer learning, focus group discussions and homework assignments, managers learn the tools and resources needed to deliver the level of service we promise to our customers. Finally, there is an online suite of courses compiled specifically for our first line supervisors called front line leadership, which provides overall leadership theory to new leaders.

This learning event meets the core needs of new leaders with a focus on four key areas:

-  **Culture** – Aligning customer service center operational behaviors and actions to our vision and values and our mission of **getting students to school safely, on time and ready to learn®**.
-  **Organization** - Showcasing the company's structure from the local customer service center level to support from our corporate headquarters.
-  **Results** – Articulating and defining the company's targets and goals for managers to integrate strategic planning into how they make decisions as it relates to their overall management of customer service center operations.
-  **Excellence** – Committing to making service and processes better throughout the company.



Continual training for our management staff is just as important as any other training.

Online Performance and Learning System (OPAL)

OPAL is our company's 24-hour virtual coach and provides immediate answers to a manager's day-to-day challenges and guidance for long-term leadership development. In 90 seconds, managers can search OPAL to get best practices, tools and tips on how to manage over 500 leadership challenges.

In OPAL, managers can learn how to:

-  Manage a conflict at his/her local CSC
-  Give effective feedback and coaching
-  Conduct a performance improvement meeting with an employee
-  Create an individual development plan
-  Build or rebuild team/personal trust with others
-  Build a highly effective team

Hiring, Training and Retention

5.4.a

School Bus Transportation

-  Manage time better
-  Easily make improvements to any process
-  Become better organized
-  Improve verbal and written communication skills
-  Manage hundreds of other leadership and management challenges

All this and more can easily be found in OPAL. OPAL is a free 24-hour support tool/resource for all managers and leaders in our organization.

Employee Retention

Durham's total compensation program has been designed to retain the current driver workforce and to attract prospective employees. We offer competitive driver wages, health, dental and a 401(k) plan. We also believe in developing our employees to grow with our organization. We also believe in recognizing our employees who go above and beyond their job duties with ***Enjoy the Ride***, a program that rewards those individuals for outstanding performance.



BENEFIT PLANS

Full-Time Employees Plan

Durham School Services provides company contributions toward medical insurance through BlueCross BlueShield (BCBS). There is a choice of three PPO plans offering in-network and out-of-network benefits; one of which is a High Deductible Health Plan (HDHP) offering that includes a Health Savings Account. Employees have copays for office visits and prescriptions, and pay deductibles and coinsurance for hospital services for the non-HDHP plan offerings. The HDHP Plan requires that employees meet the deductible before the plan pays and copays are only for prescriptions, everything else is paid by coinsurance. Dental and vision insurance is available for purchase.

Additional benefits include:

-  Company-paid basic life and accidental death and dismemberment
-  Company-paid long-term disability insurance
-  Company-paid employee assistance program
-  Tuition reimbursement program
-  Voluntary short-term disability insurance
-  Voluntary life insurance for employee, spouse and dependents
-  Voluntary group legal plan
-  Flexible spending accounts available for participation
-  Paid vacation
-  Paid sick time
-  Paid holidays
-  Retirement plan – matching 401(k) retirement savings plan (with company match of up to 4%) vested immediately

Part-Time Employees Plan

Medical Coverage

Drivers and monitors have the option of the below:

-  **Kemper MEC** – This plan provides preventive and wellness benefits that satisfy the individual mandate under the health care reform law.
-  **Kemper Buy Up** – Includes the KBA MEC plan plus a limited indemnity benefit plan. The plan reimburses a set amount per service. Once the employee reaches the maximums, no additional benefits are paid for the plan year. The KBA Buy Up plan also includes a limited prescription benefit.
-  **Kemper Stand-Alone Rx**





Hiring, Training and Retention

5.4.a

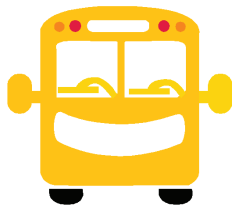
School Bus Transportation

Additional Benefits Provided to Part-Time Drivers and Monitors

-  Retirement plan – matching 401(k) retirement savings plan (with a company match of up to 4%) vested immediately
-  Company-paid life insurance
-  Company-paid employee assistance program
-  Tuition reimbursement program
-  Dental and vision insurance are available for purchase
-  Group legal plan available for purchase
-  Paid physicals, drug screens and alcohol screens
-  Outside charter work opportunity, where Durham owns the fleet, for drivers for other contracts and non-school district customers, such as day care centers, churches, summer camps, etc.

ENJOY THE RIDE PROGRAM

Our company strives to create an engaged workforce where employees enjoy their jobs and feel appreciated for what they do. The **Enjoy the Ride** program was built around our company's vision and values and is designed to recognize safety and excellence, develop our people, celebrate years of service to our customers and encourage involvement in the community. The **Enjoy the Ride** program drives engagement and retention for all employees.



ENJOY THE RIDE

excellence ■ safety ■ people ■ community ■ customer

EMPLOYEE DISCOUNTS

PerkSpot

PerkSpot is an online program that allows employees to find discounts and rebates on goods and services from many of the best known brand names in the U.S. and Canada. The PerkSpot site is updated daily with new deals and discounts on clothing, home furnishings, jewelry, cell phones, travel and vacation packages, and more. Discounts may range from 5% to 50% off retail value.

Our Safety Culture

There is nothing more important to us than safety, one of our core values. Our safety statistics are the result of a rigorous safety culture. Through effective employee screening, continuous training, the use of prevention tools and communicating daily safety messages to our employees, we continually strive to improve our safety performance.

An effective safety program must encompass all aspects of transportation, including operations, training, maintenance, and administration, while remaining focused on people, students, employees and the public. Our number one responsibility is to protect against harm and to give our customers the confidence that we will provide safe and reliable service every day. Our combined safety and training programs are the tools and resources we use to provide continual safe and efficient operations.



Our safety program components are as follows:

-  Employee screening
 - Drug and alcohol testing
 - Physical
 - Background check
 - Fingerprinting (as required by state)
 - Motor vehicle report
-  Employee safety inventory (ESI) assessment
-  Tools and technology
 - Electronic child check
 - Global positioning satellite (GPS)
 - Electronic vehicle inspections

- Interior systems
- Student tracking
- 🚌 Training
 - Onboarding
 - Ongoing driver, monitor and technician training
- 🚌 **Driving Out Harm** 12-step program
- 🚌 OSHA compliance
- 🚌 Self-audits
- 🚌 National affiliations
- 🚌 Emergency evacuations

OUR PREVENTION TOOLS AND TRAINING

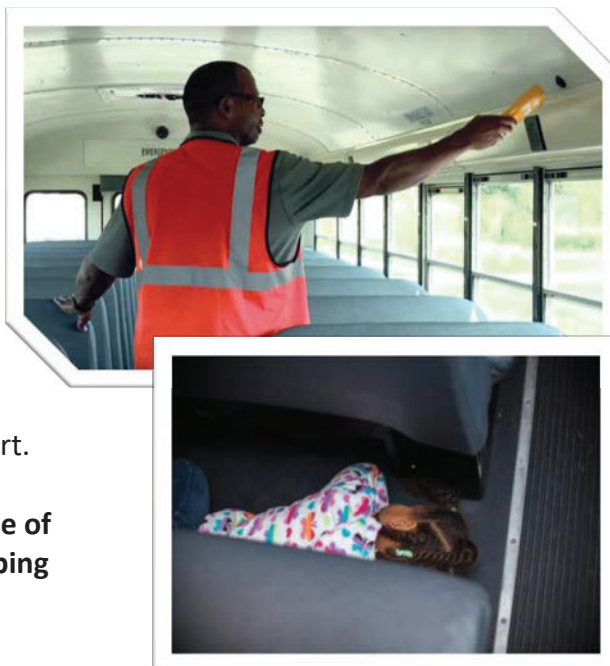
We use prevention tools, strategy technology, and extensive training on accident and incident prevention to help develop the right employee behaviors.

Electronic Child Check

Drivers and bus monitors must complete a thorough check for sleeping children on the bus at the end of each route and prior to leaving the bus at any time. Each driver and monitor must sign a pledge committing to this responsibility. Failure to comply with this policy will lead to disciplinary action; if a child is left unattended, the driver and bus monitor (if present) will be terminated.

To ensure compliance with this policy, our buses are equipped with Child Check-Mate, an electronic child check system from Zonar® that includes an RFID tag in three locations inside the bus to certify that drivers conduct mandatory child checks at the end of each route. If the check is not completed, the lights and horn on the bus are activated as an alert.

Our child check policy and the use of Zonar® helped discover 222 sleeping children last school year.



GPS

GPS technology provides real time tracking of bus location, direction, and speed. It captures any travel variances from the planned route to actual, while storing the data for review. In addition, GPS systems track idling and provide reports such as on time performance and excessive speed. With near real-time information readily available, we are able to locate buses, re-route or guide around road conditions, and provide solutions to other issues that may arise.

EVIR System

By law, each driver must complete a safety inspection, or daily pre-trip, before leaving the yard. Using our electronic vehicle inspection report (EVIR) system, drivers are required to inspect the 13 check zones for any deficiencies the bus may have. The EVIR system records the inspection results and transmits the information to the maintenance shop for appropriate action.

Prevention Training

LLLC Defensive Driving™

The LLLC (Look ahead, Look around, Leave room, Communicate) defensive driving principles are tools drivers learn to avoid accidents and to be prepared for various traffic situations. These principles help to maintain a safe amount of room around the vehicle, improve visibility and provide extra time to make decisions while driving.

Student Management Training and Bus Safety Training

Some of the most important aspects of our training program are student behavior management and student safety training. For the safety of all passengers and any interaction we may have with the public, our drivers are trained to deal with problematic behavior that may put others at harm. We offer safety training for students including the bus' "Danger Zone," emergency evacuations and safe riding procedures.

Please refer to our employee training section of our *Hiring, Training and Retention* tab for further details on our bus safety and student discipline principles.

OUR COMPANY'S DRIVING OUT HARM PROGRAM

Driving Out Harm is our principal safety program. It aims to educate all employees on how important it is to drive out all risks of harm to our customers, employees and others affected by our business. We are all leaders in safety at Durham and have personal responsibility for safety in the workforce and safety on the roads. Through our **12 Global Standards**, we identify all national and local requirements, appropriate levels of management and supervision, and expect all levels of personnel to manage our health and safety policies. We feel confident that our program is a significant distinction from all other school bus providers and is an ideal fit for your district's expectations.



1

Competence and Fitness of Bus Drivers

We believe the most important risk control is the competence of our drivers.

Our minimum standards include:

-  Driver selection and recruitment qualifications
-  Core skills training
-  Competence assessment
-  Physical capabilities and drug and alcohol testing
-  Refresher training
-  Monitoring
-  Defensive driving
-  Pre- and post-trip inspections and recordkeeping

2

Competence and Fitness of Maintenance Staff

Our maintenance personnel also play a critical role in the safety of our operations.

Our minimum standards include:

-  Selection and recruitment for high performing maintenance personnel
-  Maintaining work competence through training and management
-  Maintaining physical fitness to safely perform the job
-  Identifying activities which have potential to affect safety
-  Recordkeeping

3

Competence and Fitness of Other Staff Personnel

All managers and supervisors have a role in leading safety, as well as a personal responsibility to act and work safely.

Minimum requirements for management and other supervisor personnel include:

-  Hiring and placement
-  Training
-  Competence management
-  Physical fitness to perform minimum duties
-  Recordkeeping

DRIVING OUT HARM: EMPLOYEE'S GOLDEN RULES

We believe each staff member is a leader in safety regardless of title. Managers are responsible for reminding staff of the rules that have the most important impact on risk control associated with their roles in company and personal safety.

Separate rules have been assigned to drivers, maintenance staff and operations staff. Each employee is given a pledge card of their Golden Rules.

This program:

-  Aims to ensure that **safety is always front of mind** so that we achieve a safety record which is **best in class** among transport operators.
-  Our aim is to **drive out all risks of harm** to our customers, our colleagues and others affected by our business.



4

Drugs and Alcohol

Our drug and alcohol standard requires screening personnel in safety sensitive positions up to, and including senior management. Every employee is tested prior to employment, following incidents or accidents, and we also conduct DOT random drug screens.

5

Safety of Vehicles – Buses

Maintenance and procurement personnel are responsible for all vehicle specification standards and safety requirements. Maintenance policies require compliance with all manufacturers' specifications and other federal, state or local standards. Safety requirements also include route risk or emergency procedures associated with any danger that may cause harm to students, drivers and monitors, and any member of the public with who we may be in contact.

MAINTENANCE OEM STANDARDS

We use well-known, qualified original equipment manufacturer ("OEM") vendors whose industry standards surpass many federal, state and local regulations. We work with OEM vendors such as Bridgestone, Goodyear, Interstate Battery and ArvinMeritor for our parts inventory, ensuring that we use the very best equipment for our vehicles.

EMERGENCY ACTION PLAN AND INCLEMENT WEATHER

The emergency action plan is designed to ensure employee safety from security threats, fires, natural disasters and other emergencies. Our safety response guide is used as a reference for local management to address these types of emergencies. Each location is responsible for completing an emergency action plan training guide to address situations specific to their location.

Examples of location plans may include:

-  Fire
-  Bloodborne pathogens
-  Mechanical breakdowns
-  Bomb threats
-  Crime in progress
-  Inclement weather

6

Safety of Premises (Workplace)

Our employees, visitors and contractors have the right to work in a safe and well-managed environment. All potential hazards must be identified, recorded and risk controls implemented to eliminate or reduce risk.

We require monthly facility inspections and risk assessments are made for:

-  Design layout and modifications to premises
-  Fire safety equipment
-  Exit routes
-  Working at heights
-  Slips, trips and falls
-  Fuel storage and other hazardous materials
-  Personal protective equipment (PPE)
-  Safety inspections

DESIGN, LAYOUT AND MODIFICATION OF PREMISES

The following risks must be assessed, recorded and inspected for our premises.

-  Pedestrians and vehicles must be segregated using designated walking routes. This includes the use of one-way systems, minimizing reversing moves, and design of parking arrangements such that people and vehicles are segregated where possible.
-  Operational areas must be visibly designated with signs.
-  Walkways must be marked and used within all operational areas and kept clear of tripping or slipping hazards.
-  Maintenance areas must be clearly designated with signs.
-  All low ceilings, beams and objects must be visibly marked.
-  Fire exits must be clearly marked, safe and hazard free exit routes must exist, and fire safety equipment must be located in a suitable place.

TOOL AND EQUIPMENT MAINTENANCE

Defective tools can cause injuries. It is vital that workers properly use the tools and equipment, and that the tools and equipment are

properly inspected, maintained, not altered or modified in any way, and kept in good repair. To ensure safe use of hand tools, our employees are trained to never use a defective tool, to inspect all tools prior to use, and to ensure defective tools are repaired or discarded. Air, gasoline or electric power tools require skill and the operators' complete attention, even when they are in good condition.

STORAGE AND HANDLING OF HAZARDOUS SUBSTANCES

- ☞ Risks associated with the storage and handling of all hazardous substances must be carefully controlled. This applies to all of our premises – maintenance shops, parking lots and office buildings. The control of such substances is subject to federal and state regulations; compliance is mandatory. Hazardous substances can be solids, liquids, gases, fumes or dust that can cause harm to people; including substances that are flammable, explosive, corrosive, toxic or that can otherwise cause ill health or harm.

Examples of hazardous substances we monitor are:

- ☞ Fuel (diesel, petrol, LPG)
- ☞ Acetylene cylinders
- ☞ Oil and other lubricants
- ☞ Glues, inks and detergents
- ☞ Cleaning products (bleach, toilet cleaner and polishes)
- ☞ Dirty water (e.g., in pits and drains)
- ☞ Paints and varnishes
- ☞ Fumes from engines
- ☞ Fumes from welding
- ☞ Dust from cutting

The following procedure for storage and use of hazardous substances must be followed: identify hazardous substances, identify the tasks that use these substances and how employees might be exposed to hazards from them, reduce potential exposure, and check and maintain hazardous substances.



	of high visibility clothing in an effort to protect our employees and visitors.
9	<u>Accident and Incident Investigation</u> Reporting of accidents and incidents and an effective investigation process are vital to determine the causes and to identify controls to prevent recurrence. We are staffed with professionals who conduct investigations, reporting, data analysis and recordkeeping. ACCIDENT AND INCIDENT REPORTING Timely and accurate reporting of all accidents and incidents is critical. Reports contain structured and completed information for each accident to allow comparisons, metrics and identification of trends during the review process. Compliance with relevant legal requirements for accident and incident reporting to external bodies, e.g., regulators, insurers, etc. is mandatory. ACCIDENT AND INCIDENT INVESTIGATION Our effective accident or incident investigations follow a defined process and are led by our experienced safety and legal/risk management team. If a major accident or incident occurs, we comply with statutory regulations that require a formal investigation. ALLOCATION OF ACCIDENT INVESTIGATION RESOURCES The legal/risk management department will direct whether the following resources will be dispatched for investigation, depending on federal, state and local regulations in conjunction with our own accident investigation level procedures.

- 🚒 Senior management may go to the scene to provide moral support to staff and customers.
- 🚒 The local area director of safety may be present to review the employee file, oversee the local investigation and determine if safety guidelines were followed.
- 🚒 The maintenance department may review records on the vehicle to determine if the vehicle was in good mechanical condition.
- 🚒 Legal counsel may be consulted.
- 🚒 Claim vendors may be notified to dispatch adjusters, engineers, or contractors to the scene to assess damage.

REVIEW OF INVESTIGATION REPORT

Each investigation report must be reviewed by a local supervisor at the customer service center who has not been involved in conducting the investigation. This review process includes checking recommendations are made, dealing with the underlying causes of the accident, following the requirements outlined above, and production of action plans outlining the execution of the recommendations including timescales for execution and resource allocation.

ACCIDENT LOG AND INCIDENT METRICS

- 🚒 A thorough process for implementing recommendations is critical to help prevent reoccurrences. Once the accident or incident has been reported and investigated, recommendations are made and recorded on the safety action log used to track actions to address the recommendations. Incident metrics provide a means of detecting trends or hazards which may otherwise go unnoticed. Reviewing these metrics helps us to address safety issues and to develop more precise risk assessments and appropriate controls.

10

Incident Response and Management

We understand that an effective response to an incident is critical to the safety of all persons involved and to the prevention of further harm. Our incident management teams are prepared to control the situation and to immediately establish safe conditions, communication and support.

ACCIDENT RESPONSE AND PROCEDURES

It is our goal to have a unified and consistent approach to accident response and procedures. Accident response procedures begin immediately with a report to dispatch to notify all appropriate parties according to the severity of the accident. In the case of minor or major injuries, or if children are on board, immediate notification to the authorities will occur.

Employees are also required to contact our crisis hotline as part of the reporting process so that we can troubleshoot any situation and ensure that the proper response plan is crafted and executed. In addition, each employee is trained to report the incident to our insurance and claims administrator within 24 hours of occurrence. Sedgwick, our third party administrator, manages auto and general liability claims and workman's compensation, working closely with our legal/risk and safety departments to ensure that claims are effectively managed.

ACCIDENT PROCEDURES

Our bus drivers are trained in this procedure for accidents, never leaving the bus unattended.

-  Do not move the vehicle until directed to do so by the authorities
-  Contact dispatch with the following information:
-  Bus and route number
-  Location of accident
-  License of other vehicle (if applicable)
-  Whether passengers are on board, and if so, notify state and local police

- 🚒 Description of injuries and whether medical attention is required
- 🚒 Number of students on board
- 🚒 Whether or not emergency vehicles are needed
- 🚒 Gather the required information for the accident report card, including:
 - 🚒 Name, address, and driver's license number of other drivers involved
 - 🚒 Insurance company name and policy number
 - 🚒 Name of investigating officer and agency
 - 🚒 Distribute courtesy witness cards to any potential witnesses
 - 🚒 Refer all insurance coverage questions to risk management
 - 🚒 Assist law enforcement officials as necessary
- 🚒 At the return to the customer service center, give a complete report to the supervisor
- 🚒 In accordance with all local laws and company policy, the local manager/supervisor must arrange for the administration of a drug and alcohol test on the vehicle driver.

11

Safety Audit and Management Checks

All areas of our business are subject to safety auditing and management checks. Safety audits are completed by area directors of safety; results are then analyzed and recorded by our local teams and local safety committee.

SAFETY AUDITING

Our audits give us the assurance that standards for safety are delivered according to requirements, and that the requirements are effective and appropriate. Auditing provides a basis for updating our safety management requirements to reduce risks in our business. Where there are unsafe or potentially unsafe working practices or conditions, these checks provide an excellent means for taking immediate corrective action to reduce risk. Management checks are mandated at all levels, providing a key component of safety performance monitoring in all locations.

SCOPE AND APPLICATION OF REQUIREMENTS

Our standard establishes minimum requirements to be applied at our locations to ensure safety audits and management checks are undertaken in a consistent, rigorous, and effective manner. Audit and management checks in this standard cover activities carried out by our employees and our contractors, and include three tiers of audit:

-  **Management checks** – Regular checks carried out by management to ensure day-to-day activities are being conducted safely and in accordance with standards, policies, working instructions and procedures.
-  **Internal audits** – Conducted in each customer service center by functionally independent auditors, e.g., area director of safety to check compliance with implementation of standards and policies.
-  **External audits** – Commissioned to provide an independent review of the implementation and effectiveness of safety management policies. Audit reports are provided to us for review.

12

Safety Validation of Change

We recognize that changes to your district's transportation services may introduce or increase safety risks if not carefully managed. Managing risks associated with change involves determining the level of safety required, any change process that may need to be implemented and auditing for control.

OUR SAFETY COMMITTEE

Each company facility will have an established safety committee – typically six members including a member of the driver management staff, a maintenance supervisor and a minimum of four drivers. Members meet monthly and when needed to review accidents or injuries in a timely manner. Safety assessment and auditing discussions will be kept on file at the facility for review by the area director of safety and area management. The safety committee assesses and audits accidents and injuries by:

-  Detecting and eliminating unsafe conditions, practices, procedures and policies
-  Reviewing all motor vehicle accidents, determining cause and recommending prevention measures with the direction and assistance of SVP Safety and legal counsel if deemed necessary
-  Reviewing all employee work-related injuries or illnesses, determining cause and recommending prevention measures
-  Conducting regular safety inspections of the facility
-  Identifying physical hazards in the service area
-  Promoting safety awareness
-  Acting as role models through strict adherence to company safety policies and procedures
-  Assisting the local management staff with the facility safety communication program
-  Soliciting feedback and suggestions from employees and making recommendations to management on safety and training issues
-  Recommending safety incentive programs
-  Recognizing safety accomplishments

Safety Committee Training

The area director of safety assists with instruction. Training topics may include:

-  Determining accident/injury root cause
-  Safety incentive programs
-  Safety communication programs
-  Facility safety inspections
-  Hazard identification and correction
-  Safety policies and procedures
-  Group dynamics

OCCUPATIONAL SAFETY AND HEALTH ACT COMPLIANCE (OSHA)

Per OSHA requirements, we provide our employees with a workplace free of recognized hazards that have the possibility of causing an injury. We are committed to providing a safe work environment and to complying with all governmental safety regulations. Our safety programs and efforts comply with the following OSHA requirements:

-  Provide well maintained tools and equipment, including personal protective equipment.
-  Provide training on hazardous communications, bloodborne pathogens, lock out tag out, accident investigation, safety committee development, etc.
-  Maintain proper documentation of training to ensure training is current and provided on a regular basis.
-  Conduct regular workplace safety inspections to identify potential hazards and to develop corresponding action plans to remedy any issues.
-  Report within eight hours to OSHA any accident that results in a fatality or within 24 hours the hospitalization of one or more employees.
-  Maintain an OSHA 300 log at each customer service center, updating as needed. Post the log in each customer service center according to required timelines.
-  Each customer service center will post the OSHA poster that informs employees of their rights and responsibilities, and ensure that employees are knowledgeable in communicating safety issues to local management so they can be corrected in a timely fashion.

In addition, our team of area safety directors and corporate safety staff analyze all injuries to develop safety programs in various areas including slip, trip, and fall prevention and safe body mechanics.

AREA AND CORPORATE SUPPORT

Certified Safety and Health Management (CSHM) Credentials

All of our area safety directors have or are in process of receiving the Certified Safety and Health Management (CSHM) certification, the only “safety management” designation that is fully accredited by the Council of Engineering and Scientific Specialty Board. The CSHM certification is by the Institute for Safety and Health Management (ISHM), founded by the National Safety Management Society as the credentialing organization to establish professional standards.

Employee and Management's Shared Safety Responsibility

Our employees have the responsibility to ensure their environment is safe for themselves and for the safety of the children they transport; we take injury prevention very seriously. We give a thorough training program for new employees along with ongoing training through monthly safety meetings. We maintain each employee's focus on safety through posters, daily safety messages and contests.

Cooperative Effort

We preserve and improve our safety record through a cooperative effort between supervisors and employees, and between colleagues at all levels to contribute to safe working conditions and accident-free performance. Our area safety directors and corporate safety staff meet monthly to review trends, discuss initiatives, and provide training and share ideas and best practices between customer service centers throughout the organization.

Our safety professionals provide support for each customer service center in the following areas:

-  Training and developing managers and supervisors
-  Promoting safety and developing company programs
-  Conducting a bi-annual safety audit
-  Improving loss prevention by minimizing risk



Safety is one of our five core values and everyone who works for us will know what is expected of them.

We routinely hold company-wide safety conferences. This event allows our general managers to interact with area and corporate support staff and to set safety expectations for the following school year. Breakout sessions are held to provide guidance on safety initiatives and reporting requirements.

Safety meetings provide important information such as reviews of accidents, outlining steps to prevent future accidents of the same type, recognition of safe drivers, suggestions for promoting safety and identification of potential safety hazards. Attendance is mandatory; attendance at a make-up session is required for any missed meetings. Unexcused absences may result in corrective action including termination.

Safety Inspections

Planned inspections assess implementation of safe arrangements on new or current premises by confirming that hazards have not changed, specified control measures are in place, there are no changes in the environment which could adversely impact on risk and any unsafe acts.

Internal Inspections

We have developed a comprehensive inspection program requiring each customer service center to conduct a monthly internal inspection; results are documented on a facility safety inspection form and corrective action plans are developed to address deficiencies.

Risk and Safety Management Inspections

Safety inspections will be conducted monthly by location management and at biannually, by any member of safety management team. These inspections may also be conducted by outside consultants or business partner vendors with prior notification and authorization by risk and safety management. All safety inspections are in compliance with DOT, OSHA and state school bus regulations, along with our own policies at each operating location. In addition, we conduct an annual review of all school bus legislative requirements to ensure we meet all state laws, rules and regulations in each state of operations.

Executive Team Safety Tours

Members of our executive team visit customer service centers with the purpose of discussing safety initiatives and performance. These visits are informal,



providing an opportunity for the local safety team to have an open dialogue with our executive team members about safety at each of our locations.

Inspection Reports

Inspections are recorded on the facility safety inspection form, including date completed, name, location, and activities inspected. The location manager maintains records of inspection schedules, checklists, reports, and monitoring of corrective actions from the initial report to the final completion for audit purposes. Inspection records are kept on file for two years.

NATIONAL SAFETY DEPARTMENTS AND ADMINISTRATION PARTNERS AND ASSOCIATIONS

We continuously follow new safety initiatives, government safety training seminars, and national safety groups. Below are a few organizations with whom we are proud to be associated:

-  U.S. Department of Transportation
-  Federal Motor Carrier Safety Administration (FMCSA)
-  Occupational Safety and Health Administration (OSHA)
-  National Safety Council
-  National Association of Pupil Transportation (NAPT)
-  American School Bus Council (ASBC)
-  National Student Transportation Association (NSTA)

EMERGENCY EVACUATION PERFORMANCE

When emergency circumstances arise in our communities, we are fully prepared to engage in the evacuation procedures. Our emergency action plan and safety response guides were developed to train our employees on how to prepare, react and assess post emergency situations. The following are some examples of how our managers and drivers used their training and knowledge to lend support in a real life crisis.

Hostage Training

West Bloomfield police lieutenant Mike Turner was shocked when he saw the news story about an Alabama bus driver who was shot and killed while attempting to stop a man from taking a student-passenger hostage. Distraught

and concerned this same situation could occur in his small Michigan community, Turner contacted our West Bloomfield CSC with an idea to raise community awareness in relation to the Alabama incident. Turner realized neither the special response team (SRT) nor the students in West Bloomfield had ever simulated hostage situations on an actual school bus and asked for help with coordinating such an exercise.

On the day of the training exercise, three Durham drivers, posing as passengers and a bus driver, helped simulate a hostage situation as an “armed perpetrator” on the school bus “forcefully” took students hostage. With Durham employees, students and school staff watching in awe, the SRT demonstrated how quickly they can access the bus, rescue the hostages and take the perpetrator into custody. To make the simulation as realistic as possible, the SRT used a flash-bang, broke windows of the bus and pried the service door open. After the demonstration, officers answered questions from simulation participants and onlookers. This training exercise was so successful Durham and West Bloomfield police have begun discussing the possibility of making this an annual event.

Active Shooter Event Response

Shortly after receiving a phone call about police activity going on near the San Bernardino CSC, Durham School Services learned of an active shooter situation near the county building in close proximity to the facility.

A member of management contacted the California highway patrol (CHP) for an update at which time Durham advised all units on route and those coming back to the yard from their midday run to avoid the area and proceed to a park a few miles from the location. Management, in following our emergency action plan took steps to secure the CSC and satellite location a few miles away and advised all employees to stay away from windows and doors.

Police and school district personnel contacted Durham requesting assistance to help evacuate people from the county building. Four drivers volunteered and were escorted by police, including officers in the buses during the evacuation process. Durham School Services was in direct contact with CHP, the local police department and the San Bernardino district office throughout the crisis event, ensuring drivers, students and evacuees were safe.

Fleet Experience and Performance Results

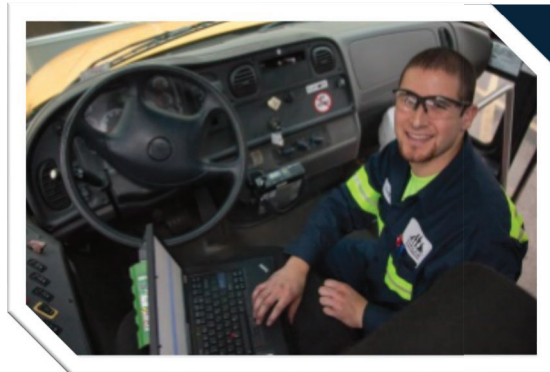
Our organization currently operates a fleet of more than 15,500 buses. We have developed a fleet and maintenance program that combines high maintenance standards with evolving engineering technologies.

Results:

-  Less than 1% in service failure rate
-  Process and compliance with on-time preventative maintenance
-  Technician recognition program in place to increase certified master ASE technicians

Our fleet and maintenance program consists of:

-  Proposed fleet and specifications
-  Green fleet sustainability
-  Preventive maintenance and inspection programs
-  Oracle eAM maintenance software
-  OEM manufacturers warranty and inventory parts
-  Maintenance training and certification
-  Shop blue seal certification program for eligible maintenance facilities



"We're always looking for and evaluating new technologies to enhance safety."

*– Keshav Ragunathan, Senior Director
Asset Management & Engineering*

FLEET COMPLIANCE AND SPECIFICATIONS

All buses will be inspected and maintained in compliance with applicable state and federal statutes, ordinances and regulations, meeting or exceeding the state minimum safety standards for school buses. Vehicles shall be kept in a clean and sanitary condition. We will make sure we have sufficient spare vehicles available to accommodate vehicles that are rotated in and out of service so they may receive their regularly scheduled preventive maintenance.

Limiting Engine Idling – We recognize the impact fuel consumption has on the environment. A well-maintained and properly operated vehicle will help fuel efficiency.

Fuel – We have extensive experience in using alternate fuels; a number of our locations use CNG and propane fuel. Based on your needs, we can provide you with a quote for alternative fuel vehicles if desired.

Green School Bus Fleet Certified

The National School Transportation Association (NSTA) Green School Bus Fleet Certification program recognizes NSTA members for environmental efforts through the use of technology. It is the only certification program for the school bus industry that is endorsed by the U.S. Environmental Protection Agency's Clean School Bus USA program. To obtain certification, contractors must complete a survey for each site and submit it to NSTA to be scored.

There are four levels of certification:

-  **Platinum Status** – The operator must demonstrate having a written anti-idling policy plus a fleet with an average emission reduction levels of 85% overall (equal to 100% of the fleet at tier 3 level) using any combination of OEM, EPA/CARB verified after-treatment technologies or alternative fueled vehicles.
-  **Gold Status** – The operator must demonstrate having a written anti-idling policy plus a fleet with an average emission reduction levels of 42.5% overall (equal to 50% of the fleet at tier 3 level) using any combination of OEM, EPA/CARB verified after-treatment technologies or alternative fueled vehicles.
-  **Silver Status** – The operator must demonstrate having a written anti-idling policy plus a fleet with an average emission reduction levels of 25% overall (equal to 50% of the fleet at tier 2 level) using any combination of OEM, EPA/CARB verified after-treatment technologies or alternative fueled vehicles.

PREVENTATIVE MAINTENANCE (PM)

Preventive maintenance isn't just about repairing deficiencies as a result of an inspection; it is also a means for monitoring and preventing potential problems. Our reliable PM schedules allow us to help predict maintenance needs. By properly performing inspections and repairs, we help prevent future unplanned repairs such as breakdowns and driver reported defects. Our PM program uses a formal review process and our extensive data management system to continually improve.



PM Process

Each bus is scheduled for regular PM inspections according to miles traveled or days operated. Schedules depend on the type of operation, service provided and state regulations. Our computerized system tracks PM schedules, provides alerts when a maintenance inspection is due, and contains listings of other required adjustments and services performed per manufacturers' recommendations, e.g., brakes, tires, steering, suspension, drive train, electrical systems and all ancillary equipment on each bus.



PM inspections are based upon state DOT mandated schedules and/or our minimum guidelines and are recorded on a multi-point checklist that includes all vehicle components and systems. A second, more extensive PM inspection is conducted every 12 months. If a technician finds a defect during the scheduled PM inspection, they are required to note the defect and enter it into the maintenance software system to generate a repair order. All defects are discussed with the maintenance manager who assigns the repair work to a technician for completion. A bus will not be returned to service until all needed repairs have been completed. Once all necessary repairs, adjustments and service requirements have been performed, the technician will inform the maintenance manager.

Equipment and Maintenance

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School Bus Transportation

Standard Inspection Procedures and Intervals

Our scheduled maintenance program includes a systematic procedure for the servicing and inspection of each vehicle. Our program ensures that all vehicles meet or exceed the standards for vehicles set by the states regarding the operation of all safety related equipment.

Driver Pre-Trip and Post-Trip Inspections

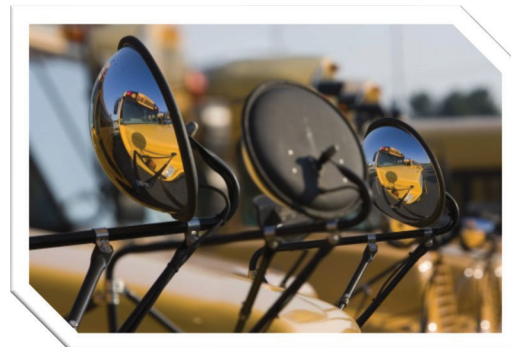
Our first line of defense for identifying defects is through the driver daily pre- and post-trip inspection using a driver Electronic Fleet Management solution. Drivers use this device on a daily basis to report the condition of the vehicle they operate and to alert maintenance departments of any defects that affect the operation and safety of the vehicle. If a driver notes a defect during their inspection, they are required to report defects through the Electronic Vehicle Inspection Reporting (EVIR) or manual Driver Vehicle Inspection Reporting (DVIR).

ELECTRONIC WORK ORDER GENERATION AND REPAIR PROCESS

Any defect recorded through the EVIR is reviewed by and responded to by the maintenance manager. If any reported defects are critical, then a work order is opened and the bus will be kept off the road until the repair is complete and the work order is closed. Work orders are included in the vehicle's permanent record.

DRIVER OBSERVATION WHILE IN ROUTE

Drivers are also to be alert to indications of vehicle malfunction while driving such as unusual vibrations, noise, odors, abnormal instrument readings, and erratic brake and steering operations. Additionally, proper starting procedures will help increase the useful life of vehicles, as there are different starting procedures for gasoline-fueled, spark ignition engines and multi-purpose diesel-fueled engines.



WHEEL CHECK INSPECTION

As a part of the driver's daily pre-trip inspections, we have installed wheel lug nut indicators on our vehicles. The wheel lug nut indicators allow for increased ease of visual inspection of loosening wheel nuts during driver pre-trip inspections. A more in-depth inspection is performed by our technicians at a minimum during the PM annual inspection.



WHEEL CHAIR LIFT/RAMP INSPECTIONS

Daily pre-trip inspections test the ramp and chair lift for proper operational function. Annually, wheel chair lifts and ramps are inspected for battery conditions, electrical connections, pivot points and lubrication.

HVAC SYSTEMS

Drivers check during their daily pre-trip inspections to see if the vehicle's heating and cooling components are working properly. During PM inspections, technicians inspect the HVAC systems for leaks, worn hoses, chafing, proper operational components, and proper heating and cooling for potential failures.

TIRES

Drivers inspect tires daily during their pre- and post-trip inspections. It is less expensive to change a tire in the shop than on the road, and fuel economy improves with proper tire inflation, mounting and driving habits. Achieving the lowest tire cost per mile begins with getting the correct tire and maintaining it properly. Tire preventative maintenance includes inspection for tread depth, wear patterns, sidewall cuts, proper inflation, balance and alignment. We have partnered with tire vendors at most locations to perform audits of our tires at our shops twice a year.

Emissions Inspections

The fleet maintenance manager coordinates with state and local officials to ensure that our fleet meets emissions program standards. In compliance with the Clean Air Act of 1977, some states have implemented mandatory emissions

testing programs. Owned and leased vehicles are subject to the requirements of the jurisdiction where the vehicles are regularly housed. Regular inspection intervals typically range from 180 days or 10,000 miles for larger vehicles and 180 days or 5,000 miles for smaller type vehicles.

Bus Cleaning

We realize that the interiors and exteriors of the buses must be kept in a clean and sanitary condition at all times in order to provide a pleasant environment for each passenger. Each driver is required to sweep and clean the interior of the bus daily. This includes floors, seats and the driver area. Exteriors are washed as necessary to maintain a clean, professional appearance.



Fleet Maintenance Compliance Audits

Regional maintenance managers (RMMs) and/or state certified mechanics regularly perform compliance audits to review vehicle maintenance processes and documentation at each customer service center. This review ensures maintenance employees are performing necessary procedures and processes according to our standards of performance along with federal and state requirements. In addition, RMMs conduct an annual facility audit to ensure the maintenance shop operates in a safe and compliant manner. A sample of the fleet is physically inspected to ensure vehicles are properly maintained and in the best condition possible. In addition, shop supervisors and regional maintenance managers perform random post PM audit to review quality of PMs performed.

UNPLANNED BREAKDOWNS

A vehicle breakdown or road-call is an unplanned interruption in the service of a bus that requires a technician to inspect the bus for a possible problem or to perform a mechanical repair before the bus can continue or start on a planned route or trip. When a breakdown occurs, the driver will immediately call the dispatcher or general manager to communicate and discuss the problem. The breakdown information will be communicated to the shop supervisor. Upon completion of the response and repair, all actions and parts are documented on the repair order and recorded in the vehicle maintenance tracking system as an in service failure.

If the bus has not left the customer service center, a technician will diagnose the problem and repair it. If the problem cannot be safely repaired in order to meet the route's schedule, a replacement bus will be dispatched. If the bus is in route to pick up passengers or has started picking up passengers, a replacement bus will be dispatched to transfer the passengers safely and to pick up the remaining passengers. A repair technician will be dispatched in a service vehicle to repair the broken bus.

Mechanical Failure Review

All mechanical failures that occur on the road or while assigned to an operator will be reviewed for cause. The maintenance facility lead or supervisor will review each occurrence for prior maintenance history, including last PM type, mileage, technician making repairs and the circumstances leading up to the failure.

We are dedicated to putting the safest vehicles on the road. When it comes to maintaining our buses and ensuring passenger safety, we go above and beyond state and federal requirements. Our master technicians help us lead the way.

Equipment and Maintenance

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School Bus Transportation

Cold Weather Start-Up Maintenance Program

Our cold start procedure helps prevent breakdowns or unnecessary stalling due to exposed cold weather. The procedure helps to ensure operations will run on-time and without any initial delay. Drivers are trained to properly start a vehicle and identify dangerous issues, e.g., frozen batteries or starter problems. Drivers are advised to place plastic bags on mirrors and wiper blades after the last run if snow or freezing rain is forecasted. At all times, ice and snow are removed from the stop-arm and crossing gate and opening and closing mechanisms. Drivers are required to keep the fuel tank full at all times.

COMPUTERIZED FLEET MAINTENANCE – ORACLE ENTERPRISE ASSET MANAGEMENT (EAM) AND DIAGNOSTIC TECHNOLOGIES

We use Oracle eAM, a fleet maintenance system to schedule all preventive fleet maintenance, manage inventory and review repair order history for failure analysis. Each of our buses are scheduled for regular PM inspections according to miles traveled or days operated, depending on the type of operation and service being provided. We use this system with the help of work orders for managing maintenance work, procuring parts, managing inventory and maintaining history.



Key Performance Indicators (KPIs)

Each fleet location is managed with a weekly review of KPIs using the eAM system. The local fleet management team is responsible for ensuring proficiency in key areas such as timely completion of inspections, cost controls, productivity, completion of manufacturer safety recalls, percentage of on-road failures and percentage of out-of-service vehicles.

Diagnostic Tooling Systems

Diagnostic software and tools are used to minimize downtime of the bus while improving the efficiency and quality of the repairs. We use JPRO® Commercial Fleet diagnostic system, along with other OEM diagnostic software, to diagnose failures and help determine root cause and necessary repairs.

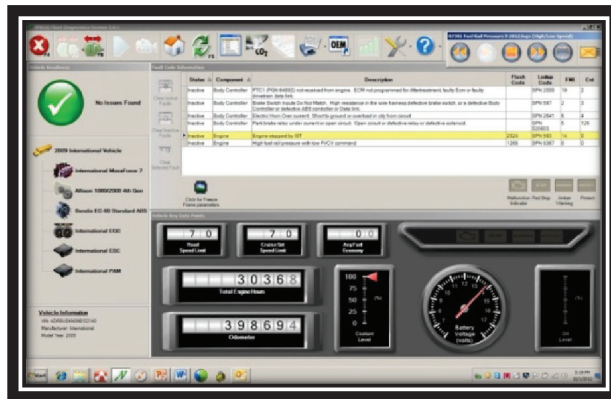
Our fleet diagnostic system provides diagnostic and troubleshooting information for vehicle components. The diagnostic system senses active and inactive vehicle faults to give our technicians the ability to quickly review critical elements of each system. The system also records data into log files for playback, view and chart engine parameters, has report printing capability, and launches the fleet maintenance software for proper parts replacement. Key data point collections exist for the following components: vehicle, engine, transmission and brake.

Vehicle – Diagnostic elements include road speed limit, cruise set speed limit, average fuel economy, total engine hours, odometer, coolant level, battery voltage and oil level.

Engine – Diagnostic elements include air inlet pressure, exhaust pressure, fuel pressure, boost pressure, oil pressure, oil temperature, coolant temperature, fuel temperature, exhaust temperature, air inlet temperature and battery voltage.

Transmission – Diagnostic elements include transmission input speed, transmission output speed, transmission fluid temperature, gear selected, gear obtained and battery voltage.

Brake – Diagnostic elements consist of road speed and wheel speeds.



OEM MANUFACTURERS AND PARTS INVENTORY

To ensure the best quality parts are being used, we use OEM parts with major brand name suppliers only such as International®, Bridgestone®, Thomas Built®, Valvoline® and Exide Battery®. OEM parts support our commitment to safety and

quality as well as the confidence in and reliability of our buses. Our facilities carry ample parts inventory to perform all necessary repairs in a timely manner.

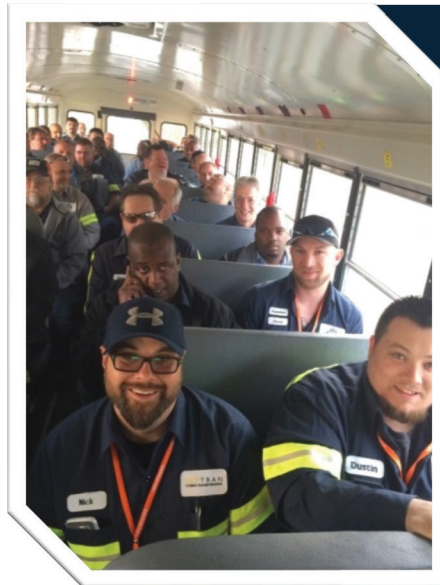
MAINTENANCE STAFF'S QUALITY COMMITMENT

We provide a professional fleet organization that encourages local initiative and decision making while working within a centrally managed network to create a working environment that rewards achievement, enthusiasm and team spirit, and offers personnel the opportunity for development and growth. Fleet operations will provide direction, management, and services to maximize fleet resources and to help ensure that we provide the safe and reliable service. We use a continuous process improvement approach that incorporates a customer service focus, safety practices, sound environmental methods, and encourages employees to excel in their professionalism and competency.

As part of our continued commitment to excellence, our performance development system (PDS) program embeds training and continuous improvement methodology for proactive scheduling of work and identifying and eliminating barriers to service optimization. We are always looking for ways to improve and take our service to the next level.

MAINTENANCE TRAINING

We believe our employees make the difference in providing the best possible vehicle maintenance for our customers. Preventive maintenance training to our maintenance staff enables us to maximize fleet resources and to ensure we



"We are committed to being recognized as the leading provider of maintenance services...providing safe, reliable transportation for our passengers, our customers, our employees and the communities we serve. We continually train and challenge our technicians and managers to be the "Best of the Best" in everything they do."

– Keshav Ragunathan, Senior Director Asset Management & Engineering

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School Bus Transportation

provide the right bus in the safest, most reliable and cost-effective manner. In addition, technicians have the opportunity to get the training directly from manufacturers for engines, alternators, electrical system etc. We also send a few technicians each year to hands-on factory training offered by bus manufacturers to ensure we have a trained knowledge pool.

All technicians are required to receive preventive maintenance training. Each technician is required to take the PMX program covering topics such as engine, drive train, brake and body systems. A passing score of 80% is required to obtain the certification.

Required Certifications

-  PM certification (all technicians)
-  Brake training (Tech II and above)
-  Air-conditioning certification (all as required)
-  CDL (all technicians)
-  Other certification as required by NELLC or regulatory agency(s)



Maintenance Safety Training Meetings

All of our maintenance shops will have a mandatory 30-minute safety training meeting conducted by the maintenance facility lead at least once a month, covering such topics as shop safety practices, fire prevention and new techniques.



Maintenance Information Portal

We have developed an information portal that hosts technical information and training resources for all of our technicians. With service information now becoming widely available via the electronic media, we have setup this portal that can be accessed by every technician. Information hosted via this portal include PM training resources, manufacturer technical and service information, field campaigns issued by suppliers, etc.

ASE Certification Program

Our maintenance personnel are encouraged to participate in the automotive service excellence (ASE) certification program for school bus technicians. ASE is a broad-based program, testing general areas for school bus technician skills. The certification is tailored to specific tasks the technician must perform every day at the customer service center. We reimburse tuition for the ASE certification exam and award up to a \$500 recognition award to employees who achieve certification. We have also instituted a program to award annual bonus to our master certified technicians that are continuously employed by us.

Technicians earn classifications based on education, experience, and possession of hand tools, as well as successfully passing ASE and our internal tests. Our technician classification system has three designations:

-  Class I technician
-  Class II technician
-  Class III technician

Each designation has specific minimum requirements outlined in job descriptions. Technicians also develop their skills through in-service training provided throughout the year. Because of our rigorous certification process, our company has some of the best-trained technicians in the student transportation industry, resulting in a safer fleet and lower maintenance costs. We have 25 master certified technicians and more than 65 employees are currently progressing through various stages of the program.

Maintenance Shop Blue Seal Certification

We have started the certification process of our repair shops that will meet the ASE criteria for blue seal of excellence recognition program. This program will



Equipment and Maintenance

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School Bus Transportation

enable us to showcase the quality of technicians we employ, while providing best service to our customer. We strive to remain an attractive choice for employment of qualified technicians.

Continued education and training are key to safe service given advances in vehicle technology. Our people are dedicated to ensure we are putting the safest vehicles on the road.



**Blue Seal
of Excellence**
RECOGNIZED
BUSINESS

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
Durham School Services, LP

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) **P**
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.
☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
2601 Navistar Dr.

6 City, state, and ZIP code
Lisle, IL 60532

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
 - -
or
Employer identification number

9

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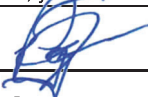
Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person


Date
1/2/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



CERTIFICATE OF LIABILITY INSURANCE

 Page **5.4.a**

 DATE (MM/DD/YYYY)
10/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C No. Ext): 1-877-945-7378 FAX (A/C No.): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Durham School Services 2601 Navistar Drive Lisle, IL 60532	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: ACE American Insurance Company</td> <td style="text-align: center;">22667</td> </tr> <tr> <td>INSURER B: Old Republic Insurance Company</td> <td style="text-align: center;">24147</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: ACE American Insurance Company	22667	INSURER B: Old Republic Insurance Company	24147	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES
CERTIFICATE NUMBER: W35981793
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR			HDO G4889804A	11/01/2024	11/01/2025	EACH OCCURRENCE \$ 5,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						GENERAL AGGREGATE \$ 5,000,000
							PRODUCTS - COMP/OP AGG \$ 5,000,000
							\$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			ISA H10819490	11/01/2024	11/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB EXCESS LIAB		☐ OCCUR ☐ CLAIMS-MADE				EACH OCCURRENCE \$
							AGGREGATE \$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ No	N / A	MWC 314263 24	11/01/2024	11/01/2025	☒ PER STATUTE ☐ OTH-ER
							E.L. EACH ACCIDENT \$ 3,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 3,000,000
							E.L. DISEASE - POLICY LIMIT \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
CANCELLATION

Evidence of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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SR ID: 26672531

BATCH: 3681209

Response Page 80

Packet Pg. 345

Exhibit C

Charter Passenger Policy – School Bus

Purpose

This policy provides guidance to the Customer regarding all charter transportation passengers, including but not limited to, employees, staff, and customers of the Customer who ride the charter buses provided by the Carrier.

Scope

This policy prohibits the following acts on any Carrier vehicle which is used as part of the services Carrier provides to Customer under the Agreement:

- Smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form.
- With the exception of peace officers, carrying aboard any weapon.
- Carrying aboard any flammable or explosive substance except for matches and cigarette lighters. For example, cooking stoves, propane tanks and other fuels are prohibited. Carrying aboard any package or article of a size which will block any aisle, emergency exit, or stairway of the vehicle.
- Carrying aboard any animal not housed in an enclosed carrying container. Such container cannot block or hinder travel in the aisle, emergency exit, or stairway. Service animals are allowed.
- Carrying aboard a stroller unless such item is folded and unoccupied. Strollers must remain folded while aboard the vehicle and must not block or obstruct an aisle, emergency exit, or stairway.
- Playing radios or other audio devices or musical instruments aboard unless the only sound produced by such item is emitted by a personal listening attachment (earphone) audible only to the person carrying the device producing the sound. An exception exists for peace officers, security guards, and for Carrier officials while performing their official duties.
- Littering, discarding, or depositing any trash, debris, or offensive substances in non-appropriate places.
- Spitting, urinating, or defecating.
- Damaging, writing upon, or otherwise defacing or altering property.
- Fighting or engaging in any violent, tumultuous, or threatening behavior.
- Making excessive and unnecessary noise, or using profanity.
- Obstructing the free movement of passengers.
- Interfering with the safe operation or movement of a Carrier vehicle or operator.
- Standing or otherwise occupying any space in front of the line marked on the forward end of the floor of the vehicle or otherwise conducting himself in such a manner as to obstruct the vision of the vehicle operator while the vehicle is in motion.
- Impeding the opening of, or interfering or tampering with, or otherwise obstructing the operation or use of, any window, door, or other emergency exit.
- Standing in the way of direction or impeding the vehicle from moving.
- Posting or removing any notice or advertisement unless authorized by a Carrier official.

- Throwing any stone, wood, snow or other substance at, into, or from any Carrier vehicle.
- Gambling or soliciting others to engage in gambling.
- Engaging in any activity prohibited by State, County, or Municipal law.
- Entering or exiting a Carrier vehicle through the rear exit door unless directed by a Carrier official or in the event of an emergency.
- Climbing through a window or extending an arm, leg or head out the window of any Carrier vehicle.
- Hanging onto or attaching oneself to any exterior part of a Carrier vehicle while the vehicle is resting or in motion.
- Running or engaging in any horseplay.
- Refusing to leave any Carrier vehicle after having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier official or supervisor.

Compliance

If a Carrier operator encounters any individual(s) violating this policy on a Carrier vehicle, the operator will ask the individual(s) to stop the activity or leave the premises. If the individual(s) persist in their conduct, the Carrier will notify a peace officer who will take the appropriate action. Compliance with this policy is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges.

Agenda #: 5.5
Meeting Date: May 20, 2025



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **NOTICE OF COMPLETION FOR THE INTERSECTION SAFETY IMPROVEMENTS PROJECT (CIP# TI24301).**
STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve and authorize the Public Works Director to file a Notice of Completion for the Project.

FINANCIAL IMPACT:

Funding for this Project was included in the FY 2023/24 Capital Improvement Program. The final construction cost totaled \$270,981.77, which is \$30,644.23 under the authorized amount of \$301,626.00 (construction agreement: \$251,355.00; contingency: \$50,271.00).

BACKGROUND/DISCUSSION:

The Project included traffic signal upgrades and safety enhancements at the following nine (9) signalized intersections:

:

1. Diamond Bar Blvd & Sunset Crossing Rd – Installed high-visibility crosswalks and added new nearside vehicle indications.
2. Diamond Bar Blvd & Golden Springs Dr – Restriped intersection approach lanes and added nearside vehicle indications.
3. Diamond Bar Blvd & Pathfinder Rd – Upgraded to Audible Pedestrian Signal (APS) push buttons.
4. Diamond Bar Blvd & Brea Canyon Rd – Installed accessible pedestrian countdown signal heads and APS push buttons.
5. Golden Springs Dr & Carpio Dr – Installed accessible pedestrian countdown signal heads and APS push buttons.
6. Brea Canyon Rd & Golden Springs Dr – Added high-visibility crosswalks,

nearside vehicle indications, and APS push buttons.

7. Grand Ave & Diamond Bar Blvd – Installed accessible pedestrian countdown signal heads and APS push buttons.
8. Grand Ave & Summitridge Dr – Added high-visibility crosswalks and new nearside vehicle indications.
9. Pathfinder Rd & Fern Hollow Dr / Brea Canyon Rd – Installed high-visibility crosswalks and added two nearside vehicle indications.

A construction contract was awarded to PTM General Engineering Services, Inc. on July 16, 2024, in the amount of \$251,355.00, with an approved contingency of \$50,271.00, totaling \$301,626.00 in authorized funding.

Due to material availability constraints and extended procurement lead times, the Notice to Proceed was issued on February 24, 2025, and construction began on March 4, 2025, and concluded on March 27, 2025. All punch list items were completed on April 7, 2025.

To meet current safety and operational standards, additional work was performed, including:

- Removal of existing striping and application of refreshed lane markings.
- Installation of reflective pavement markers and detailed pavement elements.
- Electrical upgrades including new wiring, pedestrian signal head replacements, and conduit cleaning.
- Replacement of damaged lids and components to ensure system functionality.

These changes were essential to deliver a complete and reliable upgrade in line with long-term safety objectives. One change order (CO #1) was issued, resulting in a net increase of \$19,626.77, bringing the final project cost to \$270,981.77, within the overall authorized budget.

PREPARED BY:

Christian Malpica

Christian Malpica, Associate Engineer

5/20/2025

REVIEWED BY:



Hal Ghafari, Public Works Manager/Asst. City Engineer

5/9/2025



David G. Liu, Public Works Director/City Engineer

5/12/2025



Jason Jacobsen, Finance Director

5/13/2025

Attachments:

1. 5.5.a Notice of Completion

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 April 7, 2025. The work done was: Installment and upgrades of high-visibility crosswalks, new nearside vehicle indications, restriped intersection approach lanes, audible pedestrian signal push buttons, and accessible pedestrian countdown signal heads
5. The name and address of the contractor, if any, for such work of improvement was:

PTM General Engineering Services, Inc.
5942 Acorn St Ste A Riverside, CA, 92504-1040 United States

6. The date of the contract was July 16, 2024.
7. The property on which said work of improvement was completed is in the City of Diamond Bar, County of Los Angeles, State of California, and is described as follows Installment and upgrades of high-visibility crosswalks, new nearside vehicle indications, restriped intersection approach lanes, audible pedestrian signal push buttons, and accessible pedestrian countdown signal heads at 9 signalized intersections.
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 verification on its behalf. I have read the foregoing notice of completion, know the contents 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 _____, 2025, at Diamond Bar, California.

By: _____

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



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager 

TITLE: **APPROVAL OF PLANS AND SPECIFICATIONS AND AWARD OF CONSTRUCTION AGREEMENT TO VORTEX SERVICES, LLC DBASANCON TECHNOLOGIES FOR BREA CANYON STORM DRAIN LINING PROJECT (PW23403).**

STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

- A. Determine that approving the design and plans for the Project, and its construction, is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of the CEQA Guidelines;
- B. Adopt Resolution No. 2025-14 approving the design and plans for the Brea Canyon Storm Drain Lining Project;
- C. Appropriate an amount of \$90,400 of Measure R Fund and an amount of \$73,500 of Measure W Fund, for a total construction budget of \$298,320; and
- D. Approve, and authorize the City Manager to sign, the Public Works Agreement with Vortex Services, LLC. for the Brea Canyon Storm Drain Lining Project (PW23403), in a not-to-exceed contract amount of \$271,200, plus a contingency amount of \$27,120 (10%) to be approved by the City Manager.

FINANCIAL IMPACT:

The Capital Improvement Program included \$150,000 of Measure R funding for this Project. An additional appropriation of \$90,400 from Measure R and an additional appropriation of \$73,500 from Measure W are requested to bring the available budget for construction to \$271,200, plus a contingency amount of \$27,120 (10%) for any change orders to be authorized by the City Manager if necessary.

BREA CANYON STORM DRAIN LINING Project (PW23403)	Encumbrance	Expenditure	Balance
PW23403 (Measure R Approved)	\$150,000	\$ -	\$150,000
Design Costs	\$ -	\$ (15,580)	\$134,420
Measure R (New Request)	\$90,400		\$224,820
Measure W (New Request)*	\$73,500		\$298,320
Construction Contract		(\$271,200)	\$ 27,120
Contingency (10%)		(\$27,120)	\$ -
Total	\$311,740	(\$311,740)	\$ -

*Mobilization, CCTV inspection, clean out, and installation of a new manhole are all eligible costs under LA County Measure W funds.

BACKGROUND:

The storm drain is located west of the centerline along Brea Canyon Road between Golden Spring Drive and Glenbrook Drive. Due to deterioration from wear and tear, it is necessary to rehabilitate the existing 24-inch corrugated metal pipe (CMP) using cured-in-place pipe (CIPP) lining. For a detailed project scope and location, please refer to Attachments 3 and 4, Vicinity Map and the plans. City has contracted with Cannon Engineering Corp., to prepare the plans, specifications and engineering estimate for the Project. A full set of the Plans and Specifications is available electronically through the City Clerk's Office. The cover pages of the Plans and Specifications are shown in Attachment 4.

ANALYSIS:

On March 25, 2025, staff posted the bid documents for the Project with a due date of April 8, 2025.

This Project consists of the mobilization, traffic control and storm drain lining of the existing 24-in CMP (Corrugated Metal Pipe). The following is a breakdown of the scope.

- CCTV Inspection.
- Install CIPP Liner.
- Construction of concrete encasement.
- Construction of new manhole.

As a result of the bidding process, one (1) responsive proposal was received. Vortex Services, LLC dba Sancon Technologies (Vortex) was the only apparent bidder. Staff verified the contractor state license and confirmed its validity. Additionally, references were checked, and outstanding feedback was received regarding their previous work with other cities and agencies, including the City of Fullerton, City of Newport Beach and City of Anaheim.

Below is a summary of the one (1) bid that was received:

- Vortex Services, LLC dba Sancon Technologies \$271,200.00

The tentative schedule of the Project is as follows:

- Plans and Specifications Approval May 20, 2025
- Notice to Proceed June/July 2025
- Estimate completion (10 working days) July 2025

Lane closure and construction activities along Brea Canyon Road will be permitted between 8:30 AM – 4:30 PM, weekdays, to minimize disruption to peak traffic hours while ensuring timely project completion.

LEGAL REVIEW:

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

PREPARED BY:

Vivian Chen
Vivian Chen, Associate Engineer 5/20/2025

REVIEWED BY:

Hal Ghafari 5/13/2025 *David G. Liu* 5/14/2025
Hal Ghafari, Public Works Manager/Asst. City Engineer David G. Liu, Public Works Director/City Engineer

Jason Jacobsen
Jason Jacobsen, Finance Director 5/15/2025

Attachments:

1. 5.6.a Resolution No. 2025-14 - Approval of Plans & Specifications
2. 5.6.b Construction Agreement
3. 5.6.c Vicinity Map
4. 5.6.d Plan and Specifications Cover Sheets

RESOLUTION NO. 2025-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR APPROVING THE PLANS AND SPECIFICATIONS FOR BREA CANYON STORM DRAIN PROJECT NO. PW 23403, PURSUANT TO GOVERNMENT CODE SECTION 830.6.

WHEREAS, plans and specifications have been prepared for Brea Canyon Storm Drain Lining Project;

WHEREAS, Government Code Section 830.6 provides design immunity for construction of, or an improvement to, public property where such plan or design has been approved in advance of the construction or improvement; and

WHEREAS, the Project is exempt from review under the California Environmental Quality Act pursuant to Section 15301(c) of the CEQA Regulations.

NOW, THEREFORE, it is found, determined, and resolved by the City Council of the City of Diamond Bar as follows:

Section 1. Legislative Intent and Findings.

- A. The City retained Cannon Engineering Consultants (Cannon) ("Consultant") as the engineer to design and prepare the plans for the Brea Canyon Storm Drain Project.
- B. The City Council's approval of the Plans and Specifications for the Project is exempt from the California Environmental Quality Act pursuant to Title 14, California Code of Regulations, Section 15301(c), Existing Facilities.
- C. The Consultants informed the City Engineer that these plans are complete and that construction of the Projects may begin.
- D. The City Engineer reviewed the completed design and plans for the Project and agrees with the Consultants that the plans are complete and consistent with the City's standards, and the Project may be constructed.
- E. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

Section 2. Design Immunity; Authorization.

- A. The design and plans for the Project are determined to be consistent with the City's standards and are approved.
- B. The approval set forth in this Resolution occurred before actual work on the

Project construction commenced. A project payment account will be established upon the award of the construction contract.

- C. The approval granted by this Resolution conforms with the City's General Plan.
- D. The City Engineer, or designee, is authorized to act on the City's behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

Section 3. The City Clerk is directed to certify the adoption of this Resolution.

Section 4. This Resolution will become effective immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this 20th day of May, 2025.

CITY OF DIAMOND BAR

Chia Yu Teng, Mayor

ATTEST:

I, Kristina Santana, City Clerk of the City of Diamond Bar, do hereby certify that the foregoing Resolution was duly and regularly passed, approved and adopted by the City Council of the City of Diamond Bar, California, at its regular meeting held on 20th day of May, 2025, by the following vote:

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

Kristina Santana, City Clerk

AGREEMENT

The following agreement ("AGREEMENT") is made and entered into, in duplicate, as of the date executed by the Mayor and attested to by the City Clerk, by and between Vortex Services, LLC DBA Sancon Technologies hereinafter referred to as the "CONTRACTOR" and the City of Diamond Bar, California, hereinafter referred to as "CITY."

WHEREAS, pursuant to Notice Inviting Sealed Bids, bids were received, publicly opened, and declared on the date specified in the notice; and

WHEREAS, CITY accepted the bid of CONTRACTOR Vortex Services, LLC DBA Sancon Technologies and;

WHEREAS, CITY has authorized the Mayor to execute a written contract with CONTRACTOR for furnishing labor, equipment and material for the **Brea Canyon Storm Drain Lining Project NO. PW 23403** in the City of Diamond Bar.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed:

1. GENERAL SCOPE OF WORK: CONTRACTOR shall furnish all necessary labor, tools, materials, appliances, and equipment for and do the work for the **Brea Canyon Storm Drain Lining Project NO. PW 23403** in the City of Diamond Bar. The work to be performed in accordance with the plans and specifications, dated **February 2025** (The Plans and Specifications) on file in the office of the City Clerk and in accordance with bid prices hereinafter mentioned and in accordance with the instructions of the Engineer.

2. INCORPORATED DOCUMENTS TO BE CONSIDERED COMPLEMENTARY: The Plans and Specifications are incorporated herein by reference and made a part hereof with like force and effect as if set forth in full herein. The Plans and Specifications, CONTRACTOR's Bid dated **April 8, 2025**, together with this AGREEMENT, shall constitute the contract between the parties. This AGREEMENT is intended to require a complete and finished piece of work and anything necessary to complete the work properly and in accordance with the law and lawful governmental regulations shall be performed by the CONTRACTOR whether set out specifically in the contract or not. Should it be ascertained that any inconsistency exists between the aforesaid documents and this AGREEMENT, the following order of precedence shall apply: (1) This AGREEMENT; (2) The Plans and Specifications; and (3) Contractor's bid.

3. COMPENSATION: CONTRACTOR agrees to receive and accept the prices set forth in its Bid Proposal as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. Said compensation in the amount of **Two Hundred Seventy One Thousand, Two Hundred Dollars and Zero Cents (\$271,200.00)** shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid contract documents; and also including those arising from

actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. Final payment to Contractor shall be withheld for at least 30 days after the time in which Contractor has verified, to the City's satisfaction, that it has submitted all information to the Department of Industrial Relations required by Labor Code §1773.3.

4. TERM OF CONTRACT: CONTRACTOR agrees to complete the work within **Ten (10) working days** from the date of the notice to proceed.

CONTRACTOR agrees further to the assessment of liquidated damages in the amount of **seven hundred and fifty dollars (\$750)** for each calendar day the work remains incomplete beyond the expiration of the completion date. CITY may deduct the amount thereof from any monies due or that may become due the CONTRACTOR under this AGREEMENT. Progress payments made after the scheduled date of completion shall not constitute a waiver of liquidated damages.

5. INSURANCE: CONTRACTOR shall not commence work under this contract until he has obtained all insurance required hereunder in a company or companies acceptable to CITY nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all insurance required of the subcontractor has been obtained. The CONTRACTOR shall take out and maintain at all times during the life of this contract the following policies of insurance:

- a. Workers' Compensation Insurance: Before beginning work, the CONTRACTOR shall furnish to the CITY a certificate of insurance as proof that he has taken out full workers' compensation insurance for all persons whom he may employ directly or through subcontractors in carrying out the work specified herein, in accordance with the laws of the State of California. Such insurance shall be maintained in full force and effect during the period covered by this contract.

In accordance with the provisions of Section 3700 of the California Labor Code, every CONTRACTOR shall secure the payment of compensation to his employees. The CONTRACTOR, prior to commencing work, shall sign and file with the CITY a certification as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of work of this contract."

- b. For all operations of the CONTRACTOR or any sub-contractor in performing the work provided for herein, insurance with the following minimum limits and coverage:
 - 1) General Liability - \$5,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit

is used, either the general aggregate limit shall apply separately to this AGREEMENT or the general aggregate limit shall be twice the required occurrence limit.

- 2) Automobile - \$5,000,000 per accident for bodily injury and property damage.
- 3) Employer's Liability - \$1,000,000 per accident for bodily injury or disease.

c. Each such policy of insurance provided for in paragraph b. shall:

- 1) Be issued by an insurance company approved in writing by CITY, which is authorized to do business in the State of California.
- 2) Name as additional insured the City of Diamond Bar, its officers, agents and employees, and any other parties specified in the bid documents to be so included;
- 3) Specify it acts as primary insurance and that no insurance held or owned by the designated additional insured shall be called upon to cover a loss under the policy;
- 4) Contain a clause substantially in the following words:

"It is hereby understood and agreed that this policy may not be canceled nor the amount of the coverage thereof reduced until thirty (30) days after receipt by CITY of a written notice of such cancellation or reduction of coverage."
- 5) Otherwise be in form satisfactory to the CITY.

d. The policy of insurance provided for in subparagraph a. shall contain an endorsement which:

- 1) Waives all right of subrogation against all persons and entities specified in subparagraph 4.c.(2) hereof to be listed as additional insured in the policy of insurance provided for in paragraph b. by reason of any claim arising out of or connected with the operations of CONTRACTOR or any subcontractor in performing the work provided for herein;
- 2) Provides it shall not be canceled or altered without thirty (30) days' written notice thereof given to CITY.

e. The CONTRACTOR shall, prior to performing any work under this AGREEMENT, deliver to the City Manager or his designee the original policies of insurance required in paragraphs a. and b. hereof, or deliver to the City Manager or his designee a certificate of the insurance company, showing the issuance of such insurance, and the additional insured and other provisions required herein.

- f. **Self-Insured Retention/Deductibles.** All policies required by this AGREEMENT shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Owner (as the named insured) should CONTRACTOR fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONTRACTOR understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this AGREEMENT. Failure by CONTRACTOR as primary insured to pay its SIR or deductible constitutes a material breach of this AGREEMENT. Should CITY pay the SIR or deductible on CONTRACTOR's behalf upon the CONTRACTOR's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONTRACTOR for breach of this AGREEMENT in addition to any other damages incurred by CITY due to the breach.

6. **PREVAILING WAGE:** Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the CONTRACTOR is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public works is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. Copies of such prevailing rates of per diem wages are on file in the Office of the City Clerk of the City of Diamond Bar, 21810 Copley Drive, Diamond Bar, California, and are available to any interested party on request. CITY also shall cause a copy of such determinations to be posted at the job site.

CONTRACTOR shall forfeit, as penalty to CITY, not more than two hundred dollars (\$200.00) for each laborer, workman or mechanic employed for each calendar day or portion thereof, if such laborer, workman or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under this AGREEMENT, by him or by any subcontractor under him.

CONTRACTOR and any of its subcontractors must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, which precludes the award of a contract for a public work on any public works project awarded after April 1, 2015. This Agreement is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

7. **APPRENTICESHIP EMPLOYMENT:** In accordance with the provisions of Section 1777.5 of the Labor Code, and in accordance with the regulations of the California Apprenticeship Council, properly indentured apprentices may be employed in the performance of the work.

CONTRACTOR is required to make contribution to funds established for the administrative of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeship trade on such contracts and if other CONTRACTOR's on the public works site are making such contributions.

CONTRACTOR and subcontractor under him shall comply with the requirements of Sections 1777.5 and 1777.6 in the employment of apprentices.

Information relative to apprenticeship standards, wage schedules and other requirements may be obtained from the Director of Industrial Relations, ex-officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.

8. LEGAL HOURS OF WORK: Eight (8) hours of labor shall constitute a legal day's work for all workmen employed in the execution of this contract, and the CONTRACTOR and any sub-contractor under him shall comply with and be governed by the laws of the State of California having to do with working hours set forth in Division 2, Part 7, Chapter 1, Article 3 of the Labor Code of the State of California as amended.

CONTRACTOR shall forfeit, as a penalty to City, twenty-five dollars (\$25.00) for each laborer, workman or mechanic employed in the execution of the contract, by him or any sub- CONTRACTOR under him, upon any of the work hereinbefore mentioned, for each calendar day during which the laborer, workman or mechanic is required or permitted to labor more than eight (8) hours in violation of the Labor Code.

9. TRAVEL AND SUBSISTENCE PAY: CONTRACTOR agrees to pay travel and subsistence pay to each workman needed to execute the work required by this contract as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with Labor Code Section 1773.8.

10. CONTRACTOR'S LIABILITY: The CITY and its officers, agents and employees ("Indemnitees") shall not be answerable or accountable in any manner for any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work; or for injury or damage to any person or persons, either workers or employees of CONTRACTOR, of its subcontractors or the public, or for damage to adjoining or other property from any cause whatsoever arising out of or in connection with the performance of the work. CONTRACTOR shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever.

CONTRACTOR will indemnify Indemnitees against and will hold and save Indemnitees harmless from any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organization arising out of or in connection with the work, operation, or activities of CONTRACTOR, its agents, employees, subcontractors or invitees provided for herein, whether or not there is concurrent passive negligence on the part of CITY. In connection therewith:

- a. CONTRACTOR will defend any action or actions filed in connection with any such claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorneys' fees, expert fees and costs incurred in connection therewith.
- b. CONTRACTOR will promptly pay any judgment rendered against CONTRACTOR or Indemnitees covering such claims, damages, penalties, obligations and liabilities arising out of or in connection with such work, operations or activities of CONTRACTOR

hereunder, and CONTRACTOR agrees to save and hold the Indemnitees harmless therefrom.

- c. In the event Indemnitees are made a party to any action or proceeding filed or prosecuted against CONTRACTOR for damages or other claims arising out of or in connection with the work, operation or activities hereunder, CONTRACTOR agrees to pay to Indemnitees and any all costs and expenses incurred by Indemnitees in such action or proceeding together with reasonable attorneys' fees.

Contractor's obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of CITY under any provision of this AGREEMENT, Contractor shall not be required to indemnify and hold harmless CITY for liability attributable to the active negligence of CITY, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where CITY is shown to have been actively negligent and where CITY active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of CITY.

So much of the money due to CONTRACTOR under and by virtue of the contract as shall be considered necessary by CITY may be retained by CITY until disposition has been made of such actions or claims for damages as aforesaid.

It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California. This indemnity provision shall survive the termination of the AGREEMENT and is in addition to any other rights or remedies which Indemnitees may have under the law.

This indemnity is effective without reference to the existence or applicability of any insurance coverage which may have been required under this AGREEMENT or any additional insured endorsements which may extend to Indemnitees.

CONTRACTOR, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the CONTRACTOR regardless of any prior, concurrent, or subsequent passive negligence by the Indemnitees.

11. NON-DISCRIMINATION: Pursuant to Labor Code Section 1735, no discrimination shall be made in the employment of persons in the work contemplated by this AGREEMENT because of the race, color or religion of such person. A violation of this section exposes the CONTRACTOR to the penalties provided for in Labor Code Section 1735.

12. PAYMENT FUND: A City Council resolution established a Project Payment Account, encumbered money in the current budget, and assigned that money to the Project Payment Account, which is the sole source of funds available for payment of the contract sum set forth in Section 3 of this AGREEMENT. CONTRACTOR understands

and agrees that CONTRACTOR will be paid only from this special fund and if for any reason this fund is not sufficient to pay CONTRACTOR, CONTRACTOR will not be entitled to payment. The availability of money in this fund, and CITY's ability to draw from this fund, are conditions precedent to CITY's obligation to make payments to CONTRACTOR.

13. **PRESENTATION OF CLAIMS:** Any claim, as that term is defined in Public Contract Code §9204, shall be submitted in accordance with Section 9204 and shall contain a sufficient description of the claim, the basis therefore and documentation in support of the claim. The claim shall be processed as more fully set forth in the Plans and Specifications.

14. **TERMINATION:** This AGREEMENT may be terminated by the CITY, without cause, upon the giving of a written "Notice of Termination" to CONTRACTOR at least thirty (30) days prior to the date of termination specified in the notice. Upon receipt of such notice, Contractor shall immediately cease work, unless otherwise directed by the Notice of Termination. In the event of such termination, Contractor shall be paid for services satisfactorily rendered and expenses reasonably and necessarily incurred prior to the effective date of termination, unless the Notice of Termination is issued for cause, in which event the City may withhold any disputed compensation. Contractor shall not be entitled to any claim for lost profits.

State of California

"CONTRACTOR's" License No. 1030053-A

CONTRACTOR's Business Phone: 714 891 2323

CONTRACTOR's emergency phone which can be reached at any time: 714 891 2323

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT with all the formalities required by law on the respective dates set forth opposite their signatures.

CONTRACTOR

Vortex Services, LLC DBA Sancon Technologies

By: 
 Title: President

Date: 5/13/25

By: 
 Title: Vice President

Date: 5/13/25

CITY OF DIAMOND BAR, CALIFORNIA

By: _____
 CHIA YU TENG, MAYOR

 Date

ATTEST:

By: _____
 KRISTINA SANTANA, CITY CLERK

 Date

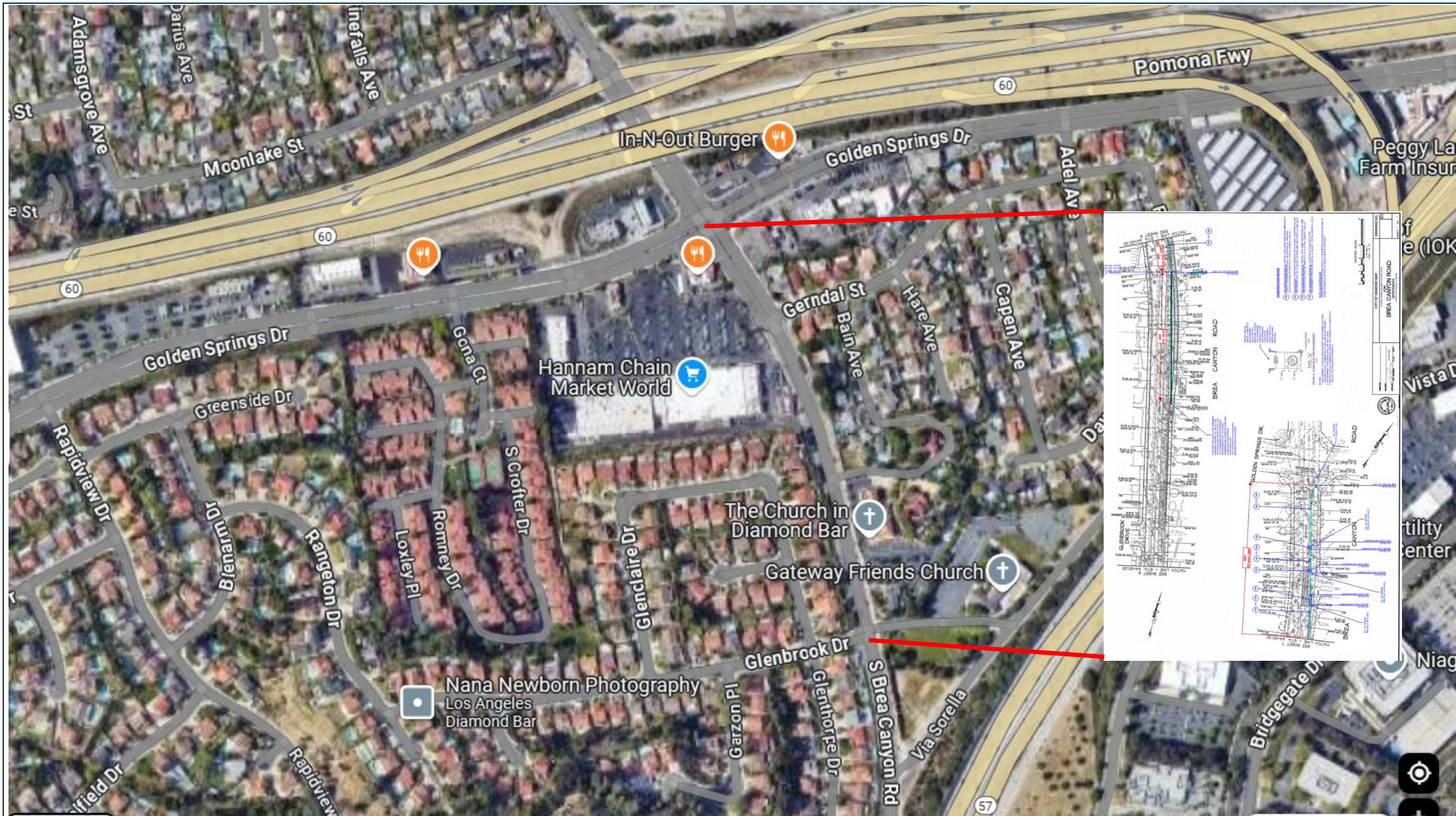
APPROVED AS TO FORM:


 OMAR SANDOVAL, CITY ATTORNEY

5-13-2025
 Date

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

- 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.



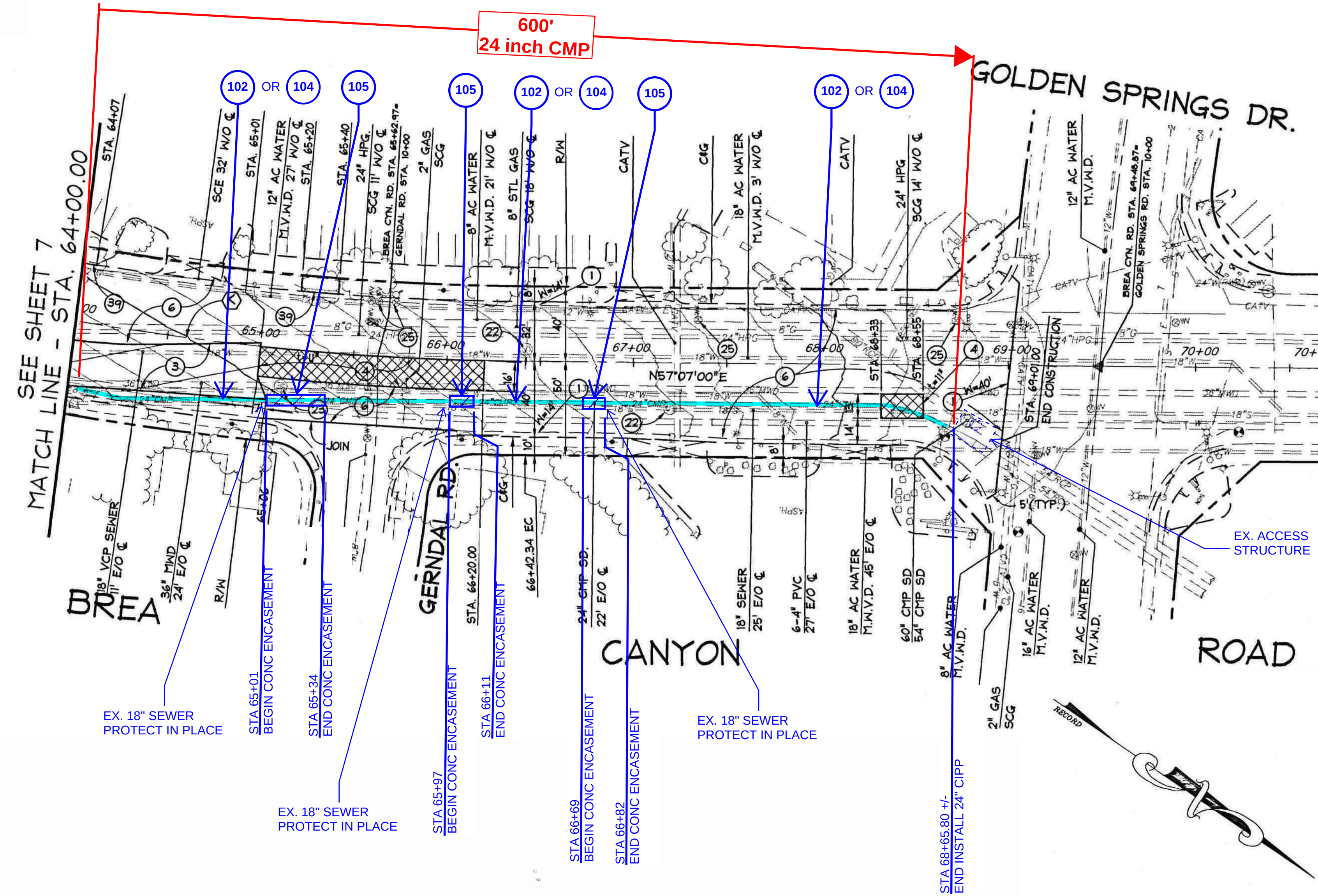
**PUBLIC
WORKS**

Attachment 3 – Vicinity Map

Brea Canyon Storm Drain Lining Project between Golden Spring Dr and Glenbrook Dr

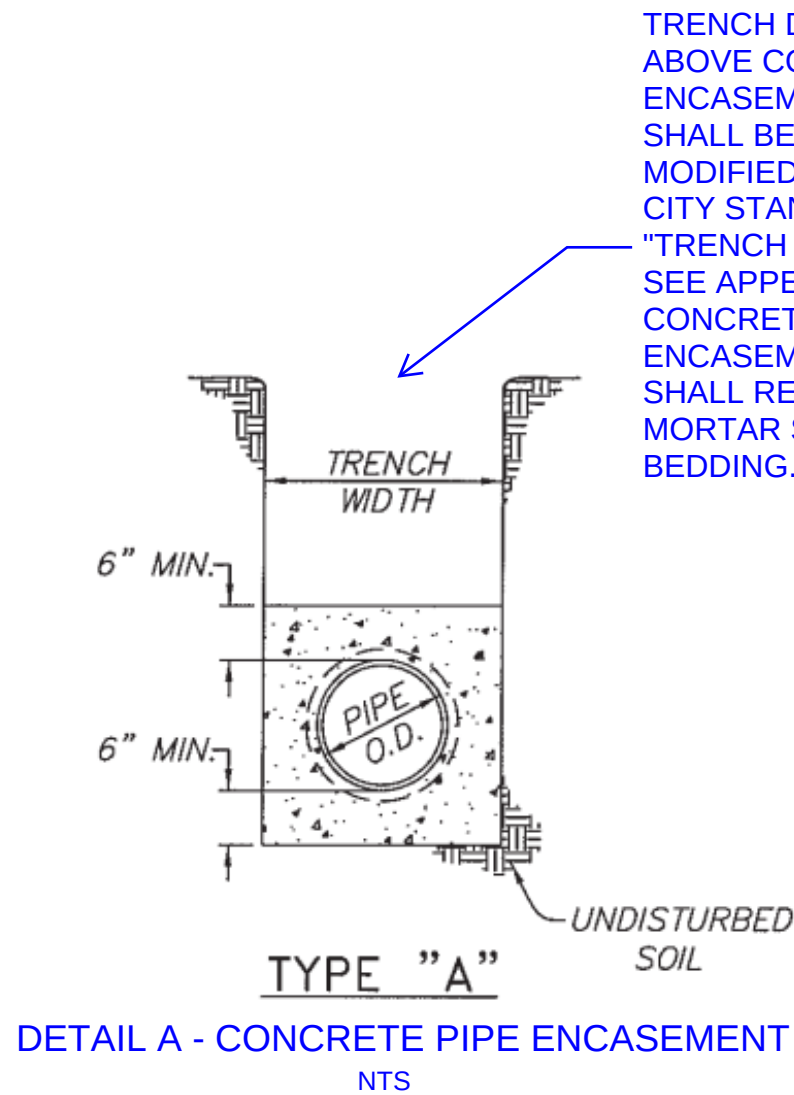
NTS

SHEET 1 of 1



CONTRACTOR SHALL USE SANDBAG BARRIER AROUND EX. INLET (OR OTHER MEANS APPROVED BY THE CITY ENGINEER OR AUTHORIZED REPRESENTATIVE) TO DIVERT STORMWATER FLOWS TO EXISTING CURB & GUTTER DURING CONSTRUCTION. SEE APPENDIX FOR SANDBAG BARRIER SPECIFICATIONS.

BREA CANYON ROAD

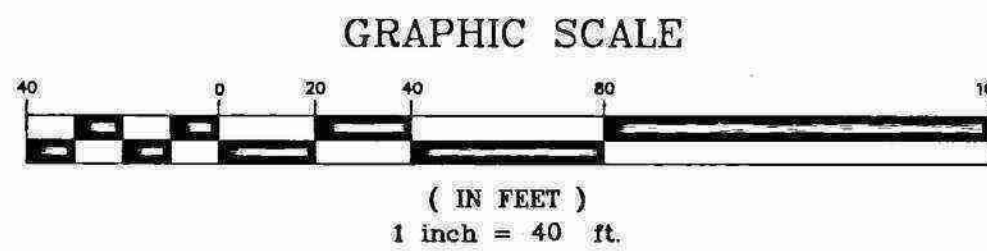


- NOTES:
- ENCASEMENT TO BE PLACED AGAINST UNDISTURBED NATURAL GROUND OR FILL COMPACTED TO 90% RELATIVE DENSITY.
 - ENCASEMENT CONCRETE SHALL BE 450-C-2500.
 - BACKFILL SHALL COMMENCE WHEN THE CONCRETE STRENGTH IS 75% OF THE SPECIFIED STRENGTH.

CONSTRUCTION NOTES

- 102 BID SCHEDULE OPTION "A": INSTALL GRP LINER (SAERTEX-LINER MULTI TYPE S+ OR APPROVED EQUAL) IN EXISTING 24\"/>

NOTE TO CONTRACTOR:
CONSTRUCTION NOTES MAY APPLY TO EITHER BID SCHEDULE OPTION "A" OR BID SCHEDULE OPTION "B" BASED ON THE CONTRACT.



SUBMITTED	
REVIEWED	
APPROVED	03-20-2025

CITY OF DIAMOND BAR		DRAWING NO.
STORM DRAIN REHABILITATION PLAN		REV.
FOR		
BREA CANYON ROAD		
IMPROVEMENTS		
FROM STA 59+00 TO 68+66		
SHEET 1 OF 11		

DEPARTMENT OF PUBLIC WORKS



**CONTRACT DOCUMENTS AND SPECIFICATIONS
FOR
BREA CANYON STORM DRAIN LINING PROJECT**

FY 2024-2025 PROGRAM

PROJECT NO. PW23403

All Questions Regarding This Project
Are To Be Directed To:

**Vivian Chen
Associate Engineer**

**City of Diamond Bar
(909) 839-7038**

Chia Yu Teng, Mayor
Steve Tye, Mayor Pro Tem
Ruth Low, Council Member
Andrew Chou, Council Member
Stan Liu, Council Member

Daniel Fox, City Manager

March 2025



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager 

TITLE: **MAINTENANCE SERVICES AGREEMENT WITH NOVA LANDSCAPE GROUP FOR LANDSCAPE MAINTENANCE SERVICES AT CITY PARKS THROUGH JUNE 30, 2028.**

STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

- A. Determine that it is in the best interest of the City, for the City Council to waive the bidding requirements per Section 3.24.090 (g) of the Purchasing Ordinance; and
- B. Approve and authorize the City Manager to sign the Maintenance Services Agreement with Nova Landscape Group Inc.

FINANCIAL IMPACT:

The total not-to-exceed amount of the Agreement for FY 25/26 would be \$450,000. Sufficient funds are included in the FY 25/26 proposed operating budget to cover the cost of such services. As years 2 and 3 have an annual CPI escalator of 3.5% built in, the total not-to-exceed amount for FY 26/27 & FY 27/28 will be as follows:

- | | |
|---------------------------------------|-----------|
| • FY 26/27 total not-to-exceed amount | \$464,750 |
| • FY 27/28 total not-to-exceed amount | \$480,200 |

In addition, the City will have the option to extend the agreement for up to two (2) additional years, with an increase of no more than the March-to-March Consumer Price Index (CPI) per fiscal year.

BACKGROUND:

On June 30, 2025 the current landscape maintenance agreement for City trails and parks with Parkwood Landscape will expire. The following is a list of locations that are being serviced under this agreement:

- Diamond Canyon Park
- Paul C. Grow Park
- Heritage Park/Community Center
- Maple Hill Park
- Pantera Park/Trail/Park Activity Room
- Peterson Park/Trail
- Ronald Reagan Park
- Starshine Park
- Summitridge Park/Trail/Diamond Bar Center
- Sycamore Canyon Park/Trail
- Washington Park
- Larkstone Park
- Lorbeer Middle School Athletic Field

City staff began the process of negotiating a possible extension for FY25/26 with Parkwood Landscape, after the CPI for the index month (March-to-March) was released, per the terms of the original agreement. As the negotiations progressed, it was realized that the parties were too far apart, as the operating cost for the contractor had increased substantially more than the CPI of 3.1% would provide, and that it would be in the best interest of the City to explore other options.

With the very limited time before the current maintenance agreement was set to expire, it was determined that an appropriate amount of time did not exist in order to do a full request for proposal (RFP) process and receive responsive proposals. Per Section 3.24.090 (g) of the Purchasing Ordinance, the bidding requirements may be waived upon authorization of the City Council.

Staff began negotiations with two current maintenance contractors and one former contractor, on the basis of the current monthly/annual cost plus a CPI of 3.1% and the existing scope of work. Through this process, one of the contractors informed the City that, based on the scope of work and service level, their cost proposal would be too far apart from the current contract amount with Parkwood. The other two contractors, Nova Landscape Group and Staygreen Inc., submitted formal proposals for further staff's evaluation.

ANALYSIS:

The proposal submitted by Nova Landscape Group was determined to be the most responsive. Nova's proposal is based off of a 3-year contract with an increase of 3.5% on top of the current monthly/annual compensation for Year 1. Years 2 and 3 will have an annual increase of 3.5%, with an option to extend for up to two more years, with a negotiated increase of no more than the CPI for the index month. Staff is confident that through the negotiation process, Nova has a full and complete understanding of the requirements and expectations of this maintenance services contract.

Below is a comparison of the two (2) proposals received with the current contract rates.

	Current Contract	Nova (Proposed)	Staygreen
Monthly Cost	\$35,370	\$35,405	\$45,195
Annual Cost	\$424,440	\$424,860	\$542,340

The recommended total not-to-exceed amount of the Agreement also includes \$25,000 in as-needed work, which is consistent with the current agreement.

The following is a full cost breakdown of Years 1 to 3:

Cost Breakdown	Year 1	Year 2	Year 3
Diamond Bar Center & Summitridge Park	\$74,882.91	\$77,503.81	\$80,216.45
Heritage Park & Community	\$94,417.59	\$97,722.20	\$101,142.48
Pantera Park, Trail, Dog Park	\$21,156.23	\$21,896.70	\$22,663.08
Diamond Canyon Park	\$24,424.68	\$25,279.54	\$26,164.32
Paul G. Grow Park	\$13,010.32	\$13,465.68	\$13,936.98
Maple Hill Park	\$39,069.35	\$40,436.77	\$41,852.06
Peterson Park, Skate Park & Trail	\$29,302.01	\$30,327.58	\$31,389.04
Ronald Reagan Park	\$6,511.56	\$6,739.46	\$6,975.34
Starshine Park	\$4,877.33	\$5,048.04	\$5,224.72
Sycamore Canyon Park & Trail	\$56,982.46	\$58,976.85	\$61,041.04
Washington Park	\$16,278.89	\$16,848.66	\$17,438.36
Larkstone Park	\$34,179.34	\$35,375.62	\$36,613.77
Lorbeer Middle School Athletic Field	\$9,767.34	\$10,109.19	\$10,463.01
As-needed Services	\$25,000.00	\$25,000.00	\$25,000.00
Subtotal	\$449,860.01	\$464,730.11	\$480,120.66
Annual Not to Exceed	\$450,000	\$464,750	\$480,200

LEGAL REVIEW:

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

PREPARED BY:

Jason Williams

Jason Williams, Maintenance Supervisor

5/20/2025

REVIEWED BY:



Hal Ghafari, Public Works Manager/Asst. City Engineer

5/13/2025



David G. Liu, Public Works Director/City Engineer

5/14/2025



Jason Jacobsen, Finance Director

5/14/2025

Attachments:

1. 5.7.a Maintenance Services Agreement - NOVA Landscape Maintenance

MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT (the "Agreement") is made as of **May 20, 2025** by and between the City of Diamond Bar, a municipal corporation ("City") and **Nova Landscape Group Inc., a California limited liability company** ("Contractor").

1. Contractor's Services.

Subject to the terms and conditions set forth in this Agreement Contractor shall provide to the reasonable satisfaction of the City the **Landscape maintenance services for city parks** set forth in the attached Exhibit "A", which is incorporated herein by this reference. As a material inducement to the City to enter into this Agreement, Contractor represents and warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Contractor represents that it is fully qualified to perform such consulting services by virtue of its experience and the training, education and expertise of its principals and employees.

Anthony Jordan, Maintenance Superintendent (herein referred to as the "City's Project Manager"), shall be the person to whom the Contractor will report for the performance of services hereunder. It is understood that Contractor shall coordinate its services hereunder with the City's Project Manager to the extent required by the City's Project Manager, and that all performances required hereunder by Contractor shall be performed to the satisfaction of the City's Project Manager and the City Manager

2. Term of Agreement. This Agreement shall take effect July 1, 2025, and shall continue until June 30, 2028 ("Term"), unless earlier terminated pursuant to the provisions herein.

City shall have the option to extend this Agreement for up to an additional two (2) year term, subject to the same terms and conditions contained herein, by giving Consultant written notice of the exercise of this option at least thirty (30) days prior to the expiration of the initial Term. In the event the City exercises its option to extend the Term, Consultant's compensation shall be subject to an adjustment upon the effective date of extension as follows:

Any increase in compensation will be negotiated between the City and the Consultant, but in no event shall the increase exceed the amount that the Consumer Price Index ("CPI") for the Los Angeles-Anaheim-Riverside metropolitan area for the month immediately preceding the Adjustment Date (the "Index Month") as reported by the Bureau of Labor Statistics of the United States Department of Labor, has increased over the CPI for the month one year prior to the Index Month.

3. Compensation. City agrees to compensate Contractor for each service which Contractor performs to the satisfaction of City in compliance with the scope of services set forth in Exhibit "A". Payment will be made only after submission of proper invoices in the form specified by City. Total payment to Contractor pursuant to this Agreement for fiscal year 25/26 shall not exceed four hundred fifty thousand dollars (\$450,000), fiscal year 26/27 shall not exceed four hundred sixty-four thousand seven hundred fifty dollars (\$464,750) and fiscal year 27/28 shall not exceed four hundred eighty thousand two hundred dollars (\$480,200) without

the prior written consent of the City. The above not to exceed amount shall include all costs, including, but not limited to, all clerical, administrative, overhead, telephone, travel, and all related expenses.

4. Payment.

A. As scheduled services are completed, Contractor shall submit to City an invoice for the services completed, authorized expenses and authorized extra work actually performed or incurred.

B. All such invoices shall state the basis for the amount invoiced, including services completed, the number of hours spent, and any extra work performed.

C. City will pay Contractor the amount invoiced the City will pay Contractor the amount properly invoiced within 35 days of receipt.

D. Payment shall constitute payment in full for all services, authorized costs and authorized extra work covered by that invoice.

5. Change Orders. No payment for extra services caused by a change in the scope or complexity of work, or for any other reason, shall be made unless and until such extra services and a price therefore have been previously authorized in writing and approved by the City Manager or his designee as an amendment to this Agreement. The amendment shall set forth the changes of work, extension of time, if any, and adjustment of the fee to be paid by City to Contractor.

6. Priority of Documents. In the event of any inconsistency between this Agreement and the attached exhibits, the following order of precedence shall apply: (a) This Agreement; and (b) Consultant's Proposal dated March 25, 2025.

7. Status as Independent Contractor.

A. Contractor is, and shall at all times remain as to City, a wholly independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent, except as specifically provided herein. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner employees of City.

B. Contractor agrees to pay all required taxes on amounts paid to Contractor under this Agreement, and to indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. In the event that City is audited by any Federal or State agency or the Public Employee Retirement System regarding the independent contractor status of Contractor and the audit in any way fails to sustain the validity of a wholly independent contractor relationship between City and Contractor or its employees, then Contractor agrees to reimburse City for all costs, including accounting and attorney's fees, arising out of such audit and any appeals relating thereto.

C. Contractor shall fully comply with Workers' Compensation laws regarding Contractor and Contractor's employees. Contractor further agrees to indemnify and hold City harmless from any failure of Contractor to comply with applicable Worker's Compensation laws.

D. Contractor shall, at Contractor's sole cost and expense fully secure and comply with all federal, state and local governmental permit or licensing requirements, including but not limited to the City of Diamond Bar, South Coast Air Quality Management District, and California Air Resources Board.

E. In addition to any other remedies it may have, City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification required by this Agreement or for any amount or penalty levied against the City for Contractor's failure to comply with this Section.

8. Standard of Performance. Contractor shall perform all work at the standard of care and skill ordinarily exercised by members of the profession under similar conditions and represents that it and any subcontractors it may engage, possess any and all licenses which are required to perform the work contemplated by this Agreement and shall maintain all appropriate licenses during the performance of the work.

9. Unauthorized Aliens. Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. § 1101 *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Consultant hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including reasonable attorney fees, incurred by City.

10. Indemnification.

Contractor shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers ("Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with:

(1) Any and all claims under Worker's Compensation acts and other employee benefit acts with respect to Contractor's employees or Contractor's contractor's employees arising out of Contractor's work under this Agreement; and

(2) Any and all claims arising out of Contractor's performance of or failure to perform work hereunder or its failure to comply with any of its obligations contained in this Agreement, regardless of City's passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Should City in its sole discretion find Contractor's legal counsel unacceptable, then Contractor shall reimburse the City its costs of defense, including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation. The

Contractor shall promptly pay any final judgment rendered against the Indemnitees. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement. Except for the Indemnitees, this Agreement shall not be construed to extend to any third-party indemnification rights of any kind.

11. Insurance.

A. Prior to performance of work under this Agreement and at all times during the term of this Agreement Contractor shall carry, maintain, and keep in full force and effect, with an insurance company authorized to do business in the State of California and approved by the City the following insurance:

(1) a policy or policies of broad-form comprehensive general liability insurance written on an occurrence basis with minimum limits of \$2,000,000.00 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by Contractor, its officers, employees, agents, and independent contractors in performance of services under this Agreement;

(2) property damage insurance with a minimum limit of \$500,000.00 per occurrence;

(3) automotive liability insurance written on an occurrence basis covering all owned, non-owned and hired automobiles, with minimum combined single limits coverage of \$2,000,000.00; and

(4) Worker's Compensation insurance when required by law, with a minimum limit of \$500,000.00 or the amount required by law, whichever is greater.

B. The Indemnitees shall be named as additional insureds on the policies as to comprehensive general liability, property damage, and automotive liability. The policies as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the City shall be excess insurance only.

C. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through the addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving City at least ten (10) day's prior written notice thereof. Contractor agrees that it will not cancel, reduce, or otherwise modify the insurance coverage and in the event of any of the same by the insurer to immediately notify the City.

D. All policies of insurance shall cover the obligations of Contractor pursuant to the terms of this Agreement and shall be issued by an insurance company which is authorized to do business in the State of California or which is approved in writing by the City; and shall be placed have a current A.M. Best's rating of no less than A-, VII.

E. Contractor shall submit to City (1) insurance certificates indicating compliance with the minimum insurance requirements above, and (2) insurance policy endorsements or a

copy of the insurance policy evidencing the additional insured requirements in this Agreement, in a form acceptable to the City.

F. **Self-Insured Retention/Deductibles.** All policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Contractor (as the named insured) should Contractor fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City. Contractor understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Contractor as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Contractor's due to such failure in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Contractor for breach of this Agreement in addition to any other damages incurred by City due to the breach.

G. **Subrogation.** With respect to any Workers' Compensation Insurance or Employer's Liability Insurance, the insurer shall waive all rights of subrogation and contribution it may have against the Indemnitees.

H. **Failure to Maintain Insurance.** If Contractor fails to keep the insurance required under this Agreement in full force and effect, City may take out the necessary insurance and any premiums paid, plus 10% administrative overhead, shall be paid by Contractor, which amounts may be deducted from any payments due Contractor.

I. Contractor shall include all subcontractors, if any, as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor to the City for review and approval. All insurance for subcontractors shall be subject to all of the requirements stated herein.

12. Confidentiality. Contractor in the course of its duties may have access to confidential data of City, private individuals, or employees of the City. Contractor covenants that all data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Contractor's covenant under this section shall survive the termination of this Agreement. Notwithstanding the foregoing, to the extent Contractor prepares reports of a proprietary nature specifically for and in connection with certain projects, the City shall not, except with Contractor's prior written consent, use the same for other unrelated projects.

13. Maintenance and Inspection of Records. In accordance with generally accepted accounting principles, Contractor and its subcontractors shall maintain reasonably full and complete books, documents, papers, accounting records, and other information (collectively, the "records") pertaining to the costs of and completion of services performed under this Agreement. The City and any of their authorized representatives shall have access to and the right to audit and reproduce any of Contractor's records regarding the services provided under this Agreement. Contractor shall maintain all such records for a period of at least three (3) years after termination or completion of this Agreement. Contractor agrees to make available all such records for inspection or audit at its offices during normal business

hours and upon three (3) days' notice from the City, and copies thereof shall be furnished if requested.

14. Termination. The City may terminate this Agreement with or without cause upon fifteen (15) days' written notice to Contractor. The effective date of termination shall be upon the date specified in the notice of termination, or, in the event no date is specified, upon the fifteenth (15th) day following mailing of the notice. In the event of such termination, City agrees to pay Contractor for services satisfactorily rendered prior to the effective date of termination. Immediately upon receiving written notice of termination, Contractor shall discontinue performing services, unless the notice provides otherwise, except those services reasonably necessary to effectuate the termination. The City shall be not liable for any claim of lost profits.

15. Personnel. Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Contractor reserves the right to determine the assignment of its own employees to the performance of Contractor's services under this Agreement, but City reserves the right, for good cause, to require Contractor to exclude any employee from performing services on City's premises.

16. Prevailing Wage. Notice is hereby given that in accordance with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2, the Contractor is required to pay not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public works is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. In that regard, the Director of the Department of Industrial Relations of the State of California is required to and has determined such general prevailing rates of per diem wages. Copies of such prevailing rates of per diem wages are on file in the Office of the City Clerk of the City of Diamond Bar, 21810 Copley Drive, Diamond Bar, California, and are available to any interested party on request. City also shall cause a copy of such determinations to be posted at the job site.

The Contractor shall forfeit, as penalty to City, not more than twenty-five dollars (\$25.00) for each laborer, workman or mechanic employed for each calendar day or portion thereof, if such laborer, workman or mechanic is paid less than the general prevailing rate of wages hereinbefore stipulated for any work done under this Agreement, by him or by any subcontractor under him.

The CONTRACTOR and any of its subcontractors must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, which precludes the award of a contract for a public work on any public works project awarded after April 1, 2015. This Agreement is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

17. Non-Discrimination and Equal Employment Opportunity.

A. Contractor shall not discriminate as to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation, in the performance of its services and duties pursuant to this Agreement and will comply with all rules and regulations of City relating thereto. Such nondiscrimination shall

include but not be limited to the following: employment, upgrading, demotion, transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

B. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

C. Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement except contracts or subcontracts for standard commercial supplies or raw materials.

18. Time Is of the Essence. Time is of the essence in this Agreement. Contractor shall do all things necessary and incidental to the prosecution of Contractor's work.

19. Delays and Extensions of Time. Contractor's sole remedy for delays outside its control shall be an extension of time. No matter what the cause of the delay, Contractor must document any delay and request an extension of time in writing at the time of the delay to the satisfaction of City. Any extensions granted shall be limited to the length of the delay outside Contractor's control. If Contractor believes that delays caused by the City will cause it to incur additional costs, it must specify, in writing, why the delay has caused additional costs to be incurred and the exact amount of such cost within 10 days of the time the delay occurs. No additional costs can be paid that exceed the not to exceed amount absent a written amendment to this Agreement. In no event shall the Contractor be entitled to any claim for lost profits due to any delay, whether caused by the City or due to some other cause.

20. Assignment. Contractor shall not assign or transfer any interest in this Agreement nor the performance of any of Contractor's obligations hereunder, without the prior written consent of City, and any attempt by Contractor to so assign this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

21. Compliance with Laws. Contractor shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments.

22. Non-Waiver of Terms, Rights and Remedies. Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Contractor constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Contractor, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

23. Mediation. Any dispute or controversy arising under this Agreement, or in connection with any of the terms and conditions hereof, which cannot be resolved by the parties, may be referred by the parties hereto for mediation. A third party, neutral mediation service shall be selected, as agreed upon by the parties and the costs and expenses thereof shall be borne equally by the parties hereto. The parties agree to utilize their good faith efforts

to resolve any such dispute or controversy so submitted to mediation. It is specifically understood and agreed by the parties hereto that mutual good faith efforts to resolve the same any dispute or controversy as provided herein, shall be a condition precedent to the institution of any action or proceeding, whether at law or in equity with respect to any such dispute or controversy.

24. Notices. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during regular business hours or by facsimile before or during regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore set forth in the Agreement, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

“CONTRACTOR”

Nova Landscape Group, Inc.
15218 Summit Avenue #300-734
Fontana CA 92336
 Attn.: _____
 Phone: 909-681-6949
 E-Mail:

“CITY”

City of Diamond Bar
 21810 Copley Drive
 Diamond Bar, CA 91765-4178
 Attn.: Jason Williams
 Phone:(909) 839-7059
 E-mail:

26. Governing Law. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of California.

27. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, and all of which together shall constitute one and the same instrument.

28. Severability. If any term, condition, or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby, and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

29. Entire Agreement. This Agreement, and any other documents incorporated herein by reference, represent the entire and integrated agreement between Contractor and City. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by the parties which expressly refers to this Agreement. Amendments on behalf of the City will only be valid if signed by a person duly authorized to do so under the City's Purchasing Ordinance.

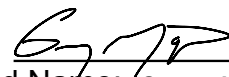
IN WITNESS of this Agreement, the parties have executed this Agreement as of the date first written above.

{SIGNATURES FOLLOW ON THE NEXT PAGE}

"Contractor"

NOVA Landscape Group, Inc.

By: 
 Printed Name: George Magaña
 Title: President

By: 
 Printed Name: George Magaña
 Title: Chief Financial Officer

"City"

CITY OF DIAMOND BAR

By: _____
 Dan Fox, City Manager

ATTEST:

 Kristina Santana, City Clerk

Approved as to form:

By: _____
 Omar Sandoval, City Attorney

State of California "CONTRACTOR'S" License No. 1015991.

CONTRACTOR'S Business Phone (909) 681-6949.

Emergency Phone: (909) 681-6949
 at which CONTRACTOR can be reached at any time.

NOTE:

- If Contractor 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.

15218 Summit Ave, Suite 300-734
 Fontana, CA 92336
 T. 909 681 6949
 www.nlg-inc.com



March 25, 2025

Jason Williams
 Maintenance Supervisor
 City of Diamond Bar
 21810 Copley Drive
 Diamond Bar, CA 91765

Re: Parks Landscape Maintenance Services Agreement

Thank you for your time and the opportunity to discuss the Parks Landscape Maintenance Service Agreement. We value your relationship and consideration and are excited at the possibility of taking on the City's park's maintenance services. We are confident our direct experience working for the City in the past managing most of these facilities would provide a significant benefit in terms of facilitating as smooth a transition as possible for the City.

To that end Nova Landscape Group, Inc. would like to request your consideration of the following terms. There was a discussion around us beginning June 1st of 2025-2026 for the current contract amount plus a 3.5% CPI based increase. We would like to propose a second (2026-2027)- and third year (2027-2028) increase of the same 3.5%. From there we would refer to the current publicized CPI rate for the subsequent optional two one-year extensions.

Our intent is to purchase specialized and dedicated equipment and vehicles to provide optimal service and coverage throughout the City's network of parks and this would allow us to offset that initial capital outlay as well as provide increased value to the City and its park patrons.

As you are well aware, time is of the essence with regards to this transition so we will do our best to assure our availability for further discussions and/or meetings as needed. The sooner we can put this plan in motion, the better equipped we will be with plans and resources in place to begin the transition. We thank you for your consideration and look forward to hearing what more we can do to be your contractor of choice.

Sincerely,

A handwritten signature in black ink, appearing to read 'George Magaña', written in a cursive style.

George Magaña
 President
 Nova Landscape Group, Inc.

Exhibit A**SPECIFICATIONS FOR THE MAINTENANCE OF
DIAMOND BAR COMMUNITY PARKS**

DIAMOND BAR COMMUNITY PARKS

STATEMENT OF WORK

Administrative Specifications

On-Going Maintenance Tasks

Seasonal Specialty Tasks

Specific Requirements

**STATEMENT OF WORK
LANDSCAPE AND GROUNDS MAINTENANCE AGREEMENT
DIAMOND BAR COMMUNITY PARKS**

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ADMINISTRATIVE SPECIFICATIONS

1. GENERAL REQUIREMENTS

1.01 The premises shall be maintained with a crisp, clean appearance and all work shall be performed in a professional, workmanlike manner using quality equipment and materials.

1.02 Contractor shall provide the labor, materials, and equipment necessary for the provision of grounds and landscape maintenance services, except as otherwise specified hereinafter. The premises shall be maintained with nothing but the highest of standards at no less than the frequencies set forth herein.

1.03 Contractor is hereby required to render and provide landscape and grounds maintenance services including, but not limited to, the maintenance of turf, groundcover, shrubs and trees; renovation of turf and groundcover areas; maintain and prepare ballfields; the pruning of trees and shrubs; providing weed, disease and pest control; provide specified building custodial services; operating and maintaining specified components of the irrigation system, maintenance of aquatic areas, and the maintenance of any appurtenant structures and equipment pursuant to specifications and frequencies established by the City of Diamond Bar Public Works Department, as set forth herein or revised by City.

1.04 Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage groundcover, athletic or turf areas.

1.05 The Contractor recognizes, that during the course of this Agreement, other activities and operations may be conducted by City work forces and other contracted parties. These activities may include, but not be limited to, landscape refurbishment, irrigation system modification or repair, construction and/or storm related operations. The Contractor may be required to modify or curtail certain task and operations and shall promptly comply with any request therefore by the Maintenance Superintendent.

1.06 Contractor shall, during the specified hours and days of operation, respond to all emergencies within two (2) hours of notification.

1.07 The Contractor shall perform a weekly maintenance inspection during daylight hours of all areas within the premises such inspection shall be both visual and operational. It shall include operation of all irrigation, lighting and other mechanical systems to check for proper condition and reliability. Contractor shall take immediate steps to correct any observed irregularities, and submit a written report regarding such circumstances to the Maintenance Superintendent.

2. FACILITIES TO BE MAINTAINED

2.01 The facilities to be maintained under the provisions of this Agreement are located at the following addresses and locations:

2.02 The City of Diamond Bar facilities to be maintained under this agreement:

1. Diamond Bar Center – 1600 Grand Avenue

2. Heritage Park Community Center - 2900 S. Brea Canyon Rd.
3. Pantera Park Activity Room - 738 Pantera Dr.

2.03 Parks:

1. Diamond Canyon Park – 3338 S. Brea Canyon Road
2. Paul C. Grow Park - 23281 E. Forest Canyon Rd.
3. Heritage Park - 2900 S. Brea Canyon Rd.
4. Maple Hill Park - 1355 S. Maple Hill Rd.
5. Pantera Park - 738 Pantera Dr.
6. Peterson Park - 24142 E. Sylvan Glen Rd.
7. Ronald Reagan Park - 2201 Peaceful Hills Rd.
8. Starshine Park - 20839 Starshine Rd.
9. Summitridge Park - 1425 Summitridge Dr.
10. Sycamore Canyon Park - 22930 E. Golden Springs Dr.
11. Washington Park – 21208 Washington Street
12. Larkstone Park – 20668 Larkstone Drive

2.04 Special Facilities/Parks:

1. Diamond Bar Skate Park at Peterson Park - 24142 E. Sylvan Glen Road
2. Diamond Bar Dog Park at Pantera Park – 738 Pantera Drive
3. Lorbeer Middle School Athletic Field (Owned by Pomona Unified School District)
– 501 S. Diamond Bar Blvd.

2.05 Trails:

1. Pantera Park Trail
2. Peterson Park Trail
3. Summitridge Park Trail
4. Sycamore Canyon Park Trail and Trail Head

These facilities are landscaped with turf, groundcover, shrubs, and are irrigated by manual and/or automatic controlled systems. These areas are further defined on the plans of record on file with the City of Diamond Bar.

2.06 Contractor acknowledges personal inspection of the facilities and the surrounding areas.

3. CERTIFICATIONS/REPORTS

3.01 Maintenance Function Report

Contractor shall maintain and keep current a daily report form that records all Ongoing, Seasonal and Additional Work; maintenance functions performed by Contractor's personnel. Said report shall be in a form and content acceptable to the Maintenance Superintendent and shall be submitted to Maintenance Superintendent concurrent with the monthly invoicing. The monthly payment will not be made until such report is received and deemed acceptable by the Maintenance Superintendent.

3.02 Certification

Contractor shall complete the attached "Certification Report Form", designated Exhibit B and shall submit same to Maintenance Superintendent concurrent with the monthly invoicing the monthly payment to the Contractor will not be made until such report has been received and found acceptable by the Maintenance Superintendent.

3.03 Irrigation Schedule

Contractor shall complete and submit a monthly irrigation schedule for the coming month, and submit same to Maintenance Superintendent concurrent with monthly invoicing.

In addition, when applicable, Contractor shall submit with the monthly invoice, a report indicating those specialty type maintenance operations completed. Said report shall include the following information:

- a. Quantity and complete description of all commercial and organic fertilizers used.
- b. Quantity and label description of all grass seed used.
- c. Quantity and complete description of all soil amendments used.
- d. A valid licensed California Pest Control Advisor's recommendation and copies of corresponding pesticide use report signed by a licensed California Pest Control Operator for all chemical disease and pest control work performed.

4. **ADDITIONAL WORK**

4.01 The Maintenance Superintendent may at his discretion authorize the Contractor to perform additional work, including but not limited to, repairs and replacements when the need for such work arises out of extraordinary incidents such as vandalism, Acts of God, and third-party negligence; or improvements in order to add new, modify existing or to refurbish existing landscaping and irrigation systems. If the Maintenance Superintendent determines that the labor for work resulting from vandalism, Acts of God or third-party negligence can be performed by Contractor's present work force, Maintenance Superintendent may modify the Contractor's On-Going Maintenance Schedule in order to compensate Contractor for performing said work. Absent of said modification, any work not provided for elsewhere in this agreement and authorized by the Maintenance Superintendent and performed by the Contractor shall be paid by City as specified in Payment, Section 4 of the Agreement.

4.02 Prior to performing any additional work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials. No work shall commence without the written authorization from the Maintenance Superintendent. Notwithstanding the above authorization, when a condition exists wherein there is imminent danger of injury to the public or damage to property, the Maintenance Superintendent may verbally authorize the work to be performed upon receiving a verbal estimate from the Contractor. However, within twenty-four (24) hours after receiving a verbal authorization, the Contractor shall submit a written estimate to the Maintenance Superintendent for approval.

4.03 All additional work shall commence on the specified date established and Contractor shall proceed diligently to complete said work within the time allotted.

4.04 Additional compensation may be authorized at the discretion of the Maintenance Superintendent, for those "Seasonal Specialty", or "Additional Work" functions deemed necessary and authorized by the Maintenance Superintendent.

4.05 Contractor may also be requested to provide casual labor services for City Special Events, City emergencies or for other events and activities as approved by the Maintenance Superintendent.

5. CONTRACTOR'S DAMAGES

5.01 All damages incurred to existing facilities by the Contractor's operation shall be repaired or replaced at the Contractor's expense.

5.02 All such repairs or replacements shall be completed within the following time limits:

- a. Irrigation damage shall be repaired or replaced within one watering cycle.
- b. All damages to shrubs, trees, turf or groundcover shall be repaired or replaced within five (5) working days.

5.03 All repairs or replacements shall be completed in accordance with the following maintenance practices.

- a. Trees - Minor damage such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist.
- If damage results in loss of a tree, the damaged tree shall be removed and replaced to comply with the specific instructions of Maintenance Superintendent.
- b. Shrubs - Minor damage may be corrected by appropriate pruning.
- Major damage shall be corrected by removal of the damaged shrub and replacement to comply with the provisions in Section 16. "Pruning and Hedge Trimming - Operation" of the On-Going Maintenance Specifications.
- c. Chemical - All damage resulting from chemical operation, either spray-drift or lateral-leaching, shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to ensure its ability to support plant life.

6. INTERPRETATION OF THE MAINTENANCE SPECIFICATIONS

6.01 Should any misunderstanding arise; the Maintenance Superintendent will interpret this Agreement. If the Contractor disagrees with the interpretation of the Maintenance Superintendent, Contractor shall continue with the work in accordance with the Maintenance Superintendent's interpretation. Within thirty (30) days after receipt of the interpretation, Contractor may file a written request for a hearing before a Disputes Review Panel as provided hereinafter. The written request shall outline in detail the area of dispute.

6.02 The Disputes Review Panel will be appointed by the Maintenance Superintendent and will be composed of not less than three (3) Non-City personnel having experience in the administration of grounds maintenance contracts. The panel will convene within one (1) week of appointment in order to hear all matters related to the dispute. The hearing will be informal and formal rules of evidence will not apply. The Panel will submit its recommendation to the Maintenance Superintendent, for his consideration, within one (1) week following the conclusion of the hearing. The Maintenance Superintendent shall render an interpretation based upon his review of the

Panels recommendation.

7. OFFICE OF INQUIRIES AND COMPLAINTS

7.01 The Contractor shall maintain an office at some fixed place located in the Los Angeles Metropolitan Area and shall maintain a telephone there, listed in the telephone directory in its own name or in the firm name by which it is most commonly known and shall, during the daily hours of maintenance operation have some responsible person(s) employed by the Contractor, to take the necessary action regarding all inquiries and complaints that may be received from the Maintenance Superintendent, City personnel or patrons using the facilities. This person(s) shall be reachable 24 hours per day. An answering service shall be considered an acceptable substitute to full time coverage, provided Contractor is advised of any complaint within one (1) hour of receipt of such complaint by the answering service. During normal working hours, the Contractor's Foreman or employee of the Contractor, who is responsible for providing maintenance services shall be available for notification through telephone communication.

7.02 Whenever immediate action is required to prevent impending injury, death or property damage to the facilities being maintained, City may, after reasonable attempt to notify the Contractor, cause such action to be taken by the City work force and shall charge the cost thereof, as determined by the Maintenance Superintendent, against the Contractor, or may deduct such cost from an amount due to Contractor from City.

7.03 The Contractor shall maintain a written log of all complaints, the date and time thereof and the action taken pursuant thereto or the reason for non-action. The log of complaints shall be open to the inspection of the Maintenance Superintendent at all reasonable times.

7.04 All complaints shall be abated as soon as possible after notification; but in all cases within 24 hours, to the satisfaction of the Maintenance Superintendent. If any complaint is not abated within 24 hours, the Maintenance Superintendent shall be notified immediately of the reason for not abating the complaint followed by a written report to the Maintenance Superintendent within five (5) days. If the complaints are not abated within the time specified or to the satisfaction of the Maintenance Superintendent, the Maintenance Superintendent may correct the specific complaint and the total cost incurred by the City will be deducted and forfeit from the payments owing to the Contractor from the City.

8. SAFETY

8.01 Contractor agrees to perform all work outlined in this Agreement in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines, and materials or other hazards consequential or related to the work; and agrees additionally to accept the sole responsibility for, complying with all local, County, State or other legal requirements including but not limited to, full compliance with the terms of the applicable OSHA, CALOSHA and NIOSHA Safety Orders at all times so as to protect all persons, including Contractor's employees, agents of the City, vendors, members of the public or others from foreseeable injury, or damage to their property. Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action

taken.

8.02 It shall be the Contractor's responsibility to inspect, and identify, any conditions that renders any portion of the premises unsafe, as well as any unsafe practices occurring thereon. The Maintenance Superintendent shall be notified immediately of any unsafe condition that requires major correction. Contractor shall be responsible for making minor corrections Including, but not limited to; filling holes in turf areas and paving, using barricades or traffic cones to alert patrons of the existence of hazards, replacing valve box covers, and securing play apparatus so as to protect members of the public or others from injury. During normal hours Contractor shall obtain emergency medical care for any member of the public who is in need thereof, because of illness or injury occurring on the premises. Contractor shall cooperate fully with City in the investigation of any accidental injury or death occurring on the premises, including a complete written report thereof to the Maintenance Superintendent within five (5) days following the occurrence.

9. HOURS AND DAYS OF MAINTENANCE SERVICES

9.01 The basic daily hours of maintenance service shall be as follows:

- a. During the months of November through April, the contractor shall, at a minimum, have staff onsite during the hours of 7:00 a.m. to 3:30 p.m.
- b. During the months of May through October, the contractor shall, at a minimum, have staff onsite during the hours of 6:00 a.m. to 2:30 p.m.

9.02 Contractor shall provide staffing to perform the required maintenance services during the prescribed hours seven (7) days per week, Sunday through Saturday. Any changes in the days and hours of operation heretofore prescribed shall be subject to approval by the Maintenance Superintendent. Contractor shall provide a daily schedule (seven (7) day per week schedule) of manpower assigned to work in Diamond Bar. This schedule shall serve as the minimum manpower requirement to adequately service this contract.

9.03 Per State of California Labor Code, Contractor is directed to the following prescribed requirement with respect to the hours of employment. Eight (8) hours of labor under this Agreement shall constitute a legal day's work and said Contractor shall not require or permit any laborer, worker or mechanic, or any subcontractor employed by him to perform any of the work described herein to labor more than eight (8) hours during any one day or more than forty (40) hours during any one calendar week, except as authorized by Labor Code Section 1815, under penalty of paying to the City the sum of Twenty-five Dollars (\$25.00) for each laborer, worker or mechanic employed in the execution of said Agreement by him, or any subcontractor under him, upon any of the work included in said Agreement for each calendar day during which such laborer, worker or mechanic is required or permitted to labor more than eight (8) hours in any one calendar day or forty (40) hours in any one calendar week, in violation of the provisions of Section 1811 to 1815, inclusive, of the Labor Code of the State of California.

10. MAINTENANCE SCHEDULES

10.01 Contractor shall, within ten (10) days after the effective date of this Agreement, submit a facility work schedule to the Maintenance Superintendent for review and approval. Said work schedule shall be set on an annual calendar identifying and delineating the time frames for the required functions by the day of the week, morning and afternoon.

10.02 The Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Maintenance Superintendent for his review, and if appropriate his approval, within five (5) working days prior to scheduled time for the work.

10.03 The above provisions are not construed to eliminate the Contractor's responsibility in complying with the requirements to notify the Maintenance Superintendent for Specialty Type maintenance as set forth immediately hereinafter.

10.04 Contractor shall notify the Maintenance Superintendent, in writing, at least two (2) weeks prior to the date and time of all "Specialty Type" maintenance operations. 'Specialty Type' operations are defined as:

- a. Fertilization
- b. Turf renovation/reseeding
- c. Micro-Nutrients/soil amendments
- d. Spraying of trees, shrubs or turf
- e. Aesthetic tree pruning
- f. Other items as determined by the Maintenance Superintendent

11. CONTRACTOR'S STAFF

11.01 The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein. Contractor's employees, whether assigned to any one facility or as part of a crew serving any number of facilities, shall include at least one individual who speaks the English language proficiently.

11.02 Contractor shall transfer or discharge any employee whose conduct or activity shall, in the reasonable exercise of discretion by the Maintenance Superintendent, be deemed detrimental to the interest of the public patronizing the premises. Contractor shall transfer or discharge any such person within a reasonable time following notice therefore from the Maintenance Superintendent and such person shall not be employed at any City Parks and Recreation facility contracted for and maintained by the Contractor.

11.03 Maintenance Superintendent may require the Contractor to establish an identification system for personnel assigned to the facility which clearly indicates to the public the name of the Contractor responsible for the landscape and grounds maintenance services. The identification system shall be furnished at the Contractor's expense and may include appropriate attire and/or name badges as specified by the Maintenance Superintendent.

11.04 The Contractor shall require each of his employees to adhere to basic public works standards of working attire. These are basically; uniforms, proper shoes and other gear required by State Safety Regulations, and proper wearing of the clothing. Shirts shall be worn at all times and buttoned.

12. SIGNS/IMPROVEMENTS

12.01 Contractor shall not post signs or advertising matter upon the premises or

improvements thereon, unless prior approval therefore is obtained from the Maintenance Superintendent.

13. UTILITIES

13.01 The City shall pay for all utilities with the exception of the telephone. However, water usage shall not exceed amount required to comply with irrigation schedules established by the Contractor and approved by the Maintenance Superintendent. Contractor shall pay for all excessive utility usage due to Contractor's failure to monitor irrigation system malfunctions or unauthorized increases in the frequency of irrigation. The excess cost will be determined by comparing current usage with historical usage for the same time period.

The excess cost factor, to be deducted from payments to Contractor from City will be presented to the Contractor by the Maintenance Superintendent prior to actual deduction to allow for explanations.

14. NON-INTERFERENCE

14.01 Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.

15. STORAGE FACILITIES

15.01 City, at its discretion, may provide storage and office facilities for Contractor's use within the premises. In such case, Contractor is prohibited from use of said facilities for the conduct of any of its business interests that are outside the scope of this Agreement. Further, said facilities shall not be used for human habitation, other than a night-watchman or patrolman as specifically approved by the Maintenance Superintendent.

15.01.01 Contractor, at its own risk, may store equipment and materials required for maintenance of the premises in said facilities. However, Contractor must, at all times, employ the use of such safety standards and handling procedures as are applicable to such equipment and materials.

15.02 Contractor shall not dispose of hazardous materials on the premises. All such hazardous materials collected on the premises shall be properly stored on a temporary basis, thereafter to be disposed of by Contractor at an approved disposal site.

15.03 Damage or loss to Contractor's equipment, materials and/or personal property shall be at Contractor's sole risk and expense. Contractor hereby agrees to hold City harmless and waive any claims for damages for loss of use of any equipment, materials and/or personal property that may occur at City provided storage facilities.

16. USE OF CHEMICALS

16.01 All work involving the use of chemicals shall be in compliance with all Federal, State and Local laws and will be accomplished by or under the direction of a State of California Licensed Pest Control Operator. A written recommendation by a person possessing a valid California Pest Control Advisor License is required prior to chemical application.

16.02 A listing of proposed chemicals to be used including; commercial name, application rates and type of usage shall be submitted to the Maintenance Superintendent for approval at the commencement of the contract. No work shall begin until written approval of use is obtained from the Maintenance Superintendent.

16.03 Chemicals shall only be applied by those persons possessing a valid California Pest Control Applicator's license. Application shall be in strict accordance with all governing regulations.

16.04 Records of all operations stating dates, times, methods of application, chemical formulations, applicators names and weather conditions shall be made and retained in an active file for a minimum of three (3) years.

16.05 All chemicals requiring a special permit for use must be registered with the County Agricultural Commissioner's office and a permit obtained with a copy to the City of Diamond Bar Public Works Department.

16.06 All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.

16.07 Chemicals shall be applied when air currents are still; preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application.

17. TERM OF AGREEMENT

17.01 This Agreement shall take effect and commence upon its execution by the City Council and unless executed on the first day of a calendar month, shall continue for the rest of the partial calendar month in which executed and for a period of twelve (12) to thirty-six (36) full calendar months thereafter.

17.02 The City Council shall have the option to extend this Agreement up to three (3) additional years, subject to the same terms and conditions contained herein, by giving Contractor written notice of exercise of this option to renew at least thirty (30) days prior to the expiration of the initial term of this Agreement.

18. CONTRACTOR'S COMPENSATION

18.01 Should this Agreement commence on other than the first day of a calendar month, the Contractor's compensation for that partial calendar month shall be prorated at the rate of 1/30 of the full monthly rate per day, to, and including, the last day of the partial calendar month.

18.02 In the event the City Council exercises its option to extend the term of this Agreement for one or more of the additional three (3) years as provided for in paragraph 17.02, the Contractor's monthly compensation shall be subject to adjustment at the commencement of the extended term and annually thereafter ("the adjustment date") as follows:

Any increase in compensation will be negotiated between the City and the contractor, with the limits being no increase to a maximum of the cost of living.

The increase, if any, will be calculated with reference to cost of living during the previous year. If the increase is approved by the City Council, the increase will be calculated by adding to the Contractor's monthly compensation, the amount, if any, obtained by multiplying the contractor's compensations as of the adjustment date by the percentage by which the Consumer Price index ("CPI") for the Los Angeles Anaheim-Riverside metropolitan area for the month immediately preceding the Adjustment Date (the "Index Month") reported by the Bureau of Labor Statistics of the United States Department of Labor, has increased over the CPI for the month one year prior to the Index Month. If the Index is discontinued, the Maintenance Superintendent's office shall, as its discretion, substitute for the Index such other similar index as it may deem appropriate.

19. Monetary Penalties for Contract Specification Deficiencies and Sub-Standard Work

19.01 Violation of the following provisions will result in the listed monetary penalty. Contract specification deficiencies and sub-standard work must be documented on the Performance Deficiency form and the form must be approved by the Supervisor and Maintenance Superintendent.

1. Contractor's employees shall wear proper working attire, including uniforms, proper shoes and other safety gear. (Section 11.04) Failure to comply shall result in a deduction of \$100 per occurrence per day.
2. Complaints shall be abated as soon as possible after notification; but in all cases within 24 hours, to the satisfaction of the Maintenance Supervisor or Superintendent. (Section 7.04) Failure to comply shall result in a deduction of \$100 per occurrence per day.
3. Contractor shall respond to emergencies within two (2) hours of notification. (Section 1.06) Emergencies include, but are not limited to, broken water mains, stuck valves, threat to private property due to contractor's operations, natural disasters, etc. Failure to respond shall result in a deduction of \$250 per occurrence.
4. Contractor shall supply the City with name(s) and phone number(s) of twenty-four (24) hours-per-day, seven (7) days-per-week contact for emergencies. (Section 7.01) Failure to maintain current information shall result in a \$200 penalty for each occurrence.
5. Contractor contact shall be available by telephone during regular work hours. (Section 7.01) Failure to respond back to City representative within 30 minutes of call shall result in \$250 penalty per occurrence.

6. Contractor shall provide a daily schedule (seven (7) day per week schedule) of manpower assigned to work in Diamond Bar. This schedule shall serve as the minimum manpower requirement to adequately service this contract. Failure to maintain the minimum level of manpower shall result in the immediate deficiency deduction of \$200 per person per day.

7. Payments Withheld/Penalties:

A. If the City determines that there are deficiencies in the performance of this contract, the Contractor shall be notified in writing each time service requirements are unsatisfactory and corrective action is necessary.

Upon notification of service failure, the Contractor shall complete corrective action within the time frame as noted in the contract. Should the Contractor fail to correct any deficiencies within the stated time frame, the City may exercise the following measures:

- i. Deduct from the Contractor's payment the amount necessary to correct the deficiency.
- ii. Withhold the entire or partial payment.
- iii. Utilize City forces, or an alternate source, to correct the deficiency and deduct from the Contractor's payment the total cost, including City overhead.
- iv. Deduct liquidated damages from Contractor's monthly invoice.

B. Failure by the Contractor to provide reports, schedules and other deliverables as called for in this specification (and itemized below) will result in a penalty of \$250 for each occurrence being withheld from the Contractor's current monthly invoice payment.

- i. "Weekly" written work schedules including tree well maintenance
- ii. Written pesticide recommendations
- iii. "Every three (3) weeks" irrigation tracking sheets for each controller
- iv. "Monthly" turf fertilization schedule (if applicable)
- v. "Monthly" rodent control reports (site specific)
- vi. "Monthly" chemical application report (site specific)

C. Failure by the Contractor to provide certain maintenance functions/deliverables within the timelines called for in this specification (and itemized below) will result in a penalty of \$200 for each occurrence (at each site) being withheld from the Contractor's current monthly invoice payment.

- I. Failure by the Contractor to take immediate corrective action to landscape that is stressed due to lack of water, insect infestation, rodents, etc.
 - i. ii. Failure to perform as indicated on the work schedule.
 - ii. Responding to emergencies within two (2) hours during non-working hours.
 - iii. Failure to conform to the W.A.T.C.H. Traffic Control handbook.
 - iv. Removing litter/debris from site the same day it is generated.
 - v. Blowing or sweeping debris onto private property, public streets,
 - vi. parking lots or into stormdrains.
 - vii. Tree pruning or tree care within five (5) days.
 - viii. Failure to alleviate visibility obstructions within two (2) working days.
 - ix. Ground cover replacement within five (5) days.
 - x. Irrigation repair within twenty-four (24) hours.
 - xi. Irrigating during rainy weather when it is obvious that additional soil moisture is not needed. (Per controller).
 - xii. Objectionable weeds and subsequent days beyond three (3).
 - xiii. Failure to pick up litter daily.
 - xiv. Turf mowing and edging weekly.
 - xv. Failure to test and or repair backflow prevention devices.

II. ON-GOING MAINTENANCE TASKS

1. **MOWING - Operation**

1.01 Mowing operations shall be performed in a workmanlike manner that ensures a smooth, surface appearance without scalping or allowing excessive cuttings to remain.

1.02 Turf shall be mowed with a reel-type mower equipped with rollers or a rotary-type mower.

1.03 All equipment shall be adjusted to the proper cutting heights and shall be adequately sharpened.

1.04 Mowing height shall be no less than 3/4 inch for all turf areas. Mowing height may be set as high as 1 1/2 inches with one (1) being considered normal.

Mowing heights may vary for special events and conditions.

1.05 Mowing operation shall be completely performed forty-three (43) times per year.

1.06 Mowing operation shall be scheduled Monday through Thursday.

1.07 Walkways shall be cleaned immediately following each mowing.

2. MOWING - Frequency

All turf areas shall receive no less than the following:

2.01 During the warm season (April to November) all turf areas shall be mowed no less than once every week for a total mowing frequency of thirty-five (35)

2.02 During the cool season (December to March) all turf areas shall be mowed no less than once every two weeks for a total mowing frequency of eight (8).

3. MECHANICAL EDGING - Operation

3.01 All, turf edges, including designed edges in flower beds, shall be kept neatly edged and all grass invasions must be eliminated.

3.02 All turf edges, including but not limited to; sidewalks, patios, drives, curbs, shrub beds, flower beds, groundcover beds, around tree bases, and along lakes and streams shall be edged to a neat and uniform line.

3.03 Mechanical edging of turf shall be completed as one operation in a manner that results in a well-defined, V-shape edge that extends into the soil. Such edging shall be done with a power edger with a rigid blade.

3.04 All turf edges shall be trimmed or limited around; sprinklers to provide optimum water coverage, valve boxes, meter boxes, backflow devices, park equipment and other obstacles.

3.05 All groundcover areas were maintained next to turf areas shall be kept neatly edged and all grass invasions eliminated.

4. MECHANICAL EDGING - Frequency

4.01 Mechanical edging of turf shall be performed forty-three (43) times per year.

4.02 Mechanical edging of all groundcover areas shall be completed twenty-six (26) times per year.

5. CHEMICAL EDGING AND DETAILING – Operation

5.01 Chemical application may be used in and around areas such as planters, areas adjacent to buildings, trees, fence lines, sprinkler heads, etc. Prior to application of chemicals, all areas shall be trimmed to proper mowing height. Chemicals shall be applied in a manner to limit drift to six (6) inches. Precautionary measures shall be employed since all areas will be open for public during application.

5.02 Spot treat with a portable sprayer or wick wand using an herbicide approved by the Maintenance Superintendent and applied per manufacturer's recommendations. Water shall not be applied to treated areas for forty-eight (48) hours after each application.

5.03 Where trees and shrubs occur in turf areas, all grass growth shall be limited to at least eighteen (18) inches from the trunks of trees and away from the drip line of shrubs by use of approved chemicals.

5.04 Linear chemical edging of turf boundaries may be performed in a manner that ensures a defined turf edge and limits its encroachment into beds or across boundaries where it is impractical to edge mechanically. A twelve (12) inch barrier width shall be considered normal.

5.05 Detailing of sprinkler heads (to provide maximum water coverage), valve boxes, meter boxes, and similar obstacles in turf areas may be performed in a manner that ensures operability, ease of location and/or a clean appearance. A six (6) inch clearance shall be considered normal.

6. CHEMICAL EDGING AND DETAILING – Frequency

6.01 Chemical edging and detailing operations shall be completed once every three (3) months or as needed and requested by the Maintenance Superintendent.

7. WEED CONTROL AND REMOVAL – Operation

7.01 All grass-like type weeds, morning glory or vine-weed types, ragweed or other underground spreading weeds shall be kept under strict control.

7.02 Remove all weeds and grass from the following areas: roadways, driveways, parking lots patios, drainage areas, slopes, hillsides, and expansion joints in all hard surface areas.

7.03 Remove all weeds, mechanically, from shrub beds, planters, and other cultivated areas.

7.04 Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days. If kill is not complete; additional application(s) shall be made, at no additional cost to the City, until target species are eliminated.

7.05 Weeds treated using a systemic chemical shall be left in place per manufacturer's recommendation. If kill is not complete by the time specified in the manufacturer's recommendation a second application, at no additional cost, shall be made.

7.06 After complete kill, all dead weeds shall be removed from the area.

8. WEED CONTROL AND REMOVAL - Frequency

8.01 Chemical application: Beds, planters, walkways, hard court areas, picnic pavilions, patios, expansion joints in all hard surface areas, roadways, parking lots, drainage areas, slopes, and hillsides: once every month.

8.02 Mechanical Removal: shrub beds, planters, cultivated areas; once per week.

8.03 Inspect, spot treat or mechanically remove weeds as necessary.

9. LITTER CONTROL - Operation

9.01 Complete policing and litter pick-up to remove paper, glass, trash, undesirable materials, salutation and other accumulated debris within the hard surfaces, stadium and landscaped areas to be maintained, including but not limited to: walkways,

roadways between and around planted areas, steps, planters, drains, areas on slopes from the toe of slope to ten feet up the slope, catch basins, play equipment, and sand areas.

9.02 Complete policing, litter pick up and supplemental hand sweeping of parking lot corners and other parking lot areas inaccessible to power equipment shall be accomplished to ensure a neat appearance.

9.03 Complete removal of floating debris and litter in lakes and/or streams.

9.04 Litter pick-up shall be completed as early in the day as possible, but in no case later than 10:00a.m.

9.05 Trash cans and any other large materials placed into the lakes or streams shall be removed.

10. LITTER CONTROL – Frequency

10.01 Turf, beds, planters, walkways, hard court areas, play areas, picnic pavilions and stadium areas, sand areas, patios, drainage areas, the above-described slope areas, roadways, parking lots, and lakes and streams; daily seven (7) days per week.

10.02 Trails and developed and irrigated slope areas: Once per week or as needed and directed by the Maintenance Superintendent.

11. TRASH CONTAINERS – Operation

11.01 Exterior trash containers shall be emptied prior to 10:00 a.m. and all materials shall be placed in appropriate trash bin(s).

11.02 Receptacles shall be conveniently located for the public use and returned daily to such locations if receptacles are displaced by third parties.

11.03 Containers or related appurtenances shall be cleaned and painted to avoid concentrations of insects and not detract from the overall appearance of the area.

11.04 Containers shall be painted black walnut as needed (precast concrete containers shall not be painted).

11.05 All containers or receptacles shall be installed securely to prevent tipping.

11.06 Contractor shall provide plastic liners for trash cans at Contractor's sole expense.

12. TRASH CONTAINERS - Frequency

12.01 Empty exterior trash containers or receptacles; daily seven (7) days per week.

12.02 Clean and paint exterior trash containers or receptacles; once annually or as needed (Precast concrete containers shall not be painted).

13. TRASH BIN REMOVAL - Operation

13.01 All trash and accumulated debris shall be placed in appropriate designated trash bin(s) each day.

13.02 A designated storage area will be provided for the trash bin(s).

13.03 Contractor shall be responsible for providing all necessary trash bins; and off-site removal of all trash and accumulated debris to an approved disposal site.

14. TRASH BIN REMOVAL - Frequency

14.01 Trash bin removal; at least once per week or as otherwise approved by Maintenance Superintendent.

14.02 Trash trucks shall not be permitted on park turf areas.

15. RAKING - Operation

15.01 Accumulation of leaves shall be removed from all landscaped areas including beds, planters and turf areas under trees and placed in appropriate trash bin(s).

16. RAKING - Frequency

16.01 Planters, planter beds and turf areas under trees; once per month or as needed and directed by the Maintenance Superintendent.

17. PRUNING AND HEDGE TRIMMING - Operation

17.01 Clearance

Maintain trees to achieve a seven (7) foot clearance for all branches within the park area and fourteen (14) foot clearance for branches overhanging beyond curb line into the paved section of roadways and parking lots. Prune all plant materials where necessary to maintain access and safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations.

17.02 Trim designated formal plant materials to maintain formal hedges and topiary work.

17.03 Plant ties shall be checked frequently and either retied to prevent girdling or removed along with the stakes when no longer required.

17.04 Remove all new growth on trees up to the appropriate height clearances.

17.05 Remove all dead shrubs and trees. Trees to be removed shall have a caliper of three (3) inches or less measured six (6) inches above the ground level.

17.06 Staking and Tying

a. Replacement of missing or damaged stakes where the tree diameter is less than three (3) inches.

b. Stake in those cases where tree has been damaged and requires staking for support.

c. Stake new trees or recently planted trees which have not previously been staked.

d. Materials

1. Tree stakes, two (2) per tree, shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees not less than ten (10) feet for fifteen (15) gallon trees.

2. Guide wires where required will be of pliable, zinc-coated ten

- (10) gauge using two (2) ties per tree
- 3. Tree ties shall be "Cinch Tie" tree supports or approved equivalent.
- 4. Stakes will not be placed closer than eight (8) inches from the bark.

17.07 Ground Cover

All dead, diseased and unsightly branches, vines or other growth shall be removed as they develop. All groundcover areas shall be pruned to maintain a neat edge along planter box walls. Any runners that start to climb buildings, shrubs or trees shall be pruned out of these areas.

17.08 Damaged trees shall be staked and tied within twenty-four (24) hours. Replacement stakes or new staking shall be completed within five days.

18. **PRUNING AND HEDGE TRIMMING** - Frequency, as determined by Maintenance Superintendent.

18.01 Trees: Clearance pruning as needed.

18.02 Groundcover thinning; as needed.

18.03 Pruning plant material for vehicular and pedestrian visibility and access; as needed.

19. **SWEEPING/WASHING** - Operations

19.01 Check concrete areas for cracks, crevices and deterioration and notify Maintenance Superintendent in writing within twenty-four (24) hours.

19.02 Walkways, steps, curb and gutter, hard court areas, and patios shall be cleaned including but not limited to; the removal of all foreign objects from surfaces such as gum, grease, paint, graffiti, broken glass, etc.

19.03 Methods for sweeping of designated areas can incorporate one or all of the following:

- a. Power pack blowers
- b. Vacuums
- c. Brooms
- d. Push power blowers
- e. Pressure washers

19.04 In the event the Contractor elects to use power equipment to complete such operations, Contractor shall be subject to local ordinances regarding noise levels. Further, any schedule of such operations may be modified by Maintenance Superintendent in order to ensure that the public is not unduly impacted by the noise created by such equipment.

19.05 Supplemental hand sweeping of parking lot corners and other parking lot areas are required in those areas inaccessible to power equipment.

20. **SWEEPING/WASHING** - Frequency

20.01 Sweeping of hard surface areas, parking lot corners, walkways, steps, hard court and stadium areas; once per week.

20.02 Washing of the following areas:

- a. Picnic pavilions and patios used in conjunction with food service

areas shall be washed twice per week as instructed by the Maintenance Superintendent.

- b. Tennis courts and hard surface area; once per week.
- c. Stadiums; once per month.

20.03 Maintenance Superintendent may suspend or modify washing of hard surfaces in response to drought situations.

21. ALGAE AND AQUATIC GROWTH CONTROL - Operation

21.01 Lakes and streams shall be maintained free of algae and aquatic growth.

21.02 Chemicals used in control of algae and aquatic growth shall be approved for use by the Agricultural Commissioner's Office.

21.03 Chemicals used for control of algae and aquatic growth in lakes where fish are stocked must be approved by the Maintenance Superintendent for use in fisheries and not used in percentages that are harmful to fish.

21.04 Adjacent walkways and patio areas shall be maintained free of algae.

22. ALGAE AND AQUATIC GROWTH CONTROL – Frequency

22.01 Control of algae in lakes and streams, twenty (20) times per year during the months of March through December as requested by the Maintenance Superintendent.

22.02 Control of aquatic growth in lakes and streams; two (2) times per year as scheduled by Maintenance Superintendent.

23. PICNIC AREAS AND PAVILIONS MAINTENANCE - Operation

23.01 Picnic tables, benches, slabs, braziers and trash containers and receptacles shall be cleaned to insure safe use by the public.

23.02 Picnic tables and benches shall be checked for graffiti, carvings, looseness of planks or braces, cleanliness and general need of repair.

23.03 Cooking grills, braziers, fireplaces and fire rings shall be inspected for general need of repair.

23.04 The Contractor's observation of the general need of repair or replacement of loose planks or braces, braziers and fireplaces shall be immediately reported to the Maintenance Superintendent.

23.05 Ashes, partially burned charcoal, garbage and leftover food in and around cooking and picnic facilities shall be removed.

23.06 The entire picnic area shall be kept free of broken glass, cans, pop tops, paper, etc.

24. PICNIC AREAS AND PAVILIONS MAINTENANCE – Frequency

24.01 Inspect tables, benches, braziers, fireplaces and fire rings; daily, seven (7) days per week.

24.02 Spot clean tables, benches, braziers and pads; as needed.

24.03 Empty trash containers and receptacles; daily, seven (7) days per week.

24.04 Wash trash containers once every two (2) weeks.

24.05 Wash and disinfect tables and benches; once per week.

- 24.06 Wash picnic hard surface areas; once per week.
- 24.07 Clean braziers and fire rings; once per week.
- 24.08 Clean and disinfect drinking fountains; Daily, seven (7) days per week.
- 24.09 Remove litter; daily, Seven (7) days per week.
- 24.10 Sweep picnic hard surface areas; daily, seven (7) days per week.

25. PLAYGROUND EQUIPMENT – Operation

25.01 All playground sites and equipment shall be inspected at the start of each work day, and the sand/wood chips cleaned and raked level to remove any foreign and hazardous material and be neatly groomed.

25.02 Any equipment showing signs of wear, fatigue or otherwise presenting an unsafe condition shall be reported immediately to the Maintenance Superintendent.

25.03 Special attention shall be made to low sand/wood chip areas, around play equipment. These sand areas shall be leveled by distributing sand/wood chips from high areas to low areas.

25.03.01 During the leveling and distribution of sand/wood chips, no concrete footing or steel anchor shall be exposed that could allow children to trip over or fall on.

25.03.02 During regular maintenance, the raking and filling of depressions shall be done in a manner to prevent material compaction.

25.03.03 The raking and distribution of sand/wood chips around and below the play equipment shall have a cushioning potential and this condition shall extend for eight (8) feet beyond any part of the play equipment.

25.04 All sand play areas shall be maintained free of litter, cans, pop tops, broken glass and other harmful and unsightly debris.

25.05 All sand areas shall be rototilled to the maximum depth that will allow complete loosening of the sand but will not cause lower base material to be mixed in with the sand. After rototilling all areas shall be raked level. Wood chips shall not be rototilled.

25.06 Wood chips shall be replenished at the request of the Maintenance Superintendent. This shall be considered extra work pursuant to Section 4, 4.04.

25.07 All playground equipment shall be spot cleaned.

25.08 Power wash, clean and disinfect all playground equipment.

26. PLAYGROUND EQUIPMENT - Frequency

26.01 Inspect playground site and equipment; daily, seven (7) days per week.

26.02 Clean, regrade, rake and remove litter from sand area; daily, seven (7) days per week.

26.03 Sweep walks around sand play areas and return sand to play area; daily seven (7) days per week.

26.04 Rototill sand in playground areas by the 10th of each month. Twelve (12) times each year.

26.05 Spot clean playground equipment, seven (7) days per week or as needed.

26.06 Power wash, clean and disinfect all playground equipment bi-monthly, six (6) times each year or as needed and directed by the Maintenance Superintendent.

27. RESTROOM MAINTENANCE - Daily Operation, Seven (7) days per week.

27.01 All restrooms shall be cleaned thoroughly in accordance with the following tasks, and all tasks shall be completed and restrooms opened for public use prior to 8 a.m., unless otherwise specifically authorized by the Maintenance Superintendent. All restrooms shall be closed and locked at the end of each day, no less than 30 minutes after park has closed. Paper and plastic products for the restrooms shall be provided by the Contractor at Contractor's sole expense.

27.02 Pick up debris and trash, then sweep floor. Removed materials are not to be swept outside of the restroom.

27.03 Empty trash and napkin receptacles, replace liners as needed.

27.04 Check and refill all dispensers as needed.

27.05 Replace burnt out light bulbs or tubes, inside of restroom and security lights outside.

27.06 Remove all graffiti using graffiti removal materials or other scrubbing techniques.

27.07 Remove spitballs, cobwebs, and other foreign materials from doors, walls, ceiling, partitions, vents, etc.

27.08 Do high and low dusting of ledges, tops of partitions, etc. using a dampened cloth or other device.

27.09 Disinfect the inside of urinals and toilets.

27.10 Disinfect the top and bottom of toilet seats, fixtures, and surfaces of and surrounding each fixture.

27.11 Disinfect stall walls and other areas where hands are normally placed. Clean doors and door frames.

27.12 Disinfect around urinals, under sinks, around floor drains, and other areas where bacteria might breed.

27.13 Disinfect sinks, dispensers, receptacles, trash containers, and walls around such areas.

27.14 Clean mirrors.

27.15 Scrub sinks and wipe dry. Use a small scrub brush to clean corners, cracks, and narrow areas.

27.16 Scrub inside surfaces of toilets and urinals. Be sure to scrub upper lip. Do not flush.

27.17 Scrub outside of toilets, urinals, and rear wall.

27.18 Wipe toilet seats, toilet bowls, urinals, and fixtures until dry.

27.19 Spot clean walls and scrub handprints, etc. from walls and partitions and wipe dry.

27.20 Disinfect and mop floors, making sure that corners, drains, areas around toilets, and feet of partitions are thoroughly cleaned and there is no accumulation of dirt or other matter. Leave the floor as dry as possible.

27.21 Wipe off cove base and remove mop strands caught around posts, etc.

27.22 Replace receptacles and trash containers following their cleaning.

27.23 Deodorize the restrooms.

27.24 Immediately notify Maintenance Superintendent of any irregularities or hazards.

27.25 If running water, broken fixtures, or plugged sewer lines cannot be normalized or isolated, the restroom is to be locked and the Maintenance Superintendent immediately notified.

27.26 Remove graffiti from the outside of the restroom building and wash off any other dirt clods, mud, or foreign materials.

27.27 Clean top and sides of drinking fountains outside of restrooms and clear drains.

27.28 Disinfect drinking fountains, scrub the fixtures, and dry.

27.29 All areas are to be left clean and free of streaks, stains, film, debris, water spots, and odors. All fixtures shall be clean, including piping.

27.30 Make sure that supplies are in their appropriate dispensers and in adequate amounts to meet the demand.

27.31 All leaking fixtures, clogged drains, stopped up or damaged basins, toilets, or urinals; and damaged or inoperable lighting fixtures that cannot be repaired by the following shall be reported to the Maintenance Superintendent: (a) tightened to stop leaks; (b) unclogged by using a plunger or short snake.

27.32 Restrooms must be closed within one hour after posted park closure time, unless otherwise specifically authorized by Maintenance Superintendent

28. RESTROOM MAINTENANCE - Weekly Operation; Once per week.

The following tasks shall be completed the day prior to the scheduled inspection date.

28.01 Perform the following tasks prior to commencing the daily task identified in paragraph 27.07:

- a. By using a plunger, lower water levels in toilet bowls below water line and use a bowl cleaner to descale and dissolve water rings on the bowls and under the flushing rims. Allow the bowl cleaner to soak for 20 to 30 minutes. Do not flush.
- b. Using a bowl cleaner, descale and dissolve water rings on urinal surfaces and under the flushing rim allowing the bowl cleaner to soak for 20 to 30 minutes. Do not flush.
- c. Following the soaking period, scrub the bowls and urinals to remove deposits and stains and then flush the toilet bowls and urinals.

28.02 Perform the following task prior to commencing the daily task identified in paragraph 27.14: Wash all windows.

28.03 Perform the following task prior to commencing the daily task identified in paragraph 27.15: Scrub underneath sink and disinfect.

28.04 Perform the following task prior to commencing the daily task identified in paragraph 27.18 Disinfect and completely wipe dry all partitions, doors, door frames, metal plates, handles and hinges.

28.05 Perform the following task prior to commencing the daily task identified in paragraph 27.19: Scrub and clean alt base molding and "hard to get at" areas.

28.06 Use only materials that are not caustic or damaging to the fixtures being cleaned.

28.07 Clean light fixture covers.

29. AERIFICATION – Operation

29.01 Aerate all turf areas by using a device that removes cores to a depth of four (4) inches at not more than six (6) inch spacing.

30. **AERIFICATION – Frequency**

30.01 Aerify turf areas three (3) times per year from April to November; once every twelve (12) weeks.

31. **FERTILIZATION - Operation and Frequency**

31.01 Apply fertilizers so as to provide sufficient nitrogen and other basic nutrients on a regular basis to maintain the turf in a healthy condition, or as directed by the Maintenance Superintendent. **Fertilizer will be applied as often as required to maintain deep green color at all times.** The type of turf and time of year will determine the type of fertilizer used. The frequency of application will greatly depend on the amount of leaching caused by excess use of water. The type of fertilizer used and frequency applied shall be recorded. Coordinate all fertilizer applications with the Maintenance Superintendent.

32.02 Contractor shall use only dry pelletized fertilizers unless otherwise approved by the Maintenance Superintendent. Applications shall be in accordance with the manufacturer's specifications. All applications shall be recorded and specifically identified on the contractor's maintenance schedule indicating the fertilizer used and frequency applied.

32.03 When applying fertilizer granules, every precaution shall be taken to contain material in the planting areas. Contractor will be responsible for removing all fertilizer stains from concrete caused by application.

32. **TURF RESEEDING - Operation and Frequency**

32.01 Contractor shall once each year in fall or as directed by the Maintenance Superintendent, at contractor's sole expense, overseed all turf after aerification and overseed all bare spots as needed throughout the remainder of the year to re-establish turf to an acceptable quality. When contractor reseeds turf, he will aerify, renovate or verticut, seed and mulch (spread evenly over the entire area to a uniform depth of ¼ inch) in this sequence. The Maintenance Superintendent may require the use of sod when deemed necessary. Contractor shall be entitled to additional compensation for the cost of the sod only provided loss of turf was not due to the negligence of the contractor. Overseeding shall be sown at a rate of five (5) pounds per 1,000 square feet and reseeding of bare areas shall be sown at a rate of eight (8) pounds per 1,000 square feet with a City approved grass seed. Coordinate seed type with City. In addition, on sports fields, hulled Bermuda grass seed (at least 48% pure seed) at a ratio of 2:1 of the approved seed shall be added.

32.02 Contractor shall fence off and secure from public access, at contractor's sole expense, the locations listed below, for a period of time, no less than nine (9) weeks, during the turf reseeding operation above.

- Carlton Peterson Park Fields.
- Pantera Park Fields.
- Lorbeer Field.

33. **WEED CONTROL - TURF - Operation and Frequency**

33.01 Control turf weeds as needed. Hand removal of noxious weeds or grasses will be required as necessary.

34. DISEASE/INSECT CONTROL - Operation and Frequency

34.01 All landscaped areas shall be maintained free of disease and insects that could cause damage to plant materials including but not limited to trees, shrubs, groundcover and turf.

34.02 The Maintenance Superintendent shall be notified immediately of any disease, insects or unusual conditions that might develop.

34.03 A disease control program to prevent all common diseases from causing serious damage shall be provided on an as needed basis. Disease control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.

35. WATERING AND IRRIGATION SYSTEM MAINTENANCE

35.01 Since water requirements by plants vary according to the season and a particular year, extremely close attention shall be paid to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed, as well as the varieties, shall be taken into consideration. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. The delivery of adequate moisture to the landscaped areas shall include, but not be limited to, hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves.

35.02 Adequate soil moisture will be determined by programming the irrigation system as follows:

- a. Adjusting and setting of the automatic controller to establish frequency and length of watering period.
- b. Consideration must be given to the soil conditions, humidity, minimizing runoff and the relationship of conditions which affect day and night watering. This may include day time watering during freezing weather to prevent-icy conditions and manual operation of the irrigation system and/or hand watering with portable sprinklers during periods of windy or inclement weather.
- c. A soil probe shall be used to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones.

35.03 Watering shall be regulated to avoid interference with any use of the facility's roadways, paving or walks.

35.04 In the areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity which would normally occur at night or early morning hours.

33.05 Irrigation system will be controlled in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from overwatering and run-off drowning.

33.06 New turf (up through the sixth mowing) shall be watered immediately after mowing. Well established turf shall not be watered for at least four (4) hours after mowing.

35.07 All groundcover areas shall be watered as needed to maintain a healthy condition, with appropriate care being taken not to overwater in shady areas.

35.08 Contractor shall maintain in an operational state at all times the irrigation system consisting of automatic controllers, risers, sprinkler heads, main lines, lateral lines, quick couplers, batteries, booster pumps and backflow prevention devices. All irrigation systems shall be regularly inspected, tested and maintained in accordance with the specifications and frequencies specified herein.

35.09 Should Maintenance Superintendent deem it necessary for proper irrigation system maintenance particularly with regard to repairs to valves and sprinkler heads, Contractor shall provide, at no additional cost, personnel fully trained in all phases of landscape irrigation systems, including but not limited to; the operation, maintenance, adjustment and repair of said systems and their components.

35.10 Contractor is responsible and not limited to performing the following tasks as needed:

- a. Setting, scheduling and monitoring all irrigation controllers.
- b. Inspecting and reporting of irrigation system status.
- c. Adjusting and cleaning of sprinkler heads.
- d. Repair or replacement of sprinkler heads.
- e. Replacements will be of original materials or substitutes approved by the Maintenance Superintendent in writing prior to any installation.
- f. Providing nipples, caps, plugs, elbows, couplings, etc.
- g. Providing 1" x 1" x 1/4" inch angle iron, 30 inches in length for supporting risers on slopes and in beds.
- h. Providing worm drive bands for securing risers to stakes.
- i. Flushing irrigation pipelines.
- j. Replacement of valve box covers due to normal wear, vandalism and third-party negligence.
- k. Contractor shall confer with the Maintenance Superintendent regarding the need for replacement or relocation of inoperable sprinkler heads. City may require the Contractor, at no additional cost, to relocate the inoperable sprinkler head(s) to those areas within the facility identified by the Maintenance Superintendent.
- l. Contractor shall be required to file a yearly certification with the Department of Health Services and/or Walnut Valley Water District that all backflow prevention devices are operating in accordance with the requirements established by the Los Angeles County Health Services Department and/or Walnut Valley Water District. It will be the responsibility of the Contractor to repair and replace, when necessary, subject to the provisions of Section 35.09 hereunder, all backflow prevention devices at his sole expense. Said certification shall be completed within thirty (30) days upon notification from the Department of Health Services and/or Walnut Valley Water District that said certifications are due.
- m. Repair of irrigation booster pumps.

35.11 The Contractor will be responsible for immediate maintenance (repair or replacement) of all irrigation systems and components at no additional cost to the City.

Contractor will be responsible at all times for hand watering and the bleeding of valves in emergency situations as required to sustain and prevent loss of turf trees, plants, and ground covers when automatic systems are not functioning.

35.12 Replacement by Contractor of all irrigation components provided by City to the Contractor shall be completed within twenty-four (24) hours upon receiving the component from the City.

35.13 Replacements for the irrigation system shall be with originally specified equipment of the same size and quality or substitutes approved by the Maintenance Superintendent prior to any installation thereof.

35.14 The Contractor shall maintain (repair or replace as needed) and keep operable all irrigation equipment consisting of sprinkler heads, valves, main lines, lateral lines, quick couplers, risers, automatic controllers, batteries, booster pumps and backflow prevention devices. This paragraph does not require the Contractor to make a complete piping replacement of the system.

36. IRRIGATION SYSTEM OPERABILITY AND TESTING – Operation

36.01 In order to ensure the operability of the irrigation system, Contractor shall sequence controllers to each station manually to check the function of all facets of the irrigation system and report any damage or incorrect operation to the Maintenance Superintendent.

36.02 During the testing Contractor shall:

- a. Adjust all sprinkler heads for correct coverage, to prevent excessive turnoff and/or erosion and to prevent the spread of onto roadways, sidewalks, hard surface areas and private property.
- b. Unplug clogged heads and flush lines to free lines of rocks, mud and debris.
- c. Replace or repair inoperable irrigation equipment.
- d. All system malfunctions, damage and obstructions shall be recorded, reported to the Maintenance Superintendent and corrective action taken.

36.03 In addition to regular testing, all irrigation systems shall be tested and inspected as necessary when damage is suspected, observed or reported.

36.04 Repair/replace malfunctioning sprinkler heads within one (1) watering cycle.

36.05 Correct malfunctioning irrigation systems and equipment within two (2) hours of identification or following verbal notification.

36.06 Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation to the satisfaction of the Maintenance Superintendent.

36.07 Flushing of the irrigation lines of grit and gravel shall be done by removing the last head on each lateral and operating the system until those materials are expelled.

36.08 Due to current drought situations, Contractor will shut off all irrigation controllers in the event of rain. The Maintenance Superintendent may instruct irrigation shut-down, to be accomplished within two (2) hours of notification.

37. IRRIGATION SYSTEM OPERABILITY AND TESTING – Frequency

Operation and maintenance of the irrigation system shall receive no less than the following:

37.01 Inspect for operability and proper adjustment of controllers, quick couplers, valves, and sprinkler heads; once per week or more frequently if problems/conditions indicate a need.

37.02 Adjust and correct for coverage; as needed.

37.03 Repair and or replace, as determined by the Maintenance Superintendent, damaged or inoperable sprinkler heads; as needed.

37.04 Flush irrigation pipeline; once every four (4) months.

37.05 Check valve boxes for safety and security purposes; daily seven (7) days per week.

37.06 Schedule controllers as needed to comply with watering requirements of the premises.

38. BALLFIELD MAINTENANCE AND PREPARATION – Operation

All ballfield areas within the premises shall be maintained at a level that insures a safe playing condition. Said ballfields, including appurtenant backstops, fencing, bleachers and walkways shall be inspected daily and the Maintenance Superintendent informed immediately thereafter, of any hazardous conditions thereat, or of any supplemental needs therefore.

38.01 Ballfield Preparation

The following progression is necessary to prepare a ballfield for each day's play:

- a. Water the skinned portion of the infield and then drag and level with a cutting/leveling steel drag or its equal, to break the crust and regrade the infield.
- b. Home plate, pitcher's mound, 1st, 2nd, and 3rd base areas should be more heavily watered. Home plate and pitcher's mound will receive the heaviest watering.
- c. The dampened surface material in the above-mentioned areas shall be loosened, raked, shaped, and leveled. The surface material that has worked away from these areas must be replaced in the proper area and tamped down firmly.
- d. All other depressions in the skinned area should be graded level and tamped down firmly.
- e. The skinned portion of the diamond shall be thoroughly watered with the proper amount of water to provide a suitable condition for dragging. As a rule, the appearance of small water bubbles should indicate sufficient watering. In the watering of the diamond, the correct procedure is to water away from the body with the hose to the rear. Do not walk on the watered areas.
- f. As the field dries, check the condition at which it can be dragged while cleaning and washing down dugouts, bleachers, concrete pads, and walks around the diamond. Make sure that the runoff from this operation does not create hazardous or unplayable conditions in the area.
- g. Said drag, similar to a metal foot scraper constructed of heavy interwoven metal squares, is used to provide a finished surface. After smoothing the surface with the drag mat, small pebbles and

other debris, shall be removed.

- h. Make sure that the base pegs, pitching rubber, quick couplers, valve box covers and sprinkler heads are visible.

38.02 On-Going Maintenance Operations

- a. The berm buildup that is created from play and the dragging operations shall be regularly raked level to insure a smooth transition between the skinned portion of the infield and the grass portion of the outfield. Contractor shall have field laser leveled annually or as needed at the Maintenance Superintendents request. This work shall be coordinated with the turf re-seeding operations in Section 32.01 and shall be considered extra work in accordance with Section 4.
- b. Turf and weed encroachment shall be prevented within the skinned portion of the ballfield.
- c. A smooth line shall be kept between the turf grass and skinned portion of the ballfield by either mechanically edging or chemical application.
- d. Seasonally excessively wet diamonds may require the working of the skinned area until it is dry enough to prepare for play. Acceptable techniques shall be utilized to provide a playable diamond.
- e. A soil sterilent or herbicide shall be applied under all fencing that does not have concrete mow strips.

38.03 Scheduling of Maintenance Operations

- a. Ballfields shall be prepared daily, seven (7) days per week.

38.04 In the event that Contractor elects to use power equipment to complete such operations, Contractor shall be subject to local ordinances regarding noise levels. Further, any schedule of such operations may be modified by Maintenance Superintendent in order to ensure that the public is not unduly impacted by the noise created by such equipment.

39. **BALLFIELD PREPARATION AND MAINTENANCE – Frequency**

39.01 Inspect for safety, and litter and debris removal; seven (7) days per week.

39.02 Preparation for recreation use; seven (7) days per week.

39.03 Ballfield on-going maintenance; once per month or more often as determined by the Maintenance Superintendent.

40. **RODENT CONTROL - Operation**

40.01 All areas shall be maintained free of rodents including but not limited to gophers, rabbits, rats and ground squirrels causing damage to turf, shrubs, groundcover, trees and irrigation system.

41. **RODENT CONTROL - Frequency**

41.01 Inspect for evidence of rodents and control as necessary; once per week.

42. **DRINKING FOUNTAIN MAINTENANCE - Operation and Frequency**

42.01 Contractor shall maintain all interior and exterior drinking fountains by performing the following operation:

- a. Drinking fountains shall be cleaned and disinfected daily, seven (7) days per week.
- b. Leaking fixtures, clogged or stopped up drains and damaged fountains that leak cannot be repaired by tightening the fixture to stop the leak, or unclogged by using a plunger or a short snake to clear the drain shall immediately be reported to the Parks and Maintenance Superintendent orally and thereafter in writing. For Leaking fixtures, the water valve shall be turned off.

42.02 City shall be responsible for the repair or replacement of drinking fountains and fixtures. Additional compensation may be authorized, at the discretion of the Maintenance Superintendent, for the Contractor to perform said work.

43. EXTERIOR BUILDING MAINTENANCE - Operation and Frequency

43.01 Inspect and replace burnt out security lights; daily, as needed.

43.02 Clean, scrub fixtures and disinfect top and sides of drinking fountains outside of building and clear drains; daily, seven (7) days per week.

43.03 Remove graffiti using graffiti removal materials or paint when applicable; daily, seven (7) days per week.

43.04 Clean storage rooms and outside compounds; once per week.

43.05 Hose off appropriate areas of building walls and adjacent shrubbery; once per month.

43.06 Clear all rain gutters; once per month.

43.07 Clean all lighting fixtures; once per month.

44. SLOPES – Operation

Contractor shall maintain all slopes as graded, and shall keep slopes and edges at the established true, even grades by performing the hereinafter specified operations and all other work incidental thereto.

44.01 Remove all litter and debris from all developed, and irrigated slope areas, with particular attention to the area beginning at the toe-of-slope and proceeding 10 feet up the slope. Should any debris be present thereby creating a fire hazard such debris shall be removed immediately.

44.02 Contractor shall keep the irrigation systems operational and controlled at all times so as to insure the survival of all plant materials.

44.03 Cut weeds just above the soil line, with equipment approved by the Maintenance Superintendent, keeping the root structure and stubble viable and in place at all times in order to keep the slope stabilized.

44.04 Spray slopes with a non-staining herbicide in areas within parks as required by Maintenance Superintendent.

44.05 In the event that such areas exist, a five (5) foot barrier shall be maintained, clear and weed-free, between homeowner's property and the slope plant materials.

44.06 Contractor is not responsible for maintenance to undeveloped and natural slope areas except for "V"-ditch maintenance.

44.07 'V'-ditches in natural areas of parks shall be cleaned of debris so that water will have an unimpeded passage to its outlet.

45. SLOPES - Frequency

- 45.01 Remove litter and debris, 10 feet up from toe-of-slope; daily.
- 45.02 Remove litter and debris from other developed slope areas; once per week.
- 45.03 Maintain five-foot barriers; as needed.
- 45.04 Spray and remove weeds; once every two months.
- 45.05 "V"-ditches shall be cleared at least once per month.

46. WALKS AND TRAILS - Operation

Contractor shall keep non-concrete walks and trails free of hazards and litter, and shall maintain the prescribed access routes by performing the hereinafter specified operations and all other work incidental thereto.

46.01 Wood chips, crushed rock, decomposed granite and other types of walkways and trails shall be kept clear for pedestrian and/or vehicular traffic. All weeds and plant materials shall be cut back to maintain clear access through such areas.

- 46.02 Any restrictive posts or barriers shall be maintained in an operable state.
- 46.03 Clear for litter and debris.
- 46.04 Repair/backfill ruts and erosion area.

47. WALKS AND TRAILS – Frequency

- 47.01 Areas kept clear for access: once per month.
- 47.02 Posts and barriers: as needed.
- 47.03 Litter and debris: once per week.
- 47.04 Repair/backfill ruts: as needed.

48. SWALES AND DRAINS - Operation

Contractor shall maintain all swales and drains in an operable condition, and free of siltation and debris so that water will have an unimpeded passage to its outlet, by performing the hereinafter specific operations and all other work incidental thereto.

- 48.01 Swales shall be inspected and kept clear of all silt, debris and litter.
- 48.02 Drains and collection boxes shall be cleaned and cleared of all debris.
- 48.03 Drain gates shall be inspected to restrict hazards. Contractor shall immediately inform the Maintenance Superintendent of any broken or missing grates, and secure same to keep the area safe for public use.

48.04 "V"-ditches shall be cleared of debris so that water will have an unimpeded passage to its outlet.

49. SWALES AND DRAINS - Frequency

- 49.01 Swales; inspection and clearance; once per month.
- 49.02 Drains; cleaned and cleared; once per month.
- 49.03 'V'-ditches shall be cleared of debris; once per month

50. PETERSON PARK AND PAUL C. GROW PARK - SPECIAL NEEDS - Operation and Frequency

50.01 Peterson Park and Paul C. Grow Park suffer from compacted clay soil under the athletic field surface. The following special program is required for these locations:

- a. Application of wetting agent four (4) times per year.
- b. Aerification of turf an additional three (3) times per year.
- c. Application of mulch over turf (spread evenly over entire area to uniform depth of 1/4 inch) one (1) additional time per year.

51. RAISE AMERICAN FLAG-OVER PARK SITES - Operation and Frequency

51.01 The American Flag is to be raised over each park equipped with a flag pole Monday thru Friday at time of restroom opening.

51.02 The flag is not to be raised on weekends, City designated holidays or on days of inclement weather, as determined by the Maintenance Superintendent.

52. DIVERSION OF ORGANIC MATERIALS FROM LANDFILLS – Operation and Frequency

52.01 Contractor shall divert all organic material (i.e. grass clippings, tree trimmings) from being disposed with regular refuse. Contractor shall, to the extent feasible, utilize acceptable techniques (i.e. grasscycling, composting) as approved by the Maintenance Superintendent, in the diversion of all organic materials from landfills.

52.02 Diversion shall be completed on an on-going basis.

53. SYCAMORE CANYON PARK - SPECIAL NEEDS - Operation and Frequency

53.01 The natural area of Sycamore Canyon Park must be maintained per the following:

- a. Clean-up all trash and graffiti along the trail and stream area that is located in the natural area of Sycamore Canyon Park.
- b. Perform maintenance tasks listed in item “a” above once per week or as needed as determined by Maintenance Superintendent.

III. SPECIFIC REQUIREMENTS

The following requirements are specifically designed to provide for a complete maintenance program for the City of Diamond Bar Parks.

54. CITY-PROVIDED MATERIALS

54.01 City shall supply Contractor with the following materials for which the Contractor will provide the labor at no additional cost to City:

- a. Paint for graffiti removal, and when applicable, materials for specially treated surfaces.
- b. Light bulbs and tubes for interior and exterior lighting of park buildings and restrooms.

- c. Fifty-five (55) gallon trash containers, paint, and City decals for trash containers.
- d. American flags.

55. LOCKS & KEYS

55.01 City may develop an initial chain and lock system with specified number of replacement locks for trash containers, restrooms, gates, and valves/pumps cover boxes during the term of this agreement.

Contractor shall be responsible for purchasing similar locks upon loss of any City-owned locks initially provided to Contractor. City shall provide Contractor on a one for one exchange, locks that have been vandalized or are inoperable.

55.02 Key Control

- a. Contractor shall be responsible for the series of keys assigned to them and will in turn assign these keys to their personnel for use in maintaining this facility.
- b. The Contractor will be held responsible for the proper use and safe keeping of all keys issued by the City to the Contractor.
- c. Contractor shall report all lost or stolen keys to the Maintenance Superintendent within twenty-four (24) hours of discovery of the loss. Contractor reimburses the City for the cost as determined by the Maintenance Superintendent of re-keying the facility or duplicating additional keys.
- d. Upon termination, cancellation or expiration of this Agreement all keys received by the Contractor shall be returned to the Maintenance Superintendent.
- e. California law stipulates that it is unlawful for a person to duplicate any keys without the permission by the owner. The penalty for violation of this law is either six (6) months imprisonment or a Five Hundred Dollar (\$500.00) fine or both.

56. DOG PARKS

56.01 The Dog Park at Pantera Park, is located on a slope and the following tasks are required for this location.

- a. The engineered wood fiber that covers the Dog Parks shall be raked/leveled a minimum of once per month or as needed and or directed by the Maintenance Superintendent, to ensure an even cover depth of material.

Agenda #: 6.1
Meeting Date: May 20, 2025



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **PUBLIC HEARING ON CITY VACANCIES AND RECRUITMENT AND RETENTION EFFORTS.**
STRATEGIC
GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Conduct a Public Hearing on City Vacancies and Recruitment and Retention Efforts.

FINANCIAL IMPACT:

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the City Council as necessary.

BACKGROUND:

Assembly Bill 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3. The new law is effective January 1, 2025.

In compliance with the new legal obligations, the City is required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the City Council, the City shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

This presentation must occur prior to the City Council's adoption of the final annual budget for the City. (Gov. Code § 3502.3(a)(2).)

2. Employee Organization Participation: Allow the recognized employee organization at the City to make a presentation during the public hearing concerning vacancies and recruitment and retention efforts. (Gov. Code § 3502.3(b).)

ANALYSIS:

The City's current 2024/25 fiscal year budget identifies a total of 67 full-time benefitted positions across six (6) departments. The six (6) City departments provide external and internal service in the areas of Administration (City Manager's Office, City Clerk, Community Relations and Human Resources/Risk Management), Community Development, Finance, Information Systems, Parks and Recreation, and Public Works. Between July 2024 – April 2025, the City had a total of 10 vacancies that were created by the addition of two (2) new positions, two (2) retirements, two (2) internal promotions and four (4) voluntary resignations for external promotional opportunities. The average vacancy rate during that same time period was 2.98%. Through April 2025, the City filled eight (8) out of the 10 vacant positions. The remaining two (2) vacancies are currently in the process of being filled.

The City also employs a number of part-time non-benefitted staff members that work on an intermittent or seasonal basis. These part-time positions are budgeted in a salary pool, filled based on operational and programmatic needs, and do not work more than 999 hours in a fiscal year. The City employs approximately 50-60 part-time non-benefitted employees, depending on the time of year, in the following job classifications: Administrative Intern, Recreation Leader, Senior Recreation Leader, Recreation Specialist and Facility Attendant. A total of nine (9) part-time non-benefitted employees have been hired between July 2024 – April 2025. Seasonal hiring efforts are underway to bring additional part-time non-benefitted Parks and Recreation department employees to staff the scheduled summer programs and events.

Since 2021, the City Council's strategic plan has included an Employer of Choice initiative to support the recruitment and retention of high performing employees. There have been a number of investments made by the City Council to support this effort for both part-time and full-time employees. Some examples include:

- new hire and retention stipends as well as tuition reimbursement for part-time non-benefitted employees; and
- new positions and reclassifications for full-time employees.

Despite some of these investments, there are still some potential obstacles to the hiring process for full-time positions. They include an increased number of retirement eligible staff and competitive external job opportunities. In the future, the City can consider making changes to its existing Personnel Rules and Regulations, Rule IV Classification, Section 8. Flexible Staffing Program to broaden the number of eligible job classifications and to add a number of job classifications to better prepare for succession planning purposes. Both of these actions will allow the City to more flexibly move employees

within a job series in an efficient and cost-effective manner that is likely to result in an increase of job knowledge transfer and retention of high-performing staff.

PREPARED BY:

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

Amy Haug, Human Resources Manager 5/20/2025

REVIEWED BY:

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

Ryan McLean, Assistant City Manager 5/5/2025