

City Council Agenda

Tuesday, April 15, 2025

Closed Session 5:30 PM

Regular Meeting 6:30 PM

Amended on 4/10/25

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

How to Observe the Meeting From Home:

The public can observe the meeting by calling +1 (631) 992-3221, Access Code: 167-622-154 OR visit:
<https://attendee.gotowebinar.com/register/715099719502523989>.

How to Submit Public Comment:

The public may provide public comment by attending the meeting in person, by sending an email, or by logging into the teleconference. Please send email public comments to the City Clerk at cityclerk@DiamondBarCA.gov by 4:00 p.m. on the day of the meeting and indicate in the Subject Line "FOR PUBLIC COMMENT." Written comments will be distributed to the Council Members, noted for the record at the meeting and posted on the City's official agenda webpage as soon as reasonably practicable (found here: <http://diamondbarca.ig2.com/Citizens/Default.aspx>).

The public may log into the meeting through this link:

<https://attendee.gotowebinar.com/register/715099719502523989>. Members of the public will be called upon one at a time during the Public Comment portion of the agenda. Speakers are limited to five minutes per agenda item, unless the Mayor determines otherwise. Please note that the meeting will proceed at the South Coast Air Quality Management District/Main Auditorium should comments by teleconferencing become infeasible due to an Internet or power outage, or due to technical problems outside the City's control. If you wish to make certain that your comments are heard, please attend the meeting in person or send an email by 4:00 p.m. on the day of the meeting/hearing. To watch a live stream of City Council meetings, visit the City's YouTube Channel at <https://www.diamondbarca.gov/youtube>.

American Disability Act Accommodations:

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council Meeting, please contact the City Clerk's Office (909) 839-7010 within 72 hours of the meeting. City Council video recordings with transcription will be available upon request the day following the Council Meeting.

**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

DIAMOND BAR CITY COUNCIL MEETING RULES

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

PUBLIC INPUT

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

Speakers are limited to five minutes per agenda item, unless the Mayor determines otherwise. The Mayor may adjust this time limit depending on the number of people wishing to speak, the complexity of the matter, the length of the agenda, the hour and any other relevant consideration. Speakers may address the Council only once on an agenda item, except during public hearings, when the applicant/appellant may be afforded a rebuttal.

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

INFORMATION RELATING TO AGENDAS AND ACTIONS OF THE COUNCIL

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

HELPFUL PHONE NUMBERS

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

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

General information: (909) 839-7000

THIS MEETING IS BEING VIDEO RECORDED AND BY PARTICIPATING VIA TELECONFERENCE, YOU ARE GIVING YOUR PERMISSION TO BE TELEVISED. THIS MEETING WILL BE RE-BROADCAST EVERY SATURDAY AND SUNDAY AT 9:00 A.M. AND ALTERNATE TUESDAYS AT 8:00 P.M. AND IS ALSO AVAILABLE FOR LIVE VIEWING AT [HTTPS://ATTENDEE.GOTOWEBINAR.COM/REGISTER/715099719502523989](https://attendeegotowebinar.com/register/715099719502523989) AND ARCHIVED VIEWING ON THE CITY'S WEB SITE AT WWW.DIAMONDBARCA.GOV.

CITY OF DIAMOND BAR

CITY COUNCIL AGENDA

April 15, 2025

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

Public Comments

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Govt. Code Section 54956.9(d)(4):
One potential case

CALL TO ORDER: 6:30 p.m.

PLEDGE OF ALLEGIANCE: Mayor

INVOCATION: Pastor Tino Cordova, United Church of Christ

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

APPROVAL OF AGENDA: Mayor

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

- 1.1 Certificates of Recognition to Diamond ~~Bar~~ Ranch High School Boys Basketball Team.

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

1.2 Proclamation Declaring May 2025 as Water Awareness Month.

1.3 San Gabriel Valley Council of Governments 57/60 Confluence Project Update.

2. CITY MANAGER REPORTS AND RECOMMENDATIONS:

3. PUBLIC COMMENTS:

“Public Comments” is the time reserved on each regular meeting agenda to provide an opportunity for members of the public to directly address the Council on Consent Calendar items or other matters of interest not on the agenda that are within the subject matter jurisdiction of the Council. Although the City Council values your comments, pursuant to the Brown Act, members of the City Council or Staff may briefly respond to public comments if necessary, but no extended discussion and no action on such matters may take place. There is a five-minute maximum time limit when addressing the City Council.

4. SCHEDULE OF FUTURE EVENTS:

4.1 Windmill Hunt – April 1 – April 30, 2025, various parks and facilities.

4.2 Healthy DB Event & Arbor Day Tree Planting Ceremony – April 16, 2025, 9:00 – 10:00 a.m., Larkstone Park, 20668 Larkstone Dr.

4.3 Earth Day Celebration – April 19, 2025, 9:00 a.m. – 2:00 p.m., South Coast Air Quality Management District Parking Lot.

4.4 Planning Commission Meeting – April 22, 2025, 6:30 p.m., online teleconference and City Hall Windmill Room, 21810 Copley Dr.

4.5 Coffee with a Cop – April 23, 2025, 6:00 - 8:00 p.m., Starbucks (Plaza at Diamond Creek) 21060 Golden Springs Dr.

4.6 Meet Your Public Safety Service Providers – April 30, 2025, 6:00 – 8:00 p.m., City Hall Windmill Room, 21810 Copley Dr.

4.7 City Council Meeting – May 6, 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 APRIL 1, 2025 REGULAR MEETING.

5.1.a April 1, 2025 City Council Regular Meeting Minutes

Recommended Action:

Approve the April 1, 2025 Regular City Council meeting minutes.

Requested by: City Clerk

5.2 RATIFICATION OF CHECK REGISTER DATED MARCH 19, 2025 THROUGH APRIL 1, 2025 TOTALING \$1,126,446.10.

Recommended Action:

Ratify the Check Register.

Requested by: Finance Department

5.3 DESIGNATION OF AGENTS FOR NON-STATE AGENCIES (FEMA & CALOES) AND COMMITMENT FOR DR-4750 LOCAL HAZARD MITIGATION PLAN (LHMP) GRANT PROGRAM APPLICATION.

Recommended Action:

A. Adopt Resolution No. 2025-12 designating authorized agents and CalOES 130 Designation of Applicant's Agent Resolution for Non-State Agencies; and

B. Authorize the City Manager to submit a letter to CalOES regarding commitment of City funds for the Local Hazard Mitigation Plan (LHMP) grant application.

Requested by: City Manager

5.4 CONSULTING SERVICES AGREEMENT WITH DAVID VOLZ DESIGN TO INVENTORY LANDSCAPE AREAS WITHIN THE CITY FOR APPLICATION OF RECOVERED ORGANICS WASTE PRODUCTS.

Recommended Action:

Approve and authorize the City Manager to sign a Consulting Services Agreement with David Volz Design to inventory landscape areas within the City for application of recovered organics waste products through March 31, 2026.

Requested by: City Manager

5.5 ARBOR DAY PROCLAMATION.

Recommended Action:

Adopt a Proclamation declaring April 25, 2025 as Arbor Day.

Requested by: City Manager

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

Agenda #: 5.1
Meeting Date: April 15, 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 APRIL 1, 2025 REGULAR MEETING.**
STRATEGIC
GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve the April 1, 2025 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

4/15/2025

REVIEWED BY:



Ryan McLean, Assistant City Manager

4/10/2025

Attachments:

1. 5.1.a April 1, 2025 City Council Regular Meeting Minutes

**CITY OF DIAMOND BAR
MINUTES OF THE CITY COUNCIL REGULAR MEETING
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT/MAIN AUDITORIUM
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
APRIL 1, 2025**

CLOSED SESSION: 5:30 p.m. – Room CC-8

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

Public Comments: None Offered.

**CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION**

Initiation of litigation pursuant to Govt. Code Section
54956.9(d)(4):
One potential case

Adjourned to Regular Meeting: 6:34 p.m.

CALL TO ORDER: Mayor Teng called the Regular City Council meeting
to order at 6:38 p.m. in the South Coast Air Quality Management District Main
Auditorium, 21865 Copley Drive, Diamond Bar, CA 91765.

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

INVOCATION: Pastor Moses Silva, Calvary Chapel Golden Springs

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; Anthony Santos, Assistant to the City
Manager; Amy Haug, Human Resources and Risk Manager; Ryan Wright, Parks and
Recreation Director; Hal Ghafari, Public Works Manager/Assistant City Engineer;
Cecilia Arellano, Community Relations Manager; Joan Cruz, Administrative Coordinator;
Kristina Santana, City Clerk.

Staff present telephonically:
Greg Gubman, Community Development Director.

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

APPROVAL OF AGENDA: City Attorney Sandoval announced that the City
Council met in closed session at 5:30 p.m. and the City Council authorized counsel to
commence litigation against the County of Los Angeles pertaining to sewer

maintenance.

CM/Fox recommended that Item 5.3 be pulled from the Consent Calendar as no action will be required on that item.

Mayor Teng approved the agenda with Item 5.3 pulled.

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

- 1.1 Proclamation Declaring April as Read Together Month.
Diamond Bar Library Manager Cynthia Yu and Friends of the Diamond Bar Library President and Members spoke about upcoming events, accepted the proclamation and thanked the City Council.

2. CITY MANAGER REPORTS AND RECOMMENDATIONS: None.

3. PUBLIC COMMENTS:

The following provided public comments:

Joe Plunkett, resident

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

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

5. CONSENT CALENDAR: C/Low moved, C/Liu 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 MARCH 18, 2025 CITY COUNCIL REGULAR MEETING

5.2 RATIFIED CHECK REGISTER DATED MARCH 5, 2025 THROUGH MARCH 18, 2025 TOTALING \$699,706.17.

5.4 APPROVED FIRST AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT WITH WILL DAN ENGINEERING TO PROVIDE TEMPORARY PERMIT TECHNICIAN STAFFING FOR THE BUILDING AND SAFETY DIVISION.

5.5 ADOPTED RESOLUTION NO. 2025-08 APPROVING AN AMENDMENT TO THE EMPLOYER EMPLOYEE ORGANIZATION RELATIONS PROCEDURES.

5.6 ADOPTED RESOLUTION NOS. 2025-09, 2025-10 AND 2025-11 APPROVING LANDSCAPE ASSESSMENT DISTRICT NOS. 38, 39-2022, AND 41-2021 FOR FISCAL YEAR 2025/26.

ITEMS PULLED FROM CONSENT CALENDAR:

5.3 APPROVED TRANSFER OF FISCAL YEAR 2025/26 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) UNALLOCATED BALANCE TO FISCAL YEAR 2024/2025 PROGRAM BUDGET.

CM/Fox announced that this item should be pulled and no action would be taken.

6. **PUBLIC HEARINGS:** None.

7. **COUNCIL CONSIDERATION:** None.

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

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

Council Member Chou announced he was recently appointed to the San Gabriel Valley Regional Housing Trust, representing the Southeast district cities and attended the first meeting recently. He also reported attending the Los Angeles County Networking Seminar hosted by the Board of Supervisors.

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

Council Member Low reported attending the Library Commission meeting and the Southern California Government Advisory Panel meeting. She also reported travelling to Sacramento to attend the Mosquito and Vector Control Association of California Spring Meeting and Legislative Conference.

Mayor Teng reported attending the San Gabriel Valley Economic Forecast Report meeting in the City of Industry.

9. **ADJOURNMENT:** With no further business to conduct, M/Teng adjourned the Regular City Council Meeting at 7:14 p.m.

APRIL 1, 2025

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CITY COUNCIL

Respectfully Submitted,

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 15th day of April, 2025.

Chia Yu Teng, Mayor

Agenda #: 5.2
Meeting Date: April 15, 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 MARCH 19, 2025
THROUGH APRIL 1, 2025 TOTALING \$1,126,446.10.**
STRATEGIC
GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of \$1,126,446.10.

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 March 19, 2025 through April 1, 2025 totaling \$1,126,446.10 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

4/15/2025

REVIEWED BY:

Attachments:

1. 5.2.a Check Register Affidavit 4-15-2025
2. 5.2.b Check Register 4-15-2025



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 March 19, 2025 through April 1, 2025 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

Description	Amount
General Fund	\$1,018,503.56
Measure W Local Return Fund	\$746.71
Measure M Local Return Fund	\$149.56
Measure R Local Return Fund	\$85.46
Prop A Transit Tax Fund	\$29,080.42
Prop C Transit Tax Fund	\$8,457.93
Community Dev Block Grant Fund	\$21,290.00
LLAD 38 Fund	\$8,194.31
LLAD 39 Fund	\$3,389.84
LLAD 41 Fund	\$2,946.08
Integrated Waste Mgmt Fund - AB939	\$2,580.09
PLHA Fund	\$10,180.00
Vehicle Maintenance & Equip Fund	\$5,193.19
Equip Maint & Replacement Fund	\$15,200.00
Beverage Cntr Recycling Grant Fund	\$224.48
Used Motor Oil Block Grant Fund	\$224.47
	\$1,126,446.10

Signed:

Daniel Fox

City Manager
Dan Fox

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14153	4/1/2025	LANDS' END INC		STAFF JACKETS	100240	51200	\$1,937.06
	4/1/2025	LANDS' END INC		STAFF JACKETS	100520	51200	\$2,366.97
	4/1/2025	LANDS' END INC		STAFF JACKETS REFUND	100520	51200	(\$517.00)
	4/1/2025	LANDS' END INC		STAFF JACKETS REFUND	100240	51200	(\$422.84)
						CHECK TOTAL	\$3,364.19
14154	4/1/2025	ONE TIME PAY VENDOR	DANNETTE MANSFIELD	COMPUTER LOAN REIMBURSEMENT	100	12410	\$2,250.00
						CHECK TOTAL	\$2,250.00
14155	4/1/2025	TASC		FSA FEES	100220	52515	\$131.04
						CHECK TOTAL	\$131.04
14156	4/1/2025	WILLDAN FINANCIAL SERVICES		CITYWIDE FEE STUDY & COST ALLOCATION PLAN - FEB 25	100130	54900	\$1,485.00
						CHECK TOTAL	\$1,485.00
14841	3/20/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3798 S BREA CYN - LS-2	100655	52210	\$67.18
						CHECK TOTAL	\$67.18
14842	3/20/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21010 WASHINGTON AVE - TC-1	100655	52210	\$110.19
						CHECK TOTAL	\$110.19
14843	3/20/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1798 DBB/22566 GLDL SPRGS - TC-1	100655	52210	\$200.52
						CHECK TOTAL	\$200.52
14844	3/20/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - BREA CYN/FALLOWFIELD - TC-1	100655	52210	\$206.28
						CHECK TOTAL	\$206.28
14845	3/20/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 553 N DBB/VARIOUS - TC-1	100655	52210	\$1,202.39
						CHECK TOTAL	\$1,202.39
14846	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - BREA CYN/OAKCREST - LS-2	100655	52210	\$67.71
						CHECK TOTAL	\$67.71
14847	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 24230 GOLDEN SPRINGS - LS-2	100655	52210	\$84.99

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$84.99
14848	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - BREA CYN/FALLOWFIELD - LS-2	100655	52210	\$88.92
						CHECK TOTAL	\$88.92
14849	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 2201 DBB - LS-2	100655	52210	\$89.57
						CHECK TOTAL	\$89.57
14850	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21615 GATEWAY CENTER DR - LS-2	100655	52210	\$89.57
						CHECK TOTAL	\$89.57
14851	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21250 GOLDEN SPRINGS - LS-2	100655	52210	\$89.57
						CHECK TOTAL	\$89.57
14852	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21010 WASHINGTON AVE - LS-2	100655	52210	\$106.74
						CHECK TOTAL	\$106.74
14853	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 22805 GOLDEN SPRINGS DR - LS-2	100655	52210	\$111.96
						CHECK TOTAL	\$111.96
14854	3/25/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - DBB N/W @ TEMPLE - TC-1	100655	52210	\$116.92
						CHECK TOTAL	\$116.92
14855	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1003 GOLDEN SPRINGS DR - LS-2	100655	52210	\$117.86
						CHECK TOTAL	\$117.86
14856	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1DBB/TEMPLE - LS-2	100655	52210	\$127.67
						CHECK TOTAL	\$127.67
14857	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3201 S DBB - LS-2	100655	52210	\$134.36
						CHECK TOTAL	\$134.36
14858	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1025 BREA CYN RD - LS-2	100655	52210	\$142.37
						CHECK TOTAL	\$142.37
14859	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1798 DBB/22566 GLDN SPRGS - LS-2	100655	52210	\$200.88
						CHECK TOTAL	\$200.88

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14861	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21325 PATHFINDER RD - LS-2	100655	52210	\$245.20
CHECK TOTAL							\$245.20
14862	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - VARIOUS LS-1	100655	52210	\$468.54
CHECK TOTAL							\$468.54
14863	3/25/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20439 GLDN SPRGS PED - TC-1	100655	52210	\$100.09
CHECK TOTAL							\$100.09
14864	3/25/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20791 GLDN SPRGS - TC-1	100655	52210	\$118.31
CHECK TOTAL							\$118.31
14865	3/25/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 809 S DBB - TC-1	100655	52210	\$98.82
CHECK TOTAL							\$98.82
14866	3/25/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 553 N DBB/VARIOUS - TC-1	100655	52210	\$1,198.75
CHECK TOTAL							\$1,198.75
14869	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - BREA CYN/OAKCREST - LS-2	100655	52210	\$67.71
CHECK TOTAL							\$67.71
14870	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 24230 GOLDLEN SPRINGS DR - LS-2	100655	52210	\$84.99
CHECK TOTAL							\$84.99
14871	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - BREA CYN/FALLOWFIELD - LS-2	100655	52210	\$88.92
CHECK TOTAL							\$88.92
14872	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 2201 DBB - LS-2	100655	52210	\$89.57
CHECK TOTAL							\$89.57
14873	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21615 GATEWAY CENTER DR - LS-2	100655	52210	\$89.57
CHECK TOTAL							\$89.57
14874	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21250 GOLDEN SPRINGS DR - LS-2	100655	52210	\$89.57
CHECK TOTAL							\$89.57

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14875	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHT - 21010 WASHINGTON AVE -LS-2	100655	52210	\$106.74
CHECK TOTAL							\$106.74
14876	3/25/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - DBB N/W @ TEMPLE - TC-1	100655	52210	\$110.06
CHECK TOTAL							\$110.06
14877	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 22805 GOLDEN SPRINGS DR - LS-2	100655	52210	\$111.96
CHECK TOTAL							\$111.96
14878	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1003 GOLDEN SPRINGS - LS-2	100655	52210	\$117.86
CHECK TOTAL							\$117.86
14879	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1DBB/TEMPLE - LS-2	100655	52210	\$127.67
CHECK TOTAL							\$127.67
14880	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3201 S DBB - LS-2	100655	52210	\$134.36
CHECK TOTAL							\$134.36
14881	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1025 BREA CYN - LS-2	100655	52210	\$142.37
CHECK TOTAL							\$142.37
14882	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 1798 DBB/22566 GLDN SPRGS - LS-2	100655	52210	\$200.88
CHECK TOTAL							\$200.88
14883	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 21325 PATHFINDER RD - LS-2	100655	52210	\$245.20
CHECK TOTAL							\$245.20
14884	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - VARIOUS LS-1	100655	52210	\$635.30
CHECK TOTAL							\$635.30
14887	3/25/2025	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3564 S BREA CYN RD BPED - LS-3	100655	52210	\$67.14
CHECK TOTAL							\$67.14
14888	3/25/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20439 GOLDEN SPRINGS PED	100655	52210	\$109.98
CHECK TOTAL							\$109.98
14889	3/25/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20791 GOLDEN SPRINGS - TC-1	100655	52210	\$127.35

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$127.35
14890	3/31/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 809 S DBB - TC-1	100655	52210	\$99.35
						CHECK TOTAL	\$99.35
14891	3/31/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - BREA CYN/FALLOWFIELD/ETC - TC-1	100655	52210	\$205.81
						CHECK TOTAL	\$205.81
14893	3/31/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1450 BRIDGEGATE/ETC. - TC-1	100655	52210	\$564.99
						CHECK TOTAL	\$564.99
14894	3/31/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 22805 GOLDEN SPRINGS/ETC - TC-1	100655	52210	\$3,504.78
						CHECK TOTAL	\$3,504.78
14895	3/31/2025	SOUTHERN CALIFORNIA EDISON		GS-1 - 1215 S BREA CYN - GS-1	100655	52210	\$95.32
						CHECK TOTAL	\$95.32
14896	3/31/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1611 S BREA CYN - TC-1	100655	52210	\$82.82
						CHECK TOTAL	\$82.82
14897	3/31/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21010 WASHINGTON AVE - TC-1	100655	52210	\$106.60
						CHECK TOTAL	\$106.60
14898	3/31/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1798 DBB/22566 GLDN SPRGS - TC-1	100655	52210	\$207.51
						CHECK TOTAL	\$207.51
14900	3/31/2025	SOUTHERN CALIFORNIA EDISON		D38 / 2025 DBB (021225-031225)	238638	52210	\$8.27
						CHECK TOTAL	\$8.27
14904	3/31/2025	SOUTHERN CALIFORNIA EDISON		D38/2746 BREA CYN RD (021225-031325)	238638	52210	\$8.52
						CHECK TOTAL	\$8.52
14905	3/31/2025	SOUTHERN CALIFORNIA EDISON		20980 E CYN RIDGE LN	241641	52210	\$8.21
						CHECK TOTAL	\$8.21
14906	3/31/2025	SOUTHERN CALIFORNIA EDISON		CITYHALL (021225-031325)	100620	52210	\$13,163.95
						CHECK TOTAL	\$13,163.95

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14912	3/31/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 801 S LEMON/VARIOUS - TC-1	100655	52210	\$357.32
						CHECK TOTAL	\$357.32
14913	3/28/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 03/28/2025	201	21118	\$2.31
	3/28/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 03/28/2025	238	21118	\$3.85
	3/28/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 03/28/2025	239	21118	\$3.85
	3/28/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 03/28/2025	241	21118	\$3.85
	3/28/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 03/28/2025	207	21118	\$16.16
	3/28/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 03/28/2025	250	21118	\$16.28
	3/28/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 03/28/2025	206	21118	\$111.31
	3/28/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 03/28/2025	100	21118	\$2,071.15
						CHECK TOTAL	\$2,228.76
14914	3/28/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 03/28/2025	239	21109	\$119.23
	3/28/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 03/28/2025	241	21109	\$119.23
	3/28/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 03/28/2025	201	21109	\$146.83
	3/28/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 03/28/2025	238	21109	\$238.46
	3/28/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 03/28/2025	250	21109	\$359.43
	3/28/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 03/28/2025	207	21109	\$435.67

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	3/28/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 03/28/2025	206	21109	\$509.66
	3/28/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 03/28/2025	100	21109	\$14,315.94
						CHECK TOTAL	\$16,244.45
14915	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	204	21110	\$85.46
	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	203	21110	\$149.56
	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	239	21110	\$150.12
	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	241	21110	\$150.12
	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	238	21110	\$238.40
	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	201	21110	\$597.57
	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	207	21110	\$1,210.46
	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	206	21110	\$1,794.37
	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	250	21110	\$2,204.38
	3/28/2025	CALPERS		PENSION CONTRIBUTION 3/8/25-3/21/25 & 3/1-3/31/25	100	21110	\$44,702.96
						CHECK TOTAL	\$51,283.40
14968	4/1/2025	AARP		INSTRUCTOR PAYMENT - AARP - WS25	100520	55310	\$125.00
						CHECK TOTAL	\$125.00
14969	4/1/2025	ATKINSON, ANDELSON, LOYA, RUUD & ROMO		LEGAL SERVICES	100220	54900	\$1,695.75
						CHECK TOTAL	\$1,695.75
14970	4/1/2025	ROBYN A BECKWITH		INTERIOR PLANT SERVICE (MARCH2025)	100510	52320	\$275.00
	4/1/2025	ROBYN A BECKWITH		INTERIOR PLANT SERVICE (MARCH2025)	100620	52320	\$380.00
						CHECK TOTAL	\$655.00
14971	4/1/2025	BELLFLOWER AUTOMOTIVE INC		FLEET MAINTENANCE (LIC#1532940)	502655	52312	\$444.22

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	4/1/2025	BELLFLOWER AUTOMOTIVE INC		FLEET VEHICLE MAINTENANCE (LIC#1570799)	502630	52312	\$2,252.75
						CHECK TOTAL	\$2,698.98
14972	4/1/2025	JOHN E BISHOP		INSTRUCTOR PAYMENT - MARTIAL ARTS - WS25	100520	55320	\$180.00
						CHECK TOTAL	\$180.00
14973	4/1/2025	BSN SPORTS CORP		SENIOR SOFTBALL EQUIPMENT	100520	51200	\$665.14
						CHECK TOTAL	\$665.14
14974	4/1/2025	CANYON CATERING & EVENTS INC		SENIOR DANCE CATERING 3.13.25	100520	55310	\$1,498.44
						CHECK TOTAL	\$1,498.44
14975	4/1/2025	DAN CONTRACTOR		CDBG HIP CONTRACTOR - GILLILAND 20878 MOONLAKE	225440	54900	\$16,200.00
	4/1/2025	DAN CONTRACTOR		CDBG HIP CONTRACTOR - GILLILAND 20878 MOONLAKE	225440	54900	\$1,800.00
						CHECK TOTAL	\$18,000.00
14976	4/1/2025	DEPARTMENT OF JUSTICE		LIVESCAN FEES	100220	52510	\$32.00
						CHECK TOTAL	\$32.00
14977	4/1/2025	DIAMOND BAR STORAGE OWNER LLC		OFFSITE STORAGE UNITS CDD	100420	52302	\$880.00
						CHECK TOTAL	\$880.00
14978	4/1/2025	DS SERVICES OF AMERICA INC		WATER SERVICE (CITYHALL/MAR) FY24- 25	100620	51200	\$462.67
						CHECK TOTAL	\$462.67
14979	4/1/2025	EWING IRRIGATION PRODUCTS INC		MAINTENANCE REPAIRS (PARKS)	100630	52320	\$1,484.56
						CHECK TOTAL	\$1,484.56
14980	4/1/2025	GOVCONNECTION INC		HP SERVER CARE PACK FOR ATCS 3	100230	52314	\$2,868.40
	4/1/2025	GOVCONNECTION INC		ANNUAL RENEWAL - MERAKI	100230	52314	\$1,770.00
						CHECK TOTAL	\$4,638.40
14981	4/1/2025	WOODS MAINTENANCE SERVICES INC		GRAFFITI CONTROL - JANUARY 2025	100430	55540	\$3,075.00
	4/1/2025	WOODS MAINTENANCE SERVICES INC		GRAFFITI CONTROL - FEBRUARY 2025	100430	55540	\$3,075.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$6,150.00
14982	4/1/2025	H & L CHARTER CO INC		SENIOR EXCURSION TRANSPORTATION, 24/25	206520	55310	\$2,000.00
						CHECK TOTAL	\$2,000.00
14983	4/1/2025	HANSON BRIDGETT LLP		LEGAL SERVICES IN FEB - SEWER DISTRICT	100120	54022	\$12,148.50
						CHECK TOTAL	\$12,148.50
14984	4/1/2025	HERMAN AU PHOTOGRAPHY		PHOTOBOOTH RENTAL FOR BREAKFAST WITH THE BUNNY	100520	55300	\$934.15
						CHECK TOTAL	\$934.15
14985	4/1/2025	HINDERLITER DE LLAMAS & ASSOCIATES		CONTRACT SVCS - SALES TAX JAN-MAR 2025	100210	54900	\$70.07
	4/1/2025	HINDERLITER DE LLAMAS & ASSOCIATES		CONTRACT SVCS - SALES TAX JAN-MAR 2025	100210	54010	\$900.00
						CHECK TOTAL	\$970.07
14986	4/1/2025	HOME DEPOT CREDIT SERVICES		DBC OPERATING SUPPLIES (GARY031225)	100620	51300	\$163.54
	4/1/2025	HOME DEPOT CREDIT SERVICES		OPERATING SUPPLIES (DBC/CLAUDE031025)	100510	51200	\$105.49
	4/1/2025	HOME DEPOT CREDIT SERVICES		OPERATING SUPPLIES	100655	51250	\$582.00
	4/1/2025	HOME DEPOT CREDIT SERVICES		OPERATING SUPPLIES	100655	51250	\$345.99
	4/1/2025	HOME DEPOT CREDIT SERVICES		STREET OPERATING SUPPLIES (JSI-031925)	100655	51250	\$98.80
						CHECK TOTAL	\$1,295.82
14987	4/1/2025	HONEYCOTT INC		BEE REMOVAL (DBC/PARKINGLOT)	100510	52320	\$145.00
						CHECK TOTAL	\$145.00
14988	4/1/2025	HUMANE SOCIETY OF POMONA VALLEY INC		ANIMAL CONTROL SERVICES IN FEBRUARY	100340	55404	\$39,317.08
						CHECK TOTAL	\$39,317.08
14989	4/1/2025	JERMAR 29:11 INC		DEPOSIT: DAY CAMP EXCURSION ON JULY 1, 2025	100520	53520	\$244.63
						CHECK TOTAL	\$244.63
14990	4/1/2025	JOE A GONSALVES & SON INC		PROFESSIONAL SERVICES IN APRIL - STATE LOBBYIST	100130	54900	\$2,500.00
						CHECK TOTAL	\$2,500.00
14991	4/1/2025	K7 ENTERPRISES		DBC OFFICE WORK	100510	54900	\$181.04

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$684.04
14992	4/1/2025	KEVIN Y OH		CATERING FOR BREAKFAST WITH THE BUNNY	100520	55300	\$1,642.96
						CHECK TOTAL	\$1,642.96
14993	4/1/2025	LA COUNTY ASSESSOR OFFICE		SBF ABSTRACT - FEB 2025	100230	52314	\$200.00
						CHECK TOTAL	\$200.00
14995	4/1/2025	LOPEZ RAMIREZ ROOFING INC		CDBG HIP 333 S. ROCK RIVER RD RETENTION	225440	54900	\$3,290.00
						CHECK TOTAL	\$3,290.00
14996	4/1/2025	LOS ANGELES COUNTY PUBLIC WORKS		SYCAMORE CYN PARK INSPECT&SRVCCALLS(011625-021025	100630	52320	\$1,134.77
						CHECK TOTAL	\$1,134.77
14997	4/1/2025	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF GEN LAW 01/2025	100310	55400	\$652,464.33
						CHECK TOTAL	\$652,464.33
14998	4/1/2025	LOWE'S BUSINESS ACCOUNT		TOOLS/DBC (JK-032025)	100510	51300	\$28.92
						CHECK TOTAL	\$28.92
14999	4/1/2025	MANUEL REYES		SENIOR SOFTBALL UMPIRE FEES	100520	51200	\$2,025.00
						CHECK TOTAL	\$2,025.00
15000	4/1/2025	MARY BASHFORD		C-PLHA 2303 PRESADO DRIVE UNIT D - FONG	224440	54900	\$9,162.00
	4/1/2025	MARY BASHFORD		C-PLHA 2303 PRESADO DRIVE UNIT D - FONG	224440	54900	\$1,018.00
						CHECK TOTAL	\$10,180.00
15001	4/1/2025	MICHAEL NGUYEN		FLEET TRUCK REAR GLASS REPLACEMENT (LIC#1524113)	502630	52312	\$400.00
						CHECK TOTAL	\$400.00
15002	4/1/2025	MOBILE RELAY ASSOCIATES INC		RECURRING SERVICES FOR EMERGENCY PREPAREDNESS	100350	52300	\$78.75
						CHECK TOTAL	\$78.75
15003	4/1/2025	MT CALVARY LUTHERAN SCHOOL		YOUTH BASKETBALL GYM RENTAL	100520	52302	\$8,093.00
						CHECK TOTAL	\$8,093.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15004	4/1/2025	NATIONAL TRENCH SAFETY INC		RENTAL EQUIP (KRAIL 031425-041025)GS&SG	100655	51250	\$455.52
CHECK TOTAL							\$455.52
15005	4/1/2025	NICOLE WALLS		INSTRUCTOR PAYMENT - FASHION - WS25	100520	55320	\$99.00
CHECK TOTAL							\$99.00
15006	4/1/2025	ONE TIME PAY VENDOR	HAL GHAFARI	REIMBURSMNT - CAR RENTAL - JPIA CONF. 11/4-8/24	100610	52420	\$256.69
CHECK TOTAL							\$256.69
15007	4/1/2025	ONE TIME PAY VENDOR	JESSICA WANG	RECRATION PROGRAM REFUND	100	20202	\$29.75
CHECK TOTAL							\$29.75
15008	4/1/2025	ONE TIME PAY VENDOR	SHIN MEI LIN	RECREATION PROGRAM REFUND	100	20202	\$75.00
CHECK TOTAL							\$75.00
15009	4/1/2025	OOTWI INC		DAY CAMP ENTERTAINMENT ON JUNE 18, 2025	100520	55315	\$595.00
CHECK TOTAL							\$595.00
15010	4/1/2025	OPCO TRANSIT INC		FY 2024-25 DIAMOND RIDE SR TRANS SVCS - FEB BILLIN	206650	55560	\$24,665.08
CHECK TOTAL							\$24,665.08
15011	4/1/2025	PRO1PRINT, LLC		ENVIRO POSTCARDS-CRV AND USED OIL	253180	52160	\$224.47
	4/1/2025	PRO1PRINT, LLC		ENVIRO POSTCARDS-CRV AND USED OIL	254180	52160	\$224.48
CHECK TOTAL							\$448.95
15012	4/1/2025	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	\$878.00
	4/1/2025	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	\$920.00
CHECK TOTAL							\$1,798.00
15013	4/1/2025	PUENTE HILLS FORD LLC		FLEET MAINTENANCE (LIC#1479428)	502430	52312	\$250.00
CHECK TOTAL							\$250.00
15014	4/1/2025	PYRO COMM SYSTEMS INC		SERVICE CALL (031425)	100620	52320	\$2,542.38
	4/1/2025	PYRO COMM SYSTEMS INC		SERVICE CALL 032025 - (DBC)	100510	52310	\$165.48
	4/1/2025	PYRO COMM SYSTEMS INC		FIRE ALARM ANNUAL TESTING (DBC)	100510	52310	\$595.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$3,292.86
15015	4/1/2025	REINBERGER CORPORATION		BUSINESS CARDS	100140	52110	\$173.01
						CHECK TOTAL	\$173.01
15016	4/1/2025	RKA CONSULTING GROUP		BUILDING AND SAFETY DB - FEBRUARY 2025	100420	55100	\$69,088.49
						CHECK TOTAL	\$69,088.49
15017	4/1/2025	ROTHNER, SEGALL & GREENSTONE		PROF. SVCS - H/R	100220	54900	\$2,500.00
						CHECK TOTAL	\$2,500.00
15018	4/1/2025	SC FUELS		FLEET FUEL (030125-031525)	502130	52330	\$159.73
	4/1/2025	SC FUELS		FLEET FUEL (030125-031525)	502620	52330	\$323.30
	4/1/2025	SC FUELS		FLEET FUEL (030125-031525)	502630	52330	\$427.20
	4/1/2025	SC FUELS		FLEET FUEL (030125-031525)	502655	52330	\$933.98
						CHECK TOTAL	\$1,844.21
15019	4/1/2025	SIMPSON ADVERTISING INC		DESIGN AND LAYOUT: APRIL NWSLTR, SUMMER REC GUIDE	100240	54900	\$5,200.00
						CHECK TOTAL	\$5,200.00
15020	4/1/2025	SOLARWINDS NORTH AMERICA INC		ANNUAL RENEWAL - SOLARWINDS FY 24-25	100230	52314	\$3,841.22
						CHECK TOTAL	\$3,841.22
15021	4/1/2025	SPECTRUM BUSINESS		SUMMARY BILL -CABLE/INTERNET -CITY HALL - MAR 2025	100230	54030	\$1,736.78
	4/1/2025	SPECTRUM BUSINESS		CABLE TV SERVICE/DBC - MAR 2025	100230	54030	\$131.84
						CHECK TOTAL	\$1,868.62
15022	4/1/2025	STAY GREEN INC		LANDSCAPE MAINTENANCE (CITY HALL/MAR 2025)	100620	52320	\$1,190.00
						CHECK TOTAL	\$1,190.00
15023	4/1/2025	STEVEN ANTHONY SANTANA		DJ SERVICES FOR BREAKFAST WITH THE BUNNY	100520	55300	\$500.00
						CHECK TOTAL	\$500.00
15024	4/1/2025	THE GAS COMPANY		GAS @ HERITAGE PARK (021225-031425)	100630	52215	\$387.45
	4/1/2025	THE GAS COMPANY		GAS @ CITYHALL (021125-031325)	100620	52215	\$1,446.35

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
15025	4/1/2025	THE GAS COMPANY		GAS @ DBC (021725-031725)	100510	52215	\$1,509.56
	CHECK TOTAL						\$3,343.36
	4/1/2025	THE SAUCE CREATIVE SERVICES INC		DAY CAMP POSTCARD	100520	52110	\$379.73
	4/1/2025	THE SAUCE CREATIVE SERVICES INC		MARKETING MATERIALS-2025 THROUGH MY LENS CONTEST	100240	52160	\$1,074.13
	4/1/2025	THE SAUCE CREATIVE SERVICES INC		PRINTS AND SIGNAGE FOR WINDMILL HUNT	100520	52110	\$1,211.96
15026	4/1/2025	THE SAUCE CREATIVE SERVICES INC		STICKERS FOR WINDMILL HUNT	100520	52110	\$264.95
	CHECK TOTAL						\$2,930.77
	4/1/2025	TYLER TECHNOLOGIES INC		ELM PROJECT MGMT HOURS - 2/18/25-2/25/25	503230	56135	\$10,400.00
	4/1/2025	TYLER TECHNOLOGIES INC		ELM PROJECT MGMT HOURS - 3/4/25-3/6/25	503230	56135	\$4,800.00
	CHECK TOTAL						\$15,200.00
15027	4/1/2025	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (MARCH2025)	100630	55505	\$3,070.00
	4/1/2025	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (MARCH2025)	100510	55505	\$9,650.00
	4/1/2025	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (MARCH2025)	100620	52320	\$12,075.00
	CHECK TOTAL						\$24,795.00
15028	4/1/2025	WALNUT VALLEY UNIFIED SCHOOL DISTRICT		ADULT VOLLEYBALL GYM RENTAL	100520	52302	\$573.75
	4/1/2025	WALNUT VALLEY UNIFIED SCHOOL DISTRICT		YOUTH BASKETBALL GYM RENTAL	100520	52302	\$6,278.10
	CHECK TOTAL						\$6,851.85
15029	4/1/2025	WALNUT VALLEY WATER DISTRICT		CITYHALLW-(020125-022825)	100620	52220	\$955.29
	4/1/2025	WALNUT VALLEY WATER DISTRICT		D38W-(020125-022825)	238638	52220	\$5,084.27
	4/1/2025	WALNUT VALLEY WATER DISTRICT		D38(R)W-(020125-022825)	238638	52220	\$2,612.54
	4/1/2025	WALNUT VALLEY WATER DISTRICT		D39W-(020125-022825)	239639	52220	\$3,116.64
	4/1/2025	WALNUT VALLEY WATER DISTRICT		D41W-(020125-022825)	241641	52220	\$2,664.67
	4/1/2025	WALNUT VALLEY WATER DISTRICT		DBCW-(020125-022825)	100510	52220	\$403.32
	4/1/2025	WALNUT VALLEY WATER DISTRICT		PARKSW-(020125-022825)	100630	52220	\$7,881.48

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	4/1/2025	WALNUT VALLEY WATER DISTRICT		PARKS(R)W-(020125-022825)	100630	52220	\$2,735.66
						CHECK TOTAL	\$24,853.87
15030	4/1/2025	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	\$787.59
	4/1/2025	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	\$630.90
						CHECK TOTAL	\$1,418.49
15031	4/1/2025	WILLDAN FINANCIAL SERVICES		CITYWIDE FEE STUDY & COST ALLOCATION PLAN	100130	54900	\$1,305.00
						CHECK TOTAL	\$1,305.00
15032	4/1/2025	WILLDAN GEOTECHNICAL		BUILDING&SAFETY INTERIM PERMIT TECHNICIAN	100420	55100	\$13,600.00
						CHECK TOTAL	\$13,600.00
15033	4/1/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 2500 CROW FOOT - THRU 1/31/25	100	22109	\$735.00
	4/1/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 24069 GOLDRUSH - THRU 1/31/25	100	22109	\$735.00
	4/1/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 891 ADAMSGROVE/TRENCH BACKFILL	100610	54200	\$1,350.00
						CHECK TOTAL	\$2,820.00
15034	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100120	54020	\$1,808.40
	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100120	54020	\$4,795.00
	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100120	54020	\$109.60
	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100120	54020	\$4,384.00
	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100120	54020	\$1,424.80
	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100120	54020	\$1,424.80
	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100	22107	\$219.20
	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100	22107	\$274.00
	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100	22107	\$1,397.40

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	4/1/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - FEBRUARY 2025	100120	54020	\$5,847.71
						CHECK TOTAL	\$21,684.91
15035	4/1/2025	YUNEX CORP		TS MAINT/RESPONSE - FEB 2025	207650	55536	\$6,795.64
						CHECK TOTAL	\$6,795.64
						GRAND TOTAL	\$1,126,446.10

Agenda #: 5.3
Meeting Date: April 15, 2025



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
 FROM: Daniel Fox, City Manager 
 TITLE: **DESIGNATION OF AGENTS FOR NON-STATE AGENCIES (FEMA & CALOES) AND COMMITMENT FOR DR-4750 LOCAL HAZARD MITIGATION PLAN (LHMP) GRANT PROGRAM APPLICATION.**
 STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

- A. Adopt Resolution No. 2025-12 designating authorized agents and CalOES 130 Designation of Applicant's Agent Resolution for Non-State Agencies; and
- B. Authorize the City Manager to submit a letter to CalOES regarding commitment of City funds for the Local Hazard Mitigation Plan (LHMP) grant application.

FINANCIAL IMPACT:

The City is seeking federal grant funds to update the Local Hazard Mitigation Plan (LHMP). Should the City receive the maximum FEMA grant amount of \$220,000, the federal share would be 75% of total eligible program costs up to \$165,000. The City would be required to contribute 25% up to \$55,000 which is anticipated to be funded by the General Fund, and subject to future Council consideration.

BACKGROUND:

The federal Disaster Management Act of 2000 (DMA 2000) requires every local, county and state government to have an approved Local Hazard Mitigation Plan (Plan). The City of Diamond Bar was awarded a grant in 2020 to update the City's Plan. At the conclusion of that review and update, the City Council adopted the City's Local Hazard Mitigation Plan on July 19, 2022. The City's Plan was officially approved by FEMA on August 16, 2022, with the five-year expiration date of August 16, 2027.

When disasters occur, the Federal Emergency Management Agency (FEMA) periodically will make funding available for grant mitigation efforts, including updates to

current approved plans. CalOES notified the City of a funding under FEMA DR-4750 that would allow for cities to apply for funding during the April 2025 grant cycle.

ANALYSIS:

The FEMA DR-4750 Grant application process is a competitive process available to all municipalities with Plans set to expire in 2027. FEMA guidelines have expanded significantly since the last Plan update, adding additional steps and requirements within the plan review, hazard identification, public engagement, and FEMA/CalOES review process. CalOES recommends that grant applicants request the total grant authorization amount under DR-4750, which is \$220,000. There is a City cost share component of 25%. As is customary, City staff will work to complete the project under the total grant authorization to minimize impacts to the City general fund. City staff time is eligible under this grant funding, and will be tracked to meet the City's 25% cost-share.

To ensure the City is eligible for the FEMA DR-4750 grant award, it is necessary for the Council to take the following action:

1. Adopt Resolution No. 2025-12 (Attachments 1 & 2) Agent Resolution CalOES 130 listing the City Manager, Assistant City Manager, and Public Works Director as authorized agents of the City; and
2. Authorize the City Manager to sign the letter of commitment (Attachment 3). At this time, it is anticipated that general funds would be used to cover the 25% cost match.

The grant application will be submitted by the April 30, 2025 deadline. Notification of grant award will be made later this calendar year. Should the City receive the grant award, staff will work to secure a consultant to facilitate the plan update by the expiration of the current Plan, which is set to expire August 16, 2027.

PREPARED BY:

Anthony Santos

Anthony Santos, Assistant to the City Manager

4/15/2025

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager

4/3/2025

Attachments:

1. 5.3.a Resolution No. 2025-12
2. 5.3.b Exhibit A - Cal OES Form 130
3. 5.3.c City of Diamond Bar LHMP Letter of Commitment

RESOLUTION NO. 2025-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, CALIFORNIA, DESIGNATING AUTHORIZED AGENTS TO ACT ON THE CITY'S BEHALF FOR DISASTER FINANCIAL ASSISTANCE.

WHEREAS, the City Council desires to appoint and authorize agent(s) of the City to apply and seek reimbursement for disaster-related expenditures under the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (Cal OES) under the California Disaster Assistance Act Programs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Diamond Bar as follows:

Section 1. The City Manager, Assistant City Manager, and Public Works Director are hereby authorized as agent(s) to execute for and on behalf of the named applicant, City of Diamond Bar, a public entity established under the laws of the State of California, an application for disaster financial assistance, and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act as shown in the attached Exhibit A.

Section 2. The City of Diamond Bar, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required. This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval.

PASSED, APPROVED AND ADOPTED this 15th day of April, 2025.

CITY OF DIAMOND BAR

Chia Yu Teng, Mayor

Resolution No. 2025-12

ATTEST:

I, Kristina Santana, City Clerk of the City of Diamond Bar, do hereby certify that the foregoing Resolution was duly passed, approved and adopted by the City Council of the City of Diamond Bar at the regular meeting held on the 15th day of April, 2025, by the following Roll Call vote:

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

Kristina Santana, City Clerk

Exhibit A – Cal OES Form 120



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____,
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the _____, a public entity established under the
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- ☐ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- ☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this ____ day of _____, 20 ____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and
(Name of Applicant)

correct copy of a resolution passed and approved by the _____
(Governing Body)

of the _____ on the _____ day of _____, 20 ____.
(Name of Applicant)

(Signature)

(Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



City of Diamond Bar

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

Chia Yu Teng

Mayor
District 4

Steve Tye

Mayor Pro Tem
District 1

Andrew Chou

Council Member
District 3

Stan Liu

Council Member
District 5

Ruth M. Low

Council Member
District 2

April 15, 2025

City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765

RE: DR-4750 Subapplication Funding Match Commitment Letter – Local Hazard Mitigation Plan (LHMP) Update

Dear State Hazard Mitigation Officer:

As part of the Local Hazard Mitigation Plan (LHMP) Grant Program process, a local funding match of at least 25% is required. This letter serves as the City of Diamond Bar's commitment to meet the local match fund requirements for the Hazard Mitigation Grant Program. The source of non-federal funds will be from local agency funding.

Furthermore, the Diamond Bar City Council approved the most recent CalOES 130 at its April 15, 2025 City Council meeting, designating the City Manager, Assistant City Manager, and Public Works Director as authorized agents.

Please contact Assistant to the City Manager Anthony Santos at 909.839.7013 or by email to asantos@diamondbarca.gov with any questions.

Sincerely,

Daniel Fox
City Manager

cc: Ryan McLean, Assistant City Manager
David Liu, Public Works Director
Anthony Santos, Assistant to the City Manager

Enclosure

1. CalOES 130 Agent Resolution – City of Diamond Bar.



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
 FROM: Daniel Fox, City Manager
 TITLE: **CONSULTING SERVICES AGREEMENT WITH DAVID VOLZ DESIGN TO INVENTORY LANDSCAPE AREAS WITHIN THE CITY FOR APPLICATION OF RECOVERED ORGANICS WASTE PRODUCTS.**
 STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve and authorize the City Manager to sign a Consulting Services Agreement with David Volz Design to inventory landscape areas within the City for application of recovered organics waste products through March 31, 2026.

FINANCIAL IMPACT:

The total not-to-exceed amount for the agreement is \$60,000. Sufficient funds are included in the Fiscal Year 2024-25 AB 939 – Professional Services budget, \$16,020 of which is available through CalRecycle’s Senate Bill (SB) 1383 Organic Waste Recycling (OWR) Cycle 4 grant. The remaining \$43,980 will be funded through the AB 939 Solid Waste account.

BACKGROUND:

The City must meet our SB 1383 CalRecycle Regulations Recovered Organic Waste Product (ROWP) Procurement Target of 4,537.36 tons on an annual basis. On July 16, 2024, the City Council approved a two-year agreement with Zero Foodprint, which puts the City in full compliance for both 2024 and 2025 ROWP procurement targets. Procured materials through Zero Foodprint are allocated to various farms within the State of California – not the City.

The proposed agreement would supplement the efforts of Zero Foodprint and create a reliable and accurate GIS database of City-maintained landscaped areas, including square footage, recommended soil amendments, and estimated labor cost for ROWP

material application. Having a GIS resource that accurately reflects City-maintained landscape areas is important for the Public Works Department to improve maintenance and budget allocations. The City will also utilize this database to assess the capacity and ability to utilize recovered organic waste products within City limits, which will likely reduce the tonnage purchased through Zero Foodprint to remain in compliance with SB 1383 CalRecycle Regulations annual ROWP targets.

ANALYSIS:

On August 8, 2024, the City issued an RFP to prepare a Citywide Landscape Inventory of city-maintained landscaped areas, which closed on September 27, 2024. Three (3) proposals were received and included line items for: area assessment, material recommendation and budget, and final report compilation. A summary of each proposer's cost is provided below:

VENDOR	BID AMOUNT	REVISED AMOUNT
David Volz Design	\$30,000.00	\$60,000.00
Hirsch & Associates, Inc.	\$61,310.00	\$61,310.00
Herrera Environmental Consultants	\$72,595.00	\$72,595.00

David Volz Design (DVD) came in as the lowest responsive bidder. During the RFP review process, Public Works and City Manager's Office staff assessed DVD's scope of work and determined it would be beneficial to add more hours dedicated to establishing and building data points within GIS. This modification increased the proposal cost from \$30,000 to \$60,000, and DVD still remained the lowest response bidder. Currently, DVD is a sub-consultant in the City's Heritage Park renovation project and is familiar with the City. Their team specializes in GIS and remote sensing, with an extensive background in working with similar projects of this nature in other local jurisdictions.

Work will commence in calendar year 2025, with completion anticipated in March 2026.

LEGAL REVIEW:

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

PREPARED BY:

Cathy Nguyen

Cathy Nguyen, Management Analyst

4/15/2025

REVIEWED BY:

Ryan McLean
Ryan McLean, Assistant City Manager

4/9/2025

Kristina Santana
Kristina Santana, City Clerk

4/9/2025

Daniel Fox
Daniel Fox, City Manager

4/10/2025

Attachments:

1. 5.4.a DVD Agreement
2. 5.4.b Exhibit A - DVD Scope of Work

CONSULTANT SERVICES AGREEMENT **[Non-Design Professionals]**

THIS AGREEMENT (the "Agreement") is made as of March 1, 2025 by and between the City of Diamond Bar, a municipal corporation ("City") and David Volz Design Landscape Architects, Inc., a California corporation ("Consultant").

1. Consultant's Services.

Subject to the terms and conditions set forth in this Agreement Consultant shall provide to the reasonable satisfaction of the City the landscape assessment for application of recovered organics waste product services 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, Consultant represents and warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Consultant 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.

Cathy Nguyen, Management Analyst (herein referred to as the "City's Project Manager"), shall be the person to whom the Consultant will report for the performance of services hereunder. It is understood that Consultant 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 Consultant 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 April 1, 2025, and shall continue until March 31, 2026 ("Term"), unless earlier terminated pursuant to the provisions herein.

3. Compensation. City agrees to compensate Consultant for each service which Consultant 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 Consultant pursuant to this Agreement shall not exceed sixty thousand dollars (\$60,000) 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, Consultant 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 Consultant the amount invoiced the City will pay Consultant the amount properly invoiced within 35 days of receipt, but may withhold 30% of any

invoice until all work is completed, which sum shall be paid within 35 days of completion of the work and receipt of all deliverables.

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 Consultant.

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.

7. Status as Independent Contractor.

A. Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant 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 Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant 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. Consultant agrees to pay all required taxes on amounts paid to Consultant 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 regarding the independent contractor status of Consultant and the audit in any way fails to sustain the validity of a wholly independent contractor relationship between City and Consultant, then Consultant agrees to reimburse City for all costs, including accounting and attorney's fees, arising out of such audit and any appeals relating thereto.

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

D. Consultant shall, at Consultant'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 Consultant under this Agreement any amount due to City from Consultant as a result of Consultant'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 Consultant's failure to comply with this Section.

8. Standard of Performance. Consultant 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. Indemnification.

Consultant 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 Workers' Compensation Act and other employee benefit acts with respect to Consultant's employees or Consultant's contractor's employees arising out of Consultant's work under this Agreement; and

(2) Any and all claims arising out of Consultant'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 sole active negligence or willful misconduct of the City. Should City in its sole discretion find Consultant's legal counsel unacceptable, then Consultant 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 Consultant 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) The Consultant's obligations to indemnify, defend and hold harmless the City shall survive termination of this Agreement.

10. Insurance.

A. Consultant 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 \$1,000,000.00 combined single limit coverage against any injury, death, loss or damage as a

result of wrongful or negligent acts by Consultant, 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 \$1,000,000.00; 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.

(5) Professional liability insurance covering errors and omissions arising out of the performance of this Agreement with a combined single limit of \$1,000,000. If such insurance is on a claim made basis, Consultant agrees to keep such insurance in full force and effect for at least five years after termination or date of completion of this Agreement.

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. Consultant 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 Consultant 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. Consultant 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 Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR

or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant'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 Consultant 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 Consultant 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 Consultant, which amounts may be deducted from any payments due Consultant.

I. Consultant 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.

11. Confidentiality. Consultant in the course of its duties may have access to confidential data of City, private individuals, or employees of the City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant 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. Consultant's covenant under this section shall survive the termination of this Agreement. Notwithstanding the foregoing, to the extent Consultant prepares reports of a proprietary nature specifically for and in connection with certain projects, the City shall not, except with Consultant'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 Consultant 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. Consultant may, however, make and retain such copies of said documents and materials as Consultant may desire.

13. Maintenance and Inspection of Records. In accordance with generally accepted accounting principles, Consultant 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 Consultant's records regarding the services provided under this Agreement. Consultant shall maintain all such records for a period of at least three (3) years after termination or completion of this Agreement. Consultant 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. Consultant 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 Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant 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. Consultant 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. Consultant's covenant under this section shall survive the termination of this Agreement.

15. Termination. The City may terminate this Agreement with or without cause upon fifteen (15) days' written notice to Consultant. 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 delivery of the notice. In the event of such termination, City agrees to pay Consultant for services satisfactorily rendered prior to the effective date of termination. Immediately upon receiving written notice of termination, Consultant 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.

16. Personnel/Designated Person. Consultant 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 Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Except as otherwise authorized by the City's Project Manager shall be the person who primarily performs the work provided under this Agreement. Except as provided in this Agreement, Consultant reserves the right to determine the assignment of its own employees to the performance of Consultant's services under this Agreement, but City reserves the right in its sole discretion to require Consultant to exclude any employee from performing services on City's premises.

17. Non-Discrimination and Equal Employment Opportunity.

A. Consultant 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. Consultant will, in all solicitations or advertisements for employees placed by or on behalf of Consultant 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. Consultant 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 of Completion. Consultant agrees to commence the work provided for in this Agreement within (5) days of being notified by the City to proceed and to diligently prosecute completion of the work within thirty (30) calendar days from such date or as may otherwise be agreed to by and between the Project Manager and the Consultant.

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

21. Delays and Extensions of Time. Consultant's sole remedy for delays outside its control shall be an extension of time. No matter what the cause of the delay, Consultant 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 Consultant's control. If Consultant 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 Consultant be entitled to any claim for lost profits due to any delay, whether caused by the City or due to some other cause.

22. Assignment. Consultant shall not assign or transfer any interest in this Agreement nor the performance of any of Consultant's obligations hereunder, without the prior written consent of City, and any attempt by Consultant to so assign this Agreement or any rights, duties, or obligations arising hereunder shall be void and of no effect.

23. Compliance with Laws. Consultant 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 Consultant 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 Consultant, 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.

"CONSULTANT"

David Volz Design
151 Kalmus Drive, Suite M8
Costa Mesa, CA 92626
Attn.: Eric Sterling
Phone: 714-641-1300
E-Mail: esterling@dvolzdesign.com

"CITY"

City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765
Attn.: Cathy Nguyen
Phone: 909-839-7002
E-mail: cnguyen@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 Consultant 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.

"Consultant"
DAVID VOLZ DESIGN

"City"
CITY OF DIAMOND BAR

By: 
Printed Name: Eric Sterling
Title: President

By: _____
Printed Name: Daniel Fox
Title: City Manager

By: _____
Printed Name: _____
Title: _____

ATTEST:

Kristina Santana, City Clerk

Approved as to form:

By: 
Omar Sandoval, City Attorney

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

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

EXHIBIT “A”

SCOPE OF WORK

David Volz Design will perform a “Landscape Assessment” of City’s landscape areas, including assessment districts landscape areas, medians, parkways, parks and other open space, as necessary to provide accurate and detailed GIS database of City-maintained landscape areas; determine the most optimal soil amendments for various types of vegetation therein and prioritize the utilization of Recovered Organics Waste Products (ROWP) to comply with Senate Bill (SB) 1383 CalRecycle regulations procurement target and other State regulations; and estimate labor costs for the application and distribution of ROWP on/within said landscape areas in the City.

Part 1 – Project Initialization and Landscape Assessment

- 1) Initiate kickoff meeting with City staff to review project criteria, objectives, procedures and schedule;
- 2) Perform background research by collecting available data and maps, reviewing and identifying opportunities and constraints for the distribution, use or application of ROWP;
- 3) Prepare base map(s) through a GIS database configuration and establishment of a Quality Assurance Plan.

Part 2 – GIS Data Creation, Field Assessment and Analysis, Material Recommendation

- 4) Identify landscape areas through onsite field verification for select sites to calculate volume and square footage;
- 5) Perform a Suitability Analysis to determine appropriate material selection for each site;
- 6) Schedule meetings with City staff to review progress to date;
- 7) Prepare an Opinion of Probable Cost broken down by site;
- 8) Generate additional map layers, web maps, applications, dashboards, and online hosting services; and
- 9) Customize tools, analyses, and requests for user interfaces/functionality revisions.

Part 3 – Final Report and Web Application

- 10) Prepare final report that includes:
 - a. Maps, data descriptions, methodology, and Summary of Findings; and
 - b. Web application configuration with data filters and selection; quantification, special districts, and material amendment descriptions; potential costs for distribution areas, frequency of maintenance; and online hosting for one (1) year
- 11) Present web application and final report to staff and stakeholders.

SCHEDULE OF CHARGES

Principal \$230/hr	Director of GIS \$165/hr	Sr Landscape Designer \$155/hr	Landscape Designer \$140/hr	Admin \$110/hr	Total Hrs	Fee
2	40	8	24	2	76	\$11,880
36	100	32	36	2	206	\$35,000
8	40	16	8	2	74	\$12,260
46	180	56	68	6	356	\$59,140 Total Proposed Design Fee

Position	Hourly Rate
Principal	\$230
Director of Design	\$200
Senior Landscape Architect	\$175
Director of GIS	\$165
Landscape Architect	\$160
Plan Check	\$160
Senior Landscape Designer	\$155
Senior GIS Analyst	\$155
Landscape Designer	\$140
GIS Analyst	\$140
Project Designer/CADD Technicians I, II, III	\$110, 120, 130
GIS Technicians I, II, III	\$110, 120, 130
Administration	\$110

Assumptions

1. Only services specifically noted in the scope of services are included in the fee schedule. Services such as construction survey, utility potholing, etc. are not included.
2. The following project expenses will be billed at cost plus 15% administrative fee in addition to the professional fees listed above:
 - a. Printing, copying, scanning, graphic, photography and reproduction services
 - b. Delivery, shipping and courier charges
 - c. Agency fees, permits, plan check and inspection fees



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager
TITLE: **ARBOR DAY PROCLAMATION.**
STRATEGIC
GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Adopt a Proclamation declaring April 25, 2025 as Arbor Day.

BACKGROUND:

The Arbor Day Foundation, a nonprofit organization dedicated to promoting tree planting and environmental stewardship, issues a proclamation annually to celebrate Arbor Day. This proclamation serves as a rallying call for individuals, communities, and organizations to come together and recognize the importance of trees in sustaining life on Earth. Through this initiative, the Arbor Day Foundation seeks to inspire people to take action, whether by planting trees, participating in community greening projects, or simply appreciating the vital role that trees play in maintaining a healthy and balanced ecosystem. The proclamation serves as a reminder that each tree planted contributes to a greener, more sustainable future for generations to come.

The Tree City USA program, sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters, encourages communities to manage and care for their public trees. To achieve the Tree City USA designation, a city must meet four core standards:

1. **Tree Board or Department:**
 - Establish a city tree board or department responsible for the care and management of public trees.
2. **Public Tree Care Ordinance:**
 - Adopt and maintain a community tree ordinance.
3. **Community Forestry Program with a Budget:**

- Allocate financial resources for a community forestry program.

4. Arbor Day Observance and Proclamation:

- Celebrate Arbor Day by holding an official observance and proclamation. The event should involve the community and demonstrate a commitment to tree planting and care.

Cities that meet these standards annually receive the Tree City USA designation, acknowledging their dedication to effective urban forest management. The program aims to promote the numerous benefits of trees, such as improved air and water quality, reduced energy consumption, and enhanced quality of life for residents.

The City of Diamond Bar is once more pursuing re-certification as a Tree City USA. This prestigious award is bestowed upon cities that demonstrate a sincere and dynamic commitment to fostering the preservation of our natural habitat and trees. Since 2001, the City has consistently earned this recognition annually, underscoring its enduring dedication to environmental stewardship and tree care.

Attached is a proclamation naming April 25, 2025 as "Arbor Day".

PREPARED BY:

Kristina Santana

Kristina Santana, City Clerk

4/15/2025

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager

4/9/2025

Kristina Santana

Kristina Santana, City Clerk

4/9/2025

Daniel Fox

Daniel Fox, City Manager

4/10/2025

Attachments:

1. 5.5.a Arbor Day Proclamation

PROCLAMATION “ARBOR DAY”

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource, giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

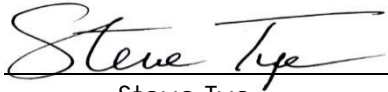
WHEREAS, since the year 2001, the City of Diamond Bar has annually received the distinction of being named as a Tree City USA; and

WHEREAS, the City of Diamond Bar will observe Arbor Day on April 16, 2025 with a Tree Planting Ceremony at 9 am at Larkstone Park and on April 19, 2025 with an Earth Day Celebration at the South Coast Air Quality Management District at 9 a.m.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Diamond Bar does hereby proclaim **April 25, 2025** as “**ARBOR DAY**” in the City of Diamond Bar and urges all residents to plant trees to promote the well-being of this and future generations.

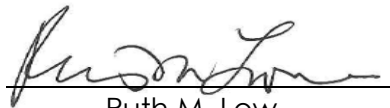
April 15, 2025


Chia Yu Teng
Mayor


Steve Tye
Mayor Pro Tem


Stan Liu
Council Member


Andrew Chou
Council Member


Ruth M. Low
Council Member