

City Council Agenda

Tuesday, February 18, 2025

Closed Session 5:30 PM

Regular Meeting 6:30 PM

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

How to Observe the Meeting From Home:

The public can observe the meeting by calling +1 (562) 247-8422, Access Code: 249-897-595 OR visit:
<https://attendee.gotowebinar.com/register/7951688328588481113>.

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.igq2.com/Citizens/Default.aspx>).

The public may log into the meeting through this link:

<https://attendee.gotowebinar.com/register/7951688328588481113>. 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.

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/7951688328588481113](https://attendeegotowebinar.com/register/7951688328588481113) AND AND ARCHIVED VIEWING ON THE CITY'S WEB SITE AT WWW.DIAMONDBARCA.GOV.

CITY OF DIAMOND BAR

CITY COUNCIL AGENDA

February 18, 2025

CLOSED SESSION

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

Public Comments

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1):
American Federation of State, County & Municipal Employees, District Council 36 v. City of Diamond Bar
PERB Case Nos. LA-CE-1752-M & LA-CE-1754-M

CALL TO ORDER:

6:30 p.m.

PLEDGE OF ALLEGIANCE:

Mayor

INVOCATION:

Jim Wes, Director of Shepherding Ministries, Evangelical Free Church

ROLL CALL:

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

APPROVAL OF AGENDA:

Mayor

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

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:**2. CITY MANAGER REPORTS AND RECOMMENDATIONS:**

2.1 Introduction of Community Relations Deputy Nancy Farias.

2.2 Windstorm Updates.

3. PUBLIC COMMENTS:

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

4. SCHEDULE OF FUTURE EVENTS:

4.1 Planning Commission Meeting – February 25, 2025, 6:30 p.m., online teleconference and City Hall Windmill Room, 21810 Copley Dr.

4.2 Free Catalytic Converter Etching – February 26, 2025, 9:00 – 11:00 a.m., Calvary Chapel Golden Springs, 22324 Golden Springs Dr.

4.3 Coffee with a Cop – March 1, 2025, 8:00 – 10:00 a.m., The Mugs, 20657 Golden Springs Dr., Ste 101

4.4 HHW/E-Waste Drive-Through Collection Event – March 1, 2025, 9:00 a.m. – 3:00 p.m., Near Kaiser Permanente, 1300 block of Bridge Gate Dr.

4.5 City Council Meeting – March 4, 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 JANUARY 27, 2025 SPECIAL MEETING AND FEBRUARY 4, 2025 REGULAR MEETING.

5.1.a January 27, 2025 City Council Special Meeting Minutes

5.1.b February 4, 2025 City Council Regular Meeting Minutes

Recommended Action:

Approve the January 27, 2025 Special City Council and February 4, 2025 Regular City Council meeting minutes.

Requested by: City Clerk

5.2 RATIFICATION OF CHECK REGISTER DATED JANUARY 22, 2025 THROUGH FEBRUARY 4, 2025 TOTALING \$1,237,800.76.

Recommended Action:

Ratify the Check Register.

Requested by: Finance Department

5.3 TREASURER'S STATEMENT.

Recommended Action:

Approve the January 2025 Treasurer's Statement.

Requested by: Finance Department

5.4 GENERAL SERVICES AGREEMENT WITH COUNTY OF LOS ANGELES FOR SPECIFIED COUNTY SERVICES THROUGH JUNE 30, 2025.

Recommended Action:

Approve, and authorize the Mayor to sign, the General Services Agreement with the County of Los Angeles through June 30, 2030.

Requested by: City Manager

5.5 ACCEPTANCE OF A SIDEWALK EASEMENT ON THE PROPERTY LOCATED AT 1104 S DIAMOND BAR BLVD.

Recommended Action:

Accept and authorize the City Manager to sign the Attached Sidewalk Easement Agreement on behalf of the City.

Requested by: Public Works Department

5.6 CONSULTING SERVICES AGREEMENT WITH BUCKNAM INFRASTRUCTURE GROUP, INC. FOR THE 2025 DIAMOND BAR PAVEMENT MANAGEMENT PROGRAM (PMP) UPDATE.

Recommended Action:

Approve, and authorize the City Manager to sign the Consulting Service Agreement with Bucknam Infrastructure Group, Inc., in a not-to-exceed

amount of \$59,990, plus a contingency amount of \$6,000, for a total authorization amount of \$65,990.

Requested by: Public Works Department

6. PUBLIC HEARINGS: NONE.

7. COUNCIL CONSIDERATION:

7.1 CITY COUNCIL APPOINTMENT OF PARKS AND RECREATION, PLANNING, AND TRAFFIC AND TRANSPORTATION COMMISSIONERS.

Recommended Action:

Ratify Council Appointments.

Requested by: City Clerk

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

9. ADJOURNMENT:

Agenda #: 5.1
Meeting Date: February 18, 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 JANUARY 27, 2025 SPECIAL MEETING AND FEBRUARY 4, 2025 REGULAR MEETING.**
STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve the January 27, 2025 Special City Council and February 4, 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

2/18/2025

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

Ryan McLean, Assistant City Manager

2/11/2025

Attachments:

1. 5.1.a January 27, 2025 City Council Special Meeting Minutes
2. 5.1.b February 4, 2025 City Council Regular Meeting Minutes

**CITY OF DIAMOND BAR
MINUTES OF THE CITY COUNCIL SPECIAL MEETING
DIAMOND BAR CITY HALL/WINDMILL COMMUNITY ROOM
21810 COPLEY DRIVE, DIAMOND BAR, CA 91765
JANUARY 27, 2025**

CALL TO ORDER: Mayor Teng called the Special City Council meeting to order at 6:30 p.m. in the Windmill Community Room at City Hall, 21810 Copley Drive, Diamond Bar, CA 91765.

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

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

Absent: Mayor Pro Tem Steve Tye

Staff present in person: Dan Fox, City Manager; Omar Sandoval, City Attorney; Greg Gubman, Community Development Director; Kristina Santana, City Clerk.

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

1. PUBLIC COMMENTS:

Mayor Teng announced that public comments would be heard after the public hearing was opened.

2. PUBLIC HEARINGS:

2.1 GENERAL PLAN AMENDMENT, DEVELOPMENT CODE AMENDMENT AND ZONING MAP AMENDMENT TO IMPLEMENT THE 2021-2029 HOUSING ELEMENT.

CDD/Gubman presented the staff report.

M/Teng opened the public hearing at 6:57 p.m.

The following provided public comments:

Nef Cortez, resident, Vice President, San Gabriel Valley Regional Chamber of Commerce

Aziz Amiri, CEO, San Gabriel Valley Regional Chamber of Commerce

Bill Sippel, resident and business owner

Mary Prum, resident

Vinod Kashyap, resident

Nathan Yang, business owner

M/Teng closed the public hearing at 7:12 p.m.

CDD/Gubman responded to the public comments and to Council Member questions.

After Council discussion, C/Low moved, C/Liu seconded, to adopt Resolution No. 2025-04 amending the General Plan Land Use and Economic Development Element to implement Program H-8 of the City's Certified 2021-2029 Housing Element. Motion carried 4-0-1 by the following Roll Call vote:

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

C/Low moved, C/Chou seconded, to introduce first reading by title only, Ordinance No. 01 (2025) entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, CALIFORNIA, AMENDING VARIOUS PROVISIONS OF TITLE 22 (DEVELOPMENT CODE) OF THE DIAMOND BAR CITY CODE TO ESTABLISH A HOUSING ELEMENT SITE OVERLAY DISTRICT TO IMPLEMENT THE GENERAL PLAN;

waive full reading of the Ordinance, and schedule the second reading and adoption at the next regularly scheduled City Council meeting. Motion carried 4-0-1 by the following Roll Call vote:

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

3. **ADJOURNMENT:** With no further business to conduct, M/Teng adjourned the Special City Council Meeting at 7:36 p.m.

Respectfully Submitted,

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 18th day of February, 2025.

Chia Yu Teng, Mayor

**CITY OF DIAMOND BAR
MINUTES OF THE CITY COUNCIL REGULAR MEETING
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT/MAIN AUDITORIUM
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
FEBRUARY 04, 2025**

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

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Tye led the Pledge of Allegiance.

INVOCATION: Pastor Tino Cordova, United Church of Christ

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; Greg Gubman, Community Development Director; David Liu, Public Works Director; Cecilia Arellano, Community Relations Manager; Kristina Santana, City Clerk.

Staff present telephonically: Dannette Allen, Principal Management Analyst; Cathy Nguyen, Management Analyst; Amy Haug, Human Resources and Risk Manager; Jason Jacobsen, Finance Director; Hal Ghafari, Public Works Manager/Assistant City Engineer; Nicholas Delgado, Management Analyst; Ryan Wright, Parks and Recreation Director;

Others present: Stephen Tousey, Captain, Diamond Bar/Walnut Sheriff's Station; Dustin Robertson, Acting Assistant Fire Chief, Los Angeles County Fire Department.

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

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

The following provided public comments:

Rob Ma, resident
Nef Cortez, resident and Vice President of San Gabriel Valley Regional Chamber of Commerce
Cynthia Yu, Diamond Bar Library Manager
Tarek Abdou, resident
Noha Abdou, resident
Geo Murickan, resident
Carol Lee Tran, resident

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

4. **SCHEDULE OF FUTURE EVENTS:** CM/Fox presented the Schedule of Future Events.
5. **CONSENT CALENDAR:** C/Low moved, MPT/Tye seconded, to approve the Consent Calendar with the exception of Item 5.4 which was pulled by C/Chou. 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 JANUARY 21, 2025 CITY COUNCIL REGULAR MEETING.

5.2 RATIFIED CHECK REGISTER DATED JANUARY 8, 2025 THROUGH JANUARY 21, 2025 TOTALING \$1,314,830.13.

5.3 ADOPTED ORDINANCE NO. 01 (2025) DEVELOPMENT CODE AMENDMENT AND ZONING MAP AMENDMENT TO IMPLEMENT THE 2021-2029 HOUSING ELEMENT ENTITLED, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, CALIFORNIA, AMENDING VARIOUS PROVISIONS OF TITLE 22 (DEVELOPMENT CODE) OF THE DIAMOND BAR CITY CODE TO ESTABLISH A HOUSING ELEMENT SITE OVERLAY DISTRICT TO IMPLEMENT THE GENERAL PLAN".

5.5 ADOPTED BLACK HISTORY MONTH PROCLAMATION.

5.6 APPROVED NOTICE OF COMPLETION FOR THE AREA 3 RESIDENTIAL & COLLECTOR STREETS REHABILITATION AND ARTERIAL STREET REHABILITATION (GOLDEN SPRINGS DRIVE FROM GRAND AVENUE TO AVENIDA RANCHEROS, GRAND AVENUE FROM DIAMOND BAR BLVD TO EAST CITY LIMITS, AND STREETS WITHIN THE GATEWAY CORPORATE CENTER) PROJECTS NOS. SI24101 AND SI24103; THE GRAND AVENUE AT DIAMOND BAR BOULEVARD DRAINAGE IMPROVEMENTS PROJECT NO. PW23402; AND THE COLD SPRING LANE GROUNDWATER DRAINAGE IMPROVEMENTS PROJECT NO. SI24101.

ITEMS WITHDRAWN FROM CONSENT CALENDAR:

5.4 APPROVED SECOND AMENDMENT TO CONSULTANT SERVICES AGREEMENT WITH TORTI GALLAS + PARTNERS.

CM/Fox responded to Council Member questions.

After further discussion, C/Chou moved, C/Low seconded, to appropriate \$58,000 from the General Fund to the General Plan Update Fund 103 to cover the cost to prepare a Water Supply Assessment; and approve and authorize the City Manager to sign, the Second Amendment to the Consultant Services Agreement with Torti Gallas + Partners to prepare a Water Supply Assessment for the Town Center Specific Plan. 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

6. **PUBLIC HEARINGS:** None.

7. **COUNCIL CONSIDERATION:**

7.1 AGREEMENT BETWEEN CITY OF DIAMOND BAR AND VALLEY VISTA SERVICES INC. FOR RESIDENTIAL SOLID WASTE MANAGEMENT SERVICES AND WASTE MANAGEMENT COLLECTION AND RECYCLING, INC. FOR COMMERCIAL SOLID WASTE MANAGEMENT SERVICES.

ACM/McLean presented the report.

The following provided public comments:

Tarek Abdou, resident
Rob Ma, resident

C/Liu moved, C/Low seconded, to approve, and authorize the City Manager to sign the agreements with Valley Vista Services, Inc. and Waste Management Collection and Recycling, Inc. 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

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).

FEBRUARY 04, 2025

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CITY COUNCIL

Council Member Low reported attending the San Gabriel Valley Council of Governments' Capital Projects and Construction Committee meeting and provided an update on the 57/60 project.

9. **ADJOURNMENT:** With no further business to conduct, M/Teng adjourned the Regular City Council Meeting at 8:32 p.m.

Respectfully Submitted,

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 18th day of February, 2025.

Chia Yu Teng, Mayor

Agenda #: 5.2
Meeting Date: February 18, 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 JANUARY 22, 2025
THROUGH FEBRUARY 4, 2025 TOTALING \$1,237,800.76.**
STRATEGIC
GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of \$1,237,800.76.

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 January 22, 2025 through February 4, 2025 totaling \$1,237,800.76 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

2/18/2025

REVIEWED BY:*Jason Jacobsen*

Jason Jacobsen, Finance Director

2/12/2025

Jason Jacobsen

Jason Jacobsen, Finance Director

2/12/2025

Attachments:

1. 5.2.a Check Register Affidavit 2-18-2025
2. 5.2.b Check Register - 2-18-2025



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 January 22, 2025 through February 4, 2025 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

Description	Amount
General Fund	\$1,031,858.18
Measure W Local Return Fund	\$4,534.63
Measure M Local Return Fund	\$85.46
Measure R Local Return Fund	\$85.46
Prop A Transit Tax Fund	\$32,106.78
Prop C Transit Tax Fund	\$18,727.21
Community Dev Block Grant Fund	\$1,618.00
LLAD 38 Fund	\$32,043.62
LLAD 39 Fund	\$14,001.77
LLAD 41 Fund	\$5,909.54
Integrated Waste Mgmt Fund - AB939	\$43,189.04
Building Facility & Maint Fund	\$39,244.89
Community Organization Support Fund	\$500.00
Capital Imprv Project Fund	\$2,508.75
Vehicle Maintenance & Equip Fund	\$4,375.97
Used Motor Oil Block Grant	\$136.46
Eq Maint & Replacement Fund	\$6,875.00
	\$1,237,800.76

Signed:

Finance Director
Jason M. Jacobsen

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14336	1/27/2025	SOUTHERN CALIFORNIA EDISON		DIAMOND BAR CENTER (120224-010125)	100510	52210	\$7,264.96
CHECK TOTAL							\$7,264.96
14337	1/27/2025	SOUTHERN CALIFORNIA EDISON		21208 WASHINGTON AVE PED (121024-010925)	100630	52210	\$4.84
CHECK TOTAL							\$4.84
14338	1/27/2025	SOUTHERN CALIFORNIA EDISON		CITYHALL (121224-011225)	100620	52210	\$13,511.09
CHECK TOTAL							\$13,511.09
14339	1/28/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 809 S DBB - TC-1	100655	52210	\$109.04
CHECK TOTAL							\$109.04
14340	1/28/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - BREA CYN/OAKCREST/ETC. - TC-1	100655	52210	\$117.13
CHECK TOTAL							\$117.13
14341	1/28/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 22805 GLDN SPRNGS/ETC. - TC-1	100655	52210	\$3,806.83
CHECK TOTAL							\$3,806.83
14342	1/28/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21010 WASHINGTON AVE - TC-1	100655	52210	\$123.65
CHECK TOTAL							\$123.65
14343	1/28/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 553 N. DBB PED/ETC - TC-1	100655	52210	\$1,247.69
CHECK TOTAL							\$1,247.69
14344	1/28/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 2201 DBB PED - TC-1	100655	52210	\$32.58
CHECK TOTAL							\$32.58
14346	1/28/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1798 DBB/22566 GLDN SPRGS - TC-1	100655	52210	\$220.37
CHECK TOTAL							\$220.37
14347	1/31/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/31/2025	201	21118	\$2.31
	1/31/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/31/2025	238	21118	\$4.64
	1/31/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/31/2025	239	21118	\$4.64

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	1/31/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/31/2025	241	21118	\$4.64
	1/31/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/31/2025	207	21118	\$12.99
	1/31/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/31/2025	250	21118	\$17.00
	1/31/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/31/2025	206	21118	\$101.79
	1/31/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/31/2025	100	21118	\$2,080.75
						CHECK TOTAL	\$2,228.76
14348	1/31/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/31/2025	239	21109	\$119.23
	1/31/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/31/2025	241	21109	\$119.23
	1/31/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/31/2025	201	21109	\$148.67
	1/31/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/31/2025	238	21109	\$238.46
	1/31/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/31/2025	250	21109	\$348.36
	1/31/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/31/2025	207	21109	\$389.20
	1/31/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/31/2025	206	21109	\$462.82
	1/31/2025	VANTAGEPOINT TRNSFR AGNTS- 303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/31/2025	100	21109	\$14,498.04
						CHECK TOTAL	\$16,324.01
14349	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25- 1/24/25 & 1/1-31/2025	203	21110	\$85.46
	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25- 1/24/25 & 1/1-31/2025	204	21110	\$85.46

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25-1/24/25 & 1/1-31/2025	239	21110	\$162.40
	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25-1/24/25 & 1/1-31/2025	241	21110	\$162.40
	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25-1/24/25 & 1/1-31/2025	238	21110	\$243.91
	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25-1/24/25 & 1/1-31/2025	201	21110	\$655.21
	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25-1/24/25 & 1/1-31/2025	207	21110	\$1,066.56
	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25-1/24/25 & 1/1-31/2025	206	21110	\$1,714.27
	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25-1/24/25 & 1/1-31/2025	250	21110	\$2,167.96
	1/31/2025	CALPERS		PENSION CONTRIBUTION 1/11/25-1/24/25 & 1/1-31/2025	100	21110	\$45,021.52
						CHECK TOTAL	\$51,365.15
14350	2/4/2025	AARP		INSTRUCTOR PAYMENT - AARP	100520	55310	\$135.00
						CHECK TOTAL	\$135.00
14351	2/4/2025	ABSOLUTE SECURITY INTERNATIONAL INC		SECURITY GUARD SERVICES - DECEMBER 2024	100520	55330	\$1,280.00
	2/4/2025	ABSOLUTE SECURITY INTERNATIONAL INC		SECURITY GUARD SERVICES - DECEMBER 2024	100510	55330	\$4,815.04
						CHECK TOTAL	\$6,095.04
14352	2/4/2025	ALL CITY MANAGEMENT SERVICES INC		CROSSING GUARD SERVICES - 1/5/25-1/18/25	100310	55412	\$14,068.32
						CHECK TOTAL	\$14,068.32
14353	2/4/2025	BARR & CLARK INC		20878 MOONLAKE ASBESTOS INSPECTION	225440	54900	\$573.00
	2/4/2025	BARR & CLARK INC		20878 MOONLAKE STREET INSPECTION	225440	54900	\$550.00
						CHECK TOTAL	\$1,123.00
14354	2/4/2025	BLINK MARKETING INC		MANUFACTURE OF VARIOUS PARK RULES SIGNS	100520	54900	\$23,533.40
						CHECK TOTAL	\$23,533.40
14355	2/4/2025	BLUDOT TECHNOLOGIES INC		OPEN REWARDS PROMOTIONAL INCENTIVE	100150	52601	\$15,000.00
						CHECK TOTAL	\$15,000.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14356	2/4/2025	KATHY BREAUX		INSTRUCTOR PAYMENT - ART - WS 25	100520	55320	\$239.40
CHECK TOTAL							\$239.40
14357	2/4/2025	CHICAGO TITLE COMPANY		HIP 547 N PLATINA DRIVE	225440	54900	\$65.00
	2/4/2025	CHICAGO TITLE COMPANY		HIP 2418 S. DIAMOND BAR BLVD	225440	54900	\$65.00
	2/4/2025	CHICAGO TITLE COMPANY		HIP 1828 ANO NUEVO DRIVE	225440	54900	\$65.00
	2/4/2025	CHICAGO TITLE COMPANY		HIP 20878 MOONLAKE STREET	225440	54900	\$65.00
	2/4/2025	CHICAGO TITLE COMPANY		HIP 2303 PRESADO DR UNIT D	225440	54900	\$65.00
CHECK TOTAL							\$325.00
14358	2/4/2025	CONSTRUCTION HARDWARE COMPANY		DBC AIR LOUVER REPLACEMENT	100510	52320	\$414.22
CHECK TOTAL							\$414.22
14359	2/4/2025	DAPEER ROSENBLIT & LITVAK LLP		CODE ENFC CITY PROSECUTOR	100120	54024	\$260.00
	2/4/2025	DAPEER ROSENBLIT & LITVAK LLP		CODE ENFC CITY PROS 20220 E. WALNUT	100120	54024	\$260.00
CHECK TOTAL							\$520.00
14360	2/4/2025	DEPARTMENT OF JUSTICE		LIVESCAN FEES	100220	52510	\$32.00
CHECK TOTAL							\$32.00
14361	2/4/2025	DIAMOND BAR CHINESE AMERICAN ASSOCIATION		DBCAA - LUNAR NEW YEAR EVENT SPONSORSHIP	101110	52600	\$500.00
CHECK TOTAL							\$500.00
14362	2/4/2025	DIANA CHO & ASSOCIATES		CDBG-AREA 4 ADA CURB RAMPS IMP	301610	56101	\$1,508.75
	2/4/2025	DIANA CHO & ASSOCIATES		CDBG FY23-24 SENIOR PROGRAMMING	225440	54900	\$170.00
CHECK TOTAL							\$1,678.75
14363	2/4/2025	DISCOVERY SCIENCE CENTER OF ORANGE		DEPOSIT - DAY CAMP EXCURSION	100520	53520	\$150.00
CHECK TOTAL							\$150.00
14364	2/4/2025	EXTERIOR PRODUCTS CORP		DISTRICT 38 - POLE & FIXTURE REPLACEMENT	238638	52320	\$9,546.01
CHECK TOTAL							\$9,546.01
14365	2/4/2025	FEDERAL EXPRESS CORPORATION		EXPRESS SERVICES	100210	51200	\$34.68

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	2/4/2025	FEDERAL EXPRESS CORPORATION		EXPRESS SERVICES	100210	51200	\$2.62
						CHECK TOTAL	\$37.30
14366	2/4/2025	FUN EXPRESS LLC		SUPPLIES FOR WINTER SNOW FEST	100520	51200	\$887.01
						CHECK TOTAL	\$887.01
14367	2/4/2025	GO LIVE TECHNOLOGY INC		ELM PROJECT MGMT SERVICES - DEC 2024	503230	56135	\$6,875.00
						CHECK TOTAL	\$6,875.00
14368	2/4/2025	H & L CHARTER CO INC		COMMUNITY EXCURSION 24/25	206520	55300	\$1,400.00
	2/4/2025	H & L CHARTER CO INC		COMMUNITY EXCURSION 24/25	206520	55300	\$1,400.00
						CHECK TOTAL	\$2,800.00
14369	2/4/2025	HDL COREN & CONE		CONTRACT SVCS - PROPERTY TAX JAN-MAR 2025	100210	54010	\$3,993.75
						CHECK TOTAL	\$3,993.75
14370	2/4/2025	HOME DEPOT CREDIT SERVICES		MAINTENANCE TOOLS	100630	52300	\$20.64
	2/4/2025	HOME DEPOT CREDIT SERVICES		MAINTENANCE SUPPLIES	100630	52300	\$36.02
	2/4/2025	HOME DEPOT CREDIT SERVICES		MAINTENANCE SUPPLIES (LIBRARY)	100620	52320	\$446.61
						CHECK TOTAL	\$503.27
14371	2/4/2025	HORIZONS CONSTRUCTION CO INT'L INC		DIAMOND BAR CENTER OFFICE TENANT IMPROVEMENT	504510	56100	\$39,244.89
						CHECK TOTAL	\$39,244.89
14372	2/4/2025	INTEGRUS LLC		RICOH COPIER CHARGES - 12/19/24-1/18/25	100230	52314	\$350.80
						CHECK TOTAL	\$350.80
14373	2/4/2025	ITERIS INC		CS - ON-CALL TS TIMING SUPPORT - THRU 10/31/24	207650	54410	\$9,390.88
	2/4/2025	ITERIS INC		CS - ON-CALL TS TIMING SUPPORT - THRU 12/31/24	207650	54410	\$1,620.00
						CHECK TOTAL	\$11,010.88
14374	2/4/2025	J & J'S SPORTS & TROPHIES		SUPPLIES FOR FIELD ATTENDANT	100520	51200	\$452.96
						CHECK TOTAL	\$452.96
14375	2/4/2025	JESUS SANCHEZ		SENIOR DANCE CATERING 24/25	100520	55310	\$3,840.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$3,840.00
14376	2/4/2025	LA COUNTY ASSESSOR OFFICE		SBF ABSTRACT - DEC 2024	100230	52314	\$200.00
						CHECK TOTAL	\$200.00
14377	2/4/2025	LOOMIS		COURIER SERVICES - DECEMBER 2024	100210	54900	\$745.58
	2/4/2025	LOOMIS		COURIER SERVICES - DECEMBER 2024	100510	54900	\$745.58
						CHECK TOTAL	\$1,491.16
14378	2/4/2025	LOS ANGELES COUNTY PUBLIC WORKS		SYCAMORE CYN PARK INSPECTIONS (070124-123124)	100630	52320	\$4,895.38
						CHECK TOTAL	\$4,895.38
14379	2/4/2025	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF GEN LAW 11-2024	100310	55400	\$652,464.33
						CHECK TOTAL	\$652,464.33
14380	2/4/2025	LOWE'S BUSINESS ACCOUNT		BALANCE DUE 011725	100630	51200	\$29.62
						CHECK TOTAL	\$29.62
14381	2/4/2025	MAIN EVENT ENTERTAINMENT INC		DEPOSIT - DAY CAMP EXCUSION	100520	53520	\$650.54
						CHECK TOTAL	\$650.54
14382	2/4/2025	MCE CORPORATION		ROAD MAINTENANCE (DEC2024)	201655	55530	\$3,728.44
	2/4/2025	MCE CORPORATION		ROAD MAINTENANCE (DEC2024)	100655	55530	\$4,998.29
	2/4/2025	MCE CORPORATION		ROAD MAINTENANCE (DEC2024)	100655	55528	\$7,723.10
	2/4/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38/39/41)	241641	55524	\$5,623.27
	2/4/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38/39/41)	239639	55524	\$13,715.50
	2/4/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38/39/41)	238638	55524	\$16,460.60
						CHECK TOTAL	\$52,249.20
14383	2/4/2025	MERCURY DISPOSAL SYSTEMS INC		CITY HALL HAZARDOUS WASTE PICK UP	250170	55000	\$251.65
	2/4/2025	MERCURY DISPOSAL SYSTEMS INC		ACE HARDWARE BATTERY & BULB PROGRAM	250170	55000	\$2,315.25
						CHECK TOTAL	\$2,566.90
14384	2/4/2025	MOBILE RELAY ASSOCIATES INC		REPEATER SERVICES FROM 2/1/25-2/28/25	100350	52300	\$78.75

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$78.75
14385	2/4/2025	MYERS & SONS HI-WAY SAFETY INC		2024 MAVERICK LIGHT REPAIR (LIC# 1712592)	502430	52312	\$2,393.62
						CHECK TOTAL	\$2,393.62
14386	2/4/2025	NATIONAL TRENCH SAFETY INC		RENTAL EQUIP (KRAIL 011725-021325)	100655	52300	\$455.52
						CHECK TOTAL	\$455.52
14387	2/4/2025	ONE TIME PAY VENDOR	AARON KIM	RECREATION PROGRAM REFUND	100	20202	\$255.00
						CHECK TOTAL	\$255.00
14388	2/4/2025	ONE TIME PAY VENDOR	AMY MOON	FACILITY DEPOSIT REFUND	100	20202	\$200.00
						CHECK TOTAL	\$200.00
14389	2/4/2025	ONE TIME PAY VENDOR	AMY MOON	FACILITY REFUND	100	20202	\$500.00
						CHECK TOTAL	\$500.00
14390	2/4/2025	ONE TIME PAY VENDOR	BAPS	FACILITY REFUND	100	20202	\$200.00
						CHECK TOTAL	\$200.00
14391	2/4/2025	ONE TIME PAY VENDOR	CHRISTINA FLOWERS	FACILITY REFUND	100	20202	\$200.00
						CHECK TOTAL	\$200.00
14392	2/4/2025	ONE TIME PAY VENDOR	DANIELE SANTANA	FACILITY REFUND	100	20202	\$4,000.00
						CHECK TOTAL	\$4,000.00
14393	2/4/2025	ONE TIME PAY VENDOR	DIAMOND BAR FRIENDS OF THE LIBRARY	FACILITY REFUND	100	20202	\$700.00
						CHECK TOTAL	\$700.00
14394	2/4/2025	ONE TIME PAY VENDOR	DIANE LAI	FACILITY REFUND	100	20202	\$1,111.19
						CHECK TOTAL	\$1,111.19
14395	2/4/2025	ONE TIME PAY VENDOR	GUSTAVO PINON	FACILITY REFUND	100	20202	\$1,448.00
						CHECK TOTAL	\$1,448.00
14396	2/4/2025	ONE TIME PAY VENDOR	HEMA TRIVEDI	FACILITY REFUND	100	20202	\$200.00
						CHECK TOTAL	\$200.00
14397	2/4/2025	ONE TIME PAY VENDOR	ISRAEL ARAMBULO	FACILITY DEPOSIT REFUND	100	20202	\$1,250.00
						CHECK TOTAL	\$1,250.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14398	2/4/2025	ONE TIME PAY VENDOR	JENNIFER BARAJAS	RECREATION PROGRAM REFUND	100	20202	\$94.00
CHECK TOTAL							\$94.00
14399	2/4/2025	ONE TIME PAY VENDOR	JESSE SEPULVEDA	FACILITY DEPOSIT REFUND	100	20202	\$1,176.00
CHECK TOTAL							\$1,176.00
14400	2/4/2025	ONE TIME PAY VENDOR	JING XU	RECREATION PROGRAM REFUND	100	20202	\$94.00
CHECK TOTAL							\$94.00
14401	2/4/2025	ONE TIME PAY VENDOR	JUDY CHO	RECREATION CLASS REFUND	100	20202	\$159.00
CHECK TOTAL							\$159.00
14402	2/4/2025	ONE TIME PAY VENDOR	KATHLYN TSE	FACILITY REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
14403	2/4/2025	ONE TIME PAY VENDOR	MARGARETHA METEKOHY GONZALEZ	FACILITY REFUND	100	20202	\$362.55
CHECK TOTAL							\$362.55
14404	2/4/2025	ONE TIME PAY VENDOR	MARIA NUNEZ	FACILITY REFUND	100	20202	\$500.00
CHECK TOTAL							\$500.00
14405	2/4/2025	ONE TIME PAY VENDOR	MELISSA AMEZQUITA	FACILITY REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
14406	2/4/2025	ONE TIME PAY VENDOR	MELISSA LUU	RECREATION PROGRAM REFUND	100	20202	\$135.00
CHECK TOTAL							\$135.00
14407	2/4/2025	ONE TIME PAY VENDOR	MUSIC TEACHERS ASSOCIATION OF CALIFORNIA	FACILITY REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
14408	2/4/2025	ONE TIME PAY VENDOR	RAQUEL SALVADOR	FACILITY DEPOSIT REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
14409	2/4/2025	ONE TIME PAY VENDOR	SANDRA LIN	FACILITY REFUND	100	20202	\$700.00
CHECK TOTAL							\$700.00
14410	2/4/2025	ONE TIME PAY VENDOR	SAWSAN ADAM	FACILITY REFUND	100	20202	\$700.00
CHECK TOTAL							\$700.00
14411	2/4/2025	ONE TIME PAY VENDOR	SHABANA NAQVI	FACILITY REFUND	100	20202	\$1,166.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$1,166.00
14412	2/4/2025	ONE TIME PAY VENDOR	SIR CLARK	FACILITY DEPOSIT REFUND	100	20202	\$2,726.96
						CHECK TOTAL	\$2,726.96
14413	2/4/2025	ONE TIME PAY VENDOR	WALNUT VALLEY EDUCATION FOUNDATION	FACILITY REFUND	100	20202	\$689.80
						CHECK TOTAL	\$689.80
14414	2/4/2025	ONE TIME PAY VENDOR	ACTS 2 NETWORK	ORGANIZATION REVENUE SHARE - WSF 2024	100520	55300	\$857.14
						CHECK TOTAL	\$857.14
14415	2/4/2025	ONE TIME PAY VENDOR	ANTHONY SANTOS	REIMB - CITY USED OIL PROG 1/18/2025	253180	51200	\$136.46
						CHECK TOTAL	\$136.46
14416	2/4/2025	ONE TIME PAY VENDOR	BAILEY FERRELL	TUITION REIMBURSEMENT - FALL	100220	52505	\$500.00
						CHECK TOTAL	\$500.00
14417	2/4/2025	ONE TIME PAY VENDOR	BSA TROOP 730	ORGANIZATION REVENUE SHARE - WSF 2024	100520	55300	\$857.14
						CHECK TOTAL	\$857.14
14418	2/4/2025	ONE TIME PAY VENDOR	CUB SCOUT PACK 737	ORGANIZATION REVENUE SHARE - WSF 2024	100520	55300	\$571.43
						CHECK TOTAL	\$571.43
14419	2/4/2025	ONE TIME PAY VENDOR	DIAMOND BAR BREAKFAST LIONS CLUB	ORGANIZATION REVENUE SHARE - WSF 2024	100520	55300	\$857.14
						CHECK TOTAL	\$857.14
14420	2/4/2025	ONE TIME PAY VENDOR	DIAMOND BAR COMMUNITY LEO CLUB	ORGANIZATION REVENUE SHARE - WSF 2024	100520	55300	\$571.43
						CHECK TOTAL	\$571.43
14421	2/4/2025	ONE TIME PAY VENDOR	DIAMOND BAR WOMAN'S CLUB	ORGANIZATION REVENUE SHARE - WSF 2024	100520	55300	\$285.71
						CHECK TOTAL	\$285.71
14422	2/4/2025	ONE TIME PAY VENDOR	DIAMOND BAR-WALNUT AAUW	ORGANIZATION REVENUE SHARE - WSF 2024	100520	55300	\$285.71
						CHECK TOTAL	\$285.71
14423	2/4/2025	ONE TIME PAY VENDOR	GABRIELA FERNANDEZ	REIMB - CACEO CONF NOV	100430	52415	\$144.72
						CHECK TOTAL	\$144.72

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14424	2/4/2025	ONE TIME PAY VENDOR	KIWANIS CLUB OF WALNUT VALLEY	ORGANIZATION REVENUE SHARE - WSF 2024	100520	55300	\$857.14
CHECK TOTAL							\$857.14
14425	2/4/2025	ONE TIME PAY VENDOR	RONNIE RAMIREZ	REIMB - CACEO CONF NOV 2024	100430	52415	\$172.18
CHECK TOTAL							\$172.18
14426	2/4/2025	ONE TIME PAY VENDOR	ST. DENIS COUNCIL KNIGHTS OF COLUMBUS	ORGANIZATION REVENUE SHARE - WSF 2024	100520	55300	\$857.14
CHECK TOTAL							\$857.14
14427	2/4/2025	ONE TIME PAY VENDOR	STEVE TYE	REIMB - CCCA CONF	100110	52415	\$84.00
CHECK TOTAL							\$84.00
14428	2/4/2025	ONE TIME PAY VENDOR	SUMMER MOORE	TUITION REIMBURSEMENT - FALL	100220	52505	\$500.00
CHECK TOTAL							\$500.00
14429	2/4/2025	ONE TIME PAY VENDOR	YAO YAO WANG	REFUND - 2330 INDIAN CREEK ROAD	100	22107	\$1,073.87
CHECK TOTAL							\$1,073.87
14430	2/4/2025	ONE TIME PAY VENDOR - CND REFUND	JOSEPH YUEN	C&D REFUND: 403 S PALO CEDRO DR	100	22105	\$250.00
CHECK TOTAL							\$250.00
14431	2/4/2025	OPCO TRANSIT INC		FY 24-25 DIAMOND RIDE SR TRANS SVCS - NOV 24	206650	55560	\$27,027.90
CHECK TOTAL							\$27,027.90
14432	2/4/2025	PAPER RECYCLING & SHREDDING		CH JANUARY CONSOLE SERVICE	250170	55000	\$85.00
CHECK TOTAL							\$85.00
14433	2/4/2025	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (DEC2024/PARKS)	100510	55505	\$6,029.22
	2/4/2025	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (DEC2024/PARKS)	100630	55505	\$29,341.57
	2/4/2025	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (AS NEEDED/HERITAGE)	100630	52320	\$7,555.87
	2/4/2025	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (AS NEEDED/HERITAGE TURF)	100630	52320	\$3,300.00
CHECK TOTAL							\$46,226.66
14434	2/4/2025	PBLA ENGINEERING INC		DESIGN SERVICES (DEC2024)	301630	56104	\$1,000.00
CHECK TOTAL							\$1,000.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14435	2/4/2025	PRO1PRINT, LLC		DIRECTIONAL SIGNS FOR TRES HERMANOS TOUR	100240	52110	\$357.21
CHECK TOTAL							\$357.21
14436	2/4/2025	PUENTE HILLS FORD LLC		FLEET MAINTENANCE (LIC#1363853)	502630	52312	\$128.02
	2/4/2025	PUENTE HILLS FORD LLC		FLEET MAINTENANCE (LIC#1533317)	502630	52312	\$141.34
	2/4/2025	PUENTE HILLS FORD LLC		FLEET MAINTENANCE (LIC#1601067)	502630	52312	\$150.67
CHECK TOTAL							\$420.03
14437	2/4/2025	PYRO COMM SYSTEMS INC		FIRE ALARM SEMIANNUAL TESTING (HERITAGE PARK)	100630	52320	\$300.00
CHECK TOTAL							\$300.00
14438	2/4/2025	RETAIL MARKETING SERVICES INC		CART RETRIEVAL SERVICES- DECEMBER	250170	55000	\$15.00
CHECK TOTAL							\$15.00
14439	2/4/2025	RKA CONSULTING GROUP		BUILDING AND SAFETY DB - DEC 2024	100420	55100	\$42,036.79
	2/4/2025	RKA CONSULTING GROUP		BUILDING AND SAFETY DB PERMIT CLERK-DEC 2024	100420	55100	\$2,100.00
CHECK TOTAL							\$44,136.79
14440	2/4/2025	SC FUELS		FLEET FUEL (010125-011525)	502430	52330	\$48.25
	2/4/2025	SC FUELS		FLEET FUEL (010125-011525)	502620	52330	\$250.15
	2/4/2025	SC FUELS		FLEET FUEL (010125-011525)	502630	52330	\$424.21
	2/4/2025	SC FUELS		FLEET FUEL (010125-011525)	502655	52330	\$739.94
CHECK TOTAL							\$1,462.55
14441	2/4/2025	SESAC RIGHTS MANAGEMENT INC		MUSIC PERFORMANCE LICENSING FEE 2025	100520	55300	\$1,982.00
CHECK TOTAL							\$1,982.00
14442	2/4/2025	SIMPSON ADVERTISING INC		LAYOUT AND DESIGN OF FEBRUARY NEWSLETTER	100520	54900	\$0.00
	2/4/2025	SIMPSON ADVERTISING INC		LAYOUT AND DESIGN OF FEBRUARY NEWSLETTER	100240	54900	\$1,775.00
CHECK TOTAL							\$1,775.00
14443	2/4/2025	STAY GREEN INC		LANDSCAPE MAINTENANCE (CITY HALL/JAN2025)	100620	52320	\$1,190.00
CHECK TOTAL							\$1,190.00

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CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14444	2/4/2025	STERICYCLE INC		MEDICAL/HAZARDOUS WASTE	250170	55000	\$517.92
						CHECK TOTAL	\$517.92
14445	2/4/2025	STUBBIES PROMOTIONS INC		ROSE PARADE CUSHIONS 24/25	100520	51200	\$550.51
						CHECK TOTAL	\$550.51
14446	2/4/2025	TASC		FSA FEES	100220	52515	\$280.92
						CHECK TOTAL	\$280.92
14447	2/4/2025	THE GAS COMPANY		GAS @ HERITAGE PARK (121324-011425)	100630	52215	\$495.95
	2/4/2025	THE GAS COMPANY		GAS @ DBC (121424-011525)	100510	52215	\$2,002.43
						CHECK TOTAL	\$2,498.38
14448	2/4/2025	THE KNOT WORLDWIDE INC		DBC STOREFRONTS:WEDDING WIRE, THE KNOT JAN-APR2025	100510	52160	\$4,854.10
						CHECK TOTAL	\$4,854.10
14449	2/4/2025	THE SAUCE CREATIVE SERVICES INC		FLYERS FOR BREAKFAST WITH THE BUNNY	100520	52110	\$1,352.83
						CHECK TOTAL	\$1,352.83
14450	2/4/2025	TRANE SERVICE GROUP INC		DBC QRTLY MAINT (010125-033125) FY24-25	100510	52310	\$6,276.00
						CHECK TOTAL	\$6,276.00
14451	2/4/2025	TRIANGLE SPORTS INC		YOUTH BASKETBALL JERSEYS	100520	51200	\$39.39
						CHECK TOTAL	\$39.39
14452	2/4/2025	ULINE INC		SUPPLIES FOR WINDMILL ROOM AND FIELD ATTENDANTS	100520	51200	\$491.87
						CHECK TOTAL	\$491.87
14453	2/4/2025	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (JAN/2025).	100630	55505	\$3,070.00
	2/4/2025	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (JAN/2025).	100510	55505	\$9,650.00
	2/4/2025	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (JAN/2025).	100620	52320	\$12,075.00
						CHECK TOTAL	\$24,795.00
14454	2/4/2025	VALLEY VISTA SERVICES, INC.		STREET SWEEPING SERVICES (DEC/2024)	100655	55510	\$29,169.36
						CHECK TOTAL	\$29,169.36

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14455	2/4/2025	WW GRAINGER INC		BLANK KEYS (CLAUDE)	100620	52320	\$24.34
						CHECK TOTAL	\$24.34
14456	2/4/2025	WANSEO CHUNG		CONTRACT CLASS INSTRUCTOR - WANSEO CHUNG	100520	55320	\$820.80
						CHECK TOTAL	\$820.80
14457	2/4/2025	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	\$303.12
						CHECK TOTAL	\$303.12
14458	2/4/2025	WEST COAST ARBORISTS INC		CITYWIDE TREE MAINTENANCE (121624- 123124)	100645	55522	\$4,314.00
	2/4/2025	WEST COAST ARBORISTS INC		CITYWIDE TREE MAINTENANCE (DISTRICT 38)	238638	55522	\$5,550.00
	2/4/2025	WEST COAST ARBORISTS INC		CITYWIDE TREE MAINTENANCE (010125- 011525)	100645	55522	\$750.00
						CHECK TOTAL	\$10,614.00
14459	2/4/2025	WISCONSIN QUICK LUBE INC		FLEET MAINTENANCE (LIC#1479593)	502655	52312	\$99.77
						CHECK TOTAL	\$99.77
14460	2/4/2025	YUNEX CORP		TS MAINT/REPAIR - DBB/TEMPLE	207650	55536	\$826.78
	2/4/2025	YUNEX CORP		TS MAINT/CALL-OUTS - DEC 2024	207650	55536	\$5,420.80
						CHECK TOTAL	\$6,247.58
14461	2/4/2025	ZERO FOODPRINT		SB 1383 ROWP PROCUREMENT JUL 1- DEC 31, 2024	250170	54900	\$37,470.90
						CHECK TOTAL	\$37,470.90
						GRAND TOTAL	\$1,237,800.76

Agenda #: 5.3
Meeting Date: February 18, 2025



CITY COUNCIL

AGENDA REPORT

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

RECOMMENDATION:

Approve the January 2025 Treasurer's Statement.

FINANCIAL IMPACT:

None.

BACKGROUND/DISCUSSION:

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

PREPARED BY:



Jason Jacobsen, Finance Director

2/18/2025

REVIEWED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director

2/13/2025

Attachments:

1. 5.3.a Treasurer's Cash Report - Jan 2025
2. 5.3.b Treasurer's Certification & Portfolio Report - Jan 2025

**CITY OF DIAMOND BAR - CITY TREASURER'S CASH BALANCE REPORT
AS OF JANUARY 31, 2025**

CASH & INVESTMENT BALANCES

Cash Funds

General Account	\$811,781.67	
Payroll Account	\$0.00	
Change Fund - General Fund	\$300.00	
Petty Cash Account	\$553.00	
Cash With Fiscal Agent (US Bank 2021 Bonds)	<u>\$3,432.41</u>	
Total Cash Funds		<u>\$816,067.08</u>

City & LAIF Invested Funds (Book Value):

Local Agency Investment Fund	\$2,175,563.70	
City-Managed Fixed-Income Securities (0-5 year maturity)	<u>\$67,169,616.92</u>	
Total Investment Funds (Book Value)		<u>\$69,345,180.62</u>

Fiscal Year-To-Date Effective Rate of Return (City Funds & LAIF) 3.79% (7 months)

Fiscal YTD Interest Earnings (City Funds & LAIF) \$1,535,603.31 (7 months)

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

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

Annualized rate of return as of 06/30/2024 (since 6/30/16, 8 yrs)	4.24%	
OPEB Trust Fiscal Year-To-Date Earnings	\$34,958.55	(7 months)
		<u>\$905,781.41</u>

GRAND TOTAL - CASH & INVESTMENTS

\$71,067,029.11

CITY OF DIAMOND BAR
INVESTMENT PORTFOLIO SUMMARY REPORT
JANUARY 31, 2025

INVESTMENTS	BOOK VALUE	PERCENT OF PORTFOLIO	TERM	DAYS TO MATURITY	YIELD TO MATURITY
Federal Credit Union CD	\$16,119,000.00	23.24%	1,401	864	4.294%
Local Agency Investment Fund	\$2,175,563.70	3.14%	1	1	4.434%
Corporate Notes	\$967,737.02	1.40%	1,570	1,071	4.989%
Federal Agency Coupon Securities	\$8,648,620.13	12.47%	1,476	690	4.172%
Treasury Coupon Securities	\$8,461,635.82	12.20%	1,323	361	2.672%
Federal Agency Callable	\$7,749,680.63	11.18%	1,719	460	2.361%
Certificates of Deposit-Banks	\$9,580,874.08	13.82%	1,566	981	4.025%
Municipal Bonds	\$1,763,516.29	2.54%	1,598	727	4.202%
Money Market Fund	\$13,878,552.95	20.01%	1	1	4.640%
Total Investments and Averages	\$69,345,180.62	100.00%	1,143	552	3.909%

	MONTH ENDING JANUARY 31, 2025	FISCAL YEAR-TO-DATE 2024-2025
TOTAL INTEREST EARNED	\$209,936.90	\$1,535,603.31

Daniel Fox
City Treasurer

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

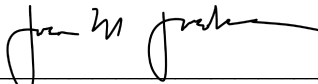


City of Diamond Bar
Portfolio Management
Portfolio Summary
January 31, 2025

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C
Federal Credit Union CD	16,119,000.00	16,053,725.46	16,119,000.00	23.24	1,401	864	4.294
Local Agency Investment Funds	2,175,563.70	2,142,557.13	2,175,563.70	3.14	1	1	4.434
Corporate Notes	1,000,000.00	967,737.02	967,737.02	1.40	1,570	1,071	4.989
Federal Agency Coupon Securities	8,625,000.00	8,669,319.05	8,648,620.13	12.47	1,476	690	4.172
Treasury Coupon Securities	8,500,000.00	8,294,503.93	8,461,635.82	12.20	1,323	361	2.672
Federal Agency Callable	7,750,000.00	7,392,297.21	7,749,680.63	11.18	1,719	460	2.361
Certificate of Deposit	9,722,000.00	9,453,182.26	9,580,874.08	13.82	1,566	981	4.025
Municipal Bonds	1,845,000.00	1,745,137.54	1,763,516.29	2.54	1,598	727	4.202
Money Market Fund	13,878,552.95	13,878,552.95	13,878,552.95	20.01	1	1	4.640
	69,615,116.65	68,597,012.55	69,345,180.62	100.00%	1,143	552	3.909
Investments							

Total Earnings	January 31	Month Ending	Fiscal Year To Date
Current Year		209,936.90	1,535,603.31
Average Daily Balance		66,714,709.59	68,855,310.63
Effective Rate of Return		3.71%	3.79%



Jason M. Jacobsen, Finance Director

02/12/2025

Reporting period 01/01/2025-01/31/2025

Run Date: 02/12/2025 - 14:29

Portfolio POOL
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**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
January 31, 2025**

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Credit Union CD											
219873AB2	10649	CORP AMERICA FAMILY CU		03/27/2024	248,000.00	248,000.00	248,000.00	5.250	365	54	5.250 03/27/2025
02589ACS9	10419	American Express Bank		05/18/2022	246,000.00	244,052.66	246,000.00	3.100	1,097	107	3.100 05/19/2025
90352RCM5	10424	US ALLIANCE FED CREDIT UNION		05/31/2022	249,000.00	246,987.08	249,000.00	3.100	1,095	118	3.100 05/30/2025
130162BL3	10621	CALIFORNIA CREDIT UNION		12/28/2023	243,000.00	243,000.00	243,000.00	5.100	550	149	5.100 06/30/2025
795451BQ5	10461	Sallie Mae Bank		07/06/2022	248,000.00	248,000.00	248,000.00	3.400	1,097	156	3.400 07/07/2025
37424PAG9	10570	GESA CREDIT UNION		07/31/2023	248,000.00	248,000.00	248,000.00	5.500	731	180	5.500 07/31/2025
20825WBC3	10474	Connexus CU		08/26/2022	248,000.00	248,000.00	248,000.00	3.500	1,096	206	3.500 08/26/2025
90353EBC6	10550	USF FCU		03/15/2023	249,000.00	249,000.00	249,000.00	5.050	915	226	5.050 09/15/2025
914242AA0	10492	UNIVERSITY CREDIT UNION		09/26/2022	249,000.00	249,000.00	249,000.00	4.000	1,096	237	4.000 09/26/2025
16863LAE5	10502	CHIEF FINANCIAL FCU		10/12/2022	249,000.00	249,000.00	249,000.00	4.600	1,098	255	4.600 10/14/2025
92348DAA7	10500	VERIDIAN CU		10/24/2022	249,000.00	249,000.00	249,000.00	4.500	1,096	265	4.500 10/24/2025
20367GBD0	10440	Community Commerce Bank		07/27/2022	248,000.00	248,000.00	248,000.00	3.050	1,280	360	3.050 01/27/2026
530520AC9	10530	LIBERTY FIRST CU		01/27/2023	249,000.00	249,000.00	249,000.00	4.500	1,096	360	4.500 01/27/2026
320165LR2	10648	FIRST FARMERS BK & TRUST		03/28/2024	249,000.00	249,000.00	249,000.00	4.850	671	361	4.850 01/28/2026
19123RAA0	10529	COCA-COLA FCU		01/31/2023	249,000.00	249,000.00	249,000.00	4.600	1,098	366	4.600 02/02/2026
39573LAV0	10255	GREENSTATE CREDIT UNION		02/26/2021	248,000.00	224,875.74	248,000.00	0.650	1,826	390	0.650 02/26/2026
59524LAA4	10549	MID CAROLINA CU		03/13/2023	249,000.00	249,000.00	249,000.00	4.850	1,096	405	4.850 03/13/2026
87868YAL7	10551	TECHNOLOGY CU		03/23/2023	249,000.00	249,000.00	249,000.00	5.000	1,096	415	5.000 03/23/2026
62847NEL6	10646	MVB BANK INC		03/27/2024	249,000.00	249,000.00	249,000.00	4.800	730	419	4.800 03/27/2026
68584JAV1	10675	Oregon Community Cred Un		06/07/2024	248,000.00	248,000.00	248,000.00	5.050	731	492	5.050 06/08/2026
48115LAM6	10707	Jovia Financial Credit Union C		08/16/2024	249,000.00	249,000.00	249,000.00	4.650	731	562	4.650 08/17/2026
722000AC0	10575	PIMA FEDERAL CREDIT		08/17/2023	248,000.00	248,000.00	248,000.00	5.300	1,096	562	5.300 08/17/2026
56824JBC7	10718	Marine Federal Corp.		08/30/2024	249,000.00	249,000.00	249,000.00	4.000	731	576	4.000 08/31/2026
42228LAH4	10496	HEALTHCARE SYSTEMS FCU		09/21/2022	249,000.00	249,000.00	249,000.00	3.600	1,461	597	3.600 09/21/2026
91823MBE4	10499	VCC BANK		10/14/2022	249,000.00	249,000.00	249,000.00	4.250	1,461	620	4.250 10/14/2026
50625LBR3	10606	LAFAYETTE FCU		11/30/2023	248,000.00	248,000.00	248,000.00	5.250	1,096	667	5.250 11/30/2026
88709RBH1	10677	Timberland Bank Hoquaim		06/12/2024	249,000.00	249,000.00	249,000.00	4.850	912	678	4.850 12/11/2026
06251A3K4	10402	America's Credit Union		12/16/2021	248,000.00	227,139.23	248,000.00	1.350	1,826	683	1.350 12/16/2026
682325EK7	10676	One Community Bank		06/18/2024	249,000.00	249,000.00	249,000.00	4.850	913	685	4.850 12/18/2026
58404DUA7	10622	Medallion Bank		12/29/2023	248,000.00	248,000.00	248,000.00	4.500	1,096	696	4.500 12/29/2026
856285E98	10410	State Bank of India		01/31/2022	248,000.00	230,670.75	248,000.00	1.750	1,827	730	1.750 02/01/2027
849061AF3	10644	SPOKANE TEACHERS CR UN		03/25/2024	245,000.00	245,000.00	245,000.00	4.750	1,095	782	4.750 03/25/2027
23204HPM4	10678	Customers Bank		06/11/2024	244,000.00	244,000.00	244,000.00	4.850	1,095	860	4.850 06/11/2027
32114MBC0	10681	First Natl Bnk Blue Erth		06/20/2024	248,000.00	248,000.00	248,000.00	4.850	1,095	869	4.850 06/20/2027
89235MNT4	10442	Toyota Financial SGS Bank		07/22/2022	248,000.00	248,000.00	248,000.00	3.400	1,826	901	3.400 07/22/2027
14042THZ3	10453	Capital One Bank USA		07/27/2022	248,000.00	248,000.00	248,000.00	3.500	1,826	906	3.500 07/27/2027
55026MAE5	10487	LUMINATE BANK		09/15/2022	249,000.00	249,000.00	249,000.00	3.400	1,826	956	3.400 09/15/2027

Portfolio POOL

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**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
January 31, 2025**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Credit Union CD											
052392BT3	10495	AUSTIN TELCO FCU		09/21/2022	249,000.00	249,000.00	249,000.00	3.800	1,826	962	3.800 09/21/2027
472207AE9	10491	JEANNE D'ARC CREDIT UNION		09/30/2022	249,000.00	249,000.00	249,000.00	3.800	1,826	971	3.800 09/30/2027
06543PDA0	10494	BANK OF THE VALLEY NE		09/30/2022	249,000.00	249,000.00	249,000.00	4.100	1,826	971	4.100 09/30/2027
42869GAB2	10639	Hickam		01/31/2024	249,000.00	249,000.00	249,000.00	4.150	1,461	1,094	4.150 01/31/2028
011852AE0	10547	Alaska USA FCU		03/08/2023	249,000.00	249,000.00	249,000.00	4.600	1,827	1,131	4.600 03/08/2028
61690DQK7	10662	Morgan Stanley Bank		05/08/2024	244,000.00	244,000.00	244,000.00	4.700	1,461	1,192	4.700 05/08/2028
33610RVR1	10685	FIRST PREMIER BANK		07/17/2024	244,000.00	244,000.00	244,000.00	4.450	1,461	1,262	4.450 07/17/2028
19058RAG6	10684	COASTAL1CU		07/22/2024	249,000.00	249,000.00	249,000.00	4.550	1,460	1,266	4.550 07/21/2028
89854LAD5	10564	TTCU FED CU		07/26/2023	248,000.00	248,000.00	248,000.00	5.000	1,827	1,271	5.000 07/26/2028
07181JBH6	10697	Baxter Credit Union		08/22/2024	249,000.00	249,000.00	249,000.00	4.350	1,461	1,298	4.350 08/22/2028
534574AC2	10571	LINCOLN PARK COMMUNITY BANK		08/28/2023	248,000.00	248,000.00	248,000.00	5.000	1,827	1,304	5.000 08/28/2028
291916AG9	10596	Empower FED Credit Union		10/23/2023	248,000.00	248,000.00	248,000.00	5.100	1,827	1,360	5.100 10/23/2028
91739JAD7	10589	UTAH FIRST CD		10/30/2023	248,000.00	248,000.00	248,000.00	5.100	1,827	1,367	5.100 10/30/2028
98138MCA6	10590	WORKERS FCU		10/30/2023	248,000.00	248,000.00	248,000.00	5.200	1,827	1,367	5.200 10/30/2028
89839KAD7	10604	TRUSTSTAR BANK		11/22/2023	248,000.00	248,000.00	248,000.00	4.750	1,827	1,390	4.750 11/22/2028
77357DAB4	10607	ROCKLAND FCU		11/30/2023	248,000.00	248,000.00	248,000.00	5.000	1,827	1,398	5.000 11/30/2028
949764JY1	10617	Wells Fargo		12/27/2023	248,000.00	248,000.00	248,000.00	4.100	1,827	1,425	4.100 12/27/2028
17783PAK7	10625	City Federal Credit Union		01/18/2024	249,000.00	249,000.00	249,000.00	4.000	1,827	1,447	4.000 01/18/2029
654062LP1	10643	NICOLET NATIONAL BANK		03/08/2024	249,000.00	249,000.00	249,000.00	4.250	1,826	1,496	4.250 03/08/2029
91527PCF2	10651	Univest Bank & Trust Co.		03/13/2024	249,000.00	249,000.00	249,000.00	4.250	1,826	1,501	4.250 03/13/2029
12481GAZ0	10663	CBC Federal Credit Union		05/14/2024	249,000.00	249,000.00	249,000.00	4.650	1,826	1,563	4.650 05/14/2029
32026U5U6	10664	First Foundation Bank		05/22/2024	244,000.00	244,000.00	244,000.00	4.600	1,826	1,571	4.600 05/22/2029
93883MBA5	10674	WASHINGTON FINANCIAL		05/31/2024	244,000.00	244,000.00	244,000.00	4.500	1,826	1,580	4.500 05/31/2029
07371BWA5	10679	Beal Bank-Plano TX		06/12/2024	244,000.00	244,000.00	244,000.00	4.650	1,820	1,586	4.650 06/06/2029
02157RAA5	10683	ALTAONE FEDERAL CREDIT		07/19/2024	249,000.00	249,000.00	249,000.00	4.450	1,826	1,629	4.450 07/19/2029
00790UAC1	10682	ADVANTAGE CREDIT UNION		07/31/2024	249,000.00	249,000.00	249,000.00	4.450	1,826	1,641	4.450 07/31/2029
14622LAS1	10686	CARTER FEDERAL CU		08/07/2024	249,000.00	249,000.00	249,000.00	4.250	1,826	1,648	4.250 08/07/2029
29367RNG7	10720	Enterprise Bank Corp.		08/28/2024	249,000.00	249,000.00	249,000.00	3.800	1,826	1,669	3.800 08/28/2029
Subtotal and Average			16,327,838.71		16,119,000.00	16,053,725.46	16,119,000.00		1,401	864	4.294
Local Agency Investment Funds											
LAIF	10028	Local Agency Investment Fund			2,175,563.70	2,142,557.13	2,175,563.70	4.434	1	1	4.434
Subtotal and Average			2,164,268.18		2,175,563.70	2,142,557.13	2,175,563.70		1	1	4.434
Corporate Notes											
06048WR36	10515	Bank of America Corp.		12/27/2022	500,000.00	468,214.97	468,214.97	2.000	1,638	871	5.000 06/22/2027

Portfolio POOL
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**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
January 31, 2025**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Corporate Notes											
24422EXB0	10668	JOHN DEERE CAPITAL CORP		05/29/2024	500,000.00	499,522.05	499,522.05	4.950	1,507	1,259	07/14/2028
Subtotal and Average			967,213.61		1,000,000.00	967,737.02	967,737.02		1,570	1,071	4.989
Federal Agency Coupon Securities											
3133EPBH7	10543	Federal Farm Credit Bank		03/01/2023	500,000.00	499,950.42	499,950.42	4.750	723	20	02/21/2025
3133ENZG8	10458	Federal Farm Credit Bank		07/11/2022	500,000.00	500,363.05	500,363.05	3.375	1,075	139	06/20/2025
313373B68	10537	Federal Home Loan Bank		02/27/2023	500,000.00	498,737.88	498,737.88	4.375	1,110	405	03/13/2026
3130ASJ59	10447	Federal Home Loan Bank		07/18/2022	1,000,000.00	1,002,972.58	1,002,972.58	3.375	1,425	496	06/12/2026
3133EPQC2	10572	Federal Farm Credit Bank		08/02/2023	1,000,000.00	999,506.10	999,506.10	4.625	1,080	531	07/17/2026
61746BCY0	10708	Morgan Stanley Bank		08/01/2024	300,000.00	305,848.85	305,848.85	6.250	738	554	08/09/2026
45818WED4	10498	INTER-AMERICAN DEV. BANK		09/13/2022	500,000.00	494,066.45	494,066.45	2.980	1,731	859	06/10/2027
3130ASGU7	10432	Federal Home Loan Bank		06/16/2022	1,000,000.00	1,020,268.00	999,569.08	3.500	1,821	860	06/11/2027
3133EPCG8	10545	Federal Farm Credit Bank		03/01/2023	1,000,000.00	996,427.02	996,427.02	4.125	1,736	1,033	12/01/2027
3130AWMN7	10563	Federal Home Loan Bank		07/21/2023	500,000.00	502,982.21	502,982.21	4.375	1,785	1,224	06/09/2028
17325FBB3	10631	CITIBANK		01/30/2024	750,000.00	773,196.49	773,196.49	5.803	1,704	1,336	09/29/2028
3130B0N70	10645	Federal Home Loan Bank		03/27/2024	500,000.00	500,000.00	500,000.00	4.850	1,826	419	03/27/2029
3130B2F59	10706	Federal Home Loan Bank		08/20/2024	575,000.00	575,000.00	575,000.00	4.250	1,816	555	08/10/2029
Subtotal and Average			8,648,926.75		8,625,000.00	8,669,319.05	8,648,620.13		1,476	690	4.172
Treasury Coupon Securities											
91282CED9	10415	U.S. Treasury		03/22/2022	3,000,000.00	2,903,439.00	2,998,210.23	1.750	1,089	42	03/15/2025
91282CEU1	10459	U.S. Treasury		07/08/2022	1,000,000.00	999,385.34	999,385.34	2.875	1,073	134	06/15/2025
9128285C0	10456	U.S. Treasury		07/11/2022	1,000,000.00	999,008.20	999,008.20	3.000	1,177	241	09/30/2025
9128285J5	10445	U.S. Treasury		07/18/2022	1,000,000.00	999,115.32	999,115.32	3.000	1,201	272	10/31/2025
91282CDQ1	10403	U.S. Treasury		01/04/2022	1,000,000.00	925,664.00	998,024.66	1.250	1,822	698	12/31/2026
91282CEW7	10436	U.S. Treasury		07/14/2022	1,000,000.00	1,005,229.98	1,005,229.98	3.250	1,812	879	06/30/2027
91282CEE7	10654	U.S. Treasury		04/08/2024	500,000.00	462,662.09	462,662.09	2.375	1,818	1,519	03/31/2029
Subtotal and Average			8,460,495.39		8,500,000.00	8,294,503.93	8,461,635.82		1,323	361	2.672
Federal Agency Callable											
3133EMVS8	10259	Federal Farm Credit Bank		04/14/2021	500,000.00	468,659.00	500,000.00	0.690	1,461	72	04/14/2025
3133EREU1	10667	Federal Farm Credit Bank		05/29/2024	500,000.00	499,840.21	499,840.21	5.000	537	289	11/17/2025
3130AL7M0	10254	Federal Home Loan Bank		02/24/2021	500,000.00	460,993.50	499,840.42	0.625	1,826	23	02/24/2026
3133EMSH6	10258	Federal Farm Credit Bank		03/03/2021	500,000.00	463,515.50	500,000.00	0.790	1,826	395	03/03/2026
3133ENKG4	10397	Federal Farm Credit Bank		01/11/2022	1,000,000.00	933,642.00	1,000,000.00	1.470	1,826	709	01/11/2027
3133ENMA5	10405	Federal Farm Credit Bank		01/26/2022	1,500,000.00	1,417,582.50	1,500,000.00	1.840	1,826	724	01/26/2027

Portfolio POOL
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**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
January 31, 2025**

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Federal Agency Callable											
3130AQKJ1	10406	Federal Home Loan Bank		01/28/2022	1,500,000.00	1,398,064.50	1,500,000.00	1.700	1,826	86	1.700 01/28/2027
3133ENH52	10475	Federal Farm Credit Bank		08/23/2022	500,000.00	500,000.00	500,000.00	4.030	1,826	933	4.030 08/23/2027
3130AUDL5	10513	Federal Home Loan Bank		12/30/2022	750,000.00	750,000.00	750,000.00	4.550	1,826	57	4.553 12/30/2027
3010B07G8	10641	Federal Home Loan Bank		02/26/2024	500,000.00	500,000.00	500,000.00	5.000	1,827	1,486	5.000 02/26/2029
Subtotal and Average			7,749,666.94		7,750,000.00	7,392,297.21	7,749,680.63		1,719	460	2.361
Certificate of Deposit											
14042RRH6	10429	Capital One Bank		05/18/2022	248,000.00	246,036.83	248,000.00	3.100	1,097	107	3.100 05/19/2025
87165GR79	10430	Synchrony Bank		05/20/2022	248,000.00	246,033.11	248,000.00	3.100	1,096	108	3.100 05/20/2025
48128UDS5	10250	JP Morgan Chase		05/28/2020	248,000.00	231,727.23	248,000.00	1.050	1,826	116	1.010 05/28/2025
254673F68	10431	Discover Bank		06/01/2022	246,000.00	244,005.19	246,000.00	3.100	1,097	121	3.100 06/02/2025
59001PAS8	10457	Meritrust Fed CU		07/08/2022	248,000.00	248,000.00	248,000.00	3.350	1,096	157	3.350 07/08/2025
066519QK8	10256	BANK UNITED NA		03/05/2021	248,000.00	224,768.35	248,000.00	0.650	1,826	397	0.000 03/05/2026
70320KAX9	10257	Pathfinder Bank		03/11/2021	249,000.00	225,981.94	249,000.00	0.700	1,826	403	0.000 03/11/2026
70962LBH4	10414	Pentagon Federal Credit Union		03/22/2022	248,000.00	234,447.30	248,000.00	1.800	1,462	415	1.800 03/23/2026
46625HQW3	10709	JP Morgan Chase		08/01/2024	300,000.00	294,978.95	294,978.95	3.300	608	424	4.813 04/01/2026
38149MZJ5	10260	Goldman Sachs Bank		09/08/2021	248,000.00	225,703.81	248,000.00	1.050	1,826	584	1.051 09/08/2026
90348JS92	10261	UBS Bank USA		09/09/2021	248,000.00	224,604.42	248,000.00	0.950	1,826	585	0.000 09/09/2026
89236TLD5	10670	Toyota MTR Credit Corp		05/29/2024	500,000.00	501,839.20	501,839.20	5.400	905	657	5.179 11/20/2026
23288UAA5	10555	Cy Fair FCU		05/19/2023	249,000.00	249,000.00	249,000.00	4.350	1,461	837	4.355 05/19/2027
88413QDM7	10455	Third Fed Savings & Loan		07/27/2022	245,000.00	245,000.00	245,000.00	3.400	1,826	906	3.402 07/27/2027
06051GGA1	10716	Bank of America Corp.		08/01/2024	300,000.00	289,877.55	289,877.55	3.248	1,176	992	4.596 10/21/2027
69353RFG8	10669	PNC BANK NA		05/29/2024	500,000.00	472,390.21	472,390.21	3.100	1,244	996	5.335 10/25/2027
06406GAA9	10717	Bank of NY Mello Corp.		08/01/2024	500,000.00	471,395.78	471,395.78	3.000	1,551	1,275	4.702 10/30/2028
882508CG7	10653	TEXAS INSTRUME		04/01/2024	750,000.00	753,155.74	753,155.74	4.600	1,774	1,468	4.480 02/08/2029
91282CKG5	10657	UST		04/22/2024	750,000.00	735,593.61	735,593.61	4.125	1,804	1,519	4.647 03/31/2029
3135GARH6	10655	Federal National Mtg Assn		04/16/2024	500,000.00	500,000.00	500,000.00	5.650	1,826	74	5.650 04/16/2029
3130B0YH6	10661	Federal Home Loan Bank		04/19/2024	500,000.00	500,000.00	500,000.00	5.010	1,826	1,538	5.010 04/19/2029
356436AR6	10658	Freedom Northwest CU		04/19/2024	249,000.00	249,000.00	249,000.00	4.550	1,826	1,538	4.550 04/19/2029
91159HHW3	10715	US BANK CORP		08/01/2024	300,000.00	276,808.03	276,808.03	3.000	1,824	1,640	4.964 07/30/2029
17325FBK3	10725	CITIBANK		01/13/2025	350,000.00	347,144.13	347,144.13	4.838	1,666	1,616	5.042 08/06/2029
06406YAA0	10724	Bank of NY Mello Corp.		01/13/2025	350,000.00	323,723.05	323,723.05	3.300	1,683	1,664	5.170 08/23/2029
46647PAX4	10723	JP Morgan Chase		01/07/2025	400,000.00	392,668.89	392,668.89	4.452	1,793	1,403	4.980 12/05/2029
59217GFT1	10728	MET LIFE GLOBAL		01/09/2025	500,000.00	499,298.94	499,298.94	4.900	1,826	1,803	4.932 01/09/2030
Subtotal and Average			9,114,958.25		9,722,000.00	9,453,182.26	9,580,874.08		1,566	981	4.025

Portfolio POOL

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**City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
January 31, 2025**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C	Maturity Date
Municipal Bonds											
13032UXM5	10253	CALIF STATE HLTH FACS AUTH		11/04/2020	250,000.00	231,621.25	250,000.00	0.952	1,670	120	0.952 06/01/2025
54438CYL0	10523	LOS ANGELES CA CMNTY CLG DIST		01/05/2023	365,000.00	347,415.80	347,415.80	1.174	1,304	546	4.700 08/01/2026
738850TA4	10522	POWAY UNIFIED SCHOOL DIST		01/04/2023	1,230,000.00	1,166,100.49	1,166,100.49	2.414	1,670	911	4.750 08/01/2027
Subtotal and Average			1,762,063.07		1,845,000.00	1,745,137.54	1,763,516.29		1,598	727	4.202
Wells Fargo Sweep Account											
SWEEP	10036	Wells Fargo		07/01/2012	0.00	0.00	0.00	0.010	1	1	0.010
Subtotal and Average			0.00		0.00	0.00	0.00		0	0	0.000
Money Market Fund											
857492888	10562	State Street Advisors		05/31/2023	13,878,552.95	13,878,552.95	13,878,552.95	4.640	1	1	4.640
52470G882	10561	Western Asset		05/25/2023	0.00	0.00	0.00	5.150	1	1	5.150
Subtotal and Average			11,519,278.69		13,878,552.95	13,878,552.95	13,878,552.95		1	1	4.640
Total and Average			66,714,709.59		69,615,116.65	68,597,012.55	69,345,180.62		1,143	552	3.909

City of Diamond Bar
Portfolio Management
Portfolio Details - Cash
January 31, 2025

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Days to Term Maturity	YTM/C
Average Balance			0.00						0	0
Total Cash and Investments			66,714,709.59		69,615,116.65	68,597,012.55	69,345,180.62		1,143	552 3.909

**City of Diamond Bar
Portfolio Management
Activity By Type
January 1, 2025 through January 31, 2025**

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Federal Credit Union CD							
00224TAL0	10528	A+ FEDERAL CU	4.700	01/27/2025	0.00	249,000.00	
		Subtotal			0.00	249,000.00	16,119,000.00
Local Agency Investment Funds (Monthly Summary)							
LAIF	10028	Local Agency Investment Fund	4.434		25,011.51	0.00	
		Subtotal			25,011.51	0.00	2,175,563.70
Corporate Notes							
		Subtotal					967,737.02
Federal Agency Coupon Securities							
		Subtotal					8,648,620.13
Treasury Coupon Securities							
		Subtotal					8,461,635.82
Federal Agency Callable							
		Subtotal					7,749,680.63
Certificate of Deposit							
06406YAA0	10724	Bank of NY Mello Corp.	3.300	01/13/2025	323,435.00	0.00	
17325FBK3	10725	CITIBANK	4.838	01/13/2025	347,112.50	0.00	
46647PAX4	10723	JP Morgan Chase	4.452	01/07/2025	392,568.00	0.00	
59217GFT1	10728	MET LIFE GLOBAL	4.900	01/09/2025	499,290.00	0.00	
		Subtotal			1,562,405.50	0.00	9,580,874.08
Municipal Bonds							
		Subtotal					1,763,516.29
Wells Fargo Sweep Account							
		Subtotal					0.00
Money Market Fund							
857492888	10562	State Street Advisors	4.640		5,337,501.91	1,600,000.00	
		Subtotal			5,337,501.91	1,600,000.00	13,878,552.95

City of Diamond Bar
Portfolio Management
Activity By Type
January 1, 2025 through January 31, 2025

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Total					6,924,918.92	1,849,000.00	69,345,180.62

**City of Diamond Bar
Portfolio Management
Interest Earnings Summary
January 31, 2025**

	January 31Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	149,780.37	2,621,978.46
Plus Accrued Interest at End of Period	282,802.78	-1,217,197.22
Less Accrued Interest at Beginning of Period	(277,428.32)	(341,035.86)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	155,154.83	1,063,745.38
Adjusted by Premiums and Discounts	9,129.82	83,669.01
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	164,284.65	1,147,414.39
Pass Through Securities:		
Interest Collected	0.00	0.00
Plus Accrued Interest at End of Period	0.00	0.00
Less Accrued Interest at Beginning of Period	(0.00)	(0.00)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	0.00	0.00
Adjusted by Premiums and Discounts	0.00	0.00
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	0.00	0.00
Cash/Checking Accounts:		
Interest Collected	62,513.42	488,680.65
Plus Accrued Interest at End of Period	7,044.36	7,044.36
Less Accrued Interest at Beginning of Period	(23,905.53)	(107,536.09)
Interest Earned during Period	45,652.25	388,188.92
Total Interest Earned during Period	200,807.08	1,451,934.30
Total Adjustments from Premiums and Discounts	9,129.82	83,669.01
Total Capital Gains or Losses	0.00	0.00
Total Earnings during Period	209,936.90	1,535,603.31



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **GENERAL SERVICES AGREEMENT WITH COUNTY OF LOS ANGELES FOR SPECIFIED COUNTY SERVICES THROUGH JUNE 30, 2025.**
STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve, and authorize the Mayor to sign, the General Services Agreement with the County of Los Angeles through June 30, 2030.

FINANCIAL IMPACT:

There is no financial impact associated with the approval of the General Services Agreement (GSA). The specific services provided by the County under the GSA are approved through separate agreements with each respective department.

BACKGROUND:

As a contract city, Diamond Bar has historically been a party to the County of Los Angeles GSA in the course of providing many municipal services. The GSA is the mechanism that provides access to services provided by County departments, including but not limited to law enforcement, library, weed abatement/brush clearance, wildlife and pest management (primarily coyotes), industrial waste, and public health administration. Over time, it has proven to be more cost-effective for the City to provide such services under contract with the County than with in-house resources.

ANALYSIS:

In order for the County of Los Angeles to continue providing the specified contract services, the City must enter into a GSA every five years. The GSA under consideration is a five-year agreement that would operate through June 30, 2030. Once the City has approved the General Services Agreement, the City may enter into specific

agreements with other County departments as needed.

LEGAL REVIEW:

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

PREPARED BY:

Ryan McLean

Ryan McLean, Assistant City Manager 2/18/2025

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager 2/13/2025

Attachments:

1. 5.4.a 2025-2030 GSA - City of Diamond Bar

GENERAL SERVICES AGREEMENT

THIS GENERAL SERVICES AGREEMENT ("Agreement"), dated for purposes of reference only, July 1, 2025, is made by and between the County of Los Angeles, hereinafter referred to as the "County," and the City of Diamond Bar, hereinafter referred to as the "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance by its appropriate officers and employees of City functions.

(b) The County is agreeable to performing such services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56½ of the Charter of the County of Los Angeles and Section 51300, *et seq.*, of the Government Code.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. The County agrees, through its officers, agents and employees, to perform those City functions, which are hereinafter provided for.

2. The City shall pay for such services as are provided under this Agreement at rates to be determined by the County Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors.

These rates shall be readjusted by the County Auditor-Controller annually effective the first day of July of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the Board of Supervisors of County.

3. No County agent, officer or department shall perform for said City any

function not coming within the scope of the duties of such agent, officer or department in performing services for the County.

4. No service shall be performed hereunder unless the City shall have available funds previously appropriated to cover the cost thereof.

5. No function or service shall be performed hereunder by any County agent, officer or department unless such function or service shall have been requested in writing by the City on order of the City Council thereof or such officer as it may designate and approved by the Board of Supervisors of the County, or such officer as it may designate, and each such service or function shall be performed at the times and under circumstances which do not interfere with the performance of regular County operations.

6. Whenever the County and City mutually agree as to the necessity for any such County agent, officer or department to maintain administrative headquarters in the City, the City shall furnish at its own cost and expense all necessary office space, furniture, and furnishings, office supplies, janitorial service, telephone, light, water, and other utilities. In all instances where special supplies, stationery, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its expense.

It is expressly understood that in the event a local administrative office is maintained in the City for any such County agent, officer or department, such quarters may be used by the County agent, officer or department in connection with the performance of its duties in territory outside the City and adjacent thereto provided, however, that the performance of such outside duties shall not be at any additional cost to the City.

7. All persons employed in the performance of such services and functions for

the City shall be County agents, officers or employees, and no City employee as such shall be taken over by the County, and no person employed hereunder shall have any City pension, civil service, or other status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance hereof, every County agent, officer and employee engaged in performing any such service or function shall be deemed to be an agent, officer or employee of said City while performing service for the City within the scope of this agreement.

8. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his or her employment.

9. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

10. Each County agent, officer or department performing any service for the

City provided for herein shall keep reasonably itemized and in detail work or job records covering the cost of all services performed, including salary, wages and other compensation for labor, supervision and planning, plus overhead, the reasonable rental value of all County-owned machinery and equipment, rental paid for all rented machinery or equipment, together with the cost of an operator thereof when furnished with said machinery or equipment, the cost of all machinery and supplies furnished by the County, reasonable handling charges, and all additional items of expense incidental to the performance of such function or service.

11. All work done hereunder is subject to the limitations of the provisions of Section 23008 of the Government Code, and in accordance therewith, before any work is done or services rendered pursuant hereto, an amount equal to the cost or an amount 10% in excess of the estimated cost must be reserved by the City from its funds to ensure payment for work, services or materials provided hereunder.

12. The County shall render to the City at the close of each calendar month an itemized invoice which covers all services performed during said month, and the City shall pay County therefore within thirty (30) days after date of said invoice.

If such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County is entitled to recover interest thereon. Said interest shall be at the rate of seven (7) percent per annum or any portion thereof calculated from the last day of the month in which the services were performed.

13. Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County may satisfy such indebtedness,

including interest thereon, from any funds of any such City on deposit with the County without giving further notice to said City of County's intention to do so.

14. This Agreement shall become effective on the date herein-above first mentioned and shall run for a period ending June 30, 2030, and at the option of the City Council of the City, with the consent of the Board of Supervisors of County, shall be renewable thereafter for an additional period of not to exceed five (5) years.

15. In the event the City desires to renew this Agreement for said five-year period, the City Council shall not later than the last day of May 2030, notify the Board of Supervisors of County that it wishes to renew the same, whereupon the Board of Supervisors, not later than the last day of June 2030, shall notify the City Council in writing of its willingness to accept such renewal. Otherwise, such Agreement shall finally terminate at the end of the aforescribed period.

Notwithstanding the provisions of this paragraph herein-above set forth, the County may terminate this Agreement at any time by giving thirty (30) days' prior written notice to the City. The City may terminate this Agreement as of the first day of July of any year upon thirty (30) days' prior written notice to the County.

16. This Agreement is designed to cover miscellaneous and sundry services which may be supplied by the County of Los Angeles and the various departments thereof. In the event there now exists or there is hereafter adopted a specific contract between the City and the County with respect to specific services, such contract with respect to specific services shall be controlling as to the duties and obligations of the parties anything herein to the contrary notwithstanding, unless such special contract adopts the provisions hereof by reference.

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

Executed this _____ day of _____ 2025.

The City of Diamond Bar,

By _____
Mayor

ATTEST:

City Clerk

THE COUNTY OF LOS ANGELES

By _____

By _____
Chair, Board of Supervisors

ATTEST:

EDWARD YEN
Executive Officer/Clerk
of the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Senior Deputy



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **ACCEPTANCE OF A SIDEWALK EASEMENT ON THE PROPERTY
LOCATED AT 1104 S DIAMOND BAR BLVD.**
STRATEGIC
GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Accept and authorize the City Manager to sign the Attached Sidewalk Easement Agreement on behalf of the City.

FINANCIAL IMPACT:

There is no fiscal impact associated with accepting the proposed sidewalk easement. Any future maintenance or improvements of the accepted sidewalk will be planned within the City's existing sidewalk maintenance program.

BACKGROUND/DISCUSSION:

To ensure ADA compliance and accessibility for all pedestrians, the City worked with the property owner, ROIC DBTC, LLC, at 1104 S Diamond Bar Blvd, Diamond Bar Town Center, to obtain a sidewalk easement. This easement will allow the City to maintain and improve the sidewalk to meet ADA standards at the Walmart Neighborhood Market driveway on Grand Avenue (Attachment 2).

Accepting this sidewalk easement will allow the City to ensure that pedestrian access in this area meets ADA requirements and remains accessible for public use. The easement provides the City with the authority to maintain and make any necessary future modifications to the sidewalk without requiring further private agreements.

The proposed easement document (Attachment 1) has been reviewed and approved by the City Attorney and the City's engineering consultant, ensuring all legal and technical requirements have been met.

The proposed action authorizes the City Manager to sign and accept this easement on behalf of the City.

LEGAL REVIEW:

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

PREPARED BY:


Vivian Chen, Associate Engineer 2/18/2025

REVIEWED BY:

 
Hal Ghafari, Public Works Manager/Asst. City Engineer 2/6/2025 David G. Liu, Public Works Director/City Engineer 2/11/2025

Attachments:

1. 5.5.a Sidewalk Easement Agreement
2. 5.5.b Vicinity Map

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

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

Recording Fees Exempt per Govt. Code §§ 6103, 27383

Space Above for Recorder's Use

DOCUMENTARY TRANSFER TAX \$ PUBLIC AGENCY

- ____ Computed on the consideration or value of property conveyed; OR
____ Computed on the consideration or value less liens or encumbrances remaining at time of sale.

**EXEMPTION FROM RECORDING FEE
REQUESTED PURSUANT TO GOVERNMENT
CODE § 6103**

Signature of Declarant or Agent determining tax-

The undersigned Grantee declares that this document is recorded at the request of and for the benefit of the City of Diamond Bar and is therefore exempt from the payment of the recording fee pursuant to Government Code Section 6103 and from the payment of the documentary transfer tax pursuant to Revenue and Taxation Code Section 11922.

A.P.N.: 8701-027-027 and 8701-027-029 and 8701-027-030 and 8701-027-031 and 8701-027-032
City of Diamond Bar, California

SIDEWALK EASEMENT AGREEMENT

THIS SIDEWALK EASEMENT AGREEMENT (this "Agreement") is made and entered into this _____ day of _____, 2025 by ROIC DBTC, LLC a Delaware limited liability company ("Grantor"), and the City of Diamond Bar, California, a California Municipal Corporation ("Grantee").

RECITALS:

A. Grantor owns that certain real property and improvements located at South Diamond Bar Boulevard and Grand Avenue, Diamond Bar, Los Angeles County, California, commonly known as the Diamond Bar Town Center, as legally described on Exhibit A, attached (the "**Property**").

B. In connection with Grantor's application to Grantee for a permit to perform certain work at the Property, including the improvement of drive approaches onto the public right-of-way, Grantee is requiring Grantor to grant this easement.

C. Grantor desires to grant to Grantee an easement over a portion of the Property for Grantee's maintaining the extension of the sidewalk right-of-way on the terms and conditions set out herein.

AGREEMENT:

1. Grant of Easement. Grantor hereby grants to Grantee for the use of the public, a nonexclusive, perpetual easement (the "Easement") over and across that certain real property legally described on the attached Exhibit B and depicted on the attached Exhibit C (the "Easement

Area") for the purpose of maintaining an extension of the sidewalk right-of-way (the “**Sidewalk**”), and for no other purpose without Grantor's written consent.

2. Appurtenant. The Easement shall be appurtenant to and shall run with the land as to the property burdened thereby. The Easement and all rights granted in this Agreement shall be subject to all other easements and encumbrances of record on the date of recording hereof.

3. Maintenance of Easement Area. Grantee shall be responsible for the maintaining the Easement Area in good order and repair, and all costs and expenses of such maintenance shall be borne by Grantee. Upon the completion of any work done in the Easement Area, Grantee shall return the Easement Area to as good a condition as existed prior to any such work, including, but not limited to, the restoration of any concrete, asphalt, topsoil, lawn and nursery stock of like kind and quality.

4. Attorney Fees and Costs. In the event either party breaches any obligation under this Agreement, the nonbreaching party shall be entitled to all costs and expenses incurred, including reasonable attorney fees, as a result of the breach. In addition, in the event suit or action is instituted to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as the court or arbitrator may adjudge reasonable as attorney fees in arbitration, at trial, and on appeal of such suit or action, in addition to all other sums provided by law.

5. Indemnification. Each party shall defend, indemnify, and hold the other party, its officers, agents, and employees, harmless against all liability, claims, demands, actions, judgements, losses, costs, and expenses, including attorney fees and costs arising from or caused by: (a) any negligent or intentional act or omission by the indemnifying party, its employees, agents, or contractors, in any way connected with the indemnifying party's use of the Easement or the Property.

6. Amendments. This Agreement may be amended or terminated only by a written instrument executed by Grantor and Grantee and recorded in the official real property records of Los Angeles County, California.

7. Entire Agreement. This Agreement contains the entire agreement between the parties and incorporates and supersedes all prior understandings and agreements, both written and oral with regard to the subject matter hereof.

[Signature page follows]

IN WITNESS WHEREOF, this Agreement was executed on the day and year first above written.

GRANTOR:

GRANTEE:

ROIC DBTC, LLC,
a Delaware limited liability company

City of Diamond Bar, California,
a California Municipal Corporation

By: 
Print Name: Richard K. Schoebel
Title: Chief Operating Officer

By: _____
Print Name: _____
Title: _____

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property granted by easement dated, _____, 2025 from ROIC DBTC, LLC, to the CITY OF DIAMOND BAR, a governmental agency and California municipal corporation, is hereby accepted by the undersigned officer on behalf of the Diamond Bar City Council pursuant to authority conferred on _____, _____ by the Diamond Bar City Council, and the grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

By: _____
Dan Fox, City Manager

EXHIBIT A

(Legal Description of the Property)

The Land referred to herein below is situated in the City of Diamond Bar, County of Los Angeles, State of California, and is described as follows:

PARCEL A:

PARCELS 1, 2, 3 AND 4 OF MAP 10252, IN THE CITY OF DIAMOND BAR, AS PER MAP FILED IN [BOOK 127 PAGES 97 AND 98](#) OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THEREFROM ALL OIL, GAS AND OTHER HYDROCARBONS AND MINERALS NOW OR AT ANY TIME HEREINAFTER SITUATED THEREIN AND THEREUNDER, TOGETHER WITH THE EXCLUSIVE RIGHT TO DRILL FOR, PRODUCE, EXTRACT, TAKE AND MINE THEREFROM, SUCH OIL, GAS AND OTHER HYDROCARBONS AND MINERALS AND TO STORE THE SAME UPON THE SURFACE OF SAID LAND OR BELOW THE SURFACE OF SAID LAND, TOGETHER WITH THE RIGHT TO STORE UPON THE SURFACE OF SAID LAND, OIL, GAS AND OTHER HYDROCARBONS AND MINERALS WHICH MAY BE PRODUCED FROM OTHER LANDS, WITH THE RIGHT OF ENTRY THEREON FOR SAID PURPOSES AND WITH THE RIGHT TO CONSTRUCT, USE, MAINTAIN, ERECT, REPAIR, REPLACE AND REMOVE THEREON AND THEREFROM ALL PIPE LINES, TELEPHONE AND TELEGRAPH LINES, TANKS, MACHINERY BUILDINGS AND OTHER STRUCTURES, WHICH MAY BE NECESSARY AND REQUISITE TO CARRY ON OPERATIONS OF SAID LAND, WITH THE FURTHER RIGHT TO ERECT, MAINTAIN, OPERATE AND REMOVE A PLANT, WITH ALL NECESSARY OR CONVENIENT THERETO, AS RESERVED IN DEED FROM TRANSAMERICA DEVELOPMENT COMPANY, A CORPORATION RECORDED MARCH 29, 1968 IN [BOOK D3955 PAGE 185](#) OFFICIAL RECORDS AND RE-RECORDED JUNE 19, 1969 IN [BOOK D4407 PAGE 591](#), OFFICIAL RECORDS AND AS MODIFIED BY DEED RECORDED OCTOBER 20, 1977 AS INSTRUMENT NO. [77-1165771](#) AND JUNE 27, 1980 AS INSTRUMENT NO. [80-623877](#), WHICH RELINQUISHED ALL RIGHTS TO USE OF SURFACE AND SUBSURFACE TO A DEPTH OF 500 FEET FROM THE SURFACE OF SAID LAND.

PARCEL B:

A NON-EXCLUSIVE EASEMENT FOR INGRESS, EGRESS, PARKING AND INCIDENTAL PURPOSES PURSUANT TO A DECLARATION OF RESTRICTIONS, GRANT OF EASEMENTS AND MAINTENANCE AGREEMENT RECORDED NOVEMBER 04, 1980 AS INSTRUMENT NO. [80-1109154](#).

For conveyancing purposes only: APN 8701-027-028 (Affects Parcel 1 of Parcel A);
 8701-027-029 (Affects Parcel 2 of Parcel A);
 8701-027-030 (Affects Parcel 3 of Parcel A);
 8701-027-031 (Affects Portion of Parcel 4 of Parcel A);
 8701-027-032 (Affects Portion of Parcel 4 of Parcel A);

EXHIBIT B**(Legal Description of Easement Area)**

EXHIBIT "B"
EASEMENT AREA
LEGAL DESCRIPTION

THAT PORTION OF PARCEL 4 OF PARCEL MAP NO. 10252, IN THE CITY OF DIAMOND BAR, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 127 PAGES 97 AND 98 OF PARCEL MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE MOST SOUTHERLY SOUTHWESTERLY CORNER OF SAID PARCEL 4, SAID SOUTHWESTERLY CORNER ALSO BEING A POINT ON THE NORTHEASTERLY LINE OF GRAND AVENUE, 100 FEET WIDE, AS SHOWN ON SAID PARCEL MAP NO. 10252; THENCE SOUTHEASTERLY ALONG SAID NORTHEASTERLY LINE, SOUTH 64°54'20" EAST 99.53 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE, CONTINUING SOUTHEASTERLY ALONG SAID NORTHEASTERLY LINE, SOUTH 64°54'20" EAST 46.33 FEET; THENCE, LEAVING SAID NORTHEASTERLY LINE, NORTH 19°54'20" WEST 5.66 FEET; THENCE NORTH 64°54'20" WEST 38.33 FEET; THENCE SOUTH 70°05'40" WEST 5.66 FEET TO THE TRUE POINT OF BEGINNING.

SAID EASEMENT CONTAINS 169 SQUARE FEET, MORE OR LESS.

ALL SHOWN ON EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

PREPARED BY ME OR UNDER THE SUPERVISION OF:

Mark R. Danielson 2/26/24

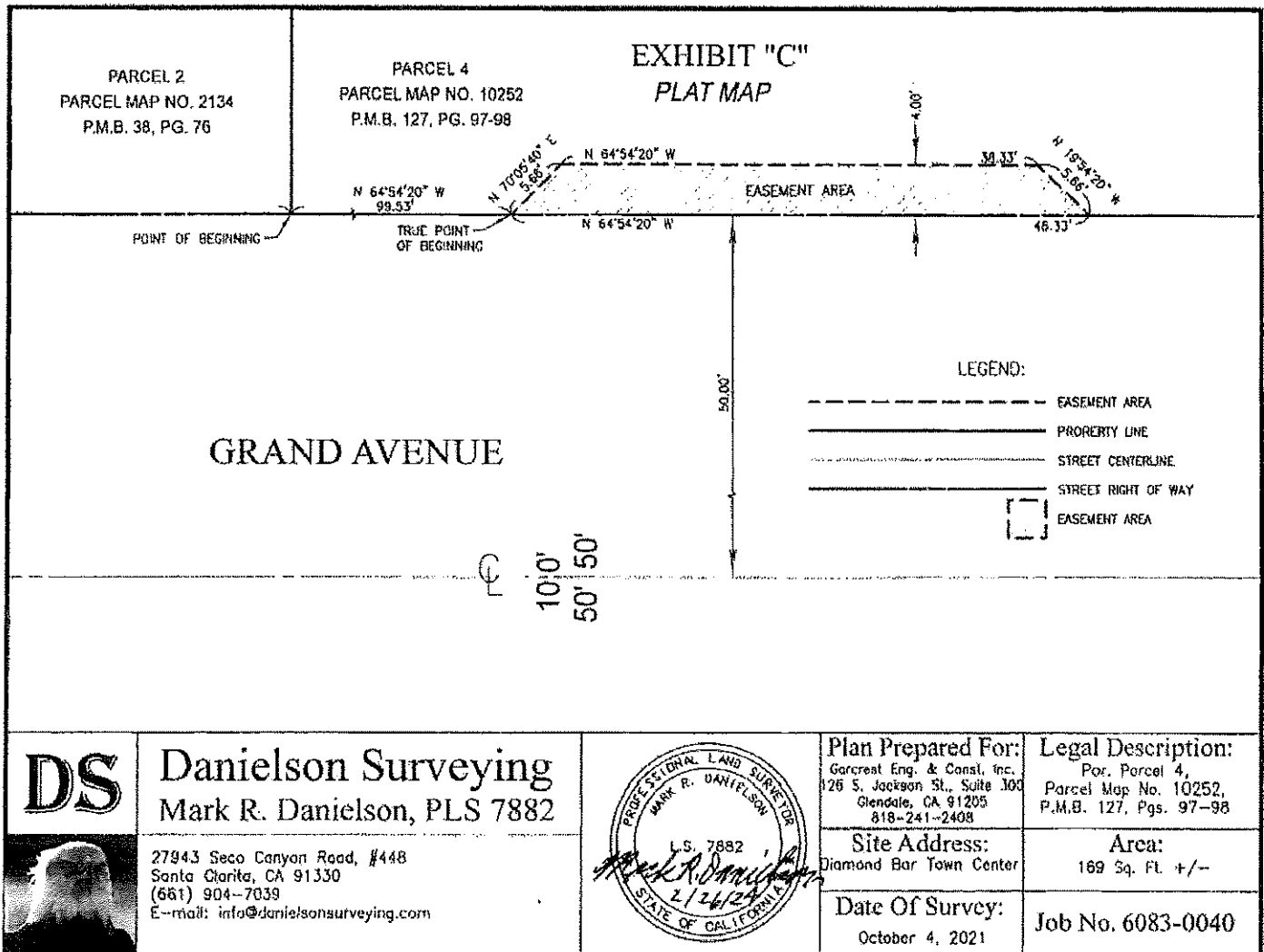
MARK R. DANIELSON

DATE



EXHIBIT C

(Diagram of the Easement Area)





● - Location of the Sidewalk Easement



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
FROM: Daniel Fox, City Manager 
TITLE: **CONSULTING SERVICES AGREEMENT WITH BUCKNAM
INFRASTRUCTURE GROUP, INC. FOR THE 2025 DIAMOND BAR
PAVEMENT MANAGEMENT PROGRAM (PMP) UPDATE.**
STRATEGIC
GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve, and authorize the City Manager to sign the Consulting Service Agreement with Bucknam Infrastructure Group, Inc., in a not-to-exceed amount of \$59,990, plus a contingency amount of \$6,000, for a total authorization amount of \$65,990.

FINANCIAL IMPACT:

The proposed agreement has a not-to-exceed amount of \$59,990. The total authorization amount, including a 10% contingency of \$6,000 is \$65,990. Adequate funding is available for this project in the Fiscal Year 2024/25 Proposition C Special Revenue Fund (207).

BACKGROUND:

Since 1990, the City has been managing its pavement assets through a Pavement Management Program (PMP). This program provides a strategic framework for planning and scheduling pavement maintenance and rehabilitation based on existing conditions and engineering analysis. The PMP was initially established by creating an inventory using historical construction data for all arterial and residential roadways in Diamond Bar. Each roadway segment was assessed in the field, and a Pavement Condition Index (PCI) was assigned. The PCI, ranging from 0 (worst condition) to 100 (best condition), is critical in scheduling resurfacing or reconstruction.

A PMP consists of two key components:

1. A comprehensive database containing current and historical information on

pavement conditions, structures, and traffic on all City streets.

2. A structured methodology and set of tools to determine existing and future pavement conditions, predict financial needs, and plan maintenance activities. This information is stored and analyzed as part of the program for each pavement section.

Primary funding sources for maintaining and rehabilitating the City streets include Gas Tax, Measure M Funds, Measure R Funds, Proposition A/C Funds, and SB-1 (RMRA) Funds. Jurisdictions must certify that they have conducted and maintained a PMP to utilize Proposition A and Proposition C funding for roadway projects, as required by those fund's guidelines and State Highways Code Section 2108.1. To maintain funding eligibility, the PMP must be updated triennially and submitted to the Los Angeles County Metropolitan Transportation Authority (Metro). The PMP is used to meet this requirement and ensure the integrity of City streets. The PMP is also critical in planning the annual pavement rehabilitation projects.

In June 2022, the City's Pavement Management Program (PMP) report was updated, reassessing the 132-centerline-mile roadway network. The 2022 PMP determined an overall Pavement Condition Index (PCI) of 63, classified as "Fair." Recommendations from this report guided the planning and execution of the City's pavement projects over the past three years. These projects included multiple arterials, residential, and collector streets in Area 1 in 2022, Area 2 in 2023, and Area 3 in 2024, collectively addressing 8.1 centerline miles of arterials.

DISCUSSION:

On November 11, 2024, the City issued a Request for Proposals (RFP) for professional engineering services to prepare and implement an update of the 2022 PMP. Four (4) responsive proposals were received on December 20, 2024. They are:

Firm	Proposed Fee
Quality Engineering Solutions, Inc.	\$123,276.00
Nichols Consulting Engineers (NCE)	\$65,900.00
Bucknam Infrastructure Group, Inc.	\$59,990.00
Tiger Eye Engineering (TEE)	\$59,966.24

An evaluation committee consisting of Public Works Department staff members reviewed the proposals based on the following criteria:

- Staff Qualifications
- Approach/Methodology
- Level of Effort (Staffing commitment and time allocation)
- Ability to meet the City's schedule and expectations
- Relevant References (Record of performance)

The committee unanimously selected Bucknam Infrastructure Group, Inc. based on their qualifications, understanding of the scope of work, technical expertise, and relevant experience. Specifically, Bucknam demonstrated extensive knowledge of pavement condition assessments and financial forecasting. Their experience includes successfully managing PMP updates for cities such as El Monte and Whittier, where they effectively implemented advanced planning methodologies and integrated software solutions tailored to local requirements. Additionally, Bucknam has experience with the City's PMP-related processes, StreetSaver software knowledge, and will implement the MyRoads PMP web portal, which will significantly enhance the program by allowing instantaneous access to pavement data, improving decision-making efficiency, and enabling better prioritization of maintenance activities compared to the current system. This innovative feature ensures a more streamlined approach to managing the City's pavement assets. Bucknam has successfully produced multiple PMP updates for several Los Angeles County cities, including El Monte, Covina, South Pasadena, Whittier, Downey, and Alhambra.

This PMP update is tentatively expected to be completed by May 2025.

LEGAL REVIEW:

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

PREPARED BY:

Christian Malpica

Christian Malpica, Associate Engineer 2/18/2025

REVIEWED BY:

Hal Ghafari

Hal Ghafari, Public Works Manager/Asst. City Engineer

2/6/2025

David G. Liu

David G. Liu, Public Works Director/City Engineer

2/10/2025

Jason Jacobsen

Jason Jacobsen, Finance Director

2/12/2025

Attachments:

1. 5.6.a Consultant Service Agreement

CONSULTING SERVICES AGREEMENT

Design Professional

THIS AGREEMENT (the "Agreement") is made as of February 18, 2025 by and between the City of Diamond Bar, a municipal corporation ("City") and Bucknam Infrastructure Group, 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 design services for the **Diamond Bar Pavement Management Program (PMP) Update** 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.

Christian Malpica, Associate Engineer (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 February 18, 2025, and shall continue until the work herein is completed 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 **fifty-nine thousand nine hundred ninety dollars (\$59,990)** 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,

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 following order of precedence shall apply: (a) This agreement; (b) The City's Request for Proposal, dated November 26, 2024; and (c) Consultant's Proposal dated December 20, 2024.

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. 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 agents or 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 apply the reasonable standard of care to 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 consistent with the standard of care and skill ordinarily exercised by members of the profession under similar conditions at the time and locality where the services are performed 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 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) arising out of or in connection with:

(1) Any and all claims under Worker's Compensation acts and other employee benefit acts with respect to 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, but excepting such loss or damage which is caused by the 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; and

(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 ten (10) day's 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 except for professional liability insurance, shall be issued by an insurance company which is authorized to do business in the State of California or which is approved in writing by the City; and shall be placed have a current A.M. Best's rating of no less than A-, VII. In the case of professional liability insurance, such coverage shall be issued by companies either licensed or admitted to conduct

business in the State of California so long as such insurers possesses the aforementioned Best's rating.

E. 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 Contractor fails to keep the insurance required under this Agreement in full force and effect, City may take out the necessary insurance and any premiums paid, plus 10% administrative overhead, shall be paid by 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 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. Reserved.

18. 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.

19. 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 or as may otherwise be agreed to by and between the Project Manager and the Consultant.

20. 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"

Bucknam Infrastructure Group, Inc.
 3548 Seagate Way, Suite 230
 Oceanside, CA 92056
 Attn.: Peter J. Bucknam
 Phone: (760) 216-6529
 E-Mail: peter@bucknam-inc.com

"CITY"

City of Diamond Bar
 21810 Copley Drive
 Diamond Bar, CA 91765
 Attn.: Daniel Fox, City Manager
 Phone: (909) 839-7010
 E-mail: dfox@diamondbarca.gov

28. Governing Law. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of California.

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.

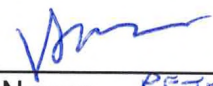
30. Entire Agreement. This Agreement, and any other documents incorporated herein by reference, represent the entire and integrated agreement between Consultant and City. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended, 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.

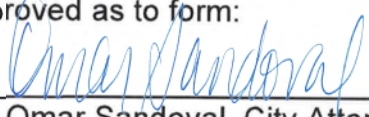
"Consultant"

Bucknam Infrastructure Group, Inc.

By: 
 Printed Name: PETER BUCKNAM
 Title: PRESIDENT

By: 
 Printed Name: PETER BUCKNAM
 Title: SECRETARY

Approved as to form:

By: 
 Omar Sandoval, City Attorney

"City"

CITY OF DIAMOND BAR

By: _____
 Dan Fox, City Manager

ATTEST:

 Kristina Santana, City Clerk

***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.

PROPOSAL FOR PAVEMENT MANAGEMENT PROGRAM (PMP) UPDATE

City of Diamond Bar, CA
December 20, 2024

Submitted by:
Bucknam Infrastructure Group, Inc.

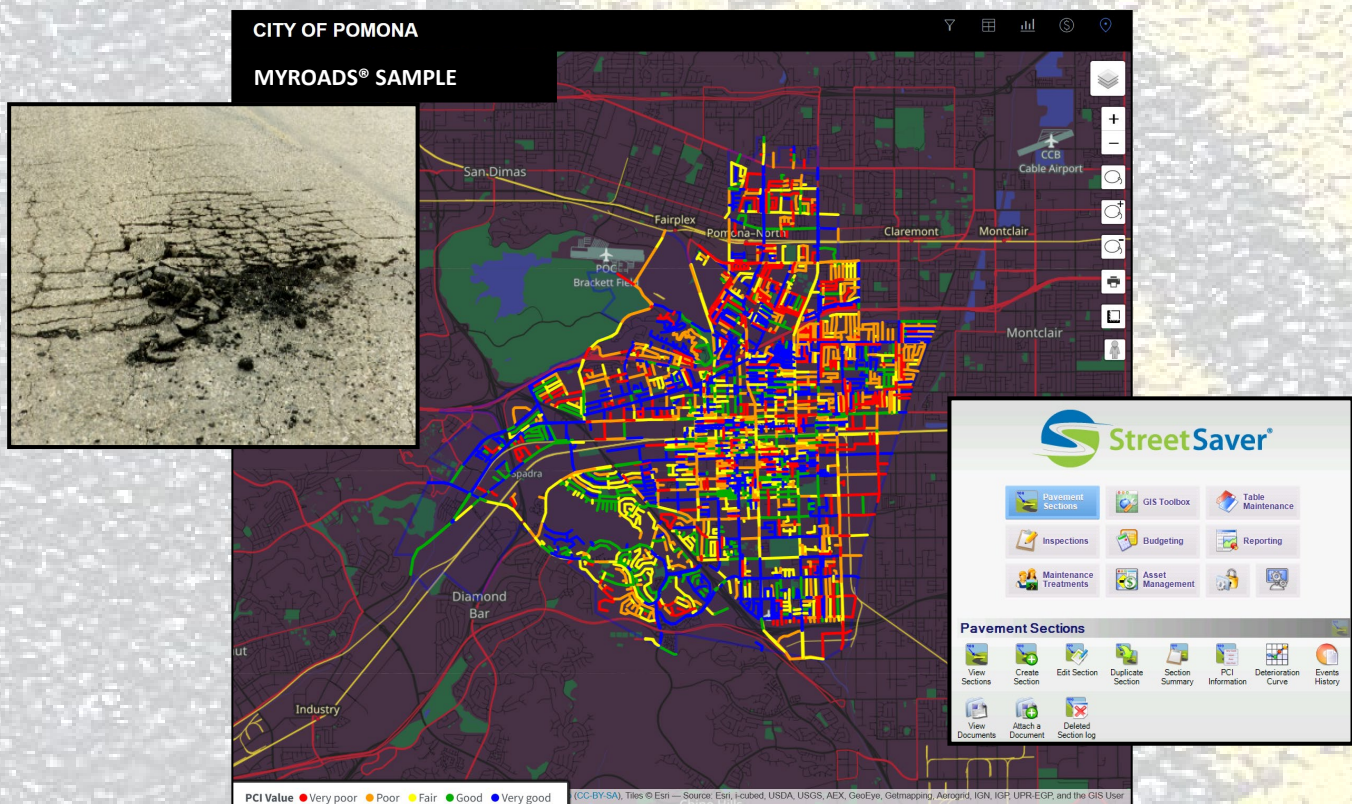
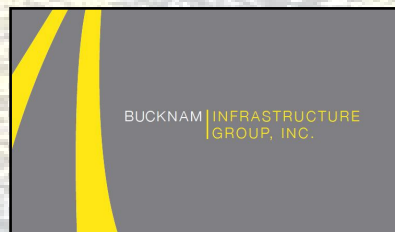


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December 20, 2024

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

Subject: Proposal for Pavement Management Program (PMP) Update

Dear David:

It is our pleasure to submit our proposal to assist the City of Diamond Bar in the continued proactive management of your Pavement Management Program (PMP). With the City seeking to move toward stronger infrastructure management methodologies through advanced pavement inspections, neighborhood/zone scheduling, capital improvement reporting, and GIS management, Bucknam Infrastructure Group, Inc. has identified a proactive and cost-efficient method to assist the City in updating your PMP and improving your overall PCI. Our team will focus our long-term PMP knowledge, extensive Los Angeles County experience and GIS/GPS technologies to optimize the City's maintenance/rehabilitation budgets.

Our project staff can be relied upon to provide outstanding service to the City. This will be accomplished by assisting the City in updating the neighborhood/zone M&R schedule, formulating a proactive Arterial CIP budget and providing realistic maintenance recommendations. Our firm is unique in that we provide:

- ❖ Relevant and accurate PMP services based on our ongoing work with numerous Los Angeles, Orange County and San Diego local agencies such as:
 - 36 of 88 Los Angeles County local agencies; 41% of LA County cities (e.g., Temple City, Rosemead, Alhambra, South El Monte, Duarte, Monrovia, Sierra Madre, Covina, La Verne, South Pasadena, Whittier, Downey, Lomita, Signal Hill, Gardena, Lawndale, RPV, Compton, Lynwood, South Gate, Long Beach, etc.)
 - Recent OCTA Pavement Preservation Program project where Bucknam assessed and generated a countywide 10-yr economic forecast for all 35 Orange County local agencies (StreetSaver / MicroPAVER assessments)
 - 21 of 35 Orange County Local agencies;
 - 20 San Diego/Inland Empire local agencies; and
 - Army Corps of Engineers ASTM D6433 compliant surveying, reporting and pavement analysis on an annual basis;
- ❖ Our project manager has worked within the SoCal Pavement Management industry for over twenty-six (26) years and has worked extensively with StreetSaver PMP software through turn-key data conversion projects to long-term, proactive pavement CIP scheduling that relies on accurate and cost-efficient bid documentation;



3548 Seagate Way, Suite 230
Oceanside, CA 92056
T: (760) 216-6529
www.bucknam-inc.com

- ❖ Project/engineering experience that brings the understanding that StreetSaver results are not set in stone; we proactively use the available data to enhance budget forecasting and CIP/O&M project planning;
- ❖ Cost effective management methodologies, from the project kickoff through final reporting, gained through our Project Manager's experience and use of Bucknam's MyRoads® dynamic PMP-GIS web-portal;
- ❖ As Project Manager, my goal is not just to meet the requirements of this project but establish a living document (Arterial & Local pavement CIP submittal) that will be used throughout the term of the CIP as well as implement achievable long-term infrastructure management goals in coordination with City schedules.

By selecting Bucknam Infrastructure Group, Inc., the City of Diamond Bar will receive a strong, knowledgeable, innovative, and communicative team with the experience to update a cost-effective pavement management program. Our handpicked pavement management professionals are committed to delivering quality services to the City. We have already scheduled time for your project and eagerly await our kick-off meeting with City staff and you.

Respectfully submitted,

Bucknam Infrastructure Group, Inc.



Peter J. Bucknam
President/Project Manager

Staffing Qualifications



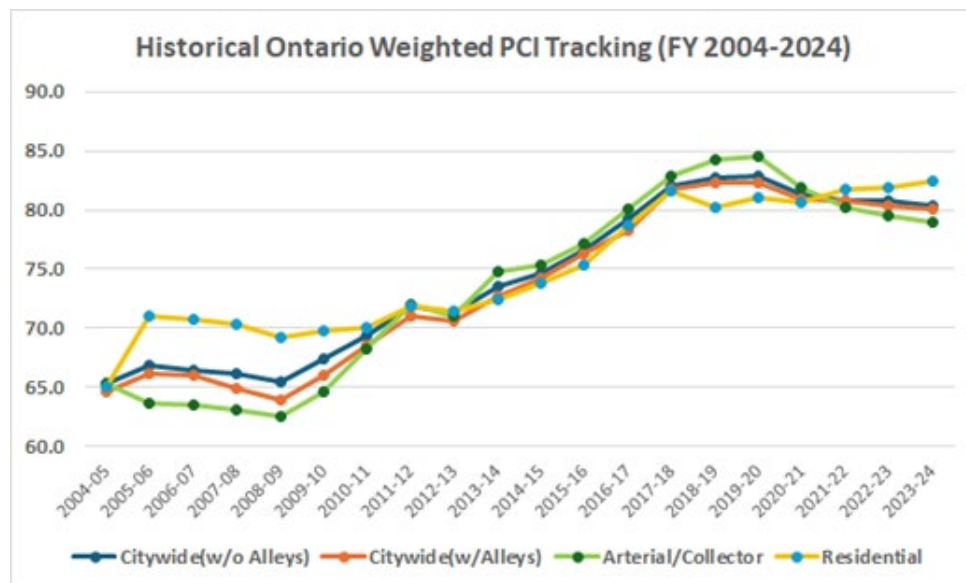
Project Team

The *Bucknam* pavement management team's local agency expertise is demonstrated through:

- ❖ Our experience of managing pavement projects over the past twenty-six years;
- ❖ Assisting cities comply with Los Angeles County PMP Propositions/Measures;
- ❖ Implementing StreetSaver/MicroPAVER throughout Southern California;
- ❖ Extensive Los Angeles, Orange, San Diego and Inland Empire PMP project management experience;
- ❖ Our understanding of public works projects from the "City" side through City Engineer and Public Works Director experience;
- ❖ Implementing a realistic, proactive and sustainable PMP methodology that matches your agencies needs and goals.

Bucknam will bring our extensive experience to the City of Diamond Bar by building upon our knowledge and understanding of your PMP goals. Mr. Peter Bucknam's pavement team includes ten (10) dedicated, qualified managers, GIS and field technicians that have served under his management for over twenty-six years on PMP projects. Our office is located in Oceanside, CA 3548 Seagate Way, Suite 230.

Historical PMP tracking of an agency's conditions (PCI's) truly reflects how the PMP is being managed; shown below is the City of Ontario's historical PCI from 2004 to 2024. Bucknam has been working with Ontario since 1998 and has been an essential part of long-term success shown.



His team of inspectors will update your PMP through sound Army Corps of Engineers – ASTM inspection methodologies. Mr. Bucknam's experience covers the implementation and management of infrastructure management programs that exceed 65,500 miles of pavement for more than 75 cities and 750+ PMP projects.

Staffing Qualifications



Bucknam – Key Project Team / Experience

PETER BUCKNAM, Project Manager, will be responsible for the day-to-day management, daily performance of the project, conditional review and provide budgetary modeling / analysis. He has managed 750+ pavement management projects over the past 26 years in the Southern California region and will be the Project Manager for Diamond Bar's PMP project. Within this time, he has served as project manager for over seventy-five agencies in Southern California. Peter is committed to the project from the receipt of the notice-to-proceed through completion and furthermore he is a PMP software trainer on StreetSaver/MicroPAVER and has performed numerous training sessions for local agencies. He has performed numerous training workshops covering software's such as StreetSaver and MicroPAVER. He brings his expertise to cities through converting, implementing, updating, and enhancing pavement management programs; this covers 20+ years (16 with Bucknam Infrastructure Group, 5 with Bucknam & Associates and 5 with Berryman and Henigar).

For example, Mr. Bucknam recently completed and provided a 10-yr Pavement Management Plan for the Orange County Transportation Authority (OCTA) which covered all 35 local agencies datasets, PCI evaluations, unit cost/annual revenue allocations and GIS. A Countywide evaluation that projected PMP needs for each agency and the County itself through 2032!

Mr. Bucknam will bring new, fresh and proactive recommendations to this project and will identify realistic program management and fiscal goals to assist the City in its upcoming CIP. Diamond Bar will receive recommendations that are sound and achievable, rather than timid or unrealistic.

STEVE BUCKNAM, P.E., Principal-in-Charge, will be responsible for the overall performance of the project and will provide quality assurance review. **Mr. Steve Bucknam is a licensed Civil Engineer (LIC #20903) and will oversee all tasks for this project.** Mr. Bucknam is a former Deputy City Manager for Public Works and City Engineer of Norwalk, and City Engineer in Arcadia and Pacifica, California. He has over 45 years of professional experience and has managed street maintenance, reconstruction and improvement programs. He has developed and administered Street maintenance and improvement programs in those cities as well as the City of Newport Beach where he served as Design Division head. He has extensive experience in capital program planning, pavement construction and budgeting for street improvement programs.

AARON SUTTON, GIS Manager, will oversee all GIS and PMS data migration prior and during the project. He drives all GIS creation, PMS mapping, editing and deliverables for the project and is our key staffer for the ArcGIS Online web-hosting services that we provide. Mr. Sutton has been involved with over 65 pavement management projects within Los Angeles, Orange, San Bernardino, Riverside, San Diego counties.

AARON COHODAS, Field Technician, will be a supportive field surveyor for this project. His responsibilities will include surveying, quality control, and working with our management staff ensuring the updated PMP database is complete. Mr. Cohodas has been involved with over 85 pavement management projects and brings his wealth of PMP software, GIS and inspection experience to this project. **Aaron is a certified ASTM D6433-20 inspector.**

NIKO BUSTAMANTE, Field Technician, will be a supportive field surveyor for this project. His responsibilities will include surveying, quality control, and working with our management staff ensuring the updated PMP database is complete. Mr. Bustamante has been involved with

Staffing Qualifications



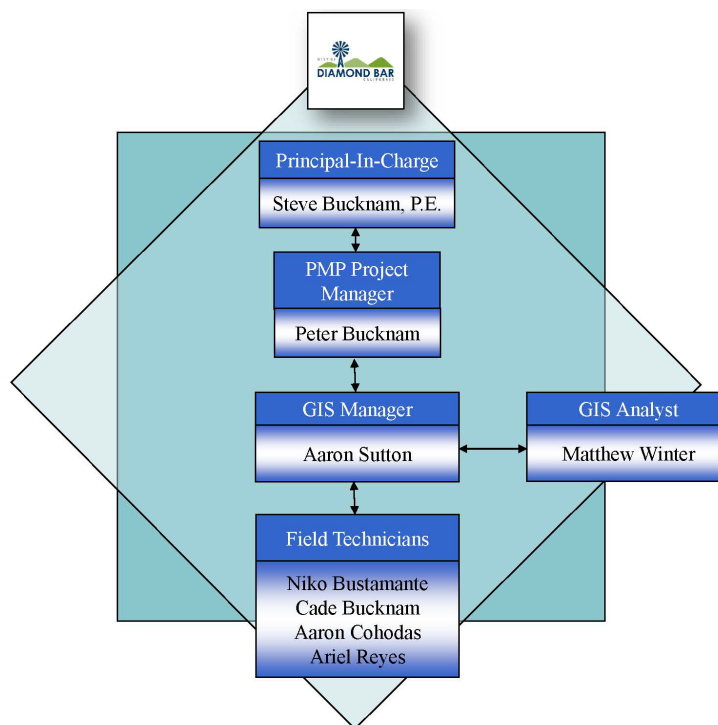
over 60 pavement management projects and brings his wealth of PMP software, GIS and inspection experience to this project. **Niko is a certified OCTA/ASTM D6433 inspector.**

CADE BUCKNAM, Field Technician, will be a supportive field surveyor for this project. His responsibilities will include surveying, quality control, and working with our management staff ensuring the updated PMP database is complete. He has been involved with over 25 pavement management projects and brings his wealth of PMP inspection, GIS and software experience to this project. **Cade is a certified OCTA/ASTM D6433 inspector.**

With multiple technicians on this project, that are trained in the Army Corps of Engineers survey methodology and available to begin work immediately, our survey schedule will be expedited.

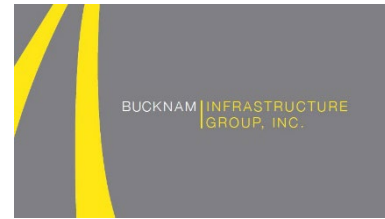
Our team will be able to survey the 145 centerline miles of Arterial/Collector, Local & Alley network and approx. 15 miles of the City's Existing Routes network within 7 weeks due to our experience, availability and manpower.

Team Organization Chart



Resumes on the following pages

Peter J. Bucknam / Project Manager
Director of Infrastructure Management – GIS



EDUCATION

B.A., Geography – Urban Planning, San Diego State University, 1997

PROFESSIONAL DATA

Member, American Public Works Association

Member, Maintenance Superintendents Association

Chair, Transportation Committee, Inland Empire Report Card (ASCE) – 2005/06 &

2008/09 Co-Chair, Member APWA Committee for Street and Technology 2003-2015

Certificate of Professional Development – ASTM D6433-18; MicroPAVER

Certificate of Completion – OCTA MicroPAVER / StreetSaver Distress Training (2011 thru 2023)

NASSCO – Certificate, National Pipeline Assessment Certification Program (PACP)

QUALIFICATIONS / EXPERIENCE OVERVIEW

Peter Bucknam is an expert in infrastructure project management, pavement management-training, planning, resource management, implementation and program management. He has over twenty years' experience in the area of infrastructure asset management and Geographic Information Systems. Mr. Bucknam has managed a wide range of Pavement Management infrastructure project tasks including the collection and input of PMP - ROW conditional survey data, preparation of Public Works capital improvement program projections and reports, infrastructure/software needs assessments, GIS/GPS data collection, data conversion and quality control.

Mr. Bucknam has performed infrastructure management services to over 70+ local agencies and is currently serving as project manager for numerous pavement management programs throughout Southern California. He has personally served as project manager for 750+ PMP projects throughout Riverside, San Diego, San Bernardino, Orange and Los Angeles counties. He has worked with over 20 San Diego/Inland Empire County cities, 36 Los Angeles cities and he is currently working with 21 of the 35 Orange County agencies regarding Measure M2 StreetSaver/MicroPAVER compliance.

His project level and management experience covers: pavement/sidewalk management, Traffic Control Device Inventories (TCDI), GIS implementation, Traffic Signal surveys, Right-of-Way (ROW) surveys, and ADA survey/compliance. In managing over 700+ infrastructure projects in the past twenty-six years, Mr. Bucknam has used a diverse amount of software to assist local agencies implement infrastructure management programs and GIS Enterprises. These programs include MicroPAVER, MTC StreetSaver, Zoom's GPSVision, CartéGraph, ESRI products, Crossroads, Lucity, Energov, Spillman, GBA Master Series, and MapInfo.

Prior to joining *Bucknam Infrastructure Group, Inc.*, Mr. Bucknam served as Director of Infrastructure Management-GIS with an Engineering consulting firm where he managed numerous public works infrastructure/ROW projects ranging from surveying, maintenance life-cycles, cost & benefit analysis, financing and construction cost estimating. This included researching, surveying, converting and implementing multiple phase pavement management projects which provided better management practices, data efficiencies and GIS functionality within local governments and maintenance facilities. In addition, he provided technical (software) support for the on-going citywide PMP projects as well as developing capital improvement plans/budgets for integrating Tablet-GIS data management functionality into future maintenance efforts.

SAMPLE OF PETER BUCKNAM'S PROJECT MANAGEMENT EXPERIENCE (1997-2024)

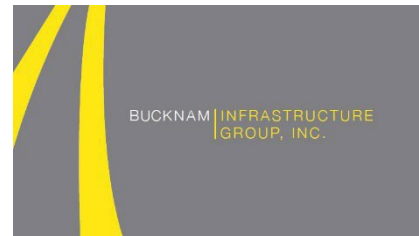
- 2024 Pavement Management Program, City of Temple City
- 2024 Pavement Management Program, City of Bellflower
- 2024 Pavement Management Program, City of Downey
- 2024 Pavement Management Program, City of Rancho Palos Verdes
- 2024 Pavement Management Program, City of Menifee
- 2024 Pavement Management Program, City of Garden Grove
- 2024 GIS Support Services, City of Alhambra
- 2024 GIS Support Services, City of Duarte
- 2024 Sidewalk Mngt. / GIS Support Services, City of Lakewood
- 2024 Pavement Management Program, City of Vista
- 2024 Pavement Management Program, Indian Wells CC, FAMD #1
- 2022-27 Pavement Management Program, City of Indian Wells
- 2024 Pavement Management Program, City of Monrovia
- 2024 Pavement Management Program, City of Whittier
- 2024 Pavement Management Program, City of Vista
- 2024-29 Pavement Management Program, City of Ontario
- 2019-24 Pavement Management Program, City of Ontario
- 2024-29 Sidewalk Management Program, City of Ontario (OMUC)
- 2023 Sidewalk Management Program-Pilot Study, City of Ontario (OMUC)
- 2024 Pavement Management Program, City of Gardena
- 2023-24 Sidewalk-ROW Management Program, City of Lakewood
- 2024 Pavement Management Program, City of Manhattan Beach
- 2023-24 Sidewalk Management Program, City of Fullerton
- 2024 Pavement Management Program, City of La Palma
- 2023-24 GIS Enterprise Support Services, City of Fountain Valley
- 2024 Pavement Management Program, City of Laguna Beach
- 2024 Pavement Management Program, City of Westminster
- 2024 Pavement Management Program, City of Norwalk
- 2024 Pavement Management Program, City of Buena Park
- 2024 Pavement Management Program, City of Duarte
- 2023 Pavement Management Program, City of Santa Ana
- 2023 Pavement Management Program, City of Orange
- 2023 Pavement Management Program, City of RSM
- 2023 Pavement Management Program, City of Laguna Hills
- 2023 Pavement Management Program, City of Del Mar
- 2023 Pavement Management Program, City of Fountain Valley
- 2023 Pavement Management Program, City of Compton
- 2023 Pavement Management Program, City of Lomita
- 2023 Pavement Management Program, City of Coronado
- 2023 Pavement Management Program, Orange County Water District
- 2023 Pavement Management Program, City of Huntington Beach
- 2023 Pavement Management Program, City of Lake Elsinore
- 2023 Pavement Management Program, City of Placentia
- 2023 Sign Management Program, City of Placentia
- 2023 Pavement Management Program, City of Norwalk

C. Stephen Bucknam, Jr., P.E., Principal-in-Charge

EDUCATION

B.S., Civil Engineering, Loyola University of Los Angeles, 1967

M.S., Environmental Engineering, Loyola University of Los Angeles, 1972



PROFESSIONAL DATA

Registered Professional Engineer, States of California (No.20903) and Washington (No.17310)

California State Community College Teaching Credential

Fellow, American Society of Civil Engineers

Former, City Engineer, Deputy City Manager, City of Norwalk

Member, Board of Directors – Urban Water Institute

Life Member, American Public Works Association

Member, Water Environment Foundation

Member, University of California Irvine, Civil & Environmental Engineering Affiliates

Honorary Member, Chi Epsilon

EXPERIENCE OVERVIEW

Over forty years' experience in the administration, management, planning, design and construction management of public works and development programs and projects including: water and wastewater projects, pavement management programs, transportation, drainage, including: program management, master planning, infrastructure planning and maintenance programming, environmental studies, street, highway, alley, storm drain, water and sewer system design, rate studies, emergency planning, facilities design, groundwater studies, wells, reservoirs, site studies, pump stations, lift stations, intergovernmental negotiations and agreements, hydrology, treatment facilities, building design, grants, regulatory permitting, system appraisals, R/W negotiations, acquisitions and documentation, project management, production control, operations studies, capital improvement programming and budgeting, hydroelectric projects, underground utilities, assessment districts, surveying, mapping, legal testimony to public boards, commissions and councils, and direction of technical advisory committees to joint powers agencies and water districts.

Transportation / Streets – Highways - Traffic

Served as Contract City Engineer for the City of Arcadia responsible for long range advanced planning of the City's transportation engineering program. Directed the preparation of the City's Transportation Master Plan which identified, consistent with the City's General Plan the transportation related needs under these requirements so of AB 1600 nexus constraints.

Acted as Principal in charge over a Pacific Coast Highway (SR-1)/Newport Boulevard (SR-55) interchange, City of Newport Beach. Project involves a study of various alternatives, conventional and unconventional, for improvements to the existing interchange.

Restraints include limited right-of-way, environmental challenges (e.g., Newport channel bridge widening, "Arches" liquor store and restaurant property acquisition, and existing bridge aesthetics), and potential hazardous waste issues. Alternatives were evaluated and selected to include in the PSR. Included project coordination with various agencies and sub consultants, and oversight of concept geometries, cost estimating, and report preparation.

Conceptual study, Project Study Report, and Project Report for I-710/Firestone Boulevard interchange modification and Firestone Boulevard improvements for City of South Gate. Also involved a feasibility study which included preparation of a traffic study, conceptual plans for several types of interchanges, construction cost estimates, and preliminary Caltrans Project Study Report. Prepared ISTE National Highway System funding application for authorization and appropriation. Coordination with Caltrans District 7.

Mr. Bucknam has served as the working Principal / Civil Engineer for all pavement management related projects that Bucknam has performed. This includes projects listed below:

- 2024 Pavement Management Program, Indian Wells CC, FAMD #1
- 2022-27 Pavement Management Program, City of Indian Wells
- 2024 Pavement Management Program, City of Monrovia
- 2024 Pavement Management Program, City of Whittier
- 2024 Pavement Management Program, City of Vista
- 2024-29 Pavement Management Program, City of Ontario
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- 2024-29 Sidewalk Management Program, City of Ontario (OMUC)
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- 2024 Pavement Management Program, City of Duarte
- 2023 Pavement Management Program, City of Santa Ana
- 2023 Pavement Management Program, City of Orange
- 2023 Pavement Management Program, City of RSM
- 2023 Pavement Management Program, City of Laguna Hills
- 2023 Pavement Management Program, City of Del Mar
- 2023 Pavement Management Program, City of Fountain Valley
- 2023 Pavement Management Program, City of Compton
- 2023 Pavement Management Program, City of Lomita
- 2023 Pavement Management Program, City of Coronado
- 2023 Pavement Management Program, Orange County Water District
- 2023 Pavement Management Program, City of Huntington Beach
- 2023 Pavement Management Program, City of Lake Elsinore
- 2023 Pavement Management Program, City of Placentia
- 2023 Sign Management Program, City of Placentia
- 2023 Pavement Management Program, City of Norwalk
- 2023 PMP Program Management, Inland Empire Utilities Agency
- 2021-23 Pavement Preservation Plan, OCTA
- 2023 Pavement Management Program, City of Fullerton

Relevant Experience / References



Firm Profile and Qualifications

Bucknam Infrastructure Group, Inc. (est. 2011, S-Corporation) has a full-

service office in Southern California and is committed to building stronger



3548 Seagate Way, Suite 230
Oceanside, CA 92056
T: (760) 216-6529
www.bucknam-inc.com

relationships with government organizations through frequent communication and team building. We build long-term partnerships with agencies that expect and require accuracy, efficiency, and integrity in all aspects of community services. Our experienced staff is committed to ensuring that immediate and long-term goals are met and are a top priority in the development of pavement management, infrastructure management, financial, geographic information systems (GIS), and facility management projects. Our full-service Infrastructure Management - GIS Division provides comprehensive engineering and infrastructure/GIS management services, as well as database management, pavement / ROW field inspection services, and GIS automation / management.

Our extensive professional service offerings include:

Regarding Pavement Management Programs, our firm is currently assisting 75+ local agencies complying with LA, Orange, Riverside, San Bernardino, and SD County's pavement reporting requirements.

Pavement-CIP Management (PMP)	Public Works Management
Pavement Data Conversion	ADA Self-Evaluation/Transition Planning
Pavement Condition Surveys	GASB 34 Compliance/Reporting
PMP Assessments/Software	Intranet GIS Implementation
PMP/GIS Deliverables	Contract GIS Services
ArcGIS Online Apps/Tool Development	Traffic Control Device/Sign Inventory
Public Right-of-Way Inventories	Maintenance Management Programs
PMP OCTA-Compliance Reporting	Record Retention/Scanning Services
Digital Roadway Imaging/Survey	Utility GIS Services

Regarding Pavement Management Programs, our firm is currently assisting 75+ SoCal local agencies complying with the County pavement reporting requirements. In addition to the extensive knowledge and experience of our infrastructure management professionals, Bucknam provides a broad scope of administrative, inspection, civil engineering, and GIS services to public agencies.

We look forward to working with you on your project. Our handpicked management professionals are committed to delivering quality services to the City. **Our office is located in Oceanside, CA 3548 Seagate Way, Suite 230 (10 employees).**

Delineation of Bucknam Infrastructure Group's Strengths

As Bucknam approaches twenty-seven (27) years of pavement management experience, our firm is distinct and unique in the fact that we have continued to improve upon our long-term local agency client based throughout Los Angeles County. Building and establishing long-term client relationships through PMP management is a clear delineation of our professional services.

Relevant Experience / References



Bucknam's experience and qualifications directly related to this project and other key delineation strengths include:

- 36 of 88 Los Angeles County local agencies; 41% of LA County local agencies (e.g., **Glendora, Rosemead, Temple City, Alhambra, South El Monte, Duarte, Monrovia, Sierra Madre, Covina, La Verne, South Pasadena, Whittier, Downey**);
 - Providing PMP services for 21 of the 35 Orange County local agencies in the past two years (60%);
 - 20 San Diego/Inland Empire local agencies;
 - Bucknam now implements Cloud-based Artificial Intelligence (AI) Learning Technology to calculate pavement section AC/PCC True Area quantities;
- 
- Implementation of Diamond Bar MyRoads® – PMP mapping (web-based access/use); requires no GIS software to view your PMP online (**See Task 3.6 within Scope of Work**);
 - Staff / Firm is certified through MTC and OCTA for use and management of StreetSaver / MicroPAVER respectively
 - Bucknam is ASTM D6433 certified through OCTA until June, 2026 for PMP services/inspections to local agencies;
 - Focused managers / field technicians that perform infrastructure management services at cost-competitive rates and deliver quality products;
 - Local presence (Oceanside office) allows our firm to be on-site within one hour to respond to Diamond Bar's requests and needs;
 - Proven Southern California PMP economic ROI regarding long-term Pavement CIP's recommendations, implementation, maintenance applications and increased PCI's

Relevant PMP Project Experience

The following project experience presents our description of work, its relevance in completing similar projects for numerous other agencies, Proposition C / LA County METRO compliance, OCTA Measure M2 PMP compliance, PMP software training expertise, and the broad knowledge of our pavement project team. Our project team brings over 75 years of public/private engineering and data management experience to the City of Diamond Bar. This includes over 750+ PMP projects covering turn-key projects, simply training of Agency staff with pavement management methods, County Measure/Proposition compliancy, financial strategies and Capital Improvement Programs.

Over the past twenty-six (26) years, we have worked on numerous projects similar to Diamond Bar's current PMP project. We have listed five (5) similar "long-term" pavement management projects that cover the same task descriptions as listed in your RFP:

Bucknam Infrastructure Group, Inc.

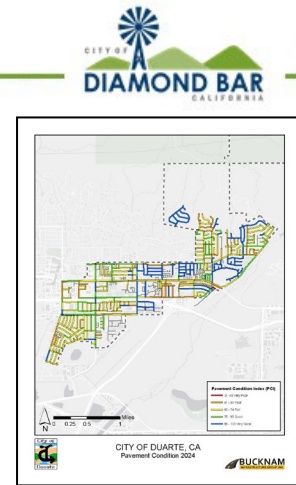
Citywide Pavement Management Program-GIS, City of Duarte (2018-2024)

Mr. Stephanie Sandoval, (626) 357-7931 x233; 1600 Huntington Dr., Duarte, CA 91010

(ssandoval@accessduarte.com)

Relevant Experience / References

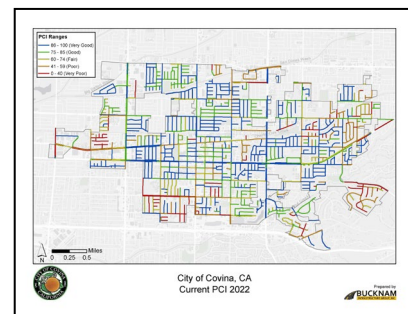
Since 2018 Bucknam has been contracted to perform citywide infrastructure management inventories for the City of Duarte (six years). Our initial project consisted of a complete turn-key effort in “re-segmenting” the City’s pavement management network, converting previous PCI inspection data, performing an ASTM D6433 based survey, implementation of PMP software and PMP-GIS integration. Additionally, our services included a complete evaluation of the City’s PMP budget, short-term and long-term budgetary analysis (Actual, Maintain and Recommended budgets) and GIS services that linked the City’s PMP database to the City’s GIS enterprise. **Our team just contracted with the City for 2024 PMP services; additionally, since 2019 Bucknam has provided annual GIS support services to the City.**



Citywide Pavement Management Program–GIS, City of Covina (2019-23)

Mr. Rafael Fajardo, City Engineer - (626) 384-5489; 125 East College Street, Covina, CA 91723-2199 rfajardo@covinaca.gov

During the summer of 2019, Bucknam was contracted to perform a citywide pavement management inventory for the City of Covina. This project consists of a complete turn-key effort in “re-segmenting” the City’s PMP network, converting previous PCI inspection data, performing an ASTM D6433 based survey, implementation of PMP software and PMP-GIS integration. Under this initial project, Bucknam developed a citywide forecast maintenance report to determine what level of funding is necessary to maintain today’s conditions. Another critical deliverable was the PMP-GIS layer and MyRoads® application which allowed staff to review the study findings as well as develop preliminary PS&E projects/schedules. **Bucknam was selected in July 2022 to perform the triennial PMP update for the City and completed the project in 2023.**



Citywide Pavement Management Program

City of Huntington Beach (FY 2001-2024)

Mr. Tom Herbel, City Engineer – (714) 374-1732
17371 Gothard St, Huntington Beach, CA 92647 Tom.Herbel@surfcity-hb.org

Over the past twenty-one years, our Project Manager (Mr. Peter Bucknam) has overseen/managed nine (11) biennial PMP projects for the City of Huntington Beach. The City has over 450 miles of streets to maintain and proactive manage. Bucknam has assisted the City staff with biennial surveys, GIS development and PMP compliance reporting resulting in annual PCI increases and reduction of deferred overlay maintenance. Bucknam was recently awarded the FY 2023-24 PMP update where we will be performing 315 miles of survey (MPAH + a portion of their Locals), implementation of MyRoads® web-portal PMP



Relevant Experience / References



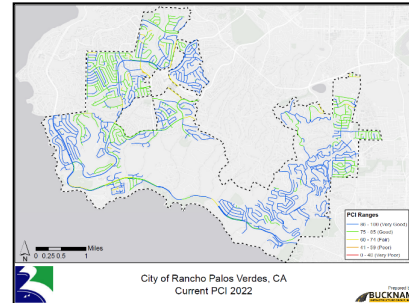
and the use of IBM-Watson SF calculations for AC / PCC pavements. Bucknam utilizes the most current ESRI ArcGIS Pro, ArcGIS Online, ArcMap for the management of the City's pavement, sidewalk and utility datasets; as well as within Bucknam's MyRoads® GIS web-portal app.

Citywide Pavement Management Program

City of Rancho Palos Verdes (2013-25)

Mr. James O'Neill, Project Manager – (310) 544-5247; 30940 Hawthorne Blvd., RPV, CA, 90275
joneill@rpvca.gov

Bucknam-RAS was recently selected for the 2025 PMP update that also includes ROW asset collection (sidewalks, C&G, guardrails, etc.) Historically, Bucknam was contracted with the City in 2013 for Pavement Management services and has performed triennial PMP updates for the past 12 years. Mr. Peter Bucknam has served as the City's consultant PMP Project Manager since 2013. Our annual pavement inspection and reporting services for the City's Engineering and Operations PMP has led to yearly, proactive increases in both the City's Arterial and Local conditions. Bucknam teamed with Roadway Asset Services (RAS).

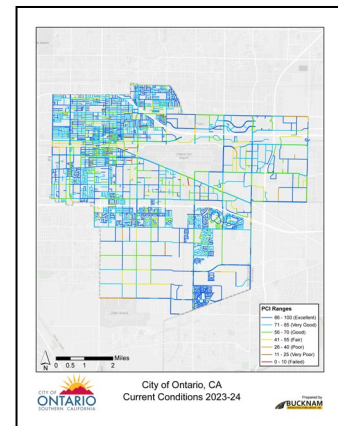


Citywide Pavement Management Program-GIS

City of Ontario (1998 thru 2030)

Mr. Tricia Maruki, Assistant City Engineer – (909) 395-2188
 303 East "B" Street, Ontario, CA 91764 tmaruki@ontarioca.gov

Bucknam has been working with the City of Ontario and its PMP since 2001; this covers over fourteen phases of inspection (all MicroPAVER), reporting and GIS management. Our services cover annual pavement inspections, CIP/maintenance budget analysis and reporting. Over the past twenty years our services have assisted the City in increasing their overall weighted PCI from the low 60's to the high 70's. The City includes almost 600+ miles of streets. Our Project Manager has worked with the City since 2001 and has worked with five different City project managers in regard to the PMP; this trust comes from our adherence to project deliveries, cost management and proactive PMP goals. **Bucknam is now under a five-year contract until FY 2030.**



Bucknam utilizes the most current ESRI ArcGIS Pro, ArcGIS Online, ArcMap for the management of the City's pavement and utility datasets; as well as within Bucknam's MyRoads® GIS web-portal app.

Project Schedule



Critical Path Method (CPM) Project Schedule

Our project schedule shows each major task identified in our scope of work, as well as quality control milestones and meetings.

Task Name	10-Feb	24-Feb	12-Mar	23-Mar	3-Apr	10-Mar	17-Apr	28-Apr	8-May	22-May
BASE SCOPE OF WORK										
1) Project Implementation										
Task 1.1 - Project Kickoff	X									
Assess PMP data / Establish Survey										
Task 1.2 - Project Status Meetings - Quality Control										
Project Status Meetings	X				X			X		
2) Client Satisfaction										
Task 2.1 - Project Deliverables								X		X
3) Scope of Work										
Task 3.1 - Update Maintenance and Rehabilitation Activities										
Assessment of PMP Database										
Task 3.2 - AI True Area PMP Segment Calculation										
Pavement Condition Surveys:										
145 Miles (Arterial/Collector, Local and Alley) & Approx. 15 Miles (Existing Routes)										
PCI Reporting				30%		60%		100%		
Quality Control Checks										
Develop Recommended Improvement Program										
Task 3.3 - Maintenance and Rehabilitation Assessment / Priorities										
Update Maintenance & Rehab Activities										
Task 3.4 - Citywide CIP / METRO Compliance Budget Reports										
City Review of Draft Final Report										
Project Status Meeting					X			X		X
Delivery of Final CIP Report										
Task 3.5 - PMP - GIS Mapping										
Task 3.6 - Diamond Bar MyRoads® PMP Web-Portal										
Task 3.7 - PMP Training / Technical Support										
Task 3.8 - Presentation										X

With a completed survey, our team will work with you to establish a PMP that provides specific, manageable pavement segments, detailed maintenance schedules of needed repairs and cost-conscious rehabilitation recommendations. This will assist your staff in preparing budget estimates required to complete the scheduled work for fiscal year 2025-26 and beyond.

Proposed Field Data Collection and Analysis Method



Project Understanding / Approach

As the City of Diamond Bar infrastructure matures, the City's staff is striving to update the City's Pavement Management Program (PMP) through cost effective condition surveys, engineering cost evaluation, Arterial CIP and "neighborhood" budgetary reporting and work history updates within the PMP database. **Bucknam's experience through adherence to scope, schedule and cost have proven itself over the past twenty-six (26) years of PMP service to Southern California local agencies.**

The City requires a team that will continue to not only survey the defined sections using cost-conscious methodologies but will create a comprehensive program that includes the enhancement of your multi-year PMP CIP, neighborhood maintenance, essential data for PS&E bid document preparation, MyRoads® and the knowledge of the inner workings of your StreetSaver PMP software.

Bucknam will provide these services through our proactive and accurate update of your PMP; we will address the City's primary goals of:

- Updating StreetSaver with 2025 maintenance data, segmentation improvements and inspections;
- Enhancing the Diamond Bar PMP database with 2022 to 2025 work history data entries;
- Surveying 145 centerline miles of the City's Arterial/Collector, Local & Alley network and approx. 15 miles of the City's Existing Routes during FY 2025;
 - Verifying / Updating pavement centerline and metric data (PMP vs. GIS);
 - Generating 2025 Pavement Condition Index (PCI) ratings for each segment;
- Developing a proactive preventative slurry seal / overlay rehabilitation schedules based on existing/current capital funding allocations;
- Establishing solid recommendations for current / future maintenance and rehabilitation needs;
- Utilizing the City's existing/current funding to generate a multi-year Capital Improvement Program (CIP);
- Recommending alternative maintenance budgets that demonstrate realistic return-on-investments (ROI), i.e., increase PCI and maintain PCI models, etc.
- Implementing the Diamond Bar MyRoads® PMP web-portal application

We have defined detailed phases to the scope of work in accordance to the City's RFP;

1. Project Implementation
2. Client Satisfaction
3. Scope of Work (Major Tasks)

Proposed Field Data Collection and Analysis Method



1) Project Implementation

TASK 1.1: Project Kickoff

The first step in updating a successful pavement management program truly resides in frequent communication and timely scheduled data updates. For the City of Diamond Bar, it will be essential to establish, up front, the Public Works and Engineering departments pavement management priorities. Our team will set a Project Kickoff meeting with City staff (i.e. Mr. David G. Liu, P.E.) to discuss and review in detail the expectations of the project, technical approach, section ID / GIS management & surveys, district/zone maintenance, StreetSaver upgrades & use, deliverables within the scope of work and the review of schedule.

This effort will build consensus between the Public Works and Engineering staff as well as build stronger Arterial CIP and Local neighborhood maintenance programs that complement large Public Works CIP projects and annual maintenance projects.

Additional key topics to be discussed will include the review and assessment of the existing StreetSaver pavement plan/data; its current and future use, MyRoads®, survey areas based on recent maintenance work and schedules, new construction, data quality and condition, current pavement procedures, historical expenditure levels and desired service levels.

Deliverable: Meeting minutes, revised project schedule (if necessary)

TASK 1.2: Project Status Meetings - Quality Control Program

Status Meetings and Progress Reports

- Minimum of three meetings during the project (kickoff, committee, City Council and status meetings) – minimum of eight (8) hours; Field review meetings; additionally bi-monthly progress status reports will be delivered to the City project manager.

Quality Control (QC)

We will use a statistical sampling approach for measuring the quality of our field technician's work. In this manner, 10 percent of the original annual surveys will be re-surveyed by an independent survey crew, supervised by a field supervisor, and the results will be compared to the original surveys (this will include QC of 14.5 miles of the City's PMP and approx. 1.5 miles of the Existing Routes network). Our QC process involves checking the field crews' work in a "blind study" fashion. This will ensure that all field personnel are properly collecting distresses and pavement quantities for all street segments.

PCI variance reporting will be performed where previous PCI data will be compared to newly inspected 2025 PCI data; if PCI's vary more than ten (10) points per year Bucknam staff will assess the potential cause through unrecorded work history, accelerated pavement deterioration, etc. Bucknam will record/log any discrepancies between the previous and current PMP databases (any corrections/changes to the database shall not be made without prior City staff approval).

Since we are collecting distress information on our field MobileRater tablets with the Diamond Bar PMP database live, our staff will perform several quality control tests within StreetSaver using a sample set of the City of Diamond Bar's street distress data.

Proposed Field Data Collection and Analysis Method



This will ensure that all system and analysis settings as well as City recommendations and standards are being followed. **Over the past two years, Bucknam has submitted fifty (50+) METRO/OCTA compliant reports for LA and Orange County municipalities, they include:**

Los Angeles County PMP Clients (Current)		
Long Beach	Alhambra	El Segundo
Duarte	Culver City	Lomita
Rancho Palos Verdes	Downey	Glendora
Signal Hill	Pomona	Sierra Madre
Monterey Park	Hermosa Beach	South Pasadena
Compton	Lynwood	Norwalk
Monrovia	Rosemead	Bellflower
Lawndale	Covina	Beverly Hills
La Verne	South Gate	La Habra Heights
San Marino	Temple City	South El Monte
West Covina	Commerce	Lakewood
Gardena	Manhattan Beach	Whittier
Orange County PMP Clients (Current)		
Brea	La Palma	Rancho Santa Margarita
Costa Mesa	Orange	Tustin
Laguna Hills	Laguna Beach	Westminster
Fountain Valley	San Juan Capistrano	La Habra
Huntington Beach	Laguna Woods Village	Fullerton
Seal Beach	Santa Ana	Placentia
Buena Park	Cypress	Stanton
	Garden Grove	

Our surveys follow the accepted ASTM D6433 procedure requirements. A copy of the QA/QC plan utilized by our staff during the project will be submitted along with the PMP certification documents. Our staff attends the OCTA PMP Distress Training Classes held each year, 2011 thru 2024. **In July 2024 our staff was acknowledged as “qualified inspectors and firm” to prepare PMP’s compliant with the OCTA Countywide Pavement Management Guidelines (this certification/compliance runs through June 2026).**

Additionally, Bucknam was selected by the Orange County Transportation Authority (OCTA) in 2022 to perform a 10-year Pavement Management Plan analysis on ALL 35 Orange County local agencies PMP’s.

2) Client Satisfaction

TASK 2.1: Project Deliverables

Shown throughout our Scope of Work, each Task is summarized with project deliverables. Client satisfaction will derive from frequent communication with the Project Manager and key staff members from the Public Works department. Project success is created by delivering on three main factors;

- 1) Adherence to scope tasks and deliverables
- 2) Performing to the standard set by the Project Schedule (Section 3); and

Proposed Field Data Collection and Analysis Method



3) Controlling costs.

Our Project Manager will follow each of these factors throughout the duration of the project

Deliverable: Project Status Updates, as stated in Task 1.2

3) Scope of Work (Major Tasks)

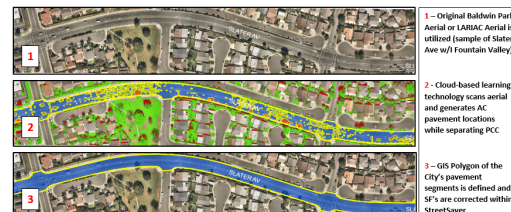
TASK 3.1: Update Maintenance and Rehabilitation Activities

The City will provide Bucknam with a complete listing of all major work (overlay, slurry, etc.) in hard copy/digital format to Bucknam for updating specific section work histories and PCI ratings. Bucknam will review all maintenance and rehabilitation projects completed and/or scheduled by the City since the last PMP update in 2022 performed by Bucknam; this will include work history updates on arterials, locals, and alleys. Our staff will enter the necessary work history updates as mentioned above (i.e. data entry of maintenance / rehabilitation activities) into your StreetSaver database.

Deliverable: Update PMP data, Work History report

TASK 3.2: Pavement Condition Surveys

First and foremost, the assessment of the City's pavement segmentation is one of the key priorities for this project. With three years between major inspections, it will be essential to verify that all PMP segmentation are up-to-date and that section true area SF quantities are verified, accurate and reliable.



This will be completed by utilizing Bucknam's cloud-based learning technology (AI) to correctly quantify square footages for each pavement section (see sample above). Bucknam's use of cloud-based learning technology is initiated by providing the AI with the City of Diamond Bar most recent aerial image; in doing so, defined AC and PCC segment true areas are calculated. These calculations are possible due to the cloud-based learning tech's inherent working knowledge of how to recognize edge-of-pavement, surface types, medians, bus pads and AC/PCC surface limits.

This ability will allow Bucknam to obtain the necessary quality control measurements for defined Diamond Bar PMP segments and to perform segment true area SF variance reports. This will in turn create more accurate PCI's, engineering project cost estimations, total centerline / square footages of the network as well as for unique pavement segments. We will review/assess new and/or missing streets previously excluded from the last PMP update and create the necessary segmentation within the Diamond Bar PMP database + GIS links. Once the pavement segmentation has been assessed and verified, the necessary inspections will be performed. Our survey methodology will include the following approach based on ASTM D6433 guidelines:

Proposed Field Data Collection and Analysis Method



1. **Walking** - All sections are surveyed through “two-pass test” walking methodologies. AC/PCC distress types will be collected based upon actual surface conditions and physical characteristics of the segment. Surveying methods will be conducted by remaining consistent with ASTM D6433 & the Army Corp of Engineers AC/PCC sampling guidelines while being flexible to current City requirements. All sample locations are observed through walking surveys; samples areas will cover a minimum of 20% of the total section area and will be 2,500 SF +/- 1,000 SF in size. The following Diamond Bar pavement sections are to be surveyed for the upcoming 2025 PMP update:
 - **2025** - The inspection of approximately 145 miles of Arterial, Local, and Alley segments will be performed.

Per the City’s request, Bucknam will perform additional inspections on approx. 15 miles of the City’s Existing Routes. This network will be treated as a standalone asset.

Our use of StreetSaver-MobileRater tablet units allows our staff to collect pavement data with the City of Diamond Bar’s StreetSaver database live in the field. Updated PMP data/inspections are transferred immediately to the StreetSaver cloud / Bucknam’s PMP Dashboard and can be reviewed at any time for quality control and management. **Our Tablet methodology sets us apart from the competition since we are using a paper-less inventory process to enter data; this in turn generates cost savings to enhance the project schedule and other portions of the project such as True Area SF calcs, CIP reporting, StreetSaver training and on-call services.**

Roadway Verification Survey - A listing of the field attribute data that is updated/verified during the survey for the pavement management database is listed below (METRO survey guidelines will be followed):

2. **Field Attribute Data (updated and/or verified)**

- Street name, from/to, indicating the assigned limits of the section, section rank
- Street ranking indicating arterial, collector, local, alley, # of lanes, surface type (AC, PCC)
- Historical PCI tracking from previous inspections and 2025 PCI inspections
- Segment quantities, indicating the length, width and area of the section

3. **Conditional data will be evaluated for all street segments and will include:**

- ASTM D6433 20 AC & 19 PCC distresses by type, severity and extent
- Sampling/conditional data typically pulled from within edge-of-pavement to edge-of-pavement
- PCI ratings (0-100), taking into account the surface condition, level of distress

We welcome staff members from the City of Diamond Bar to join our surveys. All pavement data will be entered into the City’s StreetSaver licensed software. All items listed above will be maintained by our staff for the duration of this project.

4. **Section Distress and PCI Reporting**

Upon 50% and 100% completion of the required condition surveys, we will prepare draft PCI Reports and PCI GIS maps that document the conditions of all pavement segments. This report will provide the necessary data for Bucknam and the City to use and determine projected street rehabilitation and maintenance project locations.

Proposed Field Data Collection and Analysis Method



The City and our staff will review the PCI reports to ensure that all inventory data is correct and the project is running smoothly. Our PCI Reporting will include:

- PCI Report – Sorted by Name (A to Z), PCI Order (0-100), Zone (1, 2, 3, etc.);
- Work history report; and
- GIS Maps presenting PCI's by section.

Once the City has reviewed, assessed and commented on the draft report, we will address all requested revisions and deliver the final reports.

Deliverable: Citywide PCI reports, compliant METRO PCI reports, PCI Variance report

DEVELOP RECOMMENDED IMPROVEMENT PROGRAM

TASK 3.3: Maintenance and Rehabilitation Assessment / Priorities

We will assist the City in developing the most cost-effective preventative maintenance and rehabilitation strategies necessary to achieve the desired level of serviceability. This will be accomplished by meeting with the City to discuss and strategize maintenance/rehabilitation activities that are currently being used by the City. Based on the City's current AC & PCC applications, and other maintenance practices used, we will conduct an historical and prospective analysis on the conditional and financial impact these practices have on the pavement network.

We will update the Diamond Bar StreetSaver "decision tree" that will be used to generate pavement recommendations that match current fiscal year maintenance/rehabilitation approaches/City practices. This will be accomplished by assessing/updating the unique and individual PCI ranges and deterioration curves within PMP software based on functional class (i.e. arterial, collector, local, alley) and age. Our staff will review the Diamond Bar deterioration curves that have been developed based on historical pavement condition, inspection, surface type, and road class data.

All maintenance practices/unit costs and scheduled projects will be integrated into the PMP and will be derived from the most recent construction bids. We will account for inflation rates when long-term revenue projections are made.

Our Project Manager/Principal will work closely with the City in defining sound engineering based repair and rehabilitation strategies for each fiscal year and for each defined PMP zone within the network. **Once the repair/rehabilitation strategies have been defined, a multi-year Forecasted Maintenance & Rehabilitation (FMR) schedules will be generated.**

The recommended budget scenarios will be identified on the basis of several criteria:

- Minimization inconveniences for Diamond Bar residents by providing more efficient annual CIP/rehabilitation plans
- Assessment and review of the City's Pavement CIP
- Present pavement conditions; Desired levels of service and available resources
- Projected / Forecasted PCI's per section
- Cost benefit of individual strategies (minimum of three (3) scenarios)

Proposed Field Data Collection and Analysis Method



- Scheduling with the City's major CIP projects (water, sewer, etc.)
- Budgetary findings/recommendations that satisfy METRO guidelines
- Local "Neighborhood Zone" fiscal year reporting/improvement scheduling
- Future routine maintenance needs based on projected deterioration rates

The primary emphasis of this task is to maximize the scheduling of street maintenance using the most cost-effective strategies available and taking into account a life-cycle cost analysis.

TASK 3.4: Citywide CIP / METRO Compliance Budget Reports

We will deliver the Final Report to the City which will be essential for staff reference and use as well as being presented in a way that is beneficial for elected officials/upper management. **This report will assist the City in complying with METRO guidelines and submittal requirements.** The report will be prepared in a format that uses the information delivered by StreetSaver in conjunction with the information and analysis performed by our team. The report will provide the City with information on:

- Identify present performance status of the entire network (section by section) as well as historical PCI performance;
- Current inventory and pavement conditions indices (PCI) for all road classes;
- Bucknam will identify standing water locations and implement these findings within the Final Report;
- Projected / feasible annual rehabilitation programs for street maintenance for a multi-yr period (Forecast Maintenance Reports) that show the largest return on investment and acceptable levels of service;
 - This will include a minimum of three (3) total scenarios;
- Modeling and comparison of budget scenarios typically include:
 - Based on needs – unlimited budget;
 - Current City pavement budget;
 - Ideal budget (to maintain or achieve an ideal network PCI level);
- Strategies and recommendations for the City's CIP/maintenance programs and procedures, including a preventative maintenance schedule;
- Recommended action plan for future PMP updates and Arterial/Collector & Local survey schedules
- Representation of forecasted scenarios within GIS Toolbox / GIS mapping
- Supporting documentation required by METRO;
- A detailed breakdown of deferred maintenance (backlog); and
- Conduct a presentation of the PMP results to City Personnel and/or elected officials.

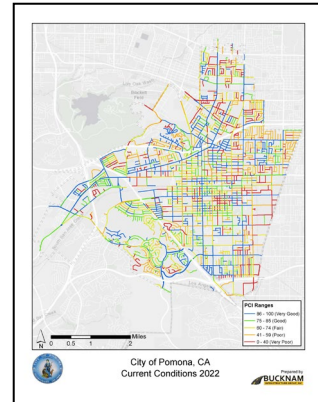
Deliverable: One (1) digital copy of the Final Pavement PMP Report (.pdf), will be sent to the City. Bucknam will also provide three (3) hard copies and final digital copies of the project related GIS files.

Proposed Field Data Collection and Analysis Method



TASK 3.5: PMP – GIS Mapping

As an enhancement and proactive approach to this project, our staff will update the Pavement-GIS link between MyRoads®, StreetSaver GIS Toolbox and the City’s GIS Enterprise. Bucknam will need to gain access to the 2022 PMP-GIS shapefile; this will allow our staff to utilize the file and prepare internal PMP editing, survey and reporting. Our staff will review, with City staff, all ongoing upcoming capital projects that may impact the GIS mapping delivered for this project. The maps described below will be incorporated into the City’s Final PMP report:



- PCI condition values for every section
- Work History identifications
- Multi-yr Arterial / Local Rehabilitation and Slurry Seal Programs
- Functional classification, traffic classification and surface type maps

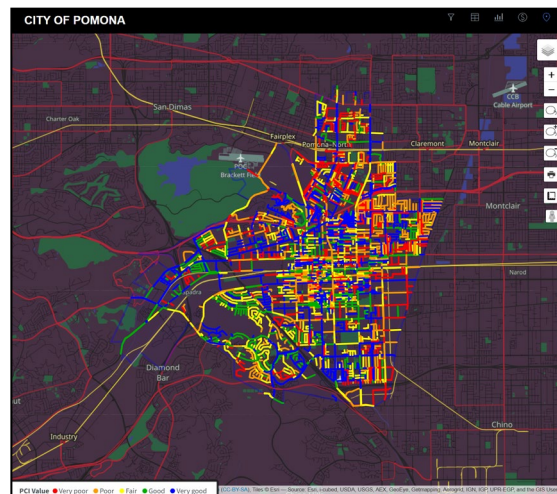
Once the Pavement Segmentation Report is finalized, we will update the necessary StreetSaver-GIS linkages. By using the unique Street ID’s within StreetSaver and the City’s ESRI PMP shapefile ID’s, we will update the one-to-one match for each pavement section in the GIS. Our staff will coordinate all project deliveries with the Public Works and the GIS division to ensure that the most current and accurate PMP-GIS maps are represented within the City’s GIS enterprise.

Deliverable: Complete GIS files/themes based on list above (project .mxd/shapefiles).

TASK 3.6: Diamond Bar MyRoads® PMP Web-Portal

Diamond Bar MyRoads® Web-Portal

Bucknam’s MyRoads® is a great match for the Diamond Bar PMP today and the future. **MyRoads® brings your PMP data to life within a dynamic dashboard!** **Bucknam has shown your neighbor, the City of Pomona’s MyRoads® account actively working!** Bucknam now provides all our PMP clients with a unique and agency driven “MyRoads®” web-portal that provides instantaneous access to your pavement management database. This “dashboard” allows users to toggle through individual sections via GIS mapping selections, zone queries, rank selection, PCI ranges, etc. to review all section metrics, latest/previous inspections, work histories generate filtered PCI reports and identify potential maintenance costs based upon your unique needs. This tool will be accessed by City staff simply through a Username/Password methodology. As changes are made to the Diamond Bar PMP database the MyRoads® dataset is changed to reflect work history edits, PCI inspections and section changes. In summary, MyRoads® allows the user to perform the following dynamic functions:



Proposed Field Data Collection and Analysis Method



- Query specific pavement segment(s) to view current/historic PCI, work history inspection;
- Filter for pavement sections within a defined zone, PCI range and/or functional class;
- Select a pavement section or grouping of section through the on-board GIS tool;
- Enter slurry, overlay & reconstruction unit costs to determine preliminary cost of maintenance and resulting citywide PCI
 - Display critical street / sidewalk / ROW assets along pavement section(s) that are critical to Engineering Bid development and solicitation (ADA ramps, utilities, manholes, trees, etc.)
- Displays all final GIS project maps (PCI, work history, multi-yr forecasted maintenance, etc.)
- Bucknam will train Diamond Bar staff in the simple use of the MyRoads® dashboard.

Deliverable: PMP software training, field and internal technical support

TASK 3.7: PMP Training / Technical Support

With PMP software use being one of the key components to a successful PMP update, we will provide City staff with quality training and the necessary skills needed to maintain the PMP. Bucknam will provide City staff with all collected pavement/GIS data. Bucknam staff will conduct comprehensive training sessions covering PMP implementation, PMP methodologies, field survey practices, PCI calculations, StreetSaver use, editing/updating the database, MyRoads®, budget needs analysis, and how to publish PMP data to GIS. Training typically involves several hours of training on StreetSaver, MyRoads® software and GIS data. There is no minimum or maximum number of people that can be trained under this methodology. Technical support will include the provision of PMP support for two years upon completion of the project (annually). Once the City has approved the Pavement Condition Index Report under this year's work effort, this service will become active. Our typical support services include:

- Additional budget scenarios, general reporting
- Additional visual inspections above the mileage amount indicated in Task 3.2
- Additional pavement management – GIS mapping
- Additional StreetSaver training, operational use

The agreement will include the provision of onsite and telephone support for the City staff.

TASK 3.8: PMP Presentation

Bucknam will attend any necessary upper management / City Council meetings to support and present the updated Diamond Bar Pavement Management Plan report. Bucknam will develop and finalize a Power Point presentation (if needed) to demonstrate the project and its findings/recommendations. The presentation will be pro-bono.

Sample of Consultant's Quality of Work



Sample Work Product

Bucknam has provided below a sample Pavement Management Program Report for the City of Manhattan Beach via Hyperlink.

https://drive.google.com/file/d/1b7cI6kqo8mRdwveM2u11S_UhHE86Znnk/view?usp=drive_link

Certificate of Insurance



Bucknam Certificate of Insurance

Below is our firm's certificate of insurance.

ACORD®		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 9/18/2024																																																									
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																																															
PRODUCER WTW MIDWEST INC 233 S WACKER DR, SUITE 2000 CHICAGO IL 60606				CONTACT NAME: PHONE (A/C, No, Ext): (888) 780-5381 FAX (A/C, No): (866) 828-2424 E-MAIL ADDRESS: Certificate@Hanover.com																																																											
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ACORD 25 (2016/03)

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Fee Schedule



Proposed Fee

Task Items 1 through 3 can be accomplished on a **time and materials, not-to-exceed** basis in accordance with the standard hourly rate schedule attached. Our anticipated fee including labor and reimbursable expenses is projected to be \$59,990 for the duration of the contract. We have included our fee schedule below for the City's consideration.

	Description	Principal	Project Manager	GIS Manager	Senior Technician	Field Technician(s)	Admin	Total by Task
	2025 Base Fee	\$315/hr	\$225/hr	\$165/hr	\$155/hr	\$110/hr	\$100/hr	
Task 1	Project Implementation							
Task 1.1	Project Kickoff		2		1			\$605
Task 1.2	Project Status Meetings - Quality Control Program		3	2	3	26		\$4,330
Task 2	Client Satisfaction							
Task 2.1	Project Deliverables		2	2	2		1	\$1,190
Task 3	Scope of Work							
Task 3.1	Update Maintenance and Rehabilitation Activities		2			14		\$1,990
Task 3.2	Pavement Condition Surveys							
	True Area PMP Segment Calculation (160 miles)							\$7,700
	Pavement Condition Surveys (Citywide/Alleys 145 miles & Existing Routes Approx. 15 miles)		2	2	2	260		\$29,690
Task 3.3	Maintenance and Rehabilitation Assessment - Priorities		4					\$900
Task 3.4	Citywide CIP / METRO Compliance Budget Reports	1	26	4			1	\$6,925
Task 3.5	PMP - GIS Mapping		1	6	2			\$1,525
Task 3.6	Diamond Bar MyRoads® PMP Web-Portal							\$750
Task 3.7	PMP Training / Technical Support							\$1,800
Task 3.8	PMP Presentation							Pro-Bono
	Reimbursables (mileage, printing, materials)							\$2,585
	All deliverables will become property of the City of Diamond Bar							
	All Tasks are negotiable							
	Total Hours per Staff	1	42	16	10	300	2	
	Total Base Fee (FY 2025)	\$ 315	\$ 9,450	\$ 2,640	\$ 1,550	\$ 33,000	\$ 200	\$59,990
	Optional Services							
Additional services outside of this contract will be negotiated with the City where we will use the Standard Hourly Rate Schedule shown here.								
*Notes / Assumptions:								
All Tasks	Bucknam and Inspectors are qualified/certified through ASTM D6433 / OCTA until FY 2026							
Task 3.2	Bucknam has calculated approx. 15 miles of Existing Routes and will work with the City in defining an exact mileage							
Task 3.5	Bucknam will work with the City's IT/GIS staff to ensure all GIS data is published within the City's GIS Enterprise							
All Tasks	It is Bucknam's understanding that annual StreetSaver license fees will be paid by the City outside this contract							

Should the City desire to increase the service level above the hours outlined above for the Task items 1 through 3 or require other services not described herein, a fee adjustment would be negotiated and mutually agreed upon by both parties.

Fee Schedule



Standard Hourly Rate Schedule

<u>Category</u>	<u>Rate</u>
Principal	\$ 315
Pavement Management Project Manager	225
Senior Project Manager	215
Management Analyst	180
Project Engineer / Planner	170
Sr. Engineer / GIS Manager / Sr. Inspector	165
Assistant Engineer / Sr. Technician / GIS Analyst	155
CADD Operator	120
Field / GIS Technician	110
Administrative Assistant	100
Clerical / Word Processing	100
 <u>Reimbursables</u>	
Mileage	\$0.77/mile
Subconsultant Services	Cost + 15%
Reproduction	Cost + 15%
Travel & Subsistence	Cost + 15%
Fees & Permits	Cost + 15%
Computer Services (External)	Cost + 15%

Rates Effective 7/1/24



3548 Seagate Way, Suite 230
Oceanside, CA 92056
T: (760) 216-6529
www.bucknam-inc.com

Agenda #: 7.1
Meeting Date: February 18, 2025



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council
 FROM: Daniel Fox, City Manager 
 TITLE: **CITY COUNCIL APPOINTMENT OF PARKS AND RECREATION, PLANNING, AND TRAFFIC AND TRANSPORTATION COMMISSIONERS.**
 STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Ratify Council Appointments.

FINANCIAL IMPACT:

None.

BACKGROUND & DISCUSSION:

The City of Diamond Bar has three standing Commissions: Parks and Recreation Commission, Planning Commission, and Traffic and Transportation Commission. The Commissions serve in an advisory capacity to the City Council. Each Council Member is authorized to appoint one individual per Commission to serve a two-year term, subject to confirmation by a majority vote of the Council. At the end of each Commission term, Council Members may choose to reappoint standing Commissioners or choose new appointees.

February 28, 2025 marks the end of the current term. At this time, it is appropriate for the City Council to make their Commission appointments for the next two years through February 2027.

The City promoted the Commission appointment process for four weeks, distributing information through the City's website and social media outlets, Council meeting announcements, and DBtv. Interested individuals were required to submit applications to the City Clerk by the January 31, 2025 deadline. A total of 50 applications were received. All qualified applications received by the deadline were forwarded to each

Council Member for consideration in making their appointments.

The Commission appointments from each of the Council Members are as follows:

Mayor Chia Yu Teng

Saman Mahmood	Parks and Recreation Commission
Ruben Torres	Planning Commission
Romulo Morales	Traffic and Transportation Commission

Mayor Pro Tem Steve Tye

Lee Mao	Parks and Recreation Commission
Naila Barlas	Planning Commission
Patrick Mercado	Traffic and Transportation Commission

Council Member Andrew Chou

Andrew Wong	Parks and Recreation Commission
Bill Rawlings	Planning Commission
Raphael Plunkett	Traffic and Transportation Commission

Council Member Stan Liu

David Wu	Parks and Recreation Commission
Surendra Mehta	Planning Commission
Gary Busteed	Traffic and Transportation Commission

Council Member Ruth Low

Cynthia Quan	Parks and Recreation Commission
Brian Worthington	Planning Commission
Amy Mao	Traffic and Transportation Commission

PREPARED BY:

Kristina Santana

Kristina Santana, City Clerk

2/18/2025

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager

2/13/2025