City of
Diamond Bar

City Council Agenda

Tuesday, January 21, 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 (914) 614-3221, Access Code: 941-072-548 OR visit: https://attendee.gotowebinar.com/register/1101129454066139735.

How to Submit Public Comment:
The public may provide public comment by attending the meeting in person, by sending an email, or by logging into the teleconference. Please send email public comments to the City Clerk at cityclerk@DiamondBarCA.gov by 4:00 p.m. on the day of the meeting and indicate in the Subject Line "FOR PUBLIC COMMENT." Written comments will be distributed to the Council Members, noted for the record at the meeting and posted on the City's official agenda webpage as soon as reasonably practicable (found here: http://diamondbarca.iqm2.com/Citizens/Default.aspx).

The public may log into the meeting through this link: https://attendee.gotowebinar.com/register/1101129454066139735. 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.

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/1101129454066139735 AND ARCHIVED VIEWING ON THE CITY'S WEB SITE AT WWW.DIAMONDBARCA.GOV.

CITY OF DIAMOND BAR

CITY COUNCIL AGENDA

January 21, 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 No. LA-CE-1752-M
CALL TO ORDER:	6:30 p.m.
PLEDGE OF ALLEGIANCE:	Mayor
INVOCATION:	Ab Kastl, Associate Pastor, Landmark 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:

1.1 Proclamation Declaring January 29, 2025 as Lunar New Year.

2. CITY MANAGER REPORTS AND RECOMMENDATIONS:

2.1 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 Free Catalytic Converter Etching – January 22, 2025, 9:00 a.m. – 11:00 a.m., Calvary Chapel Golden Springs, 22324 Golden Springs Dr. (subject to cancellation).

4.2 Parks and Recreation Commission Meeting – January 23, 2025, 6:30 p.m., online teleconference and City Hall Windmill Room, 21810 Copley Dr.

4.3 Special City Council Meeting – January 27, 2025, 6:30 p.m., online teleconference and Windmill Community Room, 21810 Copley Dr.

4.4 Planning Commission Meeting – January 28, 2025, 6:30 p.m., online teleconference and City Hall Windmill Room, 21810 Copley Dr.

4.5 Commission Recruitment Application Deadline – January 31, 2025.

4.6 Coffee with a Cop – February 1, 2025, Bageloo, 1200 S. Diamond Bar Blvd. Ste. 102 (subject to cancellation).

4.7 City Council Meeting – February 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 DECEMBER 17, 2024 REGULAR MEETING.

5.1.a December 17, 2024 City Council Regular Meeting Minutes

Recommended Action:

Approve the December 17, 2024 Regular City Council meeting minutes.

Requested by: City Clerk

5.2 RATIFICATION OF CHECK REGISTER DATED DECEMBER 10, 2024 THROUGH JANUARY 7, 2025 TOTALING $1,883,371.33.

Recommended Action:

Ratify the Check Register.

Requested by: Finance Department

5.3 TREASURER'S STATEMENT.

Recommended Action:

Approve the December 2024 Treasurer's Statement.

Requested by: Finance Department

5.4 CONTINUED PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION ("PLHA") PROGRAM.

Recommended Action:

A. Adopt Resolution No. 2025-01 approving the City's participation in Year 5 of the Los Angeles Urban County PLHA Program; and

B. Determine that the proposed action does not constitute a project and is therefore exempt from the California Environmental Quality Act ("CEQA").

Requested by: Community Development Department

5.5 CONSULTANT SERVICES AGREEMENT WITH DE NOVO PLANNING GROUP TO PREPARE NECESSARY ENVIRONMENTAL DOCUMENTS FOR A PROPOSED ELECTRONIC BILLBOARD LOCATED AT 880 SOUTH LEMON AVENUE.

Recommended Action:

Approve, and authorize the City Manager to sign, the Consultant Services Agreement with De Novo Planning Group to prepare the necessary environmental documents pursuant to the California Environmental Quality Act in the not-to-exceed amount of $64,950.

Requested by: Community Development Department

5.6 CONSULTING SERVICES AGREEMENT WITH SYTECH SOLUTIONS FOR DOCUMENT SCANNING SERVICES.

Recommended Action:

Approve and authorize the City Manager to sign Consulting Services Agreement with SyTech Solutions for document scanning services through June 30, 2028.

Requested by: City Manager

6. PUBLIC HEARINGS:

6.1 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM ALLOCATIONS FOR FISCAL YEAR 2025/2026.

Recommended Action:

A. Open the public hearing to receive public testimony;

B. Close the public hearing; and

C. Adopt Resolution No. 2025-02 approving the Community Development Block Grant Funding Allocations for Fiscal Year 2025/26.

Requested by: Community Development Department

7. COUNCIL CONSIDERATION:

7.1 TRANSMITTAL OF THE FISCAL YEAR 2023/24 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR).

Recommended Action:

Receive and File the Fiscal Year 2023/24 Annual Comprehensive Financial Report.

Requested by: Finance Department

7.2 APPROVAL OF A REAL PROPERTY TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS WITH THE DIAMOND BAR LITTLE LEAGUE FOR PROPERTY LOCATED AT 22601 SUNSET CROSSING ROAD.

Recommended Action:

Approve Resolution No. 2025-03, a Resolution of the City Council of the City of Diamond Bar approving a Real Property Transfer Agreement and Escrow Instructions with the Diamond Bar Little League for property located at 22601 Sunset Crossing Road.

Requested by: City Manager

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

9. ADJOURNMENT:

Agenda #: *5.1*
Meeting Date: *January 21, 2025*

CITY OF DIAMOND BAR INCORPORATED 1989

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **CITY COUNCIL MINUTES OF THE DECEMBER 17, 2024 REGULAR MEETING.**

STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve the December 17, 2024 Regular City Council meeting minutes.

FINANCIAL IMPACT:

None.

BACKGROUND/DISCUSSION:

Minutes have been prepared and are being presented for approval.

PREPARED BY:

Kristina Santana

Kristina Santana, City Clerk 1/21/2025

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager 1/7/2025

Attachments:

1. 5.1.a December 17, 2024 City Council Regular Meeting Minutes

CITY OF DIAMOND BAR
MINUTES OF THE CITY COUNCIL REGULAR MEETING
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT/MAIN AUDITORIUM
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
DECEMBER 17, 2024

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

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

INVOCATION: Deacon Alfredo Guerrero, St. Denis Catholic Church

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

Absent: None.

Staff present in person: Dan Fox, City Manager; Omar Sandoval, City Attorney; Ryan McLean, Assistant City Manager; Anthony Santos, Assistant to the City Manager; Amy Haug, Human Resources and Risk Manager; Jason Jacobsen, Finance Director; David Liu, Public Works Director; Cecilia Arellano, Community Relations Manager; Joan Cruz, Administrative Coordinator; Kristina Santana, City Clerk.

Staff present telephonically: Greg Gubman, Community Development Director; Ryan Wright, Parks and Recreation Director.

Others present: Aaron Scheller, Deputy, Diamond Bar/Walnut Sheriff's Station; Leticia Pacillas, LACFD Community Services Liaison.

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

1. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS: None.

2. CITY MANAGER REPORTS AND RECOMMENDATIONS:

2.1 Post Election Wrap-Up on State, County and Local Ballot Measures. Presentation by City Manager Dan Fox.

3. PUBLIC COMMENTS:

The following provided public comments:

Cynthia Yu, Diamond Bar Library Manager

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

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

5. CONSENT CALENDAR: C/Liu moved, C/Low seconded, to approve the Consent Calendar. Motion carried 5-0 by the following Roll Call vote:

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

5.1 APPROVED CITY COUNCIL MINUTES:

5.1.A DECEMBER 3, 2024 CITY COUNCIL REGULAR MEETING.

5.2 RATIFIED CHECK REGISTER DATED NOVEMBER 13, 2024 THROUGH DECEMBER 9, 2024 TOTALING $3,386,142.03

5.3 APPROVED NOVEMBER 2024 TREASURER'S STATEMENT.

5.4 APPROVED AMENDMENT TO THE COMPENSATION PLAN FOR ONE PART-TIME NON-BENEFITTED CLASSIFICATION OF EMPLOYMENT.

5.5 ADOPTED RESOLUTION NO. 2024-42 AUTHORIZING EXECUTION OF FUNDING AGREEMENTS FOR STATE AND FEDERAL FUNDING, APPROVED WVWD UTILITY AGREEMENT, APPROVED LACFCD TRASH EXCLUDER AGREMENT AND ADOPTED A CLASS 1 CEQA EXEMPTION FOR THE DIAMOND BAR BOULEVARD COMPLETE STREETS PROJECT.

6. PUBLIC HEARINGS: NONE.

7. COUNCIL CONSIDERATION:

7.1 ANNUAL APPOINTMENT OF COUNCIL MEMBERS TO SERVE ON LOCAL AND REGIONAL BOARDS, COMMISSIONS AND COMMITTEES.

CM/Fox presented the report.

There were no Public Comments.

MPT/Tye moved, C/Chou seconded, to ratify the Mayor's appointments, and adopt Resolution No. 2024-43 confirming appointments to the San Gabriel Valley Council of Governments. 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).

Council Member Chou reported on attending the State Board Meeting for the League of California Cities.

Mayor Teng reported on attending the Los Angeles County Sanitation District No. 21 meeting.

9. ADJOURNMENT: With no further business to conduct, M/Teng adjourned the Regular City Council Meeting at 6:56 p.m.

Respectfully Submitted,

____

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 21st day of January, 2025.

____

Chia Yu Teng, Mayor

Agenda #: 5.2
Meeting Date: January 21, 2025

CITY OF DIAMOND BAR INCORPORATED 1989

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **RATIFICATION OF CHECK REGISTER DATED DECEMBER 10, 2024 THROUGH JANUARY 7, 2025 TOTALING $1,883,371.33.**

STRATEGIC GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of $1,883,371.33.

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 December 10, 2024 through January 7, 2025 totaling $1,883,371.33 is being presented for ratification. All payments have been made in compliance with the City's purchasing policies and procedures, and have been reviewed and approved by the appropriate departmental staff. The attached Affidavit affirms that the check register has been audited and deemed accurate by the Finance Director.

PREPARED BY:

Luisa Allen

Luisa Allen, Accounting Technician 1/21/2025

REVIEWED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director 1/14/2025

Jason Jacobsen

Jason Jacobsen, Finance Director 1/14/2025

Attachments:

1. 5.2.a Check Register Affidavit 1-21-2025
2. 5.2.b Check Register 1-21-2025

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 December 10, 2024 through January 7, 2025 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

Description	Amount
General Fund	$1,517,940.13
Measure W Local Return Fund	$12,613.20
Measure M Local Return Fund	$456.03
Measure R Local Return Fund	$456.03
Prop A Transit Tax Fund	$15,963.74
Prop C Transit Tax Fund	$6,747.89
Community Dev Block Grant Fund	$30,693.71
LLAD 38 Fund	$62,034.07
LLAD 39 Fund	$10,881.27
LLAD 41 Fund	$17,477.93
Integrated Waste Mgmt Fund - AB939	$23,538.31
Pool Cash Fund	$22,506.40
PEG Fees Fund	$750.00
Capital Imprv Project Fund	$20,909.04
Vehicle Maintenance & Equip Fund	$1,374.13
OPEB Reserve Fund	$1,896.00
Eq Maint & Replacement Fund	$137,133.45
	$1,883,371.33

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
14025	12/19/2024	SOUTHERN CALIFORNIA EDISON		633 GRAND PED (110724-120824)	238638	52210	$155.09
						CHECK TOTAL	**$155.09**
14026	12/23/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 2746 BREA CYN BPED - LS-3	100655	52210	$118.53
						CHECK TOTAL	**$118.53**
14027	12/23/2024	SOUTHERN CALIFORNIA EDISON		GS-1 - 23331 GOLDEN SPRINGS PED - GS-1	100655	52210	$82.51
						CHECK TOTAL	**$82.51**
14028	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1798 DBB/22566 GLDN SPRGS - TC-1	100655	52210	$195.05
						CHECK TOTAL	**$195.05**
14029	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20781 PATHFINDER RD - TC-1	100655	52210	$108.02
						CHECK TOTAL	**$108.02**
14030	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 801 S. LEMON/VARIOUS - TC-1	100655	52210	$329.73
						CHECK TOTAL	**$329.73**
14031	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 717 GRAND AVE. - TC-1	100655	52210	$136.75
						CHECK TOTAL	**$136.75**
14032	12/23/2024	SOUTHERN CALIFORNIA EDISON		GS-1 - 2838 S DBB PED - GS-1	100655	52210	$93.22
						CHECK TOTAL	**$93.22**
14033	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 22805 GLDN SPNGS/VARIOUS - TC-1	100655	52210	$3,335.55
						CHECK TOTAL	**$3,335.55**
14034	12/23/2024	SOUTHERN CALIFORNIA EDISON		GS-1 - 1215 S BREA CYN RD - GS-1	100655	52210	$87.28
						CHECK TOTAL	**$87.28**
14035	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1611 S BREA CYN RD - TC-1	100655	52210	$77.44
						CHECK TOTAL	**$77.44**
14036	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21010 WASHINGTON AVE - TC-1	100655	52210	$107.56

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$107.56**
14037	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 2201 DBB PED - TC-1	100655	52210	$28.86
						CHECK TOTAL	**$28.86**
14038	12/23/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3564 S BREA CYN BPED - LS-3	100655	52210	$62.42
						CHECK TOTAL	**$62.42**
14039	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - BREA CYN/FALLOWFIELD - TC-1	100655	52210	$211.49
						CHECK TOTAL	**$211.49**
14040	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1450 BRIDGEGATE/VARIOUS- TC-1	100655	52210	$565.73
						CHECK TOTAL	**$565.73**
14041	12/23/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21250 GOLDEN SPRINGS DR - TC-1	100655	52210	$84.68
						CHECK TOTAL	**$84.68**
14042	12/26/2024	AARON STANLEY TALALAY		CONTRACT CLASS INSTRUCTOR - AARON TALALALY	100520	55320	$168.00
						CHECK TOTAL	**$168.00**
14043	12/26/2024	ABSOLUTE SECURITY INTERNATIONAL INC		NOVEMBER SECURITY GUARD SERVICES	100510	55330	$3,227.20
						CHECK TOTAL	**$3,227.20**
14044	12/26/2024	ALL CITY MANAGEMENT SERVICES INC		CROSSING GUARD SERVICES - 11/10/24-11/23/24	100310	55412	$12,616.69
	12/26/2024	ALL CITY MANAGEMENT SERVICES INC		CROSSING GUARD SERVICES - 11/24/24-12/07/24	100310	55412	$7,036.80
						CHECK TOTAL	**$19,653.49**
14045	12/26/2024	AMERICOMP TONER & REPAIR LLC		PRINTER TONERS/MAINTENANCE	100230	51200	$546.41
						CHECK TOTAL	**$546.41**
14046	12/26/2024	ARCTIC GLACIER USA INC		SNOW SERVICES FOR WINTER SNOW FEST 2024	100520	55300	$20,914.50
						CHECK TOTAL	**$20,914.50**
14047	12/26/2024	ASSA ABLOY ENTRANCE SYSTEMS US INC		CITYHALL/LIBRARY DOOR MAINTENANCE	100620	52320	$1,810.95
						CHECK TOTAL	[illegible]

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14048	12/26/2024	ATHACO INC		ROAD MAINTENANCE SIGNS	100655	51250	$788.40
						CHECK TOTAL	**$788.40**
14049	12/26/2024	JOHN E BISHOP		INSTRUCTOR PAYMENT - MARTIAL ARTS	100520	55320	$210.00
						CHECK TOTAL	**$210.00**
14050	12/26/2024	BREAUX KATHY		CONTRACT CLASS INSTRUCTOR - ART	100520	55320	$124.80
						CHECK TOTAL	**$124.80**
14051	12/26/2024	BRIAN MARTINEZ		PHOTO SERVICES - SENIOR HOLIDAY DANCE	100240	55000	$400.00
						CHECK TOTAL	**$400.00**
14052	12/26/2024	CIVICPLUS LLC		ONLINE MUNI-CODE HOSTING - FY 24-25	100230	52314	$900.00
						CHECK TOTAL	**$900.00**
14053	12/26/2024	CONSTRUCTION HARDWARE COMPANY		HARDWARE FOR FENCING	100620	52320	$26.24
						CHECK TOTAL	**$26.24**
14054	12/26/2024	CREATE & LEARN INC		INSTRUCTOR PAYMENT - COMPUTERS	100520	55320	$161.40
						CHECK TOTAL	**$161.40**
14055	12/26/2024	DAPEER ROSENBLIT & LITVAK LLP		CODE ENFC CITY PROSECUTOR	100120	54024	$760.40
	12/26/2024	DAPEER ROSENBLIT & LITVAK LLP		CODE ENFC CITY PROSECUTOR	100120	54024	$175.00
	12/26/2024	DAPEER ROSENBLIT & LITVAK LLP		CODE ENFC CITY PROSECUTOR	100120	54024	$260.00
						CHECK TOTAL	**$1,195.40**
14056	12/26/2024	DDS LEARNING SYSTEMS INC		INSTRUCTOR PAYMENT - ROBOTICS	100520	55320	$180.00
						CHECK TOTAL	**$180.00**
14057	12/26/2024	DEPARTMENT OF JUSTICE		LIVESCAN FEES	100220	52510	$96.00
						CHECK TOTAL	**$96.00**
14058	12/26/2024	DIAMOND BAR STORAGE OWNER LLC		OFFSITE STORAGE CDD	100420	52302	$800.00
						CHECK TOTAL	**$800.00**
14059	12/26/2024	DUNN EDWARDS CORPORATION		AREA 3 RED CURBS	100655	51250	$464.96
						CHECK TOTAL	**$464.96**
14060	12/26/2024	EXTERIOR PRODUCTS CORP		MILITARY BANNERS	100520	55300	$3,188.69

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	12/26/2024	EXTERIOR PRODUCTS CORP		HOLIDAY DECOR BANNERS	100620	52320	$606.33
	12/26/2024	EXTERIOR PRODUCTS CORP		HOLIDAY DECOR BANNERS	100620	51200	$606.56
	12/26/2024	EXTERIOR PRODUCTS CORP		HOLIDAY DECOR BANNERS	100520	55300	$4,100.00
	12/26/2024	EXTERIOR PRODUCTS CORP		HOLIDAY DECOR BANNERS	100630	56116	$16,500.00
	12/26/2024	EXTERIOR PRODUCTS CORP		MAINTENANCE & OPERATION SUPPLIES/SERVICES	100620	51200	$231.41
	12/26/2024	EXTERIOR PRODUCTS CORP		MAINTENANCE & OPERATION SUPPLIES/SERVICES	100620	52320	$231.42
	12/26/2024	EXTERIOR PRODUCTS CORP		MAINTENANCE & OPERATION SUPPLIES/SERVICES	238638	52320	$1,562.77
						CHECK TOTAL	**$27,027.18**
14061	12/26/2024	FEHR & PEERS		ON-CALL TRAFFIC ENGR - OCT 2024	301610	56103	$5,146.65
	12/26/2024	FEHR & PEERS		LAND DEV SERVICES - 747 GRAND AVE (PR2024-1317)	100	22109	$2,439.40
						CHECK TOTAL	**$7,586.05**
14062	12/26/2024	FOOTHILL BUILDING MATERIALS INC		SAND (STATION #121-ARMITOS)	100350	51200	$563.38
	12/26/2024	FOOTHILL BUILDING MATERIALS INC		SAND (STATION #119- PATHFINDER)	100350	51200	$711.20
						CHECK TOTAL	**$1,274.58**
14063	12/26/2024	FRANCOISE S ZAMBRA		CONTRACT CLASS INSTRUCTOR - FRANCOISE ZAMBRA	100520	55320	$216.00
						CHECK TOTAL	**$216.00**
14064	12/26/2024	FRONTIER COMMUNICATIONS CORP		SUMMARY BILL - INTERNET/CITY HALL - DEC 2024	100230	54030	$811.25
	12/26/2024	FRONTIER COMMUNICATIONS CORP		SUMMARY BILL - INTERNET SERVICE - DEC 2024	100230	54030	$457.77
						CHECK TOTAL	**$1,269.02**
14065	12/26/2024	GERALDINE KELLER		INSTRUCTOR PAYMENT - CULINARY	100520	55320	$72.00
						CHECK TOTAL	**$72.00**
14066	12/26/2024	HEATHER JEN CHANG		CONTRACT CLASS INSTRUCTOR - ART CLASSES	100520	55320	$210.00
						CHECK TOTAL	**$210.00**
14067	12/26/2024	HODGMAN ENTERPRISES		PRINTING AND MAILING OF WINTER SPRING REC GUIDE	100240	52110	$11,077.29

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$11,077.29**
14068	12/26/2024	HOME DEPOT CREDIT SERVICES		PARK SUPPLIES	100630	51200	$146.21
	12/26/2024	HOME DEPOT CREDIT SERVICES		D39 MAINT SUPPLIES	239639	52320	$21.70
	12/26/2024	HOME DEPOT CREDIT SERVICES		DBC SUPPLIES	100510	51300	$69.53
	12/26/2024	HOME DEPOT CREDIT SERVICES		MAINTENANCE SUPPLIES	100630	52320	$23.91
						CHECK TOTAL	**$261.35**
14069	12/26/2024	HUMANE SOCIETY OF POMONA VALLEY INC		ANIMAL CONTROL SERVICES IN NOV	100340	55404	$39,497.08
						CHECK TOTAL	**$39,497.08**
14070	12/26/2024	ILLUMINATE EVENT SERVICES		SENIOR EVENT SUPPLIES 24/25	100520	51200	$288.00
						CHECK TOTAL	**$288.00**
14071	12/26/2024	INLAND SOCAL MEDIA GROUP LLC		DBC ADVERTISEMENT FOR JANUARY 2025	100510	52160	$750.00
						CHECK TOTAL	**$750.00**
14072	12/26/2024	INTERIOR OFFICE SOLUTIONS INC		PW INTERIOR WORKSPACE AT VACANT CUBICLE (DEPOSIT)	100620	56120	$3,305.02
						CHECK TOTAL	**$3,305.02**
14073	12/26/2024	IRIS GROUP HOLDINGS LLC		CITYHALL ALARM MONITOR EXTD SVS(122924-012825)	100620	52320	$45.50
						CHECK TOTAL	**$45.50**
14074	12/26/2024	JAMES EVENT PRODUCTION INC		ENTERTAINMENT FOR WINDMILL LIGHTING	100520	55300	$1,600.00
						CHECK TOTAL	**$1,600.00**
14075	12/26/2024	JYL GROUP INC		INSTRUCTOR PAYMENT - FITNESS	100520	55320	$247.20
						CHECK TOTAL	**$247.20**
14076	12/26/2024	KEVIN D JONES		PS - SR-57/SR-60 PROJ FUNDING ADVOCACY - NOV 2024	100615	54400	$4,000.00
						CHECK TOTAL	**$4,000.00**
14077	12/26/2024	KIMBERLY DOWNEY ESMOND		CONTRACT CLASS INSTRUCTOR - SOCA ARTS	100520	55320	$932.40
						CHECK TOTAL	**$932.40**
14078	12/26/2024	KIMLEY HORN AND ASSOCIATES INC		ON-CALL TRAFFIC/TRANS ENGR SERVICES- THRU OCT 2024	100615	54410	$1,556.04

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$1,556.04**
14079	12/26/2024	LA COUNTY ASSESSOR OFFICE		SBF ABSTRACT - NOV 2024	100230	52314	$50.00
						CHECK TOTAL	**$50.00**
14080	12/26/2024	LEWIS ENGRAVING INC		NEW PLATE FOR COUNCIL	100140	52140	$23.73
	12/26/2024	LEWIS ENGRAVING INC		NAME BADGES FOR COUNCIL	100140	52140	$40.27
						CHECK TOTAL	**$64.00**
14081	12/26/2024	LIEBE SHERI-LYN		CONTRACT CLASS INSTRUCTOR - DANCE	100520	55320	$630.00
						CHECK TOTAL	**$630.00**
14082	12/26/2024	LIEBERT CASSIDY WHITMORE		TRAINING	100220	52500	$75.00
						CHECK TOTAL	**$75.00**
14083	12/26/2024	LOOMIS		COURIER SVCS - NOVEMBER 2024	100210	54900	$748.62
	12/26/2024	LOOMIS		COURIER SVCS - NOVEMBER 2024	100510	54900	$748.62
						CHECK TOTAL	**$1,497.24**
14084	12/26/2024	LOS ANGELES COUNTY DEVELOPMENT AUTH		HIP LOAN REPAYMENT-318 NAVAJO SPRINGS	225	20601	$29,283.00
						CHECK TOTAL	**$29,283.00**
14085	12/26/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF GEN LAW 10/2024	100310	55400	$652,464.33
	12/26/2024	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2024-25 LA COUNTY SHERIFF CAV CHAPEL 10-2024	100310	55402	$13,031.25
						CHECK TOTAL	**$665,495.58**
14086	12/26/2024	MAC MEDIA GROUP LLC		PERFORMANCE BOND REIMBURSEMENT (C#23000085) BUS SH	100	22109	$25,000.00
						CHECK TOTAL	**$25,000.00**
14087	12/26/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38-AS NEEDED)	238638	52320	$2,392.91
	12/26/2024	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD41-AS NEEDED)	241641	52320	$4,247.08
	12/26/2024	MCE CORPORATION		ROAD MAINTENANCE SERVICES (NOV2024)	100655	55530	$524.29
	12/26/2024	MCE CORPORATION		ROAD MAINTENANCE SERVICES (NOV2024)	100655	55528	$8,696.92

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	12/26/2024	MCE CORPORATION		ROAD MAINTENANCE SERVICES (NOV2024)	201655	55530	$8,939.08
						CHECK TOTAL	**$24,800.28**
14088	12/26/2024	MNS ENGINEERS INC		DESIGN OF DBB COMPLETE STREETS - NOV 2024	301610	56105	$385.00
						CHECK TOTAL	**$385.00**
14089	12/26/2024	MYERS & SONS HI-WAY SAFETY INC		SIGN MOUNT HARDWARE (ROAD MAINT)	100655	51250	$2,053.15
						CHECK TOTAL	**$2,053.15**
14090	12/26/2024	NATIONAL TRENCH SAFETY INC		RENTAL EQUIP (KRAIL121024-010625) GLDN SPR LOC#2	100655	52300	$607.35
						CHECK TOTAL	**$607.35**
14091	12/26/2024	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEES	100220	52510	$190.00
	12/26/2024	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEES	100220	52510	$425.00
						CHECK TOTAL	**$615.00**
14092	12/26/2024	ONE TIME PAY VENDOR	BRIAN TZEC	FACILITY REFUND	100	20202	$1,200.00
						CHECK TOTAL	**$1,200.00**
14093	12/26/2024	ONE TIME PAY VENDOR	BRIGHT MAGPIE CHARITABLE FOUNDATION	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
14094	12/26/2024	ONE TIME PAY VENDOR	CALIFORNIA HIGHWAY PATROL - BALDWIN PARK	FACILITY REFUND	100	20202	$1,000.00
						CHECK TOTAL	**$1,000.00**
14095	12/26/2024	ONE TIME PAY VENDOR	DANIEL PARK	FACILITY REFUND	100	20202	$180.00
						CHECK TOTAL	**$180.00**
14096	12/26/2024	ONE TIME PAY VENDOR	L.E. FOISIA	FACILITY REFUND	100	20202	$300.00
						CHECK TOTAL	**$300.00**
14097	12/26/2024	ONE TIME PAY VENDOR	LA COUNTY DEPARTMENT OF CHILD AND FAMILY SERVICES	FACILITY REFUND	100	20202	$750.00
						CHECK TOTAL	**$750.00**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14098	12/26/2024	ONE TIME PAY VENDOR	MARGARETHA METEKOHY GONZALEZ	FACILITY REFUND	100	20202	$100.00
						CHECK TOTAL	**$100.00**
14099	12/26/2024	ONE TIME PAY VENDOR	OMO YURUBA	FACILITY REFUND	100	20202	$1,000.00
						CHECK TOTAL	**$1,000.00**
14100	12/26/2024	ONE TIME PAY VENDOR	TAKAYUKI ASANUMA	FACILITY REFUND	100	20202	$100.00
						CHECK TOTAL	**$100.00**
14101	12/26/2024	ONE TIME PAY VENDOR	WALNUT HIGH SCHOOL	FACILITY REFUND	100	20202	$500.00
						CHECK TOTAL	**$500.00**
14102	12/26/2024	ONE TIME PAY VENDOR	CATHY NGUYEN	REIMB - MMASC ANNL CONF	100130	52415	$206.61
						CHECK TOTAL	**$206.61**
14103	12/26/2024	ONE TIME PAY VENDOR	GABRIELA FERNANDEZ	REIMB - COMP LOAN PROG	100	12410	$1,590.00
						CHECK TOTAL	**$1,590.00**
14104	12/26/2024	ONE TIME PAY VENDOR	KRISTINA SANTANA	REIMB - LEAGUE OF CA CITIES CONF	100140	52415	$1,883.03
						CHECK TOTAL	**$1,883.03**
14105	12/26/2024	ONE TIME PAY VENDOR	PAULA CAMACHO	EWASTE RECYCLING REIMBURSEMENT	250170	51200	$10.00
						CHECK TOTAL	**$10.00**
14106	12/26/2024	ONE TIME PAY VENDOR	ROBIN CRAWFORD	REIMB - EEC SUPPLIES	100520	51200	$29.19
						CHECK TOTAL	**$29.19**
14107	12/26/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS - AUG/2024)	100510	55505	$6,029.22
	12/26/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS - AUG/2024)	100630	55505	$29,341.57
	12/26/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS-SEPT2024)	100510	55505	$6,029.22
	12/26/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS-SEPT2024)	100630	55505	$29,341.57
	12/26/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS-OCT2024)	100510	55505	$6,029.22
	12/26/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS-OCT2024)	100630	55505	$29,341.57
	12/26/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS)	100630	55505	($81,200.00)

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	12/26/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS-NOV2024)	100510	55505	$6,029.22
	12/26/2024	PARKWOOD LANDSCAPE MAINTENANCE INC		LANDSCAPE MAINTENANCE (PARKS-NOV2024)	100630	55505	$29,341.57
						CHECK TOTAL	**$60,283.16**
14108	12/26/2024	PBLA ENGINEERING INC		CONSTRUCTION PHASE INSPECTIONS (NOV2024)	301630	56104	$1,145.00
						CHECK TOTAL	**$1,145.00**
14109	12/26/2024	PHOTO ART INDUSTRIES		OUTGOING MAYOR'S PHOTO	100110	52130	$270.79
						CHECK TOTAL	**$270.79**
14110	12/26/2024	PRINTING & MAILING SERVICES INC		PRINTING OF 2025 CITY CALENDAR AND SERVICES GUIDE	100240	52110	$8,670.55
						CHECK TOTAL	**$8,670.55**
14111	12/26/2024	PUBLIC STORAGE #23051		JAN 2025 RENTAL-COMMUNITY RELATIONS STORAGE UNIT	100240	55000	$950.00
	12/26/2024	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	$878.00
	12/26/2024	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	$920.00
						CHECK TOTAL	**$2,748.00**
14112	12/26/2024	QUADIENT FINANCE USA INC		POSTAGE - DECEMBER 2024	100140	52170	$5,010.00
						CHECK TOTAL	**$5,010.00**
14113	12/26/2024	REGIONAL TAP SERVICE CENTER		FOOTHILL PASSES - NOVEMBER 2024	206650	55610	$530.06
	12/26/2024	REGIONAL TAP SERVICE CENTER		FOOTHILL PASSES - NOVEMBER 2024	206650	55620	$2,120.26
						CHECK TOTAL	**$2,650.32**
14114	12/26/2024	RETAIL MARKETING SERVICES INC		CART RETRIEVAL SERVICES- NOVEMBER	250170	55000	$10.00
						CHECK TOTAL	**$10.00**
14115	12/26/2024	RKA CONSULTING GROUP		HERITAGE PARK IMPROVEMENTS - OCT 2024	301630	56104	$4,125.00
	12/26/2024	RKA CONSULTING GROUP		MAPLE HILL PARK PROJECT - OCT 2024	301630	56104	$300.00
	12/26/2024	RKA CONSULTING GROUP		BUILDING AND SAFETY DB	100420	55100	$38,285.63
	12/26/2024	RKA CONSULTING GROUP		BUILDING AND SAFETY DB	100420	55100	$3,225.00
						CHECK TOTAL	**$45,935.63**

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14116	12/26/2024	SAN GABRIEL VALLEY CITY MANAGER'S ASSOCIATION		12-18-24 SGVCMA HOLIDAY LUNCH PROGRAM	100130	52410	$240.00
						CHECK TOTAL	**$240.00**
14117	12/26/2024	SC FUELS		FLEET VEHICLE FUEL (120124-121524)	502620	52330	$342.07
	12/26/2024	SC FUELS		FLEET VEHICLE FUEL (120124-121524)	502655	52330	$441.79
	12/26/2024	SC FUELS		FLEET VEHICLE FUEL (120124-121524)	502630	52330	$590.27
						CHECK TOTAL	**$1,374.13**
14118	12/26/2024	SCMAF		CONTRACT CLASS INSURANCE	100520	55320	$603.75
						CHECK TOTAL	**$603.75**
14119	12/26/2024	SIMPSON ADVERTISING INC		GRAPHIC DESIGN SERVICES-FY2025	100240	54900	$6,160.00
	12/26/2024	SIMPSON ADVERTISING INC		DESIGN AND LAYOUT OF JANUARY 2025 NEWSLETTER	100240	54900	$1,775.00
						CHECK TOTAL	**$7,935.00**
14120	12/26/2024	SOCIAL VOCATIONAL SERVICES		MAINTENANCE: LITTER & WEED REMOVAL	100645	55528	$3,113.00
						CHECK TOTAL	**$3,113.00**
14121	12/26/2024	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT		FACILITIES LEASE	100130	52302	$2,755.80
						CHECK TOTAL	**$2,755.80**
14122	12/26/2024	SPECTRUM BUSINESS		SUMMARY BILL/CABLE TV/INTERNET CITY HALL -NOV 2024	100230	54030	$1,739.33
	12/26/2024	SPECTRUM BUSINESS		CABLE TV SERVICES - DBC - NOV 2024	100230	54030	$134.57
						CHECK TOTAL	**$1,873.90**
14123	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	203	21107	$1.99
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	204	21107	$1.99
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	239	21107	$2.52
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	241	21107	$2.52
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	238	21107	$3.48
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	203	21113	$4.21

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	204	21113	$4.21
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	239	21113	$8.91
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	241	21113	$8.91
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	225	21107	$8.94
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	238	21113	$13.59
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	225	21113	$15.79
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	207	21107	$18.29
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	201	21107	$30.51
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	201	21113	$33.20
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	206	21107	$49.89
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	207	21113	$58.66
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	206	21113	$97.53
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	250	21107	$105.73
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	250	21113	$132.47
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	100	21107	$1,569.02
	12/26/2024	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM DEC 2024	100	21113	$2,303.93
						CHECK TOTAL	**$4,476.29**
14124	12/26/2024	STAY GREEN INC		LANDSCAPE MAINTENANCE (CITY HALL-DEC2024)	100620	52320	$1,190.00
						CHECK TOTAL	**$1,190.00**
14125	12/26/2024	TENNIS ANYONE INC		CONTRACT CLASSES TENNIS SERVICE	100520	55320	$9,846.48
						CHECK TOTAL	**$9,846.48**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14126	12/26/2024	THE GAS COMPANY		GAS @ DBC (111424-1214254)	100510	52215	$547.93
	12/26/2024	THE GAS COMPANY		GAS @ CITYHALL (111224-121224)	100620	52215	$1,172.49
	12/26/2024	THE GAS COMPANY		GAS @ HERITAGE PARK (111324-121324)	100630	52215	$343.44
						CHECK TOTAL	**$2,063.86**
14127	12/26/2024	THE SAN GABRIEL VALLEY NEWSPAPER GR		PLANNING PROJECT LEGAL ADS	100	22107	$802.51
	12/26/2024	THE SAN GABRIEL VALLEY NEWSPAPER GR		PLANNING PROJECT LEGAL ADS	100410	52160	$821.53
						CHECK TOTAL	**$1,624.04**
14128	12/26/2024	THE TAIT GROUP INC		PS/ENGR - VARIOUS TRAFFIC-RELATED PROJ - NOV 2024	100615	54400	$1,500.00
						CHECK TOTAL	**$1,500.00**
14129	12/26/2024	THOMAS DONINI		SENIOR DANCE DJ 24-25	100520	55310	$400.00
						CHECK TOTAL	**$400.00**
14130	12/26/2024	TOWN & COUNTRY EVENT RENTALS, LLC		EQUIPMENT RENTALS FOR WINTER SNOW FEST	100520	55300	$13,449.18
						CHECK TOTAL	**$13,449.18**
14131	12/26/2024	TYLER TECHNOLOGIES INC		ELM PROJECT MGMT. HOURS - 11/19/24-11/21/24	503230	56135	$4,800.00
						CHECK TOTAL	**$4,800.00**
14132	12/26/2024	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (DEC2024)	100630	55505	$3,070.00
	12/26/2024	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (DEC2024)	100510	55505	$9,650.00
	12/26/2024	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (DEC2024)	100620	52320	$12,075.00
	12/26/2024	ULTIMATE MAINTENANCE SERVICES INC		JANITORIAL SERVICES (DAY PORTER120724)	100510	55505	$125.00
						CHECK TOTAL	**$24,920.00**
14133	12/26/2024	UNITED SITE SERVICES OF CALIFORNIA INC		RESTROOM AND SINK RENTALS FOR WINTER SNOW FEST	100520	52300	$1,379.70
	12/26/2024	UNITED SITE SERVICES OF CALIFORNIA INC		PORTABLE RESTROOM FOR MAPLE HILL	100520	52300	$25.46
	12/26/2024	UNITED SITE SERVICES OF CALIFORNIA INC		PORTABLE RESTROOM FOR MAPLE HILL	100520	55300	$281.91

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$1,687.07**
14134	12/26/2024	VALLEY VISTA SERVICES, INC.		STREET SWEEPING SERVICES (110124-113024)	100655	55510	$13,161.36
						CHECK TOTAL	**$13,161.36**
14135	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	203	21108	$3.22
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	204	21108	$3.22
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	239	21108	$7.47
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	241	21108	$7.47
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	238	21108	$12.43
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	225	21108	$20.83
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	201	21108	$27.04
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	207	21108	$56.75
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	250	21108	$97.44
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	206	21108	$105.11
	12/26/2024	VISION SERVICE PLAN		VISION INSURANCE PREMIUM DECEMBER 2024	100	21108	$1,795.83
						CHECK TOTAL	**$2,136.81**
14136	12/26/2024	VISTA PAINT CORPORATION		SUPPLIES-PUBLIC WORKS	100620	52320	$4.43
						CHECK TOTAL	**$4.43**
14137	12/26/2024	WW GRAINGER INC		MAINTENANCE SUPPLIES	100630	52320	$215.02
						CHECK TOTAL	**$215.02**
14138	12/26/2024	WALL PROTECTION PRODUCTS LLC		WALL COVERINGS (CITYHALL)	100620	52320	$399.22
						CHECK TOTAL	**$399.22**
14139	12/26/2024	WALNUT VALLEY WATER DISTRICT		CITYHALL (110124-113024)	100620	52220	$1,232.31
	12/26/2024	WALNUT VALLEY WATER DISTRICT		D38W (110124-113024)	238638	52220	$12,994.90

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	12/26/2024	WALNUT VALLEY WATER DISTRICT		D38(R)W (110124-113024)	238638	52220	$2,524.35
	12/26/2024	WALNUT VALLEY WATER DISTRICT		D39W (110124-113024)	239639	52220	$9,921.22
	12/26/2024	WALNUT VALLEY WATER DISTRICT		D41W (110124-113024)	241641	52220	$6,022.50
	12/26/2024	WALNUT VALLEY WATER DISTRICT		DBCW (110124-113024)	100510	52220	$1,073.09
	12/26/2024	WALNUT VALLEY WATER DISTRICT		PARKSW (110124-113024)	100630	52220	$30,326.04
	12/26/2024	WALNUT VALLEY WATER DISTRICT		PARKS(R)W (110124-113024)	100630	52220	$2,088.78
						CHECK TOTAL	**$66,183.19**
14140	12/26/2024	WANSEO CHUNG		CONTRACT CLASS INSTRUCTOR - WANSEO CHUNG	100520	55320	$396.00
						CHECK TOTAL	**$396.00**
14141	12/26/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	$11.33
	12/26/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (HERITAGE PARK)	100630	51200	$313.27
	12/26/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	$563.20
	12/26/2024	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (CITYHALL)	100620	51200	$1,820.84
						CHECK TOTAL	**$2,708.64**
14142	12/26/2024	WEST COAST ARBORISTS INC		TREE MAINTENANCE D41 (111624-113024)	241641	55522	$6,270.00
						CHECK TOTAL	**$6,270.00**
14143	12/26/2024	WEST COAST CABLE INC		SECURITY CAMERA CABLING REFRESH	100230	52314	$330.00
						CHECK TOTAL	**$330.00**
14144	12/26/2024	WESTERN A/V		DBC - ALARM MOTION DETECTORS	100510	52320	$9,936.58
	12/26/2024	WESTERN A/V		SECURITY SERVICE & MAINTENANCE (ANNUAL)	100510	52310	$1,668.00
						CHECK TOTAL	**$11,604.58**
14145	12/26/2024	WHITE CAP, LP		D38 MAINTENANCE REPAIR SUPPLIES	238638	55524	$669.26
						CHECK TOTAL	**$669.26**
14146	12/26/2024	WILLDAN FINANCIAL SERVICES		CITYWIDE FEE STUDY & COST ALLOCATION PLAN	100130	54900	$1,425.00
						CHECK TOTAL	**$1,425.00**
14147	12/26/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - OCTOBER 2024	100	22107	$54.80

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	12/26/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - OCTOBER 2024	100	22107	$109.60
	12/26/2024	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - OCTOBER 2024	100120	54020	$4,301.80
						CHECK TOTAL	**$4,466.20**
14148	12/26/2024	YOUTH EVOLUTION ACTIVITIES		CONTRACT CLASS INSTRUCTOR- YOUTH EVOLUTION	100520	55320	$741.00
						CHECK TOTAL	**$741.00**
14149	12/26/2024	YUNEX CORP		TS MAINTENANCE - NOV 2024	207650	55536	$5,540.00
	12/26/2024	YUNEX CORP		TS MAINT - RESPONSE/COLD SPRINGS-DBB - 4-WAY FLASH	207650	55536	$6,903.65
	12/26/2024	YUNEX CORP		TS MAINT - CALL-OUTS - OCT 2024	207650	55536	$16,169.51
						CHECK TOTAL	**$28,613.16**
14150	12/26/2024	ZW USA INC		DOGGIE BAGS (1ST SHIPMENT) FY24/25	250170	51200	$7,972.56
						CHECK TOTAL	**$7,972.56**
14151	12/30/2024	SOUTHERN CALIFORNIA EDISON		CITYHALL (111324-121124/101424-111224)	100620	52210	$27,071.91
						CHECK TOTAL	**$27,071.91**
14152	12/30/2024	SOUTHERN CALIFORNIA EDISON		3334 1/2 BREA CANYON PED (112124-121924)	100630	52210	$89.17
						CHECK TOTAL	**$89.17**
14175	12/31/2024	SOUTHERN CALIFORNIA EDISON		GS-1 - 1215 S BREA CYN RD - GS-1	100655	52210	$7.44
						CHECK TOTAL	**$7.44**
14176	12/31/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 553 N DBB/VARIOUS - TC-1	100655	52210	$1,183.39
						CHECK TOTAL	**$1,183.39**
14177	12/31/2024	SOUTHERN CALIFORNIA EDISON		GS-1 - 2838 S DBB PED - GS-1	100655	52210	$95.21
						CHECK TOTAL	**$95.21**
14178	12/31/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 717 GRAND AVE - TC-1	100655	52210	$142.19
						CHECK TOTAL	**$142.19**
14179	12/31/2024	SOUTHERN CALIFORNIA EDISON		GS-1 - 23331 GOLDEN SPRINGS DR PED - GS-1	100655	52210	$86.69
						CHECK TOTAL	**[illegible]**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14180	12/31/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 2746 BREA CYN BPED - LS-3	100655	52210	$117.57
						CHECK TOTAL	**$117.57**
14181	12/31/2024	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 3564 S BREA CYN RD BPED - LS-3	100655	52210	$61.05
						CHECK TOTAL	**$61.05**
14182	12/31/2024	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21250 GOLDEN SPRINGS PED - TC-1	100655	52210	$86.83
						CHECK TOTAL	**$86.83**
14197	12/20/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 12/20/2024	238	21118	$4.81
	12/20/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 12/20/2024	239	21118	$4.81
	12/20/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 12/20/2024	241	21118	$4.81
	12/20/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 12/20/2024	201	21118	$6.32
	12/20/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 12/20/2024	207	21118	$36.76
	12/20/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 12/20/2024	250	21118	$58.17
	12/20/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 12/20/2024	206	21118	$153.81
	12/20/2024	TASC		FLEX SPENDING MEDICAL/CHILDCARE 12/20/2024	100	21118	$1,939.18
						CHECK TOTAL	**$2,208.67**
14198	12/20/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 12/20/2024	201	21109	$146.84
	12/20/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 12/20/2024	225	21109	$153.64
	12/20/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 12/20/2024	250	21109	$312.30
	12/20/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 12/20/2024	207	21109	$463.77

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	12/20/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 12/20/2024	206	21109	$510.81
	12/20/2024	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 12/20/2024	100	21109	$11,943.94
						CHECK TOTAL	**$13,531.30**
14199	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	203	21110	$81.40
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	204	21110	$81.40
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	239	21110	$156.15
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	241	21110	$156.15
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	225	21110	$201.22
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	238	21110	$238.40
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	201	21110	$634.63
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	207	21110	$1,291.73
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	206	21110	$1,913.34
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	250	21110	$2,126.74
	12/20/2024	CALPERS		PENSION CONTRIBUTION 11/30-12/13/24 & 12/1-12/31	100	21110	$44,268.89
						CHECK TOTAL	**$51,150.05**
14200	1/3/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/03/2025	201	21118	$2.31
	1/3/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/03/2025	238	21118	$7.79
	1/3/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/03/2025	239	21118	$7.79
	1/3/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/03/2025	241	21118	$7.79
	1/3/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/03/2025	207	21118	$17.46

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	1/3/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/03/2025	250	21118	$18.81
	1/3/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/03/2025	225	21118	$63.58
	1/3/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/03/2025	206	21118	$99.95
	1/3/2025	TASC		FLEX SPENDING MEDICAL/CHILDCARE 01/03/2025	100	21118	$2,003.28
						CHECK TOTAL	**$2,228.76**
14201	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	203	21110	$85.46
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	204	21110	$85.46
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	225	21110	$149.79
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	239	21110	$184.41
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	241	21110	$184.41
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	238	21110	$265.92
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	201	21110	$641.34
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	207	21110	$1,165.24
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	206	21110	$1,557.00
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	250	21110	$2,178.12
	1/3/2025	CALPERS		PENSION CONTRIBUTION FOR PERIOD 12/14/24-12/27/24	100	21110	$44,657.02
						CHECK TOTAL	**$51,154.17**
14202	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	225	21109	$97.71
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	203	21109	$114.15

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	204	21109	$114.15
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	239	21109	$240.39
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	241	21109	$240.39
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	238	21109	$338.68
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	201	21109	$655.70
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	207	21109	$707.89
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	206	21109	$3,600.74
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	250	21109	$3,838.24
	1/3/2025	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 01/03/2025	100	21109	$66,979.88
						CHECK TOTAL	**$76,927.92**
14203	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	203	21106	$138.92
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	204	21106	$138.92
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	100220	50062	$198.50
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	239	21106	$280.11
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	241	21106	$280.11
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	238	21106	$470.03

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	225	21106	$642.43
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	206	21106	$716.95
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	201	21106	$1,309.46
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	105220	50048	$1,896.00
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	207	21106	$2,588.76
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	250	21106	$2,770.81
	1/3/2025	PERS HEALTH		HEALTH INSURANCE PREMIUM JANUARY 2025	100	21106	$66,967.42
						CHECK TOTAL	**$78,398.42**
14209	1/7/2025	AFLAC		SUPP INSURANCE PREMIUM DECEMBER 2024	239	21117	$1.66
	1/7/2025	AFLAC		SUPP INSURANCE PREMIUM DECEMBER 2024	241	21117	$1.66
	1/7/2025	AFLAC		SUPP INSURANCE PREMIUM DECEMBER 2024	203	21117	$9.02
	1/7/2025	AFLAC		SUPP INSURANCE PREMIUM DECEMBER 2024	204	21117	$9.02
	1/7/2025	AFLAC		SUPP INSURANCE PREMIUM DECEMBER 2024	201	21117	$14.90
	1/7/2025	AFLAC		SUPP INSURANCE PREMIUM DECEMBER 2024	207	21117	$25.08
	1/7/2025	AFLAC		SUPP INSURANCE PREMIUM DECEMBER 2024	250	21117	$64.03
	1/7/2025	AFLAC		SUPP INSURANCE PREMIUM DECEMBER 2024	206	21117	$161.61
	1/7/2025	AFLAC		SUPP INSURANCE PREMIUM DECEMBER 2024	100	21117	$1,362.28
						CHECK TOTAL	**$1,649.26**
14210	1/7/2025	ALL CITY MANAGEMENT SERVICES INC		CROSSING GUARD SERVICES - 12/8/24-12/21/24	100310	55412	$13,100.47
						CHECK TOTAL	**$13,100.47**
14211	1/7/2025	ALLIANT INSURANCE SERVICES INC		EARTH DAY 2025 INSURANCE	250170	57220	$453.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$453.00**
14212	1/7/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM JAN 2025	206	21105	$0.96
	1/7/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM JAN 2025	207	21105	$0.96
	1/7/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM JAN 2025	201	21105	$1.61
	1/7/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM JAN 2025	250	21105	$36.36
	1/7/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM JAN 2025	100	21105	$107.67
						CHECK TOTAL	**$147.56**
14213	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	203	21105	$8.23
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	204	21105	$8.23
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	239	21105	$23.65
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	241	21105	$23.65
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	225	21105	$33.50
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	238	21105	$37.62
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	201	21105	$78.45
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	207	21105	$172.24
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	206	21105	$209.76
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	250	21105	$211.32
	1/7/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM JAN 2025	100	21105	$5,081.45
						CHECK TOTAL	**$5,888.10**
14214	1/7/2025	DUNN EDWARDS CORPORATION		MAINTENANCE REPAIRS	100655	51250	$464.96
						CHECK TOTAL	**$464.96**
14215	1/7/2025	EATON CORPORATION		EATON UPS ANNUAL SUPPORT - FY 24-25	100230	52314	$7,988.35

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$7,988.35**
14216	1/7/2025	EXTERIOR PRODUCTS CORP		ADD'L MILITARY BANNERS	100520	55300	$591.57
						CHECK TOTAL	**$591.57**
14217	1/7/2025	GOVCONNECTION INC		RARITAN KVBM SWITCH SERVICE & SUPPORT PLAN	503230	56130	$1,770.00
	1/7/2025	GOVCONNECTION INC		PURCHASE OF RARITAN KVBM SWITCH & USB DONGLES	503230	56130	$13,578.00
	1/7/2025	GOVCONNECTION INC		MICROSOFT OFFICE 2024 LICENSES	503230	56130	$55,000.00
	1/7/2025	GOVCONNECTION INC		ANNUAL SERVICE - FATPIPE	100230	52314	$14,000.00
						CHECK TOTAL	**$84,348.00**
14218	1/7/2025	GRANICUS INC		ACCELA BI-ANNUAL RENEWAL	100230	52314	$15,223.07
						CHECK TOTAL	**$15,223.07**
14219	1/7/2025	HANSON BRIDGETT LLP		LEGAL SERVICES - SEWER DISTRICT	100120	54022	$4,322.50
	1/7/2025	HANSON BRIDGETT LLP		LEGAL SERVICES - SEWER DISTRICT	100120	54022	$2,831.50
						CHECK TOTAL	**$7,154.00**
14220	1/7/2025	HELIX ENVIRONMENTAL PLANNING INC		CANYON LOOP TRAIL RESTORATION	301630	56104	$9,011.09
						CHECK TOTAL	**$9,011.09**
14221	1/7/2025	INTEGRUS LLC		RICOH COPY CHARGES - 11/19/24-12/18/24	100230	52314	$1,210.46
						CHECK TOTAL	**$1,210.46**
14222	1/7/2025	IRIS GROUP HOLDINGS LLC		ALARM MONITOR EXTND SVS (HERITAGE PK010125-033125)	100630	52320	$239.04
	1/7/2025	IRIS GROUP HOLDINGS LLC		ALARM MONITOR (HERITAGE PARK010125-033125)	100630	52320	$184.99
						CHECK TOTAL	**$424.03**
14223	1/7/2025	LOS ANGELES COUNTY PUBLIC WORKS		INDUSTRIAL WASTE SERVICES - THRU OCT 2024	100610	55550	$1,564.26
	1/7/2025	LOS ANGELES COUNTY PUBLIC WORKS		INDUSTRIAL WASTE SERVICES - AUG 2024	100610	55550	$8,534.29
						CHECK TOTAL	**$10,098.55**
14224	1/7/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (AS NEEDED/CO DBB @ MH)	238638	52320	$3,072.80
						CHECK TOTAL	[illegible]

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14225	1/7/2025	METROLINK		METROLINK PASSES - DECEMBER 2024	206650	55610	$781.20
	1/7/2025	METROLINK		METROLINK PASSES - DECEMBER 2024	206650	55620	$3,124.80
						CHECK TOTAL	**$3,906.00**
14226	1/7/2025	MICHAEL BAKER INTERNATIONAL INC		CANYON LOOP TRAIL -HMMP PROJECT MANAGER	301630	56104	$796.30
						CHECK TOTAL	**$796.30**
14227	1/7/2025	MITY LITE INC		DBC SMALL EQUIPMENT	100510	51300	$350.91
						CHECK TOTAL	**$350.91**
14228	1/7/2025	MOBILE RELAY ASSOCIATES INC		REPEATER SERVICES FOR EMERGENCY PREPAREDNESS	100350	52300	$78.75
						CHECK TOTAL	**$78.75**
14229	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - NOVEMBER 2024	100610	51200	$82.85
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - NOVEMBER 2024	100410	51200	$129.03
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - NOVEMBER 2024	100520	51200	$181.93
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - NOVEMBER 2024	100510	51200	$213.88
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - NOVEMBER 2024	100140	51200	$1,296.42
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - DECEMBER 2024	100240	51200	$9.87
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - DECEMBER 2024	100630	51200	$40.52
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - DECEMBER 2024	100620	51200	$124.68
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - DECEMBER 2024	100610	51200	$185.59
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - DECEMBER 2024	100510	51200	$213.96
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - DECEMBER 2024	100520	51200	$245.37
	1/7/2025	OFFICE SOLUTIONS		OFFICE SUPPLIES - DECEMBER 2024	100140	51200	$669.06
						CHECK TOTAL	**$3,393.16**
14230	1/7/2025	ONE TIME PAY VENDOR	AMANDA LEE	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
14231	1/7/2025	ONE TIME PAY VENDOR	AMY MOON	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
14232	1/7/2025	ONE TIME PAY VENDOR	ASHLEY KUHN	FACILITY REFUND	100	20202	$100.00

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$100.00**
14233	1/7/2025	ONE TIME PAY VENDOR	BRIGHT MAGPIE CHARITABLE FOUNDATION	FACILITY REFUND	100	20202	$200.00
	1/7/2025	ONE TIME PAY VENDOR	BRIGHT MAGPIE CHARITABLE FOUNDATION	FACILITY REFUND	100	20202	$750.00
						CHECK TOTAL	**$950.00**
14235	1/7/2025	ONE TIME PAY VENDOR	DONYA RAHIMI	FACILITY REFUND	100	20202	$190.00
						CHECK TOTAL	**$190.00**
14236	1/7/2025	ONE TIME PAY VENDOR	E-DO KUNG USA CO. LTD	FACILITY REFUND	100	20202	$812.49
						CHECK TOTAL	**$812.49**
14237	1/7/2025	ONE TIME PAY VENDOR	HARPEET NAGPAL	RECREATION PROGRAM REFUND	100	20202	$110.00
						CHECK TOTAL	**$110.00**
14238	1/7/2025	ONE TIME PAY VENDOR	IRMA GARCIA	RECREATION PROGRAM REFUND	100	20202	$6.00
						CHECK TOTAL	**$6.00**
14239	1/7/2025	ONE TIME PAY VENDOR	ISLAMIC SHURA COUNCIL OF SOUTHERN CALIFORNIA	FACILITY REFUND	100	20202	$740.79
						CHECK TOTAL	**$740.79**
14240	1/7/2025	ONE TIME PAY VENDOR	JUNE YOUNG	RECREATION PROGRAM REFUND	100	20202	$135.00
						CHECK TOTAL	**$135.00**
14241	1/7/2025	ONE TIME PAY VENDOR	MADISON MARIE PLOVANICH	RECREATION PROGRAM REFUND	100	20202	$14.83
						CHECK TOTAL	**$14.83**
14242	1/7/2025	ONE TIME PAY VENDOR	MARGARETHA METEKOHY GONZALEZ	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
14243	1/7/2025	ONE TIME PAY VENDOR	MARIA NUNEZ	FACILITY REFUND	100	20202	$300.00
						CHECK TOTAL	**$300.00**
14244	1/7/2025	ONE TIME PAY VENDOR	RENE YEUNG	FACILITY REFUND	100	20202	$100.00
						CHECK TOTAL	**$100.00**

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
14245	1/7/2025	ONE TIME PAY VENDOR	SEAN DOIRON	FACILITY REFUND	100	20202	$500.00
						CHECK TOTAL	**$500.00**
14246	1/7/2025	ONE TIME PAY VENDOR	UNIPAC SHIPPING	FACILITY REFUND	100	20202	$1,250.00
						CHECK TOTAL	**$1,250.00**
14247	1/7/2025	ONE TIME PAY VENDOR	YUN LAN MAO	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
14248	1/7/2025	ONE TIME PAY VENDOR - CND REFUND	CHUNMO CHO	C&D REFUND: 1686 ASPEN GROVE LANE	100	22105	$250.00
						CHECK TOTAL	**$250.00**
14249	1/7/2025	ONE TIME PAY VENDOR - CND REFUND	DIANA ROBLES	C&D REFUND- 20916 LYCOMING ST, WALNUT	100	22105	$500.00
						CHECK TOTAL	**$500.00**
14250	1/7/2025	PAPER RECYCLING & SHREDDING		CITY HALL CONSOLE SHREDDING	250170	55000	$105.00
						CHECK TOTAL	**$105.00**
14251	1/7/2025	GREGORY C REUEL		DECEMBER 2024 SPACE AVAILABLE REPORT	100150	54900	$1,500.00
						CHECK TOTAL	**$1,500.00**
14252	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	203	21107	$1.99
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	204	21107	$1.99
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	239	21107	$2.77
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	241	21107	$2.77
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	238	21107	$3.73
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	203	21113	$4.22
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	204	21113	$4.22
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	225	21107	$4.55
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	225	21113	$8.17

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	239	21113	$9.84
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	241	21113	$9.84
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	238	21113	$14.52
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	207	21107	$18.50
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	201	21113	$32.39
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	201	21107	$33.17
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	206	21107	$42.92
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	207	21113	$63.08
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	206	21113	$82.75
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	250	21107	$105.98
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	250	21113	$133.63
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	100	21107	$1,672.19
	1/7/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM JAN 2025	100	21113	$2,318.75
						CHECK TOTAL	**$4,571.97**
14253	1/7/2025	TRIANGLE SPORTS INC		YOUTH BASKETBALL JERSEYS	100520	51200	$3,137.00
	1/7/2025	TRIANGLE SPORTS INC		YOUTH BASKETBALL JERSEYS	100520	51200	$630.19
						CHECK TOTAL	**$3,767.19**
14254	1/7/2025	TYLER TECHNOLOGIES INC		ELM PROJECT MGMT HOURS - 12/3/24-12/5/24	503230	56135	$4,800.00
	1/7/2025	TYLER TECHNOLOGIES INC		COMPUTER SOFTWARE - EPL BUNDLE	503230	56135	$51,585.45
	1/7/2025	TYLER TECHNOLOGIES INC		ELP PROJECT MGMT HOURS - 12/3/24-12/12/24	503230	56135	$5,600.00
						CHECK TOTAL	**$61,985.45**
14255	1/7/2025	US BANK		CALCARD STATEMENT - DECEMBER 2024	999	28100	$22,506.40

City of Diamond Bar Check Register

5.2.b

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$22,506.40**
14256	1/7/2025	VERIZON WIRELESS		WIRELESS PHONE SERVICE - 11/17/24-12/16/24	100230	52200	$2,697.29
						CHECK TOTAL	**$2,697.29**
14257	1/7/2025	VIDIFLO LLC		AV & TELEPRODUCTION SYSTEM ENGINEERING CONSULTANT	270240	55000	$750.00
						CHECK TOTAL	**$750.00**
14258	1/7/2025	VIRAMONTES EXPRESS INC		COMPOST AND MULCH HAULING SERVICES	250170	55000	$2,318.40
	1/7/2025	VIRAMONTES EXPRESS INC		COMPOST AND MULCH HAULING SERVICES	250170	55000	$379.50
						CHECK TOTAL	**$2,697.90**
14259	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	203	21108	$3.22
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	204	21108	$3.22
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	239	21108	$7.87
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	241	21108	$7.87
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	225	21108	$10.56
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	238	21108	$12.83
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	201	21108	$26.25
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	207	21108	$62.72
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	250	21108	$99.70
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	206	21108	$104.29
	1/7/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM JANUARY 2025	100	21108	$1,913.24
						CHECK TOTAL	**$2,251.77**
14260	1/7/2025	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	$17.49
	1/7/2025	WAXIE SANITARY SUPPLY		JANITORIAL SUPPLIES (DBC)	100510	51210	$908.38

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$925.87**
14261	1/7/2025	WEST COAST ARBORISTS INC		CITY TREE MAINTENANCE (D38)	238638	55522	$8,625.00
						CHECK TOTAL	**$8,625.00**
14262	1/7/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - NOVEMBER 2024	100120	54020	$1,863.20
	1/7/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - NOVEMBER 2024	100120	54020	$7,923.47
	1/7/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - NOVEMBER 2024	100120	54020	$301.40
	1/7/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - NOVEMBER 2024	100120	54020	$3,507.20
	1/7/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - NOVEMBER 2024	100120	54020	$191.80
	1/7/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - NOVEMBER 2024	100120	54020	$411.00
						CHECK TOTAL	**$14,198.07**
						GRAND TOTAL	**$1,883,371.33**

Agenda #: 5.3
Meeting Date: January 21, 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 December 2024 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

Jason Jacobsen, Finance Director 1/21/2025

REVIEWED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director 1/13/2025

Attachments:

1. 5.3.a Treasurer's Cash Report - Dec 2024
2. 5.3.b Treasurer's Certification & Portfolio Report - Dec 2024

CITY OF DIAMOND BAR - CITY TREASURER'S CASH BALANCE REPORT
AS OF DECEMBER 31, 2024

CASH & INVESTMENT BALANCES

Cash Funds			
General Account	$3,025,335.08		
Payroll Account	$0.00		
Change Fund - General Fund	$300.00		
Petty Cash Account	$553.00		
Cash With Fiscal Agent (US Bank 2021 Bonds)	$3,408.86		
Total Cash Funds			**$3,029,596.94**
City & LAIF Invested Funds (Book Value):			
Local Agency Investment Fund	$2,150,552.19		
City-Managed Fixed-Income Securities (0-5 year maturity)	$62,109,579.69		
Total Investment Funds (Book Value)			**$64,260,131.88**
Fiscal Year-To-Date Effective Rate of Return (City Funds & LAIF)	3.81%	(6 months)	
Fiscal YTD Interest Earnings (City Funds & LAIF)	$1,328,185.16	(6 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)			**$891,890.43**
Annualized rate of return as of 06/30/2024 (since 6/30/16, 8 yrs)	4.24%		
OPEB Trust Fiscal Year-To-Date Earnings	$21,067.57	(6 months)	
GRAND TOTAL - CASH & INVESTMENTS			**$68,181,619.25**

CITY OF DIAMOND BAR
INVESTMENT PORTFOLIO SUMMARY REPORT
DECEMBER 31, 2024

INVESTMENTS	BOOK VALUE	PERCENT OF PORTFOLIO	TERM	DAYS TO MATURITY	YIELD TO MATURITY
Federal Credit Union CD	$16,368,000.00	25.47%	1,391	882	4.300%
Local Agency Investment Fund	$2,150,552.19	3.35%	1	1	4.434%
Corporate Notes	$966,618.00	1.50%	1,570	1,103	4.989%
Federal Agency Coupon Securities	$8,649,275.66	13.46%	1,476	721	4.172%
Treasury Coupon Securities	$8,459,278.91	13.16%	1,323	392	2.672%
Federal Agency Callable	$7,749,651.37	12.06%	1,719	474	2.361%
Certificates of Deposit-Banks	$8,015,295.30	12.47%	1,530	886	3.831%
Municipal Bonds	$1,760,409.41	2.74%	1,598	758	4.201%
Money Market Fund	$10,141,051.04	15.78%	1	1	4.640%
Total Investments and Averages	**$64,260,131.88**	**100.00%**	**1,193**	**579**	**3.842%**

	MONTH ENDING DECEMBER 31, 2024	FISCAL YEAR-TO-DATE 2024-2025
TOTAL INTEREST EARNED	**$209,127.63**	**$1,328,185.16**

Daniel Fox

Digitally signed by Daniel Fox
DN: cn=Daniel Fox, o, ou, email=dfox@diamondbarca.gov, c=US
Date: 2025.01.13 07:37:43 -08'00'

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

City of Diamond Bar
Portfolio Management
Portfolio Summary
December 31, 2024

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C
Federal Credit Union CD	16,368,000.00	16,302,725.46	16,368,000.00	25.47	1,391	882	4.300
Local Agency Investment Funds	2,150,552.19	2,117,925.09	2,150,552.19	3.35	1	1	4.434
Corporate Notes	1,000,000.00	966,618.00	966,618.00	1.50	1,570	1,103	4.989
Federal Agency Coupon Securities	8,625,000.00	8,669,989.79	8,649,275.66	13.46	1,476	721	4.172
Treasury Coupon Securities	8,500,000.00	8,293,555.78	8,459,278.91	13.16	1,323	392	2.672
Federal Agency Callable	7,750,000.00	7,392,280.45	7,749,651.37	12.06	1,719	474	2.361
Certificate of Deposit	8,122,000.00	7,887,603.48	8,015,295.30	12.47	1,530	886	3.831
Municipal Bonds	1,845,000.00	1,742,030.66	1,760,409.41	2.74	1,598	758	4.201
Money Market Fund	10,141,051.04	10,141,051.04	10,141,051.04	15.78	1	1	4.640
Investments	**64,501,603.23**	**63,513,779.75**	**64,260,131.88**	**100.00%**	**1,193**	**579**	**3.842**

Total Earnings	December 31 Month Ending	Fiscal Year To Date
Current Year	209,127.63	1,328,185.16
Average Daily Balance	**63,987,039.03**	**69,215,955.37**
Effective Rate of Return	**3.85%**	**3.81%**

Jason M. Jacobsen, Finance Director

01/09/2024

Reporting period 12/01/2024-12/31/2024

Run Date: 01/09/2025 - 18:25

Portfolio POOL
AP
PM (PRF_PM1) 7.3.0

City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
December 31, 2024

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Federal Credit Union CD												
00224TAL0	10528	A+ FEDERAL CU		01/27/2023	249,000.00	249,000.00	249,000.00	4.700	731	26	4.700	01/27/2025
219873AB2	10649	CORP AMERICA FAMILY CU		03/27/2024	248,000.00	248,000.00	248,000.00	5.250	365	85	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	138	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	149	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	180	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	187	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	211	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	237	3.500	08/26/2025
90353EBC6	10550	USF FCU		03/15/2023	249,000.00	249,000.00	249,000.00	5.050	915	257	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	268	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	286	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	296	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	391	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	391	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	392	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	397	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	421	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	436	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	446	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	450	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	523	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	593	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	593	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	607	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	628	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	651	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	698	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	709	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	714	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	716	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	727	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	761	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	813	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	891	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	900	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	932	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	937	3.500	07/27/2027

City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
December 31, 2024

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Federal Credit Union CD												
55026MAE5	10487	LUMINATE BANK		09/15/2022	249,000.00	249,000.00	249,000.00	3.400	1,826	987	3.400	09/15/2027
052392BT3	10495	AUSTIN TELCO FCU		09/21/2022	249,000.00	249,000.00	249,000.00	3.800	1,826	993	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	1,002	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	1,002	4.100	09/30/2027
42869GAB2	10639	Hickam		01/31/2024	249,000.00	249,000.00	249,000.00	4.150	1,461	1,125	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	1,162	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	1,223	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	1,293	4.450	07/17/2028
19058RAG6	10684	COASTAL1CU		07/22/2024	249,000.00	249,000.00	249,000.00	4.550	1,460	1,297	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	1,302	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	1,329	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	1,335	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	1,391	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	1,398	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	1,398	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	1,421	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	1,429	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	1,456	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	1,478	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	1,527	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	1,532	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	1,594	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	1,602	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	1,611	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	1,617	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	1,660	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	1,672	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	1,679	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	1,700	3.800	08/28/2029
		Subtotal and Average	**16,368,000.00**		**16,368,000.00**	**16,302,725.46**	**16,368,000.00**		**1,391**	**882**	**4.300**	
Local Agency Investment Funds												
LAIF	10028	Local Agency Investment Fund			2,150,552.19	2,117,925.09	2,150,552.19	4.434	1	1	4.434	
		Subtotal and Average	**2,150,552.19**		**2,150,552.19**	**2,117,925.09**	**2,150,552.19**		**1**	**1**	**4.434**	

City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
December 31, 2024

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Corporate Notes												
06048WR36	10515	Bank of America Corp.		12/27/2022	500,000.00	467,107.48	467,107.48	2.000	1,638	902	5.000	06/22/2027
24422EXB0	10668	JOHN DEERE CAPITAL CORP		05/29/2024	500,000.00	499,510.52	499,510.52	4.950	1,507	1,290	4.979	07/14/2028
		Subtotal and Average	**966,094.58**		**1,000,000.00**	**966,618.00**	**966,618.00**		**1,570**	**1,103**	**4.989**	
Federal Agency Coupon Securities												
3133EPBH7	10543	Federal Farm Credit Bank		03/01/2023	500,000.00	499,876.06	499,876.06	4.750	723	51	4.939	02/21/2025
3133ENZG8	10458	Federal Farm Credit Bank		07/11/2022	500,000.00	500,441.41	500,441.41	3.375	1,075	170	3.176	06/20/2025
313373B68	10537	Federal Home Loan Bank		02/27/2023	500,000.00	498,643.69	498,643.69	4.375	1,110	436	4.619	03/13/2026
3130ASJ59	10447	Federal Home Loan Bank		07/18/2022	1,000,000.00	1,003,154.20	1,003,154.20	3.375	1,425	527	3.141	06/12/2026
3133EPQC2	10572	Federal Farm Credit Bank		08/02/2023	1,000,000.00	999,477.93	999,477.93	4.625	1,080	562	4.661	07/17/2026
61746BCY0	10708	Morgan Stanley Bank		08/01/2024	300,000.00	306,169.04	306,169.04	6.250	738	585	4.888	08/09/2026
45818WED4	10498	INTER-AMERICAN DEV. BANK		09/13/2022	500,000.00	493,856.78	493,856.78	2.980	1,731	890	3.902	06/10/2027
3130ASGU7	10432	Federal Home Loan Bank		06/16/2022	1,000,000.00	1,020,268.00	999,553.87	3.500	1,821	891	3.520	06/11/2027
3133EPCG8	10545	Federal Farm Credit Bank		03/01/2023	1,000,000.00	996,321.93	996,321.93	4.125	1,736	1,064	4.267	12/01/2027
3130AWMN7	10563	Federal Home Loan Bank		07/21/2023	500,000.00	503,056.27	503,056.27	4.375	1,785	1,255	4.177	06/09/2028
17325FBB3	10631	CITIBANK		01/30/2024	750,000.00	773,724.48	773,724.48	5.803	1,704	1,367	4.847	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	450	4.850	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	586	4.250	08/10/2029
		Subtotal and Average	**8,649,582.29**		**8,625,000.00**	**8,669,989.79**	**8,649,275.66**		**1,476**	**721**	**4.172**	
Treasury Coupon Securities												
91282CED9	10415	U.S. Treasury		03/22/2022	3,000,000.00	2,903,439.00	2,996,889.20	1.750	1,089	73	2.290	03/15/2025
91282CEU1	10459	U.S. Treasury		07/08/2022	1,000,000.00	999,243.14	999,243.14	2.875	1,073	165	3.051	06/15/2025
9128285C0	10456	U.S. Treasury		07/11/2022	1,000,000.00	998,880.63	998,880.63	3.000	1,177	272	3.158	09/30/2025
9128285J5	10445	U.S. Treasury		07/18/2022	1,000,000.00	999,014.49	999,014.49	3.000	1,201	303	3.125	10/31/2025
91282CDQ1	10403	U.S. Treasury		01/04/2022	1,000,000.00	925,664.00	997,936.93	1.250	1,822	729	1.357	12/31/2026
91282CEW7	10436	U.S. Treasury		07/14/2022	1,000,000.00	1,005,414.42	1,005,414.42	3.250	1,812	910	3.014	06/30/2027
91282CEE7	10654	U.S. Treasury		04/08/2024	500,000.00	461,900.10	461,900.10	2.375	1,818	1,550	4.393	03/31/2029
		Subtotal and Average	**8,458,138.48**		**8,500,000.00**	**8,293,555.78**	**8,459,278.91**		**1,323**	**392**	**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	103	0.690	04/14/2025
3133EREU1	10667	Federal Farm Credit Bank		05/29/2024	500,000.00	499,823.45	499,823.45	5.000	537	320	5.041	11/17/2025
3130AL7M0	10254	Federal Home Loan Bank		02/24/2021	500,000.00	460,993.50	499,827.92	0.625	1,826	54	0.663	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	426	0.790	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	740	1.470	01/11/2027

City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
December 31, 2024

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Federal Agency Callable												
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	755	1.840	01/26/2027
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	27	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	964	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	88	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	1,517	5.000	02/26/2029
		Subtotal and Average	**7,749,637.68**		**7,750,000.00**	**7,392,280.45**	**7,749,651.37**		**1,719**	**474**	**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	138	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	139	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	147	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	152	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	188	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	428	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	434	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	446	1.800	03/23/2026
46625HQW3	10709	JP Morgan Chase		08/01/2024	300,000.00	294,611.84	294,611.84	3.300	608	455	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	615	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	616	0.000	09/09/2026
89236TLD5	10670	Toyota MTR Credit Corp		05/29/2024	500,000.00	501,924.21	501,924.21	5.400	905	688	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	868	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	937	3.402	07/27/2027
06051GGA1	10716	Bank of America Corp.		08/01/2024	300,000.00	289,561.22	289,561.22	3.248	1,176	1,023	4.596	10/21/2027
69353RFG8	10669	PNC BANK NA		05/29/2024	500,000.00	471,548.45	471,548.45	3.100	1,244	1,027	5.335	10/25/2027
06406GAA9	10717	Bank of NY Mello Corp.		08/01/2024	500,000.00	470,759.18	470,759.18	3.000	1,551	1,306	4.702	10/30/2028
882508CG7	10653	TEXAS INSTRUME		04/01/2024	750,000.00	753,221.16	753,221.16	4.600	1,774	1,499	4.480	02/08/2029
91282CKG5	10657	UST		04/22/2024	750,000.00	735,299.60	735,299.60	4.125	1,804	1,550	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	105	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	1,569	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	1,569	4.550	04/19/2029
91159HHW3	10715	US BANK CORP		08/01/2024	300,000.00	276,369.64	276,369.64	3.000	1,824	1,671	4.964	07/30/2029
		Subtotal and Average	**8,014,070.58**		**8,122,000.00**	**7,887,603.48**	**8,015,295.30**		**1,530**	**886**	**3.831**	
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	151	0.952	06/01/2025
54438CYL0	10523	LOS ANGELES CA CMNTY CLG DIST		01/05/2023	365,000.00	346,438.90	346,438.90	1.174	1,304	577	4.700	08/01/2026

City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
December 31, 2024

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Municipal Bonds												
738850TA4	10522	POWAY UNIFIED SCHOOL DIST		01/04/2023	1,230,000.00	1,163,970.51	1,163,970.51	2.414	1,670	942	4.750	08/01/2027
		Subtotal and Average	**1,758,956.19**		**1,845,000.00**	**1,742,030.66**	**1,760,409.41**		**1,598**	**758**	**4.201**	
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	10,141,051.04	10,141,051.04	10,141,051.04	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	**9,872,007.05**		**10,141,051.04**	**10,141,051.04**	**10,141,051.04**		**1**	**1**	**4.640**	
		Total and Average	**63,987,039.03**		**64,501,603.23**	**63,513,779.75**	**64,260,131.88**		**1,193**	**579**	**3.842**	

City of Diamond Bar
Portfolio Management
Portfolio Details - Cash
December 31, 2024

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C
		Average Balance	0.00						0	0	
		Total Cash and Investments	63,987,039.03		64,501,603.23	63,513,779.75	64,260,131.88		1,193	579	3.842

City of Diamond Bar
Portfolio Management
Activity By Type
December 1, 2024 through December 31, 2024

CUSIP	Investment #	Issuer	Stated Rate	Transaction Date	Purchases or Deposits	Redemptions or Withdrawals	Balance
Federal Credit Union CD							
		Subtotal					**16,368,000.00**
Local Agency Investment Funds (Monthly Summary)							
		Subtotal					**2,150,552.19**
Corporate Notes							
		Subtotal					**966,618.00**
Federal Agency Coupon Securities							
		Subtotal					**8,649,275.66**
Treasury Coupon Securities							
		Subtotal					**8,459,278.91**
Federal Agency Callable							
		Subtotal					**7,749,651.37**
Certificate of Deposit							
		Subtotal					**8,015,295.30**
Municipal Bonds							
		Subtotal					**1,760,409.41**
Wells Fargo Sweep Account							
		Subtotal					**0.00**
Money Market Fund							
857492888	10562	State Street Advisors	4.640		2,540,363.70	2,900,000.00	
		Subtotal			**2,540,363.70**	**2,900,000.00**	**10,141,051.04**
		Total			**2,540,363.70**	**2,900,000.00**	**64,260,131.88**

City of Diamond Bar
Portfolio Management
Interest Earnings Summary
December 31, 2024

	December 31Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	0.00	55,083.47
Plus Accrued Interest at End of Period	1,103,163.09	1,194,542.94
Less Accrued Interest at Beginning of Period	(951,198.08)	(341,035.86)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	151,965.01	908,590.55
Adjusted by Premiums and Discounts	8,700.23	77,852.52
Adjusted by Capital Gains or Losses	0.00	0.00
Earnings during Periods	160,665.24	986,443.07
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	40,363.70	426,167.23
Plus Accrued Interest at End of Period	23,110.95	23,110.95
Less Accrued Interest at Beginning of Period	(15,012.26)	(107,536.09)
Interest Earned during Period	48,462.39	341,742.09
Total Interest Earned during Period	**200,427.40**	**1,250,332.64**
Total Adjustments from Premiums and Discounts	**8,700.23**	**77,852.52**
Total Capital Gains or Losses	**0.00**	**0.00**
Total Earnings during Period	**209,127.63**	**1,328,185.16**

Agenda #: 5.4
Meeting Date: January 21, 2025

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **CONTINUED PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION ("PLHA") PROGRAM.**

STRATEGIC GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

A. Adopt Resolution No. 2025-01 approving the City's participation in Year 5 of the Los Angeles Urban County PLHA Program; and

B. Determine that the proposed action does not constitute a project and is therefore exempt from the California Environmental Quality Act ("CEQA").

FISCAL IMPACT:

The PLHA Program is a SB 2 funded program that provides an ongoing annual source of funding through State Property Transfer Fees. The City has been allocated $125,849 in funding for Year 5 (January 1, 2027 through December 31, 2027) PLHA Program based on the State's allocation formula. No additional funding is required to participate in the program. If the City does NOT request the funds and identify a purpose for them, the funds will be returned to the State.

BACKGROUND

The PLHA Program was approved by the State legislature in 2017. It is designed to provide an ongoing annual source of funding for the construction of affordable housing, programs to assist persons who are experiencing or are at risk of homelessness, or other housing-related assistance programs for low-to-moderate income households. Like the City's Community Development Block Grant (CDBG) program allocations, the PLHA funding is first allocated to the Los Angeles County Development Authority (LACDA). The funding is then distributed to individual participating cities according to an allocation formula. The City was allocated a combined total of $794,762 for PLHA

Program Years 1 through 4 (i.e., calendar years 2023 through 2026).

On June 20, 2023, the City Council adopted Resolution No. 2023-25 approving the City's participation in the PLHA Program to expand the Home Improvement Program by increasing the maximum loan amount from $20,000 to $30,000, and extending the program to income-eligible condominium owners, and authorizing the City Manager to enter into a reimbursable contract with LACDA.

On December 3, 2024, LACDA informed the City of its eligibility to receive $125,849 for its Year 5 PLHA funding allocation (Attachment 2). To begin receiving these funds, the City is required to adopt and submit a City Council resolution to LACDA by February 14, 2025, listing the program activities that will be funded.

Pursuant to the rules set forth by LACDA, Year 5 funds must be fully expended by June 30, 2028.

DISCUSSION

The SB 2 legislation relating to PLHA funds specifies what eligible activities these funds can be used to finance. Activities can be broadly categorized as follows:

1. Activities related to the construction or preservation of affordable housing or supportive housing;

2. Matching funds to regional housing trusts;

3. Homelessness services and prevention programs;

4. Accessibility modifications for lower-income, owner-occupied housing;

5. Acquisition and rehabilitation of foreclosed or vacant homes; and

6. Programs that expand homeownership opportunities including but not limited to down-payment assistance programs.

Of the eligible activities listed above, it is recommended that the City allocate its Year 5 PLHA allocation to continue funding the Home Improvement Program and Condominium Home Improvement Program. The proposed programming of these funds is summarized below:

- **Home Improvement Program (HIP) – $35,000**

  The HIP offers deferred loans to eligible low- and moderate-income homeowners of single-family detached housing for necessary home improvements, as well as repairs to mitigate building and safety code deficiencies and/or violations. The City's HIP policies currently provide interest-free, deferred loans of up to $30,000 to eligible households. Loans become payable when the homes are sold or refinanced.

The minimum and maximum loan amounts under this program are $5,000 and $30,000, respectively. The City proposes to allocate a portion of its PLHA award to fund at least one HIP loan. CDBG funds are available to accommodate additional participation in the program.

- **Condominium Home Improvement Program (CHIP) – $65,679**

  The CHIP offers deferred loans to eligible low- and moderate-income homeowners of residential condominiums and townhomes. The program is administered essentially the same manner as the HIP, but the loan amount is capped at $20,000 because costlier improvements, such as roof maintenance and exterior repairs, are the responsibility of the respective condominium homeowners associations. The proposed allocation of $65,679 would fund at least three CHIP loans. Unlike the HIP, CDBG funds cannot be used for CHIP loans, so excess demand would have to be accommodated in the subsequent program year. Alternatively, the City may make adjustments to the PLHA funding allocations between the two programs, if appropriate. For example, If the demand for CHIP loans is higher than anticipated, the City could reallocate funds from the HIP allocation.

- **Administration of the HIP and CHIP - $25,169**

  The use of PLHA funds to cover administrative costs is capped at 20%. Therefore, $29,136 of the PLHA award is proposed to be set aside to pay consultant costs to administer these programs.

ENVIRONMENTAL ANALYSIS:

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”). As such, this matter is exempt under CEQA.

LEGAL REVIEW:

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

PREPARED BY:

Greg Gubman

Greg Gubman, Community Development Director 1/21/2025

REVIEWED BY:

Greg Gubman

Greg Gubman, Community Development Director 1/2/2025

Attachments:

1. 5.4.a Resolution No. 2025-01
2. 5.4.b Year 5 PLHA Award Letter Notice

RESOLUTION NO. 2025-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR APPROVING THE PARTICIPATION IN THE YEAR 5 LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM BY AUTHORIZING THE CITY MANAGER TO SIGN A REIMBURSABLE CONTRACT WITH THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY ("LACDA") ACTING ON BEHALF OF THE COUNTY.

WHEREAS, the City of Diamond Bar ("City") desires to participate in the Los Angeles Urban County Permanent Local Housing Allocation ("PLHA") Program; and

WHEREAS, the City authorizes the execution of a Reimbursable Contract with the County of Los Angeles in order to receive said PLHA funds.

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

Section 1. That the City Council does hereby authorize the City Manager to execute any and all documents, including a reimbursable contract with the Los Angeles County Development Authority acting on behalf of the County of Los Angeles, necessary for participation in the Los Angeles Urban County PLHA Program on behalf on behalf of the City of Diamond Bar.

Section 2. That the City Council determines that the proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines.

Section 3. The City Clerk shall attest and certify to the passage and adoption of this Resolution and enter it into the book of original resolutions, and it shall become effective immediately upon its approval.

PASSED, APPROVED, AND ADOPTED this 21st day of January, 2025.

CITY OF DIAMOND BAR

____
Chia Yu Teng, Mayor

ATTEST:

I, Kristina Santana, City Clerk of the City of Diamond Bar, California do hereby certify that the foregoing Resolution was duly and regularly passed, approved and adopted by the City Council of the City of Diamond Bar, California, at its regular meeting held on the 21st day of January, 2025, by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

____
Kristina Santana, City Clerk

HOUSING
COMMUNITY
ECONOMIC
LACDA
Los Angeles County Development Authority

December 3, 2024

Dan Fox, City Manager
City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765

Dear Dan Fox:

AWARD LETTER NOTICE YEAR 5 (2023 ALLOCATION)
PERMANENT LOCAL HOUSING ALLOCATION PROGRAM

The Los Angeles County Development Authority (LACDA) is pleased to announce that the City's tentative Year 5 Permanent Local Housing Allocation (PLHA) funding allocation is $125,849. Overall, LACDA experienced a decreased level of funding for Year 5 PLHA funds, which is why you will see less funding available now compared to prior years.

Once the LACDA receives the Year 5 funding from the State of California Department of Housing and Community Development (HCD), the city of Diamond Bar will be required to enter a contract with the LACDA that will set forth the conditions for funding and program/regulatory requirements that are required to be met for the funding and implementation of the City's PLHA funded activity. Please note that in order to receive funding, the City must be in compliance, specifically having a State approved Housing Element at the time of the award commitment from the State to LACDA.

If you wish to accept these funds for current or new eligible activities, the city of Diamond Bar must:

1. Submit a Letter of Intent which includes concise details of the proposed Activity and Sub-Activity and describes how the City plans to expend the funds by June 30, 2028;
2. Complete a proposed Exhibit A form for the planned activity;
3. Provide a city council approved resolution; and
4. Provide proof of 30-day Public Notice.

Please submit all required documentation on or before **February 14, 2025**. If the Letter of Intent, including supporting documentation is not received by the due date, the available allocation will be retained by the County and reallocated to Countywide program(s).

Should you have any PLHA funding allocation questions, please contact Jenny Salazar, PLHA Specialist at (626) 586-1633 or jenny.salazar@lacda.org. For assistance related to your PLHA program activities, please contact your contract manager, Samuel Leung at Samuel.Leung@lacda.org or (626) 586-1746.

Sincerely,

Micah Chen
Micah Chen (Dec 3, 2024 15:23 PST)

LINDA JENKINS, Director
Community Development Division

c: Greg Gubman, Primary
Jason Jacobsen, Financial Director

Attachments

LJ:MC:JED:JS:AB:lh

PLHA Award Letter Notice_Year

Agenda #: 5.5
Meeting Date: January 21, 2025

CITY COUNCIL — AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **CONSULTANT SERVICES AGREEMENT WITH DE NOVO PLANNING GROUP TO PREPARE NECESSARY ENVIRONMENTAL DOCUMENTS FOR A PROPOSED ELECTRONIC BILLBOARD LOCATED AT 880 SOUTH LEMON AVENUE.**

STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve, and authorize the City Manager to sign, the Consultant Services Agreement with De Novo Planning Group to prepare the necessary environmental documents pursuant to the California Environmental Quality Act in the not-to-exceed amount of $64,950.

FINANCIAL IMPACT:

None. All costs associated with the execution of the Consultant Services Agreement shall be borne by the project applicant. The applicant will be required to submit the total contract amount to the City prior to the start of services. Consultant invoices will be paid out of the developer deposit account. The proposed Consultant Services Agreement authorizes the Consultant to submit invoices to the City for a not-to-exceed amount of $64,950.

SUMMARY:

The Walnut Valley Unified School District (WVUSD) proposes to install a digital billboard along the freeway frontage of its district facilities on Lemon Avenue. The Development Code (Title 22 of the Diamond Bar City Code) currently prohibits off-site signs, including billboards, so a number of prerequisite actions, including an amendment to the Development Code, would have to be accomplished before the City may consider the district’s request.

Because the proposed project is subject to California Environmental Quality Act

(CEQA), the City is seeking services of an environmental consulting firm to prepare the required CEQA documentation. This will include an assessment of potential environmental impacts associated with the proposed electronic billboard installation and the identification of mitigation measures to minimize those impacts to less-than-significant levels. It is anticipated that an Initial Study (IS) will likely determine that a Mitigated Negative Declaration (MND) would be the appropriate environmental document for the project.

<u>Site Characteristics</u>

The billboard is proposed to be located on the 6.1-acre property of the WVUSD administrative offices and bus yard at 880 South Lemon Avenue. The site is bounded by Walnut Elementary school and adjacent Lycoming Street to the north, South Lemon Avenue to the west, Glenwick Avenue to the east and the California State Route 60 (SR 60) to the south.

The proposed billboard will be located near the southwest corner of the site, where the bus yard is located, to provide optimal visibility along the freeway. The image below highlights the subject property and proposed billboard location:

Site Aerial of Project Location –
WVUSD Administrative Offices

<u>Proposed Project</u>

The application includes the following entitlement requests:

- **Development Code Amendment** to amend the Development Code to allow billboards as a permissible use, subject to specified criteria.

- **Development Review** to approve the design of the proposed electronic billboard structure at the subject property.

- **Conditional Use Permit** to allow the operation of the proposed electronic billboard at the subject property.

- **Development Agreement** between the City of Diamond Bar and WVUSD setting forth the community benefits that may be derived with the development and operation of an electronic billboard at the subject property.

CONSULTANT SELECTION PROCESS:

On August 19, 2024, the City published a detailed Request for Proposals (RFP) on PlanetBids, inviting planning and environmental consulting firms to submit proposals to prepare the CEQA document for the project. The City received proposals from eleven firms. After reviewing the proposals and interviewing the top candidates, staff recommends that the City enter into a Consulting Services Agreement with De Novo Planning Group (De Novo) based on the factors outlined below:

Quality of Proposal – De Novo prepared a proposal with a detailed scope of work closely aligned with the project's needs, including an in-depth review of potential impacts to aesthetics, light and glare.

Cost – The proposed budgets of the eleven proposals ranged from $26,896 to $124,909, with an average cost of $66,176. De Novo's proposal, with a not-to-exceed amount of $64,950 for preparing an MND, is at the midpoint of this range, and is slightly lower than the average (see table below for cost comparison). De Novo's cost-competitiveness is largely attributed to its use of experienced in-house staff.

Firm	Bid Amount
SummitWest Environmental, Inc.	$26,896
CAJA Environmental Services, LLC	$35,230
CSG Consultants, Inc.	$49,925
CASC Engineering and Consulting, Inc	$54,500
Chambers Group	$63,120
De Novo Planning Group	$64,950
Michael Baker International	$66,270
UltraSystems Environmental	$74,870
T&B Planning, Inc.	$76,780
EPD Solutions, Inc.	$90,484
FirstCarbon Solutions	$124,909

Scope of Work – The proposed scope of work includes all work efforts related to the analysis, preparation, consultation and related compliance with CEQA. This will include the preparation of an initial study, the mitigated negative declaration with necessary technical studies, on-call consulting on an as needed basis, and attendance at public hearings.

Firm Credentials – De Novo's team is comprised of experienced and highly qualified analysts specializing in planning, environmental services, and sustainability. Their expertise encompasses environmental documentation and compliance, with technical proficiency in areas such as visual impact assessments, air quality analysis, noise studies, and biological resource evaluations. Additionally, De Novo received outstanding references, highlighting the firm's responsiveness and excellent work products.

De Novo has assisted cities such as Lake Forest, Fountain Valley, Burbank and Gardena with the preparation of environmental documentations for similarly complex CEQA projects. In March 2022, De Novo completed an IS/MND for City of Baldwin Park for the installation and operation of a 90-foot-tall electronic billboard, adjacent to the Interstate 10 freeway corridor.

Project Manager – De Novo's business approach includes having a dedicated project principal and project manager on every project to ensure continuity and a seamless process during the absence of either person. Starla Barker, AICP, will be the assigned project principal, responsible for review of all work products and overall quality control. Ms. Barker has over 20 years of industry experience preparing and managing planning and CEQA documents throughout Southern California. Christine Abraham, will be the assigned project manager and is responsible for day-to-day management of the CEQA process through to public hearings. Ms. Abraham is also a principal planner with De Novo and has almost two decades of environmental consulting and planning experience. Ms. Abraham is also a member of the State Bar of California.

Based on staff's evaluation of the submitted proposals, it is recommended that the City Council authorize the City Manager to execute the proposed contract with De Novo to prepare the CEQA documents for a not-to-exceed total of $64,950.

LEGAL REVIEW:

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

PREPARED BY:

Dat Tran

Dat Tran, Associate Planner 1/21/2025

REVIEWED BY:

Greg Gubman

Greg Gubman, Community Development Director 1/9/2025

Attachments:

1. 5.5.a Consultant Services Agreement
2. 5.5.b Scope of Work and Budget

Consultant Services Agreement

CONSULTANT SERVICES AGREEMENT
ENVIRONMENTAL CONSULTING SERVICES

THIS AGREEMENT (the "Agreement") is made as of January 21, 2025 by and between the City of Diamond Bar, a municipal corporation ("City") and De Novo Planning Group, 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 services set forth in the attached Exhibit "A", which is incorporated herein by this reference. As a material inducement to the City to enter into this Agreement, Consultant represents and warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Consultant represents that it is fully qualified to perform such consulting services by virtue of its experience and the training, education and expertise of its principals and employees.

The Community Development Director, Greg Gubman or his designee (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 January 21**,** 2025, and shall continue until the scope of services 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 ***Sixty-four thousand, nine hundred fifty dollars*** ($64,950) without the prior written consent of the City. The above not to exceed amount shall include all costs, including, but not limited to, all clerical, administrative, overhead, telephone, travel and all related expenses.

4. Payment.

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

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

C. City will pay Consultant the amount invoiced the City will pay Consultant the amount properly invoiced within 35 days of receipt, but may withhold 30% of any invoice until all work is completed, which sum shall be paid within 35 days of completion of the work and receipt of all deliverables.

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

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

6. Priority of Documents. In the event of any inconsistency between the provisions of this Agreement and any attached exhibits, the provisions of this Agreement shall control.

7. Status as Independent Contractor.

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

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

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

D. Consultant shall, at Consultant's sole cost and expense fully secure and comply with all federal, state and local governmental permit or licensing requirements, including but not limited to a business license with the City of Diamond Bar, South Coast Air Quality Management District, and California Air Resources Board.

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

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

9. Indemnification. To the maximum extent permitted by Civil Code section 2782.8, 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) of every nature arising out of or in connection with:

(1) Any and all claims under Worker's Compensation acts and other employee benefit acts with respect to Consultant's employees or Consultant's contractors;

(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. 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. Notwithstanding the foregoing, for any claim alleging negligent performance by Consultant, the Consultant has no immediate obligation to provide the defense of the City. The Consultant will reimburse indemnified parties their reasonable defense costs ultimately determined to have been caused by the negligence of the Consultant and proportionate to the degree of fault of the Consultant. Except for the Indemnitees, this Agreement shall not be construed to extend to any third-party indemnification rights of any kind;

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

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

10. Insurance.

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

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

(2) property damage insurance with a minimum limit of $500,000.00 per occurrence;

(3) automotive liability insurance written on an occurrence basis covering all owned, non-owned and hired automobiles, with minimum combined single limits coverage of $1,000,000.00; and

(4) Worker's Compensation insurance when required by law, with a minimum limit of $500,000.00 or the amount required by law, whichever is greater.

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

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

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

D. All policies of insurance shall cover the obligations of Consultant pursuant to the terms of this Agreement and 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 Consultant fails to keep the insurance required under this Agreement in full force and effect, City may take out the necessary insurance and any premiums paid, plus 10% administrative overhead, shall be paid by Consultant, which amounts may be deducted from any payments due Consultant.

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

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

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

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

14. Conflict of Interest.

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

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

15. Termination. The City may terminate this Agreement with or without cause upon fifteen (15) days' written notice to Consultant. The effective date of termination shall be upon the date specified in the notice of termination, or, in the event no date is specified, upon the fifteenth (15th) day following delivery of the notice. In the event of such termination, City agrees to pay Consultant for services satisfactorily rendered prior to the effective date of termination. Immediately upon receiving written notice of termination, Consultant shall discontinue performing services, unless the notice provides otherwise, except those services reasonably necessary to effectuate the termination. The City shall be not liable for any claim of lost profits.

16. Personnel/Designated Person. Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. Starla Barker shall serve as Consultant's project manager for all such services required under this Agreement and all other services shall be performed by personnel qualified to perform such services and under her supervision. Ms. Barker shall not be replaced without the prior written consent of the City. Except as provided in this Agreement, Consultant reserves the right to determine the assignment of its own employees to the performance of Consultant's services under this Agreement, but City reserves the right in its sole discretion to require Consultant to exclude any employee from performing services on City's premises.

17. Non-Discrimination and Equal Employment Opportunity.

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

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

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

18. Time of Completion. Consultant agrees to commence the work provided for in this Agreement within (5) days of being notified by the City to proceed and to diligently prosecute completion of the work as agreed to by and between the Project Manager and the Consultant.

19. Time Is of the Essence. Time is of the essence. Consultant agrees to exercise diligence in the performance of its services consistent with the agreed upon project schedule, subject, however, to the exercise of the generally accepted standard of care for performance of such services.

20. Reserved.

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"	"CITY"
De Novo Planning Group 180 E Main Street, Suite 108 Tustin, CA 92780 Attn.: Starla Barker Phone: (949) 396-8193 E-Mail: sbarker@denovoplanning.com	City of Diamond Bar 21810 Copley Drive Diamond Bar, CA 91765-4178 Attn.: Dan Fox 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.

31. Waiver of Consequential Damages. Neither party shall have any claim or right against the other, whether in contract, warranty, tort (including negligence), strict liability or otherwise, for any special, indirect, incidental, or consequential damages of any kind or nature whatsoever, such as but not limited to loss of revenue, loss of profits on revenue, loss of customers or contracts, loss of use of equipment or loss of data, work interruption, increased cost of work or cost of any financing, howsoever caused, even if same were reasonably foreseeable.

32. Force Majeure. "Neither party shall have any claim or right against the other for any failure of performance where such failure of performance is caused by or is the result of causes beyond the reasonable control of the other party due to any occurrence commonly known as a "force majeure," including, but not limited to: acts of God; fire, flood, or other natural catastrophe; acts of any governmental body; national emergency; insurrection; riot; or war."

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

"Consultant"

DE NOVO PLANNING GROUP

By:______________________________
Starla Baker

"City"

CITY OF DIAMOND BAR

By: ________________________
Daniel Fox, City Manager

ATTEST:

____
Kristina Santana, City Clerk

Approved as to form:

By:________________________
Omar Sandoval, City Attorney

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

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

Exhibit A – Scope of Work

4. SCOPE OF WORK

PROJECT UNDERSTANDING

The City of Diamond Bar is seeking a qualified environmental planning consultant team to prepare California Environmental Quality Act (CEQA) compliance documentation for the proposed installation and operation of an electronic billboard (Project) to be located at 880 South Lemon Avenue, in Diamond Bar. The Project site is an undeveloped portion of the parking lot of the Walnut Valley Unified School District (WVUSD) offices, with an associated Assessor's Parcel Number (APN) 8760-015-901. The electronic billboard would be supported by an approximately 100-foot-tall pole structure, mounted with two light-emitting diode (LED) screens that would be 14 feet tall and 48 feet wide.

The Project site has a General Plan land use and corresponding zoning of Commercial, and it is currently occupied by two- and three-story commercial/industrial structures which house WVUSD headquarters and maintenance facilities, with supporting surface parking and number of solar panel arrays that also provide some shade. The site itself is commercial/industrial in nature, as WVUSD school buses are also parked and stored at the Project site. No schools or students are present on the Project site. The Project site is adjacent to the State Route (SR) 60 Freeway, and there are other commercial/industrial uses, as well as a static billboard, adjacent to and surrounding the Project site. The sign would be visible from SR 60 and the surrounding area.

CEQA requires the evaluation of potential environmental impacts associated with the proposed Development Code Amendment, as well as the installation of the electronic billboard. Other approvals sought include Development Review, Conditional Use Permit, and a Development Agreement between the City and WVUSD. Based on the RFP and our understanding of the Project, De Novo is proposing to prepare a Mitigated Negative Declaration (MND) for the Project. If during the course of our evaluation it becomes evident that a significant and unavoidable impact could result from the proposed Project, an environmental impact report may be required. De Novo will communicate with the City immediately to discuss next steps for a revised scope of work to reflect the appropriate level of CEQA documentation.

SCOPE OF WORK

We have prepared the following work plan in response to the RFP, our understanding of the Project, and our experience preparing a variety of environmental clearance documents and associated technical studies throughout California. The requested work effort will involve preparation of technical studies, an Initial Study, and preparation of an MND.

TASK 1 PROJECT KICKOFF AND PROJECT DESCRIPTION

1.1 Project Kickoff Meeting

The work program will be initiated with a kickoff meeting with City staff to discuss the project features in greater detail. This initial meeting will be a key milestone to confirm the parameters of the analysis, project construction program, buildout conditions, scheduling, and overall communications. Prior to the kickoff meeting, De Novo will distribute an agenda and detailed memorandum, which will identify information needs. De Novo will review all applicable Project information provided by the City, which may include site plans, technical specifications, visual simulations, infrastructure plans, and other relevant information. Based upon the detailed Project information obtained at the project kickoff meeting, De Novo will draft a preliminary Project Description (Task 1.2) and project schedule for review and approval by the City staff.

1.2 Project Description and Site Visit

The Project Description is a critical element of the environmental review and establishes the foundation for the technical analysis. The Project Description will detail the Project location and environmental setting, project characteristics (construction and operation), project objectives, phasing, discretionary actions, and required permits and approvals based on available information provided by the City. De Novo will submit the Project Description to the City for review and approval. This scope assumes that De Novo will respond to one set of consolidated comments from the City. We have assumed that no modifications to the Project Description will occur after approval by the City.

Task 1 Deliverables: One electronic copy of the Kickoff Meeting Agenda/Minutes; One electronic copy of the Schedule (with updates as needed); One electronic copy of the Draft and Final Project Description (Word and PDF).

TASK 2 PREPARATION OF TECHNICAL STUDIES

In order to support the Project's CEQA analysis, and as discussed with the City, De Novo anticipates that the following technical studies will be required. If subsequent discussions with the City, or during preparation of the evaluation, it Is determined that additional studies will be needed, an amendment to this work program would be required.

2.1 Visual Impacts Analysis

In order to support the Project's CEQA analysis, De Novo will utilize our in-house design staff to assist with preparation of visual simulations for the proposed Project. This will entail a survey of the site and the surrounding area to take photos, including an electronic model of the sign and rendered exhibits depicting the electronic billboard from up to five (5) vantage points. The visual simulations will be created with SketchUp and Lumion software. It is assumed that a technical visual analysis of light spillage will not be required, since there are no sensitive uses within a 500-foot radius of the Project site. De Novo assumes that the City will provide all available technical information related to the electronic billboard, including and not limited to, technical specifications of the billboards, illumination and/or lighting studies, infrastructure plans, installation plans and timing, energy usage, operational characteristics and messaging contents of the electronic billboards, operational timing, site photography, and any other information that would assist in the technical evaluation of visual impacts. This information should be provided in an electronic format.

2.2 Air Quality Analysis, Energy and Greenhous Gas Emissions Analyses

Air Quality. De Novo will utilize our in-house Environmental Scientists to prepare an Air Quality analysis for this Project. The analysis will be prepared consistent with South Coast Air Quality Management District (Air District) and State and Federal guidelines using the latest version of CalEEMod software. As operational emissions would be limited, the analysis will primarily include a comparison of the proposed Project's construction-related emissions with the Air District's air quality thresholds of significance for criteria pollutants, consistent with applicable Air District guidance. De Novo will also analyze the potential for health risk and odor impacts on nearby receptors. This task does not include the preparation of a Health Risk Assessment (HRA), since preparation of an HRA would not be appropriate for the Project. The discussion will include the methodology for calculating emissions, an analysis of the proposed Project's air quality impacts, and a discussion of feasible mitigation measures that should be implemented to reduce impacts on air quality, as appropriate.

Energy. De Novo's will utilize our in-house Environmental Scientists to prepare an analysis and quantification of Project energy usage, consistent with the requirements of the most recent version of CEQA Guidelines Appendix G. The analysis will provide disclosure of the Project's estimated energy consumption associated with long-term operations, as well as for construction-related activities. Further, consistent with the applicable statutes and guidelines, De Novo will analyze the Project's potential for wasteful, inefficient, and unnecessary consumption of energy, and will also analyze whether the Project would conflict with or obstruct any state or local plans for renewable energy or energy efficiency.

Greenhouse Gas Emissions. De Novo's in-house Environmental Scientists will prepare a Greenhouse Gas Emissions analysis pursuant to the requirements of Executive Order S-3-05, The Global Warming Solutions Act of 2006 (AB 32), the California Global Warming Solutions Act of 2016: emissions limit (SB 32), and The California Climate Crisis Act (AB 1279). The analysis will follow the California Air Pollution Control Officers Association (CAPCOA) white paper methodology and recommendations presented in Climate Change & CEQA, which was prepared in coordination with the California Air Resources Board and the Governor's Office of Planning and Research as a common platform for public agencies to ensure that GHG emissions are appropriately considered and addressed under CEQA. The analysis will meet all of the requirements of CEQA Guidelines Section 15064.4. This analysis will consider both a local and a regional approach toward determining whether construction GHG emissions are significant, and will present mitigation measures to reduce impacts, consistent with the guidance and significance thresholds provided by the Air District, as applicable. The discussion and analysis will include quantification of GHGs generated by the Project using the latest version of the CalEEMod computer model as well as a quantitative analysis of the Project's consistency with any applicable state and local plans.

2.3 Cultural Resources and Tribal Cultural Resources Services

De Novo has teamed with South Environmental to also provide cultural and tribal cultural resources services.

CHRIS Records Search. South Environmental will request a California Historical Resources Information Systems (CHRIS) records search of the project site and a 0.5-mile radius from the South Central Coastal Information Center (SCCIC), which houses cultural records for Los Angeles County. The purpose of a records search is to: identify any previously recorded cultural resources; review historical maps of the project site; review the Archaeological Determinations of Eligibility lists; and gather information on ethnographies. In addition, South Environmental will review the lists for the National Register of Historic Places (NRHP), the California Register of Historical Resources (CRHR), and the lists of California State Historical Landmarks, and California Points of Historical Interest.

Native American Outreach and Consultation. South Environmental will also assist the City with its government-to-government AB 52 obligations by providing City staff with a detailed overview of the AB 52 process and required steps; request a Sacred Lands File Search and AB 52 Tribal Consultation List from the Native American Heritage Commission (NAHC); prepare notification letters and consultation letters (as appropriate) to tribes requesting consultation on the Project using City letterhead; assist the City with subsequent responses from tribes and consultation meetings that occur; and maintaining a detailed record of all AB 52 consultation efforts on coordination with City staff. This scope assumes no more than three (3) one-hour meetings with the City and tribes.

Cultural Resources Report. South Environmental will prepare a Cultural Resources Technical Report that will summarize the results of the records search and the NAHC Sacred Lands File search. The report will also discuss the proposed Project description, regulatory framework, all sources consulted, recommendations for appropriate management, and analysis of the proposed project's potential to impact cultural resources under CEQA. This task assumes no more than two drafts and one final electronic version of the report will be required. As the site is paved, a pedestrian archaeological survey is not required.

Task 2 Deliverables

Draft and final visual simulations and their respective vantage locations would be provided to the City electronically. Results of the Air Quality, Energy and GHG evaluations will be included in the text of the IS/MND and any data will be included in an appendix. One electronic copy of draft and final Cultural Resources Report will be provided (Word and PDF). The AB 52 letters will be provided to the City for review, and it would subsequently be placed on City letterhead for transmittal to tribes.

TASK 3 ADMINISTRATIVE DRAFT INITIAL STUDY

De Novo will prepare an Administrative Draft Initial Study for concurrent review by the City. The contents of the Administrative Draft Initial Study will be consistent with all applicable provisions of CEQA and the CEQA Guidelines, and will incorporate the analysis and findings of the technical studies:

3.1 Introduction

The Introduction will cite the provisions of CEQA, the CEQA Guidelines, and the City of Diamond Bar's CEQA Implementation procedures for which the proposed Project is subject.

3.2 Environmental Evaluation

This section will include a discussion of the potentially significant environmental impacts, mitigation measures to reduce significant impacts to a level of insignificance, and a statement as to whether mitigation measures will reduce impacts to a level of insignificance. The evaluation section will contain appropriately detailed analysis and discussion of those environmental criteria deemed "Potentially Significant Impact" and "Potentially Significant Impact Unless Mitigated". Where the project would result in "No Impact" or "Less Than Significant Impact" for particular environmental criteria, the Initial Study will include a brief discussion which supports such a finding.

Aesthetics

According to the Diamond Bar General Plan 2040 EIR, scenic vistas within the City are focused in open space, local hillsides and ridges, and distant views of the San Gabriel Mountains. The Project site is located within an industrial/commercial and urbanized area of the City. Visual impacts from installation of the electronic billboard will be discussed and evaluated. The analysis will be supported by the visual simulations as described above in Task 2.1 and will focus on whether the Project would conflict with applicable zoning and other regulations governing scenic quality as identified in the Diamond Bar Municipal Code. The analysis will also address the potential for the Project to create a new source of substantial light or glare adversely affecting day or nighttime views in the area. Existing lighting within the surrounding area will be qualitatively discussed. Information regarding the nature of the advertisements, refresh rates, and other characteristics related to the digital messaging, would be discussed.

Agriculture and Forestry Resources

The Project site is not identified by the California Important Farmland Finder as Farmland of Local Importance and does not contain agricultural resources; nor does the project site contain forest land.

Further, the project site is not zoned for agricultural use or forest land. Thus, the Initial Study will confirm no impact to agricultural and forestry resources.

Air Quality

This section will incorporate the findings of the Air Quality analysis referenced in Task 2.2.

Biological Resources

This section will qualitatively evaluate impacts to biological resources, as the Project site is in a parking lot. Standard regulatory requirements, in accordance with City requirements, related to potentially affected trees will be restated. No tree studies are included in this scope of work.

Cultural Resources

This section will incorporate the findings of the Cultural Resources assessment referenced in Task 2.3.

Energy

This section will incorporate the findings of the Energy analysis referenced in Task 2.2.

Geology/Soils

Utilizing the City-provided geotechnical studies and/or other existing resources, the analysis will identify existing regional and local geology and soils constraints (such as compressible soils, landslide hazards, disruptions, displacements, compaction, or over-covering of the soil, and areas subject to subsidence) and seismic hazards, as well as liquefaction. While the City is located in a seismically active region, there are no active faults within the City and it is not situated within an Alquist-Priolo Earthquake Zone, according the City's General Plan EIR. The Project will be evaluated for its potential to directly or indirectly cause substantial adverse effects involving fault rupture, strong seismic ground shaking, seismic-related ground failure (e.g., liquefaction), and landslides. This section will also address potential impacts related to paleontological resources.

Greenhouse Gas Emissions

This section will incorporate the findings of the Greenhouse Gas analysis referenced in Task 2.2.

Hazards and Hazardous Materials

The Project site is currently developed with the WVUSD headquarters, maintenance buildings and supporting parking lot. Utilizing regulatory agency databases and/or a City-provided Phase I Environmental Site Assessment, if available, De Novo's evaluation will include a review of hazardous site databases (e.g., California Environmental Protection Agency's (Cal-EPA) Cortese List, the Department of Toxic Substances Control EnviroStor database, the State Water Resources Control Board GeoTracker database, Cal-EPA's CAL-SITES Abandoned Site Program Information System (ASPIS) database, and others that are deemed relevant). This section will include an analysis of potential hazards associated with Project construction and operations.

Hydrology/Water Quality

De Novo will evaluate potential impacts to hydrology and water quality. The Federal Emergency Management Agency indicates that this site is not in a flood zone, so flood risks in the Project area are minimal. The site is flat and the electronic billboard will be installed in an already paved area, and as such, it is assumed that installation is not anticipated to alter drainage patterns or hydrological conditions of the Project site. As such, De Novo will conduct an analysis of potential hydrological impacts for purposes of the CEQA evaluation; however, no technical studies or modeling will be prepared.

Land Use and Planning

The Project site is zoned as Commercial and the land use designation is Commercial. The Project would not displace existing people or housing or divide an established community. The proposed Project will be reviewed for any potential conflicts with a land use plan, policy, or regulation adopted for purposes of avoiding or mitigating an environmental effect.

Mineral Resources

No known mineral resources or recovery sites occur within the Project site. Thus, the Initial Study will confirm no impact to mineral resources.

Noise

This section will provide a qualitative evaluation of noise, as the Project would entail limited construction for the installation of the electronic billboard, and there are no sensitive receptors within the vicinity that could be affected by its installation.

Population and Housing

The proposed Project would involve installation of an electronic billboard. Due to the limited nature of the Project, there would be negligible impacts related to population and housing. It is anticipated the discussion will qualitatively confirm the Project would not induce substantial unplanned population growth.

Public Services

The Project would not involve the construction of new residential or commercial development. As such, the potential environmental impacts to fire, police, schools, parks and public facilities would be negligible. It is anticipated the discussion will confirm that the provision of other new or physically altered public facilities would not be needed as a result of the Project.

Recreation

The Project proposes to install an electronic billboard in the parking lot of a commercial/industrial property, and potential environmental impacts related to recreation would be negligible. It is anticipated the analysis will confirm the Project would not result in substantial physical deterioration of a recreation facility.

Transportation

Due to the nature of the Project, traffic impacts will be qualitatively evaluated. It is assumed that VMT impacts would be screened out, as the Project would not generate vehicle trips in exceedance of a screening threshold. A discussion of the appearance of the electronic billboard from surrounding streets and SR 60 will be discussed. The Project would require a Caltrans Off-Premise Digital Billboard Permit, and the characteristics of the digital messages will be considered in light of driver safety.

Tribal Cultural Resources

This section will incorporate the findings of the Cultural Resources Assessment referenced in Task 2.3 regarding potential impacts to tribal cultural resources, including any information obtained from Native American tribes as part of the AB 52 consultation process, which will be facilitated by the City and South Environmental.

Utilities/Service Systems

The ability of existing infrastructure to support the proposed development will be confirmed, including assessing the relocation or construction of new or expanded facilities and the potential to result in an environmental effect based upon information provided by the City and service providers. The discussion will focus on the potential alteration of existing facilities, extension, or expansion of new facilities and the minimal demand on services associated with the proposed development.

Wildfires

The Project site is not located within a fire hazard severity zone as delineated on CalFire Hazard Severity Zone Maps for the City. Further, according to the General Plan, the City is not located in a fire threat zone. Thus, the Initial Study will confirm that there would be no impact associated with wildfires.

Mandatory Findings of Significance

This section will focus on the cumulative effects and the potential for the Project to have environmental effects which will cause substantial adverse effects on human beings based in part on the analysis conducted as part of the previous environmental topical areas.

3.3 Additional Sections and Exhibits

Additional Initial Study sections will be prepared and include the following: List of Preparers; References; and Appendices. The environmental document will include exhibits to enhance the written text and clarify the proposed Project.

3.4 Administrative Draft Initial Study Submittal

The previous tasks will result in the Administrative Draft Initial Study, which will be provided to the City for concurrent review and comment.

3.5 Initial Study Findings and Meeting with City Staff

Once the Initial Study is completed and reviewed by City staff, De Novo will participate in a conference call with City staff to review and discuss the findings of the Initial Study review. This scope assumes that the City will provide one set of consolidated comments. Based upon the results of the Initial Study and meeting with City staff, De Novo will prepare the appropriate CEQA compliance documentation, assumed to be preparation of an MND.

<u>Task 3 Deliverables</u>. One electronic of the Administrative Draft IS with Appendices (Word and PDF); five (5) hard copies; and meeting with City staff regarding Draft IS findings.

TASK 4 MITIGATED NEGATIVE DECLARATION

Should the analyses described in Tasks 2.0 and 3.0 determine that impacts could be mitigated to a less than significant level, De Novo will prepare an MND.

4.1 Revised Draft IS/MND

De Novo will prepare a Revised Screencheck Draft IS/MND based upon comments received from the City on the Administrative Draft IS. Changes to the Screencheck Draft IS/MND will be highlighted/provided in tracked changes to assist the review.

4.2 Public Review Draft IS/MND

Comments received from City staff on the Revised Draft IS/MND will be addressed. De Novo will prepare the Notice of Intent to Adopt a MND (NOI) for public review. De Novo will be responsible for posting the NOI with the County Clerk and preparing the submittal documents to the State Clearinghouse. This scope of work excludes radius mailing and newspaper noticing.

4.3 Final IS/MND

Upon completion of the public review period, De Novo will prepare a written response to the public comments, and where necessary the appropriate revisions will be made to the IS/MND text. All responses will be provided to City staff for review in the form of a Screencheck Final Initial Study/MND. We will make any additional revisions as directed by the City and prepare a Final Initial Study/MND for consideration. The Final Initial Study/MND will include a Mitigation Monitoring and Reporting Program. At this time, the extent of public and agency comments that will result from the review process is unknown. This task identifies a maximum budget allocation to prepare the responses to comments by the De Novo team. The scope of work does not assume supplemental technical studies or extensive additional analysis will be required to provide responses to comments.

4.4 Notice of Determination

De Novo will prepare and file a Notice of Determination (NOD) with the County Clerk and State Clearinghouse. Our budget includes the filing fees for the County Clerk; however, any applicable CDFW fees are excluded.

<u>Task 4 Deliverables</u>. One electronic copy of the Revised Draft IS/MND (Word and PDF); One electronic copy of the Public Review Draft IS/MND (Word and PDF); Two (2) hardcopies of the Public Review Draft IS/MND; Up to 30 copies of the Notice of Intent to Adopt (NOI) and Public Review Draft IS/MND on USB mailed to the City's distribution list; One electronic draft and final Notice of Intent; One electronic draft and final Responses to Comments; One electronic draft and final MMRP; One electronic and three hardcopies of the Final IS/MND to include the Responses to Comments, MMRP, and Errata; and One electronic NOD.

TASK 5 MND PROJECT COORDINATION AND MEETINGS

5.1 Project Management and Administration

Ms. Barker and Ms. Abraham will direct preparation and review of the MND for compliance with CEQA requirements and guidelines and City CEQA procedures. This will include close coordination and oversight of the technical analysis and identification of any areas of concern early in the work program. Ms. Abraham will coordinate with City staff, as well as internal technical staff, support staff and word processing toward the timely completion of the environmental document throughout the duration of the Project. This task involves the time necessary for management and administration of the Project, including invoicing and progress reports.

5.2 Project Meetings

Close coordination with City staff is essential. Ms. Abraham will participate in progress/Project conference calls and/or meetings with City staff, as necessary. For budgeting purposes, the following meetings are assumed, as described in the RFP: One (1) kickoff meeting with City staff (refer to Task 1.1); up to two (2) meetings with City staff to discuss work program and progress, resolve any issues, review comments on administrative documents, and/or receive any necessary direction; and attendance at up to two (2) public hearings. A minimum of three (3) check-in conference calls with City staff are also assumed. We anticipate that only the Project Manager will be required for each meeting, and it is assumed that no more than 16 hours of meetings and management would be required by the Project Manager for the duration of the Project. We have not budgeted for additional technical support from other members of our team, including our subconsultants, to attend public hearings.

5. BUDGET ESTIMATED

Typical direct costs associated with preparation of environmental documents include mileage, printing data collection, and postage. Please note that all direct costs are billed at-cost and are not marked-up. We also do not mark-up the fees of our subconsultants. The cost proposal and rate sheets are provided below.

Diamond Bar Electronic Billboard Project IS/MND

TASK/ACTIVITY	Project Principal		Project Manager/ Principal Planner		Senior Planner		Associate Planner		Assistant Planner		GIS Analyst		De Novo Subtotal TOTALS		South Enviro	Direct Costs	ACTIVITY TOTALS
	hours	$175	hours	$175	hours	$130	hours	$120	hours	$100	hours	$115	hours	Fee	Cultural/ Tribal	Printing, Postage, Filing Fees	Fee
TASK 1: PROJECT KICKOFF AND PROJECT DESCRIPTION																	
1.1 Project Kickoff Meeting	2	$350	2	$350		$0		$0		$0		$0	4	$700			$700
1.2 Project Description	2	$350	4	$700	16	$2,080		$0		$0	6	$690	28	$3,820			$3,820
TASK 1 SUBTOTAL	**4**	**$ 700**	**6**	**$ 1,050**	**16**	**$ 2,080**	**0**	**$ -**	**0**	**$ -**	**6**	**$ 690**	**32**	**$ 4,520**	**$ -**	**$ -**	**$4,520**
TASK 2: PREPARATION OF TECHNICAL STUDIES																	
2.1 Visual Simlations	2	$350	2	$350	26	$3,380		$0		$0	6	$690	36	$4,770		$200	$4,970
2.2 AQ/Energy/GHG Analsis	2	$350	2	$350	20	$2,600		$0		$0		$0	24	$3,300			$3,300
2.3 Cultural Resources Assessment	2	$350	2	$350		$0		$0		$0		$0	4	$700	$7,200		$7,900
TASK 2 SUBTOTAL	**6**	**$ 1,050**	**6**	**$ 1,050**	**46**	**$ 5,980**	**0**	**$ -**	**0**	**$ -**	**6**	**$ 690**	**64**	**$ 8,770**	**$ 7,200**	**$ 200**	**$16,170**
TASK 3: ADMINISTRATIVE DRAFT INITIAL STUDY																	
3.1 Introduction		$0	2	$350		$0		$0	6	$600		$0	8	$950			$950
3.2 Environmental Evaluation	2	$350	16	$2,800		$0	40	$4,800	40	$4,000	2	$230	100	$12,180			$12,180
3.3 Additional Sections and Exhibits		$0	2	$350		$0		$0	8	$800	6	$690	16	$1,840			$1,840
3.4 Administrative Draft Initial Study Submittal	12	$2,100	8	$1,400		$0	6	$720		$0		$0	26	$4,220		$400	$4,620
3.5 Initial Study Findings and Meeting with City Staff	2	$350	2	$350		$0		$0		$0		$0	4	$700			$700
TASK 3 SUBTOTAL	**16**	**$ 2,800**	**30**	**$ 5,250**	**0**	**$ -**	**46**	**$ 5,520**	**54**	**$ 5,400**	**8**	**$ 920**	**154**	**$ 19,890**	**$0**	**$400**	**$20,290**
TASK 4: CEQA CLEARANCE: MITIGATED NEGATIVE DECLARATION																	
4.1 Revised Draft IS/MND	2	$350	8	$1,400	12	$1,560	16	$1,920	8	$800		$0	46	$6,030			$6,030
4.2 Public Review Draft IS/MND		$0	8	$1,400	8	$1,040	4	$480	8	$800		$0	28	$3,720		$750	$4,470
4.3 Final IS/MND	2	$350	6	$1,050	6	$780	6	$720	6	$600		$0	26	$3,500		$250	$3,750
4.4 Notice of Determination		$0		$0		$0		$0	4	$400		$0	4	$400		$150	$550
TASK 4 SUBTOTAL	**4**	**$700**	**22**	**$3,850**	**26**	**$3,380**	**26**	**$3,120**	**26**	**$2,600**	**0**	**$0**	**104**	**$13,650**	**$0**	**$1,150**	**$14,800**
TASK 5: MND PROJECT COORDINATION AND MEETINGS																	
5.1 Project Management and Administration	10	$1,750	14	$2,450		$0		$0		$0		$0	24	$4,200			$4,200
5.2 Project Meetings	2	$350	20	$3,500	4	$520		$0		$0		$0	26	$4,370		$600	$4,970
TASK 5 SUBTOTAL	**12**	**$2,100**	**34**	**$5,950**	**4**	**$520**	**0**	**$0**	**0**	**$0**	**0**	**$0**	**50**	**$8,570**	**$0**	**$600**	**$9,170**
TOTAL FEE																	**$64,950**

NOTES:

Subconsultants and Direct Costs are billed at no markup.

De Novo Planning Group reserves the right to reallocate budget between various consulting team members and between tasks, provided the overall project budget does not change.

Additional meetings would be billed at the hourly rates identified above.

Agenda #: 5.6
Meeting Date: January 21, 2025

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **CONSULTING SERVICES AGREEMENT WITH SYTECH SOLUTIONS FOR DOCUMENT SCANNING SERVICES.**

STRATEGIC GOAL: *Open, Engaged & Responsive Government*

RECOMMENDATION:

Approve and authorize the City Manager to sign Consulting Services Agreement with SyTech Solutions for document scanning services through June 30, 2028.

FINANCIAL IMPACT:

The total not-to-exceed amount of the multi-year agreement is $150,000. Sufficient funds in the amount of $50,000 are included in the Fiscal Year 2024-25 City Manager's Office – Professional Services to cover the cost of such services. Additional funds will be appropriated in future fiscal years on an as-needed basis.

BACKGROUND:

On May 7, 2024, City Council approved and authorized the City Manager to sign the Consulting Services Agreement with TSC LLC d.b.a. The Scanning Company for document scanning services through June 30, 2027. This agreement would have replaced the City's previous provider, Raycom Data Technologies, Inc., from which the agreement expired on June 30, 2023. Following the agreement approval, TSC filed for bankruptcy, which prompted the City to initiate another Request for Proposals (RFP). This continuous effort and commitment to digitize records aligns with the City Council's Strategic Plan goal of fostering an Open, Engaged and Responsive Government. In addition to reducing the expenses associated with offsite storage units, efficiently archiving historical records, and improving document access for both staff and the public, the contractual use of scanning services fulfills compliance with the City's Records Retention Schedule.

ANALYSIS:

The City issued an RFP for Citywide Scanning Services, which closed on September 6, 2024. Twelve (12) proposals were received and included price line items for the baseline scenario in services of 15,000 sheets of paper in full color – 10,000 letter (8.5 x 11”) sheets and 5,000 oversized sheets. Associated services include, but are not limited to: pick-up, delivery, document preparation, scanning of documents in various sizes and conditions, page rotation, file re-assembly, metadata entry, OC conversion, data transfer and quality control check.

A brief summary of each proposer’s per service cost is provided below:

VENDOR	BID AMOUNT
TSC LLC	$5,812.00
SyTech Solutions	$7,398.01
Raycom Data Technologies, Inc.	$7,450.00
Crisp Imaging	$7,770.23
Friedman Imaging	$7,787.50
ECS Imaging, Inc.	$7,807.50
ARC Document Solutions, LLC	$8,227.70
MetaSource, LLC	$9,473.83
Omni Pro, Inc.	$11,075.32
GRM Information Management	$15,975.02
Officemotive	$20,801.06
MonMass, Inc.	$48,305.00

SyTech Solutions came in as the lowest responsive bidder. From July 1, 2016 to June 30, 2017, SyTech was a scanning service provider for the City and received positive feedback from City staff. References unanimously mentioned excellent customer service – ease and efficiency in communication, quick turnaround time to fulfill deadlines, ability to handle older, more fragile documents, and the overall value of services.

LEGAL REVIEW:

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

PREPARED BY:

Cathy Nguyen

Cathy Nguyen, Management Analyst 1/21/2025

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager 1/14/2025

Jason Jacobsen

Jason Jacobsen, Finance Director 1/14/2025

Kristina Santana

Kristina Santana, City Clerk 1/15/2025

Daniel Fox

Daniel Fox, City Manager 1/16/2025

Attachments:

1. 5.6.a Scanning Services Agreement - SyTech

CONSULTANT SERVICES AGREEMENT

[*Non-Design Professionals*]

THIS AGREEMENT (the "Agreement") is made as of January 21, 2025 by and between the City of Diamond Bar, a municipal corporation ("City") and SyTech Solutions, 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 document imaging and quality control services set forth in the attached Exhibit "A", which is incorporated herein by this reference. As a material inducement to the City to enter into this Agreement, Consultant represents and warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Consultant represents that it is fully qualified to perform such consulting services by virtue of its experience and the training, education and expertise of its principals and employees.

Dannette Allen, Principal Management Analyst (herein referred to as the "City's Project Manager"), shall be the person to whom the Consultant will report for the performance of services hereunder. It is understood that Consultant shall coordinate its services hereunder with the City's Project Manager to the extent required by the City's Project Manager, and that all performances required hereunder by Consultant shall be performed to the satisfaction of the City's Project Manager and the City Manager.

2. Term of Agreement. This Agreement shall take effect January 21, 2025, and shall continue until June 30, 2028 ("Term"), unless earlier terminated pursuant to the provisions herein.

The City Manager shall have the option to extend this Agreement for two (2) additional one (1) year terms, subject to the same terms and conditions contained herein, by giving Consultant written notice of the exercise of this option at least thirty (30) days prior to the expiration of the initial Term. In the event the City exercises its option to extend the Term, Consultant's compensation shall be subject to an adjustment upon the effective date of extension as follows:

> Any increase in compensation will be negotiated between the City and the Consultant, but in no event shall the increase exceed the amount that the Consumer Price Index ("CPI") for the Los Angeles-Anaheim-Riverside metropolitan area for the month immediately preceding the Adjustment Date (the "Index Month") as reported by the Bureau of Labor Statistics of the United States Department of Labor, has increased over the CPI for the month one year prior to the Index Month.

3. Compensation. City agrees to compensate 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 one hundred and fifty thousand dollars ($150,000) without the prior written consent of the City. The above not to exceed amount shall include all costs, including, but not limited to, all clerical, administrative, overhead, telephone, travel and all related expenses.

4. Payment.

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

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

C. City will pay Consultant the amount invoiced the City will pay Consultant the amount properly invoiced within 35 days of receipt.

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

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

6. Priority of Documents. In the event of any inconsistency between the provisions of this Agreement and any attached exhibits, the provisions of this Agreement shall control.

7. Status as Independent Contractor.

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

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

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

D. Consultant shall, at Consultant’s sole cost and expense fully secure and comply with all federal, state and local governmental permit or licensing requirements, including but not limited to the City of Diamond Bar, South Coast Air Quality Management District, and California Air Resources Board.

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

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

9. Indemnification.

Consultant shall indemnify, defend, 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) Claims under Workers’ Compensation Act and other employee benefit acts with respect to Consultant’s employees or Consultant’s contractor’s employees arising out of Consultant’s work under this Agreement; and

(2) Claims arising out of Consultant's performance of work hereunder, but excepting such loss or damage which is caused by the negligence or willful misconduct of the City. Except for the Indemnitees, this Agreement shall not be construed to extend to any third party indemnification rights of any kind.

(3) Consultant’s indemnity obligation to Indemnitees herein shall not exceed $150,000. 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.

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

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

D. All policies of insurance shall cover the obligations of Consultant pursuant to the terms of this Agreement and shall be issued by an insurance company which is authorized to do business in the State of California or which is approved in writing by the City; and shall be placed have a current A.M. Best's rating of no less than A-, VII.

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

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

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

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

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

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

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

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

14. Conflict of Interest.

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

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

15. Termination. The City may terminate this Agreement with or without cause upon fifteen (15) days' written notice to Consultant. The effective date of termination shall be upon the date specified in the notice of termination, or, in the event no date is specified, upon the fifteenth (15th) day following delivery of the notice. In the event of such termination, City agrees to pay Consultant for services satisfactorily rendered prior to the effective date of termination. Immediately upon receiving written notice of termination, Consultant shall discontinue performing services, unless the notice provides otherwise, except those services reasonably necessary to effectuate the termination. The City shall be not liable for any claim of lost profits.

16. Personnel/Designated Person. Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by Consultant or under it supervision, and all personnel engaged in the work shall be qualified to perform such services.

17. Non-Discrimination and Equal Employment Opportunity.

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

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

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

18. Reserved.

19. Reserved.

20. Reserved.

21. Reserved.

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. Reserved.

26. Reserved.

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"	"CITY"
SyTech Solutions	City of Diamond Bar
8930 Big Horn Blvd Elk Grove, CA 95758 Attn.: Jonathan Pritt Phone: 916-381-3010 ext. 226 E-Mail: jpritt@sytechsolutions.com	21810 Copley Drive Diamond Bar, CA 91765 Attn.: Dannette Allen Phone: 909-839-7012 E-mail: dallen@diamondbarca.gov

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

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

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

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

"Consultant"

SYTECH SOLUTIONS

By: Signed by: Jonathan Pritt ____________
9EB403B6760D4AC...

Printed Name: Jonathan Pritt_
Title: Vice President________

By: ______________________
Printed Name: ____________
Title: ____________________

"City"

CITY OF DIAMOND BAR

By: ______________________

Printed Name: Daniel Fox___
Title: City Manager_________

ATTEST:

____
Kristina Santana, City Clerk

Approved as to form:

By: Signed by: Omar Sandoval ____________
4F8D2446CBF547C...
Omar Sandoval, City Attorney

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

-- *(1) the Chairman of the Board, the President or a Vice-President, AND (2) the Secretary, the Chief Financial Officer, the Treasurer, an Assistant Secretary or an Assistant Treasurer. If only one corporate officer exists or one corporate officer holds more than one corporate office, please so indicate. OR*

-- *The corporate officer named in a corporate resolution as authorized to enter into this Agreement. A copy of the corporate resolution, certified by the Secretary close in time to the execution of the Agreement, must be provided to the City.*

EXHIBIT "A"

SCOPE OF WORK

SyTech Solutions shall perform "Document Preparation" as necessary to scan all files. This includes removing all staples and paperclips, repair all torn documents with non-reflective tape, straighten all folded plans and mount any irregular size document on standard 8 ½" x 11" paper and otherwise make the documents ready for processing.

Quality and Production Requirements

a. All data must be preserved in a form identical to, or functionally equal to, the original record.

b. Documents contain a mix of single-sided and double-sided pages.

c. Documents contain a mix of black & white and colored pages.

d. Document preparation to include separation of documents from their bindings prior to scanning. The records need to be rebound in their correct order prior to returning them to the City.

e. Scanned images shall be placed on a File Transfer Protocol (FTP) site in Laserfiche Briefcase (LFB) format only, allowing for importing of items into the City's Laserfiche repository. The City is currently running version 10.4 on the Laserfiche server.

f. Each scanned image shall have a unique file name specified by the City.

g. Documents shall rotate to provide maximum readability (e.g. letters shall be in proper orientation when document is displayed without rotation.)

h. Vendor shall use 300 dpi or higher for those documents where it is required to meet the quality requirements.

i. The vendor shall not scan blank documents.

j. Vendor shall perform a consistency check on 20% of the images. This shall include image clarity, orientation, and accuracy.

k. Vendor shall calibrate and maintain systems (maintain consistency of output as described in ANSI/AIIM MS44-1988 (R1993) Recommended Practice for Quality Control Image Scanners; ensure that scanning system is free from dust and other particles; maintain calibration through each shift; use appropriate technical targets ad procedures as defined by manufacturer).

l. Report and discuss any problem images that cannot be captured to meet benchmark specifications.

m. A document may consist of one or many pages. If the document has more than one page this document must be scanned as a single file multi-page document.

n. Vendor must pick up and return original documents promptly according to an established schedule.

o. Vendor invoices shall denote the number of scanned pages being billed for the current invoice as well as the total number of pages billed to date.

p. Provide estimate of percentage of work complete by March 2024 for budget planning purposes.

Planet Bids Line Items

Services	Price
Pick-up charge (per pick-up)	$375.00
Delivery charge (per delivery)	$375.00
Project set-up charge	No Cost
Pre-scanning document preparation (15,000 sheets)	$.028/image
Full Color 8.5 x 11 (10,000 sheets)	$.05/image
Full Color Oversized (Architectural) (5,000 sheets)	$1.10/image
Page Rotation	$.005/image*
File re-assembly (250 files)	$.50/file
Metadata Entry (100 characters per file)	$0.50/file
OCR Conversion	$0.005/image
Data Transfer (Laserfiche Briefcase)	No Cost
Quality control check	included in scanning cost
Other charges/fees	see below

Boxing up Records - $6.50/box
Box Destruction - $6.00/box
Box Storage - $1.00/month (no cost for 30 days post scanning)
Professional IT Services - $95.00/hour

*If records undergo OCR, page rotation will be automatic and not charged separately.

Agenda #: 6.1
Meeting Date: January 21, 2025

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM ALLOCATIONS FOR FISCAL YEAR 2025/2026.**

STRATEGIC GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

A. Open the public hearing to receive public testimony;

B. Close the public hearing; and

C. Adopt Resolution No. 2025-02 approving the Community Development Block Grant Funding Allocations for Fiscal Year 2025/26.

FISCAL IMPACT:

Fiscal Year 2025/2026 funding for the Community Development Block Grant (CDBG) Program is estimated at $354,533, and is received from the Federal Government on a reimbursement basis. Approval of the 2025/2026 CDBG funding allocations will be incorporated into the Fiscal Year 2025/2026 City Budget. The CDBG Program does not impact the City's General Fund budget.

BACKGROUND:

By way of a Cooperative Agreement, the City of Diamond Bar is one of 48 participating cities served by the Los Angeles County Development Authority (LACDA) CDBG Program. The CDBG Program was established through the Housing and Community Development Act of 1974. The primary goals of the CDBG program are to provide for the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Eligible CDBG projects are those that meet one of the following national objectives for the program:

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

The projects must also fall within one of the eligible activity categories, which include acquisition of real property for an eligible use; acquisition, construction, and rehabilitation of public facilities; demolition and clearance of deteriorated buildings; community service for low- and moderate-income households; removal of barriers that restrict the mobility for elderly or disabled persons; or special economic development activities.

Funds may be used for a variety of community development activities, such as public services, ADA retrofit and improvements for parks, public works projects, and home improvement programs. The funds may only be used within low and moderate-income census tracts (of which the City has none) and/or to benefit low and moderate-income persons and/or presumed eligible persons (elderly or disabled).

Diamond Bar's preliminary funding allocation for Fiscal Year 2024/25 is $277,036. In addition to the annual allocation, $77,497 is available from prior year unexpended funds and Home Improvement Program loan repayments. Total funding for the FY 2025/26 CDBG program is thus $354,533.

LACDA anticipates receiving notification of the final allocation from the U.S. Department of Housing and Urban Development (HUD) during the first quarter of 2025. The CDBG Program has experienced funding adjustments in prior years, so the City should be prepared to accommodate a federal funding adjustment that could affect LACDA's final allocations. In the event that the final allocation is higher or lower than this report's estimate by 25% or less, the draft resolution provides authorization for the City Manager to administratively adjust the individual program allocations. Should the final allocation differ from the estimate by more than 25%, City Council approval of any program allocation changes would be required.

The City's approved projects and budget must be submitted to the LACDA by February 1, 2024. Diamond Bar's projects and budget will ultimately become part of the Los Angeles County's CDBG program application to HUD.

Distribution of Funds

The City's allocation of CDBG funds is subject to the following distribution limits:

- **15%** of new allocations to support community service programs for eligible persons.

- **85%** of new allocations toward public works and housing projects that directly benefit eligible persons (e.g., ADA improvements for sidewalks and parks, and deferred loans for home improvements).

- Unallocated funds, including deferred loan repayments and carryovers from the prior fiscal year may be used to fund eligible public works and housing projects.

The cost of project administration and contract compliance services are charged on a project-based model which allows the City use CDBG funds to pay for costs associated with meeting the regulatory requirements on a per project basis. CDBG project administration is being implemented by City staff with assistance from the City's consultant, Diana Cho and Associates. Project management for the CDBG-funded Home Improvement Program is performed by FRJ & Associates on behalf of the City.

Current Fiscal Year 2024/25 CDBG Projects and Allocations ($366,608)

The programs funded for the current fiscal year, as amended, are summarized below:

- **Senior Programming** ($38,018) – These programs normally include information and referral, physical mobility classes, seminars, arts and crafts, game days, senior excursions, and special events, as well as partially subsidizing the salary of a Recreation Specialist. General Insurance has been purchased for the senior groups utilizing the Heritage Park Community Center and Diamond Bar Center. More than 500 seniors participate in the various programs and activities offered by the City.

- **Home Improvement Program (HIP)** ($160,000) – The HIP offers deferred loans to eligible low- and moderate-income homeowners of single-family detached housing for necessary home improvements, as well as repairs to mitigate building and safety code deficiencies and/or violations. The City's HIP policies provide interest-free, deferred loans of up to $30,000 to eligible households. Loans become payable when the homes are sold or refinanced.

  Both CDBG and Permanent Local Housing Allocation (PLHA) program funds are used to issue HIP loans. The cumulative amount of HIP funding available for FY 24/25 is $378,098, which is summarized below:

  Cumulative HIP Funding for FY 24/25

CDBG	$160,000
PLHA Year 2	$218,098
Totals	**$378,098**

  As of this writing, three CDBG-funded projects are out to bid, and one application is approved. It is anticipated that a total of five (5) CDBG-funded HIP funded projects will be approved by the end of the fiscal year, totaling $128,000 in loans and $32,000 in administrative costs.

- **Area 5 Residential Neighborhood ADA Curb Ramp Improvements Project** ($168,590) – Area 5 is bounded by the Pomona Freeway (SR 60), Diamond Bar Boulevard, and the neighborhoods generally to the north and west of Armitos Place and Highcrest Drive. The project incorporates ADA accessibility to existing sidewalks through the construction of up to nine ADA-compliant curb ramps in conjunction with scheduled roadway resurfacing at various locations where no curb ramps, or noncompliant ramps, are presently provided. The project is currently in the design phase and is preliminarily scheduled to go into construction in the spring of 2026.

Legend
● New ADA curb ramp (9)

DISCUSSION:

***Proposed* CDBG Projects and Allocations for FY 2025/26**

The recommended project funding for Fiscal Year 2025/26 is based on the applications submitted and the estimated availability of funds. The City provides support to the projects that receive funding with technical assistance and monitoring to ensure compliance. The City is responsible for overseeing the operations of all the subrecipient supported activities, including compliance with all applicable federal requirements and for monitoring the achievement of performance goals.

Federal regulations require CDBG funds to be allocated and expended within three (3) years. In addition, the LACDA strongly encourages participant cities to earmark all monies as soon as feasible.

As stated in the Background section of this report, the CDBG funding estimate for FY 2024/25 is $354,533. The breakdown for the estimated funds is as follows:

New annual allocation	$277,036
Prior year unallocated and/or reprogrammed funds	77,497
Total estimated CDBG funds for FY 2025/26	**$354,533**

Program Selection Process

On October 18, 2024, the City posted a notice on its website to inform organizations that it was accepting applications for program funding through November 15, 2024. Applications from the City, the City's five active senior clubs and Upwards, Care, Inc. were received during the application period to support the following programs and projects for the next fiscal year:

1. Senior Programs
2. Home Improvement Program
3. Area 6 Residential Neighborhood Curb Ramps
4. Business support and technical assistance to in-home childcare providers (Upwards Care)

After consulting with LACDA, staff determined that Upwards Care is ineligible to receive CDBG funding as a direct recipient because it is a for-profit company. For-profit companies may only receive CDBG funding through a procurement process, where a City-sponsored program is first established, and qualified vendors are sought out via a request for proposals (RFP).

Funds requested from the three remaining applications total $351,340. The recommended distribution of CDBG monies to utilize the entire funding estimate in accordance with HUD rules is detailed below.

Public Services/Senior Programs

The public service funding cap is **$41,555**, or 15% of the estimated new CDBG annual allocation for FY 2025/26.

The only application in this category is for funding to support senior programming, administered through the Parks and Recreation Department. The City Council has historically approved CDBG funding to be allocated to the Senior Programs budget.

As in prior years, the Senior Programs application proposes to accommodate several of the activities and supplies as requested by the Diamond Bar Senior Citizens Club, Diamond Bar Evergreen Senior Association, Sunshine Seniors Association, Diamond Age Senior Club, Super Diamond Age Senior Club and Federation of Hindus Association. The application also requests reimbursement for a portion of the City’s Senior Program Coordinator’s hours spent administering the programs, as well as for supplies and insurance purchased to host events at the Diamond Bar Center.

Parks and Recreation is requesting $46,340 (see Attachment 2) to offset senior programming expenses. The amount requested exceeds estimated funding available for public services by $4,785.

Recommendation

With no other competing proposals in the Public Services category, it is recommended that the entire FY 2025/26 funding estimate of $41,555 be allocated to Senior Programs. This amount will cover supplies, liability insurance, CDBG project administration consultant costs and a portion of the Recreation Specialist salary.

Public Works and Housing

The allocation for Public Works and Housing projects includes $235,481 from the estimated FY 2025/26 allocation (i.e., 85% of $277,036) and $77,497 in unallocated CDBG funds accumulated from project savings and loan repayments, for a total of **$312,978**.

Staff received two applications for funding from this category, which are included in Attachment 2:

1. The Diamond Bar Public Works Department requests $145,000 for the Area 6 Residential Neighborhood ADA Curb Ramps Improvement Project.

2. The Diamond Bar Community Development Department requests $160,000 for the Home Improvement Program.

The total funding requested from these two applications is thus $305,000, which is slightly under, by $7,978, the estimated funding available in this category. The City Council may thus allocate the surplus amount available to one or both of the programs in this category.

- *<u>Area 6 Residential Neighborhood ADA Curb Ramp Improvements Project</u>*

  Area 6 is bounded by the 60 Freeway to the south, the 57 Freeway to the west, Temple Avenue/Avenida Rancheros to the north, and Looking Glass Drive to the east. The project is to provide ADA accessibility to existing sidewalks through the construction of ADA-compliant curb ramps at various locations where no curb ramps are presently provided. The application requests $145,000 to construct seven (7) curb ramps to comply with the latest ADA requirements, as well as CDBG administration costs.

- *Home Improvement Program*

  As stated, the HIP provides deferred zero-interest loans of up to $30,000 to eligible low and moderate-income homeowners for necessary home improvements as well as repairs to mitigate building and safety code deficiencies and/or violations. The requested allocation of $160,000 would accommodate at least five (5) loans, including program administration funds for the HIP consultant.

The HIP is again funded by both CDBG and Permanent Local Housing Allocation (PLHA) monies. With the recommended CDBG allocation, the cumulative amount of HIP funding available for FY 25/26 would be $450,664, as summarized below:

Cumulative HIP Funding for FY 25/26

CDBG	$167,978
PLHA Year 3	$290,664
Totals	**$458,642**

Recommendation

Staff recommends that the Area 6 project and Home Improvement Program each receive the full amount requested. Staff further recommends that the remaining $7,978 available this category be allocated to the HIP, so that the funds would be distributed as follows:

Area 6 Curb Ramp Project	$ 145,000
Home Improvement Program	$ 167,978
Total	**$ 312,978**

SUMMARY OF RECOMMENDATIONS:

Total funding available for CDBG programs during the upcoming fiscal year is estimated to be $354,533. Three of the four applications received are eligible for CDBG funding, although the rules governing the distribution of funds means that the amount available for public services (i.e., senior programming) is slightly less than the amount requested. It is therefore recommended that the City Council approve the following distribution of funds, the total of which is equal to the estimated allocation:

FISCAL YEAR 2025/26 CDBG PROGRAM ALLOCATION RECOMMENDATIONS			
PUBLIC SERVICES			
Senior Programs	*$41,555*		
Public Services Subtotal		$41,555	
PUBLIC WORKS & HOUSING			
Area 6 ADA Curb Ramp Improvements	*$145,000*		
Home Improvement Program	*$167,978*		
Public Works & Housing Subtotal		$312,978	
TOTAL CDBG FUNDING RECOMMENDATION FOR FY 2024/25			$354,533
ESTIMATED FY 2024/25 FUNDS AVAILABLE			**$354,533**

PREPARED BY:

Greg Gubman

Greg Gubman, Community Development Director 1/21/2025

REVIEWED BY:

Greg Gubman

Greg Gubman, Community Development Director 12/31/2024

Attachments:

1. 6.1.a Resolution No. 2025-02 - FY 2025/26 CDBG Allocations
2. 6.1.b FY 2025/26 CDBG Program Applications

RESOLUTION NO. 2025-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, CALIFORNIA, APPROVING THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEAR 2025/26.

WHEREAS, On August 22, 1974, the President of the United States signed into law the Housing and Community Development Act of 1974 (Act); and

WHEREAS, the primary goals of Title 1 of the Act are the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income; and

WHEREAS, the City of Diamond Bar has received notification of the availability of $277,036 in Fiscal Year 2025/26 Federal Community Development Block Grant (CDBG) funds to further the attainment of these goals; and

WHEREAS, the City has $77,497 unallocated CDBG funds accumulated from project savings and deferred loan repayments; and

WHEREAS, the combined total of $354,533 in CDBG funds is available to use for FY 2025/26 projects; and

WHEREAS, applications have been submitted from businesses, community organizations and City Departments for the utilization of these funds; and

WHEREAS, the City has published information regarding eligible activities under the Act and met with all interested groups and conducted a public hearing to solicit comments and suggestions from the community for the utilization of these funds.

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

Section 1. The funding allocation for the 2025/26 Program year shall be:

PUBLIC SERVICE		**$41,555**
Senior Programming	$41,555	
PUBLIC WORKS AND HOUSING		**$312,978**
Home Improvement Program (HIP)	$167,978	
Area 6 Residential Neighborhood ADA Curb Ramps Improvements Project	$145,000	

Section 2. The City Manager is authorized and directed to submit the City's final Planning Summary for Fiscal Year 2025/26 to the County of Los Angeles, reflecting the funding allocations set forth herein. Should the City's final allocation increase or decrease by twenty-five percent (25%) or less from the figures contained herein, including proceeds from HIP loan repayments, the City Manager is authorized to administratively adjust (i.e., increase or decrease) the revised funds to eligible activities as necessary. Should the final allocation differ by more than 25%, adjustments to fund allocations shall be subject to City Council review and approval.

Section 3. The City Manager is authorized to execute the contractual and related documents to be prepared by the County of Los Angeles that are required for the implementation of the projects/programs set forth herein.

Section 4. This Resolution shall take effect from and after the date of its passage and adoption.

PASSED, APPROVED, AND ADOPTED this 21st day of January, 2025.

CITY OF DIAMOND BAR

____
Chia Yu Teng, Mayor

ATTEST:

I, Kristina Santana, City Clerk of the City of Diamond Bar, California, do hereby certify that the foregoing Resolution was duly and regularly passed, approved and adopted by the City Council of the City of Diamond Bar, California at its regular meeting held on the 21st day of January, 2025, by the following vote:

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

____
Kristina Santana, City Clerk

CITY OF
DIAMOND BAR
CALIFORNIA

MEMORANDUM

To: Diana Cho, CDBG Consultant

From: Christy Murphey, Recreation Superintendent

cc: Ryan Wright, Parks and Recreation Director

Date: November 14, 2024

Re: CDBG Recommended Allocation for Senior Programs – 2025/26 Fiscal Year

Parks and Recreation staff have reviewed the requests submitted for the allocation of CDBG funds for the 2025/26 FY and recommends the following allocation:

1. City Senior Program:

a. Program Supplies	$2,500.00
b. Recreation Coordinator salary	<u>$37,840.00</u>
	$40,340.00

Note: Remainder of City Senior Programs costs will be submitted in the proposed 2025/26 FY General Fund budget for review and consideration.

2. Liability Insurance for six Senior Clubs $6,000.00
   - Diamond Bar Senior Citizens Club
   - Diamond Bar Evergreen Senior Association
   - Sunshine Seniors Association
   - Diamond Age Senior Club
   - Super Diamond Age Senior Club
   - Federation of Hindus Association

Note: CDBG funds for senior organizations are held by the City and paid as reimbursement after required documentation demonstrates CDBG eligibility of expenses.

<u>Grand Total Recommended Senior Allocation: $46,340.00</u>

CITY OF DIAMOND BAR
COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR PROPOSALS
2024-2025 PROGRAM YEAR

Funding is contingent upon the project's eligibility under the 1974 Housing and Community Development Act as amended and City Council approval. This application must be completed, and supplemental information regarding the organization and proposed project may be attached. The minimum funding request is $10,000 per project.

APPLICATION DEADLINE: Friday, November 15, 2024 3:00 p.m.

APPLICATION SUMMARY

Organization: City of Diamond Bar

Project Name: Senior Programming Amount Requested: $46,340.00

Location of Project: Diamond Bar Center, 1600 Grand Ave., Diamond Bar, CA 91765

Funds would be used to: Conduct educational and social programs to enrich the lives of local seniors. These would include but not limited to: seminars, workshops, classes, special events, and excursions.

GENERAL INFORMATION

Organization Address: 21810 Copley Drive City: Diamond Bar

Telephone/Fax Number: 909.839.7074 E-mail Address: cmurphey@diamondbarca.gov

Contact Person/Title: Christy Murphey, Recreation Superintendent

Officials authorized to represent organization and expend funds:

Name: Stan Liu Title: Mayor

Name: Dan Fox Title: City Manager

Federal I.D Number/Non-Profit Status: 95-4210629

This application is proposing a new ___ existing X Project. (Check).

Has the project received past funding from the City of Diamond Bar? **YES**

If yes, please identify the year/amount and source of funding: Funded annually, most recently FY 2024/2025

GOALS AND OBJECTIVE OF PROJECT

Provide a detailed description of the proposed project by describing precisely what is to be accomplished with the requested funds.

Provide Senior programming for up to 385 persons per day. Develop and conduct a variety of recreational and informational classes, seminars, workshops, and events which meet the diverse needs of the seniors in Diamond Bar.

Describe the specific purpose of the project; identify the problems the project is intended to solve, and the age group of those to be served.

Meet the human services and recreational needs of a senior population with diverse cultural backgrounds. Age groups to be served are 55 and over.

Identify and describe the geographic boundaries of the target area. (Attach a map if appropriate).

Primary services area is Diamond Bar. Neighboring communities are serviced as well.

PROJECT CLIENT PROFILE

Diamond Bar clients assisted in previous year: **42,001 client contacts**

Diamond Bar clients assisted which meet the low/moderate income requirements: **Presumed benefit.**

Diamond Bar clients expected to be assisted in new project year: 350 Clients and 35,000 Client Contacts

Describe the characteristics of client population in target area, including age, sex, income level, and ethnic background. Relate how the project will meet the federal requirements of benefiting low/moderate income persons.

The characteristics of client population in target area are seniors aged 55 and over. It is a mixed population by gender, however predominately female. The income level is presumed low to moderate and the ethnic background is 59% Asian and Pacific Islander, 27% White, 4% Black, 4% 2+ races and 6% other (including 80% non-Hispanic or Latino and 20% Hispanic or Latino).

Is your organization familiar with the CDBG electronic client data requirements? **YES**

Is your organization familiar with the CDBG reporting requirements? **YES**

FINANCIAL INFORMATION

Please attach a proposed budget of the project. Include all items that CDBG funds are being requested to be used for. Include all other sources of funding and the total budget of the organization.

I hereby certify that if funds are granted to our organization they will be used to benefit low and low/moderate income residents of the City of Diamond Bar. We understand that the formal agreement with the City will define other reporting provisions and federally required assurances.

Signature: Christy Murphey

Title: Recreation Superintendent

Date: 11.14.2024

CITY OF DIAMOND BAR
Recreation Coordinator/Senior Club Insurance
Senior Program Supplies
Budget Discussion
FY 2025/2026

PROJECTED GENERAL FUND EXPENDITURES			**$**	**34,463.08**
PROJECTED REVENUE			**$**	**-**
CDBG REQUEST			**$**	**46,343.77**
PROJECTED PROGRAM COST			**$**	**80,806.85**
PROJECTED PROGRAM COST DIFFERENCE			**$**	**34,463.08**
PERSONNEL SERVICES- CDBG		**$ 68,806.85**		
Salary 225-225440-50010	$37,843.77			
Salary - General Fund	$30,963.08			
		$ 12,000.00		
6 Clubs Liability Insurance 225-225440-54900	$ 6,000.00			
Program Supplies 225-225440-51200*	$ 2,500.00			
Program Supplies 100-100520-51200	$ 3,500.00			

Schedule C

CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2024 - 2025
FULL-TIME NON-EXEMPT BENEFITED POSITIONS

GRADE	CLASSIFICATION	A	B	C	D	E	F	G
6NE	Maintenance Worker	$22.87	$24.01	$25.21	$26.47	$27.80	$29.19	$30.65
		$1,829.44	$1,920.91	$2,016.95	$2,117.80	$2,223.69	$2,334.88	$2,451.62
		$3,963.78	$4,161.97	$4,370.07	$4,588.57	$4,818.00	$5,058.90	$5,311.84
		$47,565.34	$49,943.60	$52,440.78	$55,062.82	$57,815.96	$60,706.76	$63,742.10
7NE	Recreation Specialist	$23.44	$24.61	$25.84	$27.13	$28.49	$29.92	$31.41
	Senior Office Specialist	$1,875.17	$1,968.93	$2,067.38	$2,170.74	$2,279.28	$2,393.25	$2,512.91
		$4,062.87	$4,266.01	$4,479.31	$4,703.28	$4,938.44	$5,185.37	$5,444.64
		$48,754.45	$51,192.17	$53,751.78	$56,439.37	$59,261.34	$62,224.40	$65,335.62
10NE	Senior Maintenance Worker	$25.24	$26.50	$27.83	$29.22	$30.68	$32.22	$33.83
		$2,019.35	$2,120.32	$2,226.34	$2,337.66	$2,454.54	$2,577.27	$2,706.13
		$4,375.27	$4,594.03	$4,823.73	$5,064.92	$5,318.17	$5,584.07	$5,863.28
		$52,503.23	$55,128.39	$57,884.81	$60,779.05	$63,818.00	$67,008.90	$70,359.34
14NE	Administrative Assistant	$27.86	$29.26	$30.72	$32.25	$33.87	$35.56	$37.34
	Permit Technician	$2,228.99	$2,340.44	$2,457.46	$2,580.33	$2,709.35	$2,844.82	$2,987.06
		$4,829.48	$5,070.95	$5,324.50	$5,590.73	$5,870.26	$6,163.78	$6,471.96
		$57,953.75	$60,851.44	$63,894.01	$67,088.71	$70,443.14	$73,965.30	$77,663.57

55% of $68,806.85 (Step C) is $37,843.78.

GRADE	CLASSIFICATION	A	B	C	D	E	F	G
17NE	Accounting, HR, Network/Systems,	$30.00	$31.50	$33.08	$34.73	$36.47	$38.29	$40.21
	Planning, Engineering Technician	$2,400.38	$2,520.40	$2,646.42	$2,778.74	$2,917.68	$3,063.56	$3,216.74
	Recreation Coordinator	$5,200.82	$5,460.86	$5,733.90	$6,020.60	$6,321.63	$6,637.71	$6,969.60
	Senior Administrative Assistant	$62,409.84	$65,530.33	$68,806.85	$72,247.19	$75,859.55	$79,652.53	$83,635.16
	Public Works Inspector							
18NE	Neighborhood Improvement Officer	$30.75	$32.29	$33.91	$35.60	$37.38	$39.25	$41.21
	Media Specialist	$2,460.39	$2,583.41	$2,712.58	$2,848.21	$2,990.62	$3,140.15	$3,297.15
		$5,330.84	$5,597.38	$5,877.25	$6,171.11	$6,479.67	$6,803.65	$7,143.83
		$63,970.07	$67,168.57	$70,527.00	$74,053.35	$77,756.02	$81,643.82	$85,726.01
19NE	Facilities & Asset Maintenance Tech.	$31.52	$33.10	$34.75	$36.49	$38.32	$40.23	$42.24
		$2,521.90	$2,647.99	$2,780.39	$2,919.41	$3,065.38	$3,218.65	$3,379.58
		$5,464.11	$5,737.32	$6,024.18	$6,325.39	$6,641.66	$6,973.74	$7,322.43
		$65,569.32	$68,847.79	$72,290.18	$75,904.69	$79,699.92	$83,684.92	$87,869.17
21NE	Administrative Coordinator	$33.12	$34.78	$36.51	$38.34	$40.26	$42.27	$44.38
	Executive Assistant	$2,649.57	$2,782.05	$2,921.15	$3,067.21	$3,220.57	$3,381.59	$3,550.67
	Accountant	$5,740.73	$6,027.77	$6,329.15	$6,645.61	$6,977.89	$7,326.79	$7,693.13
	Permit Services Coordinator	$68,888.76	$72,333.20	$75,949.86	$79,747.35	$83,734.72	$87,921.46	$92,317.53
	Senior Accounting Technician							
23NE	Assistant Engineer	$34.80	$36.54	$38.36	$40.28	$42.30	$44.41	$46.63
	Assistant Planner	$2,783.70	$2,922.89	$3,069.03	$3,222.48	$3,383.61	$3,552.79	$3,730.43
	Sr. Neighborhood Improvement Officer	$6,031.36	$6,332.92	$6,649.57	$6,982.05	$7,331.15	$7,697.71	$8,082.59
	Sr. Public Works Inspector	$72,376.28	$75,995.09	$79,794.85	$83,784.59	$87,973.82	$92,372.51	$96,991.14

Effective June 29, 2024
Approved by City Council on June 4, 2024

CITY OF DIAMOND BAR
COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR PROPOSALS
2024-2025 PROGRAM YEAR

Funding is contingent upon the project's eligibility under the 1974 Housing and Community Development Act as amended and City Council approval. This application must be completed, and supplemental information regarding the organization and proposed project may be attached. The minimum funding request is $10,000 per project.

APPLICATION DEADLINE: Friday, November 15, 2024 3:00 p.m.

APPLICATION SUMMARY

Organization: City of Diamond Bar

Project Name: Home Improvement   Amount Requested: $160,000

Location of Project: 21800 Copley Drive

Funds would be used to: Provide grants and/or deferred loans to eligible low and moderate income homeowners for necessary improvements as well as to mitigate building and safety violations.

GENERAL INFORMATION

Organization Address: 21810 Copley Dr.   City: Diamond Bar

Telephone/Fax Number: (909) 839-7080   E-mail Address: vmoss@diamondbarCA.gov

Contact Person/Title: City Staff

Officials authorized to represent organization and expend funds:

Name: ______   Title: ______

Name: ______   Title: ______

Federal I.D Number/Non-Profit Status: N/A

This application is proposing a new ___ existing X Project. (Check).

Has the project received past funding from the City of Diamond Bar? Yes

If yes, please identify the year/amount and source of funding: 2024-2025/$160,000

GOALS AND OBJECTIVE OF PROJECT

Provide a detailed description of the proposed project by describing precisely what is to be accomplished with the requested funds.

The objective of the Home Improvement Program is to provide grants and loans to assist low and moderate-income residential owner/occupants in maintaining the City's existing residential neighborhoods through home rehabilitation.

Describe the specific purpose of the project; identify the problems the project is intended to solve, and the age group of those to be served.

The purpose of the Home Improvement Program is to preserve and enhance single family residential neighborhoods through out the City; to provide loans to eligible homeowners of single family detached dwellings for the preservation of safe, decent and sanitary housing; correct hazardous structural conditions; to make modifications necessary to provide ADA access to dwellings; to improve the overall exterior appearance of the home to eliminate blight; and correct exterior code violations, through the provision of loans. The Home Improvement Program is not directed toward a specific age group, but rather to eliminate blight and maintain affordable housing stock for low and moderate-income residents.

Identify and describe the geographic boundaries of the target area. (Attach a map if appropriate).

Citywide.

PROJECT CLIENT PROFILE

Diamond Bar clients assisted in previous year: 23/24-3 24/25- 4 projected

Diamond Bar clients assisted which meet the low/moderate income requirements: All

Diamond Bar clients expected to be assisted in new project year: 25/26- 4

Describe the characteristics of client population in target area, including age, sex, income level, and ethnic background. Relate how the project will meet the federal requirements of benefiting low/moderate income persons.

Is your organization familiar with the CDBG electronic client data requirements? Yes

Is your organization familiar with the CDBG reporting requirements? Yes

FINANCIAL INFORMATION

Please attach a proposed budget of the project. Include all items that CDBG funds are being requested to be used for. Include all other sources of funding and the total budget of the organization.

Proposed HIP Budget (2025-2026)	$160,000
Estimated Construction Cost	$121,500
Lead/Asbestos Testing	$ 5,000
Title Report Fees	$ 1,500
Rehabilitation Administration	$ 32,000

I hereby certify that if funds are granted to our organization they will be used to benefit low and low/moderate income residents of the City of Diamond Bar. We understand that the formal agreement with the City will define other reporting provisions and federally required assurances.

Signature: Vivian J. Moss

Title: Housing Rehabilitation Coordinator

Date: 11/12/24

CITY OF DIAMOND BAR
COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR PROPOSALS
2025-2026 PROGRAM YEAR

Funding is contingent upon the project's eligibility under the 1974 Housing and Community Development Act as amended and City Council approval. This application must be completed, and supplemental information regarding the organization and proposed project may be attached. The minimum funding request is $10,000 per project.

APPLICATION DEADLINE: Friday, November 15, 2024 3:00 p.m.

APPLICATION SUMMARY

Organization: City of Diamond Bar

Project Name: Area 6 Residential Neighborhood ADA Curb Ramps Improvements Project

Amount Requested: $145,000

Location of Project: Various locations within the City's 'Area 6' neighborhood

Funds would be used to: Construct seven new or upgraded ADA-compliant sidewalk curb ramps in the Area 6 residential neighborhood.

GENERAL INFORMATION

Organization Address: 21810 Copley Dr

City: Diamond Bar

Telephone/Fax Number: (909) 839-7038

E-mail Address: vchen@diamondbarca.gov

Contact Person/Title: Vivian Chen – Associate Engineer

Officials authorized to represent organization and expend funds:

Name: David G. Liu, P.E. Title: Director of Public Works/City Engineer

Name: Title:

Federal I.D Number/Non-Profit Status: N/A

This application is proposing a new X existing Project. (Check).

Has the project received past funding from the City of Diamond Bar? Yes

If yes, please identify the year/amount and source of funding: The City of Diamond Bar has received

$145,000 during the 2024-2025 program year from the 1974 Housing and Community Development Act.

GOALS AND OBJECTIVE OF PROJECT

Provide a detailed description of the proposed project by describing precisely what is to be accomplished with the requested funds.

The proposed project would utilize Community Development Block Grant (CDBG) funds for the project construction phase of new or upgraded handicapped accessible sidewalk curb ramps at various locations within the Area 6 residential neighborhood (Area) as shown in the attached Exhibit "A". The curb ramps will be constructed to meet current standards of the Americans with Disabilities Act (ADA). Seven ADA-compliant sidewalk curb ramps will be built in the Area at various locations where currently there is not a ramp or the existing ramp is not compliant with the current standards. The constructed ramps will provide handicapped access and a safer environment to the public.

Describe the specific purpose of the project; identify the problems the project is intended to solve, and the age group of those to be served.

As recommended in the ADA Self Evaluation, this project is part of the City's efforts to upgrade all non-ADA-compliant curb ramps citywide. The project would provide for the construction of curb ramps where no curb ramps currently exist and the reconstruction of curb ramps that are too steep, deteriorated, not wide enough, or create other accessibility barriers for severely disabled members of the public that use wheelchairs, canes, walkers or crutches.

Identify and describe the geographic boundaries of the target area. (Attach a map if appropriate).

The project target area is located within Area 6 Residential Neighborhood as shown in the attached Exhibit "A". The proposed locations of the ramps are marked in the map.

PROJECT CLIENT PROFILE

Diamond Bar clients assisted in previous year: General public

Diamond Bar clients assisted which meet the low/moderate income requirements: General public

Diamond Bar clients expected to be assisted in new project year: General public

Describe the characteristics of client population in target area, including age, sex, income level, and ethnic background. Relate how the project will meet the federal requirements of benefiting low/moderate income persons.

The client population in the Area 6 residential neighborhood includes a diverse mix of age groups, genders, and ethnic backgrounds, with a focus on low to moderate-income individuals, particularly those with disabilities. The proposed ADA-compliant curb ramps will enhance accessibility and safety for all community members, fulfilling the federal requirements of the 1974 Housing and Community Development Act by directly benefiting those who are most vulnerable. This project aims to eliminate barriers and promote mobility within the neighborhood.

Is your organization familiar with the CDBG electronic client data requirements? Yes

Is your organization familiar with the CDBG reporting requirements? Yes

FINANCIAL INFORMATION

Please attach a proposed budget of the project. Include all items that CDBG funds are being requested to be used for. Include all other sources of funding and the total budget of the organization.

See attached Exhibit 'B' for project budget.

I hereby certify that if funds are granted to our organization they will be used to benefit low and low/moderate income residents of the City of Diamond Bar. We understand that the formal agreement with the City will define other reporting provisions and federally required assurances.

Signature:

Title: Director of Public Works/ City Engineer

Date: 11/15/2024

EXHIBIT "A"

Legend

● New ADA curb ramp (7)

N

CITY OF
DIAMOND BAR
CALIFORNIA

Exhibit "A"
CDBG Curb Ramp Locations
FY 2025-2026

DEPARTMENT OF PUBLIC WORKS

EXHIBIT "B"

CITY OF DIAMOND BAR
COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR PROPOSALS
2025-2026 PROGRAM YEAR

PRELIMINARY COST ESTIMATE FOR 2025-2026 CDBG PROGRAM CURB RAMP INSTALLATION

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
1	NEW ADA CURB RAMPS	7	EACH	$17,000	$119,000
				CDBG ADMINISTRATIVE COST	$11,900
				SUBTOTAL	$130,900
				CONTINGENCY (10% OF SUBTOTAL)	$13,090
				TOTAL	$143,990
				SAY	**$145,000**

CITY OF DIAMOND BAR
COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR PROPOSALS
2025-2026 PROGRAM YEAR

Funding is contingent upon the project's eligibility under the 1974 Housing and Community Development Act as amended and City Council approval. This application must be completed, and supplemental information regarding the organization and proposed project may be attached. The minimum funding request is $10,000 per project.

APPLICATION DEADLINE: Friday, November 15, 2024 3:00 p.m.

APPLICATION SUMMARY

Organization: Upwards Care, Inc.

Project Name: Boost Amount Requested: $48,000

Location of Project: Within the city of Diamond Bar

Funds would be used to: CDBG funds will be used to cover part of the salaries and benefits for key staff members who are essential to running the BOOST program. By ensuring these team members are fairly compensated, allows them to focus on activities that help in-home childcare providers grow and succeed.

GENERAL INFORMATION

Organization Address: 5521 N. University Dr. Suite 104 City: Coral Springs, FL 33067

Telephone/Fax Number: (310)710-2833 E-mail Address: Felipe@upwards.com

Contact Person/Title: Felipe Gamboa/Community Impact Specialist

Officials authorized to represent organization and expend funds:

Name: Jessica Chang Title: Jessica@upwards.com

Name: Jessa Santangelo Title: Jessa.c@upwards.com

Federal I.D Number/Non-Profit Status: 82-2418770

This application is proposing a new X existing ____ Project. (Check).

Has the project received past funding from the City of Diamond Bar? No

If yes, please identify the year/amount and source of funding: ____________

GOALS AND OBJECTIVE OF PROJECT

Provide a detailed description of the proposed project by describing precisely what is to be accomplished with the requested funds.

Upwards' Boost Program offers personalized business support and technical assistance to in-home childcare providers serving children ages 0-5 and up to age 13 for before- and after-school care. These microenterprises, often employing fewer than 5 people, receive 12 months of individual coaching to help build sustainable business operations and improve financial stability. BOOST equips childcare providers with essential digital tools, including marketing support, family matching services, enrollment automation, electronic billing, payment processing, and curriculum management systems. By introducing best practices for streamlining daily operations and reducing administrative burdens, BOOST enables providers to increase capacity, improve the quality of care, and ensure consistent revenue streams. The program's impact is measurable and significant. BOOST aims to increase the revenue of participating providers by an average of 20% over the 12-month period, helping them reach full enrollment and optimize their business models. In addition, BOOST is expected to create new LMI jobs, as providers expand their staff to meet growing demand. BOOST also directly benefits the community by stabilizing essential childcare services for low- to moderate-income (LMI) families. These families rely on accessible, affordable childcare to maintain employment and housing stability. By supporting the economic sustainability of local childcare providers, BOOST contributes to the broader economic health of the region, enabling parents to work and reducing childcare deserts in underserved areas.

Describe the specific purpose of the project; identify the problems the project is intended to solve, and the age group of those to be served.

Diamond Bar faces a critical need for childcare services, as highlighted by both community feedback and various demographic and economic factors. A recent survey of several thousand working families reveals that 94% of residents strongly agree or agree that childcare is the most pressing issue facing our community. Furthermore, 60% indicated they would consider moving to a nearby city with a better childcare program. Alarmingly, 58.8% of families said they would use the money saved on childcare to buy food, underscoring the heartbreaking link between childcare costs and food insecurity. In Diamond Bar, there are nearly 2512 children under the age of six, emphasizing the vital role that early care and education play in brain development, socialization, and school readiness (U.S. Census, 2020). The demand for childcare is further demonstrated by the approximately 536 households in the region with children under six, whose well-being and economic participation depend on reliable, affordable childcare options. This need is particularly acute for single-parent households, where nearly 536 children live with one parent. Addressing childcare challenges for these families is essential to preventing homelessness and promoting upward economic mobility (U.S. Census, 2021; National Alliance to End Homelessness, 2022). In addition to the significant demand for services, the economic challenges faced by childcare workers highlight the need for immediate intervention. Childcare workers in City earn an average of $17.70, considerably less than their counterparts in elementary education. This wage disparity, combined with the high poverty rate among early educators, further stresses the system (Zippia, 2022; Center for the Study of Child Care Employment, 2020). Surveys conducted by RAPID from 2021 to 2023 reveal that 44% of childcare providers struggle to meet basic needs like food, housing, and utilities. Among family home childcare providers and center teachers, the material hardship is most severe, with one in three experiencing food insecurity. Additionally, 43% of providers expressed concerns about being unable to pay rent or mortgage (RAPID, 2024). BOOST seeks to address these challenges by offering crucial business support to microenterprise daycares, promoting stability and sustainability within the childcare industry in Diamond Bar. By providing tailored assistance to providers, BOOST ensures that they can meet the needs of the local community, particularly low- and very-low-income families who rely on these essential services.

Identify and describe the geographic boundaries of the target area. (Attach a map if appropriate).

Please see attached provider Map

PROJECT CLIENT PROFILE

Diamond Bar clients assisted in previous year: ______________________

Diamond Bar clients assisted which meet the low/moderate income requirements: ______________________

Diamond Bar clients expected to be assisted in new project year: 6

Describe the characteristics of client population in target area, including age, sex, income level, and ethnic background. Relate how the project will meet the federal requirements of benefiting low/moderate income persons.

The BOOST program is designed to support microenterprise childcare providers, with a key focus on ensuring that at least 51% of participants qualify as low- to moderate-income (LMI), as required by HUD's CDBG guidelines.

Is your organization familiar with the CDBG electronic client data requirements? Yes

Is your organization familiar with the CDBG reporting requirements? Yes

FINANCIAL INFORMATION

Please attach a proposed budget of the project. Include all items that CDBG funds are being requested to be used for. Include all other sources of funding and the total budget of the organization.

Please see attached budget

I hereby certify that if funds are granted to our organization they will be used to benefit low and low/moderate income residents of the City of Diamond Bar. We understand that the formal agreement with the City will define other reporting provisions and federally required assurances.

Signature: Felipe Gamboa

Title: Community Impact Specialist

Date: 11-1-2024

Upwards Annual Organizational Budget Explanation

Requirement Not Applicable.

Due to Upwards' for-profit status, the Organizational Budget has been omitted from this application and we have instead included an annual Balance Sheet and Profit & Loss (P&L) Statement attached below. We appreciate your consideration of our proposal and would like to address the confidentiality of this information and why it should be treated as such:

- **Competitive Advantage:** Our operating budget contains sensitive financial data, including revenue projections, cost structures, and strategic allocation of resources. Disclosure of this information to competitors could provide them with a significant competitive advantage, potentially compromising our ability to compete effectively in the marketplace.
- **Protection of Trade Secrets:** The operating budget may contain proprietary information and trade secrets that are critical to our business operations. Revealing this information to external parties could jeopardize our ability to maintain our competitive edge and protect our intellectual property.
- **Financial Security:** The operating budget includes details of our financial health, cash flow, and investment plans. Disclosure of this data could pose financial security risks, including potential exploitation by malicious actors who seek to exploit vulnerabilities in our financial structure.
- **Market Sensitivity:** The budget may also contain market research, pricing strategies, and other sensitive information that, if exposed, could disrupt market dynamics and negatively impact our company and the markets we serve.

We want to emphasize that our commitment to confidentiality does not impede our willingness to cooperate fully with your agency's evaluation process and to potentially provide alternative documentation that will aid in the thorough review of our proposal. To that end, we have included a Balance Sheet and P&L Statement attached below.

We appreciate your understanding of our concerns and your attention to the protection of our sensitive, proprietary information.

WeeCare, Inc. dba Upwards
5521 N University Dr, Suite 104
Coral Springs, FL 33067
(323) 421-7479
upwards.com

To Whom It May Concern,

The purpose of this letter is to provide context for the financial standing of WeeCare, Inc dba Upwards, as it may be different from other companies generally participating in the industry. We hope that this context helps support your consideration of our company as we submit a proposal for service.

As is typical of a high-growth, venture-backed, for-profit organization, Upwards is growing in - and investing in - operational scale, which expands operating expenses to accommodate for revenue growth. **Exhibit A reflects this trajectory from $6.4M to $15.2M in Revenue over three years, which represent +60% and +49% YoY increases**.

To maintain a strong financial position in a situation where the company is increasing expenses for downstream growth (lowering cash flow from operations), Upwards has raised equity rounds of financing from some of the most reputable venture firms in the technology space (elevating cash flow from financing). **Exhibit B reflects Liquidity Ratios that would be considered healthy by any measure; from the basic Current Ratio to the most stringent Cash Ratio**. And, as you may be aware, Upwards recently closed a $21M Series B round to further bolster our cash position.

We hope this short memo provides context on our financial standing. To be sure, our financial strategy is reflective of our mission: to Solve Care for Good. To do so, Upwards continues to execute on our high-growth plan, and continues to submit proposals such as this, so that we can grow the imprint of our impact, alongside partners like you.

Please feel free to reach out if you have any questions. We are excited at the opportunity to work with you and are open to discuss any inquiries you may have.

Sincerely,

Johnny Chan
COO/CFO
johnny@upwards.com

Exhibits to follow on Page 2

WeeCare, Inc. dba Upwards
5521 N University Dr, Suite 104
Coral Springs, FL 33067
(323) 421-7479
upwards.com

Exhibit A: Total Revenue ($) vs YoY Change (%) from 2021 to 2023

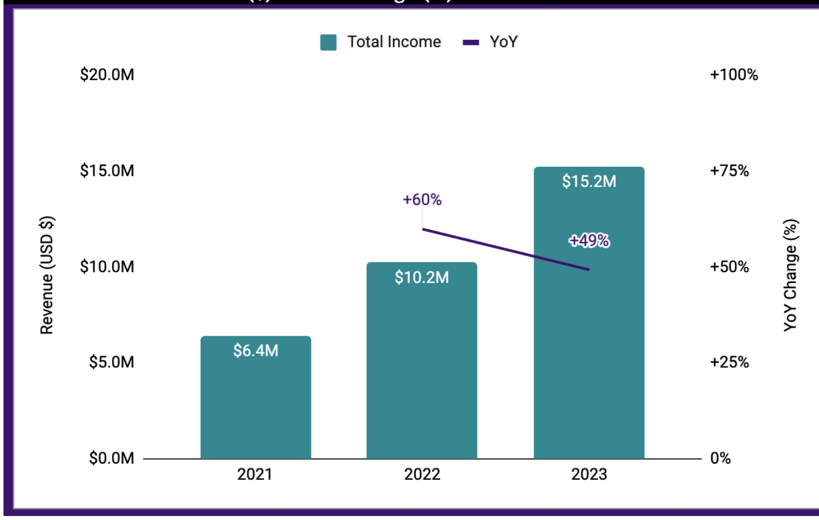
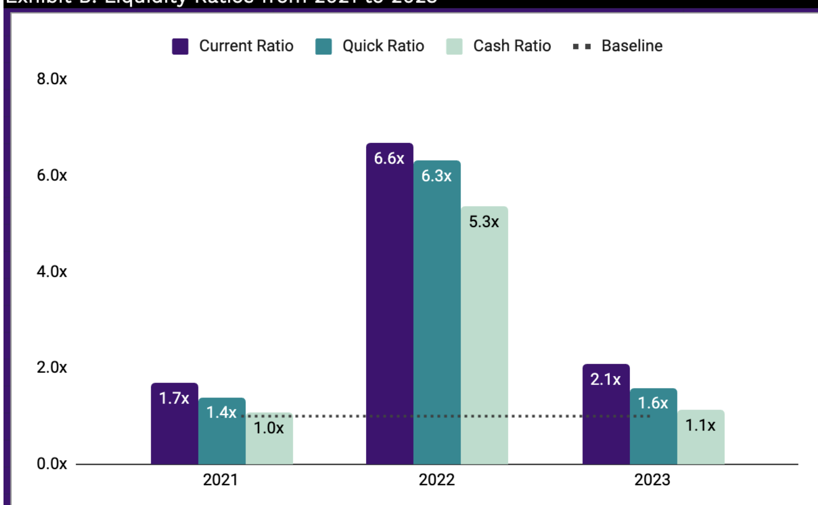


Exhibit B: Liquidity Ratios from 2021 to 2023



Note: Upwards' Series B was closed in January 2024, and is not reflected in these exhibits.

–END OF DOCUMENT–

Management Report

WeeCare, Inc.

For the period ended June 30, 2023

Prepared on

July 31, 2023

Table of Contents

Profit and Loss

June 2023

	Total
INCOME	
Corporate Benefit revenue	179,873.12
Fever Free Revenue	0.00
Programs Service Income	68,129.00
Service Fee - Income	868,524.90
z-Chargebacks	-542.22
Total Income	**1,115,984.80**
COST OF GOODS SOLD	
Background Checks	3,000.69
Cost of Goods Sold	6,137.10
Daycare Insurance Costs	230.00
Merchant Account Fees	3,959.56
Stipend payout - CB	45,152.11
Tuition Payout	838,404.17
Total Cost of Goods Sold	**896,883.63**
GROSS PROFIT	**219,101.17**
EXPENSES	
Advertising/Promotional	771.82
Bank Charges & Fees	1,229.84
Dues & subscriptions	6,608.30
Employee Benefits	35,828.96
Employer Taxes	45,832.47
Gifts	98.65
HR service fees	8,881.82
Insurance	7,868.73
Legal & Professional Services	994.95
Meals	2,959.84
Office Expenses	10,952.74
Office Supplies & Software	1,186.28
Outside Services	51,006.70
Postage and Delivery	21.25
Professional Development	303.65
Rent & Lease	4,955.99
Taxes & Licenses	428.41
Technology services	49,633.14
Travel	4,602.58
Wages and Salaries	643,279.67
Total Expenses	**877,445.79**
NET OPERATING INCOME	**-658,344.62**
OTHER INCOME	
Gain or (Loss) on Disposal of Assets	-1,768.02

	Total
Interest Income	3,629.96
Total Other Income	**1,861.94**
OTHER EXPENSES	
Amortization	1,402.52
Depreciation	1,107.30
Total Other Expenses	**2,509.82**
NET OTHER INCOME	**-647.88**
NET INCOME	**$ -658,992.50**

Balance Sheet

As of June 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase - Checking 6756	0.00
First Republic - Checking 8054	980,969.38
First Republic - MM 0211	7,236.18
FRB- ICS Sweep Account	2,875,125.24
Stripe	284,815.36
Total Bank Accounts	**4,148,146.16**
Accounts Receivable	
Accounts Receivable (A/R)	449,318.53
Total Accounts Receivable	**449,318.53**
Other Current Assets	
Accrued Revenue	168,766.00
Clearing Account - Admin	0.00
Deferred Taxes - R & D Credit	87,681.00
Escrow Accounts - Backup Credits	347,697.30
Payroll Clearing	3,613.92
Prepaid Expenses	102,571.26
Refundable Taxes	35,330.64
Subsidiary Receivable	161,859.60
Uncategorized Asset	0.00
Undeposited Funds	26,500.00
Total Other Current Assets	**934,019.72**
Total Current Assets	**5,531,484.41**
Fixed Assets	
Computers	175,500.96
Furniture & Fixtures	0.00
Office Equipment	0.00
z-Accumulated Depreciation	-41,078.32
Total Fixed Assets	**134,422.64**
Other Assets	
Deposits	12,100.00
Intangible Assets	129,347.87
Total Other Assets	**141,447.87**
TOTAL ASSETS	**$5,807,354.92**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	

	Total
Accounts Payable	
Accounts Payable (A/P)	34,157.00
Total Accounts Payable	**34,157.00**
Credit Cards	
Brex	4,388.18
Jesse Forrest 1237	0.00
Jessica Chang 7487	872.80
Matt Reilly 2750	181.75
Total Credit Cards	**5,442.73**
Other Current Liabilities	
Accrued Expenses	203,246.98
Deferred Income	1,296,131.57
Due to Employees	208.53
Due to MainStreet - R & D Credit	0.00
Employer Benefit Liabilities	0.00
Payroll Tax Payable	86.86
Tax deferral	0.00
Total Other Current Liabilities	**1,499,673.94**
Total Current Liabilities	**1,539,273.67**
Long-Term Liabilities	
SAFE 2 NOTE	0.00
SAFE Notes Payable	0.00
SBA PPP Loan	0.00
Total Long-Term Liabilities	**0.00**
Total Liabilities	**1,539,273.67**
Equity	
Common Stock	5,230.54
Opening Balance Equity	0.00
Owner’s Pay & Personal Expenses	0.00
Preferred Stock	22,131,491.46
Prior Period Adjustment	451,700.62
Retained Earnings	-14,768,186.66
Net Income	-3,552,154.71
Total Equity	**4,268,081.25**
TOTAL LIABILITIES AND EQUITY	**$5,807,354.92**

Statement of Cash Flows

June 2023

	Total
OPERATING ACTIVITIES	
Net Income	-658,992.50
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	-112,330.78
Accrued Revenue	-68,129.00
Escrow Accounts - Backup Credits	-23,365.62
Payroll Clearing	-3,613.92
Prepaid Expenses	3,174.68
Subsidiary Receivable	-63,578.92
z-Accumulated Depreciation	327.92
Intangible Assets:z-Accumulated Amortization	1,402.52
Accounts Payable (A/P)	-43,020.59
Brex	-4,675.78
Jessica Chang 7487	593.37
Matt Reilly 2750	41.76
Accrued Expenses	-2,944.64
Accrued Expenses:Accrued Payroll	-221,637.67
Deferred Income:Corp Benefits Advance Payments	96,354.62
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	**-441,402.05**
Net cash provided by operating activities	**-1,100,394.55**
INVESTING ACTIVITIES	
Computers	-2,490.05
Net cash provided by investing activities	**-2,490.05**
FINANCING ACTIVITIES	
Common Stock	393.66
Prior Period Adjustment	-2,554.38
Net cash provided by financing activities	**-2,160.72**
NET CASH INCREASE FOR PERIOD	**-1,105,045.32**
Cash at beginning of period	5,279,691.48

	Total
CASH AT END OF PERIOD	$4,174,646.16

Program Staff and Job Descriptions

Program Director
Oversees the successful implementation of the BOOST program, including process refinement and ongoing support to external partners. Responsible for monitoring, data collection, and reporting within compliance with program requirements.
Staff: Judy Ahumada
Experience:

- Program Director, Upwards (2023-Present)(JAhumada Resume (6))
- Director of Programs, Technovation Girls (2019-Present)(JAhumada Resume (6))

Community and Engagement Specialist
Leads community outreach and engagement efforts to increase provider participation and build valuable partnerships for the BOOST program. Responsible for creating and managing community relationships.
Staff: Emerald Carroll
Experience:

- Community and Engagement Specialist, Upwards (2022-Present)

Care Specialist
Focuses on quality improvement and provider support. Closely monitors quality and safety, conducts assessments, and assists with resources and training.
Staff: Starlynn Perez
Experience:

- Care Specialist, Upwards (2023-Present)
- Owner/Operator, Pat-a-Cake Preschool (2019-2023)
- Early Intervention Specialist, About The Kids (2018-2019)

Care Specialist
Focuses on quality improvement and provider support. Closely monitors quality and safety, conducts assessments, and assists with resources and training.
Staff: Alex Estrada
Experience:

- Lead Hospital Liaison Supervisor, St. Francis Medical Center (2016-Present)
- Family Service Specialist Manager, Human Services Association (2015-2016)

Enrollment Specialist
Manages intake and participant tracking for the BOOST program. Ensures a seamless process for eligibility verification and matches providers with appropriate support services.
Staff: Kay Oliva
Experience:

- Enrollment Specialist, Upwards (2024-Present)
- Bilingual Administrative Assistant, Thyme Care (2024)

Finance Specialist
Ensures the fiscal integrity of the BOOST program. Responsible for overseeing financial processes, budgeting, and compliance with audit and grant requirements.
Staff: Karan Malhotra
Experience:

- Controller, Upwards (2024-Present)
- Senior Manager, Accounting, GoodRx (2022-2023)

Product and Technical Support
Leads product development and technical support for digital tools related to the BOOST program. Manages the development of tools that streamline project management and grant reporting.
Staff: Kevin Pedronan
Experience:

- Senior Product Manager, Upwards (2021-Present)
- Software Engineer, Tradesy (2015-2017)

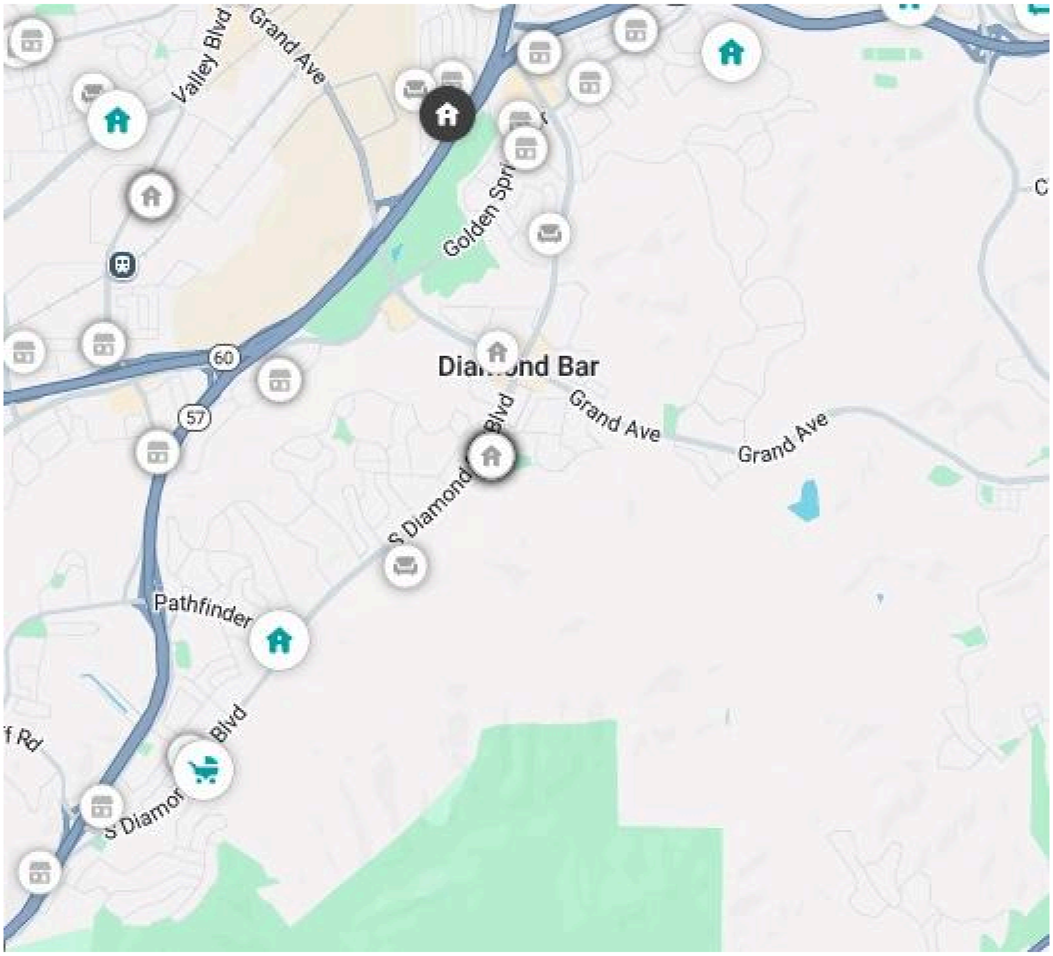
Communication and Education Specialist
Responsible for marketing and outreach efforts to increase program awareness and engage both providers and families. Leads communication strategies for the BOOST program.
Staff: Saphira Howell
Experience:

- Director of Marketing, Upwards (2022-Present)
- Digital Marketing Coordinator, Gem (2018-2019)

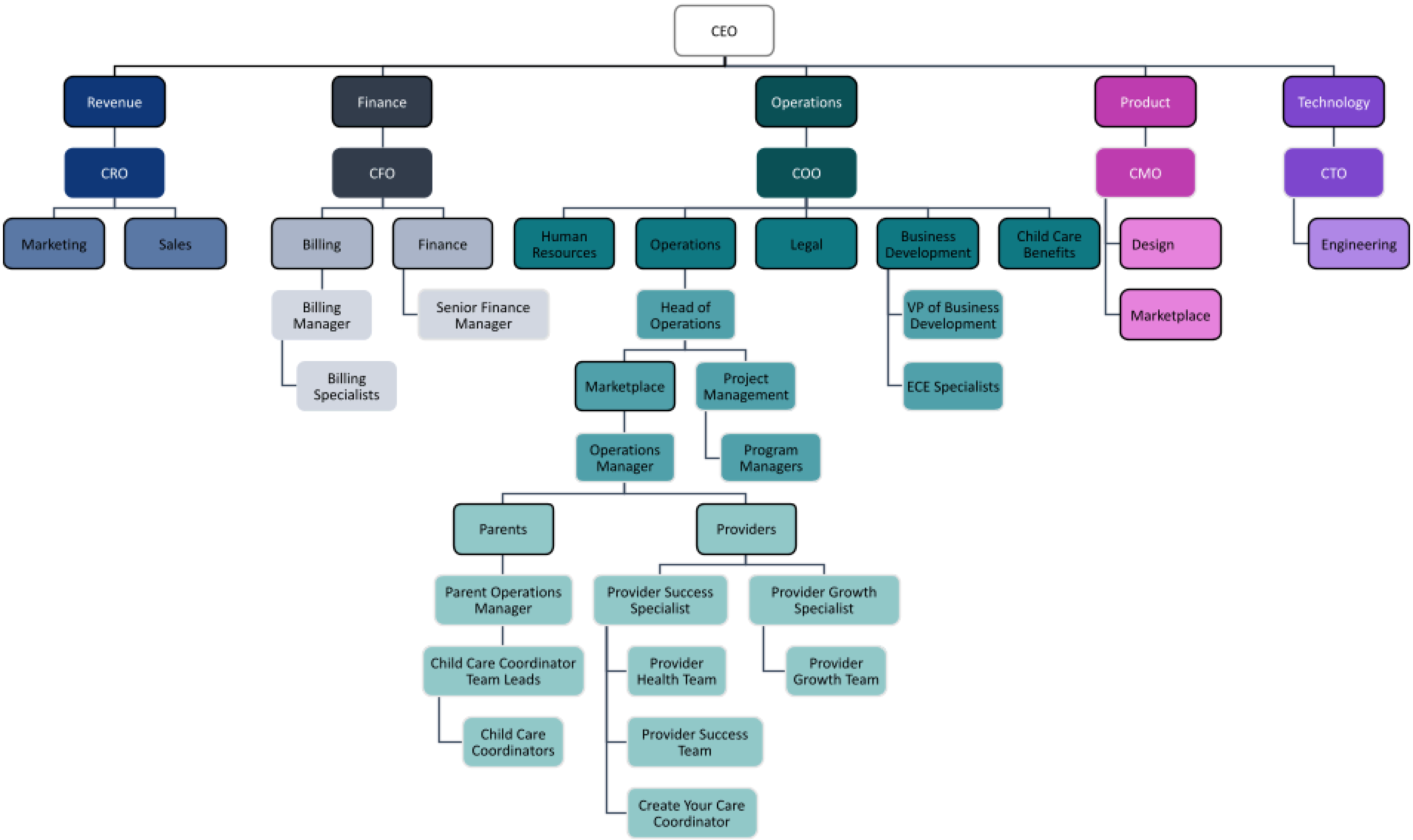
BOOST Program Budget

Program Budget	CDBG	Upwards	Total
	Source		Program
Personnel			
Salary	$ 47,280		$47,280
Fringe	$ 720	$ -	$720
Personnel Total	$ 48,000	$ -	$48,000
Non-Personnel			
Training Materials	$ -	2,880	$ 2,880
Equipment	$ -	1,920	$ 1,920
Marketing for Providers	$ -	2,316	$ 2,316
Marketing for Families for Providers	$ -	480	$ 480
Cost of Payments	$ -	2,224	$ 2,224
Technology Cost	$ -	300	$ 300
Office Supplies - Program	$ -	96	$ 96
Non-Personnel Total	$ -	$ 10,216	$10,216
Grand Total	**$48,000**	**$10,216**	**$58,216**
	CDBG	Upwards	Total

Provider Map



Upwards Organization Chart | Entire Agency



Upwards

Upwards' Board of Directors

	Name & Address	Position	Profession/ Affiliation	Term Start Date	Term End Date
	Jessica Chang Address: C/O Upwards, Inc. 4223 Glencoe Ave, Ste C125 Marina Del Rey, CA 90292	President, Secretary, Treasurer	CEO of Upwards	Sept 2017	N/A
	Anna Barber Address: C/O Upwards, Inc. 4223 Glencoe Ave, Ste C125 Marina Del Rey, CA 90292	Director	Partner at M13	Feb 2022	N/A
	Jesse Forrest Address: C/O Upwards, Inc. 4223 Glencoe Ave, Ste C125 Marina Del Rey, CA 90292	Director	CTO of Upwards	Sept 2017	N/A
	Richard Kerby Address: C/O Upwards, Inc. 4223 Glencoe Ave, Ste C125 Marina Del Rey, CA 90292	Director	Co-Founder of Equal Ventures	Feb 2021	N/A

The Board of Directors meets on a quarterly basis.

Agenda #: 7.1
Meeting Date: January 21, 2025

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **TRANSMITTAL OF THE FISCAL YEAR 2023/24 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR).**

STRATEGIC GOAL: *Responsible Stewardship of Public Resources*

RECOMMENDATION:

Receive and File the Fiscal Year 2023/24 Annual Comprehensive Financial Report.

FINANCIAL IMPACT:

None.

BACKGROUND:

The Fiscal Year (FY) 2023/24 annual audit has been completed by the City's independent audit firm of Lance, Soll and Lunghard, LLP (LSL). The City's Finance Department, in concert with LSL, has prepared the FY 2023/24 Annual Comprehensive Financial Report (ACFR). The City's Audit Subcommittee, which is comprised of Mayor Chia Yu Teng and Mayor Pro Tem Steve Tye, met on January 15, 2025 with the City Manager, Finance Director and an LSL representative to discuss the results of the audit.

In the opinion of LSL, the financial statements reflect fairly the financial position and results of operations for the fiscal year ended June 30, 2024. The auditors indicated that there were no disagreements with management while completing their audit, and that they found no instances of material weaknesses in the City's internal controls and no instances of non-compliance with certain provisions of laws, regulations, contracts or grants, which could have a material effect on the determination of financial statement amounts. In other words, the City has received a clean audit with no findings.

The ACFR has been prepared in conformance with the requirements of the Government Accounting Standards Board (GASB) Statement No. 34. As a result, the report format includes the Management Discussion and Analysis, Required Supplementary

Information, and the Government-wide Financial Statements which include the Statement of Net Position and Statement of Activities. A copy of the FY 2023/24 ACFR is included as Attachment 1.

ANALYSIS:

Revenues

Citywide revenues for FY 2023/24 from all sources (i.e., all funds) were $45.0 million, which exceeded last year's total by $0.5 million (or 1.0%).

General Fund revenues were $33.1 million, a decrease of $0.2 million (or -0.7%) from the prior year, yet exceeded the Revised Budget of $31.9. million as a result of out-performing investment returns offset by underperforming sales tax receipts.

Expenditures

Citywide expenditures for all City programs and activities in FY 2023/24 totaled $40.0 million, an increase of $2.5 million over the previous year (or 6.8%).

General Fund expenditures for FY 2023/24 were $33.2 million, an amount that was $5.2 million below the Revised Budget of $38.4 million. Of this amount, $2.4 million of encumbered expenses was appropriated for ongoing programs, initiatives and Capital Improvement Projects that were still underway as of June 30, 2024. These encumbered funds will be carried over and set aside for use in the current FY 2024/25.

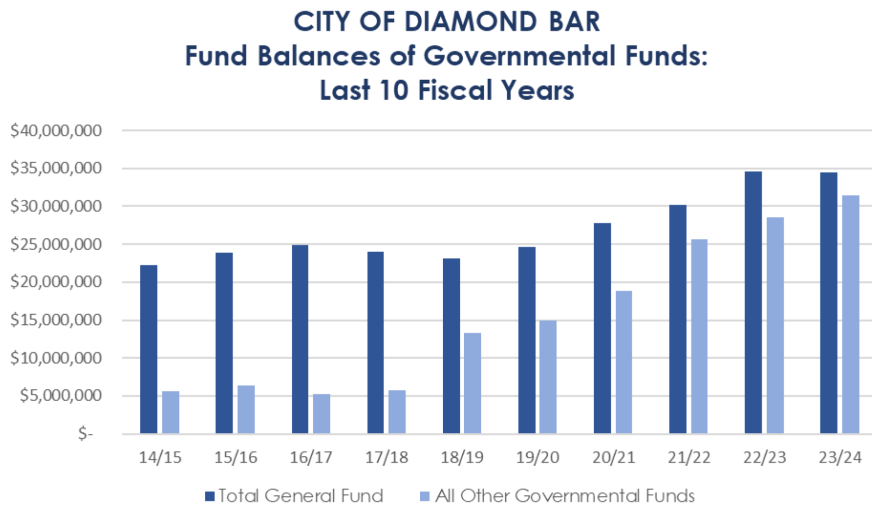
Reserve Balances

Taken in aggregate, fund balances for all governmental funds were $66.0 million at the end of FY 2023/24, an increase of $2.8 million compared to FY 2022/23. Of this total, $34.5 million in reserves belong to the City's General Fund which may be used to meet the City's ongoing obligations to its citizens and creditors.

CITY OF DIAMOND BAR
Changes in Governmental Fund Balances

Fund	FY 23/24	FY 22/23	Change
General Fund	$34,500,049	$ 34,600,596	$ (100,547)
Other Governmental Funds	31,465,834	28,582,570	2,883,264
Totals	**$65,965,883**	**$ 63,183,166**	**$ 2,782,717**

The total General Fund reserve balance of $34.5 million represents a decrease of $101 thousand. This is a favorable result considering the Revised Budget assumed an operating deficit of -$6.5 million in order to fund one-time projects. A history of governmental fund balances for the prior 10 years is shown below. More information on reserve balances can be found in Note 11 of the ACFR and in the Statistical Section.



Reserve Funding

The FY 2023/24 ACFR includes the fund balance reserve reporting methodology set forth in GASB Statement No. 54. It is a long-term goal to of the City to build unrestricted reserve funds to provide flexibility, respond to emergencies, fund new projects and replace and maintain facilities, capital equipment and assets. Therefore, the City Council approved an updated Fund Balance and Reserves Policy on August 20, 2019 (Res. No. 2019-36) which established that an amount of no less than 25% of General Fund expenditures be set aside as a formal commitment of fund balance to be used in the event of a Federal, State or Local emergency.

At June 30, 2024, the amount committed to emergency contingencies totals $8,217,405 (25% of the FY 2024/25 Adopted General Fund Budget). This amount is included within the $34.5 million General Fund reserve balance noted above and is highlighted separately in the below schedule which shows balances for key operating reserves.

CITY OF DIAMOND BAR Highlighted Operating Fund Reserves	Fiscal Year Ended June 30, 2024	2023	Change
General Fund			
Committed Reserves			
Contingency Reserve	$ 8,217,405	$ 7,981,243	$ 236,162
Assigned Reserves			
OPEB Reserve	313,523	291,182	22,341
Technology Reserve	695,389	591,346	104,043
Capital Improvement Projects	2,072,420	1,308,920	763,500
Tres Hermanos Conservancy Reserve	6,910	6,910	-
General Plan Update Reserve	453,782	518,504	(64,722)
Law Enforcement Reserve	1,066,070	941,362	124,708
Unassigned Reserve	21,674,550	22,961,129	(1,286,579)
Total General Fund	**34,500,049**	**34,600,596**	**(100,547)**
Park Development Fund			
Unrestricted Reserve	2,535,198	1,567,641	967,557
Vehicle Maintenance & Replacement Fund			
Unrestricted Reserve	381,674	316,864	64,810
Building Maintenance & Replacement Fund			
Unrestricted Reserve	2,280,042	1,062,451	1,217,591
Computer Equipment Replacement Fund			
Unrestricted Reserve	1,541,453	2,032,428	(490,975)
Grand Totals	**$ 41,238,416**	**$ 39,579,980**	**$ 1,658,436**

As shown in the table above, as of June 30, 2024, the total Unassigned portion of the General Fund Reserve decreased -$1.3 million. This was mainly the result of funding other key reserve funds and General Fund reserve categories throughout the fiscal year. For example, Unassigned Reserves were utilized to shift an additional $236.2 thousand to the Contingency Reserve (25%), and an additional $763.5 thousand was shifted from the Unassigned Reserves to the Capital Improvement Projects Reserve to ensure adequate funding for ongoing capital improvement projects. In addition to this, some Unassigned Reserves were used to transfer $1.2 million to both the Park Development and Building Maintenance & Replacement Funds ($2.4 million total) in early 2024 pursuant to the City's Fund Balance and Reserves Policy. Total Transfers-out were for FY 2023/24 were $6.4 million (see Statement of Revenues, Expenditures, and Changes in Fund Balances on ACFR p. 24 for additional information).

Other Post-Employment Benefits (OPEB) Fund

As required by GASB Statement No. 75, the ACFR includes disclosure of the City's Other Post-Employment Benefits (OPEB) liability. In connection with the retirement benefits for employees provided through California Public Employees Retirement System (CalPERS), the City provides post-retirement health care benefits to retirees through the CalPERS Health Benefits program. Although the retiree pays most of the cost of this benefit the City is required to pay a small portion of this cost – the City's OPEB obligation is derived from this benefit. The City's total OPEB obligation at June 30, 2024 was $1,386,464. However, when taking into account the City's OPEB trust fund balance of $782,823 (57% of liability) held with the California Employers' Retiree Benefit Trust (CERBT) the net liability reduces to $603,641. Additional funding in the amount of $313,523 (23% of liability) is also set aside in an OPEB Reserve fund (see table above) held by the City for future contributions to the trust, for a total funding status of 80%, which is an increase from the 74% funding status as of the prior year ending June 30, 2023, and a significant improvement from the 71% funding status the year ending June 30, 2022.

This funding level is considered quite favorable when compared to other cities and meets the City's desired 80% funding status established in the City's Fund Balance and Reserves Policy.

Pension Liability

GASB Statement No. 68 requires the inclusion of Net Pension Liability in the Statement of Net Position. As of June 30, 2024, the City reported a total net pension liability of $8,772,989 (an increase from the prior year amount of $7,903,769). As of the most recent valuation date of June 30, 2023, the City's miscellaneous plan is approximately 75.4% funded, and the PEPRA Miscellaneous plan is 87.0% funded. Both funding amounts have remained flat year-over-year and are favorable when compared to other cities. Changes in the total net pension liability are mostly attributable to the market rate of return on the statewide portfolio managed by CalPERS. More information on pensions may be found in Note 8 of the ACFR.

Excellence in Financial Reporting

The Finance Department will submit the FY 2023/24 ACFR to the Government Finance Officers Association (GFOA) for consideration to receive the Certificate of Achievement for Excellence in Financial Reporting program. The City of Diamond Bar has been honored to receive this award for the past twenty-eight consecutive years.

PREPARED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director 1/21/2025

REVIEWED BY:

Jason Jacobsen

Jason Jacobsen, Finance Director 1/15/2025

Attachments:

1. 7.1.a City of Diamond Bar FY 2023/24 Annual Comprehensive Financial Report (ACFR)

City of Diamond Bar, California

Annual Comprehensive Financial Report

Year ending June 30, 2024

Sunset at Pantera!
Rolando Collazo
2024 Photo Contest Honorable Mention

The Watchful Timekeeper
Mikaela Singson
2024 Photo Contest Winner

Summer Solstice Strikes Southern California
Kelvin Cheng
2024 Photo Contest Winner

CITY OF DIAMOND BAR, CALIFORNIA

Annual Comprehensive Financial Report

For the Year Ended June 30, 2024

Prepared by:
Finance Department

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF DIAMOND BAR, CALIFORNIA

Annual Comprehensive Financial Report

For the Year Ended June 30, 2024

Table of Contents

CITY OF DIAMOND BAR, CALIFORNIA

Annual Comprehensive Financial Report

For the Year Ended June 30, 2024

Table of Contents

CITY OF DIAMOND BAR, CALIFORNIA

Annual Comprehensive Financial Report

For the Year Ended June 30, 2024

Table of Contents

THIS PAGE INTENTIONALLY LEFT BLANK

City of Diamond Bar

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

January 10, 2025

To the Honorable Mayor, Members of the City Council
and the Residents of the City of Diamond Bar, California:

It is an honor to submit to you the Annual Comprehensive Financial Report (ACFR) of the City of Diamond Bar for the fiscal year ended June 30, 2024. This report consists of management's representations concerning the finances of the City. Consequently, responsibility for both the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures, rests with the City's management. To provide a reasonable basis for making these representations, management of the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformance with generally accepted accounting principles (GAAP). Because the cost of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide assurance that the financial statements will be free from misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material aspects.

The City's financial statements have been audited by Lance, Soll, & Lunghard, LLP, a firm of certified public accountants. The goal of the independent audit is to provide reasonable assurance that the financial statements of the City for fiscal year ended June 30, 2024, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation.

The independent auditor concluded based upon the audit that there was a reasonable basis for rendering an unmodified opinion that the City's financial statements for the fiscal year ended June 30, 2024, were fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement and should be read in conjunction with the MD&A. The City's MD&A can be found immediately following the report of the independent auditors.

PROFILE OF THE CITY OF DIAMOND BAR

The City of Diamond Bar was incorporated on April 18, 1989, and is located at the eastern edge of Los Angeles County in the East San Gabriel Valley. Diamond Bar is primarily a residential community of about 57,000, situated among the meandering hills and valleys of Brea Canyon. Many desired services can be found in Diamond Bar's shopping and business centers. Recreational opportunities within the City include more than 75 acres of developed park facilities, hiking trails, a community center, a County-owned and operated 18-hole public golf course and more than 370 acres of undeveloped publicly owned open space.

Diamond Bar is also strategically located at the junction of the SR-57 and SR-60 freeways with easy access to I-10 and SR-71 freeways. This makes Diamond Bar a desirable and convenient location to live and work within close proximity to Los Angeles, Orange, Riverside and San Bernardino counties.

Diamond Bar is a General Law city and operates under the council-manager form of government. Policy making and legislative authority are vested in a five- member City Council. The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing Commissioners, and hiring both the City Manager and contracting for City Attorney services. The Council Members are elected by districts on a non-partisan basis and serve four-year staggered terms, with elections held every other year. Each December, the City Council selects a Mayor and Mayor Pro Tem from its membership. The City Manager is responsible for overseeing the day-to-day operations of the City, and for appointing the heads of the various departments.

The City of Diamond Bar operates primarily as a “contract city” utilizing agreements with other governmental agencies, private sector firms and individuals to provide many of its essential services. This includes law enforcement services, animal services, building and safety services, engineering, road maintenance and landscape maintenance.

The Los Angeles County Fire District provides fire protection, which is independent of the City. Los Angeles County also provides library services through a Library District, and sewer and sanitation services through a Sanitation District. Funds for these services are collected through property tax bills and are disbursed directly by the Los Angeles County Tax Collector's Office to those entities.

Water services for the City are provided by the Walnut Valley Water District. Refuse collection is provided by private waste collection companies. Additionally, schools are provided by both the Walnut Valley Unified School District and the Pomona Unified School District. Accordingly, none of these activities are included in this report.

ECONOMIC CONDITION AND OUTLOOK

The Adopted FY 2024/25 Budget offers a positive outlook and continues to provide for many City programs and services, advance deferred maintenance and Capital Improvement Projects, and focuses on key initiatives consistent with the City’s Long-Term Financial Stability Report.

Aside from modest increases to key revenue sources, management remains cautious and conservative in budgeting due to ongoing pressure from rising costs driven by a competitive labor market, increased prices for materials and service delivery, higher fuel prices, and uncertainty related to the future of interest rates. Importantly, the proposed budget implements the various objectives and priorities of the City Council guided by the adopted FY 2024-2027 Strategic Plan.

Economic Development continues to be an area of priority for the City. Accordingly, the FY 2024/25 Budget incorporates resources dedicated to continue planning efforts to create a pedestrian-oriented and walkable Town Center and programs to retain current businesses and attract new businesses that increase the City's employment base and generate revenue. In addition, efforts are underway to establish a "Shop Diamond Bar First, Keep It Local" campaign and a local rewards program to encourage residents to invest in their community through supporting local businesses.

AWARDS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Diamond Bar for its annual comprehensive financial report for the fiscal year ended June 30, 2023. The Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards for preparation of state and local financial reports.

In order to be awarded a Certificate of Achievement, a government unit must publish an easily readable and efficiently organized annual comprehensive financial report (ACFR), with contents that conform to program standards. The ACFR must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. The City of Diamond Bar has received the Certificate of Achievement for the last twenty-nine consecutive years (fiscal years ended 1995 through 2023). We believe our current report continues to meet the Certificate of Achievement Program's requirements and we will be submitting it to GFOA to determine its eligibility for another certificate.

REPORTING ENTITY AND ITS SERVICES

This Annual Comprehensive Financial Report includes all funds of the City. The City directly provides a limited range of services and contracts for several other services. The City's significant reliance on contracted services has the benefit of reducing expenses to the citizens of the City of Diamond Bar while simultaneously providing the City with a high degree of flexibility in responding to changing economic conditions.

Contracted services include law enforcement protection, building and safety, street maintenance, park maintenance, capital improvement projects, animal control, attorney services and engineering. Staff provided services include: community development (which includes planning, building and safety administration, and neighborhood improvement), public works (which includes engineering, capital projects administration, street maintenance contract management, traffic and transportation matters, engineering contract management, park maintenance, landscape maintenance and solid waste contract management), parks & recreation (which includes senior services, recreation services, community events and community center operation), public information, subsidized transit ticket sales, grant administration, financial management, administrative management, human resources and risk management, information systems and economic development. All of these activities are included in this report.

INTERNAL CONTROLS

The City of Diamond Bar’s accounting system has been developed by giving consideration to the adequacy of internal accounting controls. Internal accounting controls are implemented by the City to provide reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition; and that the City’s financial records used for preparing financial statements are maintained in a reliable fashion. The concept of reasonable assurance recognizes that the cost of these controls should not exceed the benefits derived from them. The City’s internal controls accomplish these objectives.

ACKNOWLEDGEMENTS

The preparation of this Annual Comprehensive Financial Report was made possible by the dedicated service and excellence found within the City's Finance Department staff, and through the cooperation of the entire City staff. Each City staff member has my sincere appreciation for their cooperation and contributions in the preparation of this Report.

I would like to thank Jason Jacobsen, Finance Director, for his prudent fiscal stewardship. In addition, I would also like to thank our independent auditor, Lance, Soll, and Lunghard, LLP, who provided expertise and advice in the preparation of the City's Annual Comprehensive Financial Report.

In closing, without the leadership and support of the City Council of the City of Diamond Bar, the preparation of this Report would not have been possible.

Sincerely,

Daniel Fox

Daniel Fox
City Manager

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

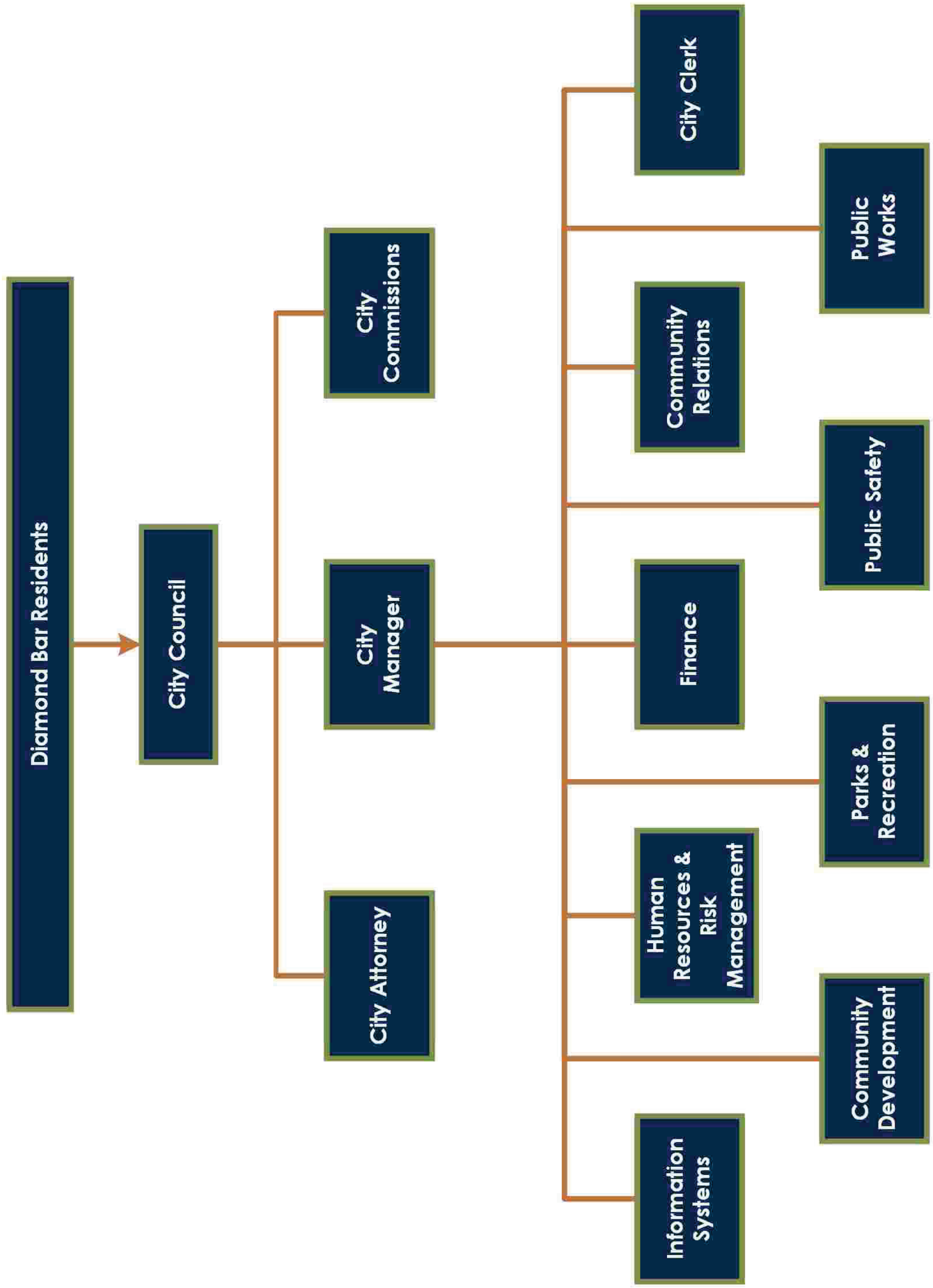
Presented to

City of Diamond Bar
California

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2023

Christopher P. Morrill
Executive Director/CEO


Diamond Bar Residents
City Council
City Commissions
City Manager
City Attorney
City Clerk
Public Works
Community Relations
Public Safety
Finance
Parks & Recreation
Human Resources & Risk Management
Community Development
Information Systems

OFFICIALS OF THE CITY OF DIAMOND BAR

As of December 3, 2024

City Council

Chia Yu Teng, Mayor
Steve Tye, Mayor Pro Tem
Andrew Chou, Council Member
Ruth M. Low, Council Member
Stan Liu, Council Member

Administration and Department Heads

City Manager	Dan Fox
Assistant City Manager	Ryan McLean
City Clerk	Kristina Santana
Director of:	
Community Development	Greg Gubman
Finance	Jason Jacobsen
Information Systems	Ken Desforges
Parks & Recreation	Ryan Wright
Public Works	David Liu

THIS PAGE INTENTIONALLY LEFT BLANK

LSL

INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members of the City Council
City of Diamond Bar, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Diamond Bar, California (the "City"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

To the Honorable Mayor and Members of the City Council
City of Diamond Bar, California

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and required pension and other postemployment benefits schedules, as listed on the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

To the Honorable Mayor and Members of the City Council
City of Diamond Bar, California

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying combining and individual fund financial statements and schedules ("supplementary information") are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 10, 2025, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

LSL, LLP

Irvine, California
January 10, 2025

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF DIAMOND BAR
MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Diamond Bar, we offer readers this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2024. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal.

FINANCIAL HIGHLIGHTS

- The total revenues from all sources totaled $44,954,618, an increase of 1.0% from the prior year.

- The total cost of all City programs totaled $39,993,477 an increase of 6.8% from the prior year.

- The assets and deferred outflows of the City of Diamond Bar exceeded its liabilities and deferred inflows at the close of the fiscal year by $399,708,488 (*net position*), an increase of $5.0 million from the prior year. Of this amount, $36,631,555 represents unrestricted net position may be used to meet the City's ongoing obligations to citizens and creditors.

- As of the close of the current fiscal year, the City of Diamond Bar's governmental funds reported combined ending fund balances of $65,965,883, an increase of $2.8 million in comparison with the prior year. Approximately $36.6 million of the $65.9 million is unrestricted and available for spending at the City's discretion, including amounts assigned and committed by city council action.

- At the end of the current fiscal year, the Unassigned Fund Balance of the General Fund was $21,674,550 which represents a $1.3 million decrease from the prior year amount of $22,959,067. The Unassigned Fund Balance is in addition to a $8,217,405 reserve for emergencies/contingencies as established by Council resolution and $2,072,420 committed to capital projects for City parks and facilities. The reduction in General Fund Unassigned Fund Balance was mainly due to transferring funds to these two reserves.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the City of Diamond Bar's basic financial statements. The City of Diamond Bar's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government–wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of the City of Diamond Bar's finances, in a manner similar to a private-sector business. These statements include the statement of net position and the statement of activities.

The statement of net position presents financial information on all of the City of Diamond Bar's assets, liabilities and deferred inflows/outflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Diamond Bar is improving or deteriorating.

The statement of activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City of Diamond Bar that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City of Diamond Bar include general government, public safety, highways and streets, community development, and parks and recreation. The City of Diamond Bar currently has no business-type activities or enterprise funds.

The government-wide financial statements include not only the City of Diamond Bar itself, but also a legally separate financing authority. Although legally separate, the Diamond Bar Public Financing Authority is included because the City is financially accountable for it.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Diamond Bar, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources available at the end of the fiscal year. Such information may be useful in assessing the near-term financing requirements necessary to finance City programs. A reconciliation to facilitate a comparison between *governmental funds* and *governmental activities* is located on **page 25** of the financial statements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impacts of the City's near-term financing decisions. The governmental funds balance sheet can be found on **page 22** of the financial statements, and the governmental funds statement of revenues, expenditures, and changes in fund balances can be found on **page 24** of the financial statements.

The City of Diamond Bar adopts an annual appropriated budget for its general fund. A **budgetary comparison statement** has been provided for the general fund to demonstrate compliance with this budget on **page 59**.

Proprietary Funds – The type of proprietary funds that the City maintains are internal service funds that are used to allocate costs internally among the various functions of the City. The City of Diamond Bar uses these funds to account for its liability insurance costs and vehicle, building and computer maintenance and replacement costs. Because these services predominantly benefit governmental rather than business-type functions, they have been included within governmental activities within the government-wide financial statements.

Notes to Basic Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required *supplementary information* concerning the City's budgetary control and accounting and expenditures in excess of appropriations.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

City-wide Statement of Net Position. The Statement of Net Position is intended to measure an agency's financial health at the end of the fiscal year. The "net position" is the net of the agency's total assets and its total liabilities. At June 30, 2024, the City of Diamond Bar's **net position** (total assets and deferred outflows less total liabilities and deferred inflows) was $399,708,488 (see **Table 1** below).

By far the largest portion of the City's net position (85%) is its investment in capital assets (e.g., land, buildings, infrastructure, machinery, equipment, and construction in progress), net of the related outstanding debt used to acquire those assets. The City of Diamond Bar uses these capital assets to provide services to its citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. As shown in **Table 1** below, the City's investment in **capital assets** (net of related debt) is $331,125,815 which represents a decrease of approximately $482 thousand from the prior year. This decrease is a result of additional investments in capital assets of $8.8 million, less an increase in liabilities used to finance the capital assets in the amount of $1.6 million and $7.7 million in depreciation expense (see **note 5** Capital Assets for more information).

The City's **total liabilities** are $27,692,718 which is an increase of $2.8 million due largely to increases in accounts payable at year-end in the amount of $3.4 million and net pension liability in the amount of $870 thousand (this amount fluctuates with the annual returns of the California Public Employees' Retirement System), offset by various reductions. The City's **restricted net position** increased by $2.6 million from last year. This is mostly attributable to the unspent portion of restricted revenues received for highways and streets in non-major special revenue funds. These funds are accumulated to fund large capital projects and, once appropriated, can take several years to fully expend.

Table 1
CITY OF DIAMOND BAR
Statement of Net Position

	Governmental Activities	
	2024	**2023**
Current and other assets	$ 85,269,535	$ 78,576,175
Capital assets	340,729,351	339,594,656
Total Assets	425,998,886	418,170,831
Deferred Outflows	4,193,212	4,236,969
Current liabilities	10,968,947	9,237,421
Noncurrent liabilities	16,723,771	15,633,771
Total Liabilities	27,692,718	24,871,192
Deferred Inflows	2,790,892	2,789,261
Net Position:		
Net investment in capital assets	331,125,815	331,607,485
Restricted	31,951,118	29,308,342
Unrestricted	36,631,555	33,831,520
Total Net Position	$ 399,708,488	$ 394,747,347

The unrestricted portion of the total net position represents those funds the City can use at its sole discretion. This portion is often looked at when evaluating a city's financial health. The **unrestricted net position** increased by $2.8 million. This is due to several factors, but mainly the intentional accumulation of reserves for various city purposes pursuant to the City's reserve policy.

Governmental Activities and Changes in Net Position. Although the Statement of Net Position discussed above is an important measure of financial health, it is only at a specific point in time. A more useful measure is how the City's financial position is changing over time. **Table 2** below present a summary of the City's change in net position from the prior year, and the specific revenue and expenditure activities that caused the change.

Overall, the City ended the year with a $5.0 million increase to its net position, compared to an increase of $7.1 million the prior year. Many of the reasons leading to these results have already been discussed, but some of the more notable factors are discussed below.

Table 2
CITY OF DIAMOND BAR
Changes in Net Position

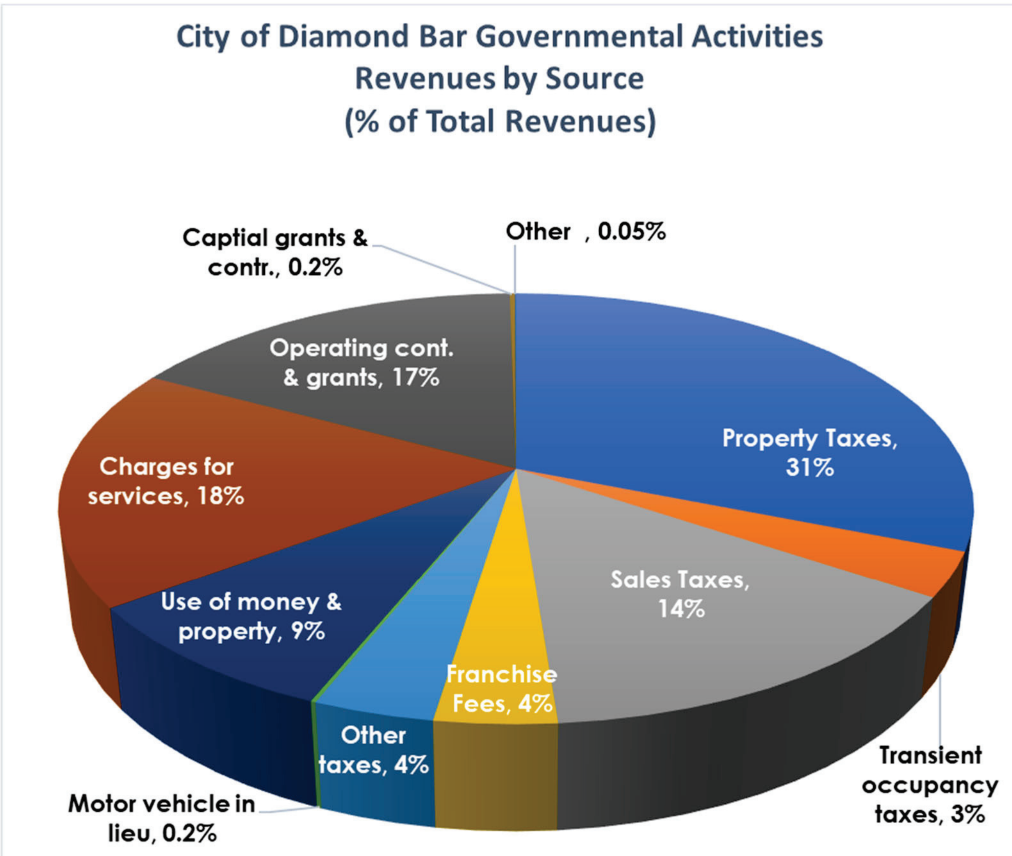
	Governmental Activities	
	2024	2023
Revenues:		
Program Revenues:		
Charges for services	$ 8,138,692	$ 7,983,986
Operating grants and contributions	7,570,259	9,630,820
Capital grants and contributions	96,569	853,518
General Revenues:		
Property taxes	13,963,044	13,650,877
Transient occupancy taxes	1,499,045	1,462,904
Sales taxes	6,467,915	6,598,953
Franchise fees	1,628,505	1,687,104
Other taxes	1,620,453	1,540,855
Motor vehicle in lieu	67,901	56,347
Use of money & property	3,880,104	863,861
Other	22,131	166,330
Total Revenues	44,954,618	44,495,555
Expenses		
General government	8,332,738	8,377,284
Public safety	8,783,229	8,149,425
Community development	3,830,323	3,663,339
Parks & recreation	4,258,559	4,481,255
Public works	14,661,974	12,621,030
Interest and fiscal charges	126,654	145,302
Total Expenses	39,993,477	37,437,635
Increase (Decrease) in net position	4,961,141	7,057,920
Net position - beginning	394,747,347	387,689,427
Net Position - ending	$ 399,708,488	$ 394,747,347

General Revenues

As show in **Table 2** above, total revenues for all governmental activities were $44,954,618. This is approximately $460 thousand, or 1%, higher than the prior year. Revenues remained largely flat and were supported by significant increases in investment earnings in the amount of $3.9 million as compared to $860 thousand the prior year, offsetting a significant reduction of one-time monies in the amount of $3.4 million from the American Rescue Plan Act (ARPA) received the prior year. Revenues from property taxes and transient occupancy taxes increased by 2.3% and 2.5% respectively, while sales tax revenues dipped slightly by -2.0%.

Sales Tax Revenues
Five-Year Trend

Fiscal Year	Amount	Growth
2020	5,252,375	5.7%
2021	5,106,920	-2.8%
2022	6,127,592	20.0%
2023	6,598,953	7.7%
2024	6,467,915	-2.0%



Use of Money & Property
Year-Over-Year Change
($ millions)

Fiscal Year	Interest Earnings	YoY Growth	Unreaslized Gain/(Loss)	YoY Growth	Total
2022	$ 0.54	15%	$ (1.44)		$(0.90)
2023	2.03	276%	(1.17)		$ 0.86
2024	2.82	39%	1.06		$ 3.88

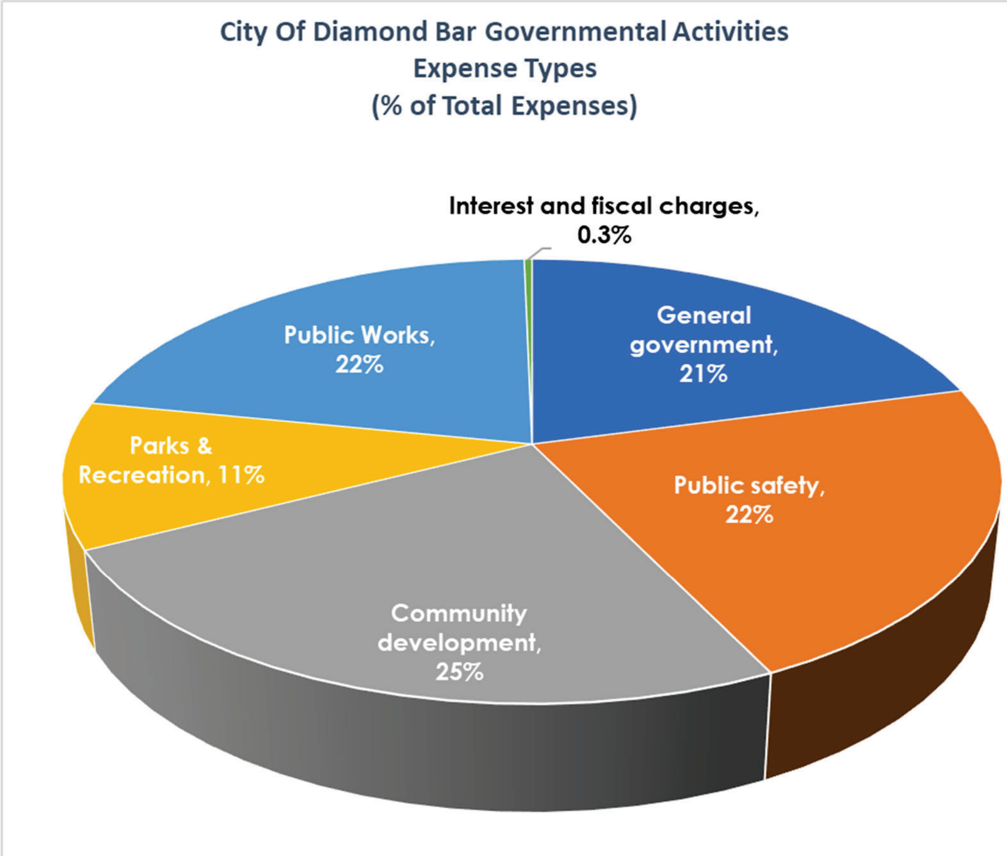
As mentioned, revenues from the use of money & property demonstrated remarkable improvement, ending the year with $3.9 million. Total revenue from the use of money and property reflects total investment earnings of $2.8 million plus unrealized gains in the amount of $1.1 million; such gains would only be realized were the portfolio liquidated at current market valuations as of June 30, 2024 (see table above for year-over year changes). It should be noted that while year-over-year interest earnings increased by approximately $800 thousand, the $3.0 million net increase in this category is mostly attributable to interest rate volatility resulting in unrealized gains for year. As interest rates rose the prior FY 2022/23, the City's portfolio experienced an unrealized loss. Those higher rates were then locked in as new investments were purchased, and as rates subsequently dropped there was an unrealized gain on the portfolio for FY 2023/24, showcasing the responsiveness of the City's actively managed investment portfolio to market dynamics.

Governmental Expenses

The FY 2023/24 budget was developed with the intention of expanding programs and services across the organization, in particular in the General Fund. As such, fiscal year budgeted and actual expenditures were higher in FY 2023/24 than in FY 2022/23. Specifically, the revised FY 2023/24 General Fund budget totaled $37.3 million compared to the FY 2022/23 revised budget of $32.8 million.

In addition to expanding programs and services, the City also increased appropriations to its Capital Improvement Program in order to improve facilities and maintain key infrastructure, as well as advance deferred maintenance. In FY 2020/21, the City had to scale back its capital program due to reduced revenues largely tied to the pandemic. In FY 2021/22, the City's annual Capital Improvement Program increased from $3.5 million to $7.5 million. In FY 2022/23, the Capital Improvement Program increased to $16.1 million. And in FY 2023/24 the Capital Improvement Program increased to $22.6 million.

While not all of the budget is expended within each year of appropriation, and much of the funding comes from restricted revenues and grants, the growth nonetheless helps explain the increases in the overall spending that occurred generally throughout all categories, most notably public works expenditures which totaled $14.6 million as compared to $12.6 million the prior year.



City Reserves

In 2011 the City Council adopted Resolution No. 2011-26 establishing policies related to fund balance and reserves. These policies were amended in August of 2019 with the adoption of Resolution No. 2019-36. In general, reserves are intended to serve a variety of goals and purposes. One of the key reserves set forth in the City's reserve policies is for emergencies, such as natural disasters (earthquakes, flooding, wildfires, etc.), or unexpected events and circumstances that impact the City's finances. The recent global pandemic is an excellent example of this. Another purpose of reserves is to set aside funds for the replacement of equipment, vehicles, facilities, and other capital needs. The accumulation of such funds over time minimizes the financial burden and impacts of funding these types of capital items, which often are very expensive, in a single year.

The degree to which a city has set aside reserves for the purposes noted above is an important measure of a city's financial health. To that end, the City's reserve policies establish the following reserves:

1. **Contingency Reserve** – No less than 25% of the adopted budget General Fund expenditures to provide for economic uncertainties, local emergencies or disasters, and other financial hardships or downturns in the local economy, including unforeseen operating or capital needs and cash flow requirements.

2. **Other Post-Employment Benefit (OPEB) Reserve Fund** – To cover the projected cost of future retiree benefits, the City will maintain a reserve so that the combined amount of the reserve and funds held in an OPEB trust are no less than 80% of the total OPEB liability based on the most recent actuarial valuation.

3. **Building Facility and Maintenance Fund** – The City will make annual contributions to this fund from the General Fund of no less than $100,000 to provide for the future replacement of systems and equipment at City Hall, the Diamond Bar Center, and other City buildings and facilities. In addition, the City will transfer 40% of the General Fund year-end surplus after funding the other reserves described in this section.

4. **Vehicle Maintenance and Replacement Fund** – To provide funding for the timely replacement of vehicles and related equipment with an individual cost of $10,000 or more, the City will annually make a contribution from its General Fund to the Vehicle Maintenance and Replacement Fund equal to its estimated operating costs plus depreciation net of any interest earnings and proceeds from the sale of assets.

5. **Technology Reserve Fund** – The City will maintain a technology reserve fund to accumulate funds for the replacement of essential technology systems and equipment. The annual contribution from the General Fund will be no less than $100,000.

6. **Park Development Fund** – This fund provides for the development and enhancement of the City's parks and facilities. The City will transfer 40% of the General Fund year-end surplus after funding the other reserves described in this section.

The aforementioned reserves with amounts are listed below in **Table 3** along with other highlighted reserves.

See **note 11** Classification of Fund Balance for more information.

Table 3
CITY OF DIAMOND BAR
Changes in Key Reserves

	Fiscal Year Ended June 30,		
	2024	**2023**	**Change**
General Fund			
Committed Reserves			
Contingency Reserve	$ 8,217,405	$ 7,981,243	$ 236,162
Assigned Reserves			
OPEB Reserve	313,523	291,182	22,341
Technology Reserve	695,389	591,346	104,043
Capital Improvement Projects	2,072,420	1,308,920	763,500
Tres Hermanos Conservancy Reserve	6,910	6,910	-
General Plan Update Reserve	453,782	518,504	(64,722)
Law Enforcement Reserve	1,066,070	941,362	124,708
Unassigned Reserve	21,674,550	22,961,129	(1,286,579)
Total General Fund	**34,500,049**	**34,600,596**	**(100,547)**
Park Development Fund			
Unrestricted Reserve	2,535,198	1,567,641	967,557
Vehicle Maintenance & Replacement Fund			
Unrestricted Reserve	381,674	316,864	64,810
Building Maintenance & Replacement Fund			
Unrestricted Reserve	2,280,042	1,062,451	1,217,591
Computer Equipment Replacement Fund			
Unrestricted Reserve	1,541,453	2,032,428	(490,975)
Grand Totals	**$ 41,238,416**	**$ 39,579,980**	**$ 1,658,436**

The most striking thing to note from **Table 3** above is that total reserves for these funds increased by $1,709,584 (or 4.3%) to a total of $41,289,564. It is important to note that all of these individual reserves ultimately derive from the General Fund, either from the allocation of year-end surpluses or annual contributions pursuant to the reserve policies summarized earlier.

FUND FINANCIAL ANALYSIS

As noted earlier the City of Diamond Bar uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. These are presented starting on **page 23** of the financial statements.

Governmental funds - The focus of the City of Diamond Bar's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a city's net resources available for spending at the end of the fiscal year.

At June 30, 2024, the City of Diamond Bar's governmental funds reported combined ending fund balances of $65,965,883, an increase of $2.8 million in comparison with the prior year. Of this amount, $21,259,227, or 32.2%, constitutes unassigned fund balances which are available for spending at the government's discretion. The remainder of the fund balances are either restricted for particular purposes ($31,881,157), committed to contingencies per City policy ($8,217,405), or assigned to a specific purpose ($4,608,094). The balance sheet for governmental funds is presented on **page 22** of the financial statements.

The General Fund, which is included as a governmental fund, is the main operating fund of the City. It is where most traditional services associated with local government, including public safety, recreation, development services, economic development, and public works. The services are funded primarily from unrestricted tax revenues, such as taxes and charges for services. At the end of the 2023/24 fiscal year, the unassigned fund balance of the General Fund was $21,674,550, while the total fund balance was $34,500,049; this represents a decrease of -$100,547 in total fund balance from last year as opposed to a planned budgetary deficit of -$6.6 million. The factors leading to the decrease are largely the same as that of the governmental activities, and can be explained by flat revenues supported by increases to investment earnings, offset by with slight increases in operational expenses, mainly those related to public safety, and increased contributions to the City's Capital Improvement Program in the amount of $1.3 million as compared to $1.0 million the prior year (see Statement of Revenues, Expenditures, and Changes in Fund Balances on **page 24** for more information). A budget-to-actuals comparison for the General Fund is available within the Required Supplementary Information found on **page 59**.

As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance of $21.7 million represents 65% of total General Fund expenditures, including transfers out, while total fund balance of $34.5 million represents 104% of the same amount.

The Traffic Improvement Fund is used to account for funds which have been received from development projects and designated by the City Council for traffic mitigation projects. Total revenues for FY 2023/24 were $214,439 and there were no expenditures. As a result, the ending fund balance for the Traffic Improvement Fund increased by $214,439.

The Capital Improvement Fund is used to account for major capital projects included in the annual Capital Improvement Program. Projects are funded by multiple funding sources including grants, restricted revenues, and the general fund. Total expenditures for FY 2023/24 were $8,146,443. Total revenues and transfers-in were $8,216,426. As a result, the ending fund balance for the Capital Improvement fund increased by $69,983.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets - The City of Diamond Bar's investment in capital assets for its governmental activities as of June 30, 2024 amounts to $340,729,351 (net of accumulated depreciation). This investment in capital assets includes land, right of way, buildings and improvements, furniture and fixtures, vehicles and equipment, infrastructure and construction in progress.

Table 4
CITY OF DIAMOND BAR
Capital Assets (net of depreciation)

	Fiscal Year 2024	Fiscal Year 2023
Land	6,369,509	6,369,506
Right of way	265,614,104	265,614,104
Intangible assets	616,933	694,050
Buildings and improvements	7,050,526	8,885,017
Furniture and fixtures	-	-
Vehicles & equipment	784,733	523,103
Infrastructure	55,107,646	54,616,096
Constuction in progress	5,185,900	2,892,780
Totals	$ 340,729,351	$ 339,594,656

The City's capital assets increased in value by $1.1 million during FY 2023/24. This increase was due to $8.8 million in new assets, mostly attributed to construction in progress, offset by $7.7 million in depreciation expense.

Construction in progress at the end of the year included projects in various stages of design or construction. Virtually all of the $5.2 million of construction in progress relates to streets improvement projects, including both residential and arterial roadways.

See **note 5** Capital Assets for more information.

Long-term debt – At the end of the current fiscal year, the City of Diamond Bar's total long-term debt totaled $6,380,321, which includes outstanding bonds payable and accrued compensated absences as shown in **Table 5** below.

Table 5
CITY OF DIAMOND BAR
Outstanding Long-Term Debt
At June 30, 2024

Fixed Rate 2021 Lease Revenue Refunding Bonds Bonds Payable (backed by the Public Financing Authority)	$ 5,335,000
Compensated Absences	1,045,321
Total	$ 6,380,321

In June 2021 the City issued the 2021 Lease Revenue Refunding Bonds to refinance the 2002 Lease Revenue Bonds. The 2002 bonds were originally issued to finance the construction of a community/senior center (the Diamond Bar Center) and other public improvements. The refunding, which capitalizes on historically low interest rates, will result in a savings of $1,736,355 over the remaining life of the bonds.

In addition to the bonds, city employees have accrued leave time (sick and vacation) totaling $1,045,321 as of June 30, 2024. This liability is primarily paid out as time off or the use of sick time and to this extent does not result in an increase in costs.

See **note 6** Long-Term Liabilities for more information on long-term debt.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Adopted FY 2024/25 Budget incorporates a positive outlook and continues to expand many City programs and services, advance deferred maintenance and capital improvement projects, and focuses on key initiatives consistent with the City's Long-Term Financial Stability Report and recently adopted 2024-2027 Strategic Plan. The adopted Capital Improvement Program totals $8.2 million in new projects for FY 2024/25 and includes many projects that were in the design phase in FY 2023/24 which will now move to the construction phase in FY 2024/25. The FY 2024/25 Adopted Budget also includes the use of General Fund monies in the amount of $150 thousand for capital improvements, and has a planned use of unassigned reserves in the amount of $145 thousand to fund one-time projects and programs.

Similarly to FY 2023/24, the revenue outlook for FY 2024/25 is reasonably optimistic, with growth in key General Fund revenues—including property taxes and sales taxes— and other taxes expected to be moderate and in line with historic and pre-pandemic growth rates. The Federal Reserve is anticipated to continue cuts to interest rates in early 2025 due to an anticipated slowdown in GDP growth for 2024 compared to 2023, which could positively impact investment holdings.

The continued growth in FY 2024/25 in property tax and sales tax revenues, coupled with prudent investments and fiscal policies, will strengthen the City's financial position in the year ahead. For these reasons the City continues to stand as a beacon of economic strength in our region. It is management's belief that the detailed financial statements that follow reflect this collective dedication to the ongoing well-being and prosperity of the Diamond Bar community.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT TEAM

This financial report is designed to provide our residents, taxpayers, customers, and creditors with a general overview of the City of Diamond Bar's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the City's Finance Department, at the City of Diamond Bar, 21810 Copley Drive, Diamond Bar, California 91765.

CITY OF DIAMOND BAR, CALIFORNIA
Statement of Net Position
June 30, 2024

	Governmental Activities
ASSETS	
Cash and investments	$ 78,964,624
Receivables:	
Accounts	361,246
Taxes	1,832,321
Accrued interest	449,667
Due from other governments	838,783
Notes and loans	476,028
Leases	2,343,892
Restricted assets:	
Cash with fiscal agent	2,974
Capital assets (not being depreciated/amortized)	277,169,513
Capital assets (net of accumulated depreciation/amortization)	63,559,838
Total assets	**425,998,886**
DEFERRED OUTFLOWS OF RESOURCES	
Pension-related	4,015,168
OPEB-related	178,044
Total deferred outflows of resources	**4,193,212**
LIABILITIES	
Accounts payable	7,196,273
Due to other governments	476,024
Accrued liabilities	578,947
Accrued interest	16,912
Deposits payable	2,551,855
Unearned revenue	148,936
Noncurrent liabilities:	
Due within one year:	
Compensated absences	300,000
Bonds Payable	505,000
Due in more than one year:	
Net pension liability	8,772,989
Net OPEB liability	603,641
Compensated absences	745,321
Bonds Payable	5,796,820
Total liabilities	**27,692,718**
DEFERRED INFLOWS OF RESOURCES	
Pension-related	278,997
OPEB-related	168,003
Lease-related	2,343,892
Total deferred inflows of resources	**2,790,892**
NET POSITION	
Net investment in capital assets	331,125,815
Restricted:	
Community development projects	5,846,342
Public Safety	412,824
Public works	23,306,048
Capital Projects	2,382,930
Debt Service	2,974
Unrestricted	36,631,555
Total net position	**$ 399,708,488**

See Notes to Financial Statements.

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF DIAMOND BAR, CALIFORNIA
Statement of Activities
For the Year Ended June 30, 2024

		Program Revenues			Net (Expenses) Revenues and Changes in Net Position
	Expenses	Charges for Services	Operating Contributions and Grants	Capital Contributions and Grants	Governmental Activities
Functions/Programs:					
Primary government:					
Governmental activities:					
General government	$ 8,332,738	$ 267,248	$ 434,678	$ -	$ (7,630,812)
Public safety	8,783,229	380,424	234,807	-	(8,167,998)
Community development	3,830,323	2,624,871	364,599	-	(840,853)
Parks & recreation	4,258,559	1,608,375	184,000	-	(2,466,184)
Public works	14,661,974	3,257,774	6,352,175	96,569	(4,955,456)
Interest on long-term debt	126,654	-	-	-	(126,654)
Total governmental activities	**39,993,477**	**8,138,692**	**7,570,259**	**96,569**	**(24,187,957)**

General revenues:	
General revenues:	
Property taxes	13,963,044
Sales taxes	6,467,915
Transient occupancy taxes	1,499,045
Franchise taxes	1,628,505
Other taxes	1,620,453
Motor vehicle in lieu - unrestricted	67,901
Use of money and property	3,880,104
Other	22,131
Total general revenues	**29,149,098**
Change in net position	**4,961,141**
Net position-beginning	394,747,347
Net position-ending	**$ 399,708,488**

CITY OF DIAMOND BAR, CALIFORNIA
Balance Sheet
Governmental Funds
June 30, 2024

		Special Revenue Funds	Capital Projects Funds		
	General	Traffic Improvement	Capital Improvement	Total Nonmajor Funds	Total Governmental Funds
ASSETS					
Pooled cash and investments	$ 39,049,080	$ 8,306,200	$ 2,882,053	$ 23,468,047	$ 73,705,380
Receivables:					
Accounts	137,064	-	-	224,182	361,246
Taxes	1,792,529	-	-	39,792	1,832,321
Accrued interest	449,667	-	-	-	449,667
Notes and loans	-	-	-	476,028	476,028
Lease receivables	2,343,892	-	-	-	2,343,892
Due from other governments	34,760	-	36,573	719,104	790,437
Due from other funds	128,032	-	-	-	128,032
Restricted assets:					
Cash and investments with fiscal agents	-	-	-	2,974	2,974
Total assets	**$ 43,935,024**	**$ 8,306,200**	**$ 2,918,626**	**$ 24,930,127**	**$ 80,089,977**
LIABILITIES					
Accounts payable	$ 3,214,088	$ -	$ 3,051,237	$ 552,889	$ 6,818,214
Accrued liabilities	527,530	-	-	49,559	577,089
Retainage payable	-	-	245,936	2,548	248,484
Unearned revenues	2,619	-	-	146,317	148,936
Deposits payable	2,551,855	-	-	-	2,551,855
Due to other governments	-	-	-	476,028	476,028
Due to other funds	-	-	-	128,032	128,032
Total liabilities	**6,296,092**	**-**	**3,297,173**	**1,355,373**	**10,948,638**
DEFERRED INFLOWS OF RESOURCES					
Deferred inflows lease related	2,343,892	-	-	-	2,343,892
Unavailable revenues	794,991	-	36,573	-	831,564
Total deferred inflows of resources	**3,138,883**	**-**	**36,573**	**-**	**3,175,456**
FUND BALANCES (DEFICITS)					
Restricted for:					
Community development projects	-	-	-	5,846,364	5,846,364
Public safety	-	-	-	412,824	412,824
Highways and streets	-	8,306,200	-	14,999,848	23,306,048
Capital Projects	-	-	-	2,312,947	2,312,947
Debt service	-	-	-	2,974	2,974
Committed to:					
Emergency contingencies	8,217,405	-	-	-	8,217,405
Assigned to:					
Other Post Employment Benefits (OPEB)	313,523	-	-	-	313,523
Technology Reserve	695,389	-	-	-	695,389
Capital Improvement Projects	2,072,420	-	-	-	2,072,420
Tres Hermanos Conservancy	6,910	-	-	-	6,910
General Plan Update	453,782	-	-	-	453,782
Law Enforcement Reserve	1,066,070	-	-	-	1,066,070
Unassigned	21,674,550	-	(415,120)	(203)	21,259,227
Total fund balances (deficits)	**34,500,049**	**8,306,200**	**(415,120)**	**23,574,754**	**65,965,883**
Total liabilities, deferred inflows of resources, and fund balances (deficits)	**$ 43,935,024**	**$ 8,306,200**	**$ 2,918,626**	**$ 24,930,127**	**$ 80,089,977**

CITY OF DIAMOND BAR, CALIFORNIA
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2024

Amounts reported for governmental activities in the Statement of Net Position are different because:

Total fund balances - governmental funds		$ 65,965,883
Capital assets, net of accumulated depreciation/amortization, used in governmental activities are not financial resources and, therefore, are not reported in the funds.		339,351,478
Differences between expected and actual experiences, assumption changes and net differences between projected and actual earnings, and contributions subsequent to the measurement date for the postretirement benefits (pension and OPEB) are recognized as deferred outflows of resources and deferred inflows of resources on the Statement of Net Position.		
Deferred outflows-pension related	$ 4,015,168	
Deferred outflows-OPEB related	178,044	
Deferred inflows-pension related	(278,997)	
Deferred inflows-OPEB related	(168,003)	
Total deferred outflows and inflows related to postemployment benefits		3,746,212
Other long-term assets that are not available to pay for current period expenditures and, therefore, are either labeled unavailable or not reported in the funds.		
Miscellaneous revenues	831,564	
Total other long-term assets		831,564
Internal service funds provide services to other funds on a cost-reimbursement basis. The assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the internal service funds are included in governmental activities in the Statement of Activities.		6,554,034
Long-term liabilities that are not due and payable in the current period, and therefore, are not reported in the funds.		
Bonds payable	(5,335,000)	
Compensated absences	(1,045,321)	
Accrued interest payable on long-term debt	(16,912)	
Net pension liability	(8,772,989)	
Net OPEB liability	(603,641)	
Total long-term liabilities		(15,773,863)
Governmental funds report the effect of premiums when debt is first issued, whereas, these amounts are deferred and amortized in the Statement of Activities.		
Bond premiums	(966,820)	
Total premiums		(966,820)
Net position of governmental activities		**$ 399,708,488**

CITY OF DIAMOND BAR, CALIFORNIA
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2024

	General	Special Revenue Funds Traffic Improvement	Capital Projects Funds Capital Improvement	Total Nonmajor Funds	Total Governmental Funds
REVENUES					
Taxes	$ 16,323,617	$ -	$ -	$ 1,319,406	$ 17,643,023
Licenses and permits	1,268,981	-	-	183,227	1,452,208
Intergovernmental	8,018,518	-	307,470	9,211,181	17,537,169
Charges for services	2,579,437	-	-	757,983	3,337,420
Use of money and property	2,510,188	214,439	-	1,125,582	3,850,209
Fines and forfeitures	380,424	-	-	-	380,424
Miscellaneous	67,397	-	-	2,453	69,850
Total revenues	**31,148,562**	**214,439**	**307,470**	**12,599,832**	**44,270,303**
EXPENDITURES					
Current:					
General government	7,292,772	-	-	27,755	7,320,527
Public safety	8,778,429	-	-	4,800	8,783,229
Community development	2,951,791	-	-	729,738	3,681,529
Parks and recreation	2,229,336	-	-	50,073	2,279,409
Public works	5,515,807	-	-	2,752,024	8,267,831
Capital outlay	-	-	8,146,443	27,413	8,173,856
Debt service:					
Principal retirement	-	-	-	480,000	480,000
Interest and fiscal charges	-	-	-	235,600	235,600
Total expenditures	**26,768,135**	**-**	**8,146,443**	**4,307,403**	**39,221,981**
Excess (deficiency) of revenues over (under) expenditures	**4,380,427**	**214,439**	**(7,838,973)**	**8,292,429**	**5,048,322**
OTHER FINANCING SOURCES (USES)					
Transfers in	1,962,348	-	7,908,956	2,230,600	12,101,904
Transfers out	(6,443,322)	-	-	(7,924,187)	(14,367,509)
Total other financing sources (uses)	**(4,480,974)**	**-**	**7,908,956**	**(5,693,587)**	**(2,265,605)**
Net change in fund balances	**(100,547)**	**214,439**	**69,983**	**2,598,842**	**2,782,717**
Fund balances (deficit)-beginning	34,600,596	8,091,761	(485,103)	20,975,912	63,183,166
Fund balances (deficit)-ending	**$ 34,500,049**	**$ 8,306,200**	**$ (415,120)**	**$ 23,574,754**	**$ 65,965,883**

CITY OF DIAMOND BAR, CALIFORNIA
Reconciliation of the Statement of Revenues, Expenses and Changes in Fund Balances of Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2024

Amounts reported for governmental activities in the Statement of Activities are different because:

Net change in fund balances - total governmental funds:		$ 2,782,717
Governmental funds report capital outlays are expenditures. However, in the Statement of Activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation/amortization expense. This is the amount by which capital outlays exceeded depreciation/amortization expense in the current period.		
Capital outlay	$ 8,164,153	
Depreciation/amortization expense	(7,497,330)	
Total adjustment		666,823
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.		
Earned but unavailable grant revenues	456,557	
Total adjustment		456,557
Bond and other debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of bond and other debt principal is an expenditure in the governmental funds, but repayment reduces long-term liabilities in the Statement of Net Position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.		
Amortization of bond premiums and discounts	107,424	
Principal payments	480,000	
Total adjustment		587,424
Internal service funds provide services to other funds on a cost-reimbursement basis. The net revenue of certain activities of internal service funds is reported with governmental activities.		1,277,313
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.		
Accrued interest on long-term debt	1,522	
Compensated absences	(39,778)	
Changes in pension liabilities and related deferred outflows and inflows of resources	(757,108)	
Changes in OPEB liabilities and related deferred outflows and inflows of resources	(14,329)	
Total adjustment		(809,693)
Change in net position of governmental activities		**$ 4,961,141**

CITY OF DIAMOND BAR, CALIFORNIA
Statement of Net Position
Proprietary Funds
June 30, 2024

	Governmental Activities
	Internal Service Funds
ASSETS	
Current:	
Pooled cash and investments	$ 5,259,244
Due from Other Governments	48,346
Total current assets	5,307,590
Noncurrent:	
Capital assets, net	1,377,873
Total noncurrent assets	1,377,873
Total assets	**6,685,463**
LIABILITIES	
Current liabilities:	
Accounts payable	129,434
Retainage payable	1,995
Total current liabilities	131,429
Total liabilities	**131,429**
NET POSITION	
Net investment in capital assets	1,375,878
Unrestricted	5,178,156
Total net position	**$ 6,554,034**

CITY OF DIAMOND BAR, CALIFORNIA
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended June 30, 2024

	Governmental Activities
	Internal Service Funds
OPERATING EXPENSES	
Insurance premiums	$ 609,466
Equipment Repair and Maintenance	401,880
Depreciation expense	203,991
Total operating expenses	**1,215,337**
Operating income (loss)	**(1,215,337)**
NONOPERATING REVENUES (EXPENSES)	
Interest Revenue	198,713
Other Income	9,045
Other Expenses	(713)
Total nonoperating revenues (expenses)	**227,045**
Income (loss) before transfers	**(988,292)**
Transfers In	2,265,605
Change in net position	**1,277,313**
Net position-beginning	5,276,721
Net position-ending	**$ 6,554,034**

See Notes to Financial Statements.

CITY OF DIAMOND BAR, CALIFORNIA
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2024

	Governmental Activities
	Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES	
Payments to suppliers and service providers	$ (1,050,726)
Other receipts (payments)	49,787
Net cash provided by (used for) operating activities	**(1,000,939)**
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Transfers from other funds	2,265,605
Net cash provided by (used for) noncapital financing activities	**2,265,605**
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Acquisition and construction of capital assets	(671,863)
Net cash provided by (used for) capital and related financing activities	**(671,863)**
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest on investments	198,713
Net cash provided by (used for) investing activities	**198,713**
Net increase (decrease) in cash and cash equivalents	**791,516**
Cash and cash equivalents-beginning	4,467,728
Cash and cash equivalents-ending	**$ 5,259,244**

See Notes to Financial Statements.

CITY OF DIAMOND BAR, CALIFORNIA
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2024

	Governmental Activities
	Internal Service Funds
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	
Operating income (loss)	$ (1,215,337)
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:	
Depreciation/amortization expense	203,991
Increase (decrease) in accounts payable	10,407
Total adjustments	214,398
Net cash provided by (used for) operating activities	$ (1,000,939)
SCHEDULE OF NON-CASH NONCAPITAL, CAPITAL, AND INVESTING ACTIVITIES	
Unrealized gain/(loss) on fair value of investments	$ (54,986)

THIS PAGE INTENTIONALLY LEFT BLANK

NOTE 1: REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES

A. Description of Reporting Entity

The City of Diamond Bar (the City) was incorporated April 18, 1989, as a "General Law" City governed by an elected five-member city council. As required by accounting principles generally accepted in the United States of America, these financial statements present the City of Diamond Bar (the primary government) and its component units. The component units discussed below are included in the City's reporting entity because of the significance of their operational or financial relationship with the City. These entities are legally separate from each other. However, the City of Diamond Bar's elected officials have a continuing full or partial accountability for fiscal matters of the other entities. The financial reporting entity consists of: (1) the City (2) organizations for which the City is financially accountable; and, (3) organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete.

An organization is fiscally dependent on the primary government if it is unable to adopt its budget, levy taxes or set rates or charges, or issue bonded debt without approval by the primary government. In a blended presentation, a component unit's balances and transactions are reported in a manner similar to the balances and transactions of the City. Component units are presented on a blended basis when the component unit's governing body is substantially the same as the City's or when the component unit provides services almost entirely to the City.

Blended Component Units

The Diamond Bar Public Financing Authority (the Authority) was formed on November 19, 2002. The purpose of the Authority is to issue debt to finance public improvements and other capital purchases for the City and Agency. The activity of the Authority is reported in debt service and capital projects funds. Separate financial statements are not prepared for this blended component unit.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The City has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The basic financial statements of the City are composed of the following:

- Government-wide financial statements.
- Fund financial statements.
- Notes to basic financial statements.

NOTE 1: REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The government-wide financial statements, proprietary fund and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the economic resources measurement focus, all assets and liabilities (current and long-term) are reported. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the fiscal year, which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all the eligibility requirements imposed by the provider have been met.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's internal service funds are charges to departments for services. Operating expenses for the proprietary funds include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the current financial resources measurement focus, generally only current assets and liabilities are reported in the governmental funds. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, except for principal and interest on long-term liabilities, claims and judgments, and compensated absences which are recognized as expenditures only when payment is due.

Property taxes, taxpayer-assessed taxes, such as sales taxes, gas taxes, and transient occupancy taxes, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period to the extent normally collected within the availability period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The accounts of the City are organized and operated on the basis of funds, each of which is considered a separate accounting entity with a self-balancing set of accounts, established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

As a general rule, the effect of Interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the government's proprietary funds functions and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services or privileges provided, 2) operating contributions and grants, and 3) capital contributions and grants, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are combined in a fund, expenses are considered to be paid first from restricted resources, and then from unrestricted resources.

NOTE 1: REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Fund Classifications

The City reports the following major governmental funds:

The General Fund is the primary operating fund of the City and is used to account for all revenues and expenditures of the City not legally restricted as to use. A broad range of municipal activities are provided through this fund including City Manager, City Attorney, Finance, City Clerk, Public Works, Building and Safety, and Parks and Recreation.

The Traffic Improvement Fund is used to account for funds which have been received from development projects and designated by the City Council for traffic mitigation projects.

The Capital Improvement Project Fund is used to account for improvements of construction of capital facilities.

The City's fund structure also includes the following fund types:

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purposes.

Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

Debt Service Fund are used to account for the receipt of revenues and payments of debt service related to outstanding bonds.

Additionally, the City reports the following fund types:

Internal Service Funds have been established to finance and account for goods and services provided by one City department to other City departments or agencies. These activities include self-insurance, equipment, building maintenance and computer maintenance.

E. Investments

For financial reporting purposes, investments are stated at fair value.

Changes in fair value that occur during a fiscal year are recognized as investment income reported for that fiscal year. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

The City pools cash and investments of all funds, except for assets held by fiscal agents. Each fund's share in this pool is displayed in the accompanying financial statements as cash and investments. Investment income earned by the pooled investments is allocated to the various funds based on each fund's average cash and investment balances.

F. Cash and Cash Equivalents

For purposes of the statement of cash flows, cash and cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash or so near their maturity (an original maturity date of three months or less from the date of purchase) that they present insignificant risk of changes in value because of changes in interest rates. Cash and cash equivalents also represent the proprietary funds' share in the cash and investment pool of the City. All cash and investments of the proprietary (internal service) funds are pooled with the City's pooled cash and investments and are therefore considered cash equivalents for purposes of the statement of cash flows.

NOTE 1: REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

G. Prepaid Costs

Prepaid costs are accounted for on the consumption method. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

H. Capital Assets

Capital assets (including infrastructure) are recorded at cost where historical records are available and at an estimated original cost where no historical records exist. Contributed capital assets are valued at acquisition value at the date of contribution. Capital asset purchases (other than infrastructure) in excess of $5,000 are capitalized if they have an expected useful life of three years or more. Donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are recorded at acquisition value at the date of donation.

Capital assets include additions to public domain (infrastructure), certain improvements including roads, streets, sidewalks, medians and storm drains within the City.

Capital assets used in operations are depreciated over their estimated useful lives using the straight-line method in the Government-wide and Proprietary Fund Financial Statements. Depreciation is charged as an expense against operations and accumulated depreciation is reported on the respective balance sheet.

The lives used for depreciation purposes of each capital asset class are:

Buildings and improvements	50 years
Furniture and fixtures	7 years
Vehicles	5 years
Infrastructure	10 - 50 years
Equipment	3 years

Intangible Assets are capitalized at cost related to the enterprise resource management system. Amortization has been provided on a straight-line basis over the estimated useful life of 10 years.

I. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The City has two items that qualify for reporting in this category. It is deferred outflows relating to the net pension obligation and net OPEB obligation reported in the government-wide statement of net position. These outflows are the results of contributions made after the measurement period, adjustments due to difference in proportions, and the difference between actual contributions made and the proportionate share of the risk pool’s total contributions, differences between expected and actual experiences, net differences between projected and actual experiences on plan investments, and change in assumptions.

NOTE 1: REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and thus will not be recognized as an inflow of resources (revenue) until that time. The government has three items which arises under the modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, one item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from two sources: taxes and grant revenues. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. In addition, the government has items that qualify for reporting in this category which relate to deferred inflows relating to the net pension and net OPEB obligations reported in the government-wide statement of net position. These inflows are the result of the net difference between projected and actual earnings on plan investments, changes in employer's proportion, difference between the employer's contributions and the employer's proportionate share of contributions, adjustments due to difference in proportions, differences between expected and actual experiences, and change in assumptions. Lastly, leases related items for the amount of the lease receivable plus any lease payments related to future periods, less any lease incentives paid to, or on behalf of, the lessee at or before the commencement of the lease term.

J. Net Position Flow Assumption

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

K. Fund Balance Flow Assumptions

Sometimes the government will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

L. Compensated Absences

Vacation and sick leave time begin to accumulate as of the first day of employment to a maximum of 360 hours and 480 hours, respectively. Employees who accumulate sick leave in excess of 200 hours may be compensated for the excess up to 80 hours annually at one half the employees current wage rate.

A liability is recorded for unused vacation and similar compensatory leave balances since the employees' entitlement to these balances are attributable to services already rendered and it is probable that virtually all of these balances will be liquidated by either paid time off or payments upon termination or retirement.

A liability is recorded for unused sick leave balances only to the extent that it's probable that the unused balances will result in termination payments. This is estimated by including in the liability the unused balances of employees currently entitled to receive termination payments, as well as those who are expected to become eligible to receive termination benefits as a result of continuing their employment with the City.

If an employee retires, resigns, or terminates in good standing with a minimum of five years of service, the employee is entitled to receive 100% of unused sick leave at one half the employees current wage rate. Compensated absences will be reported in government funds only if they have matured, such as upon retirement.

NOTE 1: REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

M. Pension Plan

For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications. Net Pension liability is expected to be paid in future years from future resources, typically liquidated from the General Fund.

N. Other Post-Employment Benefits (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the City's plan (OPEB Plan), the assets of which are held by California Employers' Retiree Benefit Trust (CERBT), and additions to/deductions from the OPEB Plan's fiduciary net position have been determined by an independent actuary. For this purpose, benefit payments are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. Net OPEB liability is expected to be paid in future years from future resources, typically liquidated from the General Fund.

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2023
Measurement Date	June 30, 2024
Measurement Period	July 1, 2023 to June 30, 2024

O. Recognition of Deferred Outflows and Deferred Inflows of Resources

Gains and losses related to changes in total OPEB or Pension liability and fiduciary net position are recognized in OPEB or Pension expense systematically over time. Amounts are first recognized in OPEB or Pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB or Pension and are to be recognized in future OPEB or Pension expense.

The recognition period differs depending on the source of the gain or loss:

Net difference between projected and actual earnings on plan investments	5 years
All other amounts	Expected average remaining service lifetime (EARSL)

P. Property Taxes

Under California law, property taxes are assessed and collected by the counties up to 1% of assessed value, plus other increases approved by the voters. The property taxes go into a pool, and are then allocated to the cities based on complex formulas. Accordingly, the City accrues only those taxes which are received from the County within 60 days after year end.

NOTE 1: REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property taxes are assessed and collected each fiscal year according to the following property tax calendar:

Lien date	January 1
Levy date	July 1
Due dates	November 1 - 1st installment
	February 1 - 2nd installment
Collection dates	December 10 - 1st installment
	April 10 - 2nd installment
Delinquent dates	December 11 - 1st installment
	April 11 - 2nd installment

Q. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates. Net OPEB liability is expected to be paid in future years from future resources, typically liquidated from the General Fund.

R. Fund Equity

In the fund financial statements, government funds report the following fund balance classification:

- Nonspendable include amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

- Restricted include amounts that are constrained on the use of resources by either (a) external creditors, grantors, contributors, or laws of regulations of other governments or (b) by law through constitutional provisions or enabling legislation.

- Committed include amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest authority, City Council. The formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution.

- Assigned include amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The Director of Finance is authorized to assign amounts to a specific purpose, which was established by the governing body in resolution.

- Unassigned include the residual amounts that have not been restricted, committed, or assigned to specific purposes. The General Fund is the only fund that reports a positive fund unassigned fund balance amount. In other governmental funds it is not appropriate to report a positive unassigned fund balance amount.

However, in governmental funds other than the general fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

An individual governmental fund could include nonspendable resources and amounts that are restricted or unrestricted (committed, assigned, or unassigned) or any combination of those classifications. Restricted amounts are to be considered spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available and committed, assigned, then unassigned amounts are considered to have been spent when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

NOTE 2: STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Deficit Fund Equity

At June 30, 2024, The City reported deficit fund equities in the following funds:

Fund Name	Fund Type	Deficit	Cause
CDBG	NonMajor Special Revenue Fund	$ (111)	(a)
Local Roadway Safety Plan	NonMajor Special Revenue Fund	(92)	(a)
Capital Improvement Fund	Major Capital Projects Fund	(415,120)	(b)

(a) Deficit due to timing differences between grant receipts and disbursements, and is expected to be eliminated through future grant revenues.

(b) Deficit due to the timing differences between expenditures and the issuance of bonds to finance the project, and is expected to be eliminated once the bonds are issued.

NOTE 3: CASH AND INVESTMENTS

As of June 30, 2024, cash and investments were reported in the accompanying financial statements as follows:

Statement of Net Position	
Cash and investments	$ 78,964,624
Restricted:	
Cash with fiscal agent	2,974
Total cash and investments	$ 78,967,598

Cash and investments held by the City at June 30, 2024, consisted of the following:

Cash on hand	$ 2,998,561
Deposits with financial institutions	1,630
Total cash and cash equivalent	3,000,191
United States Government Sponsored Securities	10,941,369
Federal Agency Securities	20,452,743
Certificates of Deposit	18,562,234
Corporate Notes	5,261,998
Money Market Mutual Funds	18,652,215
Local Agency Investment Fund	2,093,893
Held by Fiscal Agent:	
Money Market Mutual Funds	2,955
Total cash and investments	$ 78,967,598

NOTE 3: CASH AND INVESTMENTS (CONTINUED)

Investments Authorized by the California Government Code and the City's Investment Policy

The following table identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City's investment policy, where more restrictive) that address' interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City's investment policy. The City Treasurer may waive the collateral requirement for deposits that are fully insured up to $250,000 by the FDIC.

Investment Types Authorized by State Law	Authorized by Investment Policy	Maximum Maturity *	Maximum Percentage of Portfolio *	Maximum Investment in One Issuer *
U.S. Treasury obligations	Yes	5 years	None	None
U.S. agency securities	Yes	5 years	None	None
Bankers acceptances	Yes	180 days	40%	30%
Time Certificate of Deposits	Yes	5 years	30%	$250,000
Commercial paper	Yes	270 days	25%	10%
Certificates of deposit (negotiable)	Yes	5 years	30%	None
Repurchase agreements	Yes	1 year	None	None
Medium-term corporate notes (1)	Yes	5 years	30%	5%
Money market mutual funds	Yes	N/A	20%	None
Supranational	Yes	5 years	30%	None
(1) Notes ust be rated "A" or better				

* Based on state law requirements or City investment policy requirements, whichever is more restrictive.

Investments Authorized by Debt Agreements

Investments of debt proceeds held by bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the City's investment policy. The table below identifies the investment types that are authorized for investments held by bond trustee. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury obligations	None	None	None
U.S. agency securities	None	10%	None
Bankers acceptances	1 year	None	None
Repurchase obligations tax exempt	30 Days	None	None
Local Agency Investment Fund	None	None	None
Taxable government money market portfo	None	Equal to six months of principal and interest in the bonds	None

NOTE 3: CASH AND INVESTMENTS (CONTINUED)

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in interest rates. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the City's investments (including investments held by bond trustee) to interest rate fluctuations is provided by the following table that shows the distribution of the City's investments by maturity:

		Remaining Maturity (in Months)		
Investment Type	Total	12 Months or Less	13 to 36 Months	37 to 60 Months
U.S. Treasury obligations	$ 10,941,369	$ 5,903,595	$ 3,837,305	$ 1,200,469
U.S. agency securities	20,452,743	5,688,427	9,058,723	5,705,593
Certificates of deposit (negotiable)	18,562,234	3,425,877	8,501,422	6,634,935
Medium-term notes	5,261,998	338,591	1,292,523	3,630,884
Money market mutual funds	18,652,215	18,652,215	-	-
Local Agency Investment Fund	2,093,893	2,093,893	-	-
Held by Fiscal Agents				
Money market mutual funds	2,955	2,955	-	-
Total	$ 75,967,407	$ 36,105,553	$ 22,689,973	$ 17,171,881

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the City's investment policy, or debt agreements, and the actual rating, as reported by Moody's, as of year-end for each investment type:

Investment Type	Total	Minimum Legal Rating	Aaa	Aa3	AA2	A1	A2	Exempt or Not Rated
U.S. Treasury obligations	$ 10,941,369	Aaa	$ 10,941,369	$ -	$ -	$ -	$ -	$ -
U.S. agency securities	20,452,743	Aaa	20,452,743	-	-	-	-	-
Certificates of deposit (negotiable)	18,562,234	Not Rated	-	-	-	-	-	18,562,234
Repurchase agreements	-	A	-	-	-	-	-	-
Medium-term notes	5,261,998	A	337,890	1,757,330	98,392	1,455,315	467,808	1,145,263
Money market mutual funds	18,652,215	Not Rated	-	-	-	-	-	18,652,215
Local Agency Investment Fund	2,093,893	Not Rated	-	-	-	-	-	2,093,893
Held by Fiscal Agents								
Money market mutual funds	2,955	Not Rated	-	-	-	-	-	2,955
Total	$ 75,967,407		$ 31,732,002	$ 1,757,330	$ 98,392	$ 1,455,315	$ 467,808	$ 40,456,560

NOTE 3: CASH AND INVESTMENTS (CONTINUED)

Fair Value Hierarchy

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs."

		Input Category	
Investment Type	Total	Level 1	Level 2
U.S. Treasury obligations	$ 10,941,369	$ 10,941,369	$ -
U.S. agency securities	20,452,743	-	20,452,743
Certificates of deposit (negotiable)	18,562,234	-	18,562,234
Medium-term notes	5,261,998	-	5,261,998
Total	55,218,344	$ 10,941,369	$ 44,276,975

Investment Type	
Local Agency Investment Fund	2,093,893
Money Market Mutual Funds	18,652,215
Cash with Fiscal Agents	
Money Market Funds	2,955
Totals	20,749,063
Total Investments	$ 75,967,407

The City has the following recurring fair value measurements as of June 30, 2024:

Local Agency Investment Funds classified in Level 2 of the fair value hierarchy are valued using specified fair value factors. Federal Agency Securities classified in Level 2 of the fair value hierarchy are valued using institutional bond quotes.

Disclosures Relating to Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. The City does not accept 150% of the secured public totals. At June 30, 2024, the City deposits (bank balances) were insured by the Federal Depository Insurance Corporation up to $250,000 and the remaining balances were collateralized under California Law. The cash and investments held by Bond Trustee are uninsured and uncollateralized.

NOTE 3: CASH AND INVESTMENTS (CONTINUED)

Investment in State Investment Pool

The City is a voluntary participant in the California Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. LAIF is overseen by the Local Agency Investment Advisory Board, which consists of five members, in accordance with State statute. The State Treasurer's Office audits the fund annually. The fair value of the position in the investment pool is the same as the value of the pool shares.

NOTE 4: INTERFUND TRANSFERS AND DUE TO/FROM OTHER FUNDS

	Transfers in				
	General Fund	Capital Improvement Fund	Non-Major Governmental Funds	Internal Service Funds	Total
Transfers out					
General fund	$ -	$ 1,947,117	$ 2,230,600	$ 2,265,605	$ 6,443,322
Non-Major Governmental Funds	1,962,348	5,961,839	-	-	7,924,187
Total	$ 1,962,348	$ 7,908,956	$ 2,230,600	$ 2,265,605	$ 14,367,509

Transfers from the General Fund to the Capital Improvement Fund were made to fund various capital improvement projects.

Transfers from the General Fund to the Non-major Governmental Funds were made to fund various capital improvement projects, the City general plan revision, a fund deficit and debt service payments.

Transfers to the General Fund from the Non-major Governmental Funds were made to fund various capital projects and administrative expenditures.

Transfers to the Capital Improvement Fund from the Non-major Governmental Funds were made to fund various capital projects.

Due/to From	Due from other funds	Due to other funds	Amount
	General Fund	Non-major Governmental Funds	128,032
		Total	$ 128,032

Short-term borrowings were made from the General Fund to Non-major Governmental due to negative cash. This is expected to be repaid in the immediate future with reimbursements.

NOTE 5: CAPITAL ASSETS

A summary of changes in the Governmental Activities capital assets at June 30, 2024, is as follows:

	Balance July 1, 2023	Adjustments	Additions	Deletions	Transfers	Balance June 30, 2024
Governmental activities:						
Capital assets, not being depreciated/amortized						
Land	$ 6,369,509	$ -	$ -	$ -	$ -	$ 6,369,509
Right of way	265,614,104	-	-	-	-	265,614,104
Construction-in-progress	2,892,780	-	6,111,906	-	(3,818,786)	5,185,900
Total capital assets, not being depreciated/amortized	274,876,393	-	6,111,906	-	(3,818,786)	277,169,513
Capital assets, being depreciated/amortized						
Buildings and improvements	50,540,643	-	136,011	-	58,072	50,734,726
Furniture and fixtures	259,868	-	-	-	-	259,868
Vehicles and equipment	4,712,339	-	460,148	-	-	5,172,487
Infrastructure	202,406,052	-	2,127,952	-	3,760,714	208,294,718
Intangible	771,167	-	-	-	-	771,167
Total capital assets, being depreciated/amortized	258,690,069	-	2,724,111	-	3,818,786	265,232,966
Less accumulated depreciation/amortization						
Buildings and improvements	(41,655,626)	-	(2,028,574)	-	-	(43,684,200)
Furniture and Fixtures	(259,868)	-	-	-	-	(259,868)
Vehicles and equipment	(4,189,236)	-	(198,518)	-	-	(4,387,754)
Infrastructure	(147,789,956)	-	(5,397,116)	-	-	(153,187,072)
Intangible	(77,117)	-	(77,117)	-	-	(154,234)
Total accumulated depreciation/amortization	(193,971,803)	-	(7,701,325)	-	-	(201,673,128)
Total capital assets, being depreciated/amortized, net	64,718,266	-	(4,977,214)	-	3,818,786	63,559,838
Total governmental activities capital assets	$ 339,594,659	$ -	$ 1,134,692	$ -	$ -	$ 340,729,351

Depreciation/amortization expense was charged to functions in the Statement of Activities as follows:

General government	$ 20,986
Community development	6,043,242
Parks and recreation	1,433,106
Internal service funds	203,991
Total depreciation/amortization expense	$ 7,701,325

NOTE 6: LONG-TERM LIABILITIES

Long-term liability activity for the year ended June 30, 2024, was as follows:

<u>Bonds Payable</u>

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024	Amount Due Within One Year
Public Offering					
Bonds payable					
Bonds payable	$ 5,815,000	$ -	$ 480,000	$ 5,335,000	$ 505,000
Premium	1,074,244	-	107,424	966,820	-
Total bonds payable	6,889,244	-	587,424	6,301,820	505,000
Total governmental activities	$ 6,889,244	$ -	$ 587,424	$ 6,301,820	$ 505,000

NOTE 6: LONG-TERM LIABILITIES (CONTINUED)

2021 Series A Lease Revenue Refunding Bonds

The 2021 Series A Lease Revenue Refunding Bonds were originally issued on June 1, 2021, in the principal amount of $6,735,000. Interest is paid semiannually on December 1 and June 1. The interest rate on these bonds is 4.0%. The purpose of these bonds is to refund the 2002 Series A Lease Revenue Bonds and to cover issuance costs of the 2021 Series A bonds.

The following events are Events of Default under the Indenture: (i) if the City fails; (A) to pay rental payment payable under the lease agreement when the same becomes due and payable, time being expressly declared to be of the essence in the lease agreement; or (B) to keep, observe or perform any other term, covenant or condition contained therein or in the indenture to be kept or performed by the City; or (ii) upon the happening of any of the events specified in the lease agreement, the City is deemed to be in default thereunder and it is lawful for the Authority to exercise any and all remedies available pursuant to law or granted pursuant thereto. The 2021 Bonds are not subject to acceleration in the event of payment default. The City completed the refunding to reduce its total service payments by $1,736,355 and to obtain an economic gain (difference between the present value of the old and new debt service payments) of $1,632,706.

Credit Risk

The Counterparty, JPMorgan Chase, has the following credit ratings of: (i) Standard & Poor's, AA+ and (ii) Moody's, Aa2.

Payments and Associated Debt

As of June 30, 2024, debt service requirements of the Bonds and the Counterparty's payments, assuming current interest rates remain the same for remainder of the term of the Agreement, are as follows:

	Governmental Activities	
June 30	Principal	Interest
2025	$ 505,000	$ 213,400
2026	530,000	193,200
2027	550,000	172,000
2028	580,000	150,000
2029	605,000	12,800
2030-2033	2,565,000	256,200
Totals	$ 5,335,000	$ 997,600

Compensated Absences

The City's policies relating to compensated absences are described in Note 1. This liability, amounting to $1,045,321 at June 30, 2024, is expected to be paid in future years from future resources, typically liquidated from the General Fund.

	Balance at June 30, 2023	Additions	Deletions	Balance at June 30, 2024	Due Within One Year
Compensated absences	$ 1,005,543	$ 519,775	$ 479,997	$ 1,045,321	$ 300,000

NOTE 7: LIABILITY, PROPERTY AND WORKERS' COMPENSATION PROTECTION

The City of Diamond Bar is a member of the California Joint Powers Insurance Authority (Authority). The Authority is composed of 126 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group purchased insurance for property and other lines of coverage. The California JPIA began covering claims of its members in 1978. Each member government has an elected official as its representative on the Board of Directors. The Board operates through a nine-member Executive Committee.

A. Self-Insurance Programs of the Authority

Each member pays an annual contribution at the beginning of the coverage period. A retrospective adjustment is then conducted annually thereafter, for coverage years 2012-13 and prior. Coverage years 2013-14 and forward are not subject to routine annual retrospective adjustment. The total funding requirement for primary self-insurance programs is based on an actuarial analysis. Costs are allocated to individual agencies based on payroll and claims history, relative to other members of the risk-sharing pool.

Primary Liability Program

Claims are pooled separately between police and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to $100,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from $100,000 to $500,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from $500,000 to $50 million, are distributed based on the outcome of cost allocation within the first and second loss layers.

The overall coverage limit for each member, including all layers of coverage, is $50 million per occurrence. Subsidence losses also have a $50 million per occurrence limit. The coverage structure is composed of a combination of pooled self-insurance, reinsurance, and excess insurance. Additional information concerning the coverage structure is available on the Authority's website: https://cjpia.org/coverage/risk-sharing-pools/.

Primary Workers' Compensation Program

Claims are pooled separately between public safety (police and fire) and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to $75,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from $75,000 to $200,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from $200,000 to statutory limits are distributed based on the outcome of cost allocation within the first and second loss layers.

For 2023-24 the Authority's pooled retention is $1 million per occurrence, with reinsurance to statutory limits under California Workers' Compensation Law. Employer's Liability losses are pooled among members to $1 million. Coverage from $1 million to $5 million is purchased through reinsurance policies, and Employer's Liability losses from $5 million to $10 million are pooled among members.

B. Purchased Insurance

Pollution Legal Liability Insurance

The City of Diamond Bar participates in the pollution legal liability insurance program which is available through the Authority. The policy covers sudden and gradual pollution of scheduled property, streets, and storm drains owned by the City of Diamond Bar. Coverage is on a claims-made basis. There is a $250,000 deductible. The Authority has an aggregate limit of $20 million.

NOTE 7: LIABILITY, PROPERTY AND WORKERS' COMPENSATION PROTECTION (CONTINUED)

Property Insurance

The City of Diamond Bar participates in the all-risk property protection program of the Authority. This insurance protection is underwritten by several insurance companies. City of Diamond Bar property is currently insured according to a schedule of covered property submitted by the City of Diamond Bar to the Authority. City of Diamond Bar property currently has all-risk property insurance protection in the amount of $38,767,939. There is a $10,000 deductible per occurrence except for non-emergency vehicle insurance which has a $2,500 deductible.

Earthquake and Flood Insurance

The City of Diamond Bar purchases earthquake and flood insurance on a portion of its property. The earthquake insurance is part of the property protection insurance program of the Authority. City of Diamond Bar property currently has earthquake protection in the amount of Non Participant. There is a deductible of 5% per unit of value with a minimum deductible of $100,000.

Crime Insurance

The City of Diamond Bar purchases crime insurance coverage in the amount of $1,000,000 with a $2,500 deductible. The fidelity coverage is provided through the Authority.

Special Event Tenant User Liability Insurance

The City of Diamond Bar further protects against liability damages by requiring tenant users of certain property to purchase low-cost tenant user liability insurance for certain activities on agency property. The insurance premium is paid by the tenant user and is paid to the City of Diamond Bar according to a schedule. The City of Diamond Bar then pays for the insurance. The insurance is facilitated by the Authority.

C. Adequacy of Protection

During the past three fiscal years, none of the above programs of protection experienced settlements or judgments that exceeded pooled or insured coverage. There were also no significant reductions in pooled or insured liability coverage in 2023-24.

NOTE 8: PENSIONS

A. Rate Plan Description

All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS.) The Plan consists of individual rate plans (benefit tiers) within a miscellaneous risk pool (all other.) Plan assets may be used to pay benefits for any employer rate plan of the miscellaneous pools. Accordingly, rate plans miscellaneous pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the risk pools. The City sponsors two rate plans. Benefit provisions under the Plan are established by State statute and Local Government resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

B. Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to rate plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Optional Settlement 2W Death Benefit or the Lump Sum

NOTE 8: PENSIONS (CONTINUED)

Death Benefit. The cost of living adjustments for each rate plan are applied as specified by the Public Employees' Retirement Law. The Rate Plans' provisions and benefits in effect at June 30, 2024, are summarized as follows:

	Miscellaneous*	Misc. PEPRA
Hire dates	Prior to January 1, 2013	January 1, 2013 and thereafter
Benefit formula	2% @55	2% @62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life
Retirement age	Minumum 50 yrs	Minumum 52 yrs
Monthly benefits, as a percentage of eligible compensation	1.425% - 2.418%, 50 yrs - 63+ yrs, respectively	1.000% - 2.500%, 52 yrs - 67+ yrs, respectively
Required employee contribution rates	6.920%	6.750%
Required employer contribution rates	10.320%	7.470%
Payment towards UAL	$ 579,146	$ 3,484

* Miscellaneous rate plan is closed to new entrants.

C. <u>Contributions</u>

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total rate plan contributions are determined through the CalPERS' annual actuarial valuation process. The actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

The City's contributions to the Plan for the year ended June 30, 2024, were $1,230,051.

D. <u>Pension Liabilities, Pension Expense and Deferred Outflows and Deferred Inflows of Resources Related to Pensions</u>

As of June 30, 2024, the City reported a net pension liability for its proportionate share of the net pension liability of the Plan of $8,772,989 and is expected to be paid in future years from future resources, typically liquidated from the General Fund.

The City's net pension liability for the Plan is measured as the proportionate share of thenet pension liability. The net pension liability of the Plan is measured as of June 30, 2023, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022, rolled forward to June 30, 2023, using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to Plan relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability for each Rate Plan as of June 30, 2022 and 2023, was as follows:

	Miscellaneous
Proportion - June 30, 2023 (measured June 30, 2022)	0.0684%
Proportion - June 30, 2024 (measured June 30, 2023)	0.0703%
Change	0.0019%

NOTE 8: PENSIONS (CONTINUED)

For the year ended June 30, 2024, the City recognized pension expense of $1,987,158. At June 30, 2024, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Contributions subsequent to the measurement date	$ 1,230,051	$ -
Changes of assumptions	529,665	-
Adjustment due to difference in proportins	386,854	-
Differences between expected and actual experience	448,172	(69,522)
Change in employer's proportion and differences between the employer's contribution and the employer's proportionate share of contributions	-	(209,475)
Net difference between projected and actual earnings on pension plan investments	1,420,426	-
Total	$ 4,015,168	$ (278,997)

$1,230,051 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows or deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Fiscal year ended June 30,	Deferred Outflows/(Inflows) of Resources
2025	$ 817,674
2026	550,539
2027	1,097,149
2028	40,758
Total	$ 2,506,120

E. Actuarial Methods and Assumptions Used to Determine Total Pension Liability

For the measurement period ended June 30, 2023 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2022 total pension liability. The June 30, 2023 total pension liability was based on the following actuarial methods and assumptions:

NOTE 8: PENSIONS (CONTINUED)

Actuarial Methods and Assumptions

The collective total pension liability for the June 30, 2023 measurement period was determined by an actuarial valuation as of June 30, 2022, with update procedures used to roll forward the total pension liability to June 30, 2023. The collective total pension liability was based on the following assumptions:

Investment rate of return	6.90%
Inflation	2.30%
Salary increases	Varies by Entry Age and Service
Mortality rate table [1]	Derived using CalPERS' Membership Date for all Funds
Post-retirement benefit increase	Contract COLA up to 2.30% until Purchase Power Protection Allowance Floor on Purchasing Power applies.

1 The mortality table was used developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 80% of scale MP 2020. For more details on this table, please refer to the December 2021 experience study report (based on CalPERS demographic date from 2010 to 2019) that can be found on the CalPERS website.

All other actuarial assumptions used in the June 30, 2022 valuation were based on the results of an actuarial experience study for the period from 2010 to 2019, including updates to salary increase, mortality and retirement rates. The Experience Study report can be obtained at CalPERS' website under Forms and Publications.

F. <u>Discount Rate</u>

The discount rate used to measure the total pension liability for PERF C was 6.90%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term return expectations as well as the expected pension fund cash flows. Using historical returns and forecasted information of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The

NOTE 8: PENSIONS (CONTINUED)

expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital assumptions applied to determine the discount rate and asset allocation.

Asset Class [1]	Assumed asset allocation	Real return
Global equity - Cap-weighted	30.00%	4.54%
Global equity - Non-Cap-weighted	12.00%	3.84%
Private equity	13.00%	7.28%
Treasury	5.00%	0.27%
Mortgage-backed securities	5.00%	0.50%
Investment Grade Corporates	10.00%	1.56%
High Yield	5.00%	2.27%
Emerging Market Debt	5.00%	2.48%
Private Debt	5.00%	3.57%
Real Assets	15.00%	3.21%
Leverage	-5.00%	-0.59%

G. Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability/(asset) of the Plan as of the measurement date, calculated using the discount rate of 6.90 percent, as well as what the net pension liability/(asset) would be if it were calculated using a discount rate that is 1 percentage-point lower (5.90 percent) or 1 percentage-point higher (7.90 percent) than the current rate:

	Discount Rate -1 Percent (5.90%)	Current Discount Rate (6.90%)	Discount Rate +1 Percent (7.90%)
Proportionate share of net pension liability/(asset)	$ 14,015,445	$ 8,772,989	$ 4,457,998

H. Pension Plan Fiduciary Net Position

Detailed information about the Plan's fiduciary net positions is available in the separately issued CalPERS financial reports.

NOTE 9: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS

The City provides an agent multiple employer OPEB plan to retirees through the California Employers' Retiree Benefit Trust (CERBT). Information on the plan is available from CalPERS on their website www.calpers.ca.gov.

A. Plan Description

Plan administration. Medical coverage is provided through CalPERS under the Public Employees' Medical and Hospital Care Act (PEMHCA), also referred to as PERS Health. Employees may choose from a variety of HMO and PPO medical and prescription drug options.

NOTE 9: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

Benefits provided. The City sets its monthly contribution rates for health insurance on behalf of active employees according to the PEMHCA statutory minimum $136/month for calendar 2019 and $139/month for calendar 2020. These amounts are indexed (increased) in all future years according to the rate of medical inflation. The City pays a 0.33% of premium administrative charge for all active employees. The City offers the same medical plans to its retirees as to its active employees, with the general exception that upon reaching age 65 and becoming eligible for Medicare, the retiree must join one of the Medicare Supplement coverages offered under PEMHCA.

Employees become eligible to retire and receive City-paid healthcare benefits upon attainment of age 50 and 5 years of covered PERS service (age 52 and 5 for hires after 1/1/13), or by attaining qualifying disability retirement status. The City's contribution on behalf of all eligible retirees is the same as for active employees $139/month for calendar 2020 and $219/month for calendar 2021, increased in all future years according to the rate of medical inflation. The City pays a 0.33% of premium administrative charge on behalf of all retirees.

B. Plan membership

At June 30, 2024, membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefit payments	11
Active plan members	61
Total	72

C. Contributions

The City currently contributes the full Actuarially Determined Contribution (ADC) to the CERBT OPEB trust, in addition to paying benefit payments outside the trust. For the measurement date ended June 30, 2024, the City's total cash contributions were $107,863 in total payments, which were recognized as a reduction to the OPEB liability.

D. Investments

The CERBT was established for public agencies to pre-fund other post-employment benefit obligations. Employers may choose amount three different investment strategies. The City of Diamond Bar has selected Strategy 3. Compared to strategies 1 and 2, this portfolio consists of a higher percentage of bonds and other assets and a lesser percentage of equities. The following was the investment committee approved asset allocation targets as of June 30, 2023 (CalPERS ACFR for fiscal year 2023-2024 was not available as of the issuance of the City's ACFR):

Asset Class	Target Allocation
Global Equity	22%
U.S. Fixed Income	49%
TIPS	16%
REITs	8%
Commodoties	5%
Total	100%

E. Net OPEB Liability

The City's Net OPEB Liability was measured as of June 30, 2024 and the Total OPEB Liability used to calculate the Net OPEB Liability was determined by an actuarial valuation as of July 1, 2023 and is expected to be paid in future years from future resources, typically liquidated from the General Fund.

NOTE 9: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

F. Actuarial assumptions

The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Cost Method	Entry Age Level Percent of Pay Cost Method
Actuarial Assumptions	
Discount Rate	5.75%
Salary increases	2.75%
Inflation rate	2.50%
Investment rate of return	5.75%, net of OPEB plan investment expense
Healthcare cost trend rate	4.00%

Pre-retirement mortality rates were based on the RP-2014 Employee Mortality Table for Males or Females, as appropriate, without projection. Post-retirement mortality rates were based on the RP-2014 Health Annuitant Mortality Table for Males or Females, as appropriate, without projection.

Retirement and termination assumptions used were based on a review of plan experience and the actuary's best estimate of future plan experience.

G. Discount rate

The discount rate used to measure the total OPEB liability was 5.75%. The projection of cash flows used to determine the discount rate assumed that the City contributions will be made at rates equal to the actuarially determined contribution rates. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

H. Changes in the Net OPEB Liability

The changes in the net OPEB liability are as follows:

	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability/(Asset) (c) = (a) - (b)
Balance at June 30, 2023 (measured June 30, 2022)	$ 1,260,651	$ 645,436	$ 615,215
Changes recognized for the measurement period:			
Service cost	72,163	-	72,163
Interest on total OPEB liability	73,978	-	73,978
Contributions-employer	-	107,863	(107,863)
Net investment income	-	49,997	(49,997)
Benefit payments, including refunds of employee contributions	(19,863)	(19,863)	-
Administrative expense	-	(610)	610
Experience (Gains)/Losses	(465)	-	(465)
Net changes	125,813	137,387	(11,574)
Balance at June 30, 2024 (measured June 30, 2023)	$ 1,386,464	$ 782,823	$ 603,641

*Contributions-employer amount includes implicit subsidy associated with benefits paid.

NOTE 9: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

I. Sensitivity of the Net OPEB liability to changes in the discount rate

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1 percentage-point lower (4.75 percent) or 1 percentage-point higher (6.75 percent) than the current discount rate:

	Discount Rate -1 Percent (4.75%)	Current Discount Rate (5.75%)	Discount Rate +1 Percent (6.75%)
Plan's net OPEB liability/(asset)	$ 800,875	$ 603,641	$ 439,714

J. Sensitivity of the Net OPEB liability to changes in the healthcare cost trend rates

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.00 percent decreasing to 4.00 percent) or 1-percentage-point higher (7.00 percent decreasing to 6.00 percent) than the current healthcare cost trend rates:

	1 Percent Decrease	Current Heathcare Trend Rate	1 Percent Increase
Plan's net OPEB liability/(asset)	$ 386,136	$ 603,641	$ 877,708

K. Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2024, the City's deferred outflows of resources and deferred inflows of resources to OPEB from the following sources are:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of assumptions	$ 140,242	$ -
Differences between expected and actual experience	2,932	(168,003)
Net difference between projected and actual earnings on OPEB plan investments	34,870	-
Total	$ 178,044	$ (168,003)

NOTE 9: POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (CONTINUED)

Amounts reported as deferred outflows and deferred inflows of resources will be recognized in OPEB expense as follows:

Fiscal year ended June 30,	Deferred Outflows/(Inflows) of Resources
2025	$ 15,374
2026	22,294
2027	4,427
2028	(2,601)
2029	(530)
Thereafter	(28,923)
Total	$ 10,041

NOTE 10: LEASES

A. Leases Receivable and Deferred Inflows of Resources

The City leases of communication equipment and land for the installation of cellular towers. The terms range from 60 months to 360 months as of the contract commencement date. Some leases have extension options of ranging from 60 months to 25 years. An initial lease receivable was recorded in the amount of $2,742,364. As of June 30, 2024, the value of the lease receivable is $2,343,892. The value of the deferred inflow of resources as of June 30, 2024 was $2,343,892, and the City recognized lease revenue of $113,750 during the fiscal year.

The principal and interest payments that are expected to maturity are as follows:

Principal and Interest Requirements to Maturity

Fiscal Year	Principal Payments	Interest Payments	Total Payments
2025	$ 140,982	$ 90,717	$ 231,699
2026	146,722	87,204	233,926
2027	149,196	79,227	228,423
2028	150,271	73,391	223,662
2029	156,389	67,384	223,773
2030-2034	850,304	239,139	1,089,443
2035-2039	667,962	68,817	736,779
2040-2044	82,066	2,357	84,423
Total	$ 2,343,892	$ 708,236	$ 3,052,128

NOTE 11: CLASSIFICATION OF FUND BALANCE

Details of the fund balance classifications at June 30, 2024, are as follows:

Restricted for Community Development Projects:	
Integrated Waste Management	$ 2,169,988
Trails & Bikeways Fund	31,518
Beverage Recycling	122,591
Used Oil Block Grant	29,305
Park and Facility Development	2,667,577
Homelessness Response	49,086
PEG Fees	722,286
CASP Fees (SB1186)	54,013
Total	5,846,364
Restricted for Public Safety:	
COPS	407,356
Hazard Mitigation Grant	5,468
Total	412,824
Restricted for Highways and Streets:	
State Gas Tax	615,025
Proposition A Transit	2,993,943
Proposition C Transit	3,306,548
Transportation Grant	1,072
Traffic Improvement	8,306,200
Sewer Mitigation	60,141
Road Maintenance & Rehab	4,668,094
Measure R Local Return	1,106,403
Waste Hauler	275,647
Street Beautification	354,049
Measure W Local Return	1,618,926
Total	23,306,048
Restricted for Capital Projects:	
Air Quality Improvement	131,170
Measure M Local Return	1,350,431
Landscape Maintenance District	831,346
Total	2,312,947
Restricted for Debt Service:	
Public Financiing Authority	2,974
Committed for Emergency Contingencies	
General Fund	8,217,405
Assigned to Other Post Employment Benefits (OPEB):	
General Fund	313,523
Assigned to Technology Reserve:	
General Fund	695,389
Assigned for Capital Improvement Projects:	
General Fund	2,072,420
Assigned for Tres Hermano Conservancy:	
General Fund (Tres Hermanos Fund 248)	6,910
Assigned for General Plan Update:	
General Fund (General Plan Update Fund 103)	453,782
Assigned for Law Enforcement Reserve:	
General Fund (Law Enforcement Reserve Fund 102)	1,066,070
Unassigned Fund Balance:	
General Fund (Fund 100)	21,674,550
Other Governmental Funds	(415,323)
Total Unassigned Funds	$ 21,259,227

NOTE 12: TRES HERMANOS CONSERVATION AUTHORITY JOINT POWERS AUTHORITY

The Tres Hermanos Conservation Authority (Authority) is a joint powers agency created by a joint powers agreement between the cities of Chino Hills and Diamond Bar, California, dated January 19, 1999. It was created pursuant to Articles 1 through 4 of Chapter 5, Division 7, Title 1 of the Government Code of the State of California, in accordance with the provisions of the Marks-Roos Local Bond Pooling Act of 1985. The purpose of the Authority is to create a public entity to coordinate the overall development and conservation of a large undeveloped area of real property known as the Tres Hermanos Ranch, by preparing studies, plans, environmental reviews and similar information and by making recommendations to its members to take such actions including, but not limited to, acquisition and eminent domain as are necessary to implement its recommendations.

On February 6, 2019, the Authority amended and restated its agreement with the City of Industry pursuant to a Settlement Agreement. The City of Industry purchased the Tres Hermanos Ranch from the Successor Agency to Industry's Urban Development Agency. The City of Chino Hills and Diamond Bar contributed 10% of the purchase of the land. With the new agreement each City will contribute approximately $70,000 each year for ranch expenses and maintenance costs. The Board shall consist of seven voting directors and one alternate from each City, actions taken require at least four approval. Three must come from the City of Industry, two from City of Chino Hills and two from City of Diamond Bar.

The Authority is a public entity separate and apart from each of the Cities. The funds of the Authority have not been included within the scope of the basic financial statements of the Cities because the Authority has its own governing board that has responsibility over the operations of the Authority.

NOTE 13: CONSTRUCTION COMMITMENTS

The City had the following material construction commitments at June 30, 2024:

Capital Projects Fund	$ 1,090,059
Total	$ 1,090,059

NOTE 14: SUBSEQUENT EVENTS

The City evaluated subsequent events for recognition and disclosure through January 10, 2025, the date on which these financial statements were available to be issued. Management concluded that no material subsequent events have occurred since June 30, 2024, that required recognition or disclosure in these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
General Fund
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Taxes	$ 15,860,183	$ 16,360,183	$ 16,323,617	$ (36,566)
Licenses and permits	1,176,940	1,176,940	1,268,981	92,041
Intergovernmental	7,703,497	7,862,837	8,018,518	155,681
Charges for services	3,014,855	3,114,855	2,579,437	(535,418)
Use of money and property	1,028,000	1,028,000	2,510,188	1,482,188
Fines and forfeitures	385,000	385,000	380,424	(4,576)
Miscellaneous	46,430	46,430	67,397	20,967
Total revenues	**29,214,905**	**29,974,245**	**31,148,562**	**1,174,317**
EXPENDITURES				
Current:				
General government				
City council	232,772	233,272	198,645	34,627
City attorney	205,000	255,000	270,113	(15,113)
City manager	1,350,673	1,371,228	1,167,243	203,985
City clerk	424,112	422,612	438,058	(15,446)
Finance	906,277	906,277	850,159	56,118
Human resources & risk management	548,867	556,867	530,723	26,144
Information systems	1,607,387	1,607,387	1,507,623	99,764
Community relations	1,008,676	1,024,976	720,466	304,510
Diamond Bar center	1,647,848	1,704,418	1,521,742	182,676
Contribution to OPEB trust	88,000	88,000	88,000	-
Subtotal General government	8,019,612	8,170,037	7,292,772	877,265
Public safety				
Law enforcement	8,443,117	8,628,117	8,280,491	347,626
Volunteer program	4,000	4,000	1,519	2,481
Fire protection	7,500	7,500	7,359	141
Animal control	447,500	472,500	453,501	18,999
Emergency preparedness	47,100	47,100	35,559	11,541
Subtotal Public Safety	8,949,217	9,159,217	8,778,429	380,788
Community development				
Planning	1,054,922	1,491,188	1,128,510	362,678
Building & safety	1,148,113	1,150,413	1,033,286	117,127
Neighborhood improvement	521,603	521,603	469,714	51,889
Economic development	377,289	398,021	320,281	77,740
Subtotal Community Development	3,101,927	3,561,225	2,951,791	609,434
Parks and recreation				
Recreation	2,619,055	2,637,412	2,229,336	408,076
Subtotal Parks and Recreation	2,619,055	2,637,412	2,229,336	408,076
Public works				
Public works administration	647,156	647,156	637,688	9,468
engineering	751,564	741,164	394,383	346,781
Civic center	761,312	807,312	704,382	102,930
Parks & facilities maintenance	1,725,825	1,838,325	1,599,920	238,405
Landscape maintenance	405,600	405,600	392,445	13,155
Road maintenance	1,897,514	2,070,781	1,786,989	283,792
Subtotal Public Works	6,188,971	6,510,338	5,515,807	994,531
Total expenditures	**28,878,782**	**30,038,229**	**26,768,135**	**3,270,094**
Excess (deficiency) of revenues over (under) expenditures	**336,123**	**(63,984)**	**4,380,427**	**4,444,411**
OTHER FINANCING SOURCES (USES)				
Transfers In	1,842,500	1,918,500	1,962,348	43,848
Transfers Out	(3,471,185)	(8,407,241)	(6,443,322)	1,963,919
Total other financing sources (uses)	**(1,628,685)**	**(6,488,741)**	**(4,480,974)**	**2,007,767**
Net change in fund balances	**$ (1,292,562)**	**$ (6,552,725)**	**(100,547)**	**$ 6,452,178**
Fund balances-beginning			34,600,596	
Fund balances (deficit)-ending			**$ 34,500,049**	

See Notes to Required Supplementary Information.

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Traffic Improvement
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Use of money and property	$ 81,600	$ 81,600	$ 214,439	$ 132,839
Total revenues	**81,600**	**81,600**	**214,439**	**132,839**
Net change in fund balances	**$ 81,600**	**$ 81,600**	**214,439**	**$ 132,839**
Fund balances-beginning			8,091,761	
Fund balances (deficit)-ending			**$ 8,306,200**	

CITY OF DIAMOND BAR, CALIFORNIA
Miscellaneous Rate Plan
Schedule of Proportationate Share of Net Pension Liability
As of June 30, for the Last Ten Fiscal Years

Reporting Date [1] as of June 30,	Proportion of the Net Pension Liability	Proportionate Share of Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a % of Covered Payroll	Plan's Fiduciary Net Position as a % of the Total Pension Liability
2024	0.07032%	$ 8,772,989	$ 5,404,127	162.3%	77.4%
2023	0.06843%	7,903,769	5,433,199	145.5%	76.7%
2022	0.05574%	3,014,631	5,417,136	55.6%	88.3%
2021	0.06032%	6,563,014	5,227,663	125.5%	75.1%
2020	0.05926%	6,072,351	5,077,171	119.6%	75.3%
2019	0.00000%	5,424,380	5,088,134	106.6%	75.3%
2018	0.00000%	5,537,585	4,680,371	118.3%	73.3%
2017	0.05325%	4,607,967	4,551,711	101.2%	74.1%
2016	0.04862%	3,337,560	4,650,369	71.8%	78.4%
2015	0.05155%	3,207,669	4,376,117	73.3%	79.8%

Notes to Schedule of Proportionate Share of the Net Pension Liability:

Benefit Changes : None

Changes of Assumptions : None

1 The proportions and proportionate share of the net pension liability are measured as of one year behind the reporting date. Refer to notes to basic financial statements.

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Changes in Net OPEB Liability and Related Ratios
As of June 30, for the Last Ten Fiscal Years 1

	2024	2023	2022
Measurement Date	6/30/2023	6/30/2022	6/30/2021
Reporting Date [1]			
TOTAL OPEB LIABILITY			
Service cost	$ 72,163	$ 76,892	$ 74,834
Interest on the total OPEB liability	73,978	74,864	67,934
Actual and expected experience difference	(465)	(162,768)	-
Changes in assumptions	-	23,517	-
Benefit payments	(19,863)	(30,784)	(15,768)
Net change in total OPEB liability	**125,813**	**(18,279)**	**127,000**
Total OPEB liability-beginning	1,260,651	1,278,930	1,151,930
Total OPEB liability-ending (a)	**1,386,464**	**1,260,651**	**1,278,930**
PLAN FIDUCIARY NET POSITION			
Contribution - employer	107,863	118,784	103,768
Net investment income	49,997	34,017	32,264
Actual and expected experience difference	-	(23,947)	(89,300)
Benefit payments	(19,863)	(30,784)	(15,768)
Administrative expense	(610)	(486)	(440)
Net change in fiduciary net position	**137,387**	**97,584**	**30,524**
Plan fiduciary net position-beginning	645,436	547,852	517,328
Plan fiduciary net position-ending (b)	**782,823**	**645,436**	**547,852**
Net OPEB liability/(asset) (a) - (b)	**$ 603,641**	**$ 615,215**	**$ 731,078**
Plan fiduciary net position as a percentage of the total OPEB liability	**56.5%**	**51.2%**	**42.8%**
Covered-employee payroll	$ 5,770,674	$ 5,404,127	$ 5,433,199
Plan net OPEB liability/(asset) as a percentage of covered-employee payroll	**10.5%**	**11.4%**	**13.5%**

1 The proportions and proportionate share of the net pension liability are measured as of one year behind the reporting date. Refer to notes to basic financial statements.

Benefit Changes: None

Changes of Assumptions: None

[1] *Fiscal year 2018 was the first year of GASB Statement No. 75 implementation; therefore only seven years are shown.*

	2021	2020	2019	2018
	6/30/2020	6/30/2019	6/30/2018	6/30/2017
	$ 43,235	$ 41,976	$ 57,513	$ 55,838
	57,448	53,641	46,352	41,616
	(54,653)	7,817	-	-
	186,125	10,172	-	-
	(32,136)	(28,427)	(19,058)	(17,988)
	200,019	**85,179**	**84,807**	**79,466**
	951,911	866,732	781,925	702,459
	1,151,930	**951,911**	**866,732**	**781,925**
	32,136	116,427	106,186	102,579
	27,335	20,741	18,278	7,102
	34,612	1,529	-	-
	(32,136)	(28,427)	(19,058)	(17,988)
	(414)	(302)	(209)	(132)
	61,533	**109,968**	**105,197**	**91,561**
	455,795	345,827	240,630	149,069
	517,328	**455,795**	**345,827**	**240,630**
	$ 634,602	**$ 496,116**	**$ 520,905**	**$ 541,295**
	44.9%	**47.9%**	**39.9%**	**30.8%**
	$ 5,417,136	$ 6,113,473	$ 5,077,171	$ 5,163,684
	11.7%	**8.1%**	**10.3%**	**10.5%**

See Notes to Required Supplementary Information.

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Plan Contributions
As of June 30, for the Last Ten Fiscal Years

Fiscal Year Reporting Date [1] June 30,	Actuarially Determined Contribution	Actual Employer Contributions	Contribution Deficiency (Excess)	Covered/ Covered-Employee Payroll	Contribution as a % of Covered/ Covered Employee Payroll
			Miscellaneous Plan		
2024	403,553	1,230,051	(826,498)	5,770,674	21.3%
2023	1,157,713	1,157,713	-	5,404,127	21.4%
2022	1,243,813	1,243,813	-	5,433,199	22.9%
2021	939,844	939,844	-	5,417,136	17.3%
2020	1,005,631	1,005,631	-	5,227,663	19.2%
2019	710,349	710,349	-	5,077,171	14.0%
2018	418,349	618,219	(199,870)	5,088,134	12.2%
2018	386,806	542,557	(155,751)	4,680,371	11.6%
2016	460,471	587,648	(127,177)	4,551,711	12.9%
2015	403,553	403,553	-	4,650,369	8.7%
			Single Employer OPEB Plan		
2024	$ 107,863	$ 107,863	$ -	$ 5,770,674	1.9%
2023	106,000	106,000	-	5,404,127	2.0%
2022	103,768	103,768	-	5,433,199	1.9%
2021	32,136	32,136	-	5,417,136	0.6%
2020	116,427	116,427	-	6,113,473	1.9%
2019	87,129	106,186	(19,057)	5,077,171	2.1%
2018	84,591	102,579	(17,988)	5,163,684	2.0%

(1) Historical information is required only for the measurement periods for which GASB 75 is applicable. Fiscal Year 2018 was the first year of implementation. Future years' information will be displayed up to 10 years as information becomes available.

Notes to Schedule:

* Actuarial methods and assumtions used to set the actuarially determiend contribution for Fiscal Year 2023 were from the June 30, 2024 actuarial valuation.

NOTE 1: STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Data

General Budget Policies

The City adopts an annual budget prepared on the modified accrual basis of accounting for its governmental funds and on the accrual basis of accounting for its proprietary funds. The City Manager or his designee is authorized to transfer budgeted amounts between the accounts of any department or funds that are approved by City Council. Prior year appropriations lapse unless they are approved for carryover into the following fiscal year. Expenditures may not legally exceed appropriations at the department level.

Budget Basis of Accounting

Budgets for governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

Compliance with Budgetary Limitations

The General Fund City Attorney and City Clerk departments exceeded appropriations by $15,113 and $15,446 respectively for the year ended June 30, 2024. The General Fund did not exceed total budgeted appropriations.

The Transportation Grant, Local Roadway Safety Plan, and MTA Grant special revenue funds did not adopt budgets for the fiscal year ended June 30, 2024.

CITY OF DIAMOND BAR, CALIFORNIA
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2024

	Special Revenue Funds			
	State Gas Tax	**Proposition A**	**Proposition C**	**Transportation Grant**
ASSETS				
Cash and investments	$ 518,929	$ 3,169,097	$ 3,283,470	$ 1,072
Receivables:				
Accounts	-	-	-	-
Taxes	-	5,845	-	-
Due from other governments	128,313	-	93,644	-
Notes and loans	-	-	-	-
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total assets	**647,242**	**3,174,942**	**3,377,114**	**1,072**
LIABILITIES				
Accounts payable	30,606	81,443	60,032	-
Accrued liabilities	-	9,041	7,874	-
Retainage payable	1,611	-	-	-
Due to Other Governments	-	-	-	-
Due to Other Funds	-	90,515	2,660	-
Total liabilities	**32,217**	**180,999**	**70,566**	**-**
DEFERRED INFLOWS OF RESOURCES				
Unearned revenue	-	-	-	-
Total deferred inflows of resources	**-**	**-**	**-**	**-**
FUND BALANCES (DEFICITS)				
Restricted for:				
Community development projects	-	-	-	-
Public safety	-	-	-	-
Highways and streets	615,025	2,993,943	3,306,548	1,072
Capital projects	-	-	-	-
Debt Service	-	-	-	-
Unassigned	-	-	-	-
Total fund balances (deficits)	**615,025**	**2,993,943**	**3,306,548**	**1,072**
Total liabilities, deferred inflows of resources, and fund balances (deficits)	**$ 647,242**	**$ 3,174,942**	**$ 3,377,114**	**$ 1,072**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2024 **(Continued)**

	Special Revenue Funds			
	Integrated Waste Management	Sewer Mitigation	Air Quality Improvement	Measure M Local Return
ASSETS				
Cash and investments	$ 2,170,289	$ 60,141	$ 113,211	$ 1,271,399
Receivables:				
Accounts	184,685	-	-	-
Taxes	-	-	-	-
Due from other governments	-	-	17,959	79,860
Notes and loans	-	-	-	-
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total assets	**2,354,974**	**60,141**	**131,170**	**1,351,259**
LIABILITIES				
Accounts payable	16,906	-	-	9
Accrued liabilities	21,763	-	-	819
Retainage payable	-	-	-	-
Due to Other Governments	-	-	-	-
Due to Other Funds	-	-	-	-
Total liabilities	**38,669**	**-**	**-**	**828**
DEFERRED INFLOWS OF RESOURCES				
Unearned revenue	146,317	-	-	-
Total deferred inflows of resources	**146,317**	**-**	**-**	**-**
FUND BALANCES (DEFICITS)				
Restricted for:				
Community development projects	2,169,988	-	-	-
Public safety	-	-	-	-
Highways and streets	-	60,141	-	-
Capital projects	-	-	131,170	1,350,431
Debt Service	-	-	-	-
Unassigned	-	-	-	-
Total fund balances (deficits)	**2,169,988**	**60,141**	**131,170**	**1,350,431**
Total liabilities, deferred inflows of resources, and fund balances (deficits)	**$ 2,354,974**	**$ 60,141**	**$ 131,170**	**$ 1,351,259**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2024

	Special Revenue Funds			
	Road Maintenance & Rehab	Trails & Bikeways	MTA Grant	Beverage Center Recycling Grant
ASSETS				
Cash and investments	$ 4,420,866	$ 31,518	$ -	$ 122,591
Receivables:				
Accounts	-	-	-	-
Taxes	-	-	-	-
Due from other governments	247,228	-	-	-
Notes and loans	-	-	-	-
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total assets	**4,668,094**	**31,518**	**-**	**122,591**
LIABILITIES				
Accounts payable	-	-	-	-
Accrued liabilities	-	-	-	-
Retainage payable	-	-	-	-
Due to Other Governments	-	-	-	-
Due to Other Funds	-	-	-	-
Total liabilities	**-**	**-**	**-**	**-**
DEFERRED INFLOWS OF RESOURCES				
Unearned revenue	-	-	-	-
Total deferred inflows of resources	**-**	**-**	**-**	**-**
FUND BALANCES (DEFICITS)				
Restricted for:				
Community development projects	-	31,518	-	122,591
Public safety	-	-	-	-
Highways and streets	4,668,094	-	-	-
Capital projects	-	-	-	-
Debt Service	-	-	-	-
Unassigned	-	-	-	-
Total fund balances (deficits)	**4,668,094**	**31,518**	**-**	**122,591**
Total liabilities, deferred inflows of resources, and fund balances (deficits)	**$ 4,668,094**	**$ 31,518**	**$ -**	**$ 122,591**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2024 **(Continued)**

	Special Revenue Funds			
	Used Oil Block Grant	Park and Facility Development	CDBG	COPS
ASSETS				
Cash and investments	$ 29,530	$ 2,667,577	$ -	$ 407,356
Receivables:				
Accounts	-	-	-	-
Taxes	-	-	-	-
Due from other governments	-	-	81,661	-
Notes and loans	-	-	476,028	-
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total assets	**29,530**	**2,667,577**	**557,689**	**407,356**
LIABILITIES				
Accounts payable	225	-	46,440	-
Accrued liabilities	-	-	567	-
Retainage payable	-	-	-	-
Due to Other Governments	-	-	476,028	-
Due to Other Funds	-	-	34,765	-
Total liabilities	**225**	**-**	**557,800**	**-**
DEFERRED INFLOWS OF RESOURCES				
Unearned revenue	-	-	-	-
Total deferred inflows of resources	**-**	**-**	**-**	**-**
FUND BALANCES (DEFICITS)				
Restricted for:				
Community development projects	29,305	2,667,577	-	-
Public safety	-	-	-	407,356
Highways and streets	-	-	-	-
Capital projects	-	-	-	-
Debt Service	-	-	-	-
Unassigned	-	-	(111)	-
Total fund balances (deficits)	**29,305**	**2,667,577**	**(111)**	**407,356**
Total liabilities, deferred inflows of resources, and fund balances (deficits)	**$ 29,530**	**$ 2,667,577**	**$ 557,689**	**$ 407,356**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2024

	Special Revenue Funds			
	CLEEP	**Landscape Maintenance District**	**Measure R Local Return**	**PEG Fees**
ASSETS				
Cash and investments	$ -	$ 1,130,000	$ 1,036,792	$ 705,001
Receivables:				
Accounts	-	-	-	-
Taxes	-	16,662	-	17,285
Due from other governments	-	-	70,439	-
Notes and loans	-	-	-	-
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total assets	**-**	**1,146,662**	**1,107,231**	**722,286**
LIABILITIES				
Accounts payable	-	309,779	9	-
Accrued liabilities	-	4,600	819	-
Retainage payable	-	937	-	-
Due to Other Governments	-	-	-	-
Due to Other Funds	-	-	-	-
Total liabilities	**-**	**315,316**	**828**	**-**
DEFERRED INFLOWS OF RESOURCES				
Unearned revenue	-	-	-	-
Total deferred inflows of resources	**-**	**-**	**-**	**-**
FUND BALANCES (DEFICITS)				
Restricted for:				
Community development projects	-	-	-	722,286
Public safety	-	-	-	-
Highways and streets	-	-	1,106,403	-
Capital projects	-	831,346	-	-
Debt Service	-	-	-	-
Unassigned	-	-	-	-
Total fund balances (deficits)	**-**	**831,346**	**1,106,403**	**722,286**
Total liabilities, deferred inflows of resources, and fund balances (deficits)	**$ -**	**$ 1,146,662**	**$ 1,107,231**	**$ 722,286**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2024 **(Continued)**

	Special Revenue Funds			
	Waste Hauler	CASP Fees (SB1186)	Measure A Neighborhood Park Acts	Street Beautification
ASSETS				
Cash and investments	$ 236,150	$ 54,228	$ -	$ 354,049
Receivables:				
Accounts	39,497	-	-	-
Taxes	-	-	-	-
Due from other governments	-	-	-	-
Notes and loans	-	-	-	-
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total assets	**275,647**	**54,228**	**-**	**354,049**
LIABILITIES				
Accounts payable	-	215	-	-
Accrued liabilities	-	-	-	-
Retainage payable	-	-	-	-
Due to Other Governments	-	-	-	-
Due to Other Funds	-	-	-	-
Total liabilities	**-**	**215**	**-**	**-**
DEFERRED INFLOWS OF RESOURCES				
Unearned revenue	-	-	-	-
Total deferred inflows of resources	**-**	**-**	**-**	**-**
FUND BALANCES (DEFICITS)				
Restricted for:				
Community development projects	-	54,013	-	-
Public safety	-	-	-	-
Highways and streets	275,647	-	-	354,049
Capital projects	-	-	-	-
Debt Service	-	-	-	-
Unassigned	-	-	-	-
Total fund balances (deficits)	**275,647**	**54,013**	**-**	**354,049**
Total liabilities, deferred inflows of resources, and fund balances (deficits)	**$ 275,647**	**$ 54,228**	**$ -**	**$ 354,049**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2024

	Special Revenue Funds			
	Local Roadway Safety Plan	Measure W Local Return	Hazard Mitigation Grant	Homelessness Response
ASSETS				
Cash and investments	$ -	$ 1,630,227	$ 5,468	$ 49,086
Receivables:				
Accounts	-	-	-	-
Taxes	-	-	-	-
Due from other governments	-	-	-	-
Notes and loans	-	-	-	-
Restricted assets:				
Cash and investments with fiscal agents	-	-	-	-
Total assets	**-**	**1,630,227**	**5,468**	**49,086**
LIABILITIES				
Accounts payable	-	7,225	-	-
Accrued liabilities	-	4,076	-	-
Retainage payable	-	-	-	-
Due to Other Governments	-	-	-	-
Due to Other Funds	92	-	-	-
Total liabilities	**92**	**11,301**	**-**	**-**
DEFERRED INFLOWS OF RESOURCES				
Unearned revenue	-	-	-	-
Total deferred inflows of resources	**-**	**-**	**-**	**-**
FUND BALANCES (DEFICITS)				
Restricted for:				
Community development projects	-	-	-	49,086
Public safety	-	-	5,468	-
Highways and streets	-	1,618,926	-	-
Capital projects	-	-	-	-
Debt Service	-	-	-	-
Unassigned	(92)	-	-	-
Total fund balances (deficits)	**(92)**	**1,618,926**	**5,468**	**49,086**
Total liabilities, deferred inflows of resources, and fund balances (deficits)	**$ -**	**$ 1,630,227**	**$ 5,468**	**$ 49,086**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2024

	Debt Service Funds	
	Public Financing Authority	**Total Nonmajor Funds**
ASSETS		
Cash and investments	$ -	$ 23,468,047
Receivables:		
Accounts	-	224,182
Taxes	-	39,792
Due from other governments	-	719,104
Notes and loans	-	476,028
Restricted assets:		
Cash and investments with fiscal agents	2,974	2,974
Total assets	**2,974**	**24,930,127**
LIABILITIES		
Accounts payable	-	552,889
Accrued liabilities	-	49,559
Retainage payable	-	2,548
Due to Other Governments	-	476,028
Due to Other Funds	-	128,032
Total liabilities	**-**	**1,209,056**
DEFERRED INFLOWS OF RESOURCES		
Unearned revenue	-	146,317
Total deferred inflows of resources	**-**	**146,317**
FUND BALANCES (DEFICITS)		
Restricted for:		
Community development projects	-	5,846,364
Public safety	-	412,824
Highways and streets	-	14,999,848
Capital projects	-	2,312,947
Debt Service	2,974	2,974
Unassigned	-	(203)
Total fund balances (deficits)	**2,974**	**23,574,754**
Total liabilities, deferred inflows of resources, and fund balances (deficits)	**$ 2,974**	**$ 24,930,127**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2024

	Special Revenue Funds			
	State Gas Tax	Proposition A	Proposition C	Transportation Grant
REVENUES				
Taxes	$ -	$ 27,500	$ -	$ -
Licenses and permits	-	-	-	-
Intergovernmental	1,486,767	1,437,294	1,192,202	-
Charges for services	-	63,936	-	-
Use of money and property	71,794	125,232	173,934	-
Miscellaneous	-	-	-	-
Total revenues	**1,558,561**	**1,653,962**	**1,366,136**	**-**
EXPENDITURES				
Current:				
General government	-	-	-	-
Public safety	-	-	-	-
Community development	-	-	-	-
Parks and recreation	-	22,175	-	-
Public works	32,217	566,877	606,214	-
Capital Outlay	-	-	-	-
Debt service:				
Principal Retirement	-	-	-	-
Interest Expense and Fiscal Charges	-	-	-	-
Total expenditures	**32,217**	**589,052**	**606,214**	**-**
Excess (deficiency) of revenues over (under) expenditures	**1,526,344**	**1,064,910**	**759,922**	**-**
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	-
Transfers Out	(1,687,957)	(5,944)	(746,527)	-
Total other financing sources (uses)	**(1,687,957)**	**(5,944)**	**(746,527)**	**-**
Net change in fund balances	**(161,613)**	**1,058,966**	**13,395**	**-**
Fund balances (deficit)-beginning	776,638	1,934,977	3,293,153	1,072
Fund balances (deficit)-ending	**$ 615,025**	**$ 2,993,943**	**$ 3,306,548**	**$ 1,072**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2024 **(Continued)**

	Special Revenue Funds			
	Integrated Waste Management	Sewer Mitigation	Air Quality Improvement	Measure M Local Return
REVENUES				
Taxes	$ -	$ -	$ -	$ -
Licenses and permits	-	-	-	-
Intergovernmental	53,781	-	71,804	1,009,371
Charges for services	694,047	-	-	-
Use of money and property	51,091	2,907	7,489	103,556
Miscellaneous	2,453	-	-	-
Total revenues	**801,372**	**2,907**	**79,293**	**1,112,927**
EXPENDITURES				
Current:				
General government	-	-	-	-
Public safety	-	-	-	-
Community development	604,994	-	-	-
Parks and recreation	-	-	-	-
Public works	-	-	-	6,693
Capital Outlay	-	-	27,413	-
Debt service:				
Principal Retirement	-	-	-	-
Interest Expense and Fiscal Charges	-	-	-	-
Total expenditures	**604,994**	**-**	**27,413**	**6,693**
Excess (deficiency) of revenues over (under) expenditures	**196,378**	**2,907**	**51,880**	**1,106,234**
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	-
Transfers Out	-	-	(132,000)	(1,835,004)
Total other financing sources (uses)	**-**	**-**	**(132,000)**	**(1,835,004)**
Net change in fund balances	**196,378**	**2,907**	**(80,120)**	**(728,770)**
Fund balances (deficit)-beginning	1,973,610	57,234	211,290	2,079,201
Fund balances (deficit)-ending	**$ 2,169,988**	**$ 60,141**	**$ 131,170**	**$ 1,350,431**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2024

	Special Revenue Funds			
	Road Maintenance & Rehab	**Trails & Bikeways**	**MTA Grant**	**Beverage Center Recycling Grant**
REVENUES				
Taxes	$ -	$ -	$ -	$ -
Licenses and permits	-	-	-	-
Intergovernmental	1,418,584	48,648	56,599	13,696
Charges for services	-	-	-	-
Use of money and property	217,048	-	-	5,355
Miscellaneous	-	-	-	-
Total revenues	**1,635,632**	**48,648**	**56,599**	**19,051**
EXPENDITURES				
Current:				
General government	-	-	-	-
Public safety	-	-	-	-
Community development	-	-	-	3,942
Parks and recreation	-	-	-	-
Public works	-	-	-	-
Capital Outlay	-	-	-	-
Debt service:				
Principal Retirement	-	-	-	-
Interest Expense and Fiscal Charges	-	-	-	-
Total expenditures	**-**	**-**	**-**	**3,942**
Excess (deficiency) of revenues over (under) expenditures	**1,635,632**	**48,648**	**56,599**	**15,109**
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	-
Transfers Out	(1,048,614)	(42,131)	-	-
Total other financing sources (uses)	**(1,048,614)**	**(42,131)**	**-**	**-**
Net change in fund balances	**587,018**	**6,517**	**56,599**	**15,109**
Fund balances (deficit)-beginning	4,081,076	25,001	(56,599)	107,482
Fund balances (deficit)-ending	**$ 4,668,094**	**$ 31,518**	**$ -**	**$ 122,591**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2024 **(Continued)**

	Special Revenue Funds			
	Used Oil Block Grant	Park and Facility Development	CDBG	COPS
REVENUES				
Taxes	$ -	$ -	$ -	$ -
Licenses and permits	-	-	-	-
Intergovernmental	7,771	-	310,818	186,159
Charges for services	-	-	-	-
Use of money and property	1,236	104,187	-	25,217
Miscellaneous	-	-	-	-
Total revenues	**9,007**	**104,187**	**310,818**	**211,376**
EXPENDITURES				
Current:				
General government	-	-	-	-
Public safety	-	-	-	4,800
Community development	8,525	-	112,277	-
Parks and recreation	-	-	27,898	-
Public works	-	-	-	-
Capital Outlay	-	-	-	-
Debt service:				
Principal Retirement	-	-	-	-
Interest Expense and Fiscal Charges	-	-	-	-
Total expenditures	**8,525**	**-**	**140,175**	**4,800**
Excess (deficiency) of revenues over (under) expenditures	**482**	**104,187**	**170,643**	**206,576**
OTHER FINANCING SOURCES (USES)				
Transfers In	-	1,204,585	-	-
Transfers Out	-	(208,836)	(170,776)	(152,500)
Total other financing sources (uses)	**-**	**995,749**	**(170,776)**	**(152,500)**
Net change in fund balances	**482**	**1,099,936**	**(133)**	**54,076**
Fund balances (deficit)-beginning	28,823	1,567,641	22	353,280
Fund balances (deficit)-ending	**$ 29,305**	**$ 2,667,577**	**$ (111)**	**$ 407,356**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2024

	Special Revenue Funds			
	CLEEP	Landscape Maintenance District	Measure R Local Return	PEG Fees
REVENUES				
Taxes	$ -	$ 1,220,718	$ -	$ 71,188
Licenses and permits	-	-	-	-
Intergovernmental	-	-	893,872	-
Charges for services	-	-	-	-
Use of money and property	-	-	71,248	36,313
Miscellaneous	-	-	-	-
Total revenues	**-**	**1,220,718**	**965,120**	**107,501**
EXPENDITURES				
Current:				
General government	-	-	-	6,841
Public safety	-	-	-	-
Community development	-	-	-	-
Parks and recreation	-	-	-	-
Public works	-	1,102,703	6,693	-
Capital Outlay	-	-	-	-
Debt service:				
Principal Retirement	-	-	-	-
Interest Expense and Fiscal Charges	-	-	-	-
Total expenditures	**-**	**1,102,703**	**6,693**	**6,841**
Excess (deficiency) of revenues over (under) expenditures	**-**	**118,015**	**958,427**	**100,660**
OTHER FINANCING SOURCES (USES)				
Transfers In	-	260,749	-	-
Transfers Out	(8,351)	-	(1,132,017)	(85,267)
Total other financing sources (uses)	**(8,351)**	**260,749**	**(1,132,017)**	**(85,267)**
Net change in fund balances	**(8,351)**	**378,764**	**(173,590)**	**15,393**
Fund balances (deficit)-beginning	8,351	452,582	1,279,993	706,893
Fund balances (deficit)-ending	**$ -**	**$ 831,346**	**$ 1,106,403**	**$ 722,286**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2024 **(Continued)**

	Special Revenue Funds			
	Waste Hauler	CASP Fees (SB1186)	Measure A Neighborhood Park Acts	Street Beautification
REVENUES				
Taxes	$ -	$ -	$ -	$ -
Licenses and permits	157,988	25,239	-	-
Intergovernmental	-	-	184,000	-
Charges for services	-	-	-	-
Use of money and property	15,971	2,443	-	17,110
Miscellaneous	-	-	-	-
Total revenues	**173,959**	**27,682**	**184,000**	**17,110**
EXPENDITURES				
Current:				
General government	-	-	-	-
Public safety	-	-	-	-
Community development	-	-	-	-
Parks and recreation	-	-	-	-
Public works	-	-	-	-
Capital Outlay	-	-	-	-
Debt service:				
Principal Retirement	-	-	-	-
Interest Expense and Fiscal Charges	-	-	-	-
Total expenditures	**-**	**-**	**-**	**-**
Excess (deficiency) of revenues over (under) expenditures	**173,959**	**27,682**	**184,000**	**17,110**
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	-
Transfers Out	(233,740)	-	-	-
Total other financing sources (uses)	**(233,740)**	**-**	**-**	**-**
Net change in fund balances	**(59,781)**	**27,682**	**184,000**	**17,110**
Fund balances (deficit)-beginning	335,428	26,331	(184,000)	336,939
Fund balances (deficit)-ending	**$ 275,647**	**$ 54,013**	**$ -**	**$ 354,049**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2024

	Special Revenue Funds			
	Local Roadway Safety Plan	**Measure W Local Return**	**Hazard Mitigation Grant**	**Homelessness Response**
REVENUES				
Taxes	$ -	$ -	$ -	$ -
Licenses and permits	-	-	-	-
Intergovernmental	-	839,815	-	-
Charges for services	-	-	-	-
Use of money and property	-	91,423	281	-
Miscellaneous	-	-	-	-
Total revenues	**-**	**931,238**	**281**	**-**
EXPENDITURES				
Current:				
General government	-	20,000	-	914
Public safety	-	-	-	-
Community development	-	-	-	-
Parks and recreation	-	-	-	-
Public works	-	430,627	-	-
Capital Outlay	-	-	-	-
Debt service:				
Principal Retirement	-	-	-	-
Interest Expense and Fiscal Charges	-	-	-	-
Total expenditures	**-**	**450,627**	**-**	**914**
Excess (deficiency) of revenues over (under) expenditures	**-**	**480,611**	**281**	**(914)**
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	50,000
Transfers Out	-	(434,523)	-	-
Total other financing sources (uses)	**-**	**(434,523)**	**-**	**50,000**
Net change in fund balances	**-**	**46,088**	**281**	**49,086**
Fund balances (deficit)-beginning	(92)	1,572,838	5,187	-
Fund balances (deficit)-ending	**$ (92)**	**$ 1,618,926**	**$ 5,468**	**$ 49,086**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2024

	Debt Service Funds	
	Public Financing Authority	**Total Nonmajor Funds**
REVENUES		
Taxes	$ -	$ 1,319,406
Licenses and permits	-	183,227
Intergovernmental	-	9,211,181
Charges for services	-	757,983
Use of money and property	1,747	1,125,582
Miscellaneous	-	2,453
Total revenues	**1,747**	**12,599,832**
EXPENDITURES		
Current:		
General government	-	27,755
Public safety	-	4,800
Community development	-	729,738
Parks and recreation	-	50,073
Public works	-	2,752,024
Capital Outlay	-	27,413
Debt service:		
Principal Retirement	480,000	480,000
Interest Expense and Fiscal Charges	235,600	235,600
Total expenditures	**715,600**	**4,307,403**
Excess (deficiency) of revenues over (under) expenditures	**(713,853)**	**8,292,429**
OTHER FINANCING SOURCES (USES)		
Transfers In	715,266	2,230,600
Transfers Out	-	(7,924,187)
Total other financing sources (uses)	**715,266**	**(5,693,587)**
Net change in fund balances	**1,413**	**2,598,842**
Fund balances (deficit)-beginning	1,561	20,975,912
Fund balances (deficit)-ending	**$ 2,974**	**$ 23,574,754**

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
State Gas Tax
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental Revenues	$ 1,555,555	$ 1,555,555	$ 1,486,767	$ (68,788)
Use of Money and Property	1,800	1,800	71,794	69,994
Total revenues	**1,557,355**	**1,557,355**	**1,558,561**	**1,206**
EXPENDITURES				
Current:				
Public works	66,000	66,000	32,217	33,783
Total expenditures	**66,000**	**66,000**	**32,217**	**33,783**
Excess (deficiency) of revenues over (under) expenditures	**1,491,355**	**1,491,355**	**1,526,344**	**34,989**
OTHER FINANCING SOURCES (USES)				
Transfers Out	(1,604,000)	(2,117,992)	(1,687,957)	430,035
Total other financing sources (uses)	**(1,604,000)**	**(2,117,992)**	**(1,687,957)**	**430,035**
Net change in fund balances	**$ (112,645)**	**$ (626,637)**	**(161,613)**	**$ 465,024**
Fund balances-beginning			776,638	
Fund balances (deficit)-ending			**$ 615,025**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Proposition A
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Taxes	$ 13,000	$ 13,000	$ 27,500	$ 14,500
Intergovernmental	1,566,554	1,566,554	1,437,294	(129,260)
Charges for services	200,000	200,000	63,936	(136,064)
Use of money and property	2,700	2,700	125,232	122,532
Total revenues	**1,782,254**	**1,782,254**	**1,653,962**	**(128,292)**
EXPENDITURES				
Current:				
Parks and recreation	12,500	33,500	22,175	11,325
Public works	893,136	880,136	566,877	313,259
Total expenditures	**905,636**	**913,636**	**589,052**	**324,584**
Excess (deficiency) of revenues over (under) expenditures	**876,618**	**868,618**	**1,064,910**	**196,292**
OTHER FINANCING SOURCES (USES)				
Transfers out	-	(50,000)	(5,944)	44,056
Total other financing sources (uses)	**-**	**(50,000)**	**(5,944)**	**44,056**
Net change in fund balances	**$ 876,618**	**$ 818,618**	**1,058,966**	**$ 240,348**
Fund balances-beginning			1,934,977	
Fund balances (deficit)-ending			**$ 2,993,943**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Proposition C
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 1,299,415	$ 1,299,415	$ 1,192,202	$ (107,213)
Use of money and property	9,500	9,500	173,934	164,434
Total revenues	**1,308,915**	**1,308,915**	**1,366,136**	**57,221**
EXPENDITURES				
Current:				
Public works	728,930	728,930	606,214	122,716
Total expenditures	**728,930**	**728,930**	**606,214**	**122,716**
Excess (deficiency) of revenues over (under) expenditures	**579,985**	**579,985**	**759,922**	**179,937**
OTHER FINANCING SOURCES (USES)				
Transfers out	(2,564,000)	(3,654,479)	(746,527)	2,907,952
Total other financing sources (uses)	**(2,564,000)**	**(3,654,479)**	**(746,527)**	**2,907,952**
Net change in fund balances	**$ (1,984,015)**	**$ (3,074,494)**	**13,395**	**$ 3,087,889**
Fund balances-beginning			3,293,153	
Fund balances (deficit)-ending			**$ 3,306,548**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Integrated Waste Management
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ -	$ -	$ 53,781	$ 53,781
Charges for services	612,000	612,000	694,047	82,047
Use of money and property	14,700	14,700	51,091	36,391
Miscellaneous	14,526	14,526	2,453	(12,073)
Total revenues	**641,226**	**641,226**	**801,372**	**160,146**
EXPENDITURES				
Current:				
Community development	750,792	797,482	604,994	192,488
Total expenditures	**750,792**	**797,482**	**604,994**	**192,488**
Excess (deficiency) of revenues over (under) expenditures	**(109,566)**	**(156,256)**	**196,378**	**352,634**
OTHER FINANCING SOURCES (USES)				
Transfers out	(10,000)	(10,000)	-	10,000
Total other financing sources (uses)	**(10,000)**	**(10,000)**	**-**	**10,000**
Net change in fund balances	**$ (119,566)**	**$ (166,256)**	**196,378**	**$ 362,634**
Fund balances-beginning			1,973,610	
Fund balances (deficit)-ending			**$ 2,169,988**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Sewer Mitigation
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Use of money and property	$ 400	$ 400	$ 2,907	$ 2,507
Total revenues	**400**	**400**	**2,907**	**2,507**
Net change in fund balances	**$ 400**	**$ 400**	**2,907**	**$ 2,507**
Fund balances-beginning			57,234	
Fund balances (deficit)-ending			**$ 60,141**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Air Quality Improvement
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 73,000	$ 73,000	$ 71,804	$ (1,196)
Use of money and property	1,000	1,000	7,489	6,489
Total revenues	**74,000**	**74,000**	**79,293**	**5,293**
EXPENDITURES				
Current:				
Public works	40,000	40,000	-	40,000
Capital outlay	34,000	34,000	27,413	6,587
Total expenditures	**74,000**	**74,000**	**27,413**	**46,587**
Excess (deficiency) of revenues over (under) expenditures	**-**	**-**	**51,880**	**51,880**
OTHER FINANCING SOURCES (USES)				
Transfers out	(100,000)	(132,000)	(132,000)	-
Total other financing sources (uses)	**(100,000)**	**(132,000)**	**(132,000)**	**-**
Net change in fund balances	**$ (100,000)**	**$ (132,000)**	**(80,120)**	**$ 51,880**
Fund balances-beginning			211,290	
Fund balances (deficit)-ending			**$ 131,170**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Measure M Local Return
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 1,104,503	$ 1,104,503	$ 1,009,371	$ (95,132)
Use of money and property	7,400	7,400	103,556	96,156
Total revenues	**1,111,903**	**1,111,903**	**1,112,927**	**1,024**
EXPENDITURES				
Current:				
Public works	14,305	14,305	6,693	7,612
Total expenditures	**14,305**	**14,305**	**6,693**	**7,612**
Excess (deficiency) of revenues over (under) expenditures	**1,097,598**	**1,097,598**	**1,106,234**	**8,636**
OTHER FINANCING SOURCES (USES)				
Transfers out	(1,200,000)	(3,008,936)	(1,835,004)	1,173,932
Total other financing sources (uses)	**(1,200,000)**	**(3,008,936)**	**(1,835,004)**	**1,173,932**
Net change in fund balances	**$ (102,402)**	**$ (1,911,338)**	**(728,770)**	**$ 1,182,568**
Fund balances-beginning			2,079,201	
Fund balances (deficit)-ending			**$ 1,350,431**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Road Maintenance & Rehab
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 1,358,896	$ 1,358,896	$ 1,418,584	$ 59,688
Use of money and property	12,900	12,900	217,048	204,148
Total revenues	**1,371,796**	**1,371,796**	**1,635,632**	**263,836**
Excess (deficiency) of revenues over (under) expenditures	**1,371,796**	**1,371,796**	**1,635,632**	**263,836**
OTHER FINANCING SOURCES (USES)				
Transfers out	(4,050,000)	(5,314,384)	(1,048,614)	4,265,770
Total other financing sources (uses)	**(4,050,000)**	**(5,314,384)**	**(1,048,614)**	**4,265,770**
Net change in fund balances	**$ (2,678,204)**	**$ (3,942,588)**	**587,018**	**$ 4,529,606**
Fund balances-beginning			4,081,076	
Fund balances (deficit)-ending			**$ 4,668,094**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Trails & Bikeways
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 63,420	$ 63,420	$ 48,648	$ (14,772)
Total revenues	**63,420**	**63,420**	**48,648**	**(14,772)**
Excess (deficiency) of revenues over (under) expenditures	**63,420**	**63,420**	**48,648**	**(14,772)**
OTHER FINANCING SOURCES (USES)				
Transfers out	(33,650)	(73,923)	(42,131)	31,792
Total other financing sources (uses)	**(33,650)**	**(73,923)**	**(42,131)**	**31,792**
Net change in fund balances	**$ 29,770**	**$ (10,503)**	**6,517**	**$ 17,020**
Fund balances-beginning			25,001	
Fund balances (deficit)-ending			**$ 31,518**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Beverage Center Recycling Grant
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 13,817	$ 13,817	$ 13,696	$ (121)
Use of money and property	1,200	1,200	5,355	4,155
Total revenues	**15,017**	**15,017**	**19,051**	**4,034**
EXPENDITURES				
Current:				
Community development	37,300	37,300	3,942	33,358
Total expenditures	**37,300**	**37,300**	**3,942**	**33,358**
Net change in fund balances	**$ (22,283)**	**$ (22,283)**	**15,109**	**$ 37,392**
Fund balances-beginning			107,482	
Fund balances (deficit)-ending			**$ 122,591**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Used Oil Block Grant
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 8,557	$ 8,557	$ 7,771	$ (786)
Use of money and property	200	200	1,236	1,036
Total revenues	**8,757**	**8,757**	**9,007**	**250**
EXPENDITURES				
Current:				
Community development	9,900	9,900	8,525	1,375
Total expenditures	**9,900**	**9,900**	**8,525**	**1,375**
Net change in fund balances	**$ (1,143)**	**$ (1,143)**	**482**	**$ 1,625**
Fund balances-beginning			28,823	
Fund balances (deficit)-ending			**$ 29,305**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Park and Facility Development
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Use of money and property	$ 7,800	$ 7,800	$ 104,187	$ 96,387
Total revenues	**7,800**	**7,800**	**104,187**	**96,387**
Excess (deficiency) of revenues over (under) expenditures	**7,800**	**7,800**	**104,187**	**96,387**
OTHER FINANCING SOURCES (USES)				
Transfers in	-	1,204,585	1,204,585	-
Transfers out	(500,000)	(1,211,623)	(208,836)	1,002,787
Total other financing sources (uses)	**(500,000)**	**(7,038)**	**995,749**	**1,002,787**
Net change in fund balances	**$ (492,200)**	**$ 762**	**1,099,936**	**$ 1,099,174**
Fund balances-beginning			1,567,641	
Fund balances (deficit)-ending			**$ 2,667,577**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
CDBG
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 335,699	$ 335,699	$ 310,818	$ (24,881)
Total revenues	**335,699**	**335,699**	**310,818**	**(24,881)**
EXPENDITURES				
Current:				
Community development	152,000	150,581	112,277	38,304
Parks and recreation	37,917	39,336	27,898	11,438
Total expenditures	**189,917**	**189,917**	**140,175**	**49,742**
Excess (deficiency) of revenues over (under) expenditures	**145,782**	**145,782**	**170,643**	**24,861**
OTHER FINANCING SOURCES (USES)				
Transfers out	(145,464)	(339,914)	(170,776)	169,138
Total other financing sources (uses)	**(145,464)**	**(339,914)**	**(170,776)**	**169,138**
Net change in fund balances	**$ 318**	**$ (194,132)**	**(133)**	**$ 193,999**
Fund balances-beginning			22	
Fund balances (deficit)-ending			**$ (111)**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
COPS
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 163,000	$ 163,000	$ 186,159	$ 23,159
Use of money and property	3,200	3,200	25,217	22,017
Total revenues	**166,200**	**166,200**	**211,376**	**45,176**
EXPENDITURES				
Current:				
Public safety	10,000	10,000	4,800	5,200
Total expenditures	**10,000**	**10,000**	**4,800**	**5,200**
Excess (deficiency) of revenues over (under) expenditures	**156,200**	**156,200**	**206,576**	**50,376**
OTHER FINANCING SOURCES (USES)				
Transfers out	(152,500)	(152,500)	(152,500)	-
Total other financing sources (uses)	**(152,500)**	**(152,500)**	**(152,500)**	**-**
Net change in fund balances	**$ 3,700**	**$ 3,700**	**54,076**	**$ 50,376**
Fund balances-beginning			353,280	
Fund balances (deficit)-ending			**$ 407,356**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
CLEEP
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
OTHER FINANCING SOURCES (USES)				
Transfers out	$ (9,000)	$ (9,000)	$ (8,351)	$ 649
Total other financing sources (uses)	**(9,000)**	**(9,000)**	**(8,351)**	**649**
Net change in fund balances	**$ (9,000)**	**$ (9,000)**	**(8,351)**	**$ 649**
Fund balances-beginning			8,351	
Fund balances (deficit)-ending			**$ -**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Landscape Maintenance District
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Taxes	$ 1,221,416	$ 1,221,416	$ 1,220,718	$ (698)
Total revenues	**1,221,416**	**1,221,416**	**1,220,718**	**(698)**
EXPENDITURES				
Current:				
Public works	1,410,911	1,419,850	1,102,703	317,147
Total expenditures	**1,410,911**	**1,419,850**	**1,102,703**	**317,147**
Excess (deficiency) of revenues over (under) expenditures	**(189,495)**	**(198,434)**	**118,015**	**316,449**
OTHER FINANCING SOURCES (USES)				
Transfers in	271,955	271,955	260,749	(11,206)
Total other financing sources (uses)	**271,955**	**271,955**	**260,749**	**(11,206)**
Net change in fund balances	**$ 82,460**	**$ 73,521**	**378,764**	**$ 305,243**
Fund balances-beginning			452,582	
Fund balances (deficit)-ending			**$ 831,346**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Measure R Local Return
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 974,561	$ 974,561	$ 893,872	$ (80,689)
Use of money and property	4,500	4,500	71,248	66,748
Total revenues	**979,061**	**979,061**	**965,120**	**(13,941)**
EXPENDITURES				
Current:				
Public works	14,305	14,305	6,693	7,612
Total expenditures	**14,305**	**14,305**	**6,693**	**7,612**
Excess (deficiency) of revenues over (under) expenditures	**964,756**	**964,756**	**958,427**	**(6,329)**
OTHER FINANCING SOURCES (USES)				
Transfers out	(1,175,000)	(2,160,443)	(1,132,017)	1,028,426
Total other financing sources (uses)	**(1,175,000)**	**(2,160,443)**	**(1,132,017)**	**1,028,426**
Net change in fund balances	**$ (210,244)**	**$ (1,195,687)**	**(173,590)**	**$ 1,022,097**
Fund balances-beginning			1,279,993	
Fund balances (deficit)-ending			**$ 1,106,403**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
PEG Fees
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Taxes	$ 100,000	$ 100,000	$ 71,188	$ (28,812)
Use of money and property	3,800	3,800	36,313	32,513
Total revenues	**103,800**	**103,800**	**107,501**	**3,701**
EXPENDITURES				
Current:				
General government	100,000	100,000	6,841	93,159
Total expenditures	**100,000**	**100,000**	**6,841**	**93,159**
Excess (deficiency) of revenues over (under) expenditures	**3,800**	**3,800**	**100,660**	**96,860**
OTHER FINANCING SOURCES (USES)				
Transfers out	-	(300,000)	(85,267)	214,733
Total other financing sources (uses)	**-**	**(300,000)**	**(85,267)**	**214,733**
Net change in fund balances	**$ 3,800**	**$ (296,200)**	**15,393**	**$ 311,593**
Fund balances-beginning			706,893	
Fund balances (deficit)-ending			**$ 722,286**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Waste Hauler
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Licenses and permits	$ 157,000	$ 157,000	$ 157,988	$ 988
Use of money and property	1,300	1,300	15,971	14,671
Total revenues	**158,300**	**158,300**	**173,959**	**15,659**
Excess (deficiency) of revenues over (under) expenditures	**158,300**	**158,300**	**173,959**	**15,659**
OTHER FINANCING SOURCES (USES)				
Transfers out	(250,000)	(396,004)	(233,740)	162,264
Total other financing sources (uses)	**(250,000)**	**(396,004)**	**(233,740)**	**162,264**
Net change in fund balances	**$ (91,700)**	**$ (237,704)**	**(59,781)**	**$ 177,923**
Fund balances-beginning			335,428	
Fund balances (deficit)-ending			**$ 275,647**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
CASP Fees (SB1186)
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Licenses and permits	$ 8,000	$ 8,000	$ 25,239	$ 17,239
Use of money and property	200	200	2,443	2,243
Total revenues	**8,200**	**8,200**	**27,682**	**19,482**
Net change in fund balances	**$ 8,200**	**$ 8,200**	**27,682**	**$ 19,482**
Fund balances-beginning			26,331	
Fund balances (deficit)-ending			**$ 54,013**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Measure A Neighborhood Park Acts
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 184,000	$ 184,000	$ 184,000	$ -
Total revenues	**184,000**	**184,000**	**184,000**	**-**
Excess (deficiency) of revenues over (under) expenditures	**184,000**	**184,000**	**184,000**	**-**
OTHER FINANCING SOURCES (USES)				
Transfers out	-	(1,000)	-	1,000
Total other financing sources (uses)	**-**	**(1,000)**	**-**	**1,000**
Net change in fund balances	**$ 184,000**	**$ 183,000**	**184,000**	**$ 1,000**
Fund balances (deficit)-beginning			(184,000)	
Fund balances (deficit)-ending			**$ -**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Street Beautification
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Use of money and property	$ 2,400	$ 2,400	$ 17,110	$ 14,710
Total revenues	**2,400**	**2,400**	**17,110**	**14,710**
Net change in fund balances	**$ 2,400**	**$ 2,400**	**17,110**	**$ 14,710**
Fund balances-beginning			336,939	
Fund balances (deficit)-ending			**$ 354,049**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Measure W Local Return
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 838,000	$ 838,000	$ 839,815	$ 1,815
Use of money and property	-	-	91,423	91,423
Total revenues	**838,000**	**838,000**	**931,238**	**93,238**
EXPENDITURES				
Current:				
General government	25,000	25,000	20,000	5,000
Public works	522,538	623,538	430,627	192,911
Total expenditures	**547,538**	**648,538**	**450,627**	**197,911**
Excess (deficiency) of revenues over (under) expenditures	**290,462**	**189,462**	**480,611**	**291,149**
OTHER FINANCING SOURCES (USES)				
Transfers out	(300,000)	(1,272,575)	(434,523)	838,052
Total other financing sources (uses)	**(300,000)**	**(1,272,575)**	**(434,523)**	**838,052**
Net change in fund balances	**$ (9,538)**	**$ (1,083,113)**	**46,088**	**$ 1,129,201**
Fund balances-beginning			1,572,838	
Fund balances (deficit)-ending			**$ 1,618,926**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Hazard Mitigation Grant
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 22,500	$ 22,500	$ -	$ (22,500)
Use of money and property	-	-	281	281
Total revenues	**22,500**	**22,500**	**281**	**(22,219)**
Net change in fund balances	**$ 22,500**	**$ 22,500**	**281**	**$ (22,219)**
Fund balances-beginning			5,187	
Fund balances (deficit)-ending			**$ 5,468**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Homelessness Response
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
EXPENDITURES				
Current:				
General government	$ 50,000	$ 50,000	$ 914	$ 49,086
Total expenditures	**50,000**	**50,000**	**914**	**49,086**
Excess (deficiency) of revenues over (under) expenditures	**(50,000)**	**(50,000)**	**(914)**	**49,086**
OTHER FINANCING SOURCES (USES)				
Transfers in	50,000	50,000	50,000	-
Total other financing sources (uses)	**50,000**	**50,000**	**50,000**	**-**
Net change in fund balances	**$ -**	**$ -**	**49,086**	**$ 49,086**
Fund balances-beginning			-	
Fund balances (deficit)-ending			**$ 49,086**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Capital Improvement
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Intergovernmental	$ 302,850	$ 823,350	$ 307,470	$ (515,880)
Total revenues	**302,850**	**823,350**	**307,470**	**(515,880)**
EXPENDITURES				
Capital outlay	12,030,964	22,597,996	8,146,443	14,451,553
Total expenditures	**12,030,964**	**22,597,996**	**8,146,443**	**14,451,553**
Excess (deficiency) of revenues over (under) expenditures	**(11,728,114)**	**(21,774,646)**	**(7,838,973)**	**13,935,673**
OTHER FINANCING SOURCES (USES)				
Transfers in	11,728,114	22,260,169	7,908,956	(14,351,213)
Total other financing sources (uses)	**11,728,114**	**22,260,169**	**7,908,956**	**(14,351,213)**
Net change in fund balances	**$ -**	**$ 485,523**	**69,983**	**$ (415,540)**
Fund balances (deficit)-beginning			(485,103)	
Fund balances (deficit)-ending			**$ (415,120)**	

CITY OF DIAMOND BAR, CALIFORNIA
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
Public Financing Authority
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Use of money and property	$ 50	$ 50	$ 1,747	$ 1,697
Total revenues	**50**	**50**	**1,747**	**1,697**
EXPENDITURES				
Debt service:				
Principal	480,000	480,000	480,000	-
Interest and fiscal charges	236,100	236,100	235,600	500
Total expenditures	**716,100**	**716,100**	**715,600**	**500**
Excess (deficiency) of revenues over (under) expenditures	**(716,050)**	**(716,050)**	**(713,853)**	**2,197**
OTHER FINANCING SOURCES (USES)				
Transfers in	716,100	716,100	715,266	(834)
Total other financing sources (uses)	**716,100**	**716,100**	**715,266**	**(834)**
Net change in fund balances	**$ 50**	**$ 50**	**1,413**	**$ 1,363**
Fund balances-beginning			1,561	
Fund balances (deficit)-ending			**$ 2,974**	

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Net Position
Internal Service Funds
June 30, 2024

	Self Insurance	Equipment Replacement	Computer Equipment Replacement	Building Facility & Maintenance	Total Internal Service Funds
ASSETS					
Current assets:					
Pooled cash and investments	$ 974,986	$ 365,079	$ 1,607,712	$ 2,311,467	$ 5,259,244
Receivables:					
Due from Other Governments	-	20,000	28,346	-	48,346
Total current assets	974,986	385,079	1,636,058	2,311,467	5,307,590
Noncurrent:					
Capital Asset, net	-	177,007	1,000,340	200,526	1,377,873
Total noncurrent assets	-	177,007	1,000,340	200,526	1,377,873
Total assets	**974,986**	**562,086**	**2,636,398**	**2,511,993**	**6,685,463**
LIABILITIES					
Current liabilities:					
Accounts payable	-	3,404	94,605	31,425	129,434
Retainage payable	-	-	-	1,995	1,995
Total current liabilities	-	3,404	94,605	33,420	131,429
Total liabilities	**-**	**3,404**	**94,605**	**33,420**	**131,429**
NET POSITION					
Net investment in capital assets	-	177,007	1,000,340	198,531	1,375,878
Unrestricted	974,986	381,675	1,541,453	2,280,042	5,178,156
Total net position	**$ 974,986**	**$ 558,682**	**$ 2,541,793**	**$ 2,478,573**	**$ 6,554,034**

CITY OF DIAMOND BAR, CALIFORNIA
Combining Statement of Revenues, Expenses and Changes in Net Position
Internal Service Funds
For the Year Ended June 30, 2024

	Self Insurance	Equipment Replacement	Computer Equipment Replacement	Building Facility & Maintenance	Total Internal Service Funds
OPERATING EXPENSES					
Insurance premiums	$ 609,466	$ -	$ -	$ -	$ 609,466
Equipment repair and maintenance	-	87,935	306,145	7,800	401,880
Depreciation & amortization	-	32,083	160,820	11,088	203,991
Total operating expenses	**609,466**	**120,018**	**466,965**	**18,888**	**1,215,337**
Operating income (loss)	**(609,466)**	**(120,018)**	**(466,965)**	**(18,888)**	**(1,215,337)**
NONOPERATING REVENUES (EXPENSES)					
Intergovernmental	-	20,000	-	-	20,000
Interest revenue	20,808	13,750	82,430	81,725	198,713
Contributions	-	-	9,045	-	9,045
Other Expenses	(713)	-	-	-	(713)
Total nonoperating revenues (expenses)	**20,095**	**33,750**	**91,475**	**81,725**	**227,045**
Income (loss) before transfers	**(589,371)**	**(86,268)**	**(375,490)**	**62,837**	**(988,292)**
Transfers in	609,380	278,750	72,890	1,304,585	2,265,605
Change in net position	**20,009**	**192,482**	**(302,600)**	**1,367,422**	**1,277,313**
Net position-beginning	954,977	366,200	2,844,393	1,111,151	5,276,721
Net position-ending	**$ 974,986**	**$ 558,682**	**$ 2,541,793**	**$ 2,478,573**	**$ 6,554,034**

CITY OF DIAMOND BAR, CALIFORNIA
Internal Service Fund
Combining Statement of Cash Flows
For the Year Ended June 30, 2024

	Self Insurance	Equipment Replacement	Computer Equipment Replacement	Building Facility & Maintenance	Totals
CASH FLOWS FROM OPERATING ACTIVITIES					
Payments to suppliers and service providers	$ (659,253)	$ (87,274)	$ (275,262)	$ (28,937)	$ (1,050,726)
Other receipts (payments)	49,787	-	-	-	49,787
Net cash provided by (used for) operating activities	**(609,466)**	**(87,274)**	**(275,262)**	**(28,937)**	**(1,000,939)**
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES					
Transfers from other funds	609,380	278,750	72,890	1,304,585	2,265,605
Net cash provided by (used for) noncapital financing activities	**609,380**	**278,750**	**72,890**	**1,304,585**	**2,265,605**
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES					
Acquisition and construction of capital assets	-	(159,754)	(349,195)	(162,914)	(671,863)
Net cash provided by (used for) capital and related financing activities	**-**	**(159,754)**	**(349,195)**	**(162,914)**	**(671,863)**
CASH FLOWS FROM INVESTING ACTIVITIES					
Interest on investments	20,808	13,750	82,430	81,725	198,713
Net cash provided by (used for) investing activities	**20,808**	**13,750**	**82,430**	**81,725**	**198,713**
Net increase (decrease) in cash	**20,722**	**45,472**	**(469,137)**	**1,194,459**	**791,516**
Cash beginning	954,264	319,607	2,076,849	1,117,008	4,467,728
Cash ending	**$ 974,986**	**$ 365,079**	**$ 1,607,712**	**$ 2,311,467**	**$ 5,259,244**
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES					
Operating income (loss)	$ (609,466)	$ (120,018)	$ (466,965)	$ (18,888)	$ (1,215,337)
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:					
Depreciation/amortization expense	-	32,083	160,820	11,088	203,991
Increase (decrease) in accounts payable	-	661	30,883	(21,137)	10,407
Total adjustments	-	32,744	191,703	(10,049)	$ 214,398
Net cash provided by (used for) operating activities	$ (609,466)	$ (87,274)	$ (275,262)	$ (28,937)	$ (1,000,939)
SCHEDULE OF NON-CASH NONCAPITAL, CAPITAL AND INVESTING ACTIVITIES					
Unrealized gain/(loss) on fair value of investments	$ (5,757)	$ (3,810)	$ (22,807)	$ (22,612)	$ (54,986)

THIS PAGE INTENTIONALLY LEFT BLANK

DESCRIPTION OF STATISTICAL SECTION CONTENTS

June 30, 2024

This part of the City of Diamond Bar's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information say about the government's overall financial health.

Contents:	Schedules
Financial Trends – These schedules contain trend information to help the reader understand how the city's financial performance and well-being have changed over time.	1 - 4
Revenue Capacity – These schedules contain information to help the reader assess the city's most significant local revenue source, the property tax.	5 - 9
Debt Capacity – These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.	10 - 12
Demographic and Economic Information – These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.	13 - 14
Operating Information – These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.	15 – 17
Capital Asset Statistics by Function	18

THIS PAGE INTENTIONALLY LEFT BLANK

City of Diamond Bar
Net Assets by Component
Last Ten Fiscal Years
(accrual basis of accounting)

Fiscal Year	2020	2021	2022	2023	2024
Governmental activities:					
Net investment in capital assets	$ 345,260,286	$ 339,727,186	$ 332,972,933	$ 331,607,485	$ 331,125,815
Restricted for:					
Capital projects	944,561	1,724,690	2,863,447	2,743,073	2,382,930
Community development	2,086,977	3,100,228	3,453,843	4,435,781	5,846,342
Public safety	346,066	346,594	347,228	366,818	412,824
Public works	11,874,243	13,772,296	19,187,254	21,761,109	23,306,048
Debt service	19	22,776	75	1,561	2,974
Other Post Employment Benefits(OPEB)	-	-	353,283	-	-
Unrestricted	21,513,688	23,604,159	28,511,364	33,831,520	36,631,555
Total governmental activities net position	$ 382,025,840	$ 382,297,929	$ 387,689,427	$ 394,747,347	$ 399,708,488

Fiscal Year	2015	2016	2017	2018	2019
Governmental activities:					
Net investment in capital assets	$ 368,779,901	$ 363,216,277	$ 358,765,476	$ 354,824,312	$ 350,017,830
Restricted for:					
Capital projects	207,205	267,984	184,074	356,711	655,124
Community development	1,482,522	2,382,667	2,066,650	1,907,215	2,137,080
Public safety	171,928	193,941	243,642	235,752	286,848
Public works	3,862,123	4,465,023	3,095,734	3,268,495	10,721,764
Debt service	3	29	80	199	361
Other Post Employment Benefits(OPEB)	-	-	-	-	-
Unrestricted	20,659,058	22,742,992	23,047,078	21,270,741	21,083,148
Total governmental activities net position	$ 395,162,740	$ 393,268,913	$ 387,402,734	$ 381,863,425	$ 384,902,155

Source:
City Finance Department

City of Diamond Bar
Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	2015	2016	2017	2018	2019
Expenses:					
Governmental Activities:					
General government	$ 6,524,968	$ 5,812,525	$ 6,627,894	$ 6,926,331	$ 8,990,203
Public safety	5,929,156	6,216,279	6,586,188	6,904,971	7,142,733
Public works	10,225,922	11,966,721	14,178,723	14,612,857	13,644,523
Community development	2,587,504	2,127,206	3,231,764	3,083,101	3,069,374
Parks and recreation	6,300,920	6,137,787	5,164,413	5,532,810	6,149,343
Interest on long-term debt	466,662	455,700	443,480	423,400	402,671
Contribution to OPEB Trust	-	84,761	84,761	84,591	87,128
Total Primary Government	32,035,132	32,800,979	36,317,223	37,568,061	39,485,975
Program Revenues:					
Governmental Activities:					
Charges for services					
General Government	587,081	661,910	811,846	619,147	1,248,171
Public safety	523,145	470,722	460,325	459,615	415,701
Public works	5,536,984	4,389,876	2,675,313	3,782,259	9,797,871
Community development	2,463,932	1,820,325	2,077,810	2,023,466	2,110,515
Parks, recreation and culture	1,758,319	1,684,814	1,544,002	1,648,945	1,347,448
Operating grants and contributions	4,443,765	3,687,015	3,844,192	4,120,526	5,651,932
Capital grants and contributions	717,961	1,455,770	359,669	159,258	12,595
Total Governmental Activities Program Revenues	16,031,187	14,170,432	11,773,157	12,813,216	20,584,233
General Revenues:					
Taxes					
Property taxes	4,448,566	4,665,140	4,951,033	5,187,630	5,405,335
Transient occupancy taxes	935,355	994,476	923,527	1,019,915	1,222,925
Sales taxes	3,974,564	4,598,858	4,789,172	4,999,873	4,970,980
Franchise taxes	1,460,342	1,431,513	1,320,617	1,419,605	1,355,003
Other taxes	442,914	523,015	394,961	509,322	1,062,003
Unrestricted Motor vehicle in lieu	5,133,910	5,411,143	5,757,423	6,011,177	6,285,504
Use of money and property	244,275	524,918	58,160	67,046	1,397,727
Other revenues	114,545	703,457	482,994	161,145	240,995
Loss on disposal of capital asset	-	-	-	-	-
Total General Revenues	16,754,471	18,852,520	18,677,887	19,375,713	21,940,472
Change in Net Position	750,526	221,973	(5,866,179)	(5,379,132)	3,038,730
Net Position at Beginning of Year	398,429,156	395,162,740	393,268,913	387,402,734	381,863,425
Restatement of Net Position	(4,016,942)	(2,115,800)	-	(160,177)	-
Net Position at End of Year	$ 395,162,740	$ 393,268,913	$ 387,402,734	$ 381,863,425	$ 384,902,155

Source:
City Finance Department

	2020	2021	2022	2023	2024
	$ 6,693,192	$ 7,810,434	$ 7,210,304	$ 8,377,284	$ 8,332,738
	7,371,290	7,401,924	7,993,744	8,149,425	8,783,229
	14,435,606	11,626,695	11,641,746	12,621,030	14,661,974
	3,138,506	3,128,813	2,579,271	3,663,339	3,830,323
	5,188,798	3,802,025	3,903,018	4,481,255	4,258,559
	385,006	392,652	192,897	145,302	126,654
	88,000	-	-	-	-
	37,300,398	34,162,543	33,520,980	37,437,635	39,993,477
	431,216	642,791	94,571	114,485	267,248
	432,774	263,147	436,610	383,058	380,424
	2,312,413	2,881,793	3,265,094	3,452,701	3,257,774
	1,914,403	2,260,454	2,270,878	2,450,481	2,624,871
	848,675	319,896	1,079,941	1,583,261	1,608,375
	4,938,893	5,919,399	9,745,284	9,630,820	7,570,259
	1,098,879	302,616	-	853,518	96,569
	11,977,253	12,590,096	16,892,378	18,468,324	15,805,520
	5,590,899	5,873,328	12,814,147	13,650,877	13,963,044
	1,128,386	797,785	1,359,842	1,462,904	1,499,045
	4,846,330	5,106,920	6,127,593	6,598,953	6,467,915
	1,340,960	1,390,250	1,308,250	1,687,104	1,628,505
	1,070,672	1,105,651	1,400,481	1,540,855	1,620,453
	6,545,989	6,804,019	65,523	56,347	67,901
	1,378,227	121,612	(895,646)	863,861	3,880,104
	139,321	258,910	136,203	166,330	22,131
	-	-	-	-	-
	22,040,784	21,458,475	22,316,393	26,027,231	29,149,098
	(3,282,361)	(113,972)	5,687,791	7,057,920	4,961,141
	384,902,155	382,025,840	382,297,929	387,689,427	394,747,347
	406,046	386,061	(296,293)	-	-
	$ 382,025,840	$ 382,297,929	$ 387,689,427	$ 394,747,347	$ 399,708,488

City of Diamond Bar
Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

General fund:	2015	2016	2017	2018	2019
Nonspendable:					
Prepaid costs	$ 75,887	$ 75,866	$ 42,108	$ 8,230	$ 26,203
Committed to:					
Emergency contingencies	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000
Assigned to:					
Community organization support	-	-	-	-	-
Other Post Employment Benefits (OPEB)	-	-	-	-	-
Technology Reserve	-	-	-	-	-
Capital improvement projects	-	-	-	-	-
Tres Hermanos Conservancy	-	-	-	-	-
General Plan Update	-	-	-	-	-
Law Enforcement Reserve	-	-	-	-	-
Unassigned					
Unassigned Reserve	17,656,659	19,350,943	20,379,854	19,440,147	18,583,174
Total general fund	22,232,546	23,926,809	24,921,962	23,948,377	23,109,377
All other governmental funds:					
Restricted for:					
Community development projects	1,482,522	2,382,667	2,066,650	1,907,215	2,137,080
Public safety	171,928	193,941	243,642	235,752	286,848
Highways and streets	3,862,123	3,541,041	3,095,514	3,268,495	10,721,764
Capital projects	207,205	267,984	184,074	356,711	655,124
Debt service	3	29	80	199	361
Assigned to:					
Technology Reserve	-	-	-	-	-
Unassigned	(71,561)	18,047	(290,141)	(49,618)	(557,242)
Total all other governmental funds	5,652,220	6,403,709	5,299,819	5,718,754	13,243,935
Total fund balances	$ 27,884,766	$ 30,330,518	$ 30,221,781	$ 29,667,131	$ 36,353,312

Source: City Finance Department

2020	2021	2022	2023	2024
$ 4,496	$ 2,275	$ -	$ -	$ -
6,000,627	6,797,181	7,864,770	7,981,243	8,217,405
-	-		2,062	-
-	-	353,283	291,182	313,523
-	-	442,418	591,346	695,389
-	-		1,308,920	2,072,420
-	-	20,726	6,910	6,910
-	-		518,504	453,782
-	-	929,558	941,362	1,066,070
18,687,761	20,950,249	20,615,949	22,959,067	21,674,550
24,692,884	27,749,705	30,226,704	34,600,596	34,500,049
2,086,977	3,100,228	3,453,843	4,435,803	5,846,364
346,066	346,594	347,228	366,818	412,824
11,874,243	13,772,296	19,187,254	21,761,109	23,306,048
944,561	1,724,690	2,863,447	2,743,073	2,312,947
19	22,776	75	1,561	2,974
-	-	-	-	-
(351,346)	(144,722)	(187,428)	(725,794)	(415,323)
14,900,520	18,821,862	25,664,419	28,582,570	31,465,834
$ 39,593,404	$ 46,571,567	$ 55,891,123	$ 63,183,166	$ 65,965,883

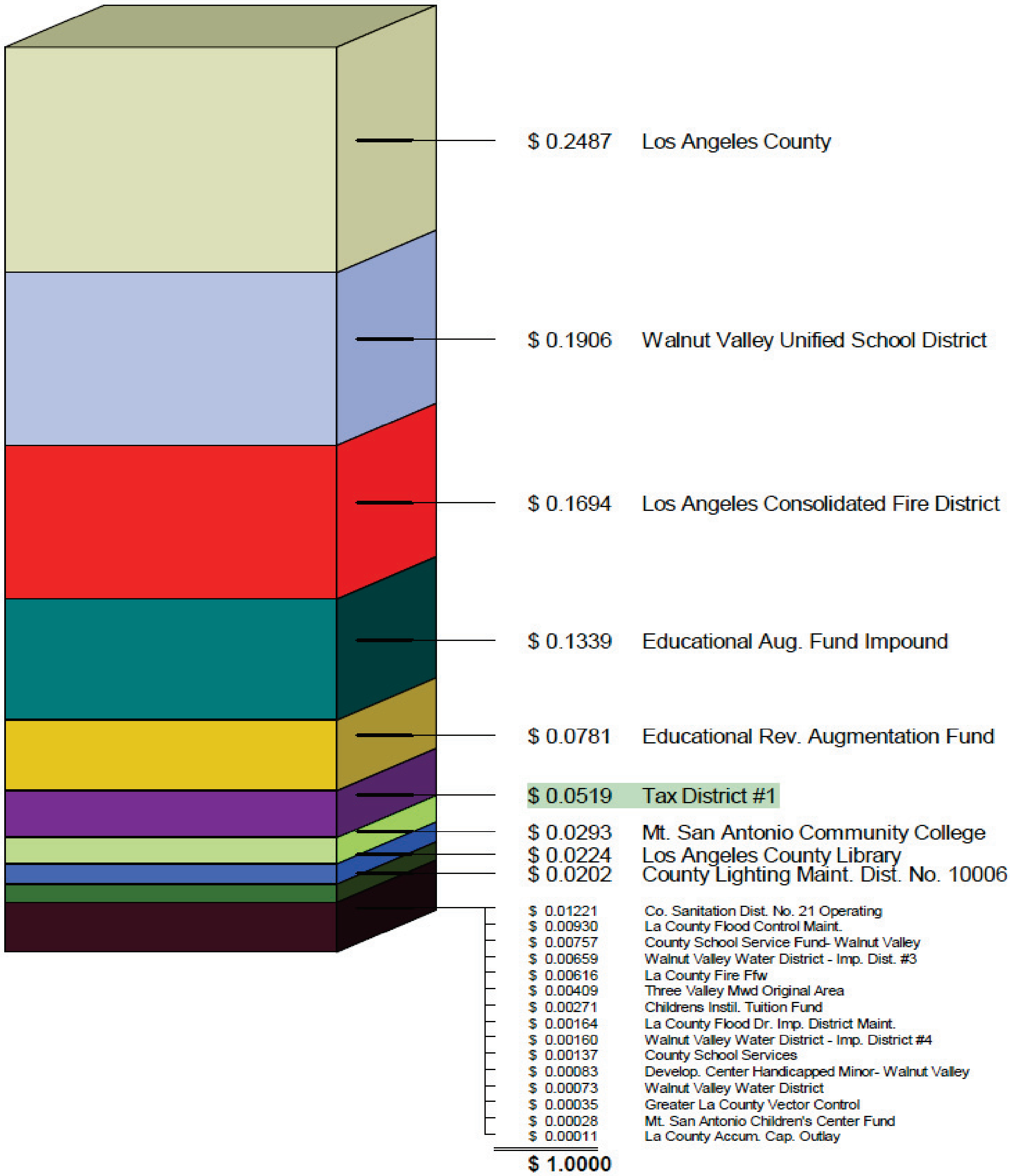
City of Diamond Bar
Changes in Fund Balances, Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	2015	2016	2017	2018	2019
Revenues:					
Taxes	$ 10,730,234	$ 12,930,081	$ 12,698,595	$ 13,031,475	$ 13,233,033
Special assessments	672,492	781,232	769,014	788,971	783,213
Intergovernmental	11,185,489	10,384,417	11,668,517	11,753,427	14,013,870
Charges for services	3,344,356	3,101,103	2,899,321	2,972,508	2,540,344
Fines and forfeitures	523,145	470,722	460,325	459,615	415,701
Licenses and permits	5,474,765	4,121,387	2,355,980	3,128,048	9,337,213
Use of money and property	273,656	563,300	28,478	39,014	1,361,323
Other	136,786	716,914	561,288	189,350	278,317
Total revenues	32,340,923	33,069,156	31,441,518	32,362,408	41,963,014
Expenditures:					
Current:					
General government	5,040,491	5,177,288	5,560,482	5,956,082	8,078,152
Public safety	5,914,404	6,201,985	6,576,954	6,898,325	7,136,362
Public works	5,216,083	5,531,705	8,964,282	9,298,972	8,653,425
Parks, recreation and culture	4,225,938	4,232,431	2,723,558	2,893,702	3,075,935
Community development	2,540,430	2,313,053	2,985,973	2,874,443	2,900,120
Capital outlay	4,646,891	5,598,997	3,041,443	3,230,907	2,709,445
Debt service:					
Principal retirement	365,000	385,000	400,000	420,000	440,000
Interest and fiscal charges	481,656	470,741	459,191	439,191	418,191
Total expenditures	28,430,893	29,911,200	30,711,883	32,011,622	33,411,630
Excess (deficiency) of revenues over (under) expenditures	3,910,030	3,157,956	729,635	350,786	8,551,384
Other financing sources (uses):					
Bond issued or refinancing	-	-	-	-	-
Bonds discount or premium	-	-	-	-	-
Payment to refunded bond escrow	-	-	-	-	-
Transfers in	7,084,629	7,287,721	6,395,368	6,758,082	5,962,151
Transfers out	(8,249,564)	(7,999,925)	(6,831,304)	(7,663,738)	(7,827,354)
Proceeds from sale of capital asset	-	-	-	-	-
Total other financing sources (uses)	(1,164,935)	(712,204)	(435,936)	(905,656)	(1,865,203)
Net changes in fund balances	$ 2,745,095	$ 2,445,752	$ 293,699	$ (554,870)	$ 6,686,181
Debt service as a percentage of noncapital expenditures	3.48%	3.24%	3.08%	2.95%	2.81%

Source: City Finance Department

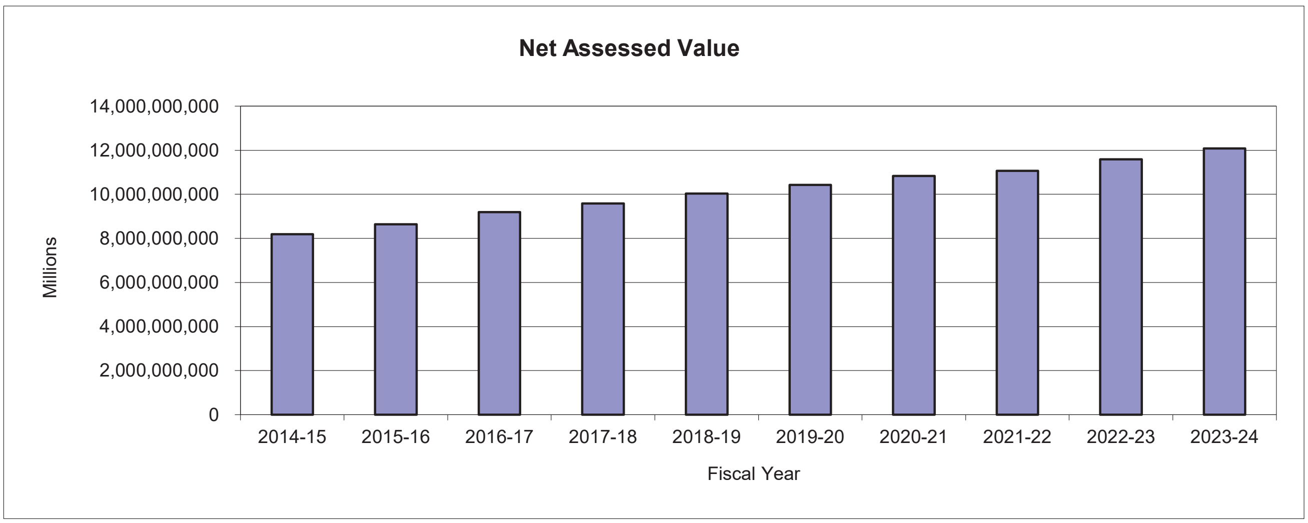
2020	2021	2022	2023	2024
$ 13,200,479	$ 13,498,926	$ 15,160,087	$ 16,445,551	$ 16,323,617
776,768	775,008	943,000	1,262,383	1,319,406
14,110,518	16,273,538	18,736,104	21,094,276	17,537,169
1,864,015	914,766	1,740,824	2,297,541	3,337,420
432,774	263,147	436,610	383,058	380,424
2,246,294	2,259,287	2,177,224	2,407,329	1,452,208
1,326,838	96,495	(867,840)	827,050	3,850,209
201,503	262,929	176,874	202,085	69,850
34,159,189	34,344,096	38,502,883	44,919,273	44,270,303
5,607,821	6,383,456	6,744,954	7,022,442	7,320,527
7,371,290	7,401,924	7,993,744	8,149,425	8,783,229
8,860,331	6,430,811	6,716,430	7,403,724	8,267,831
2,699,950	1,178,756	1,745,665	1,967,229	2,279,409
2,871,762	2,919,045	2,728,649	3,522,887	3,681,529
2,604,402	1,398,225	447,896	6,910,290	8,173,856
460,000	485,000	455,000	465,000	480,000
400,591	543,673	280,413	254,200	235,600
30,876,147	26,740,890	27,112,751	35,695,197	39,221,981
3,283,042	7,603,206	11,390,132	9,224,076	5,048,322
-	8,024,092	-	-	-
-		-	-	-
-	(7,839,852)	-	-	-
7,173,287	3,777,515	3,350,683	8,497,451	12,101,904
(7,622,283)	(4,586,798)	(5,124,966)	(10,429,484)	(14,367,509)
-	-	-	-	-
(448,996)	(625,043)	(1,774,283)	(1,932,033)	(2,265,605)
$ 2,834,046	$ 6,978,163	$ 9,615,849	$ 7,292,043	$ 2,782,717
3.03%	4.09%	2.76%	2.49%	2.30%

THE CITY OF DIAMOND BAR
PROPERTY TAX DOLLAR BREAKDOWN



City of Diamond Bar
Assessed and Estimated Actual Values of Taxable Property
2014/15 - 2023/24 Taxable Property Values
(unaudited)

Fiscal Year Ended June 30,	Real Property: Secured Property	Real Property: Unsecured Property	Other Property	Less Tax Exemptions	Total Taxable Assessed Value	Total Direct Tax Rate	% Change
2014-15	8,201,610,010	70,524,426	-	83,189,280	8,188,945,156	0.0526	5.64%
2015-16	8,649,508,385	72,343,401	-	85,103,082	8,636,748,704	0.0526	5.47%
2016-17	9,175,049,277	74,892,798	-	62,484,967	9,187,457,108	0.0525	6.38%
2017-18	9,589,040,619	76,356,565	-	78,363,662	9,587,033,522	0.0525	4.35%
2018-19	10,037,428,342	83,787,675	-	90,713,106	10,030,502,911	0.0525	4.63%
2019-20	10,435,977,033	76,572,055	-	93,257,612	10,419,291,476	0.0525	3.88%
2020-21	10,834,109,675	94,903,135	-	90,417,003	10,838,595,807	0.0524	4.02%
2021-22	11,071,176,004	93,096,143	1,199,912	93,033,033	11,071,239,114	0.0524	2.15%
2022-23	11,582,901,902	97,490,346	-	87,372,428	11,593,019,820	0.0524	4.71%
2023-24	12,071,506,492	105,461,086		97,994,848	12,078,972,730	0.0524	4.19%



Note: Exempt values are not included in Total Net Taxable Values.
The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

Source: HDL Coren & Cone and Los Angeles County Assessor's Combined Tax Rolls.

City of Diamond Bar
Direct and Overlapping Property Tax Rates
(Rate per $100 of Assessed Value)

Agency	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Basic Levy*	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Metropolitan Water District	0.004	0.004	0.004	0.004	0.004	0.004	0.004	0.004	0.004	0.004
Mt. San Antonio College	0.021	0.022	0.024	0.024	0.024	0.048	0.045	0.046	0.043	0.038
Pomona Unified School Dist	0.166	0.154	0.144	0.173	0.169	0.207	0.151	0.141	0.146	0.145
Walnut Valley Unified School Dist	0.115	0.093	0.066	0.074	0.106	0.095	0.099	0.101	0.101	0.107
Total Direct & Overlapping Tax Rates	**1.306**	**1.272**	**1.237**	**1.274**	**1.303**	**1.354**	**1.298**	**1.291**	**1.293**	**1.293**
City's Share of 1% Levy Per Prop 13*	0.0519	0.0519	0.0519	0.0519	0.0519	0.0519	0.0519	0.0519	0.0519	0.0519
General Obligation Debt Rate										
Redevelopment Rate*										
Total Direct Rate*	**0.0526**	**0.0526**	**0.0525**	**0.0525**	**0.0525**	**0.0524**	**0.0524**	**0.0524**	**0.0524**	**0.0524**

In 1978, California voters passed Proposition 13 which sets the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property resides within. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of any voter approved bonds for the Pomona Unified School District or Walnut Valley Unified School Districts in Diamond Bar depending on which school district the property is located in.

Overlapping rates are those of local and county governments that apply to property owners within the City. Not all overlapping rates apply to all city property owners.

RDA rate is based on the largest RDA tax rate area(TRA) and includes only rate(s) from indebtedness adopted prior to 1989 per California State statute. RDA direct and overlapping rates are applied only to the incremental property values.

Total Direct Rate is the weighted average of all individual direct rates applied by the government preparing the statistical section information.

City of Diamond Bar
Top 10 Property Taxpayers
Current Year and Nine Years Ago

2023-24	Sec & Unsecured Assessed Valuation	Percentage of Total Net Assessed Valuation
Apex 2015 LLC	$ 76,263,417	0.63%
Roic Diamond Hills Plaza LLC	57,967,898	0.48%
Emerald Pointe Apartments LLC	43,907,020	0.36%
Hua Qing Enterprise LLC	39,257,689	0.33%
BSP Senita Gateway Center LLC	37,323,509	0.31%
Target Corporation	34,415,346	0.28%
Bridgegate Drive Properties LLC	33,848,346	0.28%
Diamond Springs LLC	32,699,720	0.27%
Roic DBTC LLC Lessor	32,430,896	0.27%
Muller Rock 2 Gateway	30,935,199	0.26%
Top Ten Total	$ 419,049,040	3.47%
City Total	$ 12,078,972,730	

2014-15	Assessed Valuation	Percentage of Total Net Assessed Valuation
Roic California LLC	$ 48,217,907	0.59%
SRGMF South Grand Diamond Bar	45,449,908	0.56%
DB Gateway Corporate Inc.	40,000,000	0.49%
Pacifica Trenton Holdings-2 LLC	30,236,654	0.37%
Roic DBTC LLC	27,926,208	0.34%
Target Corporation	26,556,094	0.32%
Muller Rock 2 Gateway	26,254,959	0.32%
Millenium Diamond Road	23,869,795	0.29%
Foremost Diamond Ranch	18,841,989	0.23%
Margaret M Tam Trust Et Al	18,103,517	0.22%
Top Ten Total	$ 305,457,031	3.73%
City Total	$ 8,188,945,156	

Source: Hdl Coren & Cone.

City of Diamond Bar
Property Tax Levies and Collections
Last Ten Fiscal Years
(unaudited)

Fiscal Year Ended June 30	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of Levy		Collections in Subsequent	
		Amount	% to Levy	Years	% to Levy
2015	4,326,040	4,189,390	96.84%	136,650	3.16%
2016	4,568,789	4,412,561	96.58%	156,228	3.42%
2017	4,842,897	4,643,891	95.89%	199,007	4.11%
2018	5,081,117	4,838,019	95.22%	243,098	4.78%
2019	5,313,057	5,131,554	96.58%	181,503	3.42%
2020	5,540,291	5,267,524	95.08%	272,767	4.92%
2021	5,681,444	5,847,155	102.92%	-	0.00%
2022	5,871,398	5,881,098	100.17%	224,683	3.83%
2023	6,121,244	6,194,513	101.20%	-	0.00%
2024	6,377,702	6,427,105	100.77%	-	0.00%

Source: Los Angeles County Auditor/Controller.
City Finance Department

City of Diamond Bar
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years
(Unaudited)

	Governmental Activities					
Fiscal Year Ended June 30	Lease Revenue Bonds (a)	Unamortized Bond Premium (Discount)	Total Governmental Activities	Total Primary Government	% of Personal Income (b)	Debt Per Capita (b)
2015	10,420,000	201,475	10,621,475	10,621,475	0.55%	188
2016	10,035,000	187,349	10,222,349	10,222,349	0.53%	179
2017	9,635,000	173,223	9,808,223	9,808,223	0.50%	172
2018	9,215,000	159,097	9,374,097	9,374,097	0.48%	163
2019	8,775,000	144,971	8,919,971	8,919,971	0.43%	155
2020	8,315,000	130,845	8,445,845	8,445,845	0.40%	148
2021	6,735,000	1,289,092 *	8,024,092	8,024,092	0.38%	140
2022	6,280,000	1,181,668	7,461,668	7,461,668	0.33%	138
2023	5,815,000	1,074,244	6,889,244	6,889,244	0.29%	129
2024	5,335,000	966,820	6,301,820	6,301,820	0.25%	118

Note:
(a) Details regarding the City's outstanding lease revenue bonds can be found in the notes to the financial statements. See Financial Statement Note 5: Long-Term Liabilities for an explantion regarding the above amounts.

(b) Details regarding the City's population and personal income can be found in the Demographic and Economic Statistics Table.

* The increase in Unamortized Bond Premium is due to the refinancing of the City's lease revenue bonds.

Source: City Finance Department

City of Diamond Bar
Direct and Overlapping Debt
June 30, 2024
(unaudited)

	Total Debt	% Applicable To City (1)	City's Share of Debt
Direct Debt			
Diamond Bar Lease Revenue Bonds, 2021 Series A	$ 5,335,000	100.000	$ 5,335,000
Overlapping Debts (2)			
Metropolitan Water District	18,210,000	0.312	56,815
Mt San Antonio Community College District	867,726,492	10.362	89,913,819
Pomona Unified School District	442,151,336	18.270	80,781,049
Walnut Valley Unified School District	219,959,621	58.810	129,358,253
Total Overlapping Tax and Assessment Debts	$ 1,548,047,449		$ 300,109,936
Direct and Overlapping General Fund Debt			
Los Angeles County General Fund Obligations	2,479,229,730	0.602	14,924,963
Los Angeles County Superintendent of Schools Certificates of Participation	2,857,300	0.602	17,201
Los Angeles County Sanitation District No.21 Authority	0	0.000	0
Mt.San Antonio Community College District Certificates of Participation	0	0.000	0
Pomona Unified School District General Fund Obligations	3,925	18.270	717,098
City's General Fund Obligations (Lease Revenue Bonds, 2021 Series A)	5,335,000	100.000	5,335,000
Total Direct and Overlapping General Fund Debt	$ 2,487,425,955		$ 20,994,262
Total Overlapping Debt			$ 315,769,198
Grand Total Direct and Overlapping Debt:	$ 4,035,473,404		$ 321,104,198

Debt to Assessed Valuation Ratios:

2023/24 Net Assessed Valuation:	$ 12,078,972,730	Direct Debt	0.04%	$100
2023 City Population: 53,3335		Overlapping Debt	2.48%	$5,627
		Total Debt	2.66%	$5,727

Note:
(1) Percentage of direct and overlapping agency's assessed valuation located within boundaries of the city.
(2) The overlapping debt is the portion of a larger agency, and is responsible for debt in areas outside the city.

Source:
Hdl Coren & Cone
U.S. Census Bureau
City Finance Department

City of Diamond Bar
Computation of Legal Debt Margin
Last Ten Fiscal Years
(unaudited)

Fiscal Year	2024	2023	2022	2021	2020
Net assessed value	$ 12,176,967,578	$ 11,680,392,248	$ 11,165,472,059	$ 10,929,012,810	$ 10,419,291,476
Add back: Exemptions	97,994,848	87,372,428	94,232,945	90,417,003	93,257,612
Gross assessed value	12,274,962,426	11,767,764,676	11,259,705,004	11,019,429,813	10,512,549,088
Conversion percentage	25%	25%	25%	25%	25%
Adjusted assessed valuation	3,068,740,607	2,941,941,169	2,814,926,251	2,754,857,453	2,628,137,272
Debt limit percentage	15%	15%	15%	15%	15%
Debt limit	460,311,091	441,291,175	422,238,938	413,228,618	394,220,591
City Debts:					
Revenue bonds	5,335,000	5,815,000	6,280,000	8,315,000	8,315,000
Unamortized Bond Premium	966,820	1,074,244	1,181,668	130,845	130,845
Legal debt margin	$ 454,009,271	$ 434,401,931	$ 414,777,270	$ 404,782,773	$ 385,774,746

Fiscal Year	2019	2018	2017	2016	2015
Net assessed value	$ 10,030,502,911	$ 9,587,033,522	$ 9,187,457,108	$ 8,636,748,704	$ 8,188,945,156
Add back: Exemptions	90,713,106	78,363,662	62,484,967	85,146,082	83,189,280
Gross assessed value	10,121,216,017	9,665,397,184	9,249,942,075	8,721,894,786	8,272,134,436
Conversion percentage	25%	25%	25%	25%	25%
Adjusted assessed valuation	2,530,304,004	2,416,349,296	2,312,485,519	2,180,473,697	2,068,033,609
Debt limit percentage	15%	15%	15%	15%	15%
Debt limit	379,545,601	362,452,394	346,872,828	327,071,054	310,205,041
City Debts:					
Revenue bonds	8,775,000	9,215,000	9,635,000	10,035,000	10,420,000
Unamortized Bond Premium	144,971	159,097	173,223	187,349	201,475
Legal debt margin	$ 370,625,630	$ 353,078,297	$ 337,064,605	$ 316,848,705	$ 299,583,566

The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation. However, this provision was enacted when assessed valuation was based upon 25% of market value. Effective with the 1981-82 fiscal year, each parcel is now assessed at 100% of market value (as of the most recent change in ownership for that parcel). The computations shown above reflect a conversion of assessed valuation data for each fiscal year from the current full valuation the 25% level that was in effect at the time that the legal debt margin was enacted by the State of California for local government located within the state.

Source: Section 43605 of the California Government Code
Hdl Coren & Cone
City Finance Department

City of Diamond Bar
Demographic and Economic Statistics
(unaudited)

General Information

Date of Incorporation	April 18, 1989
Form of Government	Council-Manager
Area	14.88 Square Miles
Miles of Streets	132.3

Public Safety

Police Protection	Los Angeles County Sheriff Department
Fire Protection	Los Angeles County Fire Department

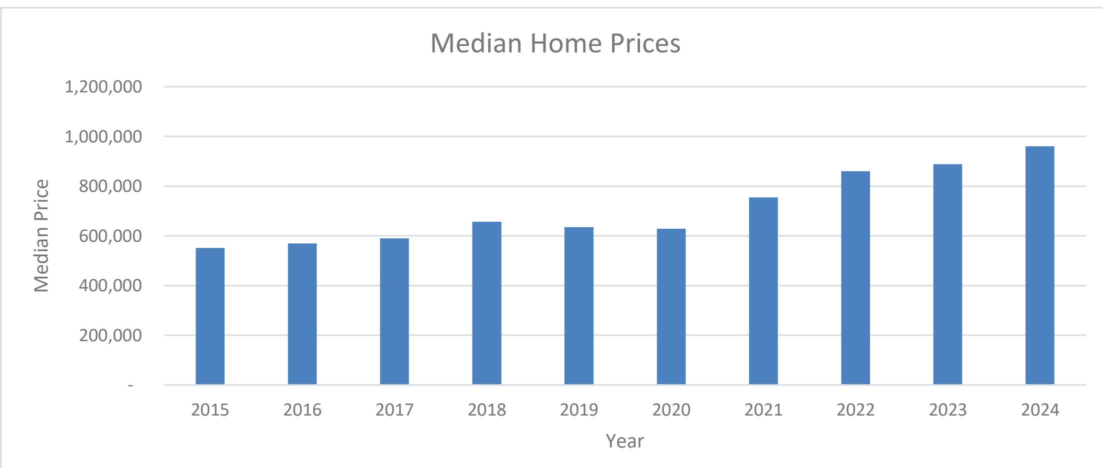
Education

School District	Pomona Unified School District
Schools	1 High School, 1 Middle School, & 4 Elementary Schools
School District	Walnut Valley Unified School District
Schools	1 High School, 2 Middle Schools, & 4 Elementary Schools

Population Distribution by Race (2020 US Census)	Total	Percent
Asian	32,540.48	58.40%
White	9,472.40	17.00%
Hispanic or Latino	10,363.92	18.60%
African American	2,005.92	3.60%
Others	1,337.28	2.40%

Single Family Residential Full Value Sales (01/01/2015-06/30/2024) *

Year	Full Value Sales	Average Price	Median Price	Median % Change
2015	726	626,515	551,000	2.99%
2016	837	628,252	570,000	4.22%
2017	745	645,253	589,500	3.42%
2018	647	704,743	657,500	11.93%
2019	663	701,439	635,000	-3.42%
2020	250 (Jan-Jun 2020)	656,486	629,000	-0.94%
2021	391	788,473	755,000	11.85%
2022	562	983,950	860,000	10.16%
2023	453	1,009,694	888,000	3.26%
2024	225	1,095,188	960,000	8.11%



* "Single Family Residential" includes both stand-alone homes and townhouses and condos with a common wall.

Notes and

Los Angeles County Recorder

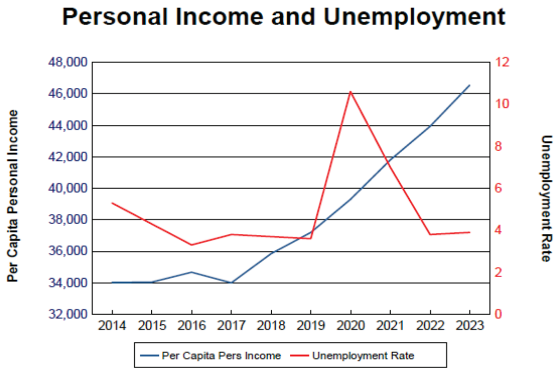
HdL Coren & Cone

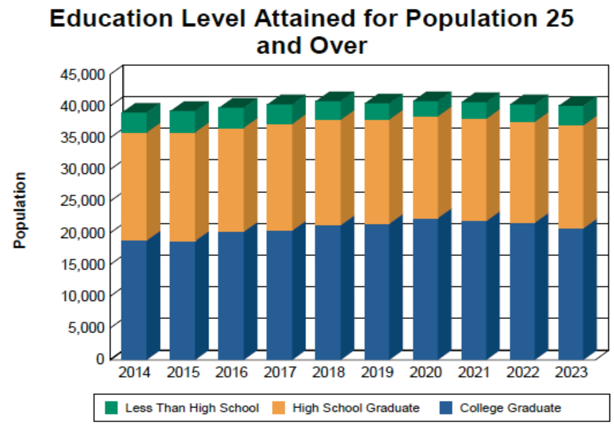
US Bureau of the Census. The official population census of the United States is conducted every ten years.

Median Household Income were obtained from U.S. Census Bureau, 2017 American Community Survey 1-Year Estimates.

City of Diamond Bar
Demographic and Econimic Statistics
(unaudited)

Calendar Year	Population	Personal Income (In Thousands)	Per Capita Personal	Median Househol Income	Unemploym Rate	Median Age	% of Pop 25+ with High School Degree	% of Pop 25+ with Bachelor's Degree
2014	56,426	1,919,782	34,023	84,705	5.3%	40.9	92.0%	48.4%
2015	57,081	1,943,144	34,041	85,505	4.3%	41.1	91.5%	47.9%
2016	57,066	1,978,657	34,673	89,409	3.3%	42.0	92.1%	50.9%
2017	57,460	1,953,402	33,995	94,630	3.8%	42.2	92.4%	50.7%
2018	57,495	2,061,233	35,850	98,660	3.7%	42.6	92.8%	52.1%
2019	57,177	2,127,028	37,200	101,862	3.6%	41.8	93.8%	53.2%
2020	56,717	2,228,525	39,292	118,892	10.6%	42.6	94.2%	54.9%
2021	54,204	2,265,532	41,796	107,322	7.0%	42.9	93.6%	54.0%
2022	53,381	2,344,903	43,927	113,824	3.8%	43.7	93.2%	53.8%
2023	53,335	2,482,197	46,539	112,451	3.9%	44.7	92.4%	51.9%





Notes and Data Sources:

Population: California State Department of Finance. Unemployment Data: California Employment Development Department
2000-2009 Income, Age, and Education Data: ESRI - *Demographic Estimates are based on the last available Census.* Projections are developed by incorporating all of the prior census data released to date. Demographic Data is totaled from Census Block Groups that overlap the City's boundaries
2010 and later - Income, Age and Education Data - US Census Bureau, most recent American Community Survey. Estimated Median Household Income - Nielsen Company.

City of Diamond Bar
Taxable Sales by Category
Last Ten Calendar Years
(in thousands of dollars)

	2023	2022	2021	2020	2019
Apparel Stores	$ 8,925	$ 8,547	$ 8,419	$ 5,748	$ 8,240
Food Stores	21,955	21,239	20,748	22,263	19,202
Eating and Drinking Places	84,603	81,992	72,395	49,816	66,156
Building Materials		-	-	-	-
Auto Dealers and Supplies	8,244	7,834	7,529	5,527	7,328
Service Stations	121,981	138,435	101,227	63,969	102,945
Other Retail Stores	64,395	66,896	54,654	53,356	62,312
All Other Outlets	354,913	326,061	198,965	175,218	193,417
Total	$ 665,015	$ 651,005	$ 463,937	$ 375,898	$ 459,600

Notes and Data Sources:

State Board of Equalization, California Department of Taxes and Fees Administration, State Controllers Office, and The HdL Companies.

Due to confidentiality issues, the names of the ten largest revenue payers are not available. The categories presented are intended to provide alternative information regarding the sources of the City's revenue.

	2018		2017		2016		2015		2014
$	7,871	$	2,008	$	2,347	$	2,104	$	1,949
	18,566		17,512		15,591		12,478		11,004
	64,383		64,415		59,746		56,886		54,421
	-		-		-		-		-
	6,510		6,737		7,470		7,649		7,659
	104,939		97,351		92,551		104,637		112,494
	65,370		63,167		62,492		61,234		68,035
	182,162		195,099		193,416		161,467		53,764
$	449,802	$	446,289	$	433,613	$	406,455	$	309,326

City of Diamond Bar
Full-time and Part-time City Government Employees
by Function/Program

	Fiscal Year Ended June 30,2024										
Function	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
General government	26	27	26	22	29	27	27	27	25	25	24
Part-time*	1	1	1	1.01							
Community development	11	11	8	8	9	9	8	9	9	8	8
Part-time*	1	0	1	0.25	0	0	0	0	0		
Public works	16	14	13	15	18	14	17	17	10	9	8
Part-time*	0	1	3	1.15							
Community services	0	0	0	0	0	0	0	0	14	15	14
Part-time*	0	0	0	0	0	0	0	0	56	58	60
Parks & recreation	11	11	11	11	10	11	9	9	0	0	0
Part-time & Seasonal*	66	53	50	24.68	52	51	65	50	0	0	0
Total	132	118	113	83.09	118	112	126	112	114	115	114

Note:
The City is a contract city and as such contracts for many of its services. This includes police services, fire services, building and safety services, engineering, road maintenance and landscape maintenance.
A full-time employee is scheduled to work 2,080 hours per year (including vacation and sick leave).

Beginning In FY2017, part of the former Community Services Department, road maintenance and landscape maintenance, has been centralized in Public Works.

* Part-time/Seasonal staff reported as Full-time Equivalent beginning FY 2020-21

Full-Time Employee count includes only active employees as of 6/30/2024

Source: City Finance Department

City of Diamond Bar
Operating Indicators by Function
Last Ten Fiscal Years

Function	Fiscal Year Ended June 30,2024				
	2024	2023	2022	2021	2020
Police:(in fiscal year) (1)					
Physical arrests	353	462	457	483	564
Street Sweeping Parking Citation	2,695	3,668	5,726	2,846	4,450
Fire: (in fiscal year) (2)					
Number of incident calls	3,566	3,576	3,566	3,237	3,014
Inspections	1,111	1,433	226	988	941
Public works: (in fiscal year) (3)					
Street resurfacing (miles)	23.0	19.6	19.7	1.1	16.5
Parks and recreation:(in fiscal year)(4)					
Number of recreation classes(5)	843	838	668	450	1,547
Number of facility rentals	6,887	6,217	3,900	1,219	2,766

Function	Fiscal Year Ended June 30,				
	2019	2018	2017	2016	2015
Police: (1)					
Physical arrests	653	493	636	702	522
Street Sweeping Parking Citation	5,256	5,367	5,289	5,682	5,887
Fire: (2)					
Number of emergency calls	3,207	3,362	3,331	3,180	2,820
Inspections	1,151	1,403	1,336	1,667	1,413
Public works: (3)					
Street resurfacing (miles)	12.3	17.2	14.4	19.3	17.0
Parks and recreation:(4)					
Number of recreation classes	2,461	2,461	2,338	2,546	2,591
Number of facility rentals	4,610	4,610	4,316	4,804	4,491

Sources:
(1) Police Walnut/Diamond Bar Station
(2) LA County Fire Dep East Regional Operation Bureau
(3) City Public Works Department
(4) City Community Services Department
(5) Includes online classes

Note: Indicators are not available for the general government function.

City of Diamond Bar
Capital Asset Statistics by Function
Last Ten Fiscal Years

Fiscal Year Ended June 30, 2024

Function	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Public safety (1)										
Police:										
Station	1	1	1	1	1	1	1	1	1	1
Patrol units (all shifts combined)	17	17	18	18	18	18	18	18	18	18
Fire stations (2)	3	3	3	3	3	3	3	3	3	3
Highways and streets (3)										
Streets (miles)	132.3	132.3	132.3	132.3	132.3	132.3	132.3	130.9	130.9	129.4
Streetlights	314	314	314	314	314	314	307	307	294	294
Traffic signals	76	76	76	76	76	76	76	76	74	74
Culture and recreation (4)										
Parks Acreage	79.4	79.4	79.4	79.4	79.4	79.4	79.4	72.6	67.9	67.9
Hiking Trails	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.0	4.0
Parks	17	17	17	17	17	17	17	16	15	15
Public Tennis courts	7	7	7	8	8	8	8	8	8	8
Community centers	3	3	3	3	3	3	3	3	3	3
Golf Course (5)										
County golf course	1	1	1	1	1	1	1	1	1	1
Sewer (3)										
Sanitary sewers (miles)	161.53	161.53	161.53	161.38	161.38	161.38	161.38	161.38	161.21	161.21

Sources:
(1) Police Walnut/Diamond Bar Station
(2) LA County Fire Department, Division VIII Office
(3) City Public Works Department
(4) City Community Services Department
(5)LA County Golf Course

Note:
The City is a contract city and as such contracts for many of its services. This includes police services, fire services, building and safety services, engineering, road maintenance and landscape maintenance.

No capital asset indicators are available for the general government function.

CITY OF DIAMOND BAR CALIFORNIA

City of Diamond Bar Finance Department
21810 Copley Drive, Diamond Bar, CA 91765
909-839-7050 | www.diamondbarca.gov

Agenda #: *7.2*
Meeting Date: *January 21, 2025*

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

TITLE: **APPROVAL OF A REAL PROPERTY TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS WITH THE DIAMOND BAR LITTLE LEAGUE FOR PROPERTY LOCATED AT 22601 SUNSET CROSSING ROAD.**

STRATEGIC GOAL: *Safe, Sustainable & Healthy Community*

RECOMMENDATION:

Approve Resolution No. 2025-03, a Resolution of the City Council of the City of Diamond Bar approving a Real Property Transfer Agreement and Escrow Instructions with the Diamond Bar Little League for property located at 22601 Sunset Crossing Road.

FINANCIAL IMPACT:

Upon approval of the Resolution and associated Real Property Transfer Agreement and Escrow Instructions ("Transfer Agreement") and Facilities Use Agreement, the City would be responsible for escrow services of approximately $5,000. Upon completion of the transfer, the City would be responsible for maintenance costs of $750,000 to $1,000,000 to bring the existing fields into playable condition. Annual maintenance costs thereafter are expected to range from $100,000-$150,000.

Future design and construction costs for a full renovation of the property are unknown at this time, but are expected to exceed $20,000,000 depending on design features. Future annual maintenance costs are unknown at this time and are also dependent upon design features.

BACKGROUND:

For more than 50 years, Diamond Bar PONY/Little League ("PONY") has operated a volunteer-driven non-profit youth baseball league for local participants. At its peak, PONY served an estimated 1,600 participants across all age levels. As local preferences and demographics have changed and competing youth sports options in the area have increased, PONY participation levels have decreased significantly. In 2023 data submitted to the City by PONY, total participation was between 186 (96 residents) in the spring season and 135 (56 residents) in the fall season. 2024 participation fell to approximately 110 participants.

Since 1969, PONY has hosted games and practices at the league-owned Stevens Field facility, located at 22601 Sunset Crossing Road in Diamond Bar (“PONY property”). The PONY property is approximately 10.23 acres and features four unlit baseball fields (one of which is abandoned/unmaintained), batting cages, seating areas, and a number of outbuildings. The site is located directly across the street from the YMCA Early Learning facility and immediately adjacent to a City-owned undeveloped park site. The property’s deed restricts the property to be used “for the benefit of the people of the community of Diamond Bar”.

Declining enrollment over a number of years has made it fiscally unsustainable for PONY to maintain the Stevens Field property. In early 2024, unpaid tax assessments led the Stevens Field property to be listed on the Los Angeles County Treasurer and Tax Collector’s list of properties that are tax defaulted and subject to the Tax Collector’s power to sell. This list is first provided to public agencies for review to determine if any are suitable for public purposes, including parks, open space, and recreational uses. If a public agency identifies a property that could suit such a purpose, it may acquire the property via a Chapter 8 Agreement Sale.

On February 20, 2024, the City Council took action to acquire the property via the Chapter 8 process. Following the Council’s action, the PONY Board of Directors (“Board”) chose to use reserves to extinguish the tax debt and retain ownership of the property to facilitate the 2024 season for existing participants. Simultaneously, City staff and the Board began discussions about the future of the program and facility and the potential for City ownership. On June 3, 2024, the PONY Board submitted a formal offer to transfer the property to the City at no cost, with the following terms:

1. During the period in which the City owns the facility and operates existing athletic facilities, PONY requests:

    - Priority access to baseball fields during spring, fall, and all-stars seasons.
    - The ability to store league equipment on site.

2. In the event the City redevelops the facility into a new park with new athletic facilities available for public use, PONY requests the following:

    - Priority access to baseball fields during the spring, fall, and all-star seasons.
    - Access to a snack bar facility
    - Access to a community room, with the vision that this amenity be available as a central meeting location for local non-profit youth sports programs.
    - Inclusion of a plaque or history wall highlighting the history of Stevens Field, the Stevens family, and the leagues players and volunteers.

These terms were presented to the City Council, which directed staff and the City Attorney to proceed with the transfer process, which commences with the approval of the attached Transfer Agreement Facilities Use Agreement.

The Transfer Agreement is the vehicle in which the ownership of the property would be transferred in as-is condition to the City at the end of a 60-day escrow period. At the close of escrow, the City will receive title insurance in the sum of $920,000 to protect it against any deficiencies in title, with the exception of current year taxes/assessments. The Transfer Agreement also establishes standard warranties, representations, and covenants of PONY regarding the property, attesting that it has no knowledge of hazardous substances, spills, and underground tanks, pending litigation or condemnation proceedings, or any other legal or environmental issue that would detrimentally impact the city upon transfer.

The Facilities Use Agreement memorializes PONY's specific requests as listed above and establishes ongoing terms and conditions for use, remaining in effect so long as the PONY organization continues to exist in good standing.

At the January 14, 2025 meeting, the Planning Commission adopted a resolution finding the acquisition of the PONY property to be in conformance with the General Plan.

ANALYSIS:

If acquired, the PONY property provides this City with a large, flat parcel in an otherwise parkless neighborhood, leveraging the adjacent City-owned 2.78-acre undeveloped park site to create a 13-acre community park with amenities attractive to residents of all ages, interests, and activity levels. The development process would commence with the procurement of a qualified architect to develop design alternatives informed by a comprehensive public outreach and engagement process that would likely include surveys, mailings, and public meetings. Conceptual design and outreach costs are unknown at this time are expected to start at approximately $150,000.

Funding to construct a new park on the PONY property has not been secured. The City Council-adopted 2024-25 five-year Capital Improvement Program ("CIP") includes over $141,000,000 in various public infrastructure improvements, with approximately $88,000,000 of this total unfunded. To fund the development of a new park and other CIP projects, it is likely that the Council will need to reprioritize, delay, or eliminate some CIP projects and/or consider voter-approved funding mechanisms such as a local Transactions and Use Tax, the issuance of general obligation bonds, or the establishment of a facilities or infrastructure district.

In the interim, the property's current condition is not conducive to City athletic facility use allocations. If acquired, it will be recommended that the City appropriate funding to improve playability on three of the four existing fields, remove existing hazards, and complete basic maintenance of existing trees and landscaping. It is anticipated that the work to achieve playability will take approximately six months to complete and cost between $750,000 to $1,000,000. When completed, the newly maintained fields will provide additional capacity for a variety of youth and adult sports, including baseball, softball, soccer, and football, among others, ultimately reducing existing allocation impacts on City facilities like Pantera and Peterson Parks. During the approximately six-month maintenance period, the City will work with PONY to temporarily allocate City facilities necessary to facilitate the 2025 season.

The acquisition of the Property is categorically exempt from the California Environmental Quality Act pursuant to California Public Resources Code Section 21080.28 (the acquisition of the Property for preservation of open space or park purposes). Furthermore, the transfer of ownership of land to create parks is also exempted from the Act per the Act's Guidelines, 14 CCR Section 15316.

LEGAL REVIEW:

City Attorney has reviewed and approved the Resolution, Transfer Agreement, Facility Use Agreement, and this report.

PREPARED BY:

Ryan McLean

Ryan McLean, Assistant City Manager 1/21/2025

REVIEWED BY:

Ryan McLean

Ryan McLean, Assistant City Manager 12/4/2024

Jason Jacobsen

Jason Jacobsen, Finance Director 12/9/2024

Kristina Santana

Kristina Santana, City Clerk 12/11/2024

Daniel Fox

Daniel Fox, City Manager 1/16/2025

Attachments:
1. 7.2.a Resolution No. 2025-03
2. 7.2.b Transfer Agreement and Escrow Instructions
3. 7.2.c Facilities Use Agreement

RESOLUTION NO. 2025-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR APPROVING A REAL PROPERTY TRANSFER AGREEMENT AND ESCROW INSTRUCTIONS WITH THE DIAMOND BAR LITTLE LEAGUE FOR PROPERTY LOCATED AT 22601 SUNSET CROSSING ROAD.

WHEREAS, the Diamond Bar Little League, Inc., d.b.a. Diamond Bar Pony Baseball ("PONY") is the owner of real property located at the 22601 Sunset Crossing Road in the City of Diamond Bar with APN Nos. 8718-005-005 and 006, which is generally open space land developed with baseball fields (the "Property");

WHEREAS, the Property is subject to reservations and restrictions having been donated to PONY for the benefit of the people of the community of Diamond Bar and requiring that if PONY or successors cease to exist then the Property shall be transferred to the Diamond Bar-Walnut Branch of the YMCA should the YMCA is at the time of the transfer the owner of Parcel 2 of Parcel Map No. 12778 or if the YMCA ceases to exist or does not own said Parcel 2, then to the City of Diamond Bar ("City");

WHEREAS, the City is the current owner of said Parcel 2 of Parcel Map No. 12778 and is the entity entitled to receive the transfer of the Property;

WHEREAS, PONY has offered to transfer the Property to the City and the City desires to acquire the Property from PONY;

WHEREAS, the City Council has reviewed the Real Property Transfer Agreement and Escrow Instructions and Facilities Use Agreement attached and incorporated thereto pertaining to the transfer of the Property from PONY to City along with the conditions and stipulations of the Parties thereto; and

WHEREAS, pursuant to California Public Resources Code Section 21080.28, the acquisition of the Property for preservation of open space or park purposes is categorically exempt from the California Environmental Quality Act and the transfer of ownership of land to create parks is further exempted from the Act per the Act's Guidelines, 14 CCR Section 15316.

NOW, THEREFORE, BE IT RESOLVED by the City Council that the Real Property Transfer Agreement and Escrow Instructions and Facilities Use Agreement attached hereto are hereby approved and the City Manager is hereby authorized to execute the same, and to execute the certificate of acceptance and all other documents necessary and appropriate to carry out and implement the Agreement, and to make minor modifications as it may be deemed necessary.

PASSED, APPROVED, AND ADOPTED this 21st day of January, 2025.

CITY OF DIAMOND BAR

____
Chia Yu Teng, Mayor

ATTEST:

I, Kristina Santana, City Clerk of the City of Diamond Bar, do hereby certify that the foregoing Resolution was passed, approved and adopted at a regular meeting of the City Council of the City of Diamond Bar held on the 21st day of January 2025 by the following vote:

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

____
Kristina Santana, City Clerk

REAL PROPERTY TRANSFER AGREEMENT

AND

ESCROW INSTRUCTIONS

This REAL PROPERTY AGREEMENT AND ESCROW INSTRUCTIONS (this "Agreement") is dated as of January 21, 2025 (the "Effective Date"), and is entered into by and between the **CITY OF DIAMOND BAR**, a California municipal corporation (the "**Transferee**"), and **DIAMOND BAR LITTLE LEAGUE, Inc.**, a California nonprofit corporation d.b.a. Diamond Bar Pony Baseball ("**Transferor**").

RECITALS

A. Transferor is the owner of certain land in the City of Diamond Bar, County of Los Angeles, State of California with APN Number 8718-005-005 and 8718-005-006 located at 22601 Sunset Crossing Road, Diamond Bar CA 91765 that is developed with baseball fields and more particularly described on **Exhibit "A"** attached hereto and made a part hereof, together with all improvements thereon, and all rights and appurtenances pertaining to such land (collectively, the "Property").

B. The Property is subject to reservations and restrictions having been donated to the Transferor for the benefit of the people of the community of Diamond Bar and requiring that if Transferor or successors cease to exist then the Property shall be transferred to the Diamond Bar-Walnut Branch of the YMCA should the YMCA is at the time of the transfer the owner of Parcel 2 of Parcel Map No. 12778 or if the YMCA ceases to exist or does not own said Parcel 2, then to the Transferee.

C. Transferee is the current owner of said Parcel 2 of Parcel Map No. 12778 and is the entity entitled to receive the transfer of the Property.

D. Transferee desires to acquire the Property from Transferor, and Transferor desires to transfer the Property to Transferee.

NOW, THEREFORE, in consideration of the terms and conditions of this Agreement and for other valuable consideration, the receipt of which is hereby acknowledged, Transferee and Transferor hereby agree as follows:

1. Transfer of Property. Subject to and in accordance with the terms and conditions hereinafter set forth, Transferor agrees to transfer the Property to Transferee, and Transferee agrees to accept the transfer of the Property from Transferor in its "as is" condition.

2. Escrow; Outside Closing Date. Promptly after their execution of this Agreement, the parties shall open escrow (the "Escrow") at First American Title Insurance Company (the "Escrow Holder"), located at 18500 Von Karman Avenue, Suite 600, Irvine, CA 92612, Attn.: Lani Evanoff, National Senior Commercial Escrow Officer, tel.: (949) 885-2448, email: levanoff@firstam.com, and the parties shall promptly deliver to Escrow Holder a fully executed copy of this Agreement. The "Close of Escrow" shall be the date that a grant deed for the Property in favor of Transferee is recorded in

the Official Records of the Los Angeles County Recorder's Office and the Title Company (defined in Section 4(b) shall have committed to issue the Title Policy (defined in Section 5) to Transferee. The Close of Escrow shall occur on or before the date that is sixty (60) days after the Effective Date (the "Outside Closing Date"); provided that the parties have the option to extend the Outside Closing Date by mutual consent. The parties must notify Transferee and Escrow Holder in writing at least twenty (20) calendar days prior to the then applicable Outside Closing Date to exercise the option to extend.

3. Consideration. In addition to being the entity entitled to receive the transfer of the Property pursuant to the conditions of the grant to Transferor, Transferee agrees to permit Transferor to continue to operate its little league program on the Property and to provide Transferor priority access for use of the Property subject to and pursuant to the Facilities Use Agreement attached hereto as **Exhibit "D"**.

4. Delivery of Documents and Possession on the Close of Escrow.

(a) On the Close of Escrow, Transferor shall cause to be delivered to Transferee a duly executed and acknowledged Grant Deed in the form attached as **Exhibit "B"** attached hereto (the "Grant Deed") conveying to Transferee all of Transferor's interest in the Property subject only to the Permitted Title Exceptions (as hereinafter defined), as provided below.

(b) At the Close of Escrow, Transferee shall receive an ALTA Title Policy (as defined in Section 5) in the sum of Nine Hundred Twenty Thousand Dollars ($920,000) issued by First American Title Insurance Company (the "Title Company") insuring in Transferee fee simple title to the Property, free and clear of all liens and encumbrances other than the Permitted Title Exceptions (as defined in Section 5).

(c) At the Close of Escrow, Transferor shall deliver possession of the Property to Transferee free and clear of any possessory interests in the Property.

5. Title and Title Insurance.

(a) Within fifteen (15) days after the Effective Date, Transferee shall receive a title commitment for the Property from the Title Company together with copies of all instruments noted as exceptions therein and plotted on plot map (the "Title Commitment") and the most recent ALTA survey of the Property in Transferor's possession or under Transferor's control, if any (the "Existing Survey"). Transferee shall have the right in its sole and absolute discretion to update the Existing Survey, or prepare a new ALTA survey, at Transferee's cost (such updated or new survey is hereinafter referred to as the "Survey"), provided that Transferee's and its contractors' entry onto the Property shall be subject to Section 9 below.

(b) Transferee shall have thirty (30) days to disapprove any exceptions to title shown on the Title Commitment or reflected on the Survey (collectively, "Disapproved Exceptions") and to provide Transferor with notice of disapproval in writing describing the defect with reasonable particularity (the "Disapproval Notice"). The thirty (30) day period is hereinafter referred to as the "Due Diligence Period." Any exceptions to title not approved or disapproved by Transferee within the Due Diligence Period shall be deemed disapproved. Within five (5) days after Transferor's receipt of a Disapproval Notice (or five (5) days after the Due Diligence Date for exceptions that are deemed disapproved), Transferor shall notify Transferee in writing whether Transferor intends to remove the Disapproved Exceptions. If Transferor notifies Transferee of an intention to eliminate the Disapproved Exceptions, Transferor shall do so prior to the Close of Escrow. If Transferor indicates to Transferee in writing within the time allowed that Transferor does not intend to remove any of the Disapproved Exceptions (or if an exception is deemed disapproved), then Transferee, by notifying in writing Transferor within five (5) days of Transferor's notice to Transferee, may elect to terminate this Agreement or to take the Property subject to the Disapproved Exceptions. The policy of title insurance shall include such endorsements as Transferee shall request, but any title policy endorsements shall be paid for by Transferee. Whether or not Transferee shall have furnished to Transferor any notice of Disapproved Exceptions pursuant to the foregoing provisions of this Agreement, Transferee may, at or prior to the Close of Escrow, notify Transferor in writing of objections to any title exceptions (including any matters reflected on the Survey) raised by the Title Company or the surveyor after the Due Diligence Period or Transferee's response to title matters, whichever is earlier. With respect to any Disapproved Exceptions set forth in such notice, Transferee shall have the right to accept title subject to such matters or to terminate this Agreement.

(c) Transferee's fee title to the Property shall be insured at the Close of Escrow by an ALTA Coverage Owner's Policy of Title Insurance in the amount of $920,000.00, issued by the Title Company together with all endorsements requested by Transferee (collectively, the "Title Policy"). The Title Policy shall insure Transferee's fee interest in the Property free and clear of all liens, encumbrances, restrictions, and rights-of-way of record, subject only to the following (the "Permitted Title Exceptions"):

(1) Real property taxes and/or assessments for the then current tax fiscal year which are a lien not yet due and payable;

(2) Those title exceptions approved by Transferee.

(d) Transferor shall not improve, alter, encumber, lease or agree to sell the Property or any portion thereof or interest therein to any other party during the period from the Effective Date to the Close of Escrow or the date of the termination of this Agreement, as applicable.

6. Deposit of Documents and Funds in Escrow.

(a) Transferor and Transferee, as applicable, hereby covenant and agree to deliver to Escrow Holder at least one (1) day prior to the Close of Escrow the following instruments, documents, and funds, the delivery of each of which shall be a condition of the Close of Escrow.

(b) Transferor shall deliver:

1. The Grant Deed duly executed and acknowledged by Transferor;

2. A Withholding Exemption Certificate Form as contemplated by California Revenue and Taxation Code §18662 (the "Withholding Affidavit") duly executed by Transferor, if required;

3. A Certification of Non-Foreign Status in accordance with Internal Revenue Code Section 1445 duly executed by Transferor, if required;

4. Such proof of Transferor's authority and authorization to enter into this transaction as the Title Company may reasonably require in order to issue the Title Policy.

(c) Transferee shall deliver:

1. Such funds as are required to pay for costs and expenses payable by Transferee hereunder;

2. A Certificate of Acceptance for the Grant Deed;

3. Such proof of Transferee's authority and authorization to enter into this transaction as the Title Company may reasonably require in order to issue the Title Policy; and

7. Authorization to Record Documents and Disburse Funds. Escrow Holder is hereby authorized to record the documents and disburse the funds and distribute the documents called for hereunder upon the Close of Escrow, provided each of the following conditions has then been fulfilled:

(a) The Title Company can issue the Title Policy, with a liability amount equal to $920,000.00, showing fee title to the Property vested in Transferee, subject only to the Permitted Title Exceptions.

(b) Escrow Holder shall have received Transferee's authorization to close and Transferee's notice of approval or satisfaction or waiver of all of the contingencies/conditions to Transferee's obligations hereunder, as provided for in Section 13 below;

(c) Escrow Holder shall have received Transferor's authorization to close and Transferor's notice of approval or satisfaction or waiver of all of the contingencies/conditions to Transferor's obligations hereunder, as provided for in Section 14 below; and

(d) Transferor and Transferee shall have deposited in Escrow the documents and funds required pursuant to Section 6 above.

Unless otherwise instructed in writing, Escrow Holder is authorized to record at the Close of Escrow any instrument delivered through this Escrow if necessary or proper for the issuance of the Title Policy.

8. Escrow Charges and Prorations.

(a) Transferee shall pay all escrow fees and charges of Escrow Holder, and the cost of the premium for the Owner's Title Policy.

(b) The following shall be apportioned with respect to the Property as of 12:01 a.m., on the day on which the Close of Escrow occurs, as if Transferee were vested with title to the Property during the entire day upon which the Close of Escrow occurs:

1. taxes and assessments levied against the Property;

2. any operating expenses or other items pertaining to the Property.

(c) Notwithstanding anything contained in Section 8(b), any installment of taxes or assessments for the current year paid at or prior to the Close of Escrow shall be prorated based upon the amounts actually paid. If taxes and assessments for the current year have not been paid before the Close of Escrow, Transferor shall be charged at the Close of Escrow an amount equal to that portion of such taxes and assessments which relates to the period before the Close of Escrow and Transferee shall pay the taxes and assessments prior to their becoming delinquent. Any such apportionment made with respect to a tax year for which the tax rate or assessed valuation, or both, have not yet been fixed shall be based upon the tax rate and/or assessed valuation last fixed. To the extent that the actual taxes and assessments for the current year differ from the amount apportioned at the Close of Escrow, the parties shall make all necessary adjustments by appropriate payments between themselves following the Close of Escrow. All delinquent taxes and assessments (and any penalties therein) for periods prior to the Close of Escrow, if any, affecting the Property shall be paid by Transferor.

(d) All prorations shall be determined on the basis of a 360-day year. The provisions of this Section 8 shall survive the Close of Escrow.

9. <u>Documents and Reports; Due Diligence Date and Due Diligence Period; Access</u>. Transferor hereby represents and warrants that it has provided to Transferee copies of any and all permits, leases, licenses, agreements, contracts, documents, studies, and reports relating to the condition of the Property or otherwise relating to the Property, including any material analyses, all surveys, all environmental site assessments, and if material, other documents, in Transferor's possession or under Transferor's control (collectively, "Documents and Reports").

Until the end of the Due Diligence Period, Transferee may inspect the Documents and Reports and Transferee and its contractors shall have the right to enter upon the Property during the Due Diligence Period to make inspections and other examinations of the Property, including without limitation, the right to perform surveys, soil and geological tests of the Property and the right to perform environmental site assessments and studies of the Property. In the event that Transferee elects not to purchase the Property due to a matter disclosed by the Documents and Reports or due to the condition of the Property, Transferee shall so notify Transferor by the Closing Date and this Agreement shall automatically terminate.

10. <u>Indemnification</u>. Transferor hereby agrees to indemnify Transferee against, and to hold Transferee harmless and, at the option of Transferee, defend Transferee, its officers, directors, employees, agents and representatives (collectively, "Indemnified Parties") with counsel approved by Transferee, from all claims, liabilities, losses, damages, costs and expenses, including, without limitation, legal fees and disbursements, incurred by Indemnified Parties by reason of any claims or litigation relating to the Property that arises from acts, occurrences, omissions or other matters, including that took place on or about the Property prior to the Close of Escrow. The provisions of this Section 10 shall survive the Close of Escrow, the termination of this Agreement and/or the delivery of the Grant Deed.

11. Warranties, Representations and Covenants of Transferor Regarding The Property. Transferor hereby represents, warrants and covenants to Transferee the following, it being expressly understood and agreed that all such representations, warranties and covenants shall survive the Close of Escrow and delivery of the Grant Deed:

(a) Hazardous Substances.

1. Except as disclosed in the Documents and Reports, to the best of Transferor's knowledge, the Property is free and has always been free from Hazardous Substances (as defined in **Exhibit "C"**) and is not and has never been in violation of any Environmental Laws (as defined in **Exhibit "C"**).

2. To the best of Transferor's knowledge, there are no buried or partially buried storage tanks located on the Property.

3. Transferor has received no written notice, warning, notice of violation, administrative complaint, judicial complaint, or other formal or informal notice alleging that conditions on the Property are or have been in violation of any Environmental Law, or informing Transferor that the Property is subject to investigation or inquiry regarding Hazardous Substances on the Property or the potential violation of any Environmental Law.

4. Except as disclosed in the Documents and Reports, there is no monitoring program required by the Environmental Protection Agency or any similar state agency concerning the Property.

5. Except as disclosed in the Documents and Reports, to the best of Transferor's knowledge, no toxic or hazardous chemicals, waste, or substances of any kind have ever been spilled, disposed of, or stored on, under, or at the Property, whether by accident, burying, drainage, or storage in containers, tanks, or holding areas, or by any other means.

6. To the best of Transferor's knowledge, the Property has never been used as a dump or landfill.

7. Transferor has disclosed to Transferee all information, records, site assessment reports, remedial action plans and studies maintained by Transferor in connection with the Property and concerning Hazardous Substances, including, but not limited to, all of such information, records, reports and studies pertaining to the types and locations thereof. As part of this representation, Transferor shall provide Transferee a Natural Hazards Disclosure Statement in accordance with California Civil Code Section 1103.2. Transferor has produced a list of all information, records, reports and studies maintained by Transferor or under Transferor's control in connection with the Property concerning Hazardous Substances and all existing orders and directives from or agreements with any governmental agency pertaining to the environmental condition of the Property and any requests for information, documents, access or investigation pertaining thereto.

8. Transferor has made available to Transferee all subpoenas, and all orders, directives and other requests for information from any government agency relating to Hazardous Substances and the Property, and all documents supplied by Transferor to a government agency in response. Transferor also has made available to Transferee all requests for access, notices, warnings, notices of violation, orders, directives, administrative complaints from any government agency, and any judicial complaints, relating to Hazardous Substances and the Property, and all documents supplied by Transferor to a government agency in response. There is no outstanding administrative or judicial subpoena, or other written request for any documents or information relating to Hazardous Substances and the Property to Transferor from any government agency.

9. Transferor has received no written request, directive, administrative order or judicial order to impose any type of land use restriction or institutional control relating to Hazardous Substances on the Property.

10. Except as disclosed in the Documents and Reports, there is no outstanding written order, directive or administrative complaint from any government agency, no outstanding judicial complaint or order, and no current agreement with any government agency for any investigation or cleanup of any Hazardous Substance that is on or was released from the Property.

(b) Transferor has full right and power to execute, deliver and perform its obligations under this Agreement, and when executed and delivered, Transferor and all parties having an interest in the Property shall be lawfully bound by the terms of this Agreement. Transferor is the sole owner of the Property, free and clear of all liens, claims, encumbrances, easements, encroachments on the Property from adjacent properties, encroachments by improvements or vegetation on the Property onto adjacent property, or rights of way of any nature, other than those that may appear on the Title Commitment. Transferor shall not further transfer or encumber the Property or allow the Property to be further encumbered prior to the Close of Escrow.

(c) Any information that Transferor has delivered to Transferee, either directly or through Transferor's agents, is accurate and Transferor has disclosed to Transferee all material facts with respect to the Property.

(d) There is no pending litigation or threatened litigation, which does or may adversely affect the Property.

(e) There is no eminent domain or similar condemnation proceeding affecting any portion of the Property now pending or, to Transferor's knowledge and belief, threatened. Further, there are no actions or proceedings pending or threatened against Transferor or the Property, before any court or administrative agency in any way connected with or relating to the Property, or affecting Transferor's ability to fulfill all of its obligations under this Agreement.

(f) There are no written or oral commitments to or agreements with any governmental authority or agency materially and adversely affecting the Property, or any part thereof or any interest therein, which will survive the Close of Escrow. Transferor has entered into no understanding or agreement with any taxing or assessing authority respecting the imposition or deferment of any taxes or assessments respecting the Property.

(g) Neither this Agreement nor anything provided to be done hereunder including the transfer of title to the Property to Transferee, violates or shall violate, any contract, instrument, partnership agreement, trust agreement, or any other agreement to which Transferor is a party, or which affects the Property or any part thereof, and the sale of the Property herein contemplated does not require the consent of any party not a signatory hereto.

(h) Transferor is not in default of its obligations under any contract, agreement or instrument to which Transferor is a party which would adversely affect the value of the Property or Transferor's ability to perform its obligations hereunder.

(i) There are no natural or artificial conditions upon the Property or any part of the Property that could result in a material and adverse change in the condition of the Property.

(j) There are no mechanics', materialmen's or other claims or liens presently claimed or which will be claimed against the Property for work performed or commenced prior to the date of this Agreement or relating to the environmental condition of the Property. Transferor agrees to hold Indemnified Parties harmless from all costs, expenses, liabilities, losses, charges and fees, including without limitation attorneys' fees, arising from or relating to any such lien or any similar lien claimed against the Property and arising from work performed or commenced prior to the Close of Escrow.

(k) Except for this Agreement there are no written or oral leases or contractual rights or options to lease, purchase, or otherwise enjoy possession, or any other rights or interests of any nature in and to the Property or any part thereof, and no persons have any right of possession to the Property or any part thereof. Transferor shall deliver possession of the Property to Transferee free of all tenants and other persons or entities, and shall indemnify and hold Indemnified Parties harmless from the claims of any tenants or persons or entities claiming a right to possession relating to Transferor's occupancy of the Property and arising before or after the Close of Escrow.

(l) Transferor is not a "foreign person" within the meaning of Section 1445(f)(3) of the Internal Revenue Code.

(m) There are no unrecorded contracts or agreements, such as maintenance, service, or utility contracts relating to or affecting the Property.

Transferor shall notify Transferee of any facts that would cause any of the representations contained in this Agreement to be untrue as of the Close of Escrow. Transferor agrees to indemnify Transferee and defend and hold Transferee harmless from all loss, costs, liability, expense, damage, or other injury, including without limitation attorneys' fees and expenses, and all other costs and expenses incurred by reason of, or in any manner resulting from the breach of any warranties and representations in this Section. The provisions of this Section shall survive the Close of Escrow and delivery of the Grant Deed or the termination of this Agreement (as applicable).

12. <u>Representations and Warranties of Transferee</u>. Transferee hereby represents and warrants to Transferor the following, it being expressly understood and agreed that all such representations and warranties are to be true and correct at the date of this Agreement and as of the Close of Escrow:

(a) Transferee has the full power and authority to enter into this Agreement and consummate the transactions contemplated hereby. The execution, delivery and performance of this Agreement has been duly and validly authorized by Transferee, and no other action by Transferee is requisite to the valid and binding execution, delivery, and performance of this Agreement by Transferee.

(b) There is no pending litigation or, to the best of Transferee's knowledge, threatened litigation, which does or will materially and adversely affect Transferee's ability to consummate this transaction.

13. Transferee's Conditions. Transferee's obligations under this Agreement are expressly made subject to the following conditions precedent solely for the benefit of Transferee. The Close of Escrow and Transferee's obligation to consummate the purchase of Property shall be contingent upon and subject to written notice to Escrow Holder by Transferee of the occurrence of all of the following (or Transferee's written waiver thereof), on or before the Close of Escrow:

(a) Transferee's obtaining a satisfactory commitment issued by Title Company to issue the Title Policy in favor of Transferee with a liability amount equal to the Purchase Price showing Transferee's fee interest in the Property subject only to the Permitted Title Exceptions.

(b) That as of the Close of Escrow, the representations and warranties of Transferor contained in this Agreement are all true and correct.

(c) Transferor's delivery of all documents required to be delivered by Transferor pursuant to Section 6 hereof.

(d) Transferee's approval, prior to the Closing Date, of the physical condition of the Property, including without limitation, any and all inspections, tests, Survey(s), and other studies to be conducted by Transferee, in Transferee's sole and absolute discretion, including without limitation, any environmental site assessments, investigations, studies and reports, and Transferee's approval of the Documents and Reports. Transferee's approval of any such inspections of the Property shall not alter or diminish Transferor's representations or warranties under this Agreement, and Transferor acknowledges and agrees that Transferee is nonetheless relying on Transferor's representations and warranties made herein, unless such representation or warranty is specifically waived in whole or in part by Transferee in writing.

If any of the foregoing conditions precedent has not been either met to Transferee's sole and absolute satisfaction (and has not been expressly waived in writing by Transferee on or prior to the Closing Date), then this Agreement shall, at the option of Transferee, terminate, in which event, except as expressly set forth in this Agreement, neither party shall have any further rights, duties and obligations hereunder.

14. Transferor's Conditions. For the benefit of Transferor, the Close of Escrow and Transferor's obligation to consummate the sale of the Property shall be contingent upon and subject to written notice to the Escrow Holder by Transferor of the occurrence of all of the following (or Transferor's written waiver thereof), on or before the Close of Escrow:

(a) Transferee's delivery of all documents required to be delivered by Transferee pursuant to Section 6 hereof.

(b) That as of the Close of Escrow the representations and warranties of Transferee contained in this Agreement are all either true and correct.

15. Change in Condition; Condemnation. If at any time prior to the Close of Escrow, the Property becomes contaminated with Hazardous Substances, then Transferee may terminate this Agreement. Transferee agrees (to the extent permitted under applicable law) that Transferee will not condemn any portion of the Property. If at any time prior to the Close of Escrow, the Property, or any portion thereof, is taken or appropriated by an entity other than Transferee through eminent domain or similar proceedings, or is condemned by an entity other than Transferee for any public or quasi-public use, Transferee may not terminate this Agreement, but Transferee shall be entitled to receive all condemnation proceeds actually paid for that portion of the Property taken.

16. Default. In the event of a breach or default under this Agreement by either Transferor or Transferee, the non-defaulting party shall have the right to terminate this Agreement and the Escrow by delivering written notice thereof to the defaulting party and to Escrow Holder, and if Transferee is the non-defaulting party, Transferee shall have the right to obtain damages, or Transferee may obtain specific performance. Such termination of the Escrow by a non-defaulting party shall be without prejudice to the non-defaulting party's rights and remedies against the defaulting party at law or equity.

17. No Relocation Assistance. Transferee shall have no obligation to Transferor under the California Relocation Assistance and Real Property Acquisition statutes and guidelines. Except for any breach of terms or conditions contained in this Agreement, Transferor waives and forever releases Transferee, including its successors, officers, employees, attorneys, agents, representatives and anyone else acting on Transferee's behalf, of and from any and all claims, demands, actions or causes of action, obligations, liabilities, or claims for further compensation, known or unknown, based upon or relating to the facts or allegations and circumstances arising from Transferee's acquisition of the Property. By such release, Transferor expressly waives its rights, if any, under California Civil Code Section 1542 which provides:

> "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."

____________ Transferor's Initials   ____________ Transferor's Initials

Notices. All notices and demands shall be given in writing by certified mail, postage prepaid, and return receipt requested, by a reputable overnight delivery service (such as Federal Express), by electronic mail in PDF format with confirmation of receipt, or by personal delivery. Notices shall be considered given upon the earlier of (a) personal delivery, (b) 2 business days following deposit in the United States mail, postage prepaid, certified or registered, return receipt requested; (c) confirmation of receipt of electronic mail; or (c) 24 hours after deposit with a reputable overnight delivery service (such as Federal Express). Notices shall be addressed as provided below for the respective party; provided that if any party gives notice in writing of a change of name or address, notices to such party shall thereafter be given as demanded in that notice:

Transferee: City of Diamond Bar
c/o Ryan McLean, Assistant City Manager
21810 Copley Drive
Diamond Bar, CA 91765
Tel.: (909) 839-7016
Email: RMcLean@diamondbarca.gov

Transferor: Diamond Bar Little League, Inc.
c/o: Kevin Hoshi, President
168 E. Arrow Highway, Suite 200
San Dimas, CA 91773
Tel.: (909) 732-7391
Email: kevin.h@diamondbarpony.org

Escrow Holder: First American Title Insurance Company
c/o: Lani Evanoff, National Senior Commercial Escrow Officer
18500 Von Karman Avenue, Suite 600
Irvine, CA 92612
Tel.: 949-885-2448
Email: levanoff@firstam.com

Broker's Commissions. Transferee represents and warrants to Transferor that Transferee has used no broker, agent, finder or other person in connection with the transaction contemplated hereby to whom a brokerage or other commission or fee may be payable. Each party indemnifies and agrees to defend and hold the other harmless from any claims resulting from its breach of the warranties, representations and covenants made by it in this Section.

20 Standard Escrow Instructions. Each party agrees to execute Escrow Holder's supplemental reasonable standard instructions as may be necessary or proper to consummate the transactions contemplated by this Agreement; provided, however, in the event of a conflict between the terms hereof and the terms of such standard instructions, the terms hereof shall control.

21. Time is of the Essence. The parties hereto agree that time is of the essence with respect to each term, condition and covenant hereof.

22. Entire Agreement. This Agreement, together with all exhibits hereto, integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the parties or their predecessors in interest with respect to all or any part of the subject matter hereof.

23. Severability. Invalidation of any of the terms, conditions, covenants, or other provisions contained herein by judgment or court order shall in no way affect any of the other terms, conditions, covenants, or provisions hereof, and the same shall remain in full force and effect.

24. Amendments. Any amendments to this Agreement shall be effective only when duly executed by Transferor and Transferee and deposited with Escrow Holder.

25. Attorneys' Fees. If suit is brought for the enforcement of this Agreement or as the result of any alleged breach thereof, the prevailing party or parties in such suit shall be entitled to recover their reasonable attorneys' fees, costs, and expenses from the losing party or parties, and any judgment or decree rendered in such proceedings shall include an award thereof.

26. No Third-Party Beneficiaries. This Agreement is entered into for the sole benefit of Transferor and Transferee, and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

27. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

28. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

29. Assignment of Agreement. Neither party may assign or transfer their respective rights or obligations under this Agreement without the prior written consent of the other.

30. Construction of Document. This Agreement is the result of a negotiation and is not the product of any one party. There shall be no presumption in the interpretation hereof that any ambiguity is to be resolved against any party hereto. The parties hereto waive expressly each and all provisions of California Civil Code Section 1654, which provides: "IN CASES OF UNCERTAINTY NOT REMOVED BY THE PRECEDING RULES, THE LANGUAGE OF A CONTRACT SHOULD BE INTERPRETED MOST STRONGLY AGAINST THE PARTY WHO CAUSED THE UNCERTAINTY TO EXIST."

[SIGNATURE PAGE FOLLOWS]

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

TRANSFEREE:

CITY OF DIAMOND BAR, a California municipal corporation

____
Dan Fox, City Manager

Attest:

____
Kristina Santana, City Clerk

Approved as to form by:

____
Omar Sandoval, City Attorney

TRANSFEROR:

DIAMOND BAR LITTLE LEAGUE, INC.
A California nonprofit corporation

____
Kevin Hoshi, President

____
Luis Merino, Treasurer

[A Corporate Resolution, Corporate Seal, or the signature of two officers is required of PONY].

EXHIBIT "A"

LEGAL DESCRIPTION OF THE PROPERTY

The land is located in the City of Diamond Bar, County of Los Angeles, State of California, and is described as follows:

Parcel 1 of Parcel Map No. 12778, in the unincorporated territory of the County of Los Angeles, State of California, as per map filed in Book 156, Pages 98, 99 and 100, of Parcel Maps, in the Office of the County Recorder of said County.

EXHIBIT "B"

FORM OF GRANT DEED

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

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

APN: 8718-005-005

Exempt from recording changes under Government Code Sections 6103 and 27383

[SPACE ABOVE FOR RECORDER'S USE ONLY]

GRANT DEED

THE UNDERSIGNED GRANTOR DECLARES AS FOLLOWS:

This transfer is exempt from documentary Transfer Tax pursuant to Revenue & Taxation Code Section 11922.

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Diamond Bar Little League, Inc. a California nonprofit corporation d.b.a. Diamond Bar Pony Baseball ("Grantor") hereby grants to the CITY OF DIAMOND BAR, a California municipal corporation, the real property located in the City of Diamond Bar, County of Los Angeles, State of California, that is described on "Exhibit A" attached hereto and incorporated herein by reference.

IN WITNESS WHEREOF, Grantor has executed this Grant Deed as of the date set forth below.

Dated: ________________, 2025

GRANTOR:

Diamond Bar Little League, Inc.

__________________________	__________________________
By:	By:
Its:	Its:

EXHIBIT "A" to GRANT DEED
Legal Description

The land is located in the City of Diamond Bar, County of Los Angeles, State of California, and is described as follows:

Parcel 1 of Parcel Map No. 12778, in the unincorporated territory of the County of Los Angeles, State of California, as per map filed in Book 156, Pages 98, 99 and 100, of Parcel Maps, in the Office of the County Recorder of said County.

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the deed dated ____________ , 2025, from Diamond Bar Little League, Inc., to the City of Diamond Bar is hereby accepted by the undersigned officer or agent on behalf of the City of Diamond Bar pursuant to authority conferred by resolution/minute action of the City Council of the City of Diamond Bar, adopted on January 21, 2025, and the grantee consents to recordation thereof by its duly authorized officer.

CITY OF DIAMOND BAR

BY:____________________________

Dan Fox
City Manager

Attest:

By: ____________________________

Kristina Santana,
City Clerk

DATED: ___________, 2025

[CALIFORNIA ACKNOWLEDGMENT]

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES)

On _____________, 2025, before me, __________________________________, Notary Public, personally appeared ________________________________, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _________________________________

(seal)

EXHIBIT "C"

CERTAIN DEFINITIONS

Environmental Laws means all federal, state, local, or municipal laws, rules, orders, regulations, statutes, ordinances, codes, decrees, or requirements of any government authority regulating, relating to, or imposing liability or standards of conduct concerning any Hazardous Substance (as later defined), or pertaining to occupational health or industrial hygiene (and only to the extent that the occupational health or industrial hygiene laws, ordinances, or regulations relate to Hazardous Substances on, under, or about the Property), occupational or environmental conditions on, under, or about the Property, as now or may at any later time be in effect, including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) *[42 USCS §§ 9601 et seq.]*; the Resource Conservation and Recovery Act of 1976 (RCRA) *[42 USCS §§ 6901 et seq.]*; the Clean Water Act, also known as the Federal Water Pollution Control Act (FWPCA) *[33 USCS §§ 1251 et seq.]*; the Toxic Substances Control Act (TSCA) *[15 USCS §§ 2601 et seq.]*; the Hazardous Materials Transportation Act (HMTA) *[49 USCS §§ 1801 et seq.]*; the Insecticide, Fungicide, Rodenticide Act *[7 USCS §§ 136 et seq.]*; the Superfund Amendments and Reauthorization Act *[42 USCS §§ 6901 et seq.]*; the Clean Air Act *[42 USCS §§ 7401 et seq.]*; the Safe Drinking Water Act *[42 USCS §§ 300f et seq.]*; the Solid Waste Disposal Act *[42 USCS §§ 6901 et seq.]*; the Surface Mining Control and Reclamation Act *[30 USCS §§ 1201 et seq.]*; the Emergency Planning and Community Right to Know Act *[42 USCS §§ 11001 et seq.]*; the Occupational Safety and Health Act *[29 USCS §§ 655 and 657]*; the California Underground Storage of Hazardous Substances Act *[H & S C §§ 25280 et seq.]*; the California Hazardous Substances Account Act *[H & S C §§ 25300 et seq.]*; the California Hazardous Waste Control Act *[H & S C §§ 25100 et seq.]*; the California Safe Drinking Water and Toxic Enforcement Act *[H & S C §§ 24249.5 et seq.]*; the Porter-Cologne Water Quality Act *[Wat C §§ 13000 et seq.]* together with any amendments of or regulations promulgated under the statutes cited above and any other federal, state, or local law, statute, ordinance, or regulation now in effect or later enacted that pertains to occupational health or industrial hygiene, and only to the extent that the occupational health or industrial hygiene laws, ordinances, or regulations relate to Hazardous Substances on, under, or about the Property, or the regulation or protection of the environment, including ambient air, soil, soil vapor, groundwater, surface water, or land use.

Hazardous Substances includes without limitation:

(a) Those substances included within the definitions of hazardous substance, hazardous waste, hazardous material, toxic substance, solid waste, or pollutant or contaminant in CERCLA, RCRA, TSCA, HMTA, or under any other Environmental Law;

(b) Those substances listed in the United States Department of Transportation (DOT) Table *[49 CFR 172.101]*, or by the Environmental Protection Agency (EPA), or any successor agency, as hazardous substances *[40 CFR Part 302]*;

(c) Other substances, materials, and wastes that are or become regulated or classified as hazardous or toxic under federal, state, or local laws or regulations; and

(d) Any material, waste, or substance that is

1. a petroleum or refined petroleum product,

2. asbestos,

3. polychlorinated biphenyl,

4. designated as a hazardous substance pursuant to 33 USCS § 1321 or listed pursuant to 33 USCS § 1317,

5. flammable explosive, or

6. a radioactive material.

EXHIBIT "D"

FACILITIES USE AGREEMENT

[Attached]

FACILITIES USE AGREEMENT

This FACILITIES USE AGREEMENT ("Agreement") is made this 21st day of January, 2025, by and between the CITY OF DIAMOND BAR, a California municipal corporation (hereinafter "CITY"), and DIAMOND BAR LITTLE LEAGUE, Inc. a California nonprofit corporation d.b.a. Diamond Bar Pony Baseball (PONY), (hereinafter "PONY").

RECITALS

The following recitals are a substantive part of this Agreement:

A. CITY and PONY have entered into a Real Property Transfer Agreement whereby PONY agreed to transfer the property located at 22601 Sunset Crossing Road in the City of Diamond Bar (the "Property") to the CITY subject to certain conditions being memorialized herein.

B. PONY operates a little league baseball program at the Property and wishes to continue to operate its program after the Property is transferred to the CITY, subject to priority access during its Spring and Fall seasons as more fully described herein.

C. CITY's City Council has adopted Policy No. 2018-02, the Athletic Facility Use and Allocation Policy, as may be amended from time to time, which establishes a fair and equitable process for allocating CITY facilities for public use, which must be applied differently to the Property with respect to PONY's use thereof, as consideration for the transfer of the Property by PONY to the CITY.

AGREEMENT

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. TERM OF AGREEMENT. The term of this Agreement shall commence on the date the Grant Deed transferring the Property to the CITY is recorded and shall remain in effect so long as Diamond Bar Little League, Inc., California Corporation No. 531291, continues to exist in good standing and authorized to transact business in the State of California, unless earlier terminated pursuant to Section 10 below.

2. USE OF THE PROPERTY. PONY desires to continue to use the Property, particularly the baseball fields and areas shown in Exhibit 1 (the "FACILITIES"), attached hereto and made a part hereof, for its little league baseball program. Notwithstanding Council Policy No. 2018-02, as may be amended from time to time, CITY agrees to provide PONY priority access through the Athletic Facility Use and Allocation Policy to said baseball fields and portions of the Property during PONY's Spring, Fall and All Stars seasons regularly scheduled from mid-February through June and mid-August through November. PONY shall further have the right to continue to own and keep two (2) storage containers for league baseball equipment and field equipment at the locations shown in Attachment 1 hereto, which are part of the FACILITY. The storage containers may be removed in the event CITY provides alternative storage space for PONY's use.

3. CONDITION AND OPERATION OF FACILITY.

(a) PONY accepts the FACILITY in its present condition, "as is", upon execution of this Agreement. CITY makes no warranty of the suitability of the Property or the FACILITY for PONY's operations or other use of the FACILITY by PONY and expressly disclaims any warranty or representation with regard to the condition, safety, security or suitability for PONY's intended use of the FACILITY.

(b) PONY shall use the Property and the FACILITY subject to the Athletic Facility Use Rules and Regulations of City Council Policy No. 2018-02 as it may be amended from time to time, subject to the priority established in Section 2 above.

4. INSURANCE REQUIREMENT. PONY shall provide adequate insurance and indemnification to cover the use of the Property and the FACILITY in accordance with City Council Policy No. 2018-02 as it may be amended by the City Council from time to time.

5. CITY USE.

(a) Nothing herein shall restrict the right of the CITY to add additional recreational development and equipment to the Property or the FACILITY, assign other user groups through the Athletic Facility Use and Allocation Policy, nor restrict either the open space or general park and recreation use by the public of the Property not designated to PONY during the time the FACILITY is reserved to PONY.

(b) Future improvements to the Property and/or the FACILITY may include the following, which, if constructed, will be made available for PONY and other qualifying youth and adult sports group to use consistent with the Athletic Facility Use and Allocation Policy:

(1) Full snack bar facility;

(2) Community room for local sports programs to serve as a central location for youth sports leagues qualified and permitted to use City facilities, including PONY, to hold board meetings and store league documents;

(3) A dedicated installation recognizing the history and contributions to the community of Stevens Field, the Stevens family, and the league's players and volunteers over the years.

Planning for future improvements may include discussions and recommendations at public meetings of the City's Parks and Recreation Commission.

6. RIGHT OF INSPECTION. CITY shall have the right to enter the FACILITY at any and all reasonable times for the purpose of inspection and observation of PONY's operations. During these inspections, CITY shall have the right to utilize photographic devices and other instruments for recording conditions and events taking place on the Property, including the FACILITY. Inspections may be made by CITY employees or may be made by independent contractors engaged by CITY.

7. CODE REQUIREMENTS. PONY agrees to abide by and to maintain all rules and regulations as outlined in the City's Park Ordinance, Chapter 12.00 of Title 12 of the Diamond Bar City Code: Parks and Recreation.

8. SAFETY. PONY shall immediately correct any unsafe condition of the FACILITY, as well as any unsafe practices occurring thereon. PONY shall cooperate fully with CITY in the investigation of any injury or death occurring at the FACILITY or the Property, including a prompt report thereof to CITY.

9. SUSPENSION, TERMINATION, AND EXPIRATION.

(a) Termination for Convenience. PONY may terminate this Agreement for convenience, with or without cause, following ninety (90) days written notice to the CITY.

(b) Termination for Breach. CITY may terminate this Agreement for breach of this Agreement by PONY after giving PONY thirty (30) days' written notice to cure, or for the reasonable time necessary for PONY to cure. Termination of this Agreement by CITY shall require approval of the City Council.

(c) Following the expiration or earlier termination of this Agreement, PONY shall leave any or all improvements in place, and agrees to vacate and surrender procession of the Property and the FACILITY to CITY. PONY shall have the right, at PONY's own cost, to remove those items installed by, and belonging to PONY, that can be disassembled on site without any damage or waste to the Property.

10. NON-LIABILITY OF CITY.

(a) Pursuant to Revenue & Taxation Code 107.7, should a property interest be created herein, it may be subject to property taxation and PONY may be subject to property taxes levied on such interest. In no event shall the CITY be liable for any taxes owed as a result of this Agreement or PONY's use of the Property.

(b) This Agreement is not intended to convey a property interest but to permit PONY to use the Property and the FACILITY as provided for herein. PONY acknowledges the rights granted by State and/or Federal Relocation Assistance Laws and regulations and, notwithstanding any other provision of this Agreement, expressly waives all such past, present and future rights if any, to which PONY might otherwise be entitled from the City with regard to this Agreement and its operations on the Property. PONY shall not be entitled to relocation assistance, relocation benefits, or compensation for loss of goodwill upon the termination of this Agreement.

(c) No official or employee of the CITY shall be personally liable to PONY in the event of any default or breach by CITY, or for any amount, which may become due to PONY, or for any obligation under the terms of this Agreement.

11. NON-DISCRIMINATION. PONY covenants there shall be no discrimination against or segregation of any person, group, or employee due to race, color, creed, religion, sex, marital status, age, disability, national origin or ancestry, in any action or activity pursuant to this Agreement.

12. INDEPENDENT CONTRACTOR. It is agreed to that PONY shall act and be an independent contractor and not an agent or employee of CITY and shall obtain no rights to any benefits which accrue to CITY's employees.

13. COMPLIANCE WITH LAW. PONY shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government.

14. CONFLICT OF INTEREST. PONY shall at all times avoid conflict of interest or appearance of conflict of interest in the performance of this Agreement.

15. NOTICES. All notices shall be personally delivered or mailed to the below listed addresses, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.

Address of PONY is as follows:

Diamond Bar Little League, Inc.
Kevin Hoshi, President
168 E. Arrow Highway
San Dimas, CA 91773
Tel. 909-732-7391

Address of CITY is as follows:

City Manager
City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765
Tel. (909) 839-7010

16. LIMITATIONS UPON SUBCONTRACTING AND ASSIGNMENT. PONY shall not contract with any other entity to perform the activities or operations authorized herein without written approval of CITY. If PONY is permitted to subcontract any part of this Agreement, PONY shall be fully responsible to CITY for the acts and omissions of its subcontractor as it is for the acts and omissions of persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the activities or operations under this Agreement will be considered agents of PONY. CITY will deal directly with PONY. This Agreement is not assignable and shall not inure to the benefit of any successor(s) of PONY.

17. NO THIRD-PARTY BENEFICIARIES. This Agreement is entered into for the sole benefit of CITY and PONY, and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

18. AUTHORITY TO EXECUTE. The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement the parties are formally bound.

19. MODIFICATION. This Agreement constitutes the entire agreement between the parties. This Agreement may be modified only by subsequent mutual written agreement executed by CITY and PONY.

20. WAIVER. All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of CITY and PONY.

21. CALIFORNIA LAW. This Agreement shall be construed in accordance with the laws of the State of California.

22. INTERPRETATION. This Agreement shall be interpreted as though prepared by both parties.

23. PRESERVATION OF AGREEMENT. Should any paragraph, provision phrase or word of this Agreement be found invalid or unenforceable, such decision shall affect only the paragraph, provision, phrase or word construed and interpreted, and all remaining provisions shall remain valid and enforceable.

[SIGNATURE PAGE FOLLOWS]

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

CITY OF DIAMOND BAR

ATTEST:

By: ______________________________
Dan Fox, City Manager

____
Kristina Santana, City Clerk

DIAMOND BAR LITTLE LEAGUE, INC.

APPROVED AS TO FORM:

By: ______________________________
Kevin Hoshi, President

____
Omar Sandoval, City Attorney

By: ______________________________
Luis Merino, Treasurer

[A Corporate Resolution, Corporate Seal, or the signature of two officers is required of PONY].