



City of Diamond Bar City Council Public Financing Authority Parking Authority Agenda

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

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

Meeting Date: Tuesday, December 2, 2025

Joint Meeting 6:30 p.m.

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

WELCOME TO A MEETING OF THE DIAMOND BAR CITY COUNCIL

Meetings are open to the public, and you are invited to attend and participate.

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 and on the City's website. The City Council may take action on any item listed on the agenda.

HOW TO ACCESS THE MEETING REMOTELY

Television: Spectrum Cable Channel 3 and Frontier FiOS television Channel 47
Internet: [City's YouTube Channel](https://www.diamondbarca.gov/youtube) (diamondbarca.gov/youtube)
Listen-Only: Call +1 (213) 929-4212, Access Code: 570-139-027
Participate: [Join Go To Webinar](https://attendee.gotowebinar.com/register/929416530946979931)
(https://attendee.gotowebinar.com/register/929416530946979931)

RESOURCES

Copies of agendas and agenda packets are on file and available for public inspection at the City Clerk's Office at 21810 Copley Drive, Diamond Bar, CA 91765 or online at www.diamondbarca.gov/agendas. For more information about agendas or rules of the City Council, please [email the City Clerk's office](mailto:cityclerk@diamondbarca.gov) (cityclerk@diamondbarca.gov) or call 909-839-7010.

AMERICANS WITH DISABILITY ACT ACCOMMODATION

In compliance with the Americans with Disabilities Act, if you need special assistance, a disability-related modification or accommodation, agenda materials in an alternative format, or auxiliary aids to participate in this meeting, please [email the City Clerk's office](mailto:cityclerk@diamondbarca.gov) (cityclerk@diamondbarca.gov) or call 909-839-7010 as soon as possible. Providing at least 72 hours' notice will help ensure that reasonable arrangements can be made.

PUBLIC INPUT

The public may provide public comment by attending the meeting in person, by sending an email,

or by logging into the teleconference. Please [email public comments to the City Clerk](mailto:cityclerk@diamondbarca.gov) (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 City Council Members, noted for the record at the meeting, and posted on the City's official agenda webpage: www.diamondbarca.gov/agendas. Please note that the meeting will proceed at the South Coast Air Quality Management District/Main Auditorium should comments by teleconferencing become infeasible due to an internet or power outage, or due to technical problems outside the City's control. If you wish to make certain that your comments are heard, please attend the meeting in person or send an email by 4:00 p.m. on the day of the meeting/hearing.

Speakers are limited to five (5) 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. Any material to be submitted to the City Council at the meeting should be submitted through the City Clerk.

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.

LIVE MEETING NOTICE

This meeting is being video recorded and by participating you are giving your permission to be televised. This meeting will be rebroadcast every Saturday and Sunday at 9:00 a.m. and alternate Tuesdays at 8:00 p.m.

1. CALL TO ORDER: 6:30 p.m., Main Auditorium**PLEDGE OF ALLEGIANCE:** Mayor Teng**INVOCATION:****ROLL CALL:** Council Members Chou, Liu, Low, Mayor Pro Tem Tye, Mayor Teng**APPROVAL OF AGENDA:** Mayor Teng**2. CITY COUNCIL REORGANIZATION:**

2.1 Selection of Mayor

2.2 Selection of Mayor Pro Tem

2.3 Presentation to 2025 Mayor Chia Yu Teng

RECESS/RECEPTION**RECONVENE CITY COUNCIL MEETING****3. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS: None.****4. CITY MANAGER REPORTS AND RECOMMENDATIONS:****5. 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.

6. SCHEDULE OF FUTURE EVENTS:

6.1 Winter Snow Fest – December 6, 2025, 8:00 a.m. – 2:00 p.m., Pantera Park, 738 Pantera Dr.

6.2 Windmill Lighting – December 6, 2025, 5:00 – 6:00 p.m., Intersection of Diamond Bar Blvd. and Grand Ave.

6.3 Planning Commission Meeting – December 9, 2025 - cancelled.

6.4 City Council Meeting – December 16, 2025, 6:30 p.m., South Coast Air Quality Management District - Auditorium, 21865 Copley Dr.

7. 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 City Council Member or member of the public request otherwise, in which case, the item will be removed for separate consideration.

7.1 City Council Minutes of the November 18, 2025 Regular Meeting.

Recommended Action:

Approve the November 18, 2025 Regular City Council meeting minutes.

7.2 Ratification of Check Register Dated November 12, 2025 through November 25, 2025 totaling \$1,063,384.86.

Recommended Action:

Ratify the Check Register.

7.3 Cancellation of January 6, 2026 City Council Meeting and Approval of City Facilities Holiday Schedule.

Recommended Action:

- A. Adjourn the December 16, 2025 City Council meeting to January 20, 2026; and
- B. Approve City Facility closures on Friday, December 26, 2025, Wednesday, December 31, 2025 from noon to 5:30pm, and Friday, January 2, 2026.

7.4 Consulting Services Agreement with HdL Coren & Cone.

Recommended Action:

Approve, and authorize the City Manager to sign, the five-year consultant services agreement with HdL Coren & Cone in the not-to-exceed amount of \$91,008.00, with the option to extend for two additional five-year terms.

7.5 Consulting Services Agreement with NCE, Inc. for the Civil Engineering Design Services For Residential, Collector, and Arterial Streets Rehabilitation, and Residential Neighborhood ADA Curb Ramps Improvement Projects; CIP No. SI261

Recommended Action:

- A. Determined that approval of the design services agreement for the proposed project is not subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Article 18, Section 15262; and
- B. Approve, and authorize the City Manager to sign, the Consulting Services Agreement with NCE, Inc. in a not-to-exceed amount of \$542,955, plus a contingency amount of \$54,296, to be authorized by the City Manager, for a total authorization amount of \$597,251.

8. PUBLIC HEARINGS: None.

9. COUNCIL CONSIDERATION: None.

RECESS TO PUBLIC FINANCING AUTHORITY:

1. CALL TO ORDER:

2. ROLL CALL: Authority Members Low, Tye, Teng, Vice Chair Liu, Chair Chou

3. PUBLIC COMMENTS:**4. CONSENT CALENDAR:**

4.1 Public Financing Authority Minutes of December 3, 2024.

Recommended Action:

Approve the December 3, 2024 Public Financing Authority meeting minutes.

4.2 Public Financing Authority Treasurer's Statement.

Recommended Action:

Approve the Annual Public Financing Authority Treasurer's Statement.

5. PUBLIC FINANCING AUTHORITY REORGANIZATION:

5.1 Selection of Chair

5.2 Selection of Vice Chair

6. AUTHORITY MEMBER COMMENTS:**7. ADJOURN PUBLIC FINANCING AUTHORITY MEETING:****RECESS TO PARKING AUTHORITY MEETING:****1. CALL TO ORDER:**

2. ROLL CALL: Authority Members Chou, Liu, Teng, Vice Chair Tye, Chair Low

3. PUBLIC COMMENTS:**4. CONSENT CALENDAR:**

4.1 Parking Authority Minutes of December 3, 2024.

Recommended Action:

Approve the December 3, 2024 Parking Authority meeting minutes.

5. PARKING AUTHORITY REORGANIZATION:

5.1 Selection of Chair

5.2 Selection of Vice Chair

6. AUTHORITY MEMBER COMMENTS:**7. ADJOURN PARKING AUTHORITY MEETING:****RECONVENE CITY COUNCIL MEETING:****10. COUNCIL SUB-COMMITTEE REPORTS AND MEETING ATTENDANCE REPORTS/COUNCIL MEMBER COMMENTS:**

11. ADJOURNMENT:**CERTIFICATION**

I, Kristina Santana, MMC, City Clerk, City of Diamond Bar, hereby certify, under penalty of perjury under the laws of the State of California that the foregoing notice was posted pursuant to Government Code Section 54950 Et. Seq., not less than 72 hours prior to the meeting, at the following locations: Diamond Bar City Hall Kiosk, Diamond Bar City Hall Bulletin Board, City website: www.diamondbarca.gov, and Diamond Bar Library.

Kristina Santana, MMC

City Clerk

Date Posted: November 25, 2025



CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

SUBJECT: City Council Minutes of the November 18, 2025 Regular Meeting.

STRATEGIC GOAL: Open, Engaged and Responsive Government

RECOMMENDATION:

Approve the November 18, 2025 Regular City Council meeting minutes.

FINANCIAL IMPACT:

None.

BACKGROUND:

Government Code Section 36814 mandates the City Clerk to keep an accurate record of the City Council's proceedings.

ANALYSIS:

Minutes have been prepared and are being presented for approval.

PREPARED BY:

Kristina Santana, City Clerk, City Clerk's Office

ATTACHMENTS:

1. November 18, 2025 City Council Regular Meeting Minutes

**CITY OF DIAMOND BAR
MINUTES OF THE CITY COUNCIL REGULAR MEETING
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT/MAIN AUDITORIUM
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
NOVEMBER 18, 2025**

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

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Steve Tye

INVOCATION: Pastor Tino Cordova, United Church of Christ

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

Absent: Council Member Ruth M. Low.

Staff present in person: Dan Fox, City Manager; Omar Sandoval, City Attorney; Greg Gubman, Community Development Director; Raymond Tao, Building Official; Grace Lee, Planning Manager; Mayuko Nakajima, Senior Planner; David Liu, Public Works Director/City Engineer; Cecilia Arellano, Community Relations Manager; Kristina Santana, City Clerk.

Staff present telephonically: Jason Jacobsen, Finance Director; Ryan Wright, Parks and Recreation Director; Hal Ghafari, Public Works Manager/Assistant City Engineer.

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

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

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

The following provided public comments:

Cynthia Yu, Diamond Bar Library Manager
Sonja Reed, Felix Teng and Theresa Lee, residents
C. Robin Smith, resident

CC/Santana reported that no emails were submitted for public comment.

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

6. **CONSENT CALENDAR:** C/Chou 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

6.1 Approved November 4, 2025 City Council Regular Meeting Minutes.

6.2 Ratified Check Register Dated October 29, 2025 through November 11, 2025 Totaling \$2,321,565.02.

6.3 Approved the October 2025 Treasurer's Statement.

6.4 Adopted the Small Business Saturday Proclamation.

6.5 Approved Appropriation of PEG Funds for the Purchase and Installation of a Dedicated Air Conditioning Unit for the City Hall Broadcast Room.

7. **PUBLIC HEARINGS:**

7.1 Adoption of the 2025 California Building Standards Codes (Title 24 C.C.R. PARTS 2, 2.5, 3, 4, 5, 7, 9, AND 11) with Local Amendments.

Building Official Raymond Tao gave the staff presentation and responded to Council questions.

Mayor Teng opened the Public Hearing at 6:52 p.m.

CC/Santana confirmed that emails were submitted for public comment for this item from Smitha C and Cynthia Robin Smith.

Cynthia Robin Smith provided a comment in person.

Mayor Teng closed the public hearing at 6:58 p.m.

C/Low proposed directing staff to write a letter of dissent regarding zone zero. The Council agreed by consensus.

After further discussion, C/Liu moved, MPT/Tye seconded, to approve for second reading by title only, waive full reading and adopt Ordinance No. 03 (2025):

"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DIAMOND

BAR AMENDING TITLE 15 OF THE DIAMOND BAR CITY CODE AND ADOPTING, BY REFERENCE, THE 2025 CALIFORNIA BUILDING CODE, VOLUMES 1 AND 2, INCLUDING CHAPTER 1 DIVISION II, AND APPENDICES I, AND J THERETO, THE 2025 CALIFORNIA MECHANICAL CODE, AND THE APPENDICES THERETO, THE 2025 CALIFORNIA PLUMBING CODE, AND THE APPENDICES THERETO, THE 2025 CALIFORNIA ELECTRICAL CODE, AND THE APPENDICES THERETO, THE 2025 CALIFORNIA RESIDENTIAL CODE, INCLUDING APPENDICES H, J, K, AND O THERETO, THE 2025 CALIFORNIA GREEN BUILDING CODE, WITHOUT THE APPENDICES THERETO, AND THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, WITHOUT APPENDICES, TOGETHER WITH CERTAIN AMENDMENTS, ADDITIONS, DELETIONS AND EXCEPTIONS."

Motion carried 4-1 by the following roll call vote:

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

8. COUNCIL CONSIDERATION:

8.1 City Council Discussion of Potential Amendments to Title 22 of The Diamond Bar City Code ("Development Code").

Community Development Director Greg Gubman gave the staff presentation and responded to Council questions.

CC/Santana confirmed that emails were submitted for public comment for this item from Megan Li and Alicia Yu.

After Council discussion, it was agreed to by Council consensus to move forward with potential amendments to Title 22 of the Diamond Bar City Code, prioritizing live entertainment first.

10. 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).

Mayor Teng reported attending the West Coast Arborists tour organized by the Chinese Elected Officials organization. He announced that the City received a gift of a wood plaque from West Coast Arborists.

11. ADJOURNMENT: With no further business to conduct, M/Teng adjourned the

Regular City Council Meeting at 7:56 p.m.

Respectfully Submitted,

Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 2nd day of December, 2025.

_____, Mayor



CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

SUBJECT: Ratification of Check Register Dated November 12, 2025 through November 25, 2025 totaling \$1,063,384.86.

STRATEGIC GOAL: Open, Engaged and Responsive Government

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of \$1,063,384.86.

BACKGROUND:

The City has established the policy of issuing accounts payable checks on a bi-weekly basis with City Council ratification at the next scheduled City Council Meeting. The attached check register containing checks dated November 12, 2025 through November 25, 2025 totaling \$1,063,384.86 is being presented for ratification.

ANALYSIS:

All payments have been made in compliance with the City's purchasing policies and procedures. The attached Affidavit affirms that the check register has been audited and deemed accurate.

PREPARED BY:

Luisa Allen, Senior Accounting Technician, Finance

ATTACHMENTS:

1. Check Register Affidavit 12-2-2025
2. Check Register 12-2-2025



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 November 12, 2025 through November 25, 2025 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

<u>Description</u>	<u>Amount</u>
General Fund	\$887,971.34
Measure W Local Return Fund	\$103.83
Measure M Local Return Fund	\$65.63
Measure R Local Return Fund	\$37.49
Prop A Transit Tax Fund	\$7,795.93
Prop C Transit Tax Fund	\$7,481.80
LLAD 38 Fund	\$17,187.86
LLAD 41 Fund	\$5,836.51
LLAD 39 Fund	\$14,179.60
Park & Facilities Dev Fund	\$6,648.92
Integrated Waste Mgmt - AB939	\$652.14
Debt Service Fund	\$96,328.94
Equip Maint & Replacement Fund	\$19,094.87
	<u>\$1,063,384.86</u>

Signed:

Finance Director
Jason M. Jacobsen

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
17320	11/12/2025	US BANK ST PAUL		DEBT SERVICE PAYMENT ON 12/1/2025	401	11000	(\$271.06)
	11/12/2025	US BANK ST PAUL		DEBT SERVICE PAYMENT ON 12/1/2025	401510	57100	\$96,600.00
						CHECK TOTAL	\$96,328.94
17322	11/13/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20791 GOLDEN SPRINGS - TC-1	100655	52210	\$135.67
							CHECK TOTAL \$135.67
17323	11/13/2025	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20439 GOLDEN SPRINGS PED - TC-1	100655	52210	\$124.93
							CHECK TOTAL \$124.93
17328	11/14/2025	SOUTHERN CALIFORNIA EDISON		719 GRAND AVE (101425-111225)	238638	52210	\$151.08
							CHECK TOTAL \$151.08
17329	11/14/2025	SOUTHERN CALIFORNIA EDISON		DBC (100125-102925)	100510	52210	\$8,939.49
							CHECK TOTAL \$8,939.49
17330	11/14/2025	SOUTHERN CALIFORNIA EDISON		21208 WASHINGTON (101025-110925)	100630	52210	\$23.45
							CHECK TOTAL \$23.45
17331	11/14/2025	SOUTHERN CALIFORNIA EDISON		CITYHALL (101425-111225)	100620	52210	\$13,686.94
							CHECK TOTAL \$13,686.94
17342	11/18/2025	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2025	239	21117	\$0.94
	11/18/2025	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2025	241	21117	\$0.94
	11/18/2025	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2025	201	21117	\$8.47
	11/18/2025	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2025	204	21117	\$9.02
	11/18/2025	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2025	203	21117	\$15.80
	11/18/2025	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2025	207	21117	\$34.15
	11/18/2025	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2025	250	21117	\$64.54
	11/18/2025	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2025	206	21117	\$160.68

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/18/2025	AFLAC		SUPP INSURANCE PREMIUM OCTOBER 2025	100	21117	\$1,354.72
						CHECK TOTAL	\$1,649.26
17343	11/18/2025	ALICE SUZANNE DOMINGUEZ		SENIOR DANCE VENDOR, 25/26	100520	55310	\$100.00
						CHECK TOTAL	\$100.00
17344	11/18/2025	ANIMAL PEST MANAGEMENT SERVICES INC		COMPREHENSIVE PEST MGMT SVCS (OCT2025) FY25-26	100630	51200	\$70.00
	11/18/2025	ANIMAL PEST MANAGEMENT SERVICES INC		COMPREHENSIVE PEST MGMT SVCS (OCT2025) FY25-26	100510	52320	\$105.00
	11/18/2025	ANIMAL PEST MANAGEMENT SERVICES INC		COMPREHENSIVE PEST MGMT SVCS (OCT2025) FY25-26	100620	52320	\$120.00
						CHECK TOTAL	\$295.00
17345	11/18/2025	ARCHITERRA INC		PL2022-89 PLAN CHECK OCT 2025	100	22107	\$875.00
						CHECK TOTAL	\$875.00
17346	11/18/2025	ATKINSON, ANDELSON, LOYA, RUUD & ROMO		PROFESSIONAL SERVICES - LEGAL	100220	54900	\$2,724.33
						CHECK TOTAL	\$2,724.33
17347	11/18/2025	JOHN E BISHOP		INSTRUCTOR PAYMENT - FITNESS - FALL 25	100520	55320	\$180.00
						CHECK TOTAL	\$180.00
17348	11/18/2025	CA PARK & RECREATION SOCIETY		CPRS MEMBERSHIP-REYNOSA	100520	52400	\$151.25
						CHECK TOTAL	\$151.25
17349	11/18/2025	CALIFORNIA BUILDING STANDARDS COMMISSION		BSASRF FEES - JULY - SEPT 2025	100	48160	(\$44.10)
	11/18/2025	CALIFORNIA BUILDING STANDARDS COMMISSION		BSASRF FEES - JULY - SEPT 2025	100	20604	\$440.95
						CHECK TOTAL	\$396.85
17350	11/18/2025	CAMERON J SAYLOR		SENIOR DANCE CATERING, 25/26	100520	55310	\$1,843.17
						CHECK TOTAL	\$1,843.17
17351	11/18/2025	CDW GOVERNMENT		UPS UNIT FOR DIAMOND BAR CENTER	100230	52314	\$956.80
						CHECK TOTAL	\$956.80
17352	11/18/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM NOVEMBER 2025	206	21105	\$0.96

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/18/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM NOVEMBER 2025	207	21105	\$0.96
	11/18/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM NOVEMBER 2025	201	21105	\$3.05
	11/18/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM NOVEMBER 2025	250	21105	\$36.32
	11/18/2025	DELTA DENTAL		HMO DENTAL INSURANCE PREMIUM NOVEMBER 2025	100	21105	\$191.47
						CHECK TOTAL	\$232.76
17353	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	204	21105	\$8.23
	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	203	21105	\$14.39
	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	239	21105	\$21.30
	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	241	21105	\$21.30
	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	238	21105	\$35.92
	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	201	21105	\$41.05
	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	250	21105	\$197.21
	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	206	21105	\$212.60
	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	207	21105	\$222.08
	11/18/2025	DELTA DENTAL INSURANCE COMPANY		PPO DENTAL INSURANCE PREMIUM NOVEMBER 2025	100	21105	\$4,771.83
						CHECK TOTAL	\$5,545.91
17354	11/18/2025	DEPARTMENT OF CONSERVATION		SMIP FEES - JULY - SEPT 2025	100	48170	(\$164.01)
	11/18/2025	DEPARTMENT OF CONSERVATION		SMIP FEES - JULY - SEPT 2025	100	20603	\$3,280.26
						CHECK TOTAL	\$3,116.25
17355	11/18/2025	DIAMOND BAR STORAGE OWNER LLC		STORAGE UNITS CDD/PLANNING	100420	52302	\$880.00
						CHECK TOTAL	\$880.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
17356	11/18/2025	DOLPHIN RENTS LOC		EQUIPMENT RENTAL FOR HALLOWEEN PARTY	100520	55300	\$13,529.51
CHECK TOTAL							\$13,529.51
17357	11/18/2025	ECOFERT INC		FERTILIZER INJECTION SYSTEM - OCT/2025	100630	52320	\$1,207.00
CHECK TOTAL							\$1,207.00
17358	11/18/2025	ESRI INC		ANNUAL RENEWAL - ESRI/ARC GIS - FY 25-26	207650	52314	\$3,100.00
	11/18/2025	ESRI INC		ANNUAL RENEWAL - ESRI/ARC GIS - FY 25-26	100230	52314	\$5,275.00
CHECK TOTAL							\$8,375.00
17359	11/18/2025	EXTERIOR PRODUCTS CORP		BANNER SERVICES (US FLAGS)	100630	56116	\$6,687.50
CHECK TOTAL							\$6,687.50
17360	11/18/2025	FOOTHILL BUILDING MATERIALS INC		SAND & SANDBAGS (STATION#121/090825)	100350	51200	\$712.83
	11/18/2025	FOOTHILL BUILDING MATERIALS INC		SAND & SANDBAGS (STATION#119/100825)	100350	51200	\$712.83
CHECK TOTAL							\$1,425.66
17361	11/18/2025	FUN EXPRESS LLC		SUPPLIES FOR HALLOWEEN PARTY	100520	51200	\$533.87
CHECK TOTAL							\$533.87
17362	11/18/2025	GO LIVE TECHNOLOGY INC		ELM PROJECT MGMT - OCT 2025	503230	56135	\$9,625.00
CHECK TOTAL							\$9,625.00
17363	11/18/2025	GOTO COMMUNICATIONS INC		CITYWIDE ANALOG PHONE SYSTEM - NOV 2025	100230	52200	\$3,219.00
CHECK TOTAL							\$3,219.00
17364	11/18/2025	WOODS MAINTENANCE SERVICES INC		GRAFFITI REMOVAL - OCTOBER 2025	100430	55540	\$3,655.00
CHECK TOTAL							\$3,655.00
17365	11/18/2025	H & L CHARTER CO INC		MEMO CREDIT SENIOR EXCURSION, 25/26	206520	55310	(\$1,013.49)
	11/18/2025	H & L CHARTER CO INC		SENIOR EXCURSION TRANSPORTATION, 25/26	206520	55310	\$2,026.97
CHECK TOTAL							\$1,013.48
17366	11/18/2025	HEATHER JEN CHANG		CONTRACT CLASS - YOUTH ART	100520	55320	\$546.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$546.00
17367	11/18/2025	HODGMAN ENTERPRISES		PRINTING AND MAILING OF NOVEMBER 2025 NEWSLETTER	100240	52110	\$2,777.65
						CHECK TOTAL	\$2,777.65
17368	11/18/2025	HOME DEPOT CREDIT SERVICES		SUNSET CROSSING SUPPLIES (GC102225)	262630	56104	\$228.48
						CHECK TOTAL	\$228.48
17369	11/18/2025	HOPSCOTCH PRESS INC		2026 ONLINE STOREFRONT FOR DBC	100510	52160	\$2,700.00
						CHECK TOTAL	\$2,700.00
17370	11/18/2025	HR GREEN PACIFIC INC		PLAN CHECK - 2631 ROCKY TRAIL - THRU 8/29/25	100	22109	\$2,477.50
	11/18/2025	HR GREEN PACIFIC INC		PLAN CHECK - TR22307 BROKEN TWIG- THRU 9/30/25	100	22109	\$1,260.00
						CHECK TOTAL	\$3,737.50
17371	11/18/2025	INFINITE GRAPHICS LLC		2025 ANNUAL COMP FINANCIAL REPORT COVERS AN TABS	100240	52110	\$273.75
						CHECK TOTAL	\$273.75
17372	11/18/2025	IT1 SOURCE LLC		ERGONOMIC KEYBOARD - BUILDING & SAFETY	100230	51300	\$150.28
	11/18/2025	IT1 SOURCE LLC		ERGONOMIC MICE (2)	100230	51300	\$210.37
	11/18/2025	IT1 SOURCE LLC		ERGONOMIC KEYBOARDS & HEADSETS (4)	100230	51300	\$488.78
	11/18/2025	IT1 SOURCE LLC		REPLACEMENT TV FOR DBC BALLROOM	100510	56116	\$598.38
						CHECK TOTAL	\$1,447.81
17373	11/18/2025	JAMES EVENT PRODUCTION INC		REMAINING BALANCE: ENTERTAINMENT HALLOWEEN PARTY	100520	55300	\$1,450.00
						CHECK TOTAL	\$1,450.00
17374	11/18/2025	KWIK COVERS		SUPPLIES FOR SPECIAL EVENTS	100520	51200	\$1,571.65
						CHECK TOTAL	\$1,571.65
17375	11/18/2025	LOCAL AGENCY ENGINEERING ASSOCIATES INC		PS/ON-CALL CIVIL ENGR SERVICES - OCT 2025	207615	54400	\$3,892.50
						CHECK TOTAL	\$3,892.50
17376	11/18/2025	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2025-26 SHERIFF DEPT LAW ENFORCEMENT SERVICES	100310	55400	\$716,922.82
						CHECK TOTAL	\$716,922.82

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
17377	11/18/2025	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2025-26 SHERIFF CAV CHAPEL AUG 2025	100310	55402	\$13,135.59
CHECK TOTAL							\$13,135.59
17378	11/18/2025	LOWE'S BUSINESS ACCOUNT		SMALL TOOLS (JK102925)	100630	51300	\$47.87
CHECK TOTAL							\$47.87
17379	11/18/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38/39/41)	241641	55524	\$5,797.59
	11/18/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38/39/41)	239639	55524	\$14,140.68
	11/18/2025	MCE CORPORATION		LANDSCAPE MAINTENANCE (LLAD38/39/41)	238638	55524	\$16,970.88
CHECK TOTAL							\$36,909.15
17380	11/18/2025	METROLINK		METROLINK PASSES - OCT 2025	206650	55610	\$780.50
	11/18/2025	METROLINK		METROLINK PASSES - OCT 2025	206650	55620	\$3,122.00
CHECK TOTAL							\$3,902.50
17381	11/18/2025	MICHAEL D MINARDO		PLANNING CANARY ENVELOPES - PUBLIC HEARING MAILOUT	100410	51200	\$418.95
CHECK TOTAL							\$418.95
17382	11/18/2025	ONE TIME PAY VENDOR	DIGNA TRINIDAD-HICKERSON	RECREATION PROGRAM REFUND	100	20202	\$100.00
CHECK TOTAL							\$100.00
17383	11/18/2025	ONE TIME PAY VENDOR	HELLO ART WORLD	FACILITY REFUND	100	20202	\$766.00
CHECK TOTAL							\$766.00
17384	11/18/2025	ONE TIME PAY VENDOR	HILDA WAHHAB	RECREATION PROGRAM REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
17385	11/18/2025	ONE TIME PAY VENDOR	IBRAHIM BAGGIA	FACILITY REFUND	100	20202	\$200.00
CHECK TOTAL							\$200.00
17386	11/18/2025	ONE TIME PAY VENDOR	KLARA KATALIN ORIOLD	RECREATION PROGRAM REFUND	100	20202	\$95.00
CHECK TOTAL							\$95.00
17387	11/18/2025	ONE TIME PAY VENDOR	LOS ANGELES COUNTY OFFICE OF EDUCATION	FACILITY REFUND	100	20202	\$500.00
CHECK TOTAL							\$500.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
17388	11/18/2025	ONE TIME PAY VENDOR	MT. CALVARY LUTHERAN CHURCH	FACILITY DEPOSIT REFUND - FIELDS	100	20202	\$500.00
CHECK TOTAL							\$500.00
17389	11/18/2025	ONE TIME PAY VENDOR	RANDALL HOUSTON	RECREATION PROGRAM REFUND	100	20202	\$190.00
CHECK TOTAL							\$190.00
17390	11/18/2025	ONE TIME PAY VENDOR	RIGHT AT HOME CORONA	RECREATION PROGRAM REFUND	100	20202	\$50.00
CHECK TOTAL							\$50.00
17391	11/18/2025	ONE TIME PAY VENDOR	SANVINNA CHANDRA	FACILITY REFUND	100	20202	\$1,472.00
CHECK TOTAL							\$1,472.00
17392	11/18/2025	ONE TIME PAY VENDOR	SUHAM JUMA	RECREATION PROGRAM REFUND	100	20202	\$95.00
CHECK TOTAL							\$95.00
17393	11/18/2025	ONE TIME PAY VENDOR	TIN MYINT	FACILITY REFUND	100	20202	\$750.00
CHECK TOTAL							\$750.00
17394	11/18/2025	ONE TIME PAY VENDOR	YOUNGHEE KIM	RECREATION PROGRAM REFUND	100	20202	\$665.00
CHECK TOTAL							\$665.00
17395	11/18/2025	ONE TIME PAY VENDOR	YOUNGRAN KIM	RECREATION PROGRAM REFUND	100	20202	\$100.00
CHECK TOTAL							\$100.00
17396	11/18/2025	ONE TIME PAY VENDOR	ZAKKOYYA LEWIS- TRAMMELL	RECREATION PROGRAM REFUND	100	20202	\$154.00
CHECK TOTAL							\$154.00
17397	11/18/2025	ONE TIME PAY VENDOR	SHADY GERGUIS	REIMBURSEMENT - MISAC ANNL CONF 10/19-10/22	100230	52420	\$148.40
CHECK TOTAL							\$148.40
17398	11/18/2025	PATRICK ZUBIATE		VETERANS RECOGNITION PERFORMANCE	100520	55300	\$500.00
CHECK TOTAL							\$500.00
17399	11/18/2025	PIVOTAL STRATEGIES LLC		PUBLIC EDUCATION AND OUTREACH SERVICES	100130	54900	\$5,139.60
CHECK TOTAL							\$5,139.60
17400	11/18/2025	PRO1PRINT, LLC		ELEVATOR OUT OF SERVICE NOTICE & HELP DESK SIGN	100240	52110	\$56.39

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/18/2025	PRO1PRINT, LLC		RESTAURANT WEEK,OUTSTANDING VOLUNTEER AWARD FLYERS	100240	52110	\$498.23
	11/18/2025	PRO1PRINT, LLC		2026 WEDDING AND EVENT EXPO BANNERS AND POSTCARDS	100240	52110	\$971.81
	11/18/2025	PRO1PRINT, LLC		COFFEE WITH A COP POSTCARDS JAN-MAY2026 DATES	100240	52110	\$164.25
CHECK TOTAL							\$1,690.68
17401	11/18/2025	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	\$927.00
	11/18/2025	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	\$971.00
	11/18/2025	PUBLIC STORAGE #23051		COMMUNITY RELATIONS STORAGE UNIT RENTAL-DECEMBER	100240	52302	\$1,045.00
CHECK TOTAL							\$2,943.00
17402	11/18/2025	REGIONAL CHAMBER OF COMMERCE		REGIONAL CHAMBER PROF SVCS FOR Q1 2025-26	100150	55000	\$3,000.00
CHECK TOTAL							\$3,000.00
17403	11/18/2025	REGIONAL TAP SERVICE CENTER		FOOTHILL PASSES - OCT 2025	206650	55610	\$439.64
	11/18/2025	REGIONAL TAP SERVICE CENTER		FOOTHILL PASSES - OCT 2025	206650	55620	\$1,758.56
CHECK TOTAL							\$2,198.20
17404	11/18/2025	RICHDAI INC		INSTRUCTOR PAYMENT - ART - FALL 25	100520	55320	\$324.00
CHECK TOTAL							\$324.00
17405	11/18/2025	ROSARIO A SCEBBA		SOUND SERVICES FOR HALLOWEEN PARTY	100520	55300	\$925.00
CHECK TOTAL							\$925.00
17406	11/18/2025	SAMANTHA SHERDEL		HEALTHY DIAMOND BAR ENTERTAINMENT	100520	55300	\$325.00
CHECK TOTAL							\$325.00
17407	11/18/2025	SAN GABRIEL VALLEY CITY MANAGER'S ASSOCIATION		11-19-25 SGVCMA MEETING	100130	52410	\$40.00
CHECK TOTAL							\$40.00
17408	11/18/2025	SIMPSON ADVERTISING INC		DESIGN, LAYOUT:2025 WINTER/2026SPRING REC GUIDE	100510	54900	\$0.00
	11/18/2025	SIMPSON ADVERTISING INC		DESIGN, LAYOUT:2025 WINTER/2026SPRING REC GUIDE	100240	54900	\$5,200.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	\$5,200.00
17409	11/18/2025	SITEREP CONSTRUCTION SERVICES INC		RETENTION CONTRACT WITHHOLDING: 26000006	262	29004	\$5,993.71
						CHECK TOTAL	\$5,993.71
17410	11/18/2025	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT		FACILITY LEASE FOR DEC. 2025	100130	52302	\$2,755.80
						CHECK TOTAL	\$2,755.80
17411	11/18/2025	SPECTRUM BUSINESS		INTERNET SERVICE/HERITAGE PARK - NOV 2025	100230	54030	\$285.18
						CHECK TOTAL	\$285.18
17412	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	204	21107	\$1.99
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	239	21107	\$2.20
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	241	21107	\$2.20
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	238	21107	\$3.32
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	203	21107	\$3.48
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	239	21113	\$7.53
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	241	21113	\$7.53
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	201	21113	\$9.03
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	238	21113	\$14.50
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	204	21113	\$15.03
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	201	21107	\$23.50
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	207	21107	\$24.28
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	203	21113	\$26.31
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	206	21107	\$38.90

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	250	21107	\$107.21
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	207	21113	\$128.56
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	250	21113	\$142.71
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	206	21113	\$174.50
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	100	21107	\$1,714.75
	11/18/2025	STANDARD INSURANCE COMPANY		LIFE/SUPP LIFE/LTD/STD INSURANCE PREMIUM NOV 2025	100	21113	\$2,577.14
						CHECK TOTAL	\$5,024.67
17413	11/18/2025	TENNIS ANYONE INC		CONTRACT CLASSES TENNIS SERVIC	100520	55320	\$8,191.14
						CHECK TOTAL	\$8,191.14
17414	11/18/2025	THE SAN GABRIEL VALLEY NEWSPAPER GR		LEGAL AD PL24-40 NOV 2025	100	22107	\$1,052.80
						CHECK TOTAL	\$1,052.80
17415	11/18/2025	THE SAUCE CREATIVE SERVICES INC		SIGNS FOR HALLOWEEN PARTY	100520	52110	\$673.75
	11/18/2025	THE SAUCE CREATIVE SERVICES INC		PRINTING FOR VETERANS RECOGNITION	100520	52110	\$1,164.24
						CHECK TOTAL	\$1,837.99
17416	11/18/2025	THE SHERWIN-WILLIAMS CO		SUNSET CROSSING PAINT SUPPLIES (CG103025)	262630	56104	\$194.04
	11/18/2025	THE SHERWIN-WILLIAMS CO		SUNSET CROSSING PAINT SUPPLIES (CG103025)	262630	56104	\$232.69
						CHECK TOTAL	\$426.73
17417	11/18/2025	TUMBLE-N-KIDS INC		CONTRACT CLASS- YOUTH GYMNASTICS	100520	55320	\$1,242.00
						CHECK TOTAL	\$1,242.00
17418	11/18/2025	TYLER TECHNOLOGIES INC		ELM PROJECT MGMT HOURS - 10/21/25-10/24/25	503230	56135	\$9,469.87
						CHECK TOTAL	\$9,469.87
17419	11/18/2025	ULINE INC		BENCHES FOR WINDMILL ROOM/CITY HALL	100520	51200	\$2,514.90
						CHECK TOTAL	\$2,514.90

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
17420	11/18/2025	UNITED SITE SERVICES OF CALIFORNIA INC		RESTROOM RENTAL - MAPLE HILL PROJECT SEPTEMBER	100520	55300	\$307.44
						CHECK TOTAL	\$307.44
17421	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	204	21108	\$3.22
	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	203	21108	\$5.65
	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	239	21108	\$6.95
	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	241	21108	\$6.95
	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	238	21108	\$12.16
	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	201	21108	\$18.73
	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	207	21108	\$79.27
	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	206	21108	\$94.11
	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	250	21108	\$104.15
	11/18/2025	VISION SERVICE PLAN		VISION INSURANCE PREMIUM NOVEMBER 2025	100	21108	\$1,948.64
						CHECK TOTAL	\$2,279.83
17422	11/18/2025	WALNUT VALLEY UNIFIED SCHOOL DISTRICT		ADULT VOLLEYBALL GYM RENTAL	100520	52302	\$765.00
						CHECK TOTAL	\$765.00
17423	11/18/2025	WANSEO CHUNG		CONTRACT CLASS - ADULT FITNESS	100520	55320	\$957.60
						CHECK TOTAL	\$957.60
17424	11/18/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 22307 BROKEN TWIG - THRU 10/3/25	100	22109	\$840.00
	11/18/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 1198 CHISOLM TRAIL - THRU 10/3/25	100	22109	\$315.00
	11/18/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 609 RADBURY PL - THRU 10/3/25	100	22109	\$630.00
	11/18/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 2235 MORNING CYN - THRU 8/1/25	100	22109	\$2,100.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	11/18/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 2631 ROCKY TRAIL - THRU 8/1/25	100	22109	\$1,470.00
	11/18/2025	WILLDAN GEOTECHNICAL		GEOTECH REVIEW - 1668 BRONZE KNOLL - THRU 8/1/25	100	22109	\$1,470.00
						CHECK TOTAL	\$6,825.00
17425	11/18/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - SEPTEMBER 2025	100	22107	\$705.00
	11/18/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - SEPTEMBER 2025	100	22107	\$1,212.60
	11/18/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - SEPTEMBER 2025	100	22107	\$1,381.80
	11/18/2025	WOODRUFF & SMART, A PROFESSIONAL CORPORATION		LEGAL SERVICES - SEPTEMBER 2025	100120	54020	\$4,314.60
						CHECK TOTAL	\$7,614.00
						GRAND TOTAL	\$1,063,384.86



CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

SUBJECT: Cancellation of January 6, 2026 City Council Meeting and Approval of City Facilities Holiday Schedule.

STRATEGIC GOAL: Open, Engaged and Responsive Government

RECOMMENDATION:

- A. Adjourn the December 16, 2025 City Council meeting to January 20, 2026; and
- B. Approve City Facility closures on Friday, December 26, 2025, Wednesday, December 31, 2025 from noon to 5:30pm, and Friday, January 2, 2026.

FINANCIAL IMPACT:

None.

BACKGROUND:

It has been suggested that the Council consider the cancellation of the City Council Meeting scheduled for January 6, 2026. There will be no pressing matters or public hearings scheduled and therefore adjourning the meeting will not cause the City any hardship.

The City currently recognizes the following holidays as City facility closure days: Christmas Eve (December 24th, Christmas Day (December 25th) and New Year's Day (January 1st). This year, it is requested that the City Council consider a request to close City facilities to visitors and customers on Friday, December 26th; Wednesday, December 31st from 12pm – 5:30pm; and on Friday, January 2nd.

ANALYSIS:

Should the City Council concur, it is recommended that the Mayor, at the end of the December 16, 2025 City Council Meeting, adjourn said Council meeting to January 20, 2026.

Historically, the Christmas and New Year's holiday weeks are a periods of low customer traffic, few facility rentals and little to no City programming or special events. Many contractors and vendors offices that work with the City are closed during the holidays.

This year, the Diamond Bar Center Does not have any private rentals during the proposed holiday closure dates. Both public safety and emergency response operations will be operating at present levels during both holiday weeks. All benefitted part-time and full-time employees will have the opportunity to utilize accrued vacation, floating holiday hours, administrative leave, comp-time, and/or unpaid leave during the closure. The American Federation of State, County and Municipal Employees (AFSCME) union, representing part-time non-benefitted Parks and Recreation employees, was notified of the City's intent to have a one-time holiday closure for two and half additional days over the two-week holiday period and has no concerns with the schedule. City facilities would resume regular operating hours on Monday, January 5, 2026.

PREPARED BY:

Amy Haug, Human Resources & Risk Manager, City Manager's Office
Kristina Santana, City Clerk, City Clerk's Office

ATTACHMENTS:

None



CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

SUBJECT: Consulting Services Agreement with HdL Coren & Cone.

STRATEGIC GOAL: Responsible Stewardship of Public Resources

RECOMMENDATION:

Approve, and authorize the City Manager to sign, the five-year consultant services agreement with HdL Coren & Cone in the not-to-exceed amount of \$91,008.00, with the option to extend for two additional five-year terms.

FINANCIAL IMPACT:

The annual fee for calendar year 2026 is \$16,470. Subsequent annual fee amounts will be subject to a CPI adjustment which would not exceed 5% without the prior approval of the City Council. Therefore, the total not-to-exceed amount of the five-year agreement from 2026 through 2030 is \$91,008.00. Sufficient funds are included in the FY 2025/26 Finance Department professional services budget to cover the cost of this service.

BACKGROUND:

HdL Coren & Cone (HdL) has provided property tax consulting and audit services to the City of Diamond Bar for the last five years. HdL is a widely recognized expert in the data analysis of the complex property tax system. The services provided include monitoring, identification and reconciliation of Los Angeles County property tax records and apportionments. HdL also provides the City with budget forecasts of property tax revenues—one of the City's largest revenue sources—and also provides recovery services for misallocated property tax revenue.

ANALYSIS:

Property tax revenue is one of the City of Diamond Bar's largest and most stable revenue sources. However, its performance is influenced by a range of regional market conditions that make revenue forecasting inherently complex. Adding to the complexity, recent events have further demonstrated the volatility of this revenue stream. Unpredictable external forces, such as the recent January 2025 urban wildfires and the global Covid-19 pandemic, can delay revenue collections or prompt reductions in assessed valuations, thereby affecting year-to-year projections.

Given these uncertainties, developing accurate property tax revenue forecasts is essential to preparing the City's annual operating budget and ensuring that expenditure estimates are based on reliable financial

assumptions. HdL provides specialized expertise in property tax analysis, auditing and forecasting and qualifies as a sole-source provider under Section 3.24.090(c) of the City's Purchasing Ordinance. As such, formal bidding requirements are appropriately waived for this service.

LEGAL REVIEW:

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

PREPARED BY:

Jason Jacobsen, Finance Director

ATTACHMENTS:

1. HdL Coren & Cone Consulting Services Agreement

CONSULTING SERVICES AGREEMENT

Property Tax Management, Reporting, Monitoring and Auditing

THIS AGREEMENT (the "Agreement") is made as of December 2nd, 2025 by and between the City of Diamond Bar, a municipal corporation ("City") and HdL Coren & Cone, a California corporation, herein referred to as the "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 property tax management, reporting, monitoring, and auditing 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.

Jason Jacobsen, Finance Director, (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 December 16th, 2025, and shall continue up to and including December 15th, 2030 ("Term") unless earlier terminated pursuant to the provisions herein.

The City Manager shall have the option to extend this Agreement for **two (2) additional five (5) 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 adjustment to the consultant's compensation will be subject to negotiation between the City and the Consultant. However, any such increase shall not exceed the lesser of: (1) the percentage change in the California Consumer Price Index (CCPI) for All Urban Consumers, all items, as published by the California Department of Industrial Relations and measured from February to February; or (2) five percent (5%).

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". The Consultant is entitled to an annual fee increase that shall not exceed the lesser of: (1) the percentage change in the California Consumer

Price Index (CCPI) for All Urban Consumers, all items, as published by the California Department of Industrial Relations and measured from February to February; or (2) five percent (5%). 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 Ninety One Thousand and Eight Dollars (\$91,008), 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 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 agents or employees of City.

B. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold City harmless from any and all taxes,

assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. In the event that City is audited by any Federal, 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.

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. Unauthorized Aliens. Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. § 1101 *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Consultant hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including reasonable attorney fees, incurred by City.

10. Indemnification. To the maximum extent permitted by Civil Code section 2782.8, Consultant shall defend, indemnify, and hold harmless City, its officers, officials, employees, attorneys, 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; and

(2) Any and all claims arising out of Consultant's performance of or failure to perform, 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 or should there be a conflict in such legal counsel representing the Consultant and the City, 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. Except for the Indemnitees, this Agreement shall not be construed to extend to any third-party indemnification rights of any kind; and

(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.

11. Insurance.

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

(1) Reserved.

(2) Reserved.

(3) Reserved.

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

(5) Professional liability insurance covering errors and omissions arising out of the performance of this Agreement with a combined single limit of \$2,000,000. 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 Indemnitees shall be named as additional insureds on the policies as to comprehensive general liability, property damage, and automotive liability. The policies as to comprehensive general liability, property damage, and automobile liability shall provide that they are primary, and that any insurance maintained by the City shall be excess insurance only.

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

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

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

F. Self-Insured Retention/Deductibles. All policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City. 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 or deduct such amounts from any payment due Consultant.

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

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

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

12. 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.

13. Ownership of Materials. Except as specifically provided in this Agreement, all materials produced 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.

14. 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 and completion of services performed under this Agreement. The City and any of its 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.

15. Conflict of Interest.

A. Consultant covenants that it presently has no interest and shall not acquire any such interest, direct or indirect, which may be detrimental to its obligation to provide the services performed under this Agreement. 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 such 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.

16. 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 mailing 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.

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

18. Non-Discrimination and Equal Employment Opportunity.

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

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

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

19. Reserved.

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

21. Reserved.

22. 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.

23. 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.

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

25. 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.

26. 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.

27. 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.

28. 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"

HdL Coren & Cone
120 S. State College Blvd., Suite 200
Brea, CA 92821
Attn.: Nichole Cone-Morishita
Phone: 714-879-5000
E-Mail: NCone@HdLCCPropertyTax.com

"CITY"

City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765-4178
Attn.: Jason Jacobsen
Phone: 909-839-7051
E-mail: JJacobsen@diamondbarca.gov

29. Governing Law. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of California. In the event of litigation between the parties, venue for any state or federal action shall be in the County of Los Angeles.

30. 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.

31. Severability. If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

32. 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"

"City"

HdL Coren & Cone
A California Corporation

CITY OF DIAMOND BAR

By: Paula J. Cone
Printed Name: Paula Cone
Title: President
Email: pcone@hdlccpropertytax.com

By: _____
Dan Fox, City Manager

By: Nichole Cone-Morishita
Printed Name: Nichole Cone-Morishita
Title: Chief Finance Officer
Email: NCone@HdLCCPropertyTax.com

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.***

PROPERTY TAX MANAGEMENT, INFORMATION AND AUDIT SERVICES**SCOPE OF SERVICES**

Services provided include property tax management service, secured and unsecured parcel audits, budget projections, and bond fiscal analysis.

Reports and Management Analyses ⁽¹⁾

HdL Coren & Cone (HdLCC) will provide the following reports. Reports are also available from prior years if required.

- A five-year history of the values within the City, and custom (city defined) geographic areas;
- A listing of the largest value changes, positive and negative between tax years;
- An annual parcel listing of properties with parcel number changes between tax years identifying parcel splits and combines;
- A listing of the major property owners for the City including the combined assessed values of their property and property use code designation;
- A listing and summary of property transfers which occurred since the lien date ordered by month;
- A listing of parcels that have not changed ownership since the enactment of Proposition 13;
- A comparison of property within the City by county use-code designation;
- A multiple year comparison of growth by use code designation over a 5-year period;
- A listing by parcel of new construction activity to identify non-residential parcels with new construction activity and to provide reports for use in the City's preparation of Proposition 4 and 111 State Appropriation Limit calculations;
- A listing of absentee owner parcels;

(1) Reports are based upon property tax information obtained from your county and supplemented by additional information from third parties. Some reports are dependent upon the availability of county data in electronic format.

- Calculate an estimate of property tax revenue anticipated to be received for the current fiscal year by the City based upon the initial information provided by the County and subject to modification. This estimate shall not be used to secure the indebtedness of the City.
- Analyses based on geo areas designated by the City to include assessed valuations and square footage computations for use in economic analysis and community development planning.
- Tracking of Proposition 8 reductions and restorations
- Median sale price data for current year and prior years for comparison
- One and five-year budget projections for the city general fund and special districts. This report is interactive for tax modeling.
- Newsletter summary for public and elected distribution.

Monthly/Quarterly Reports and System Updates

- A listing of property tax appeals filed on properties in the City where data is available for purchase from the Clerk of the Board.
- A listing of property transfers that have occurred since the last report will be available through the web-based application and updated on a monthly basis.

Web-Based Application

- HdLCC provides a web-based application to clients as a user-friendly tool to access the City's property tax data. HdLCC provides updates to the data portion of the product on monthly basis to reflect changes in ownership, updated appeals filings, and deed recordings.
- As modifications and enhancements are made to the program, clients receive the enhanced version at no additional cost. Training will be provided to city staff within the first two months after the execution of the agreement for property tax management and audit services and is available annually for new staff members or staff requiring a refresher course. If additional training sessions are required, the fees in the compensation section under hourly fees will be charged.

Identification and Correction of Errors

HdL Coren & Cone has the technology, methodology and trained staff to analyze all secured parcels within the City to identify costly errors resulting in the misallocation of property taxes.

The company audits the secured and unsecured property tax rolls to ensure that each is coded to the appropriate taxing entity. The company performs an analysis of the Assessor Rolls to identify all parcels on both the secured and unsecured tax rolls and verify that parcel assessed valuations and the resulting taxes are correctly allocated to the City. This analysis is accomplished through the use of specialized computer software, GIS maps, assessor maps, city maps, city records, other pertinent documents, and field investigations.

Fee for Services

HdLCC shall provide the Base Services described above, for a fixed annual fee of \$16,470 (invoiced quarterly). The fee is based on the number of parcels in the City of Diamond Bar (18,745 parcels). The Base Fixed Fee shall be adjusted annually by the California Consumer Price Index (CCPI) for all items as determined by the California Department of Industrial Relations as measured February to February by the California All Urban Consumers index.

On-Going Consultation

During the term of the contract, we serve as the resource staff to the County or agency on questions relating to property tax. This includes being "on-call" to assist with any property tax issues. On-going consultation would include, but not be limited to inquiries resolved through use of the City data base. All requests for information based upon the County's property tax data sets are provided without additional costs. Special reports, additional research, or requests requiring additional computer programming may entail some additional costs. Attendance at City meetings will be billed at our hourly rates.

Fees for Optional Services shall be billed at the following hourly rates:

Partner	\$250 per hour
Principal	\$225 per hour
Programmer	\$200 per hour
Associate	\$175 per hour

Senior Analyst	\$125 per hour
Analyst	\$ 90 per hour
Administrative	\$ 70 per hour

Hourly rates are exclusive of expenses and are subject to adjustment by HdLCC annually. On July 1st of each year HdLCC shall provide the City with an updated schedule of hourly rates. The rates will not be increased by more than five percent (5%) per year.

Identification and Correction of Errors

Fees for the identification and correction of errors are on a contingent basis, HdLCC shall receive 25 percent of general fund or tax increment property tax revenue or other revenues attributable to the City recovered or reallocated which are directly or indirectly the result of an audit, analysis or consultation performed by HdLCC (including but not limited to base year value audits; administration of tax sharing agreements; tax increment allocation reviews; county allocation reviews). HdLCC shall separate and support said reallocation and provide the City with an itemized invoice showing all amounts due as a result of revenue recovery or reallocation. The City shall pay audit fees after Contractor's submittal of evidence that corrections have been made by the appropriate agency. Payment to HdLCC shall be made within thirty (30) days after the City receives its first remittance advice during the fiscal year for which the correction applies.

HdL Coren & Cone
 120 S State College Boulevard, Suite 200
 Brea, California 92821
 714.879.5000



CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Daniel Fox, City Manager

SUBJECT: Consulting Services Agreement with NCE, Inc. for the Civil Engineering Design Services For Residential, Collector, and Arterial Streets Rehabilitation, and Residential Neighborhood ADA Curb Ramps Improvement Projects; CIP No. SI261

STRATEGIC GOAL: Safe, Sustainable and Healthy Community

RECOMMENDATION:

- A. Determined that approval of the design services agreement for the proposed project is not subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Article 18, Section 15262; and
- B. Approve, and authorize the City Manager to sign, the Consulting Services Agreement with NCE, Inc. in a not-to-exceed amount of \$542,955, plus a contingency amount of \$54,296, to be authorized by the City Manager, for a total authorization amount of \$597,251.

FINANCIAL IMPACT:

The FY 2025/26 Capital Improvement Program includes \$600,000 in funding for CIP No. SI261 – Annual Pavement Rehabilitation Design.

Funds for the Project are as follows:

Pavement Rehabilitation Design Project FYs 2026-28 (Arterials, Residential, Collector Street Pavement Rehabilitation, and CDBG Curb Ramps) CIP No. SI261	Design	Encumbrance/	Balance
	Budget	Expenses	

Measure M (#203)	\$600,000		\$600,000
Consultant Services for Design (Base Scope + 2		(\$542,955)	\$57,045

Optional Items)			
Consultant Services for Design Contingency (10%)		(\$54,296)	\$2,750
Balance			\$2,750

BACKGROUND:

The consultant work under this contract will provide full design services for the City's residential, collector, and arterial roadway rehabilitation projects over the next three years. This includes pavement design, ADA curb ramp upgrades, utility coordination, field investigation, and preparation of plans, specifications, and estimates (PS&E) needed to bid on the projects. The work also supports the City's ongoing Americans with Disabilities Act (ADA) Curb Ramp Improvement Program, which is delivered in multiple neighborhood areas to systematically bring public sidewalks and intersections into compliance.

To improve efficiency and reduce costs, the City is bundling multiple roadway segments into a single design package rather than issuing separate contracts each year. This approach minimizes duplication of consultant mobilization, reduces staff oversight time, and ensures consistency across all plan sets.

The pavement rehabilitation work will address the next group of streets identified in the City's 2025 Pavement Management Program (PMP), including both residential neighborhoods and key arterial streets. The combined design package will support construction delivery over the three fiscal years (25/26, 26/27, and 27/28), allowing the City to continue its long-term strategy of maintaining pavement cost-effectively and proactively.

ANALYSIS:

The design work will be for approximately 10.7 centerline miles of Area 5 residential and collector streets with slurry seal, chip seal and asphalt concrete (AC) overlay, including removal/repairing isolated damaged AC pavement as determined by field conditions; and approximately a total of 5.6 centerline miles of various sections along Brea Canyon Road, Diamond Bar Boulevard, Temple Avenue, and Pathfinder Road. As discussed in the attached consultant's proposal (Attachment 2) and shown on the Location Maps (Attachment 3), the design will include a field investigation, utility coordination, pavement analysis, preparation of plan and specifications, bidding and construction support.

On October 20, 2025, staff issued a Request for Proposal (RFP) for the engineering design and preparation of construction documents. On November 10, 2025, six (6) proposals were received for engineering design services in response to the City's RFP. The proposals were reviewed and evaluated based on:

1. General responsiveness to the City's RFP
2. Staff and firm experience with projects of similar size and scope
3. Approach/methodology
4. Hours and level of effort
5. Ability to meet the city's schedule and expectations
6. References

Staff reviewed all the proposals using a qualification-based approach. The criteria above were developed to assess a firm's ability to provide a high-quality product that meets the City's standards and requirements. High-quality construction plans have been known to yield savings in the construction costs of projects as well as in long-term maintenance costs.

Additionally, the table below lists the proposed fees from these professional engineering firms:

Consultants	Base Fee
Nicholas Consulting Engineers (NCE, Inc.)	\$430,330
TAIT & Associates	\$693,079

AYCE	\$718,678
RKA	\$742,530
HR Green	\$878,223
Onward	\$943,980

Based on the evaluation criteria, considering both qualifications and cost, NCE provides the best overall value and is the only firm that realistically fits the City's design budget while still meeting project needs and schedule. Their proposal was clear and specifically tailored to Diamond Bar, demonstrating a strong understanding of our pavement network, ADA ramp requirements, and on-the-ground field conditions. NCE's targeted design approach, supported by their prior experience with our rehabilitation program, familiarity with the PMP framework, and their role as the City's current design consultant, allows them to efficiently prepare accurate plans and identify key areas needing special attention. Overall, their knowledge of the City and practical delivery strategy make them the most practical choice. A short form of NCE's proposal is provided in Attachment 2. The full-length proposal can be obtained from the Public Works Department.

NCE's references also support their reliability and experience in pavement and ADA design. In addition to their work in Diamond Bar, NCE Inc. (NCE) has completed pavement management and rehabilitation design services for several public agencies throughout Southern California, including the Cities of Chino, Pomona, Yorba Linda, Laguna Niguel, Rancho Cucamonga, and Fontana. These agencies noted NCE's responsiveness, practical problem-solving, and strong communication during design and construction support. Their proven experience with these cities and past projects with the City on similar roadway and ADA projects reinforces NCE's capability to deliver this project successfully.

The initial design scope of work included a total of ten (10) projects, five base scope items and five optional items. To stay within the available project budget, staff is recommending a total of seven (7) projects for inclusion; Project 1 through 5 from the base scope, along with Projects 6 and 9 from the optional list. Because NCE's base scope proposal came in well below the budget threshold, these two additional projects can be accommodated without exceeding available funding. Including Project 9 is particularly appropriate, as the arterial segment is in noticeable need of rehabilitation due to its current pavement condition.

The tentative design schedule for each roadway project, which is consistent with the City's Pavement Management Program, is as follows:

Project	Description	Fiscal Year
Project 1	ADA Curb Ramp Improvement Project (Area 6)	FY 25-26
Project 2	Arterial Street Rehabilitation: - Brea Canyon Rd: Diamond Bar Blvd. to Pathfinder Rd. - Brea Canyon Rd: Pathfinder Rd. to Washington Ave. - Diamond Bar Blvd: SR-60 Off-Ramp to City Limit	FY 25-26
Project 3	ADA Curb Ramp Improvement Project (Area 7)	FY 26-27
Project 4	Residential & Collector Streets Rehabilitation (Area 5)	FY 26-27
Project 9	Arterial Street Rehabilitation: Temple Ave/Avenida Rancheros: Diamond Bar Blvd. to City Limits	FY 26-27
Project 5	Arterial Street Rehabilitation: Pathfinder Rd: Diamond Bar Blvd. to City Limits.	FY 27-28

Project 6	ADA Curb Ramp Improvement Project (Area 1)	FY 27-28
-----------	--	----------

The construction budget for Project 1 and Project 2 is available in FY 25/26. The projects listed for each fiscal year may still change depending on the availability of construction funds for the coming fiscal years.

ENVIRONMENTAL REVIEW:

The City Council's approval of the Consultant Services Agreement for design services is not subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to Article 18 (Statutory Exemptions), Section 15262 of the CEQA Guidelines, which exempts "feasibility or planning studies for possible future actions that the agency has not yet approved."

LEGAL REVIEW:

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

PREPARED BY:

Christian Malpica, Associate Engineer, Public Works

ATTACHMENTS:

1. Consulting Service Agreement
2. Exhibit A - Consultant Proposal
3. Exhibits B Through C

CONSULTING SERVICES AGREEMENT

Design Professional

THIS AGREEMENT (the "Agreement") is made as of **December 2, 2025** by and between the City of Diamond Bar, a municipal corporation ("City") and **Nichols Consulting Engineers, Chtd. (NCE)**, a Nevada Corporation ("Consultant").

1. Consultant's Services.

Subject to the terms and conditions set forth in this Agreement Consultant shall provide to the reasonable satisfaction of the City the design services for the **FY 25/26 Civil Engineering Design Services for: Residential & Collector Streets Rehabilitation, Arterial Streets Rehabilitation, and Residential Neighborhood ADA Curb Ramps Improvement Project City Project No. SI261** set forth in the attached Exhibit "A", which is incorporated herein by this reference. As a material inducement to the City to enter into this Agreement, Consultant represents and warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Consultant represents that it is fully qualified to perform such consulting services by virtue of its experience and the training, education and expertise of its principals and employees.

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

2. Term of Agreement. This Agreement shall take effect December 2, 2025, and shall continue until the work herein is completed unless earlier terminated pursuant to the provisions herein.

3. Compensation. City agrees to compensate Consultant for each service which Consultant performs to the satisfaction of City in compliance with the scope of services set forth in Exhibit "A". Payment will be made only after submission of proper invoices in the form specified by City. Total payment to Consultant pursuant to this Agreement shall not exceed **five hundred forty-two thousand nine hundred fifty-five dollars (\$542,955)** 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 agents or employees of City.

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

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

D. Consultant shall, at Consultant's sole cost and expense 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. 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. Except for the Indemnitees, this Agreement shall not be construed to extend to any third party indemnification rights of any kind; and

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

(4) The 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;

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

(5) Professional liability insurance covering errors and omissions arising out of the performance of this Agreement with a combined single limit of \$1,000,000. If such insurance is on a 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 ten (10) day's prior written notice thereof. Consultant agrees that it will not cancel, reduce or otherwise modify the insurance coverage and in the event of any of the same by the insurer to immediately notify the City.

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

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

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

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

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

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

11. Confidentiality. Consultant in the course of its duties may have access to confidential data of City, private individuals, or employees of the City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data

shall be returned to City upon the termination of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement. Notwithstanding the foregoing, to the extent Consultant prepares reports of a proprietary nature specifically for and in connection with certain projects, the City shall not, except with Consultant's prior written consent, use the same for other unrelated projects.

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

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

13. 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.

14. 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.

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

16. 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.

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

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

19. 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.

20. 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.

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

22. Non-Waiver of Terms, Rights and Remedies. Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to 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.

23. 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.

24. 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.

25. 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"

NCE
2300 E. Katella Ave. Suite 125
Anaheim, CA 92806

Attn.: Vivek Jha, Principal
Phone: 657 275-3018
E-Mail: vjha@ncenet.com

"CITY"

City of Diamond Bar
21810 Copley Drive
Diamond Bar, CA 91765-4178

Attn.: David G. Liu, Director of Public
Phone: 909 839-7038
E-mail: dliu@diamondbarca.gov

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

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

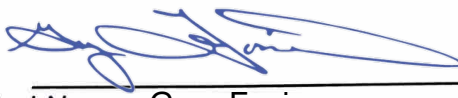
30. Entire Agreement. This Agreement, and any other documents incorporated herein by reference, represent the entire and integrated agreement between Consultant and City. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended,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

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

"Consultant"

NCE

By: 
Printed Name: MARGOT YAPP
Title: PRESIDENT

By: 
Printed Name: Greg Fasiano
Title: Vice President & Secretary

Approved as to form:

By: _____
Omar Sandoval, City Attorney

"City"

CITY OF DIAMOND BAR

By: _____
Dan Fox, City Manager

ATTEST:

Kristina Santana, City Clerk

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

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



Collaboration. Commitment. Confidence.SM

A. Cover Letter

November 3, 2025

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

RE: FY 25/26 CIVIL ENGINEERING DESIGN SERVICES FOR: Residential & Collector Streets Rehabilitation, Arterial Streets Rehabilitation, and Residential Neighborhood ADA Curb Ramps Improvement Project

Dear Members of the Selection Committee:

NCE has worked with the **City of Diamond Bar (City)** on the City's most recent Residential & Collector Street Rehabilitation for Areas 3 and 4, Arterials Streets Rehabilitation for Areas 3 and 4, and Areas 3, 4, and 5 Neighborhood ADA Curb Ramps Improvement Projects and past PMP projects. With this extensive experience partnering with the City over the past several years, NCE is intimately experienced with the City's street maintenance and rehabilitation standards. We have successfully provided the City with both design and construction support services and due to our proximity to the City we have effectively helped the City navigate potential RFI's that may arise, often visiting the site the same day a request is made by the City. We are always learning, and will take the lessons learned from our previous project with the City including additional layers of QC in our cost estimates. We know the City has shown interest in utilizing environmentally friendly ARHM for arterial streets and CalRecycle has updated their funding guidelines making Diamond Bar once-again eligible for new upcoming grant applications. We are prepared to hit the ground running and execute the City's vision for this large-scale street improvement project.

Established in 1990, NCE is a client-focused consulting firm with extensive experience in civil and environmental engineering for planning, design, and construction. We are recognized for delivering successful civil engineering projects and multi-year pavement programs, including resurfacing, rehabilitation, road reconstruction, Complete Streets, green infrastructure, construction support, and pavement management, for public agencies across California. Our integrated civil and pavement engineering team specializes in municipal roadway infrastructure, tailoring designs to field conditions and providing comprehensive, bid-ready solutions. NCE is known for technical expertise, reliable delivery on tight schedules, and clear communication, with an approach that emphasizes timely submittals, robust Quality Assurance/Quality Control (QA/QC), and cost-effective plans, specifications, and estimates (PS&E) packages. Our team offers the following advantages and distinguishing features:

- Extensive experience developing PS&E for annual pavement preservation programs, including multi-year programs.
- Experienced and qualified professionals in civil, pavement, and transportation engineering.
- Proven record designing numerous curb ramps statewide, including standalone Community Development Block Grant (CDBG) Curb Ramp Projects.

We have successfully implemented similar projects for other local agencies including the **FY 2022-23, FY2021, FY 2020, and FY 2018 Street Rehabilitation Projects for the City of San Marino; Maintenance District 6 Pavement Rehabilitation Project Phase II for the City of Glendale; CIP 2023-01 Street Rehabilitation for the City of Huntington Park; and FY 2022 and FY 2023 Street Rehabilitation Projects for the City of Redondo Beach.**

We are committed to delivering the bid-ready PS&E within five (5) months of Notice to Proceed, per the City's review periods and project milestones. Our proposal has been prepared based on our understanding of the RFP requirements terms and conditions including Addendums 1 through 3. The signed Addendum Receipt Certification is included in Appendix B. The proposal remains valid for 120 days from the date of submission. As Principal of NCE, **Vivek Jha, MS, PE**, is authorized to negotiate and sign contracts on behalf of the firm. **Jim Bui, PE**, will serve as Project Manager and main point of contact for this proposal. He can be reached by phone at (714) 606-8035 or via email at JBui@ncenet.com. We appreciate your consideration of our proposal and look forward to continuing our collaboration with the City of Yorba Linda.

Sincerely,

NCE

Vivek Jha, MS, PE, Principal

Jim Bui, PE, Project Manager

2300 E Katella Ave, Suite 125
Anaheim, CA 92806
(657) 275-3018

B. Project Understanding and Scope of Services



Based on the City's Request for Proposal (RFP) and our preliminary site visit, NCE understands the City is seeking a consultant to provide professional civil engineering and pavement engineering services for the FY 25/26 Civil Engineering Design Services For: Residential & Collector Streets Rehabilitation, Arterial Streets Rehabilitation, and Residential Neighborhood ADA Curb Ramps Improvement Project. This includes five base projects - 2 ADA curb ramp projects (Area 6 & 7), 1 residential and collector street rehabilitation project (Area 5), and 2 arterial street rehabilitation projects. Additionally, there are four optional projects – 1 ADA curb ramp project (Area 1), 1 residential and collector street rehabilitation project (Area 6), and 3 arterial streets rehabilitation projects

For the purposes of the proposal, NCE reviewed the City's 2025 Pavement Management Report to gain an overview of the residential and collector project street design needs and also cross referenced the additional arterial street selection from the RFP that was not part of the original PMP analysis. For this proposal, **NCE** conducted a preliminary desktop review of these project sites to gain further knowledge of the current pavement conditions, ADA compliance of curb ramps, condition of existing sidewalks, and curb and gutter deficiencies. This review provides us greater insight into the existing site conditions and confidence that our approach will meet the stated objectives contained the RFP.

As part of the proposal process, NCE staff first compared the City's Street list with the 2025 PMP Report and the multi-year work plan. Based on the City's latest PMP Report, the residential and collector projects include the streets that are in that area's work plan. The Area 5 Work Plan includes **89 street segments** which are approximately 10.7 miles and the Area 6 Work Plan includes **81 street segments** which are approximately 10.6 miles. Both Work Plans exclude street segments with a PCI of 88 or greater, so we understand these streets with high PCI's will not receive any treatment or design at this time. The arterial project is nearly **9.3 miles total** with the breakdown being: Project 2 is approximately **3.5 miles**, Project 5 is approximately **1.7 miles**, Optional Project 8 is approximately **1.7 miles**, Optional Project 9 is approximately **0.4 miles**, and Optional Project 10 is approximately **2.0 miles**. Based on the preliminary pavement condition survey of the streets listed in the RFP, the pavement is generally in "Fair" to "Good" condition. Most sections appear suitable for pavement preservation treatments (e.g., slurry seal) and hot-mix asphalt (HMA) overlays.

As primarily a maintenance-based project we understand the City seeks an effective design approach to maximize the number of streets incorporated. Our approach will leverage our detailed understanding of the City's existing pavement network and design experience from road rehabilitation projects across California to provide innovative solutions to data collection and plans preparation. Instead of traditional topographic surveying which is more suitable for roadway re-construction and widening projects, our Team will utilize our experienced inspectors and engineers to collect crucial roadway design information via handheld GIS data collection methods in conjunction with publicly available aerial imagery to derive high-level vicinity maps. We found this to be especially useful during our last project for the City where the City's Field Inspector was able to use the NCE data provided in a Google Earth KMZ file to determine the locations and extents of base repairs in the field. This saved the City from possible cost overruns due to unnecessary repairs.

Using a similar data collection method combined with existing as-built information and utility information, we'll reserve slightly more detailed basemap development for arterial street rehabilitation only. This tailored approach means more candidate streets from each maintenance area will be studied and designed compared to traditional design methods.

For the standalone CDBG Curb Ramp projects we'll perform engineering surveys utilizing hand tools to develop the project basemaps and develop the curb ramp layouts. Per the RFP we assume the design will include **up to 8 curb ramps** per CDBG Project. As we learned with the City during our previous project the City has many hilly corners, which can require very large HMA conforms extending into the roadway. We'll make sure to identify these location on the curb ramp plans and account for the conform widths which could extend between 4' - 8' into the roadway. This will provide confidence that the Engineer's Estimates will be as accurate as practicable.

B.1 Proposed Approach

Pavement Design

NCE understands that the project revolves primarily around pavement maintenance for the selected roadways. This means most of the project streets are candidates for rehabilitation treatments such as grind and overlay work or maintenance treatments such as cape seals and slurry seals. During the project, one of NCE's pavement engineers will perform a detailed pavement condition survey of each street section based on visible distresses and holistic condition of the roadway that goes beyond the typical PMP report and focuses on underlying causes for pavement deterioration. Our visual pavement investigation will be summarized in tabular form for the City's review and approval and compared against the presumptive PMP treatments prior to beginning work with the detailed PS&E. With our visual investigation we will also be able to provide pavement alternatives including recycled materials and rubberized surface layers and interlayers that are efficient at crack mitigation for maintenance streets and provides a smooth, quiet ride for residents. This will optimize the City's crucial maintenance funds to provide the most cost-effective pavement treatments.

Our engineers will mark and collect the localized base repairs, which are often one of the costliest elements of an annual preservation program. If streets identified for rehabilitation in the RFP are encountered to have potentially larger pavement design issues during NCE's visual design review, NCE will notify the City early in the design process to develop suitable design options. Some possible issues we noted during our proposal review included excessive build-up of slurry seal or overlays on the shoulder, creating a pavement lip at the gutter pan. This excessive buildup could be problematic for parked vehicles or proposed pavement work. NCE will be able to assist the City in recommending edge milling or micro-milling opportunities to correct adverse shoulder grades to accommodate additional rehabilitation and maintenance seals. Correctly identifying all of these details are crucial in developing an accurate preliminary cost prior to proceeding into the final design stage.

We'll also conduct a pavement coring and subgrade laboratory testing program to better understand the existing structural sections and performance to help characterize larger subgrade problems or to design for the replacement of severely deficient pavement surfaces requiring reconstruction. If any of the arterial streets identified for rehabilitation in the RFP are encountered to have potentially larger pavement design issues during NCE's visual design review, NCE will notify the City early in the design process to discuss suitable design options.

Prior to the development of the 65% plans, NCE will present the preliminary findings of our pavement investigation, including alternatives for the City's input to guide the overall rehabilitation program. This will also allow our integrated pavement and civil design team to suggest revisions to our scope and approach, including possible revisions to the paving limits or, if necessary, the addition or removal of entire street segments to better meet the City's budgetary constraints. We're able to provide this detailed cost analysis based on years of experience developing similar street preservation programs and understanding the associated cost implications of ADA curb ramp repairs and other roadway construction elements prior to the formal plans development. Providing this high-level summary before producing 65% plans allows us to avoid unnecessary revisions to the street list after development of the 65% plans, helping lead to smoother, more efficient, and cost-effective PS&E development.

Concrete Design

As part of the street rehabilitation programs, we understand the City also wishes to address obvious deficiencies with concrete flatwork such as curb and gutter repairs and cross gutters repairs and meet the requirements for ADA compliance of curb ramps. As the cost of PCC flatwork and curb ramps may be a large component of a roadway's maintenance costs, it's important to have a clear understanding of the existing conditions and extent of required design.

It is assumed that curb ramps containing a detectable warning surface (colored tile) are ADA-compliant and will not be re-inspected. As part of our preliminary assessment, our Team also reviewed the existing intersections and estimates that approximately **104 or 25% of existing curb-ramp eligible corners are non-ADA-compliant** as shown on the table below. During the design our Team will first confirm the curb and gutter repair criteria with the City and then mark the repair locations and include them on the plans. Our Team will also collect sufficient field information to identify curb ramp standard plan installations. It is assumed that 8 curb ramps each for Areas 6, 7, and 1 are part of Task 4 for CDBG-construction-funded curb ramps, and the remainder will be part of the other street rehabilitation projects. Due to the hilly nature of the project streets, special consideration will be given to the development of ADA-compliant curb ramps, which may need to have maximum 15-foot-long flares in accordance with the latest Public Right-of-Way Accessibility Guidelines. This will help the City conserve funding and avoid "chasing the grade" of existing roadways. We'll also note the presence of utilities at the intersection corners

to help minimize costly change orders or RFI's during construction of curb ramps. Lastly, we'll note need for widened HMA plugs for very hilly corners to help get more accurate construction costs for the curb ramps.

Project No.	Project Description	Compliant	Non-Compliant	No Sidewalk
Project 1	ADA Curb Ramp Improvement Project (Area 6) [Only 8 are assumed for a CDBG Curb Ramp Project. This will be taken from the same 20 listed under Project 6]	-	8	-
Project 2	Arterial Street Rehabilitation -Brea Canyon Rd: South Diamond Bar Blvd. to Pathfinder Rd. -Brea Canyon Rd: Pathfinder Rd. to Golden Springs Dr. -Diamond Bar Blvd: SR-60 Off-Ramp to Northerly City Limit	35	12	1
Project 3	ADA Curb Ramp Improvement Project (Area 7) [Only 8 are assumed for a CDBG Curb Ramp Project.]	-	8	-
Project 4	Residential & Collector Streets Rehabilitation (Area 5)	131	34	
Project 5	Arterial Street Rehabilitation: -Pathfinder Rd: Diamond Bar Blvd. to Westerly City Limits.	24	2	
Project 6 [Optional]	Residential & Collector Streets Rehabilitation (Area 6)	104	20	-
Project 7 [Optional]	ADA Curb Ramp Improvement Project (Area 1) [Only 8 are assumed for a CDBG Curb Ramp Project]	-	8	-
Project 8 [Optional]	Arterial Street Rehabilitation: -Grand Ave: Diamond Bar Blvd. to Lavender Dr. -Diamond Bar Blvd: Clear Creek Canyon Dr. to Golden Springs Dr.	21	14	
Project 9 [Optional]	Arterial Street Rehabilitation: -Temple Ave/Avenida Rancheros: Diamond Bar Blvd. to City Limits	2	6	
Project 10 [Optional]	Arterial Street Rehabilitation: -Diamond Bar Blvd.: Pathfinder Rd. to South of Fallow Field Dr. -Brea Canyon Road: Diamond Bar Blvd. to Southerly City limits.	26	0	1
Totals		308	104	2

Basemap and PS&E

NCE has had success completing hundreds of designs for roadway maintenance project without the need for topographic survey but instead utilizing a combination of aerial imagery for the tracing of paving limits, GIS Parcel maps, and supplemental field surveys by our staff for relevant design elements. This has provided many of our clients cost-effective solutions to tackling city-wide maintenance projects. From prior experience with the City, we understand that the City desires 1" = 100' scale plans for the collector and residential streets. NCE has experience providing large-scale plans for maintenance projects, including a more streamlined vicinity map approach with roadway centerline data, accompanied by relevant summary tables identifying major work items such as curb and gutters and base repairs (digouts).

We also understand that the City seeks 1" = 40' scale plans for the arterial rehabilitation streets. NCE will prepare both civil improvement plans and striping plans for the arterials to replace striping in kind with the addition of evaluating bike lane enhancements per the City's Bikeway Master Plan.

NCE will prepare engineering plans, specifications, and engineer's estimate of probable construction cost (PS&E) at the 65% draft, 90% draft, and Final milestones for the road rehabilitation projects. Our plans will focus primarily on pavement maintenance and will provide plans suitable for the pavement work, including necessary concrete flatwork and utility adjustments.

NCE will prepare engineering plans, specifications, and engineer's estimate of probable construction cost (PS&E) at the 65% draft, and Final milestones for the CDBG-funded curb ramp projects. Our plans will focus on key dimensions such as curb height that determines the ramp lengths and note existing sidewalk slopes to compensate for hilly environments that might necessitate longer ramps. The plans will be prepared as a repair book on 8.5" x 11" sheets that can be attached to the project

specifications for bidding. This simplified approach to plans development and acceleration of plans development from the 60% draft directly to Final will provide a more productive design.

Despite well-thought-out PS&Es, there may always exist unknown field conditions and questions that arise during construction. NCE stands by our pavement engineering designs and will be available to the City to provide design services during bidding and construction. One such service is helping City staff re-mark base repairs with the Contractor to avoid potential misunderstanding and costly overruns during the construction of base repairs.

Assumptions: As the project focuses primarily on pavement rehabilitation, we assume:

- City to provide all available utility data, as-builts, and relevant design standards.
- Road rehabilitation, including curb ramps, can be designed within the existing City right-of-way (ROW).
- No major re-grading and drainage re-design or drainage analysis is required, which will require topographic surveying.
- No permits are anticipated beyond a no-fee City encroachment permit for optional coring work.
- If needed, NCE can support the City's effort to secure Caltrans Encroachment Permits for work immediately adjacent to on/off-ramps or over/under-passes.
- No anticipated geometric alterations to intersections or lane reconfigurations.
- Striping and markings will be replaced in "like-kind", with the addition of bikeway improvements on arterials per the City's Master Plan. No signage plans are required, except as required to match proposed bikeway improvements.
- No utility relocation design.

B.2 Scope of Services

Task 1 – Project Management and Meetings

NCE's Project Manager, **Jim Bui, PE**, will serve as the City's single point of contact and will have primary responsibility for coordinating the efforts of the project team. Specific project management tasks to be conducted by Jim include monthly budgeting, invoicing, scheduling, and general project administration. Jim will arrange a kick-off meeting with the City to initiate the work. The objectives of the kick-off meeting will be:

- Review the scope of work.
- Establish paths of communication.
- Review project schedule and critical milestones.
- Review project requirements, including design objectives, budget, constraints, and criteria. The City's requirements will be further defined during the meeting.
- Review and discuss the pertinent City standards, provisions, and practices.
- Review City Standard Design Criteria and latest City-adopted formats.
- Request background information and as-builts.
- Obtain electronic file of the City's cover sheet template, title block, and CAD Standards.

Whether a simple preventative maintenance project or a complex reconstruction project, it is critical to establish effective lines of communication with and coordination among the various stakeholders from the start to deliver a high-quality project within budget and on schedule. At the kick-off meeting, key deliverables for each task and the project schedule will be reviewed and adjusted accordingly to meet the City's needs.

The following meetings are included in the scope: kick-off/preliminary meeting (1 hour) per project and monthly virtual progress meetings. The purpose of these meetings will be to confirm project limits, identify and resolve design issues that may surface, present design alternatives and recommendations, and continue coordination with project stakeholders, as necessary.

Deliverables: Kick-Off meeting and monthly progress meeting agendas and minutes.

Task 2 – Pavement Design and Program Review

Task 2.A Pavement Surveys and Design



For each of the maintenance areas, one of NCE's pavement engineers will perform a pavement condition survey of each street section based on visible distresses to determine the most appropriate design recommendations. Understanding the most suitable design treatments, one of NCE's engineers will mark base repair (digout) locations in the field in white paint and tabulate quantities. The surveys go beyond those conducted as part of the PMP and will generally cover the travel and parking lanes. These surveys will help validate the preliminary results and recommendations of the City's 2025 Pavement Management Report (PMP).

NCE's pavement engineers will perform a pavement condition survey of each street section based on visible distresses to determine the appropriate design recommendations. This pavement condition survey will generally note the presence of load-related and environmental distresses, such as alligator cracking, longitudinal and transverse cracking, rutting, patches and utility cuts, distortions, and depressions as they pertain to developing appropriate pavement treatments.

During the survey, NCE will identify and document constructability issues, including existing asphalt concrete (AC) build-ups where performing a slurry seal or overlay would require a wedge grind along the gutter lip to avoid problems.

The results of our inspection will be summarized in tabular form by street segment, including proposed treatments and costs. If the pavement treatments require adjustment to fit within the City's target construction budget, we can make early adjustments to the treatments or paving limits, saving valuable design efforts. Following this analysis, NCE will prepare a comprehensive technical memorandum summarizing the finalized street selections and recommended rehabilitation and preservation treatments for City review and approval, which will be the basis of commencing the 65% PS&E.

NCE will document localized base repairs using GPS equipment with a typical accuracy up to 2-5 feet. The collected data will be processed in GIS and delivered as a KMZ file, detailing the street name, address, and dimensions of each repair.

Our scope of work and condition surveys do not address issues including, but not limited to traffic, safety and road hazards, geometric issues, or short-term maintenance that should be performed (i.e., pothole repairs).

Deliverables: *Pavement Treatment Recommendations Table including preliminary construction costs; Pavement Treatment Recommendations GIS Figure for each maintenance area; Pavement Evaluation Memo; and Base Repair photo log (KMZ) with geo-tagged locations.*

Task 2.B Pavement Coring, Laboratory Testing and Pavement Design Report.

NCE will obtain pavement core samples to support the evaluation of potential subgrade deficiencies. Pavement coring will enable NCE to verify existing layer thicknesses, identify material types, and assess subgrade conditions. These findings are essential for developing accurate pavement designs and determining cost-effective and durable rehabilitation strategies. This information is critical for developing accurate pavement designs and selecting cost-effective and durable rehabilitation strategies.

NCE will perform up to **two (2) days** of pavement coring for **each residential / collector streets project** and up to **one (1) day** of coring for **each arterial project**. Cores will be marked for utility clearance via DigAlert®, and thickness/material type of asphalt, concrete pavement, aggregate base, and reinforcing fabric will be recorded. As no pavement reconstruction is anticipated at this time, subgrade laboratory testing is not included in our proposal, but may be included for additional scope and fee if later required.

NCE will then compile the coring data and append it to its pavement design memorandum. Each core sample will be logged and stored by NCE and retained through the duration of the project including construction before they are disposed.

Our scope of work and condition surveys do not address issues including, but not limited to safety and road hazards, geometric issues, major drainage or grading issues, or short-term maintenance that should be performed (i.e., pothole repairs).

Temporary traffic control will be provided by a third-party vendor in accordance with the 2024 WATCH Manual. It is assumed that formal traffic control plans are not required, but may be provided for additional scope and fee if required.

A Pavement Design Report will be prepared summarizing condition survey results, coring and lab data, and including:

- Recommended pavement repairs, overlay thicknesses, and mill depths
- Preliminary cost estimates
- Alternatives analysis (e.g., Hot Mix Asphalt, Asphalt Rubber Hot Mix (ARHM), recycling methods, Asphalt-Rubber Aggregate Membrane, interlayers)

Deliverables: Draft and Final Pavement Design Report with design tables and laboratory summaries.

Task 3 – Utility Coordination and Potholing

NCE will coordinate with utility agencies early in the design process of the Street Rehabilitation Projects to help avoid potential construction delays and unnecessary disruptions to public services. Utility coordination will be a critical item to keep utility providers informed about the project and schedule to allow for proper notification and planning should utility providers have planned maintenance projects within the subject street sections and/or need to lower/adjust their utilities to accommodate street rehabilitation. NCE will utilize the City-provided utility contact list and prepare a Utility “A Letter” on City letterhead for City distribution. Working with other agencies, we have observed that utility letters receive more prompt attention when distributed by a City. This can also help avoid utility agencies assessing mapping and reproduction costs and lower the cost of the utility coordination tasks. NCE will then track the progress of inbound and outbound responses in a Utility Tracking Matrix. NCE will coordinate with the City so that the early notification following our revised Treatment Recommendation List from Task 2 will allow utility providers to perform maintenance on their facilities prior to moratorium on the street paving area and/or assess their utilities and the possible need to lower/adjust their facilities, which can take up to a year or longer.

Once the detailed 65% PS&E has been prepared, or at a later City-preferred milestone NCE will also prepare a Utility “B Letter” on City letterhead for City distribution. This second letter will inform utility agencies of impending construction and clear the way for successful project bidding and construction.

As part of our streamlined project approach for the CDBG-funded ADA Curb Ramp Projects we assume standard plan curb ramp installation and field-fitting by the contractors. Therefore, no utility impacts are anticipated and utility coordination for these projects is not included in our scope.

If there are utility conflicts within one of the Street Rehabilitation Projects, a potholing allowance is included. This will include up to **one (1) day** of potholing which includes **up to 5 test holes**. Test holes are less than 7” in depth and will be backfilled with native materials. Temporary traffic control will be provided by a third-party vendor in accordance with the 2024 WATCH Manual. It is assumed that formal traffic control plans are not required, but may be provided for additional scope and fee if required.

Deliverables: Utility Notification “A Letters” and Utility Contact Matrix for Street Rehabilitation Projects; Utility Notification “B Letters” and Utility Contact Matrix for Street Rehabilitation Projects; Utility pothole data sheet as-needed

Task 4 – Plans, Specifications & Estimates – ADA Curb Ramp Projects

We understand for the CDBG-funded ADA Curb Ramp Projects the City desires the design of **8 curb ramps per year** for each of the 3 maintenance Areas included in this program. We also understood that the Federal funding only applies to the construction phase of the Curb Ramp Projects and that federal design provisions are not applicable to the design portion including the PS&E, which will adhere to local City design standards. We assume that the curb ramps do not require detailed topographic surveying or field inspections, no utility work beyond minor adjustment of frames and covers to grade, no larger intersection geometric design or analysis is required, and that they may be field fit during construction with only basic design information.

For each of the Curb Ramp Projects NCE’s engineer will collect key curb ramp layout information including the curb height on both sides of the proposed ramp location, existing sidewalk widths, and prevailing sidewalk slope. The presence of major utilities such as catch basins, traffic signals, and utility vaults or pull boxes will also be noted during our inspection. With the collected information, a basic layout of the proposed curb ramp will be developed by one of our civil engineers on 8.5” x 11” sheets identifying major conflicts or field fitting requirements. Curb ramp design layouts will denote the key information collected sufficient for an experienced curb ramp contractor to field-fit and install a 2024 APWA Greenbook standard plan curb ramp, or similar City standard curb ramp. These plans will also indicate necessary HMA plugs and approximate areas.

The layouts will include either 1 or 2 curb ramps per sheet at a suitable scale 1” = 5’ or similar on a City-provided Title Block. If needed, a basic Title Sheet with general construction notes may also be prepared. The 8 curb ramps will be combined into a curb ramp installation book suitable for attaching to the Project Specifications for bidding. NCE will also develop Technical

Specifications for the installation of standard plan curb ramps. It is assumed the City will prepare the upfront specifications for bidding. Lastly, NCE will also prepare a basic construction cost estimate with the 1 primary bid item for the curb ramps, and other basic bid items per the City's standard bidding process such as mobilization or traffic control. Altogether, these items will constitute NCE's plans, specifications, and engineer's estimate of probable construction cost (PS&E) package for each of the 3 ADA Curb Ramp Projects.

Development of the 65% draft PS&E package will also incorporate an internal quality-control (QC) review by senior staff. Once the internal QC is done, we will prepare a 65% draft PS&E package for City review and comment. Finally, after NCE receives the City's written review comments, we will address the review comments and finalize into a bid-ready Final PS&E.

Deliverables: ADA Curb Ramp Project PS&E 65% Draft - electronic submittal; ADA Curb Ramp Project Final PS&E - electronic submittal

Task 5 – Plans, Specifications & Estimates – Residential & Collector Streets Rehabilitation & Task 6 – Plans, Specifications & Estimates – Arterial Street Rehabilitation

Task 5.A. and 6.A Design Data Gathering

Starting with the Revised Street Treatment Recommendations prepared as part of Task 2, additional design information will be collected for the development of engineering design plans for various residential, collector, and arterial streets. We understand that the street segments selected for Area 5 and 6 are slated for surface seal treatments or rehabilitation only and that no pavement reconstruction or roadway re-grading is anticipated. Therefore, NCE's approach to data collection and basemap preparation will not rely on traditional topographic surveying methods but instead be based upon publicly available aerial imagery and LA County GIS Parcel data. Our Team will supplement this basemap by collecting key roadway information suitable for the development of the surface seal plans and rehabilitation plans.

Our team will collect key roadway features and geometry to aid in the development of our project basemap suitable for the annual preservation program plans. NCE's engineers and field staff will walk the project streets and collect key geometric information such as roadway widths and cross slopes in the shoulder utilizing hand tools, including measuring wheels, tape measures, and digital smart levels.

NCE's inspectors will collect key information such as required curb & gutter (C&G) repairs for segments severely damaged as in the case of tree-root related uplift and areas obviously uplifted at the flowline and impeding drainage. Also, all the intersection cross gutters containing a channel will be collected for replacement with a Greenbook Standard Plan cross gutter or similar City Standard plan.

Surface visible utilities, including manhole lids, pull boxes, valve boxes, traffic signal detector loops, and catch basins within the paving limits, will be approximately located in the field using Geographic Information System (GIS) methods through a combination of handheld Global Positioning System devices and publicly available aerial imagery. Underground utility mapping, such as utility potholing or ground penetrating radar (GPR), is not included.

Intersection corners with sidewalks and no curb ramp or curb ramps missing a detectable warning surface will be inspected for key curb ramp layout information. As part of our preliminary proposal reconnaissance, we identified **up to 104 non-compliant curb ramps**. Data collection for these curb ramps includes the curb height on both sides of the proposed ramp location, existing sidewalk widths, and prevailing sidewalk slope. The presence of major utilities in the sidewalk, such as catch basins, traffic signals, and utility vaults or pull boxes, will also be noted during our inspection.

Task 5.B and 6.B 65% PS&E

Basemap Preparation. NCE will utilize the field data collected under Tasks 5.A and 6.A in conjunction with publicly available aerial imagery to develop a suitable project basemap for pavement preservation design, including ancillary concrete repairs and ADA curb ramp upgrades. The basemap will also depict surface visible utility features such as manholes and utility valves sufficient to call out for protection or adjustment during paving operations.

NCE will utilize a combination of publicly available Los Angeles County GIS parcel limits, GIS City limits, and City-provided as-builts to depict necessary ROW information for collaboration with stakeholders and aid in depicting paving limits. Based on our understanding of the pavement rehabilitation scope, no additional ROW is required for the design of the project.

Based on data needs discussed at the kick-off meeting, NCE will also request additional as-built information or site-specific information available to the City and pertinent to the project development. NCE will integrate this information into our project basemap, utilizing the City-provided survey as a starting point.

65% Design.

Residential and Collectors

The 65% draft PS&E will incorporate the various data collection efforts, basemap, and pavement design compiled as part of previous tasks, including available as-built information from the City. The 65% roadway plans will incorporate typical design elements, including roadway improvement plans, pavement treatment details, base repairs (digouts) locations and quantities, wedge grinds, conform grind locations at intersecting side streets, C&G repairs, and limits of paving work. Surface visible utility structures within the paving footprint will be identified on the Plans for either adjustment or protection as appropriate. As no pavement reconstruction is anticipated, underground utility lines will not be mapped on the plans.

For the residential and collector plans, only a relevant APWA Greenbook Standard Plan callout for curb ramp Case will be denoted; no general layout or ramp detail will be provided. Due to the hilly topography, some curb ramp flares may be 15-foot-long maximum and may be noted on the plans for all street types. Where very large HMA plugs are required to conform to existing topography, a special notation will be indicated on the plans.

The Plans will be prepared in AutoCAD format on 24" x 36" sheets, utilizing the City Title Block and CAD Template as agreed upon during Task 1 and drawn at a scale of 1" = 100' for residential and collector streets (or as appropriate and listed below).

Anticipated 65% Residential and Collector Street Improvement Plan List:

- Title Sheet with City's General Notes and Signature Block
- Residential and Collector Plan Sheets (horizontal scale 1" = 100') with construction notes

Arterials

The 65% draft PS&E for arterials will incorporate similar plan set as the residential and collectors. In general, no sidewalk information will be depicted on the plans, except for the edge of curb and gutter for arterial street plans. On the arterial street plans, curb ramp replacements will be designed per APWA Greenbook Standard Plans or similar City Standards, and the approximate shape and relative size will be drawn on the Plans, with a corresponding callout for the relevant Standard Plan Case. In general, no significant alteration of curb lines or utility relocation is anticipated for these facilities; therefore, no details will be provided.

Striping plans will only be prepared for arterial streets and will generally only include replacement of pavement striping and markings in like-kind. The striping plans will also include the evaluation and design of new or improved bike lanes in accordance with the City's Complete Street Policy and current Caltrans Standards.

Anticipated 65% Arterial Street Improvement Plan List:

- Title Sheet with City's General Notes and Signature Block
- Arterial Improvement Plan Sheets (horizontal scale 1" = 40') with construction notes
- Arterial Striping Plan Sheets (horizontal scale 1" = 40') with construction notes

The Engineer's Estimate of Probable Construction Cost will be prepared in Microsoft Excel format using a Bid Item format and will be based on recent construction cost data available to NCE for projects of this type. Because of NCE's involvement in the design and construction of numerous similar projects in Southern California, as well as the City's PMP, we are confident in our ability to estimate the construction cost of the City's project.

NCE assumes the City will provide boilerplate specifications suitable for the development of the roadway rehabilitation project in Microsoft Word format. NCE will provide revisions to the Special Provisions related to the specifications for materials or construction related to our bid items using Greenbook Specifications. NCE assumes the City will develop the "front-end" specifications, including the overall bid book.

Deliverables: *Electronic Deliverables - 65% draft plans (PDF), 65% draft Engineer's Estimate of Probable Construction Cost (PDF), and 65% Special Provisions (Microsoft Word)*

Task 5.C and 6.C 90% PS&E

The 65% PS&E will be revised to incorporate design review comments received from the City. NCE will meet with the City to review these comments, from which the Draft 90% PS&E will be prepared. NCE will further refine the design to a 90% level of design at this stage. This will include fine-tuning of improvement plans for the pavement rehabilitation of streets and additional detail development. The draft 90% PS&E will then be packaged and submitted similarly to the 65% PS&E, unless directed otherwise.

Deliverables: *Electronic Deliverables - 90% draft plans (PDF), 90% draft Engineer's Estimate of Probable Construction Cost (PDF), and 90% Special Provisions (MS Word); 65% Comment Resolution Matrix.*

Task 5.D and 6.D 100% PS&E

The 90% PS&E will be prepared to incorporate final design review comments received from the City. NCE will meet with the City to review these comments, from which the 100% PS&E will be prepared. The 100% PS&E will be finalized and sent to the City as a digital check set prior to printing. The final package will be stamped and signed by a registered professional engineer and packaged in a bid-ready format.

Deliverables: *Electronic Deliverables - 100% plans (PDF), 100% Engineer's Estimate of Probable Construction Cost (PDF), and 100% Special Provisions (MS Word).*

Task 6 – Bid Stage and Construction Support – ADA Curb Ramps

Task 6.A Bidding Support

NCE will provide bidding and construction design support services to the City for the CDBG-funded ADA Curb Ramp Projects. At a minimum, the bidding support services are anticipated to include attendance at the pre-Construction Conference, responding to one round of written contractor's inquiries from a question and answer (Q&A) phase, providing recommendations for necessary changes to the bid documents due to unforeseen field conditions or clarifications from the Q&A phase, and preparing bid document addenda.

Task 6.B. Construction Support

At a minimum, the construction support services are anticipated to include review of the Bidder's Cost Proposal, attendance at the Construction Kick-Off Meeting, responding to contractor requests for information (RFI's), reviewing curb ramp related material submittals in conformance with the Technical Specifications, and providing recommendations for necessary changes to the bid documents due to unforeseen field conditions.

Task 7 – Bid Stage and Construction Support – Street Rehabilitation Projects

Tasks 7.A Bidding Support and 7.B. Construction Support

NCE will provide bidding and construction support services to the City. At a minimum, the bidding support services are anticipated to include attendance at the pre-construction conference, responding to one round of written contractors' inquiries from a question and answer (Q&A) phase, providing revisions to the bid documents due to clarifications from the Q&A phase, and preparing up to 1 Bid Document Addendum.

At a minimum, the construction support services are anticipated to include attendance at the construction kick-off meeting, responding to contractor requests for information (assume up to three [3] Request for Information [RFI]), and providing recommendations for necessary changes to the construction documents due to unforeseen field conditions. Construction support will also include material submittal review for conformance with the NCE-developed Special Provisions.

For a typical roadway rehabilitation project, we anticipate the following material submittals to be reviewed by NCE:

- Maintenance Seal Submittal (Slurry, Cape Seal, Microsurfacing, etc.)
- Tack Coat Submittal.
- Permanent and Temporary Paving Asphalt Concrete Mix Design – ARHM / HMA.
- C&G, Cross Gutter, and Curb Ramp PCC Mix Design.
- ADA Detectable Warning Surface Submittal.
- Utility Frame and Cover or Manhole Adjustment PCC Mix Design.
- Aggregate Base for Base Repairs.
- Permanent and Temporary Pavement Striping and Markings Submittal.

The limited number of hours to provide bidding and construction support services in the Fee Estimate is an estimate only. The actual cost will be dependent on the City and Contractor and will be billed on a time and materials basis.

Deliverables: As-needed bidding, Q&A responses, and bid document addenda (up to one [1]); As-needed RFI responses (up to three [3]) and submittal review during construction.

Task 7.C As-Built Preparation

We assume the City will provide legible, consolidated as-built plan redlines for NCE to develop as a digital as-built of the project Plans. NCE will submit an electronic copy of the as-builts to the City in PDF format. We assume a limited number of hours to develop the as-builts. The actual cost will be dependent on the City and Contractor markups and will be billed on a time and materials basis.

Deliverables: Digital as-built of the Plans (PDF) and CAD E-Transmittal

D. Experience and Qualifications

C.1 Firm Profile

NCE is a comprehensive civil engineering firm specializing in pavement engineering, landscape architecture, environmental services, and construction support. Our focus is on developing and designing pavement maintenance, resurfacing, and rehabilitation programs for public agencies across California and the West Coast. With over three decades of experience, we have distinguished ourselves through expertise in pavement technology, including pavement management, asset management, roadway design, and research. Our team has successfully prepared pavement design and civil engineering projects, incorporating Complete Street elements on numerous roadways throughout California.

Established in 1990, our firm has been in operation for over 35 years. Throughout this time, we have conducted pavement condition surveys across 12 states, covering more than 220 cities and counties in California, including Yorba Linda. We have surveyed over 110,000 miles of pavement, including alleys and parking lots. Additionally, we have designed thousands of curb ramps as part of our roadway projects statewide. Our services encompass pavement and asset management, pavement evaluation, testing, design, civil engineering, as well as the research and development of innovative and sustainable pavement technologies.

NCE has grown to employ over 130 professionals across seven offices in California, Nevada, and Arizona. More than 85% of our revenue derives from local, state, and federal agencies, providing us with a deep understanding of current regulations, policies, and best practices. This project will be managed by our Orange County office in neighboring Anaheim, ensuring prompt responsiveness and the ability to coordinate efficiently on-site or within the City's offices as needed.

Our engineers and technicians have extensive experience in collecting pavement distress data, conducting comprehensive analyses, and developing PS&E for infrastructure projects. Our team is well-versed in state and local design standards, including those specific to the City of Yorba Linda, as well as Caltrans pavement design standards and the "Greenbook" (American Public Works Association Standard Specifications for Public Works Construction). Our core objective is to deliver high-quality results while maintaining a reputation for timely service.

C.2 Sub-Consultants



Twining, Inc.

Twining, Inc., founded in 1898, is one of California's most respected providers of geotechnical engineering, materials testing, and inspection services. With more than 127 years of experience, Twining has supported public agencies across the state with a focus on quality, responsiveness, and technical excellence. Our team specializes in pavement evaluation, geotechnical analysis, asphalt coring, laboratory testing, and construction quality control. We maintain a network of fully accredited laboratories and mobile testing units throughout California, enabling efficient mobilization and reliable service delivery. Twining will provide laboratory testing, coring, and geotechnical engineering services as a trusted subconsultant, applying our specialized expertise to support the successful delivery of the project.



35
YEARS STRONG

7
OFFICES

130
EMPLOYEES

Project Office:
2300 E Katella Ave, Suite 125
Anaheim, CA 92806
P: (657) 275-3018

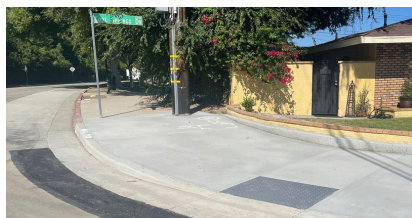


C.3 Demonstrated Experience Completing Similar Projects

NCE's innovative thinking, a proactive management approach, and clear communication are central to every project, ensuring that client objectives are met with precision and reliability. Demonstrated experience is provided below.

City of Diamond Bar

STREET REHABILITATION AND ADA CURB RAMP IMPROVEMENT



Client
City of Diamond Bar PWD

Project Dates
2023 to Present

NCE was contracted by the City of Diamond Bar in Spring 2023 for a 3-year term to design PS&E for annual street maintenance, rehabilitation, and CDBG curb ramp projects across 3 of the City's 7 maintenance zones. In the first cycle, NCE designed \$3.5 million in residential and collector roadway improvements and \$6.7 million in arterial rehabilitation, including pavement improvements, concrete repairs, bus stop relocations, and 66 curb ramp upgrades. NCE also developed striping, signage plans to expand and enhance the City's bike network on arterials. In the second cycle, NCE designed \$1.5 million in residential work and \$1.9 million in arterial improvements, including coordination for a Caltrans encroachment permit and 17 curb ramp upgrades. All 3 CDBG curb ramp projects, which included 23 curb ramp upgrades, were successfully constructed.

Key Staff: Vivek Jha (Client Manager and Pavement Design Lead), Jim Bui (Project Manager), Franz Haidinger (QA/QC Manager), James Signore (Pavement Design QA/QC Manager), Patricia Oelkers (Staff Engineer), Mahmoud Samara (Pavement Engineer), Cindy Nguyen (Staff Engineer)

City of Redondo Beach

PAVEMENT EVALUATION/DESIGN AND STREET REHABILITATION PROJECTS



Client
City of Redondo Beach PWD

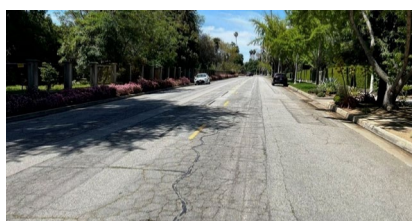
Project Dates
2017 to Present

Since 2017, NCE has supported the City of Redondo Beach with its PMP, multi-year work plan, and asset inventory. For the upcoming 3-year rehabilitation program (FY 2025/26–2027/28), NCE's refinements are projected to save the City about \$1.5 million. In 2024, NCE was contracted to design PS&E for the City's FY 2022 and 2023 roadway maintenance programs, covering \$2.6 million in improvements across 32 street segments. Services included pavement design, curb and gutter assessments, 132 new curb ramps, Safe Routes to School bulb-outs, intersection and sidewalk upgrades, and coordination with bicycle and pedestrian master plan improvements. NCE also updated bid documents to current standards and is finalizing the FY 2023 PS&E.

Key Staff: Vivek Jha (Client Manager), Jim Bui (Project Manager), Franz Haidinger (Civil QA/QC Manager), James Signore (Pavement QA/QC Manager and Pavement Design Lead), Patricia Oelkers (Staff Engineer), Mahmoud Samara (Pavement Engineer), Joseph DeLeon (Engineering Technician)

City of San Marino

STREET REHABILITATION PROGRAMS AND PAVEMENT MANAGEMENT SYSTEM (PMS) UPDATE



Client
City of San Marino PWD

Project Dates
2018 to Present

NCE provided civil and pavement design for the City's FY 2022 & 2023 Annual Street Rehabilitation Program, covering nearly \$6.1 million and 19 of the City's most deteriorated street sections. Innovative pavement solutions resulted in significant cost savings, allowing more streets to be improved. The project included comprehensive pavement surveys, base repair markings, coring, subgrade testing, and sustainable treatment recommendations, with special attention to Macadam Road base areas. Over 10,000 linear feet of curb and gutter repairs and more than 130 ADA curb ramps were designed. For FY 2020 & 2021, NCE designed improvements for 66 street sections totaling \$5.8 million, including hundreds of curb and gutter repairs. Since 2015, NCE's integrated design services have helped the City raise its Pavement Condition Index (PCI) from 65 to 72 in four years by implementing a focused, multi-year pavement management plan.

Key Staff: Vivek Jha (PMP Project Manager and Pavement Engineer), Jim Bui (Project Manager), Franz Haidinger (Civil QA/QC Manager), James Signore (Pavement QA/QC Manager and Flexible Pavement Design), Patricia Oelkers (Staff Engineer), Mahmoud Samara (Pavement Engineer), Timothy Lee (Staff Engineer), Joseph DeLeon (Engineering Technician)

City of Alhambra

DESIGN SERVICES FOR FY 23-24 STREET REHABILITATION



Client
City of Alhambra PWD

Project Dates
2023 to Present

The City of Alhambra selected NCE to design PS&E for the City's annual roadway maintenance and rehabilitation projects. The project covered \$3.1 million in improvements across 20 streets segments, approximately 3.6 miles of residential streets. NCE staff collected data on curb and gutter damage to address drainage problems, pavement cross slopes, existing utility covers, and base repairs. The project included pavement treatments ranging from shallow overlays with Asphalt Rubber Hot-Mix to full-depth reconstructions, over 7,000 linear feet of curb and gutter repairs, the replacement of 73 driveways, the design of 18 new ADA-compliant curb ramps and the design of 44 retrofit ADA-compliant curb ramps.

Key Staff: Vivek Jha (Client Manager), Jim Bui (Project Manager), Franz Haidinger (QA/QC Manager), Patricia Oelkers (Staff Engineer), Joseph DeLeon (Engineering Technician)

City of Santa Maria

PA&ED Safe Route to School Corridor Improvements Project



Client
City of Alhambra PWD

Project Dates
2023 to Present

The City secured ATP-grant funding, including a local match totaling \$8.131 million (\$0.5 million for PA&ED, \$0.5 million for PS&E, \$0.6 million for ROW, and \$6.531 million for construction) for the Active Santa Maria Safe Routes to School Project. The primary purpose of this project is to deliver the PA&ED for 4.8 centerlines miles along 9 streets adjacent to various local schools and community college. It also includes development of a new 0.9 miles Class I trail connecting the community college to the local transit center and eastern terminus of the City. Project elements include street resurfacing, lane reconfiguration, street parking reconfiguration, pedestrian crosswalks, striping and signage reconfiguration, class I bike trail, class II bike lanes, class III bike routes, class IV bike lanes, painted bulb-outs, subsurface utility adjustments, storm drain inlet reconstruction and relocation, landscaping, new rapid rectangular flashing beacons, and concrete flatwork such as sidewalk addition and widening, ADA compliant curb ramps, driveway aprons, and median improvements.

Key Staff: Vivek Jha (Client Manager), Jim Bui (Project Manager), Franz Haidinger (QA/QC Manager), Patricia Oelkers (Staff Engineer), Joseph DeLeon (Engineering Technician)

C.4 Client References

NCE's continued collaboration and repeat work with these agencies demonstrate our reliability, technical excellence, and client-focused approach to pavement preservation and management. Feedback from agency staff consistently highlights NCE's responsiveness, accurate deliverables, and attention to project schedules and budgets.

Christian Malpica, Associate Engineer
City of Diamond Bar Public Works Department
21810 Copley Drive
Diamond Bar, CA 91765
p: (909) 839-7042
e: CMalpica@diamondbarca.gov

Project Name: Areas 3, 4, and 5 Street Rehabilitation and ADA Curb Ramp Improvement

Amber Shah, PE, Director of Public Works
City of San Marino Public Works Department
2200 Huntington Drive
San Marino, CA 91108
p: (626) 300-0787
e: AShah@cityofSanMarino.org

Project Name: Street Rehabilitation Programs and PMS Update Services

Rustom Tavitian, MS, PE, Civil Engineer II
City of Glendale Public Works Department
633 E Broadway Room 205
Glendale, CA 91206
p: (818) 937-8326
e: rtavitian@glendaleca.gov

Project Name: Maintenance District 6 Phase II Rehabilitation

Lauren Sablan, City Engineer
City of Redondo Beach Public Works Department
415 Diamond Street
Redondo Beach, CA 90277
p: (310) 697-3150
e: lauren.sablan@redondo.org

Project Name: Pavement Evaluation/Design and Street Rehabilitation Projects

Robert Bias, Public Works Engineering Technician
City of Alhambra Public Works Department
Engineering Services Division
111 South First Street
Alhambra, CA 91801
p: (626) 570-5062
e: rbias@alhambraca.gov

Project Name: Design Services for FY 23-24 Street Rehabilitation

Mark Mueller, PE, Principal Engineer
City of Santa Maria
110 South Pine Street, Suite 221
Santa Maria, CA 93458
p: (805) 925-0951 x1667
e: mmueller@cityofsantamaria.org

Project Name: PA&ED Safe Route to School Corridor Improvements Project

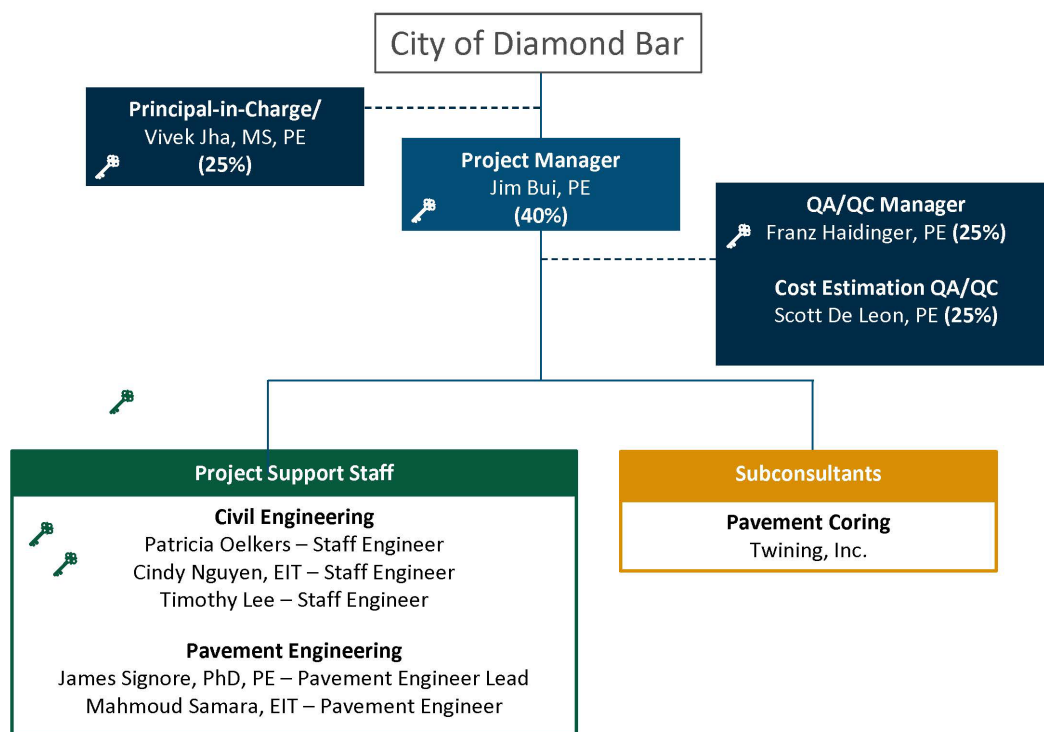
D. Organizational Chart

Jim has successfully managed numerous projects throughout his career, collaborating with subconsultants. His experience equips him to effectively handle projects that require adjustments in response to unexpected challenges.

NCE's team provides a main point of contact through our Project Manager, **Jim Bui, PE**, whose primary responsibility is to communicate the project's purpose, deliverables, and progress. In addition, Jim will facilitate frequent interactions with task leads to discuss progress, questions, and note challenges. NCE's Principal-in-Charge, **Vivek Jha, MS, PE**, will support Jim and the City throughout the project. During the project execution, NCE's project manager will be responsible for delivering the scope of work, facilitating regular team meetings with agendas and documented summaries, allowing both NCE team members and our clients to follow the discussion, track key decisions, and identify action items.

Jim will be responsible for monitoring the project's progress, ensuring that the scope of work is implemented, tracking project financials, monitoring overall and interim schedules, and making sure that necessary resources are assigned and committed to the project. He will oversee invoices to be consistent with the project contracts and deliverables, ensuring that subconsultant agreements are consistent with the master contract (flow-downs).

The illustration below shows the composition of our team, and brief resumes are provided in Appendix A.



E. Estimated Labor Hours

Project #	Project Manager	Principal Eng	QC/QA Manager	Project Eng I	Staff Eng II	Staff Eng I	Senior Field Tech	Tech Editor	Sub-total Labor Hours
1	23	2	7	0	58	72	0	6	168
2	66	10	26	76	158	272	8	19	635
3	23	2	7	0	58	72	0	6	168
4	68	10	26	78	156	316	8	19	681
5	66	10	28	60	131	209	8	19	531
6	23	2	7	0	58	72	0	6	168
7	68	10	26	78	156	316	8	19	681
8	66	10	26	60	131	209	8	19	529
9	60	8	20	46	93	140	8	19	394
10	66	10	26	64	131	213	8	19	537
Grand Total	529	74	199	462	1,130	1,891	56	151	4,492

F. Resumes and Qualifications of Proposed Personnel

See **Appendix A** for project team member resumes.

G. Conflict of Interest

The team does not have any known individuals with a conflict of interest proposing on this RFP.

H. Terms and Conditions

As stated in our cover letter, we acknowledge receipt of the RFP documents and all three addendums. Our scope and approach is developed based on our understanding of the RFP and addendum requirements. Our proposal is valid for one hundred and twenty (120) days from the date of receipt by the City and is signed by a Principal of the firm who is authorized to bind the organization.

I. Sample Schedule

NCE has prepared a sample schedule showing completion of Projects 1 and 2 within the first year as required per Addendum 3. It also shows possible preliminary schedules for the remaining Projects 3-5 included in the Base Proposal. We are also able to start projects 3-5 sooner depending on available funding by the City.

#	Task Name	Duration	Start	Finish	Predecessors
1	City Project No. SI261	863 days	Tue 11/18/25	Fri 4/13/29	
2	Notice to Proceed	1 day	Tue 11/18/25	Tue 11/18/25	
3	1. Project Management & Meetings	477 days	Wed 11/19/25	Wed 10/6/27	
4	Project Kick-Off Meeting - Project 1	1 day	Wed 11/19/25	Wed 11/19/25	2
5	Project Kick-Off Meeting - Project 2	1 day	Wed 11/19/25	Wed 11/19/25	2
6	Project Kick-Off Meeting - Project 3	1 day	Wed 10/7/26	Wed 10/7/26	
7	Project Kick-Off Meeting - Project 4	1 day	Wed 10/7/26	Wed 10/7/26	
8	Project Kick-Off Meeting - Project 5	1 day	Wed 10/6/27	Wed 10/6/27	
9	2. Pavement Design and Program Review	496 days	Thu 11/20/25	Wed 11/3/27	
10	Pavement Surveys and Design - Project 2	2 wks	Thu 11/20/25	Fri 12/5/25	5
11	Pavement Surveys and Design - Project 4	2 wks	Thu 10/8/26	Wed 10/21/26	7
12	Pavement Surveys and Design - Project 5	2 wks	Thu 10/7/27	Wed 10/20/27	8
13	Pavement Coring, Laboratory Testing and Pavement Design Report - Project 2	3 wks	Mon 12/1/25	Fri 12/19/25	5FS+1 wk
14	Pavement Coring, Laboratory Testing and Pavement Design Report - Project 4	3 wks	Thu 10/15/26	Wed 11/4/26	7FS+1 wk
15	Pavement Coring, Laboratory Testing and Pavement Design Report - Project 5	3 wks	Thu 10/14/27	Wed 11/3/27	8FS+1 wk
16	3. Utility Coordination	641 days	Mon 12/8/25	Tue 6/13/28	
17	Prepare Utility "A" Letters - Project 2	1 mon	Mon 12/8/25	Wed 1/7/26	10

#	Task Name	Duration	Start	Finish	Predecessors
18	Track Utility "A" Letter Responses - Project 2	2 mons	Thu 1/8/26	Thu 3/5/26	17
19	Prepare Utility "B" Letters - Project 2	1 mon	Tue 5/16/28	Tue 6/13/28	18,40
20	Prepare Utility "A" Letters - Project 4	1 mon	Thu 10/22/26	Wed 11/18/26	11
21	Track Utility "A" Letter Responses - Project 4	2 mons	Thu 11/19/26	Tue 1/19/27	20
22	Prepare Utility "B" Letters - Project 4	1 mon	Wed 1/20/27	Tue 2/16/27	21,51
23	Prepare Utility "A" Letters - Project 5	1 mon	Thu 10/7/27	Wed 11/3/27	8
24	Track Utility "A" Letter Responses - Project 5	2 mons	Thu 11/4/27	Fri 12/31/27	23
25	Prepare Utility "B" Letters - Project 5	1 mon	Tue 5/2/28	Tue 5/30/28	24,52
26	4. Plans, Specifications & Estimates - ADA Curb Ramp Projects	292 days	Thu 11/20/25	Tue 1/19/27	
27	5. Plans, Specifications & Estimates - Residential and Collector Rehabilitation	449 days	Thu 10/22/26	Wed 7/26/28	
28	Design Data Gathering - Project 4	3 wks	Thu 10/22/26	Wed 11/11/26	11
29	60% Draft PS&E - Project 4	4 mons	Thu 11/12/26	Tue 3/9/27	36
30	City Review - 60% Draft PS&E - Project 4	4 wks	Mon 1/3/28	Fri 1/28/28	37,24
31	90% Draft PS&E - Project 4	3 mons	Mon 1/31/28	Mon 4/24/28	38
32	City Review - 90% Draft PS&E - Project 4	3 wks	Tue 4/25/28	Mon 5/15/28	39
33	Final PS&E - Project 4	2.5 mons	Tue 5/16/28	Wed 7/26/28	40
34	6. Plans, Specifications & Estimates - Arterial Rehabilitation	651 days	Mon 12/8/25	Tue 6/27/28	
35	Design Data Gathering - Project 2	2 wks	Mon 12/8/25	Fri 12/19/25	10
36	Design Data Gathering - Project 5	2 wks	Thu 10/21/27	Wed 11/3/27	12
37	60% Draft PS&E - Project 2	3 mons	Mon 12/22/25	Thu 3/19/26	43
38	60% Draft PS&E - Project 5	3 mons	Thu 11/4/27	Fri 1/28/28	44
39	City Review - 60% Draft PS&E - Project 2	3 wks	Fri 3/20/26	Thu 4/9/26	45,18
40	City Review - 60% Draft PS&E - Project 5	3 wks	Mon 1/31/28	Fri 2/18/28	24,46
41	90% Draft PS&E - Project 2	2 mons	Fri 4/10/26	Fri 6/5/26	47
42	90% Draft PS&E - Project 5	2 mons	Tue 2/22/28	Mon 4/17/28	48
43	City Review - 90% Draft PS&E - Project 2	2 wks	Mon 6/8/26	Fri 6/19/26	49
44	City Review - 90% Draft PS&E - Project 5	2 wks	Tue 4/18/28	Mon 5/1/28	50
45	Final PS&E - Project 2	2 mons	Mon 6/22/26	Fri 8/14/26	51
46	Final PS&E - Project 5	2 mons	Tue 5/2/28	Tue 6/27/28	52
47	7. Bidding and Construction Support - ADA Curb Ramp Projects	327 days	Wed 12/31/25	Tue 4/13/27	
48	City Bids and Awards Project - Project 1	1 mon	Wed 12/31/25	Wed 1/28/26	33
49	City Bids and Awards Project - Project 3	1 mon	Wed 1/20/27	Tue 2/16/27	34
50	Construction - Project 1	2 mons	Thu 1/29/26	Thu 3/26/26	56
51	Construction - Project 3	2 mons	Wed 2/17/27	Tue 4/13/27	57

#	Task Name	Duration	Start	Finish	Predecessors
52	8. Bidding and Construction Support - Street Rehabilitation Project	676 days	Mon 8/17/26	Fri 4/13/29	
53	City Bids and Awards Project - Project 2	3 mons	Mon 8/17/26	Mon 11/9/26	53
54	City Bids and Awards Project - Project 4	3 mons	Thu 7/27/28	Thu 10/19/28	41
55	City Bids and Awards Project - Project 5	3 mons	Wed 6/28/28	Thu 9/21/28	54
56	Construction - Project 2	6 mons	Tue 11/10/26	Fri 4/30/27	61
57	Construction - Project 4	6 mons	Fri 10/20/28	Fri 4/13/29	62
58	Construction - Project 5	6 mons	Fri 9/22/28	Fri 3/16/29	63

J. Cost Proposal

The cost proposal is attached as a separate file.

Appendix A
Project Team Resumes

City of Diamond Bar
FY 25/26 Civil Engineering Design Services For: Residential & Collector Streets Rehabilitation,
Arterial Rehabilitation, and Residential Neighborhood ADA Curb Ramps Improvement Project
City Project No. SI261

Cost Proposal
November 10, 2025

Labor Hours														
Task Description	Project Manager	Principal Eng	QC/QA Manager	Project Eng I	Staff Eng II	Staff Eng I	Senior Field Tech	Tech Editor	Labor Expenses	Coring	Pavement Lab Testing	Traffic Control	Reimbursable Expenses	Total Cost
Rate	\$225	\$300	\$300	\$180	\$170	\$160	\$110	\$110						
1. Project Management and Meetings														
1. Project Management and Meetings - Project 1	8	2			4			1	\$ 3,190				\$ 100	\$ 3,290
2. Project Management and Meetings - Project 2	16	4		4	8			2	\$ 7,100				\$ 200	\$ 7,300
3. Project Management and Meetings - Project 3	8	2			4			1	\$ 3,190				\$ 100	\$ 3,290
4. Project Management and Meetings - Project 4	16	4		4	8			2	\$ 7,100				\$ 200	\$ 7,300
5. Project Management and Meetings - Project 5	16	4		4	8			2	\$ 7,100				\$ 200	\$ 7,300
6. Project Management and Meetings - Project 6 (Optional)	8	2			4			1	\$ 3,190				\$ 100	\$ 3,290
7. Project Management and Meetings - Project 7 (Optional)	16	4		4	8			2	\$ 7,100				\$ 200	\$ 7,300
8. Project Management and Meetings - Project 8 (Optional)	16	4		4	8			2	\$ 7,100				\$ 200	\$ 7,300
9. Project Management and Meetings - Project 9 (Optional)	16	4		4	8			2	\$ 7,100				\$ 200	\$ 7,300
10. Project Management and Meetings - Project 10 (Optional)	16	4		4	8			2	\$ 7,100				\$ 200	\$ 7,300
Sub-Total w/o Optional	64	16	0	12	32	0	0	8	\$ 27,680	\$ -	\$ -	\$ -	\$ 800	\$ 28,480
Sub-Total w/ Optional	136	34	0	28	68	0	0	17	\$ 59,270	\$ -	\$ -	\$ -	\$ 1,700	\$ 60,970
2. Pavement Design and Program Review														
A.1 Pavement Surveys and Design - Project 2	2		2	24		12		1	\$ 7,400				\$ 200	\$ 7,600
A.2 Pavement Surveys and Design - Project 4	4		2	30		40		1	\$ 13,410				\$ 200	\$ 13,610
A.3 Pavement Surveys and Design - Project 5	2		4	16		8		1	\$ 5,920				\$ 200	\$ 6,120
A.4 Pavement Surveys and Design - Project 7 (Optional)	4		2	30		40		1	\$ 13,410				\$ 200	\$ 13,610
A.5 Pavement Surveys and Design - Project 8 (Optional)	2		2	16		8		1	\$ 5,320				\$ 200	\$ 5,520
A.6 Pavement Surveys and Design - Project 9 (Optional)	2		2	8		6		1	\$ 3,560				\$ 200	\$ 3,760
A.7 Pavement Surveys and Design - Project 10 (Optional)	2		2	20		12		1	\$ 6,680				\$ 200	\$ 6,880
B.1 Pavement Coring, Laboratory Testing and Pavement Design Report - Project 2	2		2	16		8	8	1	\$ 6,200	\$ 5,400		\$ 3,100	\$ 100	\$ 14,800
B.2 Pavement Coring, Laboratory Testing and Pavement Design Report - Project 4	2		2	16		8	8	1	\$ 6,200	\$ 10,800		\$ 6,200	\$ 100	\$ 23,300
B.3 Pavement Coring, Laboratory Testing and Pavement Design Report - Project 5	2		2	8		8	8	1	\$ 4,760	\$ 5,400		\$ 3,100	\$ 100	\$ 13,360
B.4 Pavement Coring, Laboratory Testing and Pavement Design Report - Project 7 (Optional)	2		2	16		8	8	1	\$ 6,200	\$ 10,800		\$ 6,200	\$ 100	\$ 23,300
B.5 Pavement Coring, Laboratory Testing and Pavement Design Report - Project 8 (Optional)	2		2	8		8	8	1	\$ 4,760	\$ 5,400		\$ 3,100	\$ 100	\$ 13,360
B.6 Pavement Coring, Laboratory Testing and Pavement Design Report - Project 9 (Optional)	2		2	8		8	8	1	\$ 4,760	\$ 5,400		\$ 3,100	\$ 100	\$ 13,360
B.7 Pavement Coring, Laboratory Testing and Pavement Design Report - Project 10 (Optional)	2		2	8		8	8	1	\$ 4,760	\$ 5,400		\$ 3,100	\$ 100	\$ 13,360
Sub-Total w/o Optional	14	0	14	110	0	84	24	6	\$ 43,890	\$ 21,600	\$ -	\$ 12,400	\$ 900	\$ 78,790
Sub-Total w/ Optional	32	0	30	224	0	182	56	14	\$ 93,340	\$ 48,600	\$ -	\$ 27,900	\$ 2,100	\$ 171,940
3. Utility Coordination and Potholing														
A. Utility Coordination and Potholing - Project 2	4				8	16			\$ 4,820				\$ 100	\$ 4,920
B. Utility Coordination and Potholing - Project 4	4				8	16			\$ 4,820				\$ 100	\$ 4,920

Task Description	Labor Hours								Labor Expenses	Coring	Pavement Lab Testing	Traffic Control	Reimbursable Expenses	Total Cost
	Project Manager	Principal Eng	QC/QA Manager	Project Eng I	Staff Eng II	Staff Eng I	Senior Field Tech	Tech Editor						
C. Utility Coordination and Potholing - Project 5	4				8	16			\$ 4,820				\$ 100	\$ 4,920
D. Utility Coordination and Potholing - Project 7 (Optional)	4				8	16			\$ 4,820				\$ 100	\$ 4,920
E. Utility Coordination and Potholing - Project 8 (Optional)	4				8	16			\$ 4,820				\$ 100	\$ 4,920
F. Utility Coordination and Potholing - Project 9 (Optional)	4				8	16			\$ 4,820				\$ 100	\$ 4,920
G. Utility Coordination and Potholing - Project 10 (Optional)	4				8	16			\$ 4,820				\$ 100	\$ 4,920
Sub-Total w/o Optional	12	0	0	0	24	48	0	0	\$ 14,460	\$ -	\$ -	\$ -	\$ 300	\$ 14,760
Sub-Total w/ Optional	28	0	0	0	56	112	0	0	\$ 33,740	\$ -	\$ -	\$ -	\$ 700	\$ 34,440
4. Plans, Specifications & Estimates – ADA Curb Ramp Projects														
A.1 Design Data Gathering - Project 1	1				4	16		1	\$ 3,575				\$ 200	\$ 3,775
A.2 Design Data Gathering - Project 3	1				4	16		1	\$ 3,575				\$ 200	\$ 3,775
A.3 Design Data Gathering - Project 6 (Optional)	1				4	16		1	\$ 3,575				\$ 200	\$ 3,775
B.1 60% Draft PS&E - Project 1	4		4		24	32		2	\$ 11,520				\$ 100	\$ 11,620
B.2 60% Draft PS&E - Project 3	4		4		24	32		2	\$ 11,520				\$ 100	\$ 11,620
B.3 60% Draft PS&E - Project 6 (Optional)	4		4		24	32		2	\$ 11,520				\$ 100	\$ 11,620
C.1 Final PS&E - Project 1	4		3		16	24		2	\$ 8,580				\$ 100	\$ 8,680
C.2 Final PS&E - Project 3	4		3		16	24		2	\$ 8,580				\$ 100	\$ 8,680
C.3 Final PS&E - Project 6 (Optional)	4		3		16	24		2	\$ 8,580				\$ 100	\$ 8,680
Sub-Total w/o Optional	18	0	14	0	88	144	0	10	\$ 47,350	\$ -	\$ -	\$ -	\$ 800	\$ 48,150
Sub-Total w/ Optional	27	0	21	0	132	216	0	15	\$ 71,025	\$ -	\$ -	\$ -	\$ 1,200	\$ 72,225
5. Plans, Specifications & Estimates – Residential & Collector Streets Rehabilitation														
A.1 Design Data Gathering - Project 4	4				12	60		2	\$ 12,760				\$ 500	\$ 13,260
A.2 Design Data Gathering - Project 7 (Optional)	4				12	60		2	\$ 12,760				\$ 500	\$ 13,260
B.1 65% Draft PS&E - Project 4	8	2	8	8	50	100		4	\$ 31,180				\$ 400	\$ 31,580
B.2 65% Draft PS&E - Project 7 (Optional)	8	2	8	8	50	100		4	\$ 31,180				\$ 400	\$ 31,580
C.1 90% Draft PS&E - Project 4	8	2	8	4	30	60		4	\$ 20,660				\$ 200	\$ 20,860
C.1 90% Draft PS&E - Project 7 (Optional)	8	2	8	4	30	60		4	\$ 20,660				\$ 200	\$ 20,860
D.1 Final PS&E - Project 4	4	2	6	2	24	30		2	\$ 12,760				\$ 200	\$ 12,960
D.1 Final PS&E - Project 7 (Optional)	4	2	6	2	24	30		2	\$ 12,760				\$ 200	\$ 12,960
Sub-Total w/o Optional	24	6	22	14	116	250	0	12	\$ 77,360	\$ -	\$ -	\$ -	\$ 1,300	\$ 78,660
Sub-Total w/ Optional	48	12	44	28	232	500	0	24	\$ 154,720	\$ -	\$ -	\$ -	\$ 2,600	\$ 157,320
6. Plans, Specifications & Estimates – Arterial Street Rehabilitation														
A.1 Design Data Gathering - Project 2	4				8	24		2	\$ 6,320				\$ 500	\$ 6,820
A.2 Design Data Gathering - Project 5	4				6	16		2	\$ 4,700				\$ 500	\$ 5,200
A.3 Design Data Gathering - Project 8 (Optional)	4				6	16		2	\$ 4,700				\$ 500	\$ 5,200
A.4 Design Data Gathering - Project 9 (Optional)	2				4	12		2	\$ 3,270				\$ 500	\$ 3,770
A.5 Design Data Gathering - Project 10 (Optional)	4				6	16		2	\$ 4,700				\$ 500	\$ 5,200
B.1 65% Draft PS&E - Project 2	8	2	8	8	60	120		4	\$ 36,080				\$ 400	\$ 36,480
B.2 65% Draft PS&E - Project 5	8	2	8	8	45	90		4	\$ 28,730				\$ 400	\$ 29,130
B.3 65% Draft PS&E - Project 8 (Optional)	8	2	8	8	45	90		4	\$ 28,730				\$ 400	\$ 29,130
B.4 65% Draft PS&E - Project 9 (Optional)	6	1	6	6	25	50		4	\$ 17,220				\$ 400	\$ 17,620
B.5 65% Draft PS&E - Project 10 (Optional)	8	2	8	8	45	90		4	\$ 28,730				\$ 400	\$ 29,130
C.1 90% Draft PS&E - Project 2	8	2	8	6	30	60		4	\$ 21,020				\$ 200	\$ 21,220
C.2 90% Draft PS&E - Project 5	8	2	8	6	24	45		4	\$ 17,600				\$ 200	\$ 17,800
C.3 90% Draft PS&E - Project 8 (Optional)	8	2	8	6	24	45		4	\$ 17,600				\$ 200	\$ 17,800
C.4 90% Draft PS&E - Project 9 (Optional)	6	1	6	4	12	30		4	\$ 11,450				\$ 200	\$ 11,650
C.5 90% Draft PS&E - Project 10 (Optional)	8	2	8	6	24	45		4	\$ 17,600				\$ 200	\$ 17,800
D.1 Final PS&E - Project 2	4	2	6	4	20	30		2	\$ 12,440				\$ 200	\$ 12,640
D.2 Final PS&E - Project 5	4	2	6	4	16	24		2	\$ 10,800				\$ 200	\$ 11,000

Task Description	Labor Hours								Labor Expenses	Coring	Pavement Lab Testing	Traffic Control	Reimbursable Expenses	Total Cost
	Project Manager	Principal Eng	QC/QA Manager	Project Eng I	Staff Eng II	Staff Eng I	Senior Field Tech	Tech Editor						
D.3 Final PS&E - Project 8 (Optional)	4	2	6	4	16	24		2	\$ 10,800				\$ 200	\$ 11,000
D.4 Final PS&E - Project 9 (Optional)	4	2	4	2	12	16		2	\$ 7,880				\$ 200	\$ 8,080
D.5 Final PS&E - Project 10 (Optional)	4	2	6	4	16	24		2	\$ 10,800				\$ 200	\$ 11,000
Sub-Total w/o Optional	48	12	44	36	209	409	0	24	\$ 137,690	\$ -	\$ -	\$ -	\$ 2,600	\$ 140,290
Sub-Total w/ Optional	114	28	104	84	444	867	0	60	\$ 301,170	\$ -	\$ -	\$ -	\$ 6,500	\$ 307,670
7. Bid Stage and Construction Support – ADA Curb Ramps														
A.1 Design Services During Bidding - Project 1	2				2				\$ 790				\$ 50	\$ 840
A.2 Design Services During Bidding - Project 3	2				2				\$ 790				\$ 50	\$ 840
A.2 Design Services During Bidding - Project 6 (Optional)	2				2				\$ 790				\$ 50	\$ 840
B.1 Design Services During Construction - Project 1	4				8				\$ 2,260				\$ 100	\$ 2,360
B.2 Design Services During Construction - Project 3	4				8				\$ 2,260				\$ 100	\$ 2,360
B.3 Design Services During Construction - Project 6 (Optional)	4				8				\$ 2,260				\$ 100	\$ 2,360
Sub-Total w/o Optional	12	0	0	0	20	0	0	0	\$ 6,100	\$ -	\$ -	\$ -	\$ 300	\$ 6,400
Sub-Total w/ Optional	18	0	0	0	30	0	0	0	\$ 9,150	\$ -	\$ -	\$ -	\$ 450	\$ 9,600
8. Bid Stage and Construction Support – Street Rehabilitation Projects														
A.1 Design Services During Bidding - Project 2	4			2	4				\$ 1,940				\$ 100	\$ 2,040
A.2 Design Services During Bidding - Project 4	4			2	4				\$ 1,940				\$ 100	\$ 2,040
A.3 Design Services During Bidding - Project 5	4			2	4				\$ 1,940				\$ 100	\$ 2,040
A.4 Design Services During Bidding - Project 7 (Optional)	4			2	4				\$ 1,940				\$ 100	\$ 2,040
A.5 Design Services During Bidding - Project 8 (Optional)	4			2	4				\$ 1,940				\$ 100	\$ 2,040
A.6 Design Services During Bidding - Project 9 (Optional)	4			2	4				\$ 1,940				\$ 100	\$ 2,040
A.7 Design Services During Bidding - Project 10 (Optional)	4			2	4				\$ 1,940				\$ 100	\$ 2,040
B.1 Design Services During Construction - Project 2	12			12	12			2	\$ 7,120				\$ 100	\$ 7,220
B.2 Design Services During Construction - Project 4	12			12	12			2	\$ 7,120				\$ 100	\$ 7,220
B.3 Design Services During Construction - Project 5	12			12	12			2	\$ 7,120				\$ 100	\$ 7,220
B.4 Design Services During Construction - Project 7 (Optional)	12			12	12			2	\$ 7,120				\$ 100	\$ 7,220
B.5 Design Services During Construction - Project 8 (Optional)	12			12	12			2	\$ 7,120				\$ 100	\$ 7,220
B.6 Design Services During Construction - Project 9 (Optional)	12			12	12			2	\$ 7,120				\$ 100	\$ 7,220
B.7 Design Services During Construction- Project 10 (Optional)	12			12	12			2	\$ 7,120				\$ 100	\$ 7,220
C.1 As-Built Preparation - Project 2	2				8	2		1	\$ 2,240				\$ 100	\$ 2,340
C.2 As-Built Preparation - Project 4	2				8	2		1	\$ 2,240				\$ 100	\$ 2,340
C.3 As-Built Preparation - Project 5	2				8	2		1	\$ 2,240				\$ 100	\$ 2,340
C.4 As-Built Preparation - Project 7 (Optional)	2				8	2		1	\$ 2,240				\$ 100	\$ 2,340
C.5 As-Built Preparation - Project 8 (Optional)	2				8	2		1	\$ 2,240				\$ 100	\$ 2,340
C.6 As-Built Preparation - Project 9 (Optional)	2				8	2		1	\$ 2,240				\$ 100	\$ 2,340
C.7 As-Built Preparation - Project 10 (Optional)	2				8	2		1	\$ 2,240				\$ 100	\$ 2,340
Sub-Total w/o Optional	54	0	0	42	72	6	0	9	\$ 33,900	\$ -	\$ -	\$ -	\$ 900	\$ 34,800
Sub-Total w/ Optional	126	0	0	98	168	14	0	21	\$ 79,100	\$ -	\$ -	\$ -	\$ 2,100	\$ 81,200
I. Total Without Optional Tasks	246	34	94	214	561	941	24	69	\$ 388,430	\$ 21,600	\$ -	\$ 12,400	\$ 7,900	\$ 430,330
II. Total With Optional Tasks	529	74	199	462	1130	1891	56	151	\$ 801,515	\$ 48,600	\$ -	\$ 27,900	\$ 17,350	\$ 895,365

	Labor Hours														
Task Description	Project Manager	Principal Eng	QC/QA Manager	Project Eng I	Staff Eng II	Staff Eng I	Senior Field Tech	Tech Editor	Labor Expenses	Coring	Pavement Lab Testing	Traffic Control	Reimbursable Expenses	Total Cost	
	Rate	\$225	\$300	\$300	\$180	\$170	\$160	\$110	\$110						
Total for Project 1	23	2	7	0	58	72	0	6	\$ 29,915	\$ -	\$ -	\$ -	\$ 650	\$ 30,565	
Total for Project 2	66	10	26	76	158	272	8	19	\$ 112,680	\$ 5,400	\$ -	\$ 3,100	\$ 2,200	\$ 123,380	
Total for Project 3	23	2	7	0	58	72	0	6	\$ 29,915	\$ -	\$ -	\$ -	\$ 650	\$ 30,565	
Total for Project 4	68	10	26	78	156	316	8	19	\$ 120,190	\$ 10,800	\$ -	\$ 6,200	\$ 2,200	\$ 139,390	
Total for Project 5	66	10	28	60	131	209	8	19	\$ 95,730	\$ 5,400	\$ -	\$ 3,100	\$ 2,200	\$ 106,430	
Total for Project 6	23	2	7	0	58	72	0	6	\$ 29,915	\$ -	\$ -	\$ -	\$ 650	\$ 30,565	
Total for Project 7	68	10	26	78	156	316	8	19	\$ 120,190	\$ 10,800	\$ -	\$ 6,200	\$ 2,200	\$ 139,390	
Total for Project 8	66	10	26	60	131	209	8	19	\$ 95,130	\$ 5,400	\$ -	\$ 3,100	\$ 2,200	\$ 105,830	
Total for Project 9	60	8	20	46	93	140	8	19	\$ 71,360	\$ 5,400	\$ -	\$ 3,100	\$ 2,200	\$ 82,060	
Total for Project 10	66	10	26	64	131	213	8	19	\$ 96,490	\$ 5,400	\$ -	\$ 3,100	\$ 2,200	\$ 107,190	
Grand Total	529	74	199	462	1130	1891	56	151	\$ 801,515	\$ 48,600	\$ -	\$ 27,900	\$ 17,350	\$ 895,365	

**SCHEDULE OF CHARGES 2025⁽¹⁾****PROFESSIONAL SERVICES**

Principal	\$300/hour
Associate.....	\$270/hour
Senior II	\$225/hour
Senior I	\$210/hour
Project II.....	\$200/hour
Project I.....	\$180/hour
Staff II	\$170/hour
Staff I	\$160/hour

TECHNICAL SERVICES

Senior Construction Manager ⁽²⁾	\$185/hour
Construction Inspector ⁽²⁾	\$170/hour
Senior Designer.....	\$175/hour
CADD Designer.....	\$155/hour
CADD/GIS Technician.....	\$130/hour
Senior Field Scientist.....	\$130/hour
Field Scientist.....	\$120/hour
Senior Technician ⁽²⁾	\$120/hour
Field/Engineering Technician ⁽²⁾	\$110/hour
Project Administrator	\$120/hour
Technical Editor	\$110/hour
Clerical	\$110/hour

CONTRACT LABOR

From time to time, NCE retains outside professional and technical labor on a temporary basis to meet peak workload demands. Such contract labor will be charged at regular Schedule charges.

LITIGATION SUPPORT

Engineer/Scientist.....	\$435/hour
Court Appearances & Depositions.....	\$605/hour

EQUIPMENT

Plotter Usage	(separate fee schedule)
Truck	\$130/day
Automobile	IRS Standard Mileage Rate+10%
Falling Weight Deflectometer Testing	\$5,000/Day
Coring	\$6,000/Day
Environmental Equipment.....	(separate fee schedule)

OUTSIDE SERVICES

Rental of equipment not ordinarily furnished by NCE and all other costs such as special printing, photographic work, travel by common carrier, subsistence, subcontractors, etc. cost + 10%

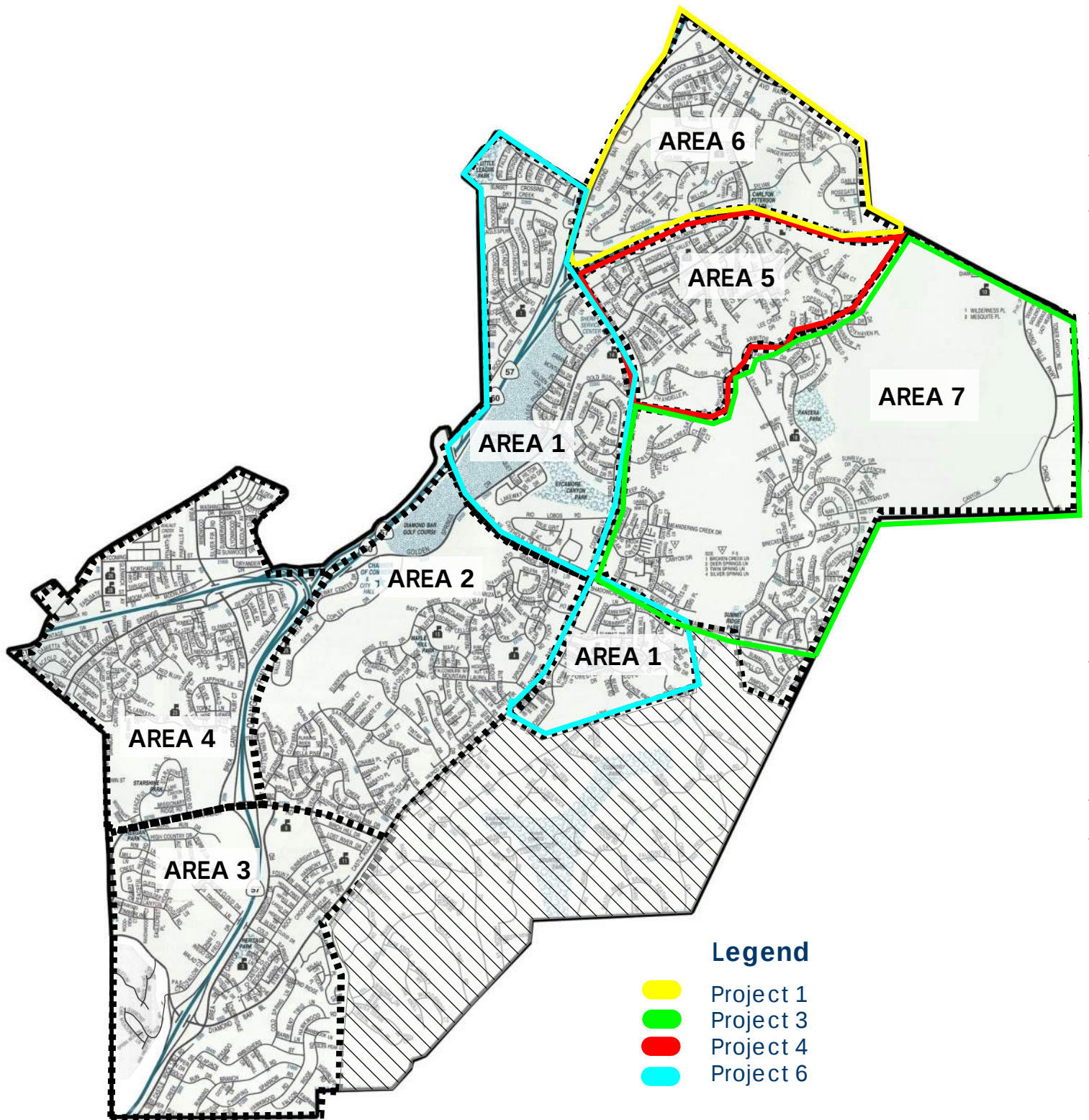
**COMMUNICATION/
REPRODUCTION**

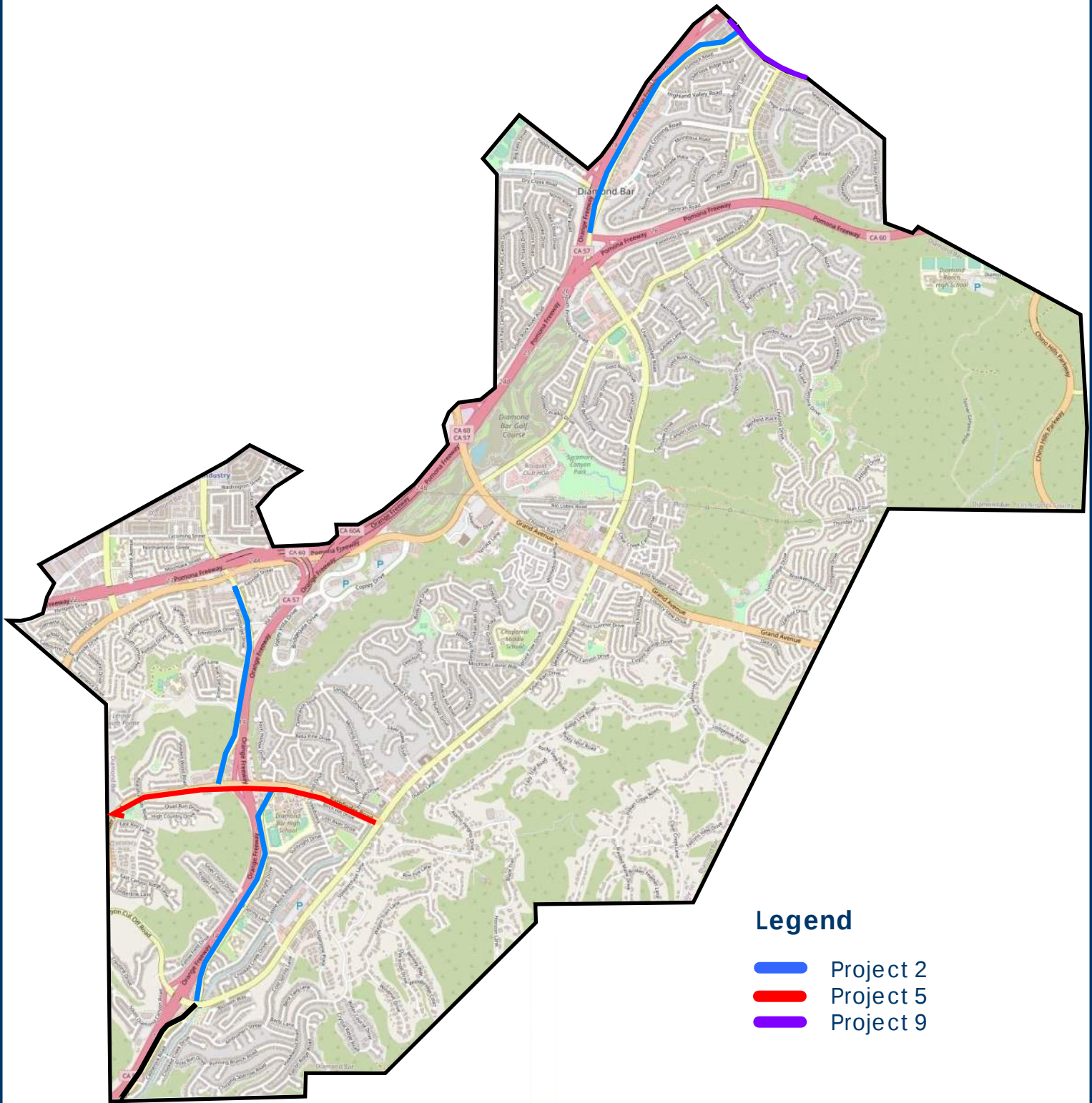
In-house costs for postage, printing and copying ..
..... project labor charges x 5%

TERMS

Billings are payable upon presentation and are past due 30 days from invoice date. A finance charge of 1.5% per month, or the maximum amount allowable by law, will be charged on past-due accounts. NCE makes no warranty, either expressed or implied, as to its findings, recommendations, specifications, or professional advice except that they are prepared and issued in accordance with generally accepted professional practice.

Notes: (1) 2025 Rates are valid until December 31, 2026. Fixed rates listed are subject to a **3.0% increase** effective on January 1st of the subsequent year. (2) A surcharge of \$25/hour has been applied for technicians and construction inspectors to comply with Prevailing Wage (PW) per requirements of California Department of Industrial Relations.





Legend

- Project 2
- Project 5
- Project 9



PUBLIC FINANCING AUTHORITY AGENDA REPORT

TO: Honorable Chair and Members of the Public Financing Authority

FROM: Daniel Fox, City Manager

SUBJECT: Public Financing Authority Minutes of December 3, 2024.

STRATEGIC GOAL: Open, Engaged and Responsive Government

RECOMMENDATION:

Approve the December 3, 2024 Public Financing Authority meeting minutes.

FINANCIAL IMPACT:

None.

BACKGROUND:

Government Code Section 36814 mandates the City Clerk to keep an accurate record of the City Council's proceedings.

ANALYSIS:

The minutes of the Public Financing Authority meeting of December 3, 2024 have been prepared and are being presented for approval.

PREPARED BY:

Kristina Santana, City Clerk, City Clerk's Office

ATTACHMENTS:

1. Public Financing Authority Minutes of December 3, 2024

**CITY OF DIAMOND BAR
MINUTES OF THE PUBLIC FINANCING AUTHORITY
REGULAR MEETING
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT/MAIN AUDITORIUM
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
DECEMBER 3, 2024**

1. **CALL TO ORDER:** Chair Teng called the meeting to order at 7:44 p.m.
2. **ROLL CALL:** Authority Members Liu, Low, Tye, VC/Chou, Chair/Teng

Staff present in person: Dan Fox, City Manager; Omar Sandoval, City Attorney; Ryan McLean, Assistant City Manager; Anthony Santos, Assistant to the City Manager; Ryan Wright, Parks and Recreation 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; Jason Jacobsen, Finance Director; Hal Ghafari, Public Works Manager/Assistant City Engineer.

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

3. **PUBLIC COMMENTS:** None Offered.
4. **CONSENT CALENDAR:**

AM/Tye moved, AM/Low seconded, to approve the Consent Calendar as presented. Motion carried by the following Roll Call vote:

AYES:	COUNCIL MEMBERS:	Liu, Low, Tye, VC/Chou, Chair/Teng
NOES:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	None

- 4.1 APPROVED PUBLIC FINANCING AUTHORITY MINUTES – MEETING OF DECEMBER 5, 2023 – As submitted.
- 4.2 APPROVED PUBLIC FINANCING AUTHORITY TREASURER'S STATEMENT FOR NOVEMBER 1, 2023 THROUGH OCTOBER 31, 2024.

5. PUBLIC FINANCING AUTHORITY REORGANIZATION:

Selection of Chair

AM/Liu nominated AM/Chou to serve as Chair of the Public Finance Authority. AM/Tye seconded the nomination. AM/Chou was unanimously selected to serve as Chair of the Public Finance Authority by the following Roll Call vote:

AM/Liu	Yes
AM/Low	Yes
AM/Tye	Yes
VC/Chou	Yes
Chair/Teng	Yes

Selection of Vice Chair

AM/Tye nominated AM/Liu to serve as Vice Chair of the Public Finance Authority.

AM/Liu nominated AM/Low to serve as Vice Chair of the Public Finance Authority.

A roll call vote was taken on the last nomination to consider AM/Low:

AM/Liu	Yes
AM/Low	No
AM/Tye	No
AM/Teng	Yes
Chair/Chou	No

Motion Failed.

A roll call vote was taken on the first nomination to consider AM/Liu. AM/Liu was unanimously selected to serve as Vice Chair of the Public Finance Authority by the following Roll Call vote:

AM/Liu	Yes
AM/Low	Yes
AM/Tye	Yes
AM/Teng	Yes
Chair/Chou	Yes

6. AUTHORITY MEMBER COMMENTS:

AM/Low congratulated Chair/Chou and VC/Liu.

ADJOURNMENT: With no further business to conduct, Chair/Chou adjourned the Public Financing Authority Annual Meeting at 7:50 p.m. to the Annual Parking Authority Meeting.

Respectfully submitted,

Kristina Santana,
Authority Secretary

The foregoing minutes are hereby approved this 2nd day of December, 2025.

Andrew Chou, Chair



PUBLIC FINANCING AUTHORITY AGENDA REPORT

TO: Honorable Chair and Members of the Public Financing Authority

FROM: Daniel Fox, City Manager

SUBJECT: Public Financing Authority Treasurer's Statement.

STRATEGIC GOAL: Responsible Stewardship of Public Resources

RECOMMENDATION:

Approve the Annual Public Financing Authority Treasurer's Statement.

FINANCIAL IMPACT:

None.

BACKGROUND:

In 2002, the City of Diamond Bar (City), through the Public Financing Authority (Authority), issued Variable Rate Lease Revenue Bonds in the principal amount of \$13,755,000 for the purpose of building the Diamond Bar Center. In December 2011, the City, through the Authority, refinanced and converted the outstanding principal amount of \$11,790,000 to Fixed Rate Lease Revenue Bonds. On June 9, 2021, the City, through the Authority, refunded the outstanding principal of \$7,839,851 on the 2011 bonds and issued new Lease Revenue Refunding Bonds, 2021 Series A, with a principal amount of \$6,735,000, generating an average annual savings of \$144,700 through the remaining term ending June 1, 2033. The fixed interest rate paid to the bondholders through this period is 4%. As of October 31, 2025, the outstanding principal amount of the 2021 Bonds was \$4,830,000.

ANALYSIS:

The Authority bank account which reflects the principal and interest payment activities is included in this Treasurer's Statement. Although the Authority's fund has been incorporated into the City's monthly Treasurer's Statement presented to the City Council, a separate annual Treasurer's Statement has been prepared herein for review and approval by the Authority. This statement shows the cash and equivalent balance with the fiscal agent/trustee (US Bank).

The 2021 Lease Revenue Refunding Bonds, 2021 Series A were rated AA+ by Standard & Poor's Global Ratings. This rating remains unchanged.

PREPARED BY:

Jason Jacobsen, Finance Director, Finance

ATTACHMENTS:

1. 2025 FYE Treasurer's Statement - PFA
2. US Bank Cash Balances 10-31-2025
3. US Bank Bonds Outstanding 10-31-2025

CITY OF DIAMOND BAR
PUBLIC FINANCING AUTHORITY
TREASURER'S STATEMENT
November 1, 2024 through October 31, 2025
Lease Revenue Refunding Bonds, 2021 Series A - \$6,735,000

	Beginning Balance @ 11/01/2024	Receipts	Disbursements	Dividends	Ending Balance @ 10/31/2025
U.S. Bank					
Interest Fund #: -001	597.20	212,548.03	(213,400.00)	525.83	271.06
Principal Fund #: -002	2,561.58	502,387.07	(505,000.00)	1,328.57	1,277.22
 CASH WITH FISCAL AGENT					
First American Treasury Obligation Money Market Fund					<u>\$ 1,548.28</u>

The Authority maintains a US Treasury Sweep Account with the City's Fiscal Agent, US Bank. Any excess funds are "swept" on a daily basis from the Authority's bank accounts and are invested overnight.

Bonds Outstanding as of 10/31/2024	<u>\$ 5,335,000.00</u>
Bonds Outstanding as of 10/31/2025	<u>\$ 4,830,000.00</u>

All investments are placed in accordance with the City of Diamond Bar's Investment Policy.

Daniel Fox
Daniel Fox, Treasurer

11/19/2025
Date

CITY OF DIAMOND BAR
PUBLIC FINANCING AUTHORITY
Lease Revenue Refunding Bonds, 2021 Series A - \$6,735,000
Transaction Summary for Fiscal Year Ended October 31, 2025

US Bank
Interest Fund #: - 001

Date	Beginning Balance	Dividend	Debt Svc Princ & Int	Fees & Expenses	Transfers & Other	Account Balance
November 2024	597.20	2.18		-	106,700.00	107,299.38
December 2024	107,299.38	229.82	(106,700.00)	-		829.20
January 2025	829.20	14.78		-		843.98
February 2025	843.98	2.76		-		846.74
March 2025	846.74	2.49		-		849.23
April 2025	849.23	2.74		-		851.97
May 2025	851.97	2.65		-	105,848.03	106,702.65
June 2025	106,702.65	254.05	(106,700.00)	-		256.70
July 2025	256.70	11.83		-		268.53
August 2025	268.53	0.86		-		269.39
September 2025	269.39	0.86		-		270.25
October 2025	270.25	0.81		-		271.06
	\$ 597.20	\$ 525.83	\$ (213,400.00)	\$ -	\$ 212,548.03	\$ 271.06

Total Cash with Fiscal Agent

\$ 271.06

CITY OF DIAMOND BAR
PUBLIC FINANCING AUTHORITY
Lease Revenue Refunding Bonds, 2021 Series A - \$6,735,000
Transaction Summary for Fiscal Year Ended October 31, 2025

US Bank
Principal Fund #: - 002

<u>Date</u>	<u>Beginning Balance</u>	<u>Dividend</u>	<u>Debt Svc Princ & Int</u>	<u>Fees & Expenses</u>	<u>Transfers & Other</u>	<u>Account Balance</u>
November 2024	2,561.58	9.34				2,570.92
December 2024	2,570.92	8.74				2,579.66
January 2025	2,579.66	8.77				2,588.43
February 2025	2,588.43	8.47				2,596.90
March 2025	2,596.90	7.63				2,604.53
April 2025	2,604.53	8.40				2,612.93
May 2025	2,612.93	8.13			502,387.07	505,008.13
June 2025	505,008.13	1,201.19	(505,000.00)			1,209.32
July 2025	1,209.32	55.99				1,265.31
August 2025	1,265.31	4.04				1,269.35
September 2025	1,269.35	4.04				1,273.39
October 2025	1,273.39	3.83				1,277.22
	<u><u>\$ 2,561.58</u></u>	<u><u>\$ 1,328.57</u></u>	<u><u>\$ (505,000.00)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 502,387.07</u></u>	<u><u>\$ 1,277.22</u></u>

Total Cash with Fiscal Agent

\$ 1,277.22



Cash Balances

As Of Date : 10/31/2025

As Of Date	Account Number	Account Name	Account Status	Principal Cash Amt	Income Cash Amt	Total Cash	Cash Equivalents	Total Cash Plus Equivalents	Principal Tax Cost Amount
10/31/2025	-4000	Diamond BAR 2021 LRRB Base Rental	Open	0.00	0.00	0.00	0.00	0.00	0.00
10/31/2025	-4001	Diamond BAR 2021 LRRB Int	Open	0.00	0.00	0.00	271.06	271.06	271.06
10/31/2025	-4002	Diamond BAR 2021 LRRB Prin	Open	0.00	0.00	0.00	1,277.22	1,277.22	1,277.22
10/31/2025	-4003	Diamond Bar 2021 LRRB COI	Closed	0.00	0.00	0.00	0.00	0.00	0.00



Bonds Outstanding Summary

As of Date : 10/31/2025

		Total Principal Outstanding	
		4,830,000.00	
Transaction Name	Account ID	Principal Outstanding	Maturity Date
City of Diamond Bar Public Financing Authority Lease Revenue Refunding Bonds 2021 Series A	-4000	4,830,000.00	06/01/2033



PARKING AUTHORITY AGENDA REPORT

TO: Honorable Chair and Members of the Parking Authority

FROM: Daniel Fox, City Manager

SUBJECT: Parking Authority Minutes of December 3, 2024.

STRATEGIC GOAL: Open, Engaged and Responsive Government

RECOMMENDATION:

Approve the December 3, 2024 Parking Authority meeting minutes.

FINANCIAL IMPACT:

None.

BACKGROUND:

Government Code Section 36814 mandates the City Clerk to keep an accurate record of the City Council's proceedings.

ANALYSIS:

The minutes of the Public Financing Authority meeting of December 3, 2024 have been prepared and are being presented for approval.

PREPARED BY:

Kristina Santana, City Clerk, City Clerk's Office

ATTACHMENTS:

1. Parking Authority Minutes of December 3, 2024

**CITY OF DIAMOND BAR
MINUTES OF THE PARKING AUTHORITY
ANNUAL MEETING
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT/MAIN AUDITORIUM
21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
DECEMBER 3, 2024**

- 1. CALL TO ORDER:** Chair/Chou called the meeting to order at 7:51 p.m.
- 2. ROLL CALL:** Authority Members Liu, Teng, Tye, Vice Chair Low, Chair Chou

Staff present in person: Dan Fox, City Manager; Omar Sandoval, City Attorney; Ryan McLean, Assistant City Manager; Anthony Santos, Assistant to the City Manager; Ryan Wright, Parks and Recreation 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; Jason Jacobsen, Finance Director; Hal Ghafari, Public Works Manager/Assistant City Engineer.

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

- 3. PUBLIC COMMENTS:** None Offered.
- 4. CONSENT CALENDAR:**

VC/Low moved, AM/Liu seconded, to approve the Consent Calendar as presented. Motion carried by the following Roll Call vote:

AYES:	COUNCIL MEMBERS:	Liu, Teng, Tye, VC/Low, Chair/Chou
NOES:	COUNCIL MEMBERS:	None
ABSENT:	COUNCIL MEMBERS:	None

- 4.1 APPROVED PARKING AUTHORITY MEETING MINUTES FOR
DECEMBER 5, 2023 – As submitted.**

5. PARKING AUTHORITY REORGANIZATION:

Selection of Chair

AM/Tye nominated VC/Low to serve as Chair of the Parking Authority. C/Chou seconded the nomination. No other nominations were offered. VC/Low was unanimously selected to serve as Chair of the Parking Authority by the following Roll Call vote:

AM/Liu	Yes
AM/Teng	Yes

AM/Tye	Yes
VC/Low	Yes
Chair/Chou	Yes

Selection of Vice Chair

AM/Liu nominated AM/Tye to serve as Vice Chair of the Parking Authority. There were no other nominations offered. AM/Tye was unanimously selected to serve as Vice Chair of the Parking Authority by the following Roll Call Vote:

AM/Chou	Yes
AM/Liu	Yes
AM/Teng	Yes
AM/Tye	Yes
Chair/Low	Yes

6. AUTHORITY MEMBER COMMENTS:

AM/Liu congratulated C/Low and VC/Tye.

VC/Tye congratulated C/Low and thanked his colleagues for the support.

ADJOURNMENT: With no further business to conduct Chair/Low adjourned the Annual Parking Authority Meeting at 7:55 p.m. back to the Regular City Council Meeting.

Respectfully submitted,

Kristina Santana,
Authority Secretary

The foregoing minutes are hereby approved this 2nd day of December, 2025.

Ruth M. Low, Chair