City of Diamond Bar
City Council
Agenda

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

City Manager Ryan McLean ● City Attorney Omar Sandoval ● City Clerk Kristina Santana

Meeting Date: Tuesday, August 4, 2026

Regular 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 (diamondbarca.gov/youtube)
Listen-Only:	Call +1 (631) 992-3221, Access Code: 652-477-214
Participate:	Join Go To Webinar (https://attendee.gotowebinar.com/register/2487787351895570270)

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 (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 (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.

TRANSLATION ASSISTANCE

The City does not provide translation services, but sufficient space can be provided for individuals who wish to be accompanied by a translator at the meeting. For specific assistance, please contact the City Clerk 72 hours before the meeting.

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 (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 Tye

INVOCATION: Dawson Campbell, Youth & Outreach Pastor, Landmark Church

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

APPROVAL OF AGENDA: Mayor Tye

2. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

2.1 Certificate of Recognition for Ariel Yuhan Hu.

3. CITY MANAGER REPORTS AND RECOMMENDATIONS:

3.1 Public Safety Update.

4. 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.

5. SCHEDULE OF FUTURE EVENTS:

5.1 Paper Shredding and E-waste Collection - August 8, 2026, 9:00 a.m. - 1:00 p.m., South Coast Air Quality Management District Parking Lot, 21865 Copley Dr.

5.2 Planning Commission Meeting - August 11, 2026 - canceled.

5.3 Coffee with a Cop - August 12, 2026, 5:30 -7:30 p.m., Paris Baguette, 21050 Golden Springs Dr.

5.4 City Council Meeting - August 18, 2026, 6:30 p.m., South Coast Air Quality Management District - Auditorium, 21865 Copley Dr.

6. 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.

6.1 City Council Minutes of the July 21, 2026 Regular Meeting.

Recommended Action:
Approve the July 21, 2026 Regular City Council Meeting Minutes.

6.2 Ratification of Check Register Dated July 15, 2026 through July 28, 2026 totaling $683,287.08.

Recommended Action:
Ratify the Check Register.

6.3 Treasurer's Statement.

Recommended Action:
Approve the June 2026 Treasurer’s Statement.

6.4 Professional Services Agreement with Citiguard, Inc. for Security Guard Services through June 30, 2029.

Recommended Action:
Approve and authorize the City Manager to sign the Professional Services Agreement with Citiguard Inc. in an amount not-to-exceed $229,500 for security guard services through June 30, 2029.

7. PUBLIC HEARINGS: None.

8. COUNCIL CONSIDERATION:

8.1 Adoption of Memorandum of Understanding with American Federation of State, County, Municipal Employees Local 917.

Recommended Action:
Adopt Resolution No. 2026-29 approving the American Federation of State, County, Municipal Employees Local 917 Memorandum of Understanding for a term from August 4, 2026 to June 30, 2031.

9. COUNCIL SUB-COMMITTEE REPORTS AND MEETING ATTENDANCE REPORTS:

10. 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: July 30, 2026

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Ryan McLean, City Manager

SUBJECT: City Council Minutes of the July 21, 2026 Regular Meeting.

STRATEGIC GOAL: Open, Engaged and Responsive Government

RECOMMENDATION:

Approve the July 21, 2026 Regular City Council Meeting Minutes.

FINANCIAL IMPACT:

None.

BACKGROUND:

Government Code Section 36814 mandates the City Clerk to keep an accurate records 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. July 21, 2026 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
JULY 21, 2026

1. **CLOSED SESSION:** Mayor Tye opened the Closed Session at 5:30 p.m. All Council Members were present.

Conference With Labor Negotiators
Pursuant to Govt. Code Section 54957.6 Agency designated representatives: Ryan McLean, City Manager; Ryan Wright, Parks and Recreation Director; Amy Haug, HR & Risk Management Director. Employee organization: AFCSME D.C. 36, Local 917

No public comments were made.

No reportable action was taken.

Mayor Tye adjourned the Closed Session at 6:00 p.m.

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

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

INVOCATION: Cantor Paul Buch, Temple Beth Israel

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

Absent: None.

Staff present in person: Ryan McLean, City Manager; Omar Sandoval, City Attorney; Anthony Santos, Assistant to the City Manager; Amy Haug, Human Resources/Risk Management Director; Greg Gubman, Community Development Director; Jason Jacobsen, Finance Director; Ken Desforges, Information Systems Director; Ryan Wright, Parks & Recreation Director; David Liu, Public Works Director/City Engineer; Cecilia Arellano, Community Relations Manager; Kristina Santana, City Clerk.

Others present: Jason Sotelo, Deputy, Diamond Bar/Walnut Sheriff's Station; Alex Kim, Operations Lieutenant, Diamond Bar/Walnut Sheriff's Station; Stephen Tousey, Captain, Diamond Bar/Walnut Sheriff's Station;

APPROVAL OF AGENDA: CA/Sandoval announced that the City Council met in Closed Session and there was no reportable action taken. CM/McLean confirmed there were no changes made to the agenda. Mayor Tye approved the agenda as presented.

3. SPECIAL PRESENTATIONS, CERTIFICATES, PROCLAMATIONS:

3.1 Walnut Valley Water District 40th Recycled Water Anniversary Presentation.

Walnut Valley Water District Operations Manager provided a PowerPoint presentation and responded to Council's questions.

4. CITY MANAGER REPORTS AND RECOMMENDATIONS: None.

5. PUBLIC COMMENTS:

The following provided public comments:

Allen Wilson, resident
Stephen Tousey, Captain, Diamond Bar/Walnut Sheriff's Station
Alex Kim, Operations Lieutenant, Diamond Bar/Walnut Sheriff's Station

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

6. SCHEDULE OF FUTURE EVENTS: CM/McLean presented the Schedule of Future Events.

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

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

7.1 Approved June 16, 2026 Regular Council Meeting Minutes.

7.2 Ratified Check Register Dated June 3, 2026 through July 14, 2026 Totaling $5,885,849.06.

7.3 Approved the Surplus of the 2003 Ford Crown Victoria to the Los Angeles County Sheriff's Department.

7.4 Approved Maintenance Services Agreement with Integrus LLC, dba Advanced Office for copier maintenance services and supplies in an amount not to exceed $85,000 for the period of August 1, 2026 through June 30, 2029.

8. PUBLIC HEARINGS: None.

9. COUNCIL CONSIDERATION:

9.1 Resolution for the Submission to the Voters for a Question Relating to the Transactions and Use Tax and Setting Priorities for Filing of Written Argument Regarding a City Council-Initiated Transactions and Use Tax Measure and Directing the City Attorney to Prepare an Impartial Analysis.

CM/McLean provided the staff presentation.

CC/Santana reported that no emails were submitted and no guests on the teleconference line requested to speak for Item 9.1.

C/Chou and MPT/Low expressed support for the creation of a subcommittee of Council Members to decide what happens with the revenue and to provide a mechanism for resident feedback.

CM/McLean and CA/Sandoval responded Council Member questions.

Allen Wilson, resident, spoke in opposition to the proposed ballot measure.

After further discussion by Council, C/Liu moved, MPT/Low seconded, to adopt Resolution No. 2026-28 for the submission to the voters a question relating to Transactions and Use Tax and setting priorities for filing of written argument regarding Council-initiated Transactions and Use Tax measure and directing the City Attorney to draft an impartial analysis.

Motion carried 4-1 by the following Roll Call vote:

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

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).

C/Chou reported attending the San Gabriel Valley Legislative Caucus Reception on June 26, 2026 and the Community Reception for Ambassador Namgya Khampa, Deputy Chief of Mission at the Embassy of India on July 16, 2026.

C/Liu reported attending the Greater Los Angeles County Vector Control District Board of Trustees meeting.

MPT/Low reported attending the City Council Economic Development Committee meeting and the Library Commission meeting and the California Contract Cities

Board of Directors meeting.

11. ADJOURNMENT: With no further business to conduct, M/Tye adjourned the Regular City Council Meeting at 8:04 p.m. in memory of William Burke.

Respectfully Submitted,

____
Kristina Santana, City Clerk

The foregoing minutes are hereby approved this 4th day of August, 2026.

____
Steve Tye, Mayor

CITY COUNCIL AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Ryan McLean, City Manager
SUBJECT:	Ratification of Check Register Dated July 15, 2026 through July 28, 2026 totaling $683,287.08.
STRATEGIC GOAL:	Open, Engaged and Responsive Government

RECOMMENDATION:

Ratify the Check Register.

FINANCIAL IMPACT:

Expenditure of $683,287.08.

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 July 15, 2026 through July 28, 2026 totaling $683,287.08 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 8-4-2026
2. Check Register Affidavit 8-4-2026

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
19634	7/16/2026	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20791 GLDN SPRGS - TC1 - FY26/27	100655	52210	$127.86
						CHECK TOTAL	**$127.86**
19635	7/16/2026	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20439 GLDN SPRGS - TC1 -FY 26/27	100655	52210	$123.38
						CHECK TOTAL	**$123.38**
19636	7/16/2026	SOUTHERN CALIFORNIA EDISON		1600 GRAND AVE (060326- 070126)	100510	52210	$13,077.37
						CHECK TOTAL	**$13,077.37**
19637	7/16/2026	SOUTHERN CALIFORNIA EDISON		21208 WASHINGTON AVE PED (061226 - 071326)	100630	52210	$42.61
						CHECK TOTAL	**$42.61**
19638	7/16/2026	SOUTHERN CALIFORNIA EDISON		D41/20820 HIGH CNTRY (061226-071326)	241641	52210	$16.62
						CHECK TOTAL	**$16.62**
19639	7/16/2026	SOUTHERN CALIFORNIA EDISON		D41/20980 E CYN RIDGE (061226-071326)	241641	52210	$16.62
						CHECK TOTAL	**$16.62**
19640	7/17/2026	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 21250 GLDN SPRGS - TC-1 FY26-27	100655	52210	$90.23
						CHECK TOTAL	**$90.23**
19641	7/17/2026	SOUTHERN CALIFORNIA EDISON		SAFETY LGTS - 3564 S BREA CYN BPED - LS-3 FY 26-27	100655	52210	$72.98
						CHECK TOTAL	**$72.98**
19642	7/20/2026	SOUTHERN CALIFORNIA EDISON		SAFETY LIGHTS - 2746 BREA CYN BPED - LS-3 FY 26-27	100655	52210	$132.74
						CHECK TOTAL	**$132.74**
19643	7/20/2026	SOUTHERN CALIFORNIA EDISON		GS-1 - 23331 GLD SPRGS PED - GS-1 FY 26-27	100655	52210	$89.03
						CHECK TOTAL	**$89.03**
19644	7/20/2026	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 20781 PATHFINDER - TC-1 FY 26-27	100655	52210	$116.90
						CHECK TOTAL	**$116.90**
19645	7/20/2026	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 717 GRAND - TC-1 FY 26-27	100655	52210	$146.82

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$146.82**
19646	7/20/2026	SOUTHERN CALIFORNIA EDISON		GS-1 - 2838 S DBB PED - GS-1 FY 26-27	100655	52210	$110.44
						CHECK TOTAL	**$110.44**
19647	7/28/2026	SOUTHERN CALIFORNIA EDISON		PONY FIELD (061626-071526)	100630	52210	$40.42
						CHECK TOTAL	**$40.42**
19648	7/27/2026	SOUTHERN CALIFORNIA EDISON		D38/719 GRAND AVE (061626-071526)	238638	52210	$71.33
						CHECK TOTAL	**$71.33**
19649	7/25/2026	SOUTHERN CALIFORNIA EDISON		D38/1000 S LEMON AVE (061526-071426)	238638	52210	$16.18
						CHECK TOTAL	**$16.18**
19650	7/26/2026	SOUTHERN CALIFORNIA EDISON		CITYHALL (061626-071526)	100620	52210	$23,887.36
						CHECK TOTAL	**$23,887.36**
19651	7/26/2026	SOUTHERN CALIFORNIA EDISON		D38/2746 BREA CYN RD (061626-071526)	238638	52210	$15.94
						CHECK TOTAL	**$15.94**
19652	7/26/2026	SOUTHERN CALIFORNIA EDISON		D38/3564 BREA CYN RD PED (061626-071526)	238638	52210	$15.68
						CHECK TOTAL	**$15.68**
19653	7/26/2026	SOUTHERN CALIFORNIA EDISON		D38/22745 SUNSET CROSSING RD PED (061626-071526)	238638	52210	$15.94
						CHECK TOTAL	**$15.94**
19654	7/26/2026	SOUTHERN CALIFORNIA EDISON		D38/2025 DBB (061626-071526)	238638	52210	$15.68
						CHECK TOTAL	**$15.68**
19655	7/20/2026	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 801 S LEMON - TC-1 FY 26-27	100655	52210	$337.99
						CHECK TOTAL	**$337.99**
19656	7/20/2026	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1611 S BREA CYN - TC-1 FY 26-27	100655	52210	$82.25
						CHECK TOTAL	**$82.25**
19657	7/20/2026	SOUTHERN CALIFORNIA EDISON		GS-1 - 1215 S BREA CYN - GS-1 FY 26-27	100655	52210	$101.15
						CHECK TOTAL	**$101.15**
19658	7/21/2026	SOUTHERN CALIFORNIA EDISON		TRAFFIC CONTROL - 1450 BRIDGEGATE/ETC - TC1 26/27	100655	52210	$554.31

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	$554.31
19659	7/17/2026	TASC		FLEX SPENDING MEDICAL/CHILDCARE 07/17/2026	201	21118	$4.75
	7/17/2026	TASC		FLEX SPENDING MEDICAL/CHILDCARE 07/17/2026	238	21118	$7.33
	7/17/2026	TASC		FLEX SPENDING MEDICAL/CHILDCARE 07/17/2026	239	21118	$7.33
	7/17/2026	TASC		FLEX SPENDING MEDICAL/CHILDCARE 07/17/2026	241	21118	$7.33
	7/17/2026	TASC		FLEX SPENDING MEDICAL/CHILDCARE 07/17/2026	250	21118	$29.88
	7/17/2026	TASC		FLEX SPENDING MEDICAL/CHILDCARE 07/17/2026	207	21118	$45.28
	7/17/2026	TASC		FLEX SPENDING MEDICAL/CHILDCARE 07/17/2026	206	21118	$117.54
	7/17/2026	TASC		FLEX SPENDING MEDICAL/CHILDCARE 07/17/2026	100	21118	$1,951.59
						CHECK TOTAL	$2,171.03
19660	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	204	21110	$96.20
	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	239	21110	$167.06
	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	241	21110	$167.06
	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	203	21110	$168.34
	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	238	21110	$261.07
	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	201	21110	$547.36
	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	207	21110	$1,408.65
	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	206	21110	$1,513.85
	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	250	21110	$1,735.06
	7/17/2026	CALPERS		PENSION CONTRIBUTION FOR PERIOD 06/27/26-07/10/26	100	21110	$47,074.22
						CHECK TOTAL	$53,138.87

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
19661	7/17/2026	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 07/17/2026	239	21109	$133.75
	7/17/2026	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 07/17/2026	241	21109	$133.75
	7/17/2026	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 07/17/2026	201	21109	$139.75
	7/17/2026	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 07/17/2026	238	21109	$258.75
	7/17/2026	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 07/17/2026	250	21109	$360.95
	7/17/2026	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 07/17/2026	206	21109	$603.31
	7/17/2026	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 07/17/2026	207	21109	$667.88
	7/17/2026	VANTAGEPOINT TRNSFR AGNTS-303248		DEFERRED COMP CONTRIBUTIONS/LOAN PYMTS 07/17/2026	100	21109	$15,928.44
						CHECK TOTAL	**$18,226.58**
19662	7/16/2026	CALPERS		1959 SURVIVOR BENEFIT FY 25/26 - CLASSIC	100	21110	$2,366.00
						CHECK TOTAL	**$2,366.00**
19663	7/16/2026	CALPERS		1959 SURVIVOR BENEFIT FY 25/26 - PEPRA	100	21110	$1,892.80
						CHECK TOTAL	**$1,892.80**
19664	7/28/2026	ALEXANDER PARK		INSTRUCTOR PAYMENT - MUSIC - SUM 26	100520	55320	$486.00
						CHECK TOTAL	**$486.00**
19665	7/28/2026	ANDREW WONG		CK REISSUE PR COMMISSION MEETING STIPEND	100520	52525	$45.00
	7/28/2026	ANDREW WONG		CK REISSUE PRKS AND REC COMMISSION MTG STIPEND	100520	52525	$45.00
						CHECK TOTAL	**$90.00**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
19666	7/28/2026	ARCHITERRA INC		PL2025-72 GATEWAY CENTER 1ST PLAN CK	100	22107	$1,406.25
	7/28/2026	ARCHITERRA INC		PL2017-169 BREA CANYON BUS PARK LANDSCAPE	100	22107	$543.07
	7/28/2026	ARCHITERRA INC		PL2022-62 2626 WAGON TRAIN CITY PLAN CK	100	22107	$531.25
	7/28/2026	ARCHITERRA INC		PL2021-51 1198 CHISOLM TRAIL PLAN CK	100	22107	$750.00
	7/28/2026	ARCHITERRA INC		TTM 54081 CROOKED CREEK PLAN CK	100	22107	$750.00
						CHECK TOTAL	**$3,980.57**
19667	7/28/2026	BREA AQUATICS ASSOCIATION INC		BREA AQUATICS CONTRACT CLASSES	100520	55320	$9,798.75
	7/28/2026	BREA AQUATICS ASSOCIATION INC		BREA AQUATICS CONTRACT CLASSES	100520	55320	$5,489.25
						CHECK TOTAL	**$15,288.00**
19668	7/28/2026	BSN SPORTS CORP		DAY CAMP EQUIPMENT	100520	51200	$210.67
						CHECK TOTAL	**$210.67**
19669	7/28/2026	LINGO TELECOM LLC		CITYWIDE ANALOG PHONE SERVICE - JUL 2026	100230	52200	$5,554.91
						CHECK TOTAL	**$5,554.91**
19670	7/28/2026	CHEM PRO LABORATORY INC		WATER MGMT @ CITYHALL (JULY 2026)	100620	52320	$187.95
						CHECK TOTAL	**$187.95**
19671	7/28/2026	CITYGREEN CONSULTING, LLC		SOLID WASTE CONSULTING SVCS - JUNE 2026 FY 25/26	250170	54900	$7,900.00
						CHECK TOTAL	**$7,900.00**
19672	7/28/2026	CORODATA MEDIA STORAGE INC		DAILY TAPE ROTATION & STORAGE - JUN 2026 FY 25/26	100230	54030	$872.57
						CHECK TOTAL	**$872.57**
19673	7/28/2026	CT & T CONCRETE PAVING INC		ROAD MAINT SVCS (AREA 4 RESTRIP 06/2026) FY25/26	100655	55512	$39,400.00
						CHECK TOTAL	**$39,400.00**
19674	7/28/2026	DECKARD TECHNOLOGIES INC		NEIGHBORHOOD IMP SHORT TERM RENTAL MONITORING	100430	55110	$364.00
	7/28/2026	DECKARD TECHNOLOGIES INC		NEIGHBORHOOD IMP SHORT TERM RENTAL MONITORING	100430	55130	$5,700.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$6,064.00**
19675	7/28/2026	DEPARTMENT OF JUSTICE		LIVESCAN FEES - FY25/26 JUNE	100220	52510	$224.00
						CHECK TOTAL	**$224.00**
19676	7/28/2026	DEVANG S MEHTA		CK REISSUE PRKS AND REC COMMISSION MEETING 1.22.26	100520	52525	$45.00
						CHECK TOTAL	**$45.00**
19677	7/28/2026	DIAMOND BAR STORAGE OWNER LLC		COMM DEV DEPT STORAGE UNITS 092 AND 376 AUG 26	100420	52302	$1,012.00
						CHECK TOTAL	**$1,012.00**
19678	7/28/2026	FAIRBANK MASLIN MAULLIN METZ & ASSOC INC		TRACKING SURVEY (JUNE 2026)	100130	54900	$31,750.00
						CHECK TOTAL	**$31,750.00**
19679	7/28/2026	FEHR & PEERS		TRAFFIC ENGINEERING SVCS - 1440 BRIDGE GATE DR	100	22109	$3,045.00
						CHECK TOTAL	**$3,045.00**
19680	7/28/2026	FRESHMOBILECA LLC		FLEET WASHING SERVICE 071026	502130	52312	$39.90
	7/28/2026	FRESHMOBILECA LLC		FLEET WASHING SERVICE 071026	502430	52312	$59.85
	7/28/2026	FRESHMOBILECA LLC		FLEET WASHING SERVICE 071026	502620	52312	$79.80
	7/28/2026	FRESHMOBILECA LLC		FLEET WASHING SERVICE 071026	502655	52312	$79.80
	7/28/2026	FRESHMOBILECA LLC		FLEET WASHING SERVICE 071026	502630	52312	$99.75
						CHECK TOTAL	**$359.10**
19681	7/28/2026	FRONTIER COMMUNICATIONS CORP		SUMMARY BILL/INTERNET SERVICE - JUL 2026	100230	54030	$605.26
	7/28/2026	FRONTIER COMMUNICATIONS CORP		SUMMARY BILL/INTERNET SERVICE - JUL 2026	100230	54030	$800.00
						CHECK TOTAL	**$1,405.26**
19682	7/28/2026	GATEWAY CORP CENTER ASSOC		CAPITOL DIST & ASSOC DUES (070126-123126) FY 26-27	100620	52400	$18,612.72
						CHECK TOTAL	**$18,612.72**
19683	7/28/2026	GERALDINE KELLER		INSTRUCTOR PAYMENT - CULINARY - SUM 26	100520	55320	$42.00
						CHECK TOTAL	**$42.00**
19684	7/28/2026	GOGO TECHNOLOGIES INC		FY 25-26 DIAMOND RIDE SR TRANS SVCS JUNE 2026	206650	55560	$38,667.75

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$38,667.75**
19685	7/28/2026	GOVCONNECTION INC		USB CD/DVD READER WRITERS (6) FY 26/27	100230	51300	$243.65
						CHECK TOTAL	**$243.65**
19686	7/28/2026	H & L CHARTER CO INC		6.9.26 SENIOR EXCURSION CHARTER SERVICE	206520	55310	$1,446.20
	7/28/2026	H & L CHARTER CO INC		7.2.26 COMMUNITY EXCURSION CHARTER SERVICE	206520	55300	$1,570.12
						CHECK TOTAL	**$3,016.32**
19687	7/28/2026	HARRIS COMPUTER SYSTEMS		CITYVIEW EXTENDED SUPPORT - FY 26-27	100230	52314	$10,000.00
						CHECK TOTAL	**$10,000.00**
19688	7/28/2026	HDL COREN & CONE		CONTRACT SVCS - PROPERTY TAX JUL - SEPT 2026	100210	54010	$4,117.50
						CHECK TOTAL	**$4,117.50**
19689	7/28/2026	HEATHER JEN CHANG		CONTRACT CLASS - YOUTH ART	100520	55320	$504.00
	7/28/2026	HEATHER JEN CHANG		CONTRACT CLASS-ART CLASS HEATHER CHANG	100520	55320	$336.00
						CHECK TOTAL	**$840.00**
19690	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - OCT 2025 FY 25/26	100	22109	$127.50
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - OCT 2025 FY 25/26	100	22109	$187.50
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - OCT 2025 FY 25/26	100	22107	$607.50
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - OCT 2025 FY 25/26	100	22109	$722.50
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2025 FY 25/26	100	22109	$165.00
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2025 FY 25/26	100	22109	$187.50
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2025 FY 25/26	100	22107	$577.50
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - NOV 2025 FY 25/26	100	22109	$675.00
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - DEC 2025 FY 25/26	100	22109	$82.50

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - DEC 2025 FY 25/26	100	22109	$187.50
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - DEC 2025 FY 25/26	100	22107	$270.00
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - DEC 2025 FY 25/26	100	22107	$1,112.50
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - JAN 2026 FY 25/26	100	22109	$41.25
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - JAN 2026 FY 25/26	100	22109	$82.50
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - JAN 2026 FY 25/26	100	22107	$113.75
	7/28/2026	JOHN L HUNTER & ASSOC INC		NPDES LAND DEVELOPMENT - JAN 2026 FY 25/26	100	22109	$125.00
						CHECK TOTAL	**$5,265.00**
19691	7/28/2026	JUCCHOU CORP		CONTRACT CLASS - GOLF	100520	55320	$720.00
						CHECK TOTAL	**$720.00**
19692	7/28/2026	KC POWER CLEAN INC		LASSO DR-RED CURB REMOVAL 071326 FY 26/27	100655	55512	$1,449.00
						CHECK TOTAL	**$1,449.00**
19693	7/28/2026	KENS HARDWARE		CK REISSUE ROAD MAINT SUPPLIES/JF121125	100655	51250	$49.98
	7/28/2026	KENS HARDWARE		CK REISSUE ROAD MAINTENANCE SUPPLIES (JG 020626)	100655	51250	$99.77
						CHECK TOTAL	**$149.75**
19694	7/28/2026	KITOODLE INC		INSTRUCTOR PAYMENT - ENRICHMENT CAMP - SUM 26	100520	55320	$1,344.00
						CHECK TOTAL	**$1,344.00**
19695	7/28/2026	LA COUNTY ASSESSOR OFFICE		SBF ABSTRACT - JUN 2026	100230	52314	$183.00
						CHECK TOTAL	**$183.00**
19696	7/28/2026	LEWIS ENGRAVING INC		TILE PLATE FY 26/27	100140	52140	$28.55
						CHECK TOTAL	**$28.55**
19697	7/28/2026	LEXAR CONSTRUCTION		PLHA HIP 324 GALLARDO 24341 SYLVAN GLEN RD.	224440	55580	$30,220.00
						CHECK TOTAL	**$30,220.00**

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
19698	7/28/2026	LOCAL AGENCY ENGINEERING ASSOCIATES INC		DB COMPLETE STREETS/CONST MGMT - JUN 2026	301610	56190	$27,394.70
						CHECK TOTAL	**$27,394.70**
19699	7/28/2026	LOS ANGELES COUNTY DEVELOPMENT AUTH		CK REISSUE REIMBURSE LACDA - RETURN OF DUP PAYMENT	225	42020	$65.00
						CHECK TOTAL	**$65.00**
19700	7/28/2026	LOS ANGELES COUNTY PUBLIC WORKS		CS - INDUSTRIAL WASTE SVCS - THRU MAY 2026 FY26/27	100610	55550	$3,401.56
						CHECK TOTAL	**$3,401.56**
19701	7/28/2026	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2025-26 SHERIFF HELICOPTER FEB 2026	100310	55402	$100.75
	7/28/2026	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2025-26 SHERIFF HELICOPTER MARCH 2026	100310	55402	$1,108.26
	7/28/2026	LOS ANGELES COUNTY SHERIFF'S DEPT		FY2025-26 SHERIFF HELICOPTER APRIL 2026	100310	55402	$167.92
						CHECK TOTAL	**$1,376.93**
19702	7/28/2026	LOWE'S BUSINESS ACCOUNT		RECREATION SUPPLIES (DG070726)	100520	51200	$104.34
						CHECK TOTAL	**$104.34**
19703	7/28/2026	MCE CORPORATION		ROAD MAINTENANCE (JUNE 2026) FY 25/26	100655	55530	$3,894.43
	7/28/2026	MCE CORPORATION		ROAD MAINTENANCE (JUNE 2026) FY 25/26	100655	55528	$25,114.74
						CHECK TOTAL	**$29,009.17**
19704	7/28/2026	MERCURY DISPOSAL SYSTEMS INC		HHW PICKUP - ACE HARDWARE FY 25/26	250170	55000	$2,898.20
	7/28/2026	MERCURY DISPOSAL SYSTEMS INC		HHW PICKUP - ACE HARDWARE, 7.13.26	250170	55000	$2,558.80
	7/28/2026	MERCURY DISPOSAL SYSTEMS INC		HHW PICKUP - CITY HALL, 7.13.26	250170	55000	$151.85
						CHECK TOTAL	**$5,608.85**
19705	7/28/2026	MOBILE RELAY ASSOCIATES INC		RECURRING SERVICES FOR EMERGENCY PREP IN AUG 2026	100350	52300	$78.75
						CHECK TOTAL	**$78.75**
19706	7/28/2026	NEXTECH SYSTEMS INC		BATTERY BACKUP PROCUREMENT/REPAIR - FY 25-26	100655	55536	$10,957.01
						CHECK TOTAL	**$10,957.01**

City of Diamond Bar Check Register

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19707	7/28/2026	NICHOLS CONSULTING ENGINEERS, CHTD		AREA 6 ROAD REHAB/ADA CURB RAMPS PROJ - FY 25-26	203615	56101	$20,800.00
						CHECK TOTAL	**$20,800.00**
19708	7/28/2026	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEE - FY25/26 JUNE	100220	52510	$311.00
	7/28/2026	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA		PRE-EMPLOYMENT PHYSICAL FEES - FY26/27 JULY	100220	52510	$311.00
						CHECK TOTAL	**$622.00**
19709	7/28/2026	ONE TIME PAY VENDOR	ACTS 2 NETWORK	CK REISSUE FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
19710	7/28/2026	ONE TIME PAY VENDOR	ADELINE ORTIZ	CK REISSUE RECREATION PROGRAM REFUND	100	20202	$24.50
						CHECK TOTAL	**$24.50**
19711	7/28/2026	ONE TIME PAY VENDOR	AISHA DHANANI	RECEPTION PACKAGE REFUND	100	20202	$515.87
						CHECK TOTAL	**$515.87**
19712	7/28/2026	ONE TIME PAY VENDOR	BELINDA MORRIS	FACILITY REFUND	100	20202	$972.00
						CHECK TOTAL	**$972.00**
19713	7/28/2026	ONE TIME PAY VENDOR	CALIFORNIA COOKOUT, INC	RECREATION PROGRAM - SENIOR DANCE CATERING	100520	55310	$1,908.38
						CHECK TOTAL	**$1,908.38**
19714	7/28/2026	ONE TIME PAY VENDOR	CHINA IIAMS	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
19715	7/28/2026	ONE TIME PAY VENDOR	DIGNA TRINIDAD-HICKERSON	FACILITY REFUND	100	20202	$500.00
						CHECK TOTAL	**$500.00**
19716	7/28/2026	ONE TIME PAY VENDOR	GILBERT RIVERA	RECREATION PROGRAM REFUND	100	20202	$175.00
						CHECK TOTAL	**$175.00**
19717	7/28/2026	ONE TIME PAY VENDOR	GRACE CHOI	RECREATION PROGRAM REFUND	100	20202	$358.00
						CHECK TOTAL	**$358.00**
19718	7/28/2026	ONE TIME PAY VENDOR	HARMIT SINGH	CK REISSUE FACILITY REFUND	100	20202	$100.00
						CHECK TOTAL	**$100.00**

City of Diamond Bar Check Register

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19719	7/28/2026	ONE TIME PAY VENDOR	JAMES TSAO	CK REISSUE RECREATION PROGRAM REFUND	100	20202	$20.00
						CHECK TOTAL	**$20.00**
19720	7/28/2026	ONE TIME PAY VENDOR	JEN SHIUAN JESSICA LIN	CK REISSUE RECREATION PROGRAM REFUND	100	20202	$21.25
						CHECK TOTAL	**$21.25**
19721	7/28/2026	ONE TIME PAY VENDOR	JENNIFER RAMIREZ	CK REISSUE RECREATION PROGRAM REFUND	100	20202	$119.00
						CHECK TOTAL	**$119.00**
19722	7/28/2026	ONE TIME PAY VENDOR	JEREMY VEA	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
19723	7/28/2026	ONE TIME PAY VENDOR	JESSIE KUO	RECREATION PROGRAM REFUND	100	20202	$209.00
						CHECK TOTAL	**$209.00**
19724	7/28/2026	ONE TIME PAY VENDOR	LISA MARIE ORELLOSA-SEGGELKE	FACILITY REFUND	100	20202	$844.00
						CHECK TOTAL	**$844.00**
19725	7/28/2026	ONE TIME PAY VENDOR	MADISON MARIE PLOVANICH	CK REISSUE RECREATION PROGRAM REFUND	100	20202	$14.83
						CHECK TOTAL	**$14.83**
19726	7/28/2026	ONE TIME PAY VENDOR	MARGO WEST	RECREATION PROGRAM REFUND	100	20202	$50.00
						CHECK TOTAL	**$50.00**
19727	7/28/2026	ONE TIME PAY VENDOR	MARIAH ARVIZU	CK REISSUE RECREATION PROGRAM REFUND	100	20202	$82.00
						CHECK TOTAL	**$82.00**
19728	7/28/2026	ONE TIME PAY VENDOR	MELISSA LUU	CK REISSUE RECREATION PROGRAM REFUND	100	20202	$135.00
						CHECK TOTAL	**$135.00**
19729	7/28/2026	ONE TIME PAY VENDOR	MICHELLE KIM	RECREATION PROGRAM REFUND	100	20202	$77.00
						CHECK TOTAL	**$77.00**
19730	7/28/2026	ONE TIME PAY VENDOR	NEW YORK LIFE	FACILITY REFUND	100	20202	$500.00
						CHECK TOTAL	**$500.00**
19731	7/28/2026	ONE TIME PAY VENDOR	PAUL GHOTRA	FACILITY REFUND	100	20202	$1,250.00
						CHECK TOTAL	**$1,250.00**

City of Diamond Bar Check Register

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19732	7/28/2026	ONE TIME PAY VENDOR	SARA ZOIE	CK REISSUE FACILITY REFUND	100	20202	$247.20
						CHECK TOTAL	**$247.20**
19733	7/28/2026	ONE TIME PAY VENDOR	SHARON BULLER	CK REISSUE RECREATION PROGRAM REFUND	100	20202	$20.00
						CHECK TOTAL	**$20.00**
19734	7/28/2026	ONE TIME PAY VENDOR	SHERRY WU	FACILITY REFUND	100	20202	$100.00
						CHECK TOTAL	**$100.00**
19735	7/28/2026	ONE TIME PAY VENDOR	TOM DONINI	RECREATION PROGRAM - SENIOR DANCE - DJ	100520	55310	$450.00
						CHECK TOTAL	**$450.00**
19736	7/28/2026	ONE TIME PAY VENDOR	VEENA MEHTA	FACILITY REFUND	100	20202	$200.00
						CHECK TOTAL	**$200.00**
19737	7/28/2026	ONE TIME PAY VENDOR	AJITA KUNAL KOTHARI	UNCLAIMED FUNDS - PL 2014-0328 1004 PK SPRING LN	100	22112	$77.37
						CHECK TOTAL	**$77.37**
19738	7/28/2026	ONE TIME PAY VENDOR	ANIL PATEL	UNCLAIMED FUNDS - FPL 2003-63 2164 ROCKY VIEW DR	100	22112	$4,717.40
						CHECK TOTAL	**$4,717.40**
19739	7/28/2026	ONE TIME PAY VENDOR	ASH PATEL	DEPOSIT REFUND - PL 2020-0108	100	22107	$9,472.84
						CHECK TOTAL	**$9,472.84**
19740	7/28/2026	ONE TIME PAY VENDOR	BICKEL GROUP, INC	UNCLAIMED FUNDS - PL 2018-0113 205 S D/B BLVD	100	22112	$2,477.49
						CHECK TOTAL	**$2,477.49**
19741	7/28/2026	ONE TIME PAY VENDOR	BICKEL GROUP, INC	UNCLAIMED FUNDS - PL 2016-0161 205 S D/B BLVD	100	22112	$3,481.41
						CHECK TOTAL	**$3,481.41**
19742	7/28/2026	ONE TIME PAY VENDOR	CHI HUNG LAWRANCE LAU	UNCLAIMED FUNDS - PL 2016-0049 2311 EVERGREEN SPNG	100	22112	$341.70
						CHECK TOTAL	**$341.70**
19743	7/28/2026	ONE TIME PAY VENDOR	CHUNWEI CHI	UNCLAIMED FUNDS - PL 2015-0326 20732 TIMBERLINE LN	100	22112	$269.18
						CHECK TOTAL	**$269.18**
19744	7/28/2026	ONE TIME PAY VENDOR	CLARENCE W LUI	UNCLAIMED FUNDS - FPL 2012-468 2226 RUSTY PUMP	100	22112	$524.56

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$524.56**
19745	7/28/2026	ONE TIME PAY VENDOR	GLENDON K VALSONIS	UNCLAIMED FUNDS - FPL 2017-0190 21065 GLENWOLD DR	100	22112	$2,017.89
						CHECK TOTAL	**$2,017.89**
19746	7/28/2026	ONE TIME PAY VENDOR	JONATHAN FUAT JAW SOO	UNCLAIMED FUNDS - PL 2013-0123 24069 GOLD RUSH	100	22112	$852.91
						CHECK TOTAL	**$852.91**
19747	7/28/2026	ONE TIME PAY VENDOR	JOSH FOX	CK REISSUE REIMB-MILEAGE	100520	52420	$2.24
						CHECK TOTAL	**$2.24**
19748	7/28/2026	ONE TIME PAY VENDOR	JUIFENG WANG	UNCLAIMED FUNDS - FPL 2012-453 23834 STRANGE CREEK	100	22112	$89.58
						CHECK TOTAL	**$89.58**
19749	7/28/2026	ONE TIME PAY VENDOR	JUSTIN LEE	UNCLAIMED FUNDS - PL 2015-0098 505 BELLOWS CT	100	22112	$1,432.78
						CHECK TOTAL	**$1,432.78**
19750	7/28/2026	ONE TIME PAY VENDOR	LEWIS INVESTMENT COMPANY, LLC	UNCLAIMED FUNDS - PL 2012-0057 SOUTH POINTE WEST	100	22112	$14,072.58
						CHECK TOTAL	**$14,072.58**
19751	7/28/2026	ONE TIME PAY VENDOR	LINDA XIAO YUN FU-MA	UNCLAIMED FUNDS - PL 2011-447 2696 SHADY RIDGE	100	22112	$632.78
						CHECK TOTAL	**$632.78**
19752	7/28/2026	ONE TIME PAY VENDOR	MELISSA FUENTES	UNCLAIMED FUNDS - FPL 2012-480 230 NAVAJO SPNGS	100	22112	$197.67
						CHECK TOTAL	**$197.67**
19753	7/28/2026	ONE TIME PAY VENDOR	MOHAMAD JAHANVASH	UNCLAIMED FUNDS - PL 2015-0226 23545 PALOMINO ST D	100	22112	$132.38
						CHECK TOTAL	**$132.38**
19754	7/28/2026	ONE TIME PAY VENDOR	MUZZAMIL H PAREKH	UNCLAIMED FUNDS - PL 2017-0094 22065 BIRDSEYE	100	22112	$143.33
						CHECK TOTAL	**$143.33**
19755	7/28/2026	ONE TIME PAY VENDOR	NICOLE TORRES	CK REISSUE REIMB-BRIDAL SHOW PARKING	100510	52304	$30.00
						CHECK TOTAL	**$30.00**
19756	7/28/2026	ONE TIME PAY VENDOR	NICOLE TORRES	CK REISSUE TUITION REIMBURSEMENT - 2/21/2026	100220	52505	$500.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$500.00**
19757	7/28/2026	ONE TIME PAY VENDOR	ROBERT SHIUN CHUAN SHEI	UNCLAIMED FUNDS - FPL 2011-442 24412 GABLE CT	100	22112	$267.00
						CHECK TOTAL	**$267.00**
19758	7/28/2026	ONE TIME PAY VENDOR	SHUNDE ROOFING	PERMIT REFUND PR2026-247	100	20604	$1.60
	7/28/2026	ONE TIME PAY VENDOR	SHUNDE ROOFING	PERMIT REFUND PR2026-247	100	20603	$3.72
	7/28/2026	ONE TIME PAY VENDOR	SHUNDE ROOFING	PERMIT REFUND PR2026-247	104	48020	$33.03
	7/28/2026	ONE TIME PAY VENDOR	SHUNDE ROOFING	PERMIT REFUND PR2026-247	100	48020	$41.29
	7/28/2026	ONE TIME PAY VENDOR	SHUNDE ROOFING	PERMIT REFUND PR2026-247	100	22105	$200.00
	7/28/2026	ONE TIME PAY VENDOR	SHUNDE ROOFING	PERMIT REFUND PR2026-247	100	48010	$825.82
						CHECK TOTAL	**$1,105.46**
19759	7/28/2026	ONE TIME PAY VENDOR	SOLEDAD CORONA	CK REISSUE REFUND - PL2023-10 24167 LODGE POLE RD	100	22107	$2,528.88
						CHECK TOTAL	**$2,528.88**
19760	7/28/2026	ONE TIME PAY VENDOR	SONG PENG	UNCLAIMED FUNDS - PL 2018-0042 23436 ROBINBROOK PL	100	22112	$434.17
						CHECK TOTAL	**$434.17**
19761	7/28/2026	ONE TIME PAY VENDOR	UMESH C SHAH	UNCLAIMED FUNDS - PL 2013-0147 21955 BIRDS EYE	100	22112	$62.05
						CHECK TOTAL	**$62.05**
19762	7/28/2026	ONE TIME PAY VENDOR	VICTOR PACHECO	CK REISSUE REIMB-MILEAGE	100520	52420	$2.24
						CHECK TOTAL	**$2.24**
19763	7/28/2026	ONE TIME PAY VENDOR	VICTOR PACHECO	CK REISSUE REIMB-MILEAGE	100520	52420	$8.40
						CHECK TOTAL	**$8.40**
19764	7/28/2026	ONE TIME PAY VENDOR - CND REFUND	FINAL TOUCH CONSTRUCTION	C&D REFUND: 3402 FALCON RIDGE RD	100	22105	$250.00
						CHECK TOTAL	**$250.00**
19765	7/28/2026	ONE TIME PAY VENDOR - CND REFUND	IN HWAN JUNG	C&D REFUND: 801 SUNRIVER DR	100	22105	$250.00
						CHECK TOTAL	**$250.00**
19766	7/28/2026	ONE TIME PAY VENDOR - CND REFUND	THOMAS AVILA	C&D REFUND: 101 S PINTADO DR	100	22105	$250.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$250.00**
19767	7/28/2026	PAPER DEPOT DOCUMENT DESTRUCTION, LLC		8.8.26 PAPER SHREDDING	250170	55000	$850.00
						CHECK TOTAL	**$850.00**
19768	7/28/2026	PAPER RECYCLING & SHREDDING		7.22.26 PAPER SHRED CH	250170	55000	$148.00
						CHECK TOTAL	**$148.00**
19769	7/28/2026	PROTECTION ONE INC		CITYHALL (MONITOR EXTND SVS 072926-082826)	100620	52320	$49.59
						CHECK TOTAL	**$49.59**
19770	7/28/2026	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	$927.00
	7/28/2026	PUBLIC STORAGE #23051		PARKS AND RECREATION OFF SITE STORAGE UNITS	100520	52302	$971.00
	7/28/2026	PUBLIC STORAGE #23051		COMMUNITY RELATIONS OFFSITE STORAGE RENTAL AUG2026	100240	52302	$1,045.00
						CHECK TOTAL	**$2,943.00**
19771	7/28/2026	PYRO COMM SYSTEMS INC		CITYHALL FIRE ALARM QTRLY (PYRO-COMM 070126-093026)	100620	52320	$225.00
						CHECK TOTAL	**$225.00**
19772	7/28/2026	REGIONAL CHAMBER OF COMMERCE		LEGISLATIVE LUNCHEON - STATE OF THE NATION	100110	52410	$180.00
						CHECK TOTAL	**$180.00**
19773	7/28/2026	REGISTRAR-RECORDER/COUNTY CLERK		CK REISSUE NOTARY JOURNAL SURRENDERED FEE	100140	54900	$10.00
						CHECK TOTAL	**$10.00**
19774	7/28/2026	REINBERGER CORPORATION		BUSINESS CARDS FY 26/27	100140	52110	$173.01
						CHECK TOTAL	**$173.01**
19775	7/28/2026	RETAIL MARKETING SERVICES INC		CART RETRIEVAL SERVICES - JUNE 2026	250170	55000	$75.00
						CHECK TOTAL	**$75.00**
19776	7/28/2026	RICHDAI INC		INSTRUCTOR PAYMENT - ART - SUM 26	100520	55320	$220.32
						CHECK TOTAL	**$220.32**
19777	7/28/2026	ROMULO T MORALES		CK REISSUE T&T COMMISSION STIPEND - DEC 2024	100610	52525	$45.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$45.00**
19778	7/28/2026	ROTH STAFFING COMPANIES, LP		TEMP STAFFING - CITY CLERK	100140	54900	$234.00
	7/28/2026	ROTH STAFFING COMPANIES, LP		TEMP STAFFING - CITY CLERK	100140	54900	$936.00
	7/28/2026	ROTH STAFFING COMPANIES, LP		TEMP STAFFING - FINANCE FY 26/27 WK 7/19/2026	100210	54900	$1,420.80
	7/28/2026	ROTH STAFFING COMPANIES, LP		TEMP STAFFING - FINANCE FY 26/27 WK 7/12/2026	100210	54900	$1,420.80
	7/28/2026	ROTH STAFFING COMPANIES, LP		TEMP STAFFING - FINANCE FY 26/27 WK 7/05/2026	100210	54900	$133.10
	7/28/2026	ROTH STAFFING COMPANIES, LP		TEMP STAFFING - FINANCE WK 7/5/26	100210	54900	$1,287.71
						CHECK TOTAL	**$5,432.41**
19779	7/28/2026	SAMANTHA SHERDEL		CK REISSUE HEALTHY DIAMOND BAR ENTERTAINMENT	100520	55300	$325.00
						CHECK TOTAL	**$325.00**
19780	7/28/2026	SCHORR METALS INC		LARKSTONE PARK SUPPLIES (CB070926)	100630	52320	$46.48
						CHECK TOTAL	**$46.48**
19781	7/28/2026	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT		FACILITY LEASE PAYMENT FOR JULY FY 26/27	100130	52302	$2,824.69
	7/28/2026	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT		FACILITY LEASE PAYMENT FOR AUGUST 2026	100130	52302	$2,824.69
						CHECK TOTAL	**$5,649.38**
19782	7/28/2026	SPECTRUM BUSINESS		INTERNET SERVICE/HERITAGE PARK - JUL 2026 FY 26-27	100230	54030	$298.21
						CHECK TOTAL	**$298.21**
19783	7/28/2026	THE SAN GABRIEL VALLEY NEWSPAPER GR		LEGAL AD - LLAD #41 - PUBLIC HEARING - FY 25-26	241641	52160	$1,512.01
	7/28/2026	THE SAN GABRIEL VALLEY NEWSPAPER GR		LEGAL AD - LLAD #39 - PUBLIC HEARING - FY 25-26	239639	52160	$1,728.93
	7/28/2026	THE SAN GABRIEL VALLEY NEWSPAPER GR		LEGAL AD - LLAD #38 - PUBLIC HEARING - FY 25-26	238638	52160	$1,671.60
						CHECK TOTAL	**$4,912.54**
19784	7/28/2026	THE TAIT GROUP INC		PS - ENGR/VARIOUS TRAFFIC-RELATED PROJ - APR 2025	100615	54410	$2,500.00
						CHECK TOTAL	**$2,500.00**
19785	7/28/2026	TIMOTHY D BOWEN		INSTRUCTOR PAYMENT - STEM - SUM 26	100520	55320	$1,638.00

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
						CHECK TOTAL	**$1,638.00**
19786	7/28/2026	TORTI GALLAS AND PARTNERS INC		TOWN CENTER SPECIFIC PLAN	103410	54900	$33.04
						CHECK TOTAL	**$33.04**
19787	7/28/2026	ULINE INC		FY2025-26 EOC EMERGENCY PREP SUPPLIES	100350	51200	$1,367.93
	7/28/2026	ULINE INC		FY2025-26 EOC EMERGENCY PREP SUPPLIES	100350	51200	$284.42
	7/28/2026	ULINE INC		WINDMILL ROOM SUPPLIES	100520	51200	$371.07
						CHECK TOTAL	**$2,023.42**
19788	7/28/2026	UNDERGROUND SERVICE ALERT OF SO CA		US DIGALERT - MONTHLY FEES - JUNE 2026 (FY 25-26)	100610	54900	$225.00
	7/28/2026	UNDERGROUND SERVICE ALERT OF SO CA		US DIGALERT - CA STATE FEES - FY 25/26	100610	54900	$102.89
						CHECK TOTAL	**$327.89**
19789	7/28/2026	VACT INC		DBC ACCESS CONTROL UPGRADE (FINAL PYMT)	100510	56116	$2,108.10
						CHECK TOTAL	**$2,108.10**
19790	7/28/2026	VERMONT SYSTEMS INC		ANNUAL RENEWAL - REC TRAC - FY 26-27	100230	52314	$8,583.37
						CHECK TOTAL	**$8,583.37**
19791	7/28/2026	VIRAMONTES EXPRESS INC		FREIGHT - COMPOST & MULCH TO SYCAMORE CYN PK	250170	55000	$741.75
						CHECK TOTAL	**$741.75**
19792	7/28/2026	WW GRAINGER INC		FY2025-26 EMERGENCY PREP SUPPLIES	100350	51200	$313.39
						CHECK TOTAL	**$313.39**
19793	7/28/2026	WALNUT VALLEY UNIFIED SCHOOL DISTRICT		CONTRACT CLASS POOL RENTAL	100520	52302	$3,120.00
						CHECK TOTAL	**$3,120.00**
19794	7/28/2026	WALNUT VALLEY WATER DISTRICT		CITYHALLW-(060126-063026)	100620	52220	$1,381.93
	7/28/2026	WALNUT VALLEY WATER DISTRICT		D38W-(060126-063026)	238638	52220	$15,005.24
	7/28/2026	WALNUT VALLEY WATER DISTRICT		D38(R)W-(060126-063026)	238638	52220	$2,782.99
	7/28/2026	WALNUT VALLEY WATER DISTRICT		D39W-(060126-063026)	239639	52220	$12,572.64
	7/28/2026	WALNUT VALLEY WATER DISTRICT		D41W-(060126-063026)	241641	52220	$6,871.80

City of Diamond Bar Check Register

CHECK #	CHECK DATE	VENDOR NAME	OTP VENDOR NAME	INVOICE DESCRIPTION	ORG	OBJECT	AMOUNT
	7/28/2026	WALNUT VALLEY WATER DISTRICT		DBCW-(060126-063026)	100510	52220	$601.51
	7/28/2026	WALNUT VALLEY WATER DISTRICT		PARKSW-(060126-063026)	100630	52220	$45,681.44
	7/28/2026	WALNUT VALLEY WATER DISTRICT		PARKS(R)W-(060126-063026)	100630	52220	$2,136.12
						CHECK TOTAL	**$87,033.67**
19795	7/28/2026	WAXIE SANITARY SUPPLY		DOGGIE BAG SUPPLIES FY 25/26	100630	51200	$506.90
	7/28/2026	WAXIE SANITARY SUPPLY		DOGGIE BAG SUPPLIES FY 25/26	250170	51200	$7,000.00
						CHECK TOTAL	**$7,506.90**
19796	7/28/2026	WILLDAN FINANCIAL SERVICES		DEVELOPMENT IMPACT FEE STUDY - JUNE 2026 SERVICES	100150	54900	$7,005.00
						CHECK TOTAL	**$7,005.00**
19797	7/28/2026	WILLDAN GEOTECHNICAL		GEOTECH REVIEW-2537 INDIAN CREEK-THU 5/29/26 FY26	100	22109	$630.00
	7/28/2026	WILLDAN GEOTECHNICAL		BUILDING & SAFETY INTERIM PERMIT TECH MAY FY 25/26	100420	55100	$8,025.00
						CHECK TOTAL	**$8,655.00**
19798	7/28/2026	YOUTH EVOLUTION ACTIVITIES		CONTRACT CLASS-YOUTH SPORTS YE	100520	55320	$252.00
	7/28/2026	YOUTH EVOLUTION ACTIVITIES		CONTRACT CLASS-YOUTH SPORTS YE	100520	55320	$763.20
						CHECK TOTAL	**$1,015.20**
19799	7/28/2026	YUNEX CORP		TS MAINTENANCE - JUN 2026 FY 25/26	207650	55536	$5,711.62
	7/28/2026	YUNEX CORP		TS MAINT/CALL-OUTS - JUN 2026 FY25/26	207650	55536	$8,432.74
	7/28/2026	YUNEX CORP		TS MAINT/REPAIR - GOLDEN SPRINGS/GRAND - 6/26/26	207650	55536	$732.04
	7/28/2026	YUNEX CORP		TS MAINT/GLDN SPRGS-GRAND BASE COVERS - 10/20/25	207650	55536	$8,800.00
						CHECK TOTAL	**$23,676.40**
						GRAND TOTAL	**$683,287.08**

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 July 15, 2026 through July 28, 2026 has been audited and is certified as accurate. Payments have been allowed from the following funds in these amounts:

Description	Amount
General Fund	$465,819.74
Measure W Local Return Fund	$691.86
Measure M Local Return Fund	$20,968.34
Meausre R Local Return Fund	$96.20
Prop A Transit Tax Fund	$43,918.77
Prop C Transit Tax Fund	$25,798.21
LLAD 38 Fund	$20,137.73
LLAD 41 Fund	$8,725.19
LLAD 39 Fund	$14,609.71
General Plan Update Fund	$33.04
Integrated Waste Mgmt - AB939	$24,449.49
Capital Imprv Project Fund	$27,394.70
Vehicle Maint & Equip Fund	$359.10
PLHA Fund	$30,220.00
Community Dev Block Grant Fund	$65.00
	$683,287.08

Signed:

Andrea Campbell

Finance Supervisor
Andrea Campbell

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Ryan McLean, City Manager

SUBJECT: Treasurer's Statement.

STRATEGIC GOAL: Responsible Stewardship of Public Resources

RECOMMENDATION:

Approve the June 2026 Treasurer’s Statement.

FINANCIAL IMPACT:

None.

BACKGROUND:

Consistent with City policy, the Finance Department presents the monthly Treasurer’s Statement to the City Council for review and approval.

ANALYSIS:

This statement shows the cash balances with a breakdown of various investment accounts and the yield to maturity from investments. This statement also includes an investment portfolio management report which details the activities of investments.

PREPARED BY:

Jason Jacobsen, Finance Director, Finance Department

ATTACHMENTS:

1. Treasurer's Cash Balance Report - June 2026
2. Treasurer's Statement & Portfolio Report - June 2026

CITY OF DIAMOND BAR - CITY TREASURER'S CASH BALANCE REPORT
AS OF JUNE 30, 2026

CASH & INVESTMENT BALANCES

Cash Funds			
General Account	$3,161,084.84		
Payroll Account	$0.00		
Change Fund - General Fund	$630.00		
Petty Cash Account	$303.00		
Cash With Fiscal Agent (US Bank 2021 Bonds)	$905.34		
Total Cash Funds			**$3,162,923.18**
City & LAIF Invested Funds (Book Value):			
Local Agency Investment Fund	$25,372,656.38		
City-Managed Fixed-Income Securities (0-5 year maturity)	$47,881,282.77		
Total Investment Funds (Book Value)			**$73,253,939.15**
Fiscal Year-To-Date Effective Rate of Return (City Funds & LAIF)	3.93%	(12 months)	
Fiscal YTD Interest Earnings (City Funds & LAIF)	$2,663,011.80		
FY 2025-26 Budgeted Interest Earnings (City Funds & LAIF)	$1,530,800.00	(12 Months)	
Invested Funds With OPEB Trust (Managed by CalPERS/State Street)			**$1,153,629.19**
Annualized rate of return (6/30/2016 - 6/30/2026)	5.86%	(10 Years)	
OPEB Trust Starting Balance (7/1/2025)	**$945,947.34**		
OPEB Trust FY 25-26 Contributions	$88,000.00		
OPEB Trust FY 25-26 Earnings	$119,681.85	(12 months)	
OPEB Trust Ending Balance (06/30/2026)	**$1,153,629.19**		
GRAND TOTAL - CASH & INVESTMENTS			**$77,570,491.52**

CITY OF DIAMOND BAR

INVESTMENT PORTFOLIO SUMMARY REPORT

JUNE 30, 2026

INVESTMENTS	BOOK VALUE	PERCENT OF PORTFOLIO	TERM	DAYS TO MATURITY	YIELD TO MATURITY
Federal Credit Union CD	$12,391,000.00	16.92%	1,581	673	4.300%
Local Agency Investment Fund	$25,372,656.38	34.64%	1	1	3.816%
Corporate Notes	$10,402,254.44	14.20%	1,677	1,377	4.635%
Federal Agency Coupon Securities	$5,637,006.24	7.70%	1,589	367	4.274%
Treasury Coupon Securities	$3,098,634.97	4.23%	1,813	590	2.986%
Federal Agency Callable	$4,500,000.00	6.14%	1,826	283	2.023%
Certificates of Deposit-Banks	$5,280,035.64	7.21%	1,596	676	4.326%
Municipal Bonds	$1,566,333.31	2.14%	1,585	311	4.738%
Money Market Fund	$5,006,018.17	6.83%	1	1	3.560%
Total Investments and Averages	**$73,253,939.15**	**100.00%**	**966**	**436**	**3.943%**

	MONTH ENDING JUNE 30, 2026	FISCAL YEAR-TO-DATE 2025-2026
TOTAL INTEREST EARNED	**$239,841.79**	**$2,663,011.80**
	3.96%	3.93%

Ryan 07/28/2026

Ryan McLean

City Treasurer

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

City of Diamond Bar
Portfolio Management
Portfolio Summary
June 30, 2026

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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C
Federal Credit Union CD	12,391,000.00	12,415,368.55	12,391,000.00	16.92	1,581	673	4.300
Local Agency Investment Funds	25,372,656.38	25,344,045.72	25,372,656.38	34.64	1	1	3.816
Corporate Notes	10,850,000.00	10,378,693.60	10,402,254.44	14.20	1,677	1,377	4.635
Federal Agency Coupon Securities	5,625,000.00	5,634,823.10	5,637,006.24	7.70	1,589	367	4.274
Treasury Coupon Securities	3,125,000.00	3,083,497.47	3,098,634.97	4.23	1,813	590	2.986
Federal Agency Callable	4,500,000.00	4,445,500.50	4,500,000.00	6.14	1,826	283	2.023
Certificate of Deposit	5,339,000.00	5,301,852.91	5,280,035.64	7.21	1,596	676	4.326
Municipal Bonds	1,595,000.00	1,570,665.93	1,566,333.31	2.14	1,585	311	4.738
Money Market Fund	5,006,018.17	5,006,018.17	5,006,018.17	6.83	1	1	3.560
Investments	**73,803,674.55**	**73,180,465.95**	**73,253,939.15**	**100.00%**	**966**	**436**	**3.943**

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	239,841.79	2,663,011.80	2,663,011.80
Average Daily Balance	**73,671,031.67**	**67,781,713.03**	
Effective Rate of Return	**3.96%**	**3.93%**	

Jason M. Jacobsen, Finance Director — 07/28/2026

Reporting period 06/01/2026-06/30/2026

Run Date: 07/28/2026 - 10:18

Portfolio POOL
AP
PM (PRF_PM1) 7.3.0
Report Ver. 7.3.6.1

City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
June 30, 2026

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Federal Credit Union CD												
06251A3K4	10402	America's Credit Union		12/16/2021	248,000.00	244,944.64	248,000.00	1.350	1,826	168	1.350	12/16/2026
00790UAC1	10682	ADVANTAGE CREDIT UNION		07/31/2024	249,000.00	250,176.53	249,000.00	4.450	1,826	1,126	4.450	07/31/2029
01025RAT6	10750	ALABAMA CREDIT UNION		07/09/2025	249,000.00	249,043.33	249,000.00	4.150	730	373	4.150	07/09/2027
02157RAA5	10683	ALTAONE FEDERAL CREDIT		07/19/2024	249,000.00	250,197.44	249,000.00	4.450	1,826	1,114	4.450	07/19/2029
011852AE0	10547	Alaska USA FCU		03/08/2023	249,000.00	250,624.73	249,000.00	4.600	1,827	616	4.600	03/08/2028
052392BT3	10495	AUSTIN TELCO FCU		09/21/2022	249,000.00	247,952.96	249,000.00	3.800	1,826	447	3.800	09/21/2027
07181JBH6	10697	Baxter Credit Union		08/22/2024	249,000.00	249,573.45	249,000.00	4.350	1,461	783	4.350	08/22/2028
07371BWA5	10679	Beal Bank-Plano TX		06/12/2024	244,000.00	246,448.30	244,000.00	4.650	1,820	1,071	4.650	06/06/2029
09776DAV6	10744	BOM BANK		06/24/2025	249,000.00	246,735.59	249,000.00	4.100	1,826	1,454	4.100	06/24/2030
14042THZ3	10453	Capital One Bank USA		07/27/2022	248,000.00	246,324.76	248,000.00	3.500	1,826	391	3.500	07/27/2027
12481GAZ0	10663	CBC Federal Credit Union		05/14/2024	249,000.00	251,527.85	249,000.00	4.650	1,826	1,048	4.650	05/14/2029
17783PAK7	10625	City Federal Credit Union		01/18/2024	249,000.00	247,450.97	249,000.00	4.000	1,827	932	4.000	01/18/2029
19058RAG6	10684	COASTAL1CU		07/22/2024	249,000.00	250,553.01	249,000.00	4.550	1,460	751	4.550	07/21/2028
14622LAS1	10686	CARTER FEDERAL CU		08/07/2024	249,000.00	248,729.09	249,000.00	4.250	1,826	1,133	4.250	08/07/2029
23204HPM4	10678	Customers Bank		06/11/2024	244,000.00	245,571.60	244,000.00	4.850	1,095	345	4.850	06/11/2027
291916AG9	10596	Empower FED Credit Union		10/23/2023	248,000.00	252,671.58	248,000.00	5.100	1,827	845	5.100	10/23/2028
29367RNG7	10720	Enterprise Bank Corp.		08/28/2024	249,000.00	245,388.01	249,000.00	3.800	1,826	1,154	3.800	08/28/2029
32026U5U6	10664	First Foundation Bank		05/22/2024	244,000.00	246,010.80	244,000.00	4.600	1,826	1,056	4.600	05/22/2029
32114MBC0	10681	First Natl Bnk Blue Erth		06/20/2024	248,000.00	249,723.35	248,000.00	4.850	1,095	354	4.850	06/20/2027
33610RVR1	10685	FIRST PREMIER BANK		07/17/2024	244,000.00	244,995.52	244,000.00	4.450	1,461	747	4.450	07/17/2028
42228LAH4	10496	HEALTHCARE SYSTEMS FCU		09/21/2022	249,000.00	248,776.90	249,000.00	3.600	1,461	82	3.600	09/21/2026
42869GAB2	10639	Hickam		01/31/2024	249,000.00	249,068.48	249,000.00	4.150	1,461	579	4.150	01/31/2028
856285E98	10410	State Bank of India		01/31/2022	248,000.00	244,799.06	248,000.00	1.750	1,827	215	1.750	02/01/2027
472207AE9	10491	JEANNE D'ARC CREDIT UNION		09/30/2022	249,000.00	247,924.32	249,000.00	3.800	1,826	456	3.800	09/30/2027
48115LAM6	10707	Jovia Financial Credit Union C		08/16/2024	249,000.00	249,242.78	249,000.00	4.650	731	47	4.650	08/17/2026
50625LBR3	10606	LAFAYETTE FCU		11/30/2023	248,000.00	249,278.94	248,000.00	5.250	1,096	152	5.250	11/30/2026
534574AC2	10571	LINCOLN PARK COMMUNITY BANK		08/28/2023	248,000.00	251,894.59	248,000.00	5.000	1,827	789	5.000	08/28/2028
55026MAE5	10487	LUMINATE BANK		09/15/2022	249,000.00	246,799.34	249,000.00	3.400	1,826	441	3.400	09/15/2027
56824JBC7	10718	Marine Federal Corp.		08/30/2024	249,000.00	249,000.00	249,000.00	4.000	731	61	4.000	08/31/2026
58404DUA7	10622	Medallion Bank		12/29/2023	248,000.00	248,608.59	248,000.00	4.500	1,096	181	4.500	12/29/2026
61690DQK7	10662	Morgan Stanley Bank		05/08/2024	244,000.00	245,957.61	244,000.00	4.700	1,461	677	4.700	05/08/2028
61776NTH6	10745	Morgan Stanley Bank		06/18/2025	244,000.00	243,532.98	244,000.00	4.300	1,828	1,450	4.300	06/20/2030
654062LP1	10643	NICOLET NATIONAL BANK		03/08/2024	249,000.00	248,907.87	249,000.00	4.250	1,826	981	4.250	03/08/2029
682325EK7	10676	One Community Bank		06/18/2024	249,000.00	249,976.58	249,000.00	4.850	913	170	4.850	12/18/2026
722000AC0	10575	PIMA FEDERAL CREDIT		08/17/2023	248,000.00	248,418.62	248,000.00	5.300	1,096	47	5.300	08/17/2026
77357DAB4	10607	ROCKLAND FCU		11/30/2023	248,000.00	252,258.41	248,000.00	5.000	1,827	883	5.000	11/30/2028

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Federal Credit Union CD												
795451EG4	10752	Sallie Mae Bank		12/17/2025	245,000.00	239,988.53	245,000.00	3.850	1,826	1,630	3.850	12/17/2030
835104DG2	10751	SOMERSET TRUST CO		07/08/2025	249,000.00	246,018.72	249,000.00	3.950	1,645	1,287	3.950	01/08/2030
849061AF3	10644	SPOKANE TEACHERS CR UN		03/25/2024	245,000.00	246,278.17	245,000.00	4.750	1,095	267	4.750	03/25/2027
89235MNT4	10442	Toyota Financial SGS Bank		07/22/2022	248,000.00	246,095.86	248,000.00	3.400	1,826	386	3.400	07/22/2027
89839KAD7	10604	TRUSTSTAR BANK		11/22/2023	248,000.00	250,818.02	248,000.00	4.750	1,827	875	4.750	11/22/2028
88709RBH1	10677	Timberland Bank Hoquaim		06/12/2024	249,000.00	249,936.24	249,000.00	4.850	912	163	4.850	12/11/2026
89854LAD5	10564	TTCU FED CU		07/26/2023	248,000.00	251,763.65	248,000.00	5.000	1,827	756	5.000	07/26/2028
91527PCF2	10651	Univest Bank & Trust Co.		03/13/2024	249,000.00	248,903.14	249,000.00	4.250	1,826	986	4.250	03/13/2029
91739JAD7	10589	UTAH FIRST CD		10/30/2023	248,000.00	252,717.95	248,000.00	5.100	1,827	852	5.100	10/30/2028
06543PDA0	10494	BANK OF THE VALLEY NE		09/30/2022	249,000.00	248,832.92	249,000.00	4.100	1,826	456	4.100	09/30/2027
91823MBE4	10499	VCC BANK		10/14/2022	249,000.00	249,178.04	249,000.00	4.250	1,461	105	4.250	10/14/2026
93883MBA5	10674	WASHINGTON FINANCIAL		05/31/2024	244,000.00	245,386.90	244,000.00	4.500	1,826	1,065	4.500	05/31/2029
949764JY1	10617	Wells Fargo		12/27/2023	248,000.00	247,093.81	248,000.00	4.100	1,827	910	4.100	12/27/2028
98138MCA6	10590	WORKERS FCU		10/30/2023	248,000.00	253,268.02	248,000.00	5.200	1,827	852	5.200	10/30/2028
		Subtotal and Average	**12,448,866.67**		**12,391,000.00**	**12,415,368.55**	**12,391,000.00**		**1,581**	**673**	**4.300**	
Local Agency Investment Funds												
LAIF	10028	Local Agency Investment Fund			25,372,656.38	25,344,045.72	25,372,656.38	3.816	1	1	3.816	
		Subtotal and Average	**25,372,656.38**		**25,372,656.38**	**25,344,045.72**	**25,372,656.38**		**1**	**1**	**3.816**	
Corporate Notes												
023135DD5	10761	Amazon.Com Inc		03/25/2026	500,000.00	492,530.00	495,424.60	4.250	1,814	1,716	4.469	03/13/2031
04351LAD2	10757	Ascension Health		03/24/2026	500,000.00	492,959.50	498,304.49	4.294	1,697	1,598	4.380	11/15/2030
06654DAD9	10758	Banner Health		03/24/2026	500,000.00	445,334.00	449,843.21	1.897	1,744	1,645	4.391	01/01/2031
06406YAA0	10732	Bank of NY Mello Corp.		01/13/2025	350,000.00	336,557.20	331,884.59	3.300	1,683	1,149	5.170	08/23/2029
06048WR36	10515	Bank of America Corp.		12/27/2022	500,000.00	488,765.00	487,042.34	2.000	1,638	356	5.000	06/22/2027
072863AH6	10760	Baylor Scott & White Hlding		03/24/2026	500,000.00	443,879.50	449,892.92	1.777	1,697	1,598	4.331	11/15/2030
17325FBK3	10733	CITIBANK		01/13/2025	350,000.00	352,909.55	348,040.44	4.838	1,666	1,101	5.042	08/06/2029
17325FBP2	10763	CITIBANK		04/27/2026	350,000.00	354,023.25	357,030.43	4.914	1,493	1,398	4.430	05/29/2030
79466LAR5	10769	SALES FORCE		04/27/2026	350,000.00	349,949.60	351,313.68	4.650	1,053	960	4.499	03/15/2029
29736RAP5	10737	ESTEE LAUDER CO		03/25/2025	300,000.00	278,718.60	278,766.09	2.375	1,712	1,249	4.707	12/01/2029
24422EXB0	10668	JOHN DEERE CAPITAL CORP		05/29/2024	500,000.00	506,343.50	499,718.15	4.950	1,507	744	4.979	07/14/2028
46647PAX4	10731	JP Morgan Chase		01/07/2025	400,000.00	397,869.60	394,812.73	4.452	1,793	888	4.980	12/05/2029
49177JAH5	10738	KENVUE INC		03/25/2025	300,000.00	303,856.80	304,031.95	5.000	1,823	1,360	4.581	03/22/2030
57284PAA9	10759	Marshfield Clinic Health		03/24/2026	500,000.00	465,826.50	472,160.86	2.703	1,424	1,325	4.391	02/15/2030
58933YBX2	10782	MERCK & CO INC		05/18/2026	400,000.00	392,299.20	392,294.79	4.150	1,762	1,690	4.610	03/15/2031

City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
June 30, 2026

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Corporate Notes												
59217GFT1	10734	MET LIFE GLOBAL		01/09/2025	500,000.00	503,095.50	499,499.84	4.900	1,826	1,288	4.932	01/09/2030
30303MAB8	10781	META PLATFORMS		05/18/2026	400,000.00	393,856.40	392,814.31	4.200	1,642	1,598	4.660	11/15/2030
637432NV3	10739	NATIONAL RURAL UTILITIES COOPE		03/25/2025	300,000.00	276,549.30	277,517.26	2.400	1,816	1,353	4.691	03/15/2030
74340XCQ2	10770	PROLOGIS LP		04/27/2026	350,000.00	352,011.45	355,388.93	4.750	1,724	1,659	4.369	01/15/2031
74340XCA7	10772	PROLOGIS LP		05/06/2026	350,000.00	307,759.55	309,849.35	1.750	1,732	1,676	4.561	02/01/2031
808513BX2	10740	CHARLES SCHWAB		03/25/2025	300,000.00	283,683.60	283,788.38	2.750	1,651	1,188	4.611	10/01/2029
808513BG9	10775	CHARLES SCHWAB		05/06/2026	350,000.00	306,026.00	307,652.67	1.650	1,770	1,624	4.551	03/11/2031
010392GE2	10773	ALABAMA POWER CO		05/06/2026	350,000.00	344,483.30	346,606.67	4.300	1,774	1,718	4.531	03/15/2031
857477BP7	10762	State Street Corp		03/25/2026	500,000.00	447,509.00	450,173.82	2.200	1,804	1,706	4.609	03/03/2031
872540AW9	10783	TJX CO INC		05/18/2026	400,000.00	349,301.20	349,082.27	1.600	1,823	1,690	4.550	05/15/2031
91324PFA5	10771	UNITED HEALTH GROUP INC		04/27/2026	400,000.00	404,406.80	408,600.72	4.900	1,814	1,749	4.395	04/15/2031
91159HJA9	10774	US BANK CORP		05/06/2026	350,000.00	308,189.70	310,718.95	1.375	1,388	1,332	4.781	02/22/2030
		Subtotal and Average	**10,397,512.27**		**10,850,000.00**	**10,378,693.60**	**10,402,254.44**		**1,677**	**1,377**	**4.635**	
Federal Agency Coupon Securities												
17325FBB3	10631	CITIBANK		01/30/2024	750,000.00	771,854.25	764,220.61	5.803	1,704	821	4.847	09/29/2028
3133EPCG8	10545	Federal Farm Credit Bank		03/01/2023	1,000,000.00	999,756.00	998,213.51	4.125	1,736	518	4.267	12/01/2027
3133EPQC2	10572	Federal Farm Credit Bank		08/02/2023	1,000,000.00	1,000,321.00	999,984.98	4.625	1,080	16	4.661	07/17/2026
3130ASGU7	10432	Federal Home Loan Bank		06/16/2022	1,000,000.00	994,790.00	999,827.63	3.500	1,821	345	3.520	06/11/2027
3130AWMN7	10563	Federal Home Loan Bank		07/21/2023	500,000.00	501,982.00	501,723.16	4.375	1,785	709	4.177	06/09/2028
3130B2F59	10706	Federal Home Loan Bank		08/20/2024	575,000.00	573,402.65	575,000.00	4.250	1,816	40	4.250	08/10/2029
45818WED4	10498	INTER-AMERICAN DEV. BANK		09/13/2022	500,000.00	492,279.50	497,630.77	2.980	1,731	344	3.902	06/10/2027
61746BCY0	10708	Morgan Stanley Bank		08/01/2024	300,000.00	300,437.70	300,405.58	6.250	738	39	4.888	08/09/2026
		Subtotal and Average	**6,003,956.66**		**5,625,000.00**	**5,634,823.10**	**5,637,006.24**		**1,589**	**367**	**4.274**	
Treasury Coupon Securities												
91282CMG3	10735	UST		02/13/2025	300,000.00	300,808.50	297,832.32	4.250	1,813	1,310	4.477	01/31/2030
91282CMD0	10736	UST		02/13/2025	325,000.00	327,119.97	323,833.68	4.375	1,782	1,279	4.489	12/31/2029
91282CDQ1	10403	U.S. Treasury		01/04/2022	1,000,000.00	986,745.00	999,482.11	1.250	1,822	183	1.357	12/31/2026
91282CEW7	10436	U.S. Treasury		07/14/2022	1,000,000.00	991,695.00	1,002,165.77	3.250	1,812	364	3.014	06/30/2027
91282CEE7	10654	U.S. Treasury		04/08/2024	500,000.00	477,129.00	475,321.09	2.375	1,818	1,004	4.393	03/31/2029
		Subtotal and Average	**3,098,286.59**		**3,125,000.00**	**3,083,497.47**	**3,098,634.97**		**1,813**	**590**	**2.986**	
Federal Agency Callable												
3133ENKG4	10397	Federal Farm Credit Bank		01/11/2022	1,000,000.00	986,707.00	1,000,000.00	1.470	1,826	194	1.470	01/11/2027
3133ENMA5	10405	Federal Farm Credit Bank		01/26/2022	1,500,000.00	1,481,037.00	1,500,000.00	1.840	1,826	209	1.840	01/26/2027

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C	Maturity Date
Federal Agency Callable												
3133ETMB0	10746	Federal Farm Credit Bank		06/24/2025	500,000.00	498,096.50	500,000.00	4.650	1,826	1,454	4.650	06/24/2030
3130AQKJ1	10406	Federal Home Loan Bank		01/28/2022	1,500,000.00	1,479,660.00	1,500,000.00	1.700	1,826	27	1.700	01/28/2027
		Subtotal and Average	**4,500,000.00**		**4,500,000.00**	**4,445,500.50**	**4,500,000.00**		**1,826**	**283**	**2.023**	
Certificate of Deposit												
06406GAA9	10717	Bank of NY Mello Corp.		08/01/2024	500,000.00	482,600.00	482,196.63	3.000	1,551	760	4.702	10/30/2028
06051GGA1	10716	Bank of America Corp.		08/01/2024	300,000.00	296,418.90	295,132.65	3.248	1,176	477	4.596	10/21/2027
23288UAA5	10555	Cy Fair FCU		05/19/2023	249,000.00	249,571.21	249,000.00	4.350	1,461	322	4.355	05/19/2027
3130B0YH6	10661	Federal Home Loan Bank		04/19/2024	500,000.00	501,399.00	500,000.00	5.010	1,826	1,023	5.010	04/19/2029
356436AR6	10658	Freedom Northwest CU		04/19/2024	249,000.00	250,836.38	249,000.00	4.550	1,826	1,023	4.550	04/19/2029
38149MZJ5	10260	Goldman Sachs Bank		09/08/2021	248,000.00	246,564.82	248,000.00	1.050	1,826	69	1.051	09/08/2026
69353RFG8	10669	PNC BANK NA		05/29/2024	500,000.00	491,934.50	486,700.16	3.100	1,244	481	5.335	10/25/2027
88413QDM7	10455	Third Fed Savings & Loan		07/27/2022	245,000.00	243,090.72	245,000.00	3.400	1,826	391	3.402	07/27/2027
89236TLD5	10670	Toyota MTR Credit Corp		05/29/2024	500,000.00	502,300.00	500,393.91	5.400	905	142	5.179	11/20/2026
882508CG7	10653	TEXAS INSTRUME		04/01/2024	750,000.00	755,422.50	752,043.49	4.600	1,774	953	4.480	02/08/2029
90348JS92	10261	UBS Bank USA		09/09/2021	248,000.00	246,558.13	248,000.00	0.950	1,826	70	0.000	09/09/2026
91159HHW3	10715	US BANK CORP		08/01/2024	300,000.00	285,742.50	284,090.87	3.000	1,824	1,125	4.938	07/30/2029
91282CKG5	10657	UST		04/22/2024	750,000.00	749,414.25	740,477.93	4.125	1,804	1,004	4.647	03/31/2029
		Subtotal and Average	**5,278,903.29**		**5,339,000.00**	**5,301,852.91**	**5,280,035.64**		**1,596**	**676**	**4.326**	
Municipal Bonds												
54438CYL0	10523	LOS ANGELES CA CMNTY CLG DIST		01/05/2023	365,000.00	364,146.63	364,023.10	1.174	1,304	31	4.700	08/01/2026
738850TA4	10522	POWAY UNIFIED SCHOOL DIST		01/04/2023	1,230,000.00	1,206,519.30	1,202,310.21	2.414	1,670	396	4.750	08/01/2027
		Subtotal and Average	**1,564,831.65**		**1,595,000.00**	**1,570,665.93**	**1,566,333.31**		**1,585**	**311**	**4.738**	
Wells Fargo Sweep Account												
SWEEP	10036	Wells Fargo		07/01/2012	0.00	0.00	0.00	0.010	1	1	0.010	
		Subtotal and Average	**0.00**		**0.00**	**0.00**	**0.00**		**0**	**0**	**0.000**	
Money Market Fund												
857492888	10562	State Street Advisors		05/31/2023	5,006,018.17	5,006,018.17	5,006,018.17	3.560	1	1	3.560	
52470G882	10561	Western Asset		05/25/2023	0.00	0.00	0.00	5.150	1	1	5.150	
		Subtotal and Average	**5,006,018.17**		**5,006,018.17**	**5,006,018.17**	**5,006,018.17**		**1**	**1**	**3.560**	

City of Diamond Bar
Portfolio Management
Portfolio Details - Investments
June 30, 2026

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C
		Total and Average	73,671,031.67		73,803,674.55	73,180,465.95	73,253,939.15		966	436	3.943

City of Diamond Bar
Portfolio Management
Portfolio Details - Cash
June 30, 2026

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Term	Days to Maturity	YTM/C
		Average Balance	0.00						0	0	
		Total Cash and Investments	73,671,031.67		73,803,674.55	73,180,465.95	73,253,939.15		966	436	3.943

CITY COUNCIL AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Ryan McLean, City Manager

SUBJECT: Professional Services Agreement with Citiguard, Inc. for Security Guard Services through June 30, 2029.

STRATEGIC GOAL: Responsible Stewardship of Public Resources

RECOMMENDATION:

Approve and authorize the City Manager to sign the Professional Services Agreement with Citiguard Inc. in an amount not-to-exceed $229,500 for security guard services through June 30, 2029.

FINANCIAL IMPACT:

The total not-to-exceed amount of the Agreement is $229,500. $76,500 has been approved in the FY 2026-2027 Parks and Recreation Contract Services budget to cover the first year of these services. This is a three-year agreement with two (2) optional, one-year (1) amendments at the City's discretion.

Hourly security guard fees are collected directly from facility renters by the City and passed to the security contractor at no cost to the City. The City does pay for security services at City-hosted special events.

BACKGROUND:

Absolute International Security, Inc. has provided the City of Diamond Bar with security guard services since 2022. The most recent agreement was created in Fiscal Year 2022-2023 and was extended for three (3) additional one (1) year terms, through June 30, 2026. Per the City's purchasing policy, City staff published a Request for Proposals for Security Guard Services on Planet Bids on June 11, 2026. The bidding period closed on June 24, 2026. Eighteen (18) responses were returned, with fifteen (15) meeting the minimum qualifications of the RFP.

ANALYSIS:

Staff reviewed each proposal for licensing and insurance requirements, and assessed each company's professional background for related experience. The selection was narrowed down to four (4) candidates, who were invited for an interview and facility walk-through of the Diamond Bar Center on July 15, 2026.

Based on the proposal, references, company experience, and interview performance with the City of Diamond Bar, Citiguard, Inc. was determined to be the best contractor to provide the service for the City.

Citiguard, Inc. has built-in staff which are ready to meet the City's professional service needs and has been in business since 2007 with over 10 years of experience working with local municipalities. Their experienced guards and management team best meet the City of Diamond Bar's private rental security needs.

LEGAL REVIEW:

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

PREPARED BY:

Ryan Wright, Parks and Recreation Director, Parks and Recreation

ATTACHMENTS:

1. Professional Services Agreement - Citiguard 2026

PROFESSIONAL SERVICES AGREEMENT
SECURITY GUARD SERVICES

THIS AGREEMENT (the "Agreement") is made as of August 4, 2026 by and between the City of Diamond Bar, a municipal corporation ("City") and Citiguard, Inc. a California corporation ("Contractor").

1. Contractor's Services.

Subject to the terms and conditions set forth in this Agreement Contractor shall provide to the reasonable satisfaction of the City the **Security Guard 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, Contractor represents and warrants that it has thoroughly investigated the work and fully understands the difficulties and restrictions in performing the work. Contractor represents that it is fully qualified to perform such consulting services by virtue of its experience and the training, education and expertise of its principals and employees.

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

2. Term of Agreement. This Agreement shall take effect September 1, 2026, and shall continue until June 30, 2029 ("Term"), unless earlier terminated pursuant to the provisions herein.

The City Manager shall have the option to extend this Agreement for ***two (2) additional one (1) year terms***, subject to the same terms and conditions contained herein, by giving Contractor 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, Contractor's compensation shall be subject to an adjustment upon the effective date of extension as follows:

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

3. Compensation. City agrees to compensate Contractor for each service which Contractor performs to the satisfaction of City in compliance with the scope of services set forth in Exhibit "A". Payment will be made only after submission of proper invoices in the form specified by City. Total payment to Contractor pursuant to this Agreement shall not exceed two hundred twenty-nine thousand, five hundred dollars ($229,500.00) without the prior written consent of the City. The above not to exceed amount shall include all costs, including, but not limited to, all clerical, administrative, overhead, telephone, travel and all related expenses.

4. Payment.

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

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

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

6. Priority of Documents. In the event of any inconsistency between the provisions of this Agreement and any attached exhibits, the provisions of this Agreement shall control. As between the documents attached as Exhibit “A”, the following order of precedence shall apply: the documents entitled (a) “Diamond Bar Facilities Security Guard Duties”; (b) “Diamond Bar Security Management Duties”; (c) “Request for Proposal”; (d) Contractor’s proposal.

7. Status as Independent Contractor.

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

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

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

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

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

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

9. Indemnification.

Contractor shall indemnify, defend with counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers ("Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with:

(1) Any and all claims under Workers' Compensation Act and other employee benefit acts with respect to Contractor's employees or Contractor's employees arising out of Contractor's work under this Agreement; and

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

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

10. Insurance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

14. Conflict of Interest.

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

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

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

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

17. Non-Discrimination and Equal Employment Opportunity.

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

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

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

18. Time of Completion. Contractor agrees to commence the work provided for in this Agreement within (5) days of being notified by the City to proceed.

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

20. Reserved.

21. Delays and Extensions of Time. Contractor's sole remedy for delays outside its control shall be an extension of time. No matter what the cause of the delay, Contractor must document any delay and request an extension of time in writing at the time of the delay to the satisfaction of City. Any extensions granted shall be limited to the length of the delay outside Contractor's control. If Contractor believes that delays caused by the City will cause it to incur additional costs, it must specify, in writing, why the delay has caused additional costs to be incurred and the exact amount of such cost within 10 days of the time the delay occurs. No additional costs can be paid that exceed the not to exceed amount absent a written amendment to this Agreement. In no event shall the Contractor be entitled to any claim for lost profits due to any delay, whether caused by the City or due to some other cause.

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

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

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

25. Reserved.

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

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

"CONTRACTOR"	"CITY"
Citiguard, Inc. 5550 Topanga Canyon Blvd. Suite 310 Woodland Hills, CA 91367 Attn: Sami Nomair Phone: 818-456-4601 E-Mail: sami@citiguardinc.com	City of Diamond Bar 21810 Copley Drive Diamond Bar, CA 91765 Attn: Crystal Knox Phone: (909) 839-7072 E-Mail: cknox@diamondbarca.gov

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

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

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

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

"Contractor"

CITIGUARD, INC.

DocuSigned by:

By: ______________________
7710C935E5504D6...

Printed Name:______________________

Title: ______________________

"City"

CITY OF DIAMOND BAR

By: ______________________

Ryan McLean, City Manager

Approved as to form:

Signed by:

By: ______________
4F8D2446CBF547C...

Omar Sandoval, City Attorney

ATTEST:

____

Kristina Santana, City Clerk

Diamond Bar Contracted Security Guard Duties

1. Security guards must be 21 years of age or older and is responsible to provide transportation to and from any and all locations assigned.

2. Security guards must be properly trained on site by Security Guard Company's lead staff before being assigned to a scheduled shift.

3. Guards are to arrive on time and in approved uniform. Upon arrival the assigned guard(s) will sign in with the on-site DB supervisor and receive specific instructions for the event and pick up a radio.

4. The assigned guard(s) shall routinely patrol all grounds (parking lots, patios, restrooms, and building, grass and trailheads, and lobby areas) every 20 to 30 minutes for graffiti, trash, and suspicious behaviors. *For example, unsupervised minors and individuals drinking in the parking lot(s).*

5. The assigned guard(s) must make sure the customer/renter is in compliance with the current Facility Use and Rental Policy.
   a. No open bottles on the tables.
   b. No minors are being served.
   c. Alcohol is limited to 5 hours of service time.
   d. Monitor opening & closing of bar areas, making sure alcohol is locked in kitchen refrigerator or taken off the premises.
   e. Security Guard must be 21 years of age or older.

6. The assigned guard must report suspicious behaviors to on-site DB supervisor immediately. Guards may directly contact the local sheriff's department if there is an immediate threat of danger/violence. Guards are not expected to become physically involved in any altercation while on duty.

7. Security guard will work with site personnel, customer/renter, guests and venue attendees in a courteous and professional manner.

8. Security guards will be **unarmed** at all times. (Including, but not limited to, guns, tasers, and pepper spray.)

9. Security guards will maintain two-way radio communication with the on-site DB supervisor or site personnel at all times.

10. Security guards will refrain from any activities which are, or might be distracting from the proper performance of their assigned duties. For example: reading, smoking, socializing, and eating.

11. Use of a cell phone for anything other than job related purposes is prohibited.

12. Security guards may not abandon their assigned shifts.

13. Security guard must check out with the on-site DB supervisor before and after all breaks and prior to departure.

Diamond Bar Contracted Security Firm Management Duties

1. Security firm must properly train Security Guards on site, before guard is assigned to a scheduled shift.

2. Ensure guard has and wears approved uniform; black pants, black company issued button down shirt, properly displayed identification card is to be properly displayed for clear identification.

3. Security firm supervisors are asked to check in at the front desk with Facility staff when they do site visits.

4. Call Outs and No Shows – efforts shall be made to replace the guard with a trained alternate or with a working supervisor.

5. Security guards will work with site personnel in a courteous and professional manner and properly perform Guard Duties. Guards in violation will;
   a. be given a verbal warning and security firm management informed.
   b. be relieved from duties and only paid for service hours complete. Security firm management will be informed.
   c. In the event a guard is continuously in violation and/or in the event of extreme violations, guard will be relieved from duties without pay. Security firm management will be informed immediately and asked to no longer schedule the guard at Diamond Bar sites.

6. Assignment Tracking;
   a. Monthly Sign in/Sign out Reports are to be submitted along with monthly invoicing.
   b. Any incident reports with regards to Diamond Bar posts are to be shared with Diamond Bar management.

7. Quarterly Management Meeting: September, December, March, and June. Scheduled at agreed upon date, time and location (in-person, by phone or via Zoom).
   To keep an open line of communication for needs of improvement, whether performance, reporting, scheduling, etc. for both parties; what is going well; or discuss policy updates and ideas.

CITY OF DIAMOND BAR CALIFORNIA

REQUEST FOR PROPOSALS

Diamond Bar Facilities

Private Event Security

Contract & Professional Services

Submission Deadline – (6/24/26)

1. INTRODUCTION

The City of Diamond Bar is requesting proposals from qualified Professional Security Services to provide unarmed event security for private and community events held at City owned and operated Facilities. Security will be utilized primarily at the Diamond Bar Center and other assigned City facilities. Highlights of the Diamond Bar Center's 22,500 square foot facility include four meeting rooms and a banquet room that accommodates up to 438 people for dining. This versatile banquet room is able to handle large functions such as wedding receptions, banquet dinners, corporate training, and other community events. Plus, with the use of innovative room dividers, it is possible to host several smaller events at the same time. The banquet room features a stage area (raised platform) for presentations and musical performances as well as video and audio capabilities. Other facilities may include, but are not limited to, the Heritage Park Community Center, Pantera Park Activity Room and other local parks. The City of Diamond Bar is seeking a private security firm to work specific events as required by the City of Diamond Bar's Facility Use and Rental Policy (Exhibit A).

RFP Date:	**Wednesday, June 11, 2026**
Project Name:	**Diamond Bar Facilities Private Events Security**
Department:	**Parks & Recreation**
Proposal Deadline:	**Wednesday, June 24, 2026 at 5:00 P.M.**

Proposals shall be delivered by the proposal deadline via the PlanetBids portal
https://www.diamondbarca.gov/712/RFP-RFQ-BID-Opportunities
Vendor Category: 561612 | Security Guards and Patrol Service

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

Questions regarding this RFP shall be made in writing via email to **Crystal Knox, Recreation Supervisor** at **cknox@diamondbarca.gov** later than **Friday, June 19, 2026 at 3:00 p.m.** Questions and responses may be made available to all potential proposers via the PlanetBids portal.

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

Those Contractors considered most responsive to this RFP may be requested to attend at least one interview with the City. The City may determine that a selection can be made without conducting interviews.

Upon completion of the City's evaluation process, the most qualified Contractor shall be invited to meet with the City to negotiate compensation, terms, and conditions. If an agreement is not reached, the negotiations will be terminated, and similar interviews will then follow with the next firm. All such negotiations shall be strictly confidential, and in no case shall the compensation involving one Contractor be discussed with another or made public.

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

- RFP Posting Date — **June 11, 2026**
- Written Questions Deadline — **June 19, 2026/3:00 p.m.**
- Proposal Due Date-No Exceptions — **June 24, 2026/5:00 p.m.**
- Interviews w/ top ranked firms (if necessary) — **June 29-30, 2026**
- Anticipated Award of Contract — **July 21, 2026**
- Anticipated Start Date — **August 1, 2026**

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

2. ABOUT THE CITY

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

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

3. PROJECT BACKGROUND

One of the key components of the City of Diamond Bar's Strategic Plan is to foster a Safe, Sustainable and Healthy Community. The City aims to increase the safety of renters, guests, staff and the community by working collaboratively with contracted professional security services at community facilities and parks.

Events that qualify for security guard(s) outlined in the City of Diamond Bar's Facility Use & Rental Policy **(Exhibit A)** include, but are not limited to the following;

A minimum of one security guard is required to be present at all events at which alcohol is served. Event may be required to have additional security, as determined by staff. Factors that may require additional security include, but are not limited to; events with 200 or more guests, events with multiple bar stations or multiple room reservations, events with a majority of youth, and/or events with attendance exceeding parking lot capacities. The City reserves the right to require security whenever it deems it appropriate.

The selected security firm must possess and maintain *Private Patrol Operator License issued by the Bureau of Security and Investigative Services* and agree to the provisions of the City's Professional Service Agreement **(Exhibit B)**.

Selected security firm will be awarded a three-year contract term, unless earlier terminated pursuant to the provisions of the agreement.

Diamond Bar Center staff will schedule necessary security for events in monthly increments and reconfirm on a weekly basis. Requirements may change depending on additional facility rentals or cancellations. **(Exhibit C)**

Diamond Bar staff will collect payment for security firm directly from the Diamond Bar facility renter. Diamond Bar staff members will forward payment to the hired firm on a monthly basis upon receipt of invoice from the security firm. Services are to be billed by the security firm monthly for services completed the month prior. For example; services completed for the month of July will be billed and invoiced to the City on August 1.

4. SCOPE OF WORK AND DELIVERABLES

To be considered, proposals shall identify each task listed below and describe how the firm will accomplish each task. At a minimum, these tasks shall include the following areas of service:

The security firm will provide professional unarmed guard(s), age 21 or older, at all scheduled events.

Transmit radios for communication must be provided by selected firm for guard(s) and City staff.

The security guard(s)/manager(s) will be required to maintain communication with Diamond Bar City Staff members at all times. The guard(s) must also maintain communication with the hired firm for emergency purposes. The guard(s) will patrol the assigned City facility, the surrounding grounds and parking lots. The guard(s) will also be a visible presence at the beginning and ending of each event, during opening and closing of bars, as well as, but not limited to patrolling the event itself. If the Diamond Bar City staff feel it is necessary, the guard(s) may be asked to state rules of the Facility Use and Rental Policy upon arrival to visitors and do a plain sight vehicle inspection. Reference attached list of guard and management duties **(Exhibit D)**.

5. FORMAT AND CONTENTS OF PROPOSAL

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

A. Cover Letter

A brief cover letter summarizing key points of the Proposal that must be signed by an individual with authority to bind the Contractor and should state all conditions proposed are valid for a period of at least ninety (90) calendar days.

B. Project Team

An organization chart indicating principals and key project team members. Also, provide resumes or copies of licenses or professional certificates of the key personnel involved with this contract including personnel from subcontractors (if any). Identify the experience of the personnel assigned and briefly outline the responsibilities of each member. If any changes in personnel or subcontractors occur during the contract period, the Consultant shall notify the City and furnish the same required information for review and approval.

C. Firm's Experience/References

Provide a list of at least **three (3)** references who may be contacted to discuss their experience working with the Company/Design Team on similar projects. Please provide contact information including Organization, Name, Title, Address, Phone, Email, Project Name and Date of Completion.

D. Methodology/Project Understanding

Describe the approach and methods that will be used to meet the Scope of Work. Also, identify any potential concerns or problems that your firm anticipates during the term of this contract.

E. Cost for Services

Provide a detailed not-to-exceed cost proposal to accomplish the services requested.

Include price of security guard per hour including;

- Tiered hourly pricing for shifts scheduled 8 hours in length or less, and hourly pricing for additional hours, per hour scheduled beyond 8 hours.
- Tiered hourly pricing for holiday shifts scheduled 8 hours in length or less, and hourly pricing for additional hours, per hour scheduled beyond 8 hours. (For purposes of this RFP, holidays include New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.)

- Please include other fees and or restrictions that are specific to your firm with your proposal.

F. Insurance

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

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

G. Consulting Services Agreement

Provide a statement certifying that you agree to the City's Professional Services Agreement terms and conditions. Any proposed edits to the agreement shall be submitted with the proposal for staff's review and consideration.

6. RIGHT TO REJECT ALL PROPOSALS

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

All costs incurred in the preparation of the proposal, in the submission of additional information and/or in any other aspect of a proposal prior to the award of a written contract will be borne by the proposer. The City shall only provide the staff assistance and documentation specifically referred to herein and shall not be responsible for any other cost of obligation of any kind which may be incurred by the proposing firm.

7. SUPPORTING DOCUMENTS

List any related supporting documents that are attached, as shown in the example below.

Exhibit A – Facility Use & Rental Policy
Exhibit B – Professional Services Agreement
Exhibit C – Sample Schedule
Exhibit D – Guard & Management Duties

RFP:
Diamond Bar Facilities Private Event Security

Responding with Precision and Innovation for

City of Diamond Bar

Parks and Recreation

Strategic Excellence Unveiled

Response to:

RFP: DIAMOND BAR FACILITIES PRIVATE EVENT SECURITY

June 22, 2026

Crystal Knox, Recreation Supervisor
City of Diamond Bar
Parks and Recreation
21810 Copley Drive
Diamond Bar, CA 91765

Dear Ms. Knox,

Citiguard, Inc. is pleased to submit this proposal to provide professional unarmed security services for private and community events held at City of Diamond Bar facilities. We appreciate the opportunity to support the City's commitment to maintaining a safe, welcoming, and enjoyable environment for renters, guests, staff, and the community.

Citiguard understands that security personnel assigned to Diamond Bar facilities must provide more than a visible presence. Officers must demonstrate professionalism, strong customer service skills, sound judgment, effective communication, and the ability to proactively address safety concerns while maintaining a courteous and service-oriented approach. We recognize that events held at the Diamond Bar Center, Heritage Park Community Center, Pantera Park Activity Room, and other City facilities may include weddings, banquets, corporate functions, community gatherings, youth events, and events where alcohol is served, each requiring flexible and responsive security support.

Citiguard has extensive experience providing unarmed event security, municipal facility security, park security, and special event security services throughout California. Our licensed personnel are trained in de-escalation, conflict resolution, customer service, emergency response, alcohol compliance monitoring, incident reporting, and effective coordination with facility staff and law enforcement when necessary. Supported by experienced management, 24-hour operational oversight, reliable staffing resources, and comprehensive training programs, Citiguard is fully prepared to provide professional security personnel who meet all City requirements and deliver dependable service for every assigned event.

Citiguard holds California Bureau of Security and Investigative Services Private Patrol Operator License No. 121572 and maintains all required licenses, insurance, training programs, and operational resources necessary to successfully perform the services outlined in this Request for Proposals.

We are confident that our experience, personnel, and commitment to service excellence make Citiguard well qualified to support the City of Diamond Bar's event security needs. This proposal, including all pricing, terms, conditions, and representations contained herein, shall remain valid for a period of ninety (90) calendar days from the proposal submission date.

Thank you for your consideration. We look forward to the opportunity to serve the City of Diamond Bar.

Respectfully Submitted,

Howard Fridkin

Howard Fridkin,
Director of Contracts and Procurements
Authorized to execute documents on behalf of Citiguard, Inc.

Tel: 800-613-5903
Email: howard@citiguardinc.com

TABLE OF CONTENTS

PROJECT TEAM

- Organizational Chart
- Key Personnel

FIRM'S EXPERIENCE/REFERENCES

METHODOLOGY/PROJECT UNDERSTANDING

CONSULTING SERVICES AGREEMENT

APPENDICES (attached)

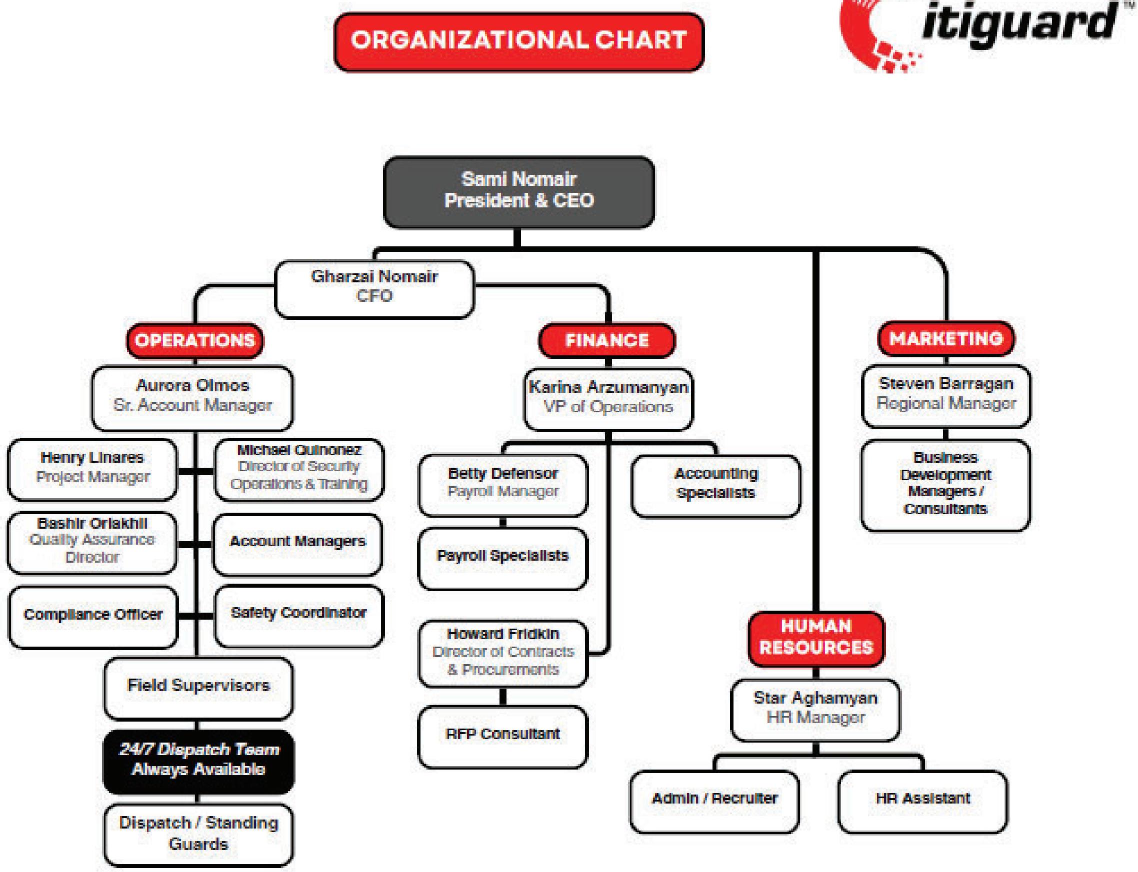
COST FOR SERVICES

CITIGUARD PPO LICENSE

CITIGUARD CERTIFICATE OF INSURANCE

CITIGUARD W-9

PROJECT TEAM



Citiguard has assembled an experienced management team with extensive backgrounds in municipal facilities, community centers, parks, special events, security operations, training, quality assurance, and contract administration. The team assigned to the City of Diamond Bar contract will provide executive oversight, operational management, staffing coordination, training, supervision, scheduling, quality assurance, and client support throughout the term of the agreement.

Collectively, these individuals possess decades of experience managing security services for community facilities, public venues, special events, weddings, banquets, corporate functions and government properties throughout California, ensuring responsive, professional, and reliable service for the City of Diamond Bar.

Citiguard does not utilize subcontractors. All personnel assigned to this contract will be recruited, screened, trained, supervised, and managed directly by Citiguard employees, ensuring accountability, service consistency, quality control, and direct management oversight.

Resumes, licenses, certifications, and supporting credentials for key personnel are included with this proposal.

KEY PROJECT TEAM MEMBERS

SAMI NOMAIR
President

As Founder and President of Citiguard, Inc., Sami Nomair provides executive oversight for all company operations and client services. Since founding Citiguard in 2007, he has directed the successful delivery of security services for municipalities, public facilities, educational institutions, transportation agencies, special events, government agencies, and private organizations throughout California.

Mr. Nomair will provide executive-level oversight for the City of Diamond Bar contract and will ensure that adequate personnel, resources, supervision, and operational support are available at all times. He will remain actively involved in maintaining service quality, client satisfaction, responsiveness, and contractual compliance.

Education:
Bachelor of Arts, Business Management
University of California, Los Angeles

STEVEN BARRAGAN
Regional Manager

Steven Barragan will provide regional management oversight for the Diamond Bar contract. His responsibilities include operational performance monitoring, staffing oversight, supervisory support, quality assurance inspections, field management coordination, and client relations. Mr. Barragan conducts regular site visits, evaluates service performance, reviews incident activity, monitors response capabilities, and ensures compliance with Citiguard policies and City requirements. He serves as a senior management resource for resolving operational issues and maintaining consistent service delivery.

Education:
Master of Science, Computer Science
California Institute of Technology

HENRY LINARES
Project Manager

Henry Linares will serve as the primary operational contact for the City of Diamond Bar. He will oversee daily operations, staffing assignments, scheduling coordination, field supervision, incident management, quality assurance activities, and communication with City personnel.

Mr. Linares possesses extensive experience managing municipal facilities, public venues, community events, special events, and large-scale security operations. His leadership ensures that assigned personnel are properly trained, professionally presented, and fully prepared to perform their duties in accordance with City expectations, facility policies, and event requirements.

Education:
Bachelor of Science, Executive Management
University of San Diego

MICHAEL QUINONEZ
Director of Security Operations & Training

Michael Quinonez oversees officer training, emergency preparedness, operational compliance, and field readiness. He is responsible for ensuring that personnel assigned to Diamond Bar facilities receive site-specific instruction, customer service training, de-escalation training, emergency response training, incident reporting training, alcohol compliance monitoring instruction, and policy orientation.

Mr. Quinonez develops and administers training programs covering conflict resolution, facility patrol operations, emergency procedures, suspicious activity recognition, communication protocols, and professional interaction with guests, renters, and City staff. His leadership helps ensure officers maintain the highest standards of professionalism, preparedness, and customer service.

Certifications:

- IAHSS Certified Healthcare Protection Administrator (CHPA)
- Certified Instructor – De-escalation Techniques
- Certified Instructor – Workplace Violence Prevention
- Red Cross Certified Instructor – CPR, First Aid, and AED

Education:
Bachelor of Arts, Criminal Justice
University of Nevada, Las Vegas

AURORA OLMOS
Senior Accounts Manager

Aurora Olmos will provide administrative support, staffing coordination, scheduling oversight, invoicing support, and client communications for the Diamond Bar contract. She serves as an additional management resource to ensure prompt response to schedule changes, special event requirements, staffing requests, and operational concerns.

Ms. Olmos works closely with operations management and City representatives to ensure uninterrupted coverage, responsive service, accurate reporting, and efficient contract administration throughout the duration of the agreement.

Education:
Master's Degree, Financial Economics & Performance Studies in Management
University of California, Santa Cruz

BASHIR ORIAKHIL
Quality Assurance Director

Bashir Oriakhil oversees Citiguard's quality assurance program and is responsible for ensuring consistent service delivery, policy compliance, performance monitoring, and client satisfaction across all assigned operations. He conducts operational audits, reviews incident activity, monitors performance metrics, and works closely with management personnel to identify opportunities for continuous improvement.

For the City of Diamond Bar contract, Mr. Oriakhil will oversee quality assurance inspections, performance evaluations, contract compliance monitoring, and corrective action implementation when necessary.

His involvement helps ensure that assigned personnel consistently meet Citiguard's standards and the City's expectations for professionalism, responsiveness, appearance, reporting, and customer service.

Education:
Bachelor of Science, Business Information Systems
University of Kabul

SECURITY PERSONNEL

Citiguard will assign professional unarmed security officers who are at least twenty-one (21) years of age and fully licensed in accordance with California Bureau of Security and Investigative Services (BSIS) requirements.

Assigned personnel will be trained to patrol facilities, parking lots, grounds, patios, restrooms, lobby areas, and event spaces; monitor compliance with facility policies and alcohol service requirements; maintain radio communication with City staff; identify suspicious activity; provide customer service; document incidents; and assist in maintaining a safe, secure, and welcoming environment for renters, guests, staff, and the public.

Officers will receive training in customer service, de-escalation techniques, incident reporting, radio communications, facility patrol procedures, alcohol compliance monitoring, conflict resolution, and enforcement of City facility policies. In addition, personnel receive training in:

- Emergency response procedures
- Medical emergency response and first aid awareness
- Power outage response procedures
- Emergency evacuation procedures
- Fire prevention and fire emergency response
- Earthquake preparedness and response
- Suspicious package identification and response
- Bomb threat procedures
- Active shooter preparedness and response
- Terrorist threat and alert awareness

Personnel will maintain a professional appearance, interact respectfully with guests and City staff, and provide a highly visible security presence throughout assigned events.

Citiguard's management team, training resources, supervisory structure, quality assurance program, and 24-hour operational support system ensure that the City of Diamond Bar receives responsive, professional, and reliable security services for private events, community events, weddings, banquets, corporate functions, and other facility activities.

Should any changes occur to assigned management personnel during the term of the contract, Citiguard will promptly notify the City of Diamond Bar and provide updated resumes, qualifications, licenses, certifications, and other requested information for review and approval in accordance with the requirements of this Request for Proposals.

FIRM'S EXPERIENCE/REFERENCES

Citiguard has extensive experience providing security services for municipal facilities, community centers, parks, public venues, educational institutions, weddings, banquets, corporate functions, and high-level city and county special events requiring professional public interaction, crowd management, traffic and parking control, and safety oversight throughout California. This experience includes major public events, festivals, and rallies involving thousands of attendees and large-scale security deployments. Most recently, Citiguard was awarded the security services contract for the 2026 Hollister Independence Rally, a July 4th weekend event that attracts thousands of visitors and requires the deployment of more than 100 security personnel.

The following references demonstrate our ability to provide professional personnel, responsive management, reliable staffing, effective communication, and exceptional service for assignments similar in scope to those requested by the City of Diamond Bar.

BREEDERS' CUP WORLD CHAMPIONSHIPS (2023, 2024 & 2025)

Del Mar Thoroughbred Club: 2260 Jimmy Durante Blvd., Del Mar, CA 92014
Santa Anita Park: 285 W. Huntington Dr., Arcadia, CA 91007

Contact: Don Ahrens, Manager
Phone: 281-914-2579
Email: don.ahrens@pennentertainment.com

Service Dates:
2023: November 3-4 (Santa Anita Park)
2024: October 23 - November 4 (Del Mar)
2025: October 22 - November 3 (Del Mar)

Services:
Citiguard has provided large-scale event security for the prestigious Breeders' Cup World Championships at both Santa Anita Park and Del Mar Thoroughbred Club.

During the 2023, 2024, and 2025 events, Citiguard deployed between 76 and 86 trained security professionals to provide access control, credential verification, perimeter security, crowd management, guest assistance, emergency response coordination, and customer service throughout the event venues. Personnel received specialized event-security training covering medical emergencies, power outages, fire and earthquake response, suspicious packages, and active-shooter contingencies.

Citiguard's successful performance across three consecutive championship events demonstrates our ability to manage high-profile, large-scale special events while maintaining safety, professionalism, and exceptional guest service.

CITY OF COACHELLA
53-990 Enterprise Way, Coachella, CA 92236

Contact: Vincent Orfano
Phone: 760-501-8100
Email: vorfano@coachella.org

Start date: January 1, 2025
Term of contract: Ongoing

Services:
Citiguard currently provides armed and unarmed security services for the City of Coachella, including 24/7 mobile patrols, fixed-post security, and special event support for parks, civic facilities, public areas, and critical infrastructure sites. Services include vehicle and foot patrols, access control, facility security, incident response, public safety support, and detailed electronic reporting.

Citiguard also supports community events and major regional events, including the internationally recognized Coachella Valley Music and Arts Festival and Stagecoach Festival, while providing rapid-response security, fire watch services, and emergency support. This contract demonstrates Citiguard's ability to successfully manage municipal security operations and high-profile public events requiring professionalism, responsiveness, and strong public interaction.

CALIFORNIA LOTTERY ASSOCIATION
700 North 10th St. MS: 4-3, Sacramento, CA 95811

Contact: Jocelyn Porter, Security Systems Administrator (Security & Law Enforcement Division)
Phone: 916-822-8614
Email: jporter@calottery.com

Start date: March 7, 2024
Term of contract: Ongoing

Services:
Citiguard provides security services for 12 California Lottery locations statewide, deploying approximately 50 security professionals to perform patrols, access control, facility security, and incident response. Officers maintain a visible security presence while supporting safe and secure operations for staff, visitors, and customers.

In addition, Citiguard provides security services for major public events, including the California State Fair in Sacramento, demonstrating our ability to manage high-profile facilities and large-scale public gatherings. This contract reflects Citiguard’s experience delivering consistent, professional security services across multiple locations while maintaining strong coordination with client representatives and local law enforcement.

COUNTY OF ORANGE/SANTA ANA
400 West Civic Center Dr., 5th Floor, Santa Ana, CA 92701

Contact: Robert Esparza
Phone: 714-567-5153
Email: Robert.esparza@ceo.oc.gov

Start date: April 1, 2025
Term of contract: Ongoing

Services:
Citiguard provides professional security services across multiple County of Orange facilities, including Probation, Sheriff, District Attorney, and airport-operated sites. Services are performed in highly controlled environments requiring strict adherence to security protocols, background clearance requirements, and coordination with multiple County departments.

In addition to facility security, Citiguard provides security support for high-level County special events, including crowd management, traffic control, parking control, access management, public safety support, and coordination with County representatives and law enforcement personnel.

Assigned personnel operate under detailed site-specific post orders and perform access control, monitoring, escort support, emergency response coordination, and enforcement of facility policies and security procedures. This contract demonstrates Citiguard's ability to successfully manage sensitive government facilities and large-scale public events requiring professionalism, accountability, and exceptional public interaction.

METHODOLOGY/PROJECT UNDERSTANDING

Citiguard understands that the City of Diamond Bar seeks a professional security partner capable of providing reliable, customer-focused unarmed security services for private and community events conducted at the Diamond Bar Center, Heritage Park Community Center, Pantera Park Activity Room, and other City facilities as assigned. These events may include weddings, banquets, corporate functions, community gatherings, youth-oriented events, and events where alcohol is served, all requiring a balanced approach that emphasizes safety, professionalism, customer service, and policy compliance.

Citiguard's methodology is built upon proactive security, visible deterrence, effective communication, accountability, and exceptional customer service. We recognize that event security requires more than monitoring activities; it requires creating a safe, welcoming environment while protecting City property, supporting renters and guests, enforcing facility policies, and maintaining a positive experience for all attendees.

STAFFING AND SCHEDULING

Citiguard will work closely with City staff to support the City's monthly scheduling process and weekly event confirmations. Staffing assignments will be based upon event size, anticipated attendance, facility configuration, alcohol service requirements, parking considerations, and any special conditions identified by City personnel.

To ensure uninterrupted service, Citiguard maintains a large regional workforce supported by 24-hour dispatch and management personnel. In the event of a call-off, emergency, schedule change, or unexpected staffing need, trained replacement personnel or supervisory staff will be deployed promptly to maintain continuous coverage.

OFFICER DEPLOYMENT AND EVENT SECURITY OPERATIONS

Assigned officers will arrive in approved uniforms, sign in with designated City personnel, receive event-specific instructions, and maintain continuous radio communication throughout their assignment. Officers will conduct routine patrols of facilities, parking lots, grounds, patios, restrooms, lobby areas, and surrounding public spaces while maintaining a highly visible security presence.

Personnel will conduct patrols at intervals consistent with City requirements, typically every 20 to 30 minutes, and will monitor facility activities, parking areas, alcohol service locations, and event operations to identify and address potential safety concerns. Officers will monitor compliance with facility policies, observe opening and closing of bar operations, identify suspicious activity, monitor parking lot activity, report unsupervised minors or policy violations, and immediately communicate concerns to City staff. When requested, officers will assist with facility rule announcements and plain-sight vehicle inspections.

Security personnel will:

- Monitor facility activities and identify potential safety concerns.
- Enforce facility rules and rental policies professionally and consistently.
- Monitor alcohol service areas and assist with alcohol-related compliance requirements.
- Identify and report suspicious activity, safety hazards, and policy violations.
- Assist with crowd management, guest safety, and public interaction.
- Support opening and closing activities and facility security procedures.
- Document incidents and communicate concerns to City personnel.
- Coordinate with law enforcement, fire personnel, and emergency responders when necessary.
- Maintain continuous radio communication with City staff.
- Provide a visible, professional security presence throughout assigned facilities and event areas.

CUSTOMER SERVICE AND COMMUNITY RELATIONS

Citiguard recognizes that successful event security extends beyond traditional security functions. Officers are trained to provide courteous assistance, answer questions, provide directions, and interact positively with guests while maintaining professionalism and authority. Our objective is to create a safe, welcoming, and enjoyable environment while preserving the positive experience expected by facility renters and event attendees.

SUPERVISION, QUALITY ASSURANCE, AND COMMUNICATION

Citiguard utilizes a structured management and quality assurance program to ensure consistent service delivery and contract compliance. Supervisors conduct periodic inspections, monitor officer performance, review reports, and maintain communication with City representatives. Management personnel remain available to respond to operational concerns, schedule adjustments, special requests, and emergency situations.

Citiguard will participate in quarterly management meetings and ongoing performance reviews to discuss service quality, scheduling, reporting, operational improvements, policy updates, and overall contract performance. Open communication, responsiveness, and accountability will remain key components of our partnership with the City.

REPORTING AND ACCOUNTABILITY

Citiguard maintains comprehensive documentation and reporting procedures. Incident reports, activity reports, sign-in/sign-out records, and other required documentation will be completed accurately and submitted in accordance with City requirements. Management personnel review reports to ensure completeness, accuracy, accountability, and timely follow-up when necessary.

Citiguard utilizes its proprietary CitiTrac security management platform to support incident reporting, activity documentation, supervisory inspections, photo documentation, and operational accountability. CitiTrac enhances transparency, reporting accuracy, management oversight, and quality assurance throughout the term of the contract.

Citiguard will maintain monthly sign-in/sign-out reporting, incident documentation, and other contract records as required by the City and will promptly communicate significant incidents, emergencies, or operational concerns to designated City personnel.

POTENTIAL CHALLENGES AND CITIGUARD'S APPROACH

Citiguard understands that event security environments can present unique challenges, including fluctuating attendance levels, alcohol-related incidents, parking congestion, youth-related issues, simultaneous events, schedule changes, and last-minute event modifications. Our staffing resources, experienced supervision, flexible scheduling capabilities, and 24-hour operational support allow us to respond quickly and effectively to changing conditions while maintaining service continuity.

Another potential challenge involves balancing policy enforcement with customer service expectations. Citiguard addresses this through extensive officer training focused on communication, conflict resolution, de-escalation, professionalism, and positive public interaction. Officers are trained to enforce facility policies fairly and consistently while maintaining a courteous, respectful, and service-oriented approach.

Through proactive planning, experienced management, professional personnel, comprehensive training, responsive customer service, advanced reporting technology, and continuous communication with City staff, Citiguard is fully prepared to provide the City of Diamond Bar with reliable, professional, and effective security services that support safe, successful, and enjoyable events throughout the term of the agreement.

CONSULTING SERVICES AGREEMENT

Citiguard, Inc. has reviewed the City of Diamond Bar's Professional Services Agreement and hereby certifies that it understands and agrees to the terms, conditions, and requirements contained therein.

Citiguard takes no exceptions to the City's Professional Services Agreement and is prepared to execute the agreement in substantially the form provided by the City upon award of the contract.

Citiguard understands and agrees that the Professional Services Agreement will govern the performance of services under this contract and is committed to full compliance with all contractual obligations, insurance requirements, and applicable laws, regulations, and City policies.

No proposed revisions, modifications, or exceptions to the Professional Services Agreement are requested by Citiguard as part of this proposal.

APPENDICES SECTION

COST OF SERVICES

RFP: DIAMOND BAR FACILITIES PRIVATE EVENT SECURITY

CITY OF DIAMOND BAR

PARKS AND RECREATION

Services for:

PRIVATE EVENTS:
Weddings, Banquets, Corporate Functions, Private Parties, Receptions

COMMUNITY EVENTS: **Community Gatherings, City-Sponsored Events, Public Events, Special Events**

HIGHER-RISK EVENTS REQUIRING ADDITIONAL SECURITY CONSIDERATION:
Events where alcohol is served, Events with 200+ attendees, Events utilizing multiple bars, Events utilizing multiple rental rooms, Youth-oriented events, Events with significant parking demands , Any event where City staff determines additional security is warranted

FACILITIES WHERE EVENTS OCCUR:
Diamond Bar Center, Heritage Park Community Center, Pantera Park Activity Room, Other City facilities and parks as assigned

Duties:
Assigned officers will provide proactive patrol, access monitoring, alcohol compliance monitoring, crowd management, customer service, incident response, emergency coordination, parking lot security, facility protection, policy enforcement, and detailed reporting while maintaining a professional and welcoming environment for renters, guests, City staff, and the public.

Not-to-Exceed Rates:
The hourly rates identified herein constitute Citiguard's maximum billing rates for services performed under this agreement unless otherwise authorized in writing by the City.

Type Of Security Service	**Unarmed**
Number of Security Officers	**As Requested by the City**
Service Days and Hours	**As Requested by the City**
Hourly Rate Per Security Officer (8 Hours or Less)…………………………………………………. **Hourly Rate Per Security Officer (Hours Beyond 8)…………………………………………………………** **Holiday Unarmed Security Officer (8 Hours or Less)………………………………………………….** **Holiday Unarmed Security Officer (Hours Beyond 8)……………………………………………**	**$28.00** **$42.00** **$42.00** **$56.00**
Holiday Billing Rates:	**Holiday rates apply to New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve, as defined by the City of Diamond Bar for purposes of this RFP.**

Minimum Assignment Duration:	**Six (6) hours per officer.**
Annual Rate Increase:	**Proposed rates are subject to a maximum annual increase of three percent (3%) for each renewal year of the contract.**

CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS

Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000

Renewal License

PRIVATE PATROL OPERATOR

License No. PPO121572

Valid Until: 09/30/2026

Receipt No. 13357

CITIGUARD
22736 VANOWEN ST STE 300
WEST HILLS, CA 91307-2656

In accordance with the provisions of Division 3, Chapter 11.5 of the Business and Professions Code, the company named hereon is issued a Private Patrol Operator License Renewal.

---- NON-TRANSFERABLE ----- POST IN PUBLIC VIEW -----

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CITIGUARD
22736 VANOWEN ST STE 300
WEST HILLS CA 91307-2656

BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
PO BOX 989002
WEST SACRAMENTO CA 95798-9002

CITIINC-01 RGONZALEZ

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/22/2026

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

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

PRODUCER Paramount Exclusive Insurance Services, Inc. 15760 Ventura Blvd. Suite 500 Encino, CA 91436	CONTACT NAME: PHONE (A/C, No, Ext): (818) 986-7283 FAX (A/C, No): (818) 986-4949 E-MAIL ADDRESS: service@paramountexclusiveins.com
INSURED CitiGuard Inc 5550 Topanga Canyon Blvd, Suite 310 Woodland Hills, CA 91367	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Evanston Ins. Co.	035378
INSURER B : Starstone National Insurance Company	25496
INSURER C : Travelers Casualty and Surety Company of America	31194
INSURER D : Underwriters at Lloyd's of London	32727
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC X OTHER:	X	X	BMGG100043-02	3/26/2026	3/26/2027	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
							Prof. Liab.	$ 1,000,000
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	X	X	APB4000103#1	3/26/2026	3/26/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							HNOA Section D	$ 1,000,000
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			BMGE100039-02	3/26/2026	3/26/2027	EACH OCCURRENCE	$ 5,000,000
							AGGREGATE	$ 5,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
C	Crime (Incl. Burg)			107479980	7/27/2026	7/27/2027	Single Loss	1,000,000
D	Hired & Non Owned			RTSHNOA-02909	3/26/2026	3/26/2027	Limit	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Diamond Bar, The City, its officers, employees, agents, and volunteers are named as additional insureds. Primary/non-contributory basis applies. Waiver of Subrogation applies in favor of additional insureds. 10 day notice of cancellation applies.

CERTIFICATE HOLDER	CANCELLATION
City of Diamond Bar 21810 Copley Drive Diamond Bar, CA 91765	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Danielle Jáuregui

CITIGUARD, INC.

POLICY NUMBER: BMGG100043-02
EFFECTIVE 3/26/2026-3/26/2027

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
As required by written contract signed by both parties and executed prior to commencement of operations.	All Locations.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or

2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

CIITGUARD, INC.
POLICY NUMBER: BMGG100043-02
EFFECTIVE 3/26/2026-3/26/2027

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
As required by written contract signed by both parties and executed prior to commencement of operations.	All Locations.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

MARKEL®

EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AUTOMATIC ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

A. Who Is An Insured is amended to include as an additional insured any person or entity to whom you are obligated by valid written contract to provide such coverage, but only with respect to negligent acts or omissions of the Named Insured and only with respect to any coverage not otherwise excluded in the policy.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to limits of insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits Of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization: As required by written contract signed by both parties and executed prior to commencement of operations.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV - Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

Named Insured: CITIGUARD INC.

Endorsement Effective Date: 03/26/2026 –3/26/2027

SCHEDULE

Name(s) Of Person(s) Or Organization(s): All persons or organizations for which coverage is required by contract or agreement.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. The following is added to the **Other Insurance** Condition in the Business Auto Coverage Form and the **Other Insurance – Primary And Excess Insurance Provisions** in the Motor Carrier Coverage Form and supersedes any provision to the contrary:

This Coverage Form's Covered Autos Liability Coverage is primary to and will not seek contribution from any other insurance available to an "insured" under your policy provided that:

1. Such "insured" is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such "insured".

B. The following is added to the **Other Insurance** Condition in the Auto Dealers Coverage Form and supersedes any provision to the contrary:

This Coverage Form's Covered Autos Liability Coverage and General Liability Coverages are primary to and will not seek contribution from any other insurance available to an "insured" under your policy provided that:

1. Such "insured" is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such "insured".

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: CITIGUARD, INC.

Endorsement Effective Date: 03/26/2026 - 3/26/2027

SCHEDULE

Name(s) Of Person(s) Or Organization(s): All Persons or Organizations for which coverage is required by contract or agreement.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: CITIGUARD, INC.
Endorsement Effective Date: 03/26/2026 -3/26/2027

SCHEDULE

Name Of Person(s) Or Organization(s): All persons or organizations for which coverage is required by contract or agreement.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

Acct#: 3190914

DATE (MM/DD/YYYY): 07/23/2026

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

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

PRODUCER
LOCKTON COMPANIES
444 W 47TH STREET, SUITE 900
KANSAS CITY, MO 64112-1906

CONTACT NAME:
PHONE (A/C, No, Ext): 844-456-1523
FAX (A/C, No):
E-MAIL ADDRESS: dhrcerts@locktonaffinity.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	A I U INSURANCE COMPANY	19399
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Citiguard, Inc.
5550 Topanga Canyon Blvd, Suite 310
Woodland Hills, CA 91367

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N; ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH); If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	X	036948918	06/16/2026	06/01/2027	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Coverage is provided for only those employees leased to but not subcontractors of insured
WAIVER OF SUBROGATION IN FAVOR OF CERTIFICATE HOLDER WHERE REQUIRED BY WRITTEN CONTRACT.

CERTIFICATE HOLDER

City of Diamond Bar
21810 Copley Drive
Diamond Bar CA 91765

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M Amello

BLANKET WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy).

This endorsement, effective 12:01 AM 07/23/2026 forms a part of Policy No WC. 036948918

Issued to
Decision HR
LCF Citiguard, Inc.

9455 Koger Blvd. N. Suite 110
St. Petersburg, FL 33702

By
A I U INSURANCE COMPANY

We have a right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against any person or organization with whom you have a written contract that requires you to obtain this agreement from us, as regards any work you perform for such person or organization.

The additional premium for this endorsement shall be for this policy 2.00% of the total estimated workers compensation premium

WC 04 03 61
(Ed. 11/90)

Countersigned by__________________________
Authorized Representative

Agenda Item #: 8.1
Meeting Date: August 4, 2026

CITY COUNCIL AGENDA REPORT

TO:	Honorable Mayor and Members of the City Council
FROM:	Ryan McLean, City Manager
SUBJECT:	Adoption of Memorandum of Understanding with American Federation of State, County, Municipal Employees Local 917.
STRATEGIC GOAL:	Open, Engaged and Responsive Government

RECOMMENDATION:

Adopt Resolution No. 2026-29 approving the American Federation of State, County, Municipal Employees Local 917 Memorandum of Understanding for a term from August 4, 2026 to June 30, 2031.

FINANCIAL IMPACT:

The cost to implement the proposed Memorandum of Understanding is estimated to increase the Parks and Recreation Department's part-time salaries budget up to a cumulative maximum annual amount of $123,000 over the five-year term.

BACKGROUND:

In 2003, the Diamond Bar City Council originally adopted Resolution No. 2003-65 (subsequently updated in Resolution No. 2025-08) establishing the City's Employer-Employee Relations Resolution and providing a framework for employer-employee relations. This resolution sets forth provisions for granting exclusive recognition to an employee organization as the representative of a defined group of employees within a bargaining unit. Collective bargaining is conducted in accordance with the Meyers-Milias-Brown Act (MMBA), which requires the City and recognized employee organizations to "meet and confer in good faith" to reach agreement on matters within the scope of representation. Once agreement is reached, the terms are documented in a Memorandum of Understanding (MOU) and presented to the City Council for formal adoption.

In January 2025, the American Federation of State, County, Municipal Employees Local 917 (AFSCME) was recognized under the City's Employer-Employee Relations Resolution as the exclusive representative of part-time non-benefitted Parks and Recreation Department employees. The associated job classifications include Recreation Leaders, Senior Recreation Leaders, Facility Attendants and Recreation Specialists.

ANALYSIS:

City management representatives began meeting with the AFSCME in January 2026 and held several meetings to discuss the first comprehensive MOU and issues raised by both parties related to wages, benefits, and terms and conditions of employment. During the negotiations process, City management also met with the City Council to provide an update and get guidance on key matters. Negotiations have now been finalized in accordance with the MMBA, and the parties have reached agreement on the terms for an initial MOU. The results of these negotiations have been incorporated into the proposed MOU. The proposed MOU was reviewed and approved by the AFSCME Local 917 membership.

A copy of the proposed comprehensive MOU is attached for reference. The proposed agreement has a five-year term commencing August 4, 2026, and expiring June 30, 2031. The proposed MOU includes various employment-related policies and state-mandated sick and bereavement leave benefits, in addition to compensation increases listed below:

- Effective the first pay period in FY 2026/27 each salary step will increase by 7%. The Y-rated Facility Attendants shall receive a one-time stipend of $1,000 in FY 2026/27 and paid within two pay periods following City Council approval.
- Effective the first pay period in FY 2027/28 each salary step, including the Y-rated step for Facility Attendants, will increase by 2%.
- Effective the first pay period in FY 2028/29 each salary step, including the Y-rated step for Facility Attendants, will increase by 2%.
- Effective the first pay period in FY 2029/30 each salary step, including the Y-rated step for Facility Attendants, will increase by 2%.
- Effective the first pay period in FY 2030/31 each salary step, including the Y-rated step for Facility Attendants, will increase by 2%.

LEGAL REVIEW: The City Attorney has reviewed and approved the Resolution and proposed MOU as to form.

PREPARED BY:

Amy Haug, Human Resources & Risk Management Director, Human Resources & Risk Management

ATTACHMENTS:

1. Resolution No. 2026-29
2. Exhibit A - Memorandum of Understanding

RESOLUTION NO. 2026-29

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR, ADOPTING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF DIAMOND BAR AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES LOCAL 917 (AFSCME).

WHEREAS, the City of Diamond Bar recognized AFSCME as the exclusive employee organization representative for part-time non-benefitted employees in the Recreation Leader, Senior Recreation Leader, Facility Attendant and Recreation Specialist job classifications in January 2025; and

WHEREAS, the City management and AFSCME representatives have met and conferred in good faith to reach agreement on an initial MOU; and

WHEREAS, the City Council of the City of Diamond Bar desires to adopt the initial MOU with AFSCME and direct the City Manager and bargaining team members to sign the MOU; and

WHEREAS, the City Council of the City of Diamond Bar desires to implement the salary schedules for fiscal years 2026/27, 2027/28, 2028/29, 2029/30 and 2030/31.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Diamond Bar, does hereby adopt Resolution No. 2026-29 as follows:

Section 1. The Memorandum of Understanding included as Exhibit A of this Resolution between the City of Diamond Bar and AFSCME, for the contract period of August 4, 2026 through June 30, 2031, is hereby approved and the City Manager and bargaining team members are authorized to sign the MOU.

Section 2. The salary schedules for part-time Recreation Leader, Senior Recreation Leader, Facility Attendant and Recreation Specialist are hereby approved as listed Appendix A-E in Exhibit A for fiscal years 2026/27, 2027/28, 2028/29, 2029/30 and 2030/31.

PASSED, APPROVED AND ADOPTED this 4th day of August 2026.

CITY OF DIAMOND BAR

____

Steve Tye, Mayor

ATTEST:

I, Kristina Santana, City Clerk of the City of Diamond Bar, do hereby certify that the foregoing Resolution was passed, approved and adopted at a regular meeting of the City Council of the City of Diamond Bar held on the 4th day of August 2026, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

____
Kristina Santana, City Clerk

Attachment: EXHIBIT A - Memorandum of Understanding Between the City of Diamond Bar and the American Federation of State, County and Municipal Employees Local 917

MEMORANDUM OF UNDERSTANDING

BETWEEN THE CITY OF DIAMOND BAR

AND

THE AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES (AFSCME) UNION,
COUNCIL 36, LOCAL 917

PART-TIME NON-BENEFITTED PARKS AND RECREATION DEPARTMENT EMPLOYEES

Effective:

August 4, 2026 to June 30, 2031

TABLE OF CONTENTS

ARTICLE I AFSCME RECOGNITION 1

ARTICLE II TERM 1

ARTICLE III CITY RIGHTS 1

ARTICLE IV AFSCME SECURITY AND RIGHTS 3

ARTICLE V EMPLOYEE STATUS 6

ARTICLE VI STANDARDS OF CONDUCT 6

ARTICLE VII COMPENSATION 7

ARTICLE VIII BEREAVEMENT AND SICK LEAVE 10

ARTICLE IX OTHER POLICIES 11

ARTICLE X GRIEVANCE PROCEDURES 11

ARTICLE XI CONTRACTING OUT 13

ARTICLE XII EMERGENCY FACILITY CLOSURES 13

ARTICLE XIII OTHER MATTERS WITHIN THE SCOPE OF REPRESENTATION 13

ARTICLE XIV MISCELLANEOUS 14

ARTICLE XV DISCIPLINE 14

ARTICLE XVI ADMINISTRATIVE LEAVE 15

ARTICLE I AFSCME RECOGNITION

A. The City hereby recognizes the American Federation of State, County and Municipal Employees Union, Council 36, Local 917 (hereinafter "AFSCME" or the "Union") as the sole exclusive bargaining agent for City employees in the "Part-Time Non-Benefitted Parks and Recreation Employees" bargaining unit (hereinafter "Unit") with respect to wages, hours, and terms and conditions of employment. Part-time non-benefitted employees are classified as intermittent and/or seasonal part-time under the City's Personnel Rules and Regulations and Salary Resolution.

B. It is agreed that this Memorandum of Understanding was negotiated pursuant to the Meyers-Milias-Brown Act [Government Code Section 3500, et seq.] and the City of Diamond Bar Employer-Employee Relations Resolution.

C. For purposes of administering the terms and provisions of this Memorandum of Understanding:

   a. AFSCME recognizes the City Manager as the exclusive representative for the City for purposes of entering into this Memorandum of Understanding.

   b. AFSCME's principal authorized agent shall be its Business Agent. Addressed to: AFSCME Local 917. Addressed to: 3375 E. Slauson Avenue, Vernon, CA 90058.

ARTICLE II TERM

A. Except as otherwise provided herein, this Memorandum of Understanding shall be in full force and effect from August 4, 2026 and shall remain in full force and effect up to and including midnight, June 30, 2031 or until the next Memorandum of Understanding becomes effective.

B. The Employee Relations Officer of the City and Union have met and conferred in good faith on wages, hours and other terms and conditions of employment for the employees represented by the Union and have reached agreements which are set forth in this MOU. This MOU constitutes a mutual recommendation by the City Manager, the City's negotiators and the Union, after ratification by its membership, to be submitted to the City Council for its determination and approval by one or more resolutions, as the City Council may deem proper and fit. This MOU shall be for the period commencing August 4, 2026 and shall remain in full force and effect up to and including midnight, June 30, 2031; provided, however, that specific sections of this MOU may have earlier or later effective dates as specified herein. This MOU is of no force or effect unless or until ratified and approved by a resolution of the City Council.

ARTICLE III CITY RIGHTS

Section 1. Exclusive Rights and Authority.

In order to ensure that the City is able to carry out its functions and responsibilities imposed by law, the City has and will retain the exclusive right to manage and direct the performance of City services and the workforce performing such services, subject to certain limitations contained elsewhere in this Memorandum of Understanding. Therefore, the following matters shall not be subject to the meet and confer process but shall be within the exclusive authority of the City. The consideration of the merits, necessity, or organization of any service activity conducted by the City shall include, but not be limited to the City's right to:

a. Determine issues of public policy;

b. Determine the mission of its constituents, departments, commissions and boards;

c. Determine and change the facilities, methods, technology, means, and organized structure pursuant to which the City operations are to be conducted;

d. Set standards and levels of service and programs, and to expand or diminish services;

e. Determine and change the number of locations, relocations, and types of operations, and the processes and materials to be employed in carrying out all City functions, including but not limited to the right to contract, for any reason, any work or operations of the City.

f. Determine size and composition of the workforce, and allocate and assign work to employees in accordance with requirements as determined by the City, and to establish and change work assignments, including, but expressly not limited to, determine work schedules, the hours of work, the quantity of hours to be worked, number of staff to be assigned, and the assignment to work sites;

g. Determine the content and intent of job classifications, to develop new job classifications, and determine appropriate levels of compensation;

h. Lay-off employees for lack of work or other appropriate reasons; (The City agrees to meet and confer regarding the impacts of Lay-offs as required by law.)

i. Appoint, transfer and promote employees;

j. Discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable policies and laws, except that the City agrees to follow the proposed disciplinary termination process provided in Article XV;

k. Determine policies, procedures and standards for selection, training and promotion of employees;

l. Direct its employees;

m. Establish and enforce employee dress and grooming standards, and to determine the style and/or types of City-issued wearing apparel, equipment or technology to be used;

n. Determine the methods, means, numbers and kinds of personnel by which government operations are to be conducted;

o. Establish employee performance standards, including but not limited to quality and quantity criteria, and to require compliance therewith;

p. Maintain the efficiency of governmental operations;

q. Exercise control and discretion over the organization and the technology of performing City work and services;

r. Determine any and all necessary actions to carry out its missions in emergencies.

AFSCME recognizes that the City has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer and manage its municipal services and work force performing those services in all respects, subject to this Memorandum of Understanding. The City shall not exercise the foregoing rights in an arbitrary or capricious manner or manner that is contrary to law.

Section 2. Concerted Refusal to Work.

If, during the term of this Agreement, a bargaining unit employee participates in any manner in any strike, work stoppage, slowdown, sick-in or other concerted refusal to work, or participates in any manner in picketing or impediment to work in support of any such strike, work stoppage, slowdown, sick-in or other concerted refusal to work, or induces other bargaining unit employee or other employees of the City to engage in such activities, such bargaining unit employees shall be subject to discharge by the City.

In the event, during the term of this Agreement, AFSCME calls, engages in, encourages, assists, or condones in any manner, any strike, work stoppage, slowdown, sick-in, or other concerted refusal to work by bargaining unit employees or other employees of the City or any picketing during the employee's work hours or other work impediment in support thereof or any form of interference with or limitation of the peaceful performance of City services, the City shall have the right to seek lawful remedies against AFSCME.

The City shall not lock out bargaining unit employees.

ARTICLE IV AFSCME SECURITY AND RIGHTS

Section 1. Information to Employee.

The City shall inform all new hires and all employees promoted into the Unit, at the time of hire or promotion, of the existence of this Memorandum of Understanding. An AFSCME officer or designee will be afforded time to meet with new hires in compliance with state law and subject to further negotiations about structure, time and means of access to new employee orientation.

Section 2. Use of Bulletin Boards.

AFSCME may post on City identified bulletin boards for the proper display of official AFSCME bulletins, and notices, etc. Notices shall not contain materials that are derogatory, slanderous, or obscene or that contain political endorsements of candidates. AFSCME may display bulletins in the following locations:

a. City Hall;

b. Diamond Bar Center; and

c. Heritage Park Community Center.

Section 3. Non-Discrimination.

In accordance with the Meyers-Milias-Brown Act (MMBA), the City and AFSCME agree that employees shall not be interfered with, intimidated, restrained, coerced or discriminated against because of their participation in or refusal to participate in AFSCME activity.

The City and AFSCME agree not to discriminate against an employee because of race, color, sex, age, marital status, religious creed, national origin, ancestry, disability, medical condition, sexual orientation or for lawful political activity, or any other reason prohibited by law. Any complaints under this Article IV, Section 3 shall not be subject to the grievance procedure, but instead be processed under the City's anti-harassment and anti-discrimination policy.

Section 4. New Employee Orientation.

The City will provide at least ten (10) calendar days' notice or as soon as practical to AFSCME of new employee orientation.

AFSCME business representative or designee will be provided for up to one-half hour at the new employee orientation to speak with new employees about the Memorandum of Understanding and other items as allowed by law.

The City will provide the AFSCME business representative with an electronic copy of the name, personal and work email address, and personal cell phone number of all new employees within thirty (30) days of hire and shall provide this same information for all bargaining unit employees every 120 days, unless the employees inform the City that they do not consent to the release of their personal email or cell phone number.

Section 5. Right to Representation.

The City recognizes the Unit as the member's right to representation by a designated AFSCME Local 917 representative at such a time as the City contemplates termination, as set forth in Article XV.

AFSCME may designate Representatives to represent employees in processing grievances and any pre-disciplinary meetings. The following conditions shall apply.

AFSCME may designate Representatives who must be members of AFSCME and shall provide the Department with a written list of employees who have been so designated. AFSCME will notify City management of any changes to the list, as soon as possible. A Representative may represent a grievant in the presentation of a grievance at all levels of the grievance procedure.

A Representative may represent an employee in pre-disciplinary meeting or pre-disciplinary interviews where there is a reasonable expectation that disciplinary action will follow.

A Representative will receive paid time off only if he/she is scheduled to work during the requested meeting and is the representative of record or is another City employee, not a representative of record, who the employee requests to accompany the employee.

If a representative must leave his/her work location to represent an employee, he/she shall first obtain permission from his/her supervisor on a form provided by the City for such purpose or via email. In those instances where an employee is working at an alternate City facility and is requested to provide representation, that employee shall first obtain verbal authorization or via email from a supervisor to do so. As soon as it is reasonably practicable, but not later than the end of the employees' following workday, the release shall be documented on a City-provided form or via email. Permission to leave will be granted unless such absence would cause an undue interruption of work. If such permission cannot be granted promptly, the grievant's Representative will be informed when time can be made available. To the extent reasonable and compatible with City operational needs, such time will not be more than forty-eight (48) hours, excluding scheduled days off and/or legal holidays, after the time of the Representative's request, unless otherwise mutually agreed to. Denial of permission to leave at the time requested will automatically constitute an extension of time limits provided in the grievance procedure herein, equal to the amount of the delay.

Before leaving his/her work location, the Representative shall call or email the requesting employee's supervisor to determine when the employee can be made available. Upon arrival, the Representative will report to the employee's supervisor who will make arrangements for the meeting requested.

<u>Section 6. Personnel File.</u>

A Unit member is entitled to review the content of her/his Personnel file as provided in City Personnel Rule and Regulation XVI. Upon written request of the Unit member, the City shall provide a copy of the Unit member's personnel file to AFSCME for representation purposes.

<u>Section 7. Union Membership and Dues Deductions.</u>

The intent of this section is to comply with California Senate Bill No. 866 and Assembly Bill 119 and other relevant case law and regulations regarding employee dues deductions and access to employee information.

A. The City shall base deductions from employees based on a certification from the AFSCME representative that it has proper authorization from employees for dues deduction. The City may request the written authorization where required by law.

B. If the City receives a direct request from an employee to cancel or change the deductions authorized by AFSCME, the City shall refer the employee directly to the Union and shall not process any cancellations or changes until the AFSCME representative provides such instruction in writing.

C. AFSCME shall indemnify the City for any legal claims, made by the employee for deductions made in reliance on that certification.

D. Dues withheld by the City under this section shall be transmitted by direct deposit to the AFSCME District 36 bank account. The effective date of the dues shall be no later than fourteen (14) days after receipt of the union certification.

E. The City shall provide AFSCME District Council 36 with an excel spreadsheet at the time of the transmittal of the dues that contains the following information:

1. Name of the employee and the amount of dues deductions;
2. The information required by AB 119;
3. A list of employees who are on a leave of absence without pay;

4. A list of employees who have transferred into the unit or transferred out of the unit

Section 8. Labor Management Committee

A joint Labor Management Committee shall be established within ninety (90) days of adoption of this MOU by the City Council. It shall be composed of up to two (2) bargaining unit representatives and up to two (2) Department of Park and Recreation representatives. The Union's business agent may attend in addition to the two (2) bargaining unit representatives, as the Union finds necessary. The Human Resources Director may attend in addition to the two Department representatives, as the City finds necessary.

The Committee shall discuss matters mutually agreed to, for up to one (1) hour. Meetings shall occur during regular City business hours and participants shall be released from duty without loss of pay. Bargaining unit representatives attending on their off time shall be compensated at their hourly rate.

After the first year of implementation, the Labor Management Committee shall meet semi-annually. With mutual agreement, the Committee may cancel meetings or schedule follow-up meetings.

ARTICLE V EMPLOYEE STATUS

Employees in the bargaining unit remain at-will employees and are not afforded any rights, benefits, notice and/or appeal procedures afforded regular employees except as expressly provided herein in Article XV for disciplinary terminations, but instead may be discharged by the applicable Director or appointing authority at any time with or without notice or cause. In addition, employees in the bargaining unit are not guaranteed any specific number of hours per day or week and work those hours determined by the City as necessary to its functions in its sole discretion. In turn, all employees covered by this Memorandum of Understanding (MOU) are entitled to end their employment relationship with the City at any time, with or without notice or cause. No provision of this MOU shall be deemed to confer any employees in the bargaining unit any property rights in employment.

Employees in this bargaining unit are hourly non-benefitted positions and are utilized no more than 999 hours per fiscal year and may be employed on a seasonal or intermittent basis. If an employee works more than 1000 hours or more in a fiscal year, he or she does not acquire regular employee status.

ARTICLE VI STANDARDS OF CONDUCT

Employees in the bargaining unit shall be subject to the Employee Standards of Conduct set forth in Personnel Rules and Regulations Rule XXII. In addition, employees in the bargaining unit shall adhere to Rule III, General Provisions, Sections 1-8.

ARTICLE VII COMPENSATION

Section 1. Salary Ranges.

Effective the first pay period in FY 2026/27 each salary step will increase by 7%. See Appendix A. The Y-rated Facility Attendants shall receive a one-time stipend of $1,000 in FY 2026/27 and paid within two pay periods following City Council approval.

Effective the first pay period in FY 2027/28 each salary step, including the Y-rated step for Facility Attendants, will increase by 2%. See Appendix B.

Effective the first pay period in FY 2028/29 each salary step, including the Y-rated step for Facility Attendants, will increase by 2%. See Appendix C.

Effective the first pay period in FY 2029/30 each salary step, including the Y-rated step for Facility Attendants, will increase by 2%. See Appendix D.

Effective the first pay period in FY 2030/31 each salary step, including the Y-rated step for Facility Attendants, will increase by 2%. See Appendix E.

Section 2. Compensation Plan.

The City has established a pay plan covering all classes of positions in the City service, showing the minimum and maximum rates of pay.

Section 3. Step Advancement for Part-time Intermittent Employees.

A Part-time Intermittent Employee shall receive a step increase for each nine hundred fifty (950) hours of work until top step of the salary range is reached.

Section 4. Salary on Promotion.

Employees covered by this MOU who are promoted to a classification having a greater maximum salary will be placed on the lowest step of the new range that results in not less than a five percent (5%) increase above the employee’s current regular salary. Upon recommendation of the Department Director and approval of the City Manager, the employee may be placed at a higher step.

Section 5. Salary on Demotion.

An employee who is covered by this MOU and demoted will be placed within the salary range for the class into which demoted. The salary will be set at the step which is lower and closest to the salary the employee was receiving before the demotion.

Section 6. Salary on Reclassification.

An employee who is reclassified will receive the salary set forth below.

(a) If reclassified to a classification with the same salary range, the salary will not change.

(b) If reclassified to a classification with a higher salary range, the salary will be determined in the same manner as a promotion.

(c) If reclassified to a classification with a lower salary range, the employee may be Y-rated with Human Resources Manager and City Manager approval; retain current salary if current salary is the same as a step within the salary range of the new class; be placed on the closest step within the salary range of the new class that approximates the current salary if the current salary is between steps within the new salary range; or be reduced to the maximum step of the salary range of the new class if current salary is greater than the maximum of the new salary range.

Section 7. Pay Periods.

The compensation to all officers and employees of the City shall be paid biweekly. Electronic transfers in payment for compensation will be made available by the City to employees and officers of the City on the Friday succeeding the close of the pay period. In the event that pay day falls on a holiday, payment will be made on the last work day preceding the holiday.

Section 8. Bilingual Premium Pay.

Employees who are requested by the City to use bilingual skills during their scheduled work hours on a recurring basis to further the business interests of the City shall receive a bilingual premium pay differential in addition to their regular pay. Any part-time intermittent employee who is required, as an essential part of their job, to provide non-English language services, including Braille and sign language, routinely and consistently as part of their regular job assignment as determined by the City, will receive a Bilingual Premium Pay Differential of 2%. Differential pay for bilingual skills shall be restricted to that which serves the actual needs of the job and the business functions of the City. Bilingual ability alone or incidental use of the skill when not related to the essential requirements of the job will not warrant bilingual pay.

Department Directors shall recommend employees that are requested to use bilingual skills during work hours and eligible for Bilingual Premium Pay. The City Manager shall consider the request. If approved by the City Manager, the recommended employee will be subject to a language skills examination which will be coordinated by the Human Resources Division. Upon successfully passing the language skills test, the bilingual pay differential will be effective the following pay period. Employees' eligibility for bilingual premium pay is subject to periodic review and evaluation.

Section 9. Overtime.

(a) As a matter of general policy, the City does not permit employees to work overtime and will provide adequate staff to handle normal operations. However, non-exempt employees may be required to work overtime at the discretion of the Department Director or Division Manager.

(b) Overtime for non-exempt employees is defined as hours assigned to be worked and actually worked in excess of forty (40) hours actually worked in the designated work week. Paid leave hours (e.g. sick,) do not count towards the calculation of overtime.

(c) Non-exempt employees working overtime when not expressly authorized to do so, may be subject to discipline.

(d) Overtime authorized and/or worked by non-exempt employees shall be compensated at time and one half their regular rate of pay. The employee may submit a request to the Department Director or Division Manager to work overtime, which Department Director or Division Manager shall have the unrestricted discretion to approve or not approve.

Section 10. Call-Out Pay.

Non-exempt part-time employees will be paid a minimum of two (2) hours pay if called out to respond to a City emergency. Call-out occurs when an employee is ordered to return to duty on a non-regularly scheduled work shift after their regular work shift has ended and the employee has departed from City premises. Call-out does not occur when an employee is held over from their prior shift or is working prior to their regularly scheduled shift.

Section 11. Flexible Staffing Program.

This program authorizes the City Manager to promote qualified individuals from within a job series to more effectively staff the organization and serve the public in an efficient and cost-effective manner where budgetary authorization is available without increasing head count.

Part-time Non-Benefitted Positions

Entry Level	Higher Level	Highest Level
Recreation Leader	Senior Recreation Leader	Recreation Specialist

Section 12. Meal Period.

The City shall provide for regular and appropriate uninterrupted meal periods for City employees. Department Directors and Division Managers shall assign and schedule meal periods to meet the operational needs of work crews or work units. City employees shall be expected to use good judgment during meal periods as representatives of the City and in all cases presenting a favorable image to the public. Meal periods are non-paid and nonworking time. Every effort will be made to schedule such meal period during the middle of the shift. Meal periods shall not be combined with rest breaks to provide an extended break. The scheduling and length of meal periods will be determined and approved by the employee’s supervisor based on the service and operational needs of the City. The time allowed for meal periods includes any travel time to and from the place where the meal break is taken. For field employees, meal breaks may be taken at restaurants and food establishments within the City in close proximity to the work site only if they can return to the job site within the designated time limit. Employees required by their supervisor to interrupt their meal period shall be allowed to restart their unpaid meal period.

Section 13. Rest Periods.

All non-exempt City employees shall be provided with a fifteen-minute rest break once during each four consecutive hour work period. The fifteen-minute breaks are not cumulative and may be taken only when prescribed. No break shall occur within one (1) hour of starting time, meal break, or quitting time unless special circumstances make this desirable, and in which case prior approval shall be obtained from the employee's immediate supervisor. Rest breaks shall not be combined with meal breaks to provide an extended break. If in transit between jobs, the break may be taken at a nearby City park or at the next job site.

ARTICLE VIII BEREAVEMENT AND SICK LEAVE

Section 1. Bereavement Leave.

Any employee who has worked with the City for at least thirty (30) days shall be entitled to up to forty (40) hours of unpaid leave when an employee's "immediate family member" dies or is critically ill and death appears imminent. Except, however, if the employee is on the schedule to work, then the employee shall be entitled to six (6) hours of paid leave during the scheduled work shift when the employee's "immediate family member" dies or is critically ill and death appears imminent. "Immediate family member" shall be defined as: mother, father, spouse, registered domestic partner, child, step child, brother, sister, grandchild, grandparents, mother-in-law, father-in-law, stepmother, stepfather, sister-in-law, brother-in-law, daughter-in-law, son-in-law, spouse's grandparents and great grandparents, as well as the equivalent relatives of a registered domestic partner. Bereavement leave can be used in increments of full workdays, or half workdays, and does not need to be taken on consecutive workdays. Bereavement leave must be authorized by the Department Director and must be utilized within ninety (90) days of the death, or of the date of foreseen imminent death of the immediate family member, unless special circumstances require that the leave begin at a later date. Such requests to the Department Director shall be made within fifteen (15) calendar days of the employee learning of the death or of the date of foreseen imminent death and shall not be unreasonably denied.

Section 2. Sick Leave.

Sick Leave is defined as the authorized absence from duty of an employee because of physical or mental illness, injury, pregnancy, confirmed exposure to a serious contagious disease, or for a medical, optical, or dental appointment. Sick leave may also be taken for diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee, an employee's family member (includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild or grandparent); or for an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code section 230(c) and Labor Code Section 230.1(a). Sick leave shall not be considered a privilege which an employee may use at their discretion, but shall be allowed only in case of necessity for the reasons provided in this definition.

Use of Sick Leave: The following sick leave amounts provided shall be available for use following 90 days of employment.

Beginning January 1, 2024, seasonal and intermittent part-time employees are eligible for an allotment of 40 hours of paid sick leave on an annual basis. The full allotment of 40 hours of paid sick leave will be given on January 1st each year. Employees hired after January 1st will be given the full allotment of 40 hours of paid sick leave on the day the employee begins employment. Employees are eligible to take 24 hours of paid sick leave after 90 days of employment and an additional 16 hours of paid sick leave after 200 calendar days of employment. Paid sick leave for seasonal and intermittent employees is not accrued, cannot be carried over to the following year and is not paid out upon employment separation.

An employee may use up to 40 hours of sick leave prior to the date of eligibility, if they have a contagion illness and they provide proof of a positive test or a medical note from their doctor placing them off of work.

Minimum Use: The minimum charge against accumulated sick leave shall be 15 minutes or multiples thereof. Approved sick leave with pay shall be compensated at the employee's base rate of pay.

Proof of Qualifying Reason for Leave: If an employee is absent longer than five (5) consecutive scheduled shifts or 40 hours due to sick leave, the Department Director or Division Manager may require a physician's certificate and/or other medical evidence/certification verifying the need for leave before the City honors any sick leave requests.

An employee who is absent in order to obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking must provide appropriate certification of the need for such services. The following types of certification shall be sufficient: (1) a police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking; (2) a court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court; (3) documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, licensed health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault, or stalking.

Notification: If the need to use paid sick leave is foreseeable, the employee must notify their immediate supervisor or Department Director or Division Manager as soon as possible and no later than two (2) business days before the scheduled appointment. If the need for paid sick leave is not foreseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as practicable.

Violations: Violation of sick leave Rules may result in disciplinary action when in the opinion of the Department Director or Division Manager, the employee has been excessively absent, has abused the sick leave and/or has misrepresented its use. If the employee's violations subject them to termination, the employee shall be entitled to the disciplinary process as provided in Article XV.

ARTICLE IX OTHER POLICIES

Section 1. Use of Private Vehicles.

Private automobiles are not to be used for the City business except as authorized. The City Manager may authorize such use at the reimbursement rate equal to that set forth by the Internal Revenue Service. Payments shall be based upon the most direct route to and from the destination and garage and parking expenses shall be paid in addition to the current rate, upon submission of paid receipts.

Section 2. Use of City Vehicles for Rest or Meal Breaks.

The use of City vehicles shall be limited to official City business and employees are prohibited from using a City vehicle to travel to business establishments to conduct personal business (e.g. bank, post office, etc.), activities (e.g. use of a private gym, etc.) or errands (e.g. shopping, dry cleaner, etc.) or to travel to a private residence during rest or meal breaks. Employees may utilize a City vehicle to patronize restaurants and food establishments in the City while in transit or in close proximity to the work site for the purpose of purchasing food and beverages and for restroom facility use. Such use of a City vehicle shall constitute an official rest and/or meal break with travel time included.

ARTICLE X GRIEVANCE PROCEDURES

The grievance procedure is used to ensure that employees have the opportunity to address work-related concerns.

A. Definition of “grievance”: A “grievance” shall be defined as a timely complaint by an employee or group of employees concerning alleged violations of his Memorandum of Understanding.
B. Time Limits for Filing Written Formal Grievances: the time limits for filing written formal grievances shall be strictly construed, but may be extended by mutual agreement evidenced in writing and signed by an authorized representative of the City and the grievant or representative. Failure of the grievant to comply with any of the time limits set forth hereunder shall constitute waiver and bar further processing of the grievance.

C. The grieving party is entitled to have representation of his or her choice at any level of the grievance procedure.

<u>Section 1. Steps of the Grievance Procedure.</u>

1. Informal - Recreation Supervisor
2. Formal - Department Head
3. Formal - City Manager or Designee

Informal – Immediate Supervisor:
The employee must first attempt to resolve a grievance verbally with his/her immediate supervisor as soon as possible but not more than ten (10) business days from the alleged incident or from the date the employee or Union should have known of the incident. Every effort shall be made to find an acceptable solution to the grievance informally at this level.

Formal – Department Head:
If the grievance is not resolved using the informal process, a written grievance shall be filed within twenty (20) business days from the date of the alleged incident giving rise to the grievance, or when the grievant knew or should have reasonably become aware of the acts giving rise to the grievance. The grievant shall discuss the grievance with the department head. The department head shall render a decision and comments, in writing, regarding the merits of the grievance and return them to grievant within twenty (20) business days after receiving the grievance.

Formal – City Manager:
If the grievance is not resolved at "Step 2" or if no answer has been received from the department head within twenty (20) business days, the written grievance shall progress to the City Manager for determination.

The grievant shall have twenty (20) business days from the date when the department head's written response is received, or when the response was due, to file a written appeal directly to the City Manager or forfeit his/her right of appeal, in which case, the grievance will be considered final based on the department head's response.

The City Manager shall schedule a hearing with the grievant within twenty (20) business days of the date of receipt of the written appeal. The City Manager shall render a written decision, based on the merits of the grievance, and return it to the grievant within twenty (20) business days from the date of the hearing. The City Manager’s decision shall be final and binding on all matters.

Section 2. Grievance on Impacts.

The exclusive decision-making authority of the City Council or City Manager on matters involving City rights and authority shall not be in any way, directly or indirectly, be subject to the grievance procedure set forth in this Memorandum of Understanding. The employee may only grieve the impact of the exercise of exclusive City rights and authority that directly relate to matters within the scope of representation.

ARTICLE XI CONTRACTING OUT

The City and AFSCME share a common interest in maintaining the stability and the security of the City's workforce. As such, the City shall initiate a meet-and- confer process with AFSCME no less than ninety (90) days prior to any decision to contract for the work of any employee represented by AFSCME. The City will discuss with AFSCME the economic issues related to such contracting during the meet-and-confer process. The City and AFSCME agree to meet and confer as required by law.

ARTICLE XII EMERGENCY FACILITY CLOSURES

In the event of an emergency facility closure, the City will attempt to reassign scheduled employees to other facilities that are not affected by the emergency closure, wherever practical. Additionally, scheduled employees who report to work but are sent home without working will be paid two (2) hours of straight time as “show-up” pay. Each Department that has employees that have lost scheduled work hours due to an emergency facility closure will attempt to schedule the employees for make-up time.

ARTICLE XIII OTHER MATTERS WITHIN THE SCOPE OF REPRESENTATION

Section 1. Meet and Confer in Good Faith.

The City shall not be required to meet and confer in good faith on any subject preempted by federal or state law. The City shall meet and confer in good faith with AFSCME on all matters related to salaries, benefit and other terms and conditions of employment in accordance with the Meyers-Milias-Brown Act. The City will provide written notification regarding changes in wages, hours and other terms and conditions of employment.

Section 2. City’s Personnel Rules and Regulations.

The City’s Personnel Rules and Regulations shall govern during the term of this Memorandum of Understanding, unless otherwise indicated herein.

Section 3. City’s Administrative Policies & Procedures.

The City’s Administrative Policies & Procedures shall govern during the term of this Memorandum of Understanding, unless otherwise indicated herein.

Section 4. Department Standard Operating Procedures.

The City’s Department Operating Procedures standard shall govern during the term of this Memorandum of Understanding, unless otherwise indicated herein. The City anticipates making revisions to the Department Standard Operating Procedures during the term of this MOU. The City shall meet and confer with the Union as required by law when making those changes.

ARTICLE XIV MISCELLANEOUS

Section 1. Maintenance of Existing Conditions.

Nothing herein shall create a property interest in employment to any Part-Time Non-Benefitted employee and does not alter the Part-Time Non-Benefitted Status of the at-will employees. In the event of a conflict between this Memorandum of Understanding and an existing policy and/or practice, this Memorandum of Understanding shall govern.

Section 2. Modification and Waiver.

The City reserves the right to add to, delete from, amend or modify the City Municipal Code, and the City's Personnel Rules and Regulations during the term of the Memorandum of Understanding, subject to the requirements of the Meyers-Milias-Brown Act. The MOU may only be amended by written agreement between the parties which then must be approved by Council resolution.

Section 3. Savings Clause/Severability.

In the event that a court finds any provision(s) of this Memorandum of Understanding to be invalid or unenforceable, the parties intend that the remaining provisions remain in effect. The parties further agree to meet and confer for purposes of negotiating an alternative to any provision declared invalid or unenforceable.

Section 4. Full Understanding

This MOU sets forth the full and entire understanding of the parties regarding the matters contained herein, and any other prior or existing understandings or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety. All provisions of existing City rules and regulations, resolutions, ordinances and policies not specifically contained in, or referred to by this MOU, shall remain in full force and effect and are specifically not superseded or otherwise affected by this MOU.

Section 5. Joint Drafting

Each party has cooperated in the drafting and preparation of this MOU. Hence, in any construction to be made of this MOU, the same shall not be construed against any party.

ARTICLE XV DISCIPLINE

Employees covered by this Agreement hired on or before January 1, 2026 and who have worked at least 1500 cumulative hours from their initial hire date, or who are hired after January 1, 2026 and who have worked at least 2000 cumulative hours from their initial hire date, and who are subject to a disciplinary termination shall be provided the following:

(1) A notice of the proposed termination action to be taken and the expected effective date;
(2) A written statement of the specific grounds upon which the disciplinary termination is based;
(3) A copy of the materials upon which the proposed disciplinary termination is based; and
(4) A written statement informing the employee that they may submit a written response to the disciplinary termination or request to meet with their Department Head (or designee) to challenge

the basis or level of the proposed disciplinary action within five (5) business days of the notice of the proposed disciplinary action.

After consideration of the employee's grounds for challenge, the Department Head, or designee, may modify, reject or adopt the proposed disciplinary termination action. If the decision of the Department Head is not satisfactory to the employee, the employee may appeal the decision to the City Manager. The City Manager's decision shall be final and binding.

The disciplinary procedure set forth in this section shall not apply to separation decisions based on the employee's express or demonstrated lack of interest in continued employment, including, but not limited to, failure to respond to the City's communications regarding scheduling, work assignments, or continued employment, or due to employee's lack of available work hours.

ARTICLE XVI ADMINISTRATIVE LEAVE

The City shall have the right to place an employee on unpaid administrative leave for conduct the City deems egregious or serious, including but not limited to, acts of dishonesty, harassment, or threats to another employee or employees' health and safety. The City shall investigate such conduct with due diligence.

IT IS SO AGREED:

For the City:	For the Union:
______________________	______________________
Ryan McLean City Manager	Cory Cordova AFSCME DC 36
______________________	______________________
Irma Rodriguez Moisa Atkinson, Andelson, Loya, Ruud & Romo	Mei Enderson Recreation Specialist
______________________	______________________
Amy Haug Human Resources & Risk Management Director	Deborah Buttner Recreation Leader
______________________	
Ryan Wright Parks and Recreation Director	

Schedule A

CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2026 - 2027
PART-TIME/HOURLY NON-EXEMPT/NON-BENEFITED POSITIONS
APPENDIX A

CLASSIFICATION	A	B	C	Y-Rate
Recreation Leader Facility Attendant	$18.08	$18.45	$19.26	$21.98
Senior Recreation Leader	$19.26	$20.06	$20.86	
Recreation Specialist	$21.13	$21.93	$22.73	

Schedule A

CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2027 - 2028
PART-TIME/HOURLY NON-EXEMPT/NON-BENEFITED POSITIONS
APPENDIX B

CLASSIFICATION	A	B	C	Y-Rate
Recreation Leader Facility Attendant	$18.44	$18.82	$19.64	$22.41
Senior Recreation Leader	$19.64	$20.46	$21.28	
Recreation Specialist	$21.55	$22.37	$23.19	

Schedule A

CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2028 - 2029
PART-TIME/HOURLY NON-EXEMPT/NON-BENEFITED POSITIONS
APPENDIX C

CLASSIFICATION	A	B	C	Y-Rate
Recreation Leader Facility Attendant	$18.81	$19.20	$20.03	$22.86
Senior Recreation Leader	$20.03	$20.87	$21.70	
Recreation Specialist	$21.98	$22.82	$23.65	

Schedule A

CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2029 - 2030
PART-TIME/HOURLY NON-EXEMPT/NON-BENEFITED POSITIONS
APPENDIX D

CLASSIFICATION	A	B	C	Y-Rate
Recreation Leader Facility Attendant	$19.18	$19.58	$20.43	$23.32
Senior Recreation Leader	$20.43	$21.29	$22.14	
Recreation Specialist	$22.42	$23.27	$24.12	

Schedule A

CITY OF DIAMOND BAR
COMPENSATION PLAN BY POSITION
FY 2030 - 2031
PART-TIME/HOURLY NON-EXEMPT/NON-BENEFITED POSITIONS
APPENDIX E

CLASSIFICATION	A	B	C	Y-Rate
Recreation Leader Facility Attendant	$19.57	$19.97	$20.84	$23.79
Senior Recreation Leader	$20.84	$21.71	$22.58	
Recreation Specialist	$22.87	$23.74	$24.61	