BOARD MEETING DATE: November 6, 2026 AGENDA NO. 10

PROPOSAL: Execute Lease Agreement with City of Diamond Bar for Continued Use of South Coast AQMD Headquarters Facility

SYNOPSIS: Since January 2012, South Coast AQMD has had a facility lease agreement with the City of Diamond Bar to conduct city council meetings and other special meetings at the headquarters facility in Diamond Bar. The current agreement will expire on December 31, 2026. This action is to execute a lease agreement with the City of Diamond Bar for a 10-year term, at an annual lease payment of $34,743.72, plus increases of 2.5 percent per year beginning with the second year of this agreement.

COMMITTEE: Administrative, October 9, 2026; Recommended for Approval

RECOMMENDED ACTION:
Authorize the Executive Officer to execute a lease agreement with the City of Diamond Bar for a ten-year term, generating annual revenue of $34,743.72 plus increases of 2.5 percent per year beginning with the second year of this agreement.

Wayne Nastri
Executive Officer

AJO:vl

Background
In 2012, the City of Diamond Bar entered into a facility lease agreement to use South Coast AQMD's Conference Center to conduct bimonthly City Council meetings and other special meetings as needed. The City of Diamond Bar holds its City Council meetings in the Auditorium, and also uses Conference Room CC-8.

The initial five-year term was extended in 2016 to continue through December 31, 2026. The City of Diamond Bar has requested to continue using South Coast AQMD's Conference Center for their meetings.

Proposal
Staff recommends executing a lease agreement with the City of Diamond Bar to allow the continued use of South Coast AQMD's Auditorium and conference rooms for a ten-year period. The proposed terms and requirements of the new lease agreement will be the same as the existing lease agreement. The lease agreement is subject to approval by the Diamond Bar City Council.

South Coast AQMD will provide the use of the Auditorium, Conference Room CC-8, and storage space. As part of the lease provisions, South Coast AQMD also provides Information Management staff to operate and maintain all communications and audio-visual equipment for recording and televising meetings.

Resource Impacts
The monthly lease payment of $2,895.31 generates $34,743.72 in revenue annually. Under this lease agreement, payments will increase by 2.5 percent each year beginning with the second year of the lease.