

APPROVED

August 21 2025

BOARD OF RECREATION
AND PARK COMMISSIONERS

BOARD REPORT

NO. 25-146

DATE August 21, 2025

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HOLLEIGH BERNSON MEMORIAL PARK AND LIMEKILN CANYON PARK – APPROVAL OF PROPOSED AMENDMENT NO. 1 TO LICENSE AGREEMENT NOS. 3986 AND 3987 WITH ARGOS SCIENTIFIC, INC. – CATEGORICALLY EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTIONS 15301 [OPERATION, REPAIR, MAINTENANCE, PERMITTING, LEASING, LICENSING, OR MINOR ALTERATION OF EXISTING PUBLIC OR PRIVATE STRUCTURES, FACILITIES, MECHANICAL EQUIPMENT, OR TOPOGRAPHICAL FEATURES, INVOLVING NEGLIGIBLE OR NO EXPANSION OF EXISTING OR FORMER USE], 15303(e) [INSTALLATION OF ACCESSORY (APPURTENANT) STRUCTURES INCLUDING GARAGES, CARPORTS, PATIOS, SWIMMING POOLS, AND FENCES] AND 15306 [BASIC DATA COLLECTION, RESEARCH, EXPERIMENTAL MANAGEMENT, AND RESOURCE EVALUATION ACTIVITIES WHICH DO NOT RESULT IN A SERIOUS OR MAJOR DISTURBANCE TO AN ENVIRONMENTAL RESOURCE] OF CALIFORNIA CEQA GUIDELINES AND ARTICLE III, SECTION 1, CLASS 1(14), CLASS 3(4) AND CLASS 6(2) OF CITY OF LOS ANGELES CEQA GUIDELINES

B. Aguirre _____ M. Rudnick _____
B. Jones _____ for *C. Santo Domingo DF
C. Stoneham _____ N. Williams _____



General Manager

Approved X Disapproved _____ Withdrawn _____

RECOMMENDATIONS

1. Approve, subject to approval of the City Attorney as to form, proposed Amendment No. 1 to License Agreement No. 3986 (Amendment 3986) with Argos Scientific, Inc. (Argos) in substantially the form attached to this Report as Exhibit A for the continued placement, operation and maintenance by Argos of a community air monitoring station on a portion of Holleigh Bernson Memorial Park as more fully set forth in this Report and as specified in such proposed Amendment 3986, to extend the term to May 31, 2026;
2. Approve, subject to approval of the City Attorney as to form, the proposed Amendment No. 1 to License Agreement No. 3987 (Amendment 3987) with Argos in substantially the form attached to this Report as Exhibit B for the continued placement, operation and maintenance by Argos of a community air monitoring station on a portion of Limekiln Canyon Park as more fully set forth in this Report and as specified in such proposed Amendment 3987, to extend the term to May 31, 2026;

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3. Authorize Department of Recreation and Parks' (RAP) General Manager or designee to execute the Amendments approved in this Report upon receipt of all necessary approvals;
4. Determine that approval of Amendment 3986 and Amendment 3987 (Project) are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Sections 15301 [Operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use], 15303(e) [Installation of accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences] and 15306 [basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource] of California CEQA Guidelines as well as Article III, Section 1, Class 1(14), Class 3(4) and Class 6(2) of City of Los Angeles CEQA Guidelines, and direct RAP staff to file a Notice of Exemption (NOE) with the Los Angeles County Clerk and the Governor's Office of Land Use and Climate Innovation;
5. Authorize RAP's Chief Accounting Employee or designee to prepare a check to the Los Angeles County Clerk in the amount of \$75.00 for the purpose of filing an NOE; and,
6. Authorize RAP staff to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY

Holleigh Bernson Memorial Park is located at 20500 Sesnon Boulevard in the Porter Ranch community of the City. This 12.51-acre facility provides a playground, two outdoor basketball courts, picnic tables, and a walking path for the surrounding community. Due to the size of the park, and the facilities, features, and programs it provides, Holleigh Bernson Memorial Park meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

Limekiln Canyon Park is located at 19585 Rinaldi Street in the Porter Ranch area of the City. This 92.57-acre facility provides equestrian and hiking trails, and picnic areas, for the use of the surrounding community. Due to the size of the park, and the facilities and features it provides, Limekiln Canyon Park meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

Argos uses innovative approaches to community health assessments to identify possible sources of environmental hazards, developing cost-effective strategies to determine the various risks, educating target audiences, and communicating this information to decision-makers.

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On May 18, 2023, the Board of Recreation and Park Commissioners (Board), through Report No. 23-098, approved License Agreement No. 3986 (Exhibit C) and License Agreement No. 3987 (Exhibit D) with Argos for access onto RAP properties known as Holleigh Bernson Memorial Park and Limekiln Canyon Park for the placement, operation and maintenance of air monitoring stations (Stations), for a term to expire no later than August 1, 2025. The Stations are comprised of a portable metal trailer with dimensions of 10 feet in length x 8 feet in width x 8.5 feet in height, and house air monitoring equipment, fenced by a security-grade chain-link fence and a power pole.

The Station at Holleigh Bernson Memorial Park occupies 2 parking spaces, within the parking lot of the Park, as set forth by the site map attached hereto as part of Exhibit E.

The Station at Limekiln Canyon Park occupies a footprint of approximately 16 feet x 14 feet, within the approximately 6,505 square foot concrete area located on the corner of Tampa Avenue and Sesnon Boulevard in Porter Ranch, as set forth by the site map attached hereto as part of Exhibit F.

Argos warrants the Stations are operated with the specific goal of providing air quality information to the surrounding community, and that data collected from the Stations is made available through <https://prcamp.argos-scientific.com>, a publicly accessible website. The data that is collected includes methane, benzene, toluene, ethyl benzene, xylene (collectively known as BTEX) and other gaseous pollutants. If levels of methane, BTEX or other measured pollutants exceed predetermined thresholds, public notifications are sent to community members who have signed up for these emails and text notifications. Included in the message is the gas detected, its concentration, and the location of the monitoring station where the exceedance occurred.

As stated in Report No. 23-098, RAP does not charge fees to Argos for the use of these portions of Holleigh Bernson Memorial Park and Limekiln Canyon Park in consideration of the benefits RAP and the surrounding community receives regarding real time air quality information around these parks which may emanate from the Aliso Canyon gas storage facility or other nearby pollution sources.

RAP staff has reviewed the request from Argos and recommends that the Board grant the request. The approval of the proposed amendments will not be a detriment to RAP operations at either site. It should be noted that the proposed Stations have been completed and are maintained at no cost to RAP. The term of the License Agreements, as amended, would expire no later than May 31, 2026.

TREES AND SHADE

The approval of this Report will have no impact on existing trees or shade at Holleigh Bernson Memorial Park or Limekiln Canyon Park.

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ENVIRONMENTAL IMPACT

In both locations, the proposed Project consists of amendments to existing license agreements that include the following actions:

- the issuance of a license to use an existing facility involving negligible or no expansion of use;
- the installation of new equipment required for safety, health, the public convenience, and environmental control, involving negligible or no expansion of use; and
- the collection of information.

The Board approved the agreements on May 18, 2023 (BR 23-098) and determined that the agreements were exempt from the California Environmental Quality Act (CEQA). The proposed amendments would extend RAP's authorization to keep the accessory equipment on site. If environmental conditions of the sites have changed, such extension could trigger potential impacts on the environment, therefore additional environmental analysis is required.

According to the parcel profile reports retrieved July 25, 2025, the Holleigh Bernson Memorial Park parking lot does not reside in a liquefaction or a coastal zone, but is located in the methane zone. The parking lot at Limekiln Canyon is located in the liquefaction zone, and does not reside in the coastal or methane zone. The location of equipment within the containers does not increase the risk of liquefaction nor the risk of exposing park patrons to additional methane seepage risk. Therefore, there is no reasonable possibility that the proposed Project may have an impact on an environmental resource of hazardous or critical concern or have a significant effect due to unusual circumstances. No other known projects would involve cumulatively significant impacts, and no future projects would result from the proposed Project. As of July 25, 2025, the State Department of Toxic Substances Control (DTSC) (Envirostor at www.envirostor.dtsc.ca.gov) and the State Water Resources Control Board (SWCB) (Geotracker at <https://geotracker.waterboards.ca.gov/>) have not listed the Project sites. They listed case 19720058 near the Limekiln Canyon Park parking lot (within 1000 feet), which concerns a cleaner that has not yet been investigated. According to the Caltrans Scenic Highway Map, there is no scenic highway located within – or adjacent to – the Project site. Furthermore, the proposed Project is not located in proximity of a known historical resource and will not cause a substantial adverse change in the significance of any historical resource.

Based on this information, staff recommends that the Board determines that the proposed Project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article 19, Sections 15301, 15303(e) and 15306 of California CEQA Guidelines as well as Article III, Section 1, Class 1(14), Class 3(4) and Class 6(2) of City CEQA Guidelines. Staff will file a Notice of Exemption with the Los Angeles County Clerk and the Governor's Office of Land Use and Climate Innovation upon Board's approval.

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FISCAL IMPACT

The approval of this Report will have no fiscal impact on RAP. Argos shall be responsible for all costs and expenses related to its use of the premises and the Stations.

This Report was prepared by Bryan Miller, Management Analyst, Planning, Maintenance and Construction Branch.

LIST OF ATTACHMENTS/EXHIBITS

- A) Holleigh Bernson Memorial Park – License Agreement No. 3986 – Amendment 1
- B) Limekiln Canyon Park – License Agreement No. 3987 – Amendment 1
- C) Holleigh Bernson Memorial Park – License Agreement No. 3986
- D) Limekiln Canyon Park – License Agreement No. 3987
- E) Holleigh Bernson Memorial Park – Site Map
- F) Limekiln Canyon Park – Site Map

**FIRST AMENDMENT TO LICENSE AGREEMENT
BETWEEN THE CITY OF LOS ANGELES
AND
ARGOS SCIENTIFIC, INC.
AT HOLLEIGH BERNSON MEMORIAL PARK**

This FIRST AMENDMENT TO LICENSE AGREEMENT ("AMENDMENT") is entered into as of _____, 2025, by and between the City of Los Angeles, a municipal corporation acting by and through its Board of Recreation and Park Commissioners ("CITY"), and Argos Scientific, Inc., a Washington corporation ("LICENSEE"), and amends that certain License Agreement by and between CITY and LICENSEE dated June 1, 2023 (the "Original License" and as amended hereby, this "License") for certain real property commonly known as Holleigh Bernson Memorial Park ("Park"), as shown in Exhibit A. CITY and LICENSEE may be referred to herein individually as "PARTY", or collectively as "PARTIES". Capitalized terms not defined herein shall have the meaning set forth for those terms in the Original License.

1. Section 2 of the Original License is hereby amended and restated to read as set forth below:
 2. Term and Termination.
The term of this AGREEMENT (for ease of reference, shall be referred to herein as "TERM") shall be from the COMMENCEMENT DATE to no later than May 31, 2026. CITY may revoke this AGREEMENT at any time or if LICENSEE does not comply with the conditions contained herein. Upon receipt of the written notice of termination, LICENSEE shall return the property to its original condition and discontinue all work permitted under this AGREEMENT.
2. If any provision of this AMENDMENT or the application thereof to any PARTY or circumstance shall be determined by any court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this AMENDMENT or the application of such provision to such person or circumstance, other than those as to which it is so determined invalid or unenforceable, shall not be affected thereby, and each provision hereof shall be valid and shall be enforced to the fullest extent permitted by law.
3. Except as herein modified, all other terms and conditions of the Original Lease shall remain unchanged and in full force and effect. In the event of any conflict or inconsistency between the terms and conditions of the Original Lease and the terms and conditions of this AMENDMENT, the terms and conditions of this AMENDMENT shall govern and control. Each reference in this AMENDMENT to this Lease shall be deemed also to refer to the Original Lease as modified by this AMENDMENT.
4. This AMENDMENT may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signatures transmitted by facsimile or e-mail, through scanned or electronically transmitted .pdf, .jpg or .tif files, shall have the same effect as the delivery of original signatures and shall be binding upon and enforceable against the PARTIES as if such facsimile or scanned documents were an original executed counterpart. Each PARTY hereto shall be authorized to rely upon the signatures of all of the PARTIES hereto on this AMENDMENT, which is delivered by DocuSign, or "Adobe" electronic signature copy as constituting a duly authorized, irrevocable, actual, current delivery of this AMENDMENT with original ink signatures of each person and entity.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the PARTIES have executed this AMENDMENT as of the day and year first above written.

CITY OF LOS ANGELES, a municipal corporation, acting by and through its BOARD OF RECREATION AND PARK COMMISSIONERS

ARGOS SCIENTIFIC, INC.

By signing below, the signatory attests that they have no personal, financial, beneficial, or familial interest in this Contract

By: _____

Title: _____

By: _____
Jimmy Kim, General Manager

Date: _____

Date: _____

By: _____

Title: _____

APPROVED AS TO FORM:

HYDEE FELDSTEIN SOTO, City Attorney

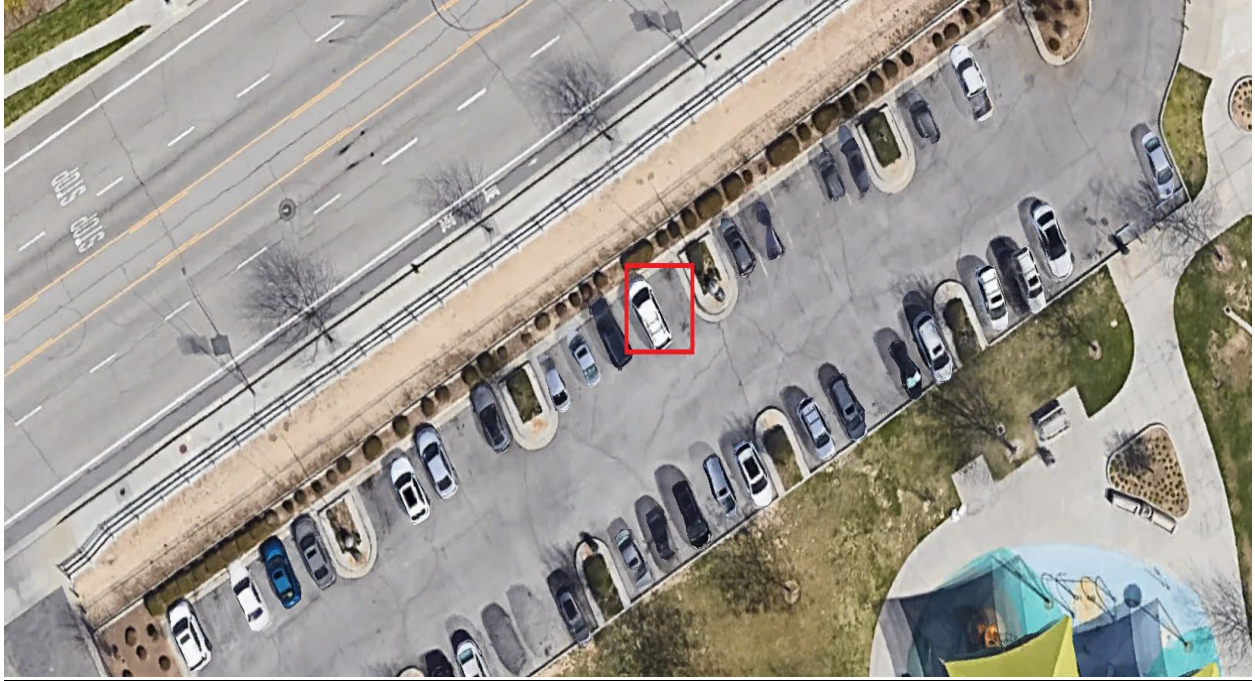
Date: _____

By: _____
Brendan Kearns, Deputy City Attorney

Date: _____

Exhibit A

Site Map for PREMISES



**FIRST AMENDMENT TO LICENSE AGREEMENT
BETWEEN THE CITY OF LOS ANGELES
AND
ARGOS SCIENTIFIC, INC.
AT LIMEKILN CANYON PARK**

This FIRST AMENDMENT TO LICENSE AGREEMENT ("AMENDMENT") is entered into as of _____, 2025, by and between the City of Los Angeles, a municipal corporation acting by and through its Board of Recreation and Park Commissioners ("CITY"), and Argos Scientific, Inc., a Washington corporation ("LICENSEE"), and amends that certain License Agreement by and between CITY and LICENSEE dated June 1, 2023 (the "Original License" and as amended hereby, this "License") for certain real property commonly known as Limekiln Canyon Park ("Park"), as shown in Exhibit A. CITY and LICENSEE may be referred to herein individually as "PARTY", or collectively as "PARTIES". Capitalized terms not defined herein shall have the meaning set forth for those terms in the Original License.

1. Section 2 of the Original License is hereby amended and restated to read as set forth below:
 2. Term and Termination.
The term of this AGREEMENT (for ease of reference, shall be referred to herein as "TERM") shall be from the COMMENCEMENT DATE to no later than May 31, 2026. CITY may revoke this AGREEMENT at any time or if LICENSEE does not comply with the conditions contained herein. Upon receipt of the written notice of termination, LICENSEE shall return the property to its original condition and discontinue all work permitted under this AGREEMENT.
2. If any provision of this AMENDMENT or the application thereof to any PARTY or circumstance shall be determined by any court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this AMENDMENT or the application of such provision to such person or circumstance, other than those as to which it is so determined invalid or unenforceable, shall not be affected thereby, and each provision hereof shall be valid and shall be enforced to the fullest extent permitted by law.
3. Except as herein modified, all other terms and conditions of the Original Lease shall remain unchanged and in full force and effect. In the event of any conflict or inconsistency between the terms and conditions of the Original Lease and the terms and conditions of this AMENDMENT, the terms and conditions of this AMENDMENT shall govern and control. Each reference in this AMENDMENT to this Lease shall be deemed also to refer to the Original Lease as modified by this AMENDMENT.
4. This AMENDMENT may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signatures transmitted by facsimile or e-mail, through scanned or electronically transmitted .pdf, .jpg or .tif files, shall have the same effect as the delivery of original signatures and shall be binding upon and enforceable against the PARTIES as if such facsimile or scanned documents were an original executed counterpart. Each PARTY hereto shall be authorized to rely upon the signatures of all of the PARTIES hereto on this AMENDMENT, which is delivered by DocuSign, or "Adobe" electronic signature copy as constituting a duly authorized, irrevocable, actual, current delivery of this AMENDMENT with original ink signatures of each person and entity.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the PARTIES have executed this AMENDMENT as of the day and year first above written.

CITY OF LOS ANGELES, a municipal corporation, acting by and through its BOARD OF RECREATION AND PARK COMMISSIONERS

ARGOS SCIENTIFIC, INC.

By signing below, the signatory attests that they have no personal, financial, beneficial, or familial interest in this Contract

By: _____

Title: _____

By: _____
Jimmy Kim, General Manager

Date: _____

Date: _____

By: _____

Title: _____

APPROVED AS TO FORM:

Date: _____

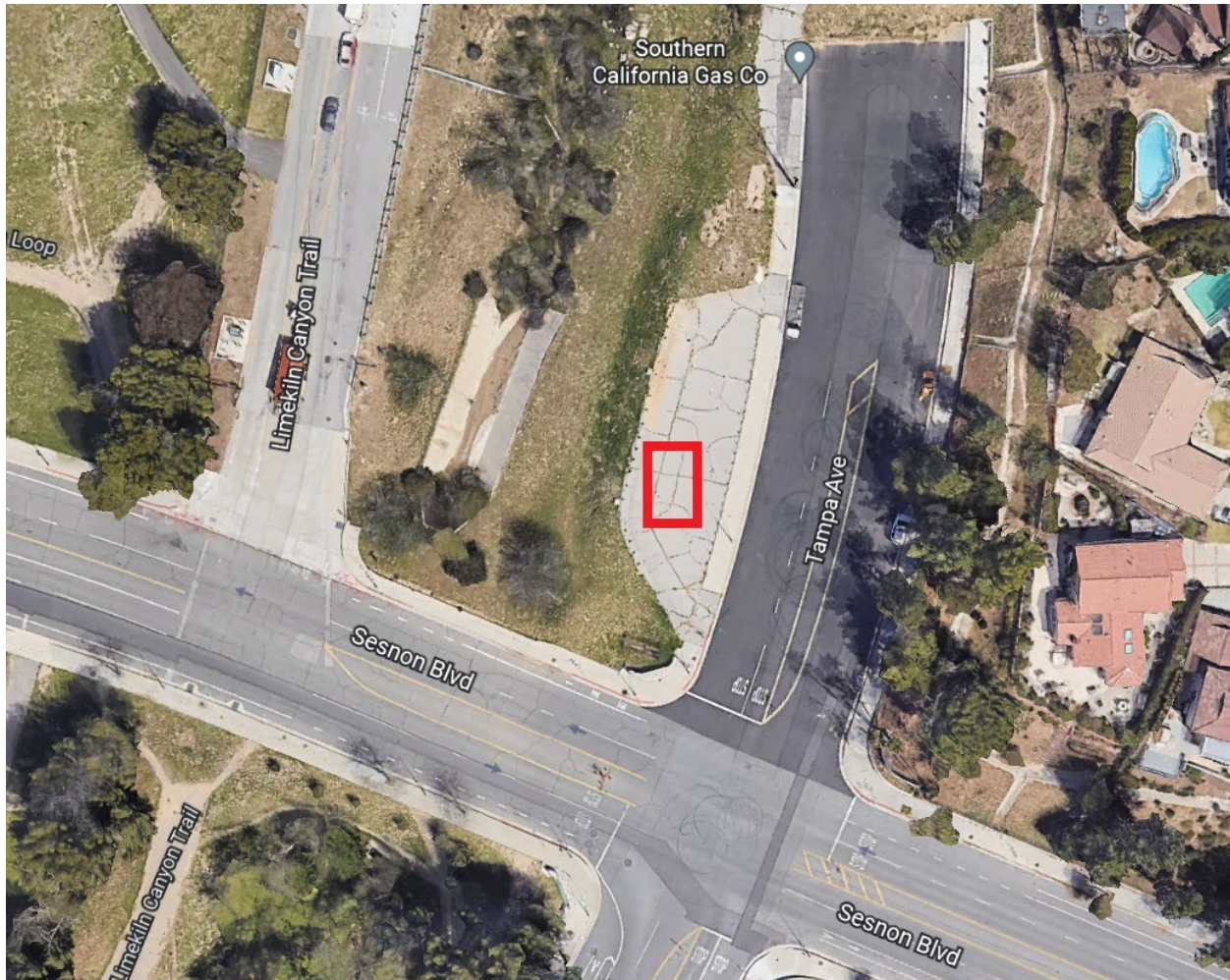
HYDEE FELDSTEIN SOTO, City Attorney

By: _____
Brendan Kearns, Deputy City Attorney

Date: _____

Exhibit A

Site Map for PREMISES



**DEPARTMENT OF RECREATION
AND PARKS**

BOARD OF COMMISSIONERS

RENATA SIMRIL
PRESIDENT

LUIS SANCHEZ
VICE PRESIDENT

TAFARAI BAYNE
FIONA HUTTON
BENNY TRAN

TAKISHA SARDIN
BOARD SECRETARY
(213) 202-2640

City of Los Angeles
California



KAREN BASS
MAYOR

JIMMY KIM
GENERAL MANAGER

MATTHEW RUDNICK
EXECUTIVE OFFICER

CATHIE SANTO DOMINGO
ASSISTANT GENERAL MANAGER

BELINDA JACKSON
ASSISTANT GENERAL MANAGER

BRENDA AGUIRRE
ASSISTANT GENERAL MANAGER

(213) 202-2633

June 2, 2023

Sent via email

Argos Scientific, Inc.
4600 NW Camas Meadows Dr, Suite
100 Camas, WA 98607

Attention: Donald Gamiles , President

Gentlepersons:

Enclosed is Agreement No. 3986, executed on June 1, 2023, between the City of Los Angeles, by and through its Board of Recreation and Park Commissioners, and your organization for the placement, operation and maintenance by Argos of a community air monitoring station on a portion of Holleigh Bernson Memorial Park as specified in such proposed License Agreement, for a term to expire no later than August 1, 2025.

If you have any questions with regard to the Agreement at this time, please contact the undersigned at (213) 202 - 2640.

Very truly yours,

**BOARD OF RECREATION AND
PARK COMMISSIONERS**

TAKISHA SARDIN
Commission Executive Assistant II

Attachment: Executed Agreement No. 3986

cc: Bryan Miller, Management Analyst, Planning, Maintenance and Construction Branch



**LICENSE AGREEMENT
BETWEEN THE CITY OF LOS ANGELES
AND
ARGOS SCIENTIFIC, INC.
AT HOLLEIGH BERNSON MEMORIAL PARK**

This LICENSE AGREEMENT ("AGREEMENT") is entered into as of June 1, 2023 ("COMMENCEMENT DATE"), by and between the City of Los Angeles, a municipal corporation acting by and through its Board of Recreation and Park Commissioners ("CITY"), and Argos Scientific, Inc., a Washington corporation, ("LICENSEE"). CITY and LICENSEE may be referred to herein individually as "PARTY", or collectively as "PARTIES".

WHEREAS, CITY, through its Department of Recreation and Parks ("RAP"), owns, operates and maintains certain real property commonly known Holleigh Bernson Memorial Park ("Park"); and,

WHEREAS, LICENSEE desires to place, operate and maintain on certain portions of the Park a community air monitoring station (dimensions are 10 feet long, 8 feet wide, 8.5 feet tall) to measure pollutants such as benzene and methane gas in the area in an effort to provide real time air quality information around the Park which may emanate from the Aliso Canyon gas storage facility or other nearby pollution sources, such data to be made available to the public through a public access website; and,

WHEREAS, RAP is amenable to authorizing such use of the Park pursuant to the terms and conditions of this AGREEMENT because the air quality information around the Park will be made available to RAP and the general public at no cost for the benefit of the Park and its patrons.

NOW THEREFORE, in consideration of the foregoing, the anticipated benefits to the public, and the terms and conditions set forth herein and the performance thereof, PARTIES hereby agree as follows:

1. License to Use and Description of Premises.

In consideration of the anticipated benefits to the public, the sufficiency of which is mutually acknowledged, CITY grants to LICENSEE by this AGREEMENT, the non-exclusive use of the PREMISES (defined below) solely for the purpose set forth in Section 4 ("PERMITTED USE"). RAP shall have no obligation to provide staff, supplies, equipment, services, or funding for the operation of the PERMITTED USE. The PREMISES authorized for use by LICENSEE under the terms and conditions of this AGREEMENT is defined as follows:

- a. In the parking lot of the Park, two (2) parking spots located as set forth by the site map attached hereto as Exhibit A.

2. Term and Termination.

The term of this AGREEMENT (for ease of reference, shall be referred to herein

as "TERM") shall be from the COMMENCEMENT DATE to no later than August 1, 2025. CITY may revoke this AGREEMENT at any time upon 30 days notice to the LICENSEE. Upon receipt of the written notice of termination, LICENSEE shall return the property to its original condition and discontinue all work permitted under this AGREEMENT.

3. Access to Premises.

LICENSEE, shall, and shall cause any of its authorized third parties to, abide by the terms and conditions expressed in this AGREEMENT and will cooperate fully with RAP and its employees in the performance of their duties. Any third party access and use of the PREMISES shall be supervised by the LICENSEE at all times while such third-party is present at the PREMISES, and RAP on-site staff shall be made aware of such third-party activities.

LICENSEE personnel's access to the PREMISES shall only be during the following hours: between the hours of 7:00 am and 2:00 pm. ("PERMITTED TIMES"). LICENSEE shall not access the PREMISES during hours other than the authorized PERMITTED TIMES, without RAP's prior written authorization. LICENSEE shall cooperate with RAP personnel and staff on all matters relative to the conduct of operations or any activity, event, and/or special use, including concerns related to parking, traffic, security, and attendance, at the PREMISES.

Authorized representatives, agents, and employees of RAP shall have the right to enter the PREMISES at any and all times. In no event shall CITY be responsible or liable to LICENSEE for any inconvenience, disturbance, or other damage to LICENSEE by reason of the performance by CITY of any activities or work in, upon, above or under the PREMISES or for bringing materials, tools, and equipment in, through, above, or under the PREMISES, nor shall the same constitute any grounds for any payments, or abatement of payments, hereunder.

CITY makes no warranties whatsoever regarding the condition of the PREMISES. LICENSEE has inspected the PREMISES and found it suitable for LICENSEE's purposes. CITY shall not be liable for any personal injury or damage to property which LICENSEE or its guests or invitees may incur, regardless of the cause thereof. LICENSEE hereby releases CITY from all such liability, it being the intent of the Parties that LICENSEE shall maintain adequate insurance to cover any such losses. If a governmental body with jurisdiction over the PREMISES and/or the CITY or RAP determines that a certain activity, or all of the activities, conducted on the PREMISES are material threats to public safety as may be determined by the CITY, CITY may immediately suspend and/or terminate LICENSEE's right to conduct such activities at the PREMISES by providing written notice to LICENSEE of such suspension. Such activities shall remain suspended until they are no longer deemed a threat to public safety, at which time the CITY shall promptly provide written notice to LICENSEE of same.

It is understood by PARTIES that the PREMISES are located in a public park and therefore shall not be considered exclusive to the LICENSEE, nor shall access to the PREMISES be restricted to the general public except in connection with the fenced area as set forth in Section 4.

4. Permitted Use and Use Restrictions.

LICENSEE shall not expand and/or change the scope of PERMITTED USE set forth in this Section without the prior written approval and consent of the BOARD through an amendment to this AGREEMENT. LICENSEE is authorized to use the PREMISES in accordance with the following conditions:

- a. **PERMITTED USE:** LICENSEE shall use the PREMISES solely for the placement, operation and maintenance of an air monitoring station ("Station"). The Station shall be comprised of a portable metal trailer with dimensions of 10 feet in length x 8 feet in width x 8.5 feet in height which will house air monitoring equipment, fenced by a security-grade chain-link fence and a power pole. The fence shall be at a depth of approximately one foot and the power pole at an approximate depth of six to eight feet. Between one and four of LICENSEE staff members may access the station approximately twice per week during the PERMITTED TIMES, and occasionally on weekends, to perform maintenance on the Station as required. All of such LICENSEE personnel shall wear security badges identifying LICENSEE and drive LICENSEE's official vehicles while accessing the PREMISES. LICENSEE shall be responsible for all costs and expenses related to its use of the PREMISES, including all costs of utilities and any repairs or restoration of the PREMISES. LICENSEE warrants that the Station shall be operated with the specific goal of providing air quality information to the surrounding community, and that data collected from the Station will be made available to the public through a public access website. The data that is collected includes methane, benzene, toluene, ethyl benzene, xylene (collectively known as BTEX) and other gaseous pollutants. If levels of methane, BTEX or other measured pollutants exceed predetermined thresholds, public notifications will be sent to community members who have signed up for these emails and text notifications. Included in the message will be the gas detected, its concentration, and the location of the monitoring station where the exceedance occurred.
- b. LICENSEE shall comply with all RAP policies and procedures as well as all Federal, State, County, and local regulations, orders and mandates, including but not limited to health and safety orders and guidelines related to COVID-19, and background checks and fingerprinting for any volunteer or paid staff participating in the activities at the PREMISES, throughout the TERM of this AGREEMENT. In doing so, LICENSEE shall maintain regular communication with RAP staff to ensure LICENSEE's compliance with such policies, procedures, regulations, orders and requirements and LICENSEE shall be solely responsible for all costs related to ensuring such compliance.
- c. LICENSEE shall provide sufficient staff for the operation of its activities on the

PREMISES, and shall provide all materials, supplies, equipment, and funds necessary for such activities, to the reasonable satisfaction of the CITY.

- d. LICENSEE shall not sub-let or issue any permit for use of the PREMISES.
- e. LICENSEE shall comply, and ensure any of its employees, volunteers and authorized third parties complies with all applicable CITY, State and Federal rules, laws and regulations in the performance of this AGREEMENT and in the operation of LICENSEE's activities on the PREMISES.
- f. LICENSEE is solely responsible for the actions of all individuals and/or organizations participating in its activities at the PREMISES, and shall ensure that such individuals and/or organizations agree in writing to abide by all conditions set forth in this AGREEMENT.
- g. The dispensing and /or consumption of beer, wine or other intoxicating liquors (commonly referred to as alcoholic beverages) shall not be permitted on the PREMISES.
- h. No merchandise shall be sold or authorized to be sold on the PREMISES.

5. Obligations of LICENSEE. LICENSEE shall:

- a. Obtain any and all operating permits and/or licenses that may be required in connection with its operations, including but not limited to, tax permits, business licenses, health permits, certifications, etc.
- b. Punctually pay or cause to be paid all LICENSEE financial obligations incurred in connection with the use and maintenance of the PREMISES as set forth in this AGREEMENT. LICENSEE shall discharge or provide for the discharge of all claims authorized or incurred for labor, equipment, materials, and supplies furnished in connection with LICENSEE's use of the PREMISES to the extent such claims do not arise due to any CITY action or omission.
- c. LICENSEE shall not dispense and/or consume beer, wine or other intoxicating liquors (commonly referred to as alcoholic beverages), which is NOT one of the PERMITTED USES authorized herein, and shall be responsible for the compliance of this section by LICENSEE's contractors or vendors.

6. Maintenance and Repair of Premises.

During the TERM of this AGREEMENT, and subject to the terms and conditions contained herein, LICENSEE, at its sole cost and expense, shall perform the functions of maintenance and/or repair of the PREMISES as described herein.

- a. LICENSEE accepts PREMISES in its current condition and hereby assumes all risk of injury, loss or damage, which may result from any defective conditions of the PREMISES or which may otherwise arise by reason of the use of PREMISES, and releases and discharges the CITY from any claims therefore. CITY shall not have any obligation to repair, remodel, replace, and/or reconstruct any building, facility, feature, or portion of the PREMISES, nor any appliance or fixture thereon, whether installed by CITY or LICENSEE, and regardless of cause.
- b. LICENSEE, in performing all required maintenance and repair of the PREMISES, shall provide all staff and materials, supplies, equipment, and funds necessary to perform appropriate maintenance and/or repairs. All maintenance and/or repair shall be performed to the reasonable satisfaction of CITY and in consultation with CITY's designated representative, or by CITY's written request and/or instruction.
- c. LICENSEE shall perform the following maintenance duties:
 - i. Maintain PREMISES in a clean condition removing all debris and trash;
 - ii. Keep the PREMISES clean at all times;
 - iii. Pick up and dispose of trash and debris whether by LICENSEE activity or activity of a contracted vendor or any participant of LICENSEE services;
 - iv. Prevent any trash or debris matter or material from being or accumulating upon said PREMISES such that it is clearly visible to public view; and,
 - v. Maintain PREMISES in a manner that is consistent and in compliance with all Federal, State, County and local regulations, orders and guidelines, including but not limited to health and safety orders and guidelines related to COVID-19.
- d. LICENSEE shall not place any offensive or dangerous materials, or any substance constituting an unnecessary, unreasonable or material hazard detrimental to the public health, on PREMISES.
- e. LICENSEE shall be responsible for securing LICENSEE's equipment and materials at the PREMISES during PERMITTED TIMES and ensuring the same during non-operating hours. CITY and/or RAP shall not be responsible for the security of LICENSEE personal property before, during, or after PERMITTED TIMES.
- f. LICENSEE shall, within no less than seven (7) days, repair, or cause to be repaired, any damages to the PREMISES which occur because of LICENSEE's activities or operations, or that is caused by LICENSEE's use of the

PREMISES; LICENSEE acknowledges that any damage which remains unrepaired may constitute a hazard to public safety, requiring that all use of the PREMISES immediately cease.

- g. LICENSEE shall restore all RAP property that is damaged, moved or altered as a result of its activities on the PREMISES to its original condition, including the removal of all garbage, litter and debris. Said restoration shall take place within no less than seven (7) days upon the conclusion of said activities and/or the revocation or termination of this AGREEMENT and such restoration shall be performed to the satisfaction of RAP. Upon completion of the activities, LICENSEE shall contact the designated RAP coordinator to arrange a final inspection of the completed work. LICENSEE shall be responsible for any unreasonable wear or tear caused to the PREMISES or the surrounding premises and/or any damage to equipment, including any costs incurred to clear or repair the same.

7. Insurance.

Before accessing and using the PREMISES under this AGREEMENT, and periodically as required during its TERM, LICENSEE shall furnish CITY with evidence of insurance from firms reasonably acceptable to CITY and approved to do such business in the State of California. LICENSEE or any third party providing work or services under this AGREEMENT shall name the City of Los Angeles and its boards, officers, agencies, employees, assigns and successors in interest as an additional insured for all required coverage(s), as applicable. LICENSEE will ensure that like insurance will be maintained by any such third party. Evidence of required coverage shall be on forms reasonably acceptable to CITY's Risk Manager and shall include the types and minimum limits set forth in Exhibit B attached hereto and incorporated herein by reference.

- a. LICENSEE shall maintain all such insurance at its sole cost and expense throughout the TERM of this AGREEMENT. CITY may change the required amounts and types of insurance to be effective at the renewal date of the insurance then in effect by giving LICENSEE thirty (30) calendar days written notice.

If any of the required insurance contains aggregate limits or applies to other operations of LICENSEE outside of this AGREEMENT, LICENSEE shall give CITY written notice of any incident, occurrence, claim, settlement or judgment against such insurance that may diminish the protection such insurance affords CITY within thirty (30) calendar days of the knowledge of same. LICENSEE shall further restore such aggregate limits or shall provide other replacement insurance for such aggregate limits within thirty (30) calendar days of the knowledge of same.

If an insurance company elects to cancel insurance before the stated expiration date, declines to renew in the case of a continuous policy, reduces the stated limits other than by impairment of an aggregate limit or

materially reduces the scope of coverage, thereby affecting CITY's interest, LICENSEE shall provide CITY at least thirty (30) calendar days (ten (10) calendar days for non- payment of premium) prior written notice of such intended election. The notice will be sent by receipted delivery addressed as follows: City Administrative Officer, Risk Management, 200 North Main Street, Room 1240, City Hall East, Los Angeles, California 90012, or to such address as CITY may specify by written notice to LICENSEE.

- b. LICENSEE's failure to procure and maintain the required insurance shall constitute a material breach of this AGREEMENT under which CITY may immediately terminate this AGREEMENT or, at its discretion, pay to procure or renew such insurance to protect CITY's interest, and LICENSEE agrees to reimburse CITY for all money so paid for such procurement or renewal.
- c. Self-insurance programs and self-insured retention in insurance policies are subject to separate approval by CITY upon review of evidence of LICENSEE's financial capacity. Additionally, such programs or retention must provide CITY with an equivalent protection from liability.

8. Indemnification

Except for the active negligence or willful misconduct of CITY, or any of its boards, officers, agents, employees, assigns and successors in interest, LICENSEE shall defend, indemnify and hold harmless CITY and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, (1) attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by CITY, including but not limited to, costs of experts and consultants), (2) damages or liability of any nature whatsoever, (3) for death or injury to any person, including LICENSEE's employees and agents, or (4) damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by LICENSEE, its subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of CITY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this AGREEMENT. This provision will survive expiration or termination of this AGREEMENT.

LICENSEE is aware of the condition of the PREMISES and accepts the PREMISES in its present condition, and agrees to abide by all health and safety regulations and orders. LICENSEE has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

LICENSEE further acknowledges and agrees that it knowingly and freely assumes all COVID-19 related risks, both known and unknown, relating to exercising the terms and conditions of this AGREEMENT and LICENSEE hereby forever releases, waives, relinquishes, and discharges CITY, along with its officers, agents, employees, or other representatives, and their successors and assigns,

from any and all COVID-19 related claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, as a result of LICENSEE's performance under this AGREEMENT, including but not limited to personal injuries, death, disease or property losses, or any other loss, and including but not limited to claims based on the alleged negligence of any City Representative or any other person related to COVID-19 sanitization. LICENSEE further promises and agrees to indemnify and hold CITY harmless from any and all damages resulting from the contraction of COVID-19.

9. Signage.

No signs or banners of any kind shall be displayed by LICENSEE unless previously approved in writing by RAP, and the BOARD when required pursuant to RAP policy and protocol(s), and/or the RAP General Manager or his or her designee. RAP may require removal or refurbishment, at LICENSEE's expense, of any sign previously approved by RAP and installed, or caused to be installed, by LICENSEE.

10. Notices and Contacts.

Any notice, request for consent, or statement ("NOTICE"), that RAP or LICENSEE is required or permitted to give or cause to be given to the other, shall be in writing and shall be delivered or addressed as set forth below. Either RAP or LICENSEE may designate a different address for any NOTICE by written statement to the other in accordance with the provisions of this Section. NOTICES shall be delivered personally or sent by confirmed facsimile transmission, by reliable courier providing tracking services, or by deposit with the United States Postal Service with postage prepaid and return receipt requested. All NOTICES shall be addressed as follows:

Contacts for LICENSEE:

Donald Gamiles
President
Argos Scientific, Inc.
4600 NW Camas Meadows Dr, Suite 100
Camas, WA 98607
Email address: dsgamiles@argos-sci.com
Telephone: (503) 421-0228

Contacts for RAP:

Rick Tonthat, Sr. Management Analyst II
City of Los Angeles, Department of Recreation and Parks
Planning Maintenance & Construction Branch

221 N. Figueroa Street, Suite 400
Los Angeles, CA 90012
Email address: rick.tonthat@lacity.org
Telephone: (213) 202-2608

11. Representations and Warranties.

CITY and LICENSEE each represents and warrants to the other that it has full power and authority to execute this AGREEMENT and to perform its obligations and requirements hereunder. This AGREEMENT constitutes the valid and legal binding obligation of CITY and LICENSEE, enforceable in accordance with its terms and conditions

12. No Joint Venture or Agency Relationship.

Nothing herein contained shall be construed to place the PARTIES to this AGREEMENT in the relationship of a joint venture, association, partnership, or other form of a business organization or agency relationship. LICENSEE shall have no power to obligate or bind CITY in any manner whatsoever. Under no circumstances will LICENSEE represent itself to be an agent of the CITY or any of its departments. Nothing in this AGREEMENT may be construed to have authorized or vested in LICENSEE the power to be an agent of the CITY or an actor under the color of law, be it civilly or criminally.

13. Relationship of Parties.

PARTIES agree that no other party shall have any right, power, or authority to assume, create, or incur any expense, liability, or obligation, expressed or implied, on behalf of any other party, except as expressly provided herein.

14. Safe Practices.

LICENSEE shall correct violations of safety practices during its PERMITTED USE within no less than seven (7) days and shall cooperate fully and in good faith with CITY in the investigation of accidents or deaths occurring on the PREMISES. In the event of death or serious injury (requiring an emergency room hospital visit), LICENSEE must notify the RAP contacts referenced in Section 10 as soon as possible but no later than twenty-four (24) hours after LICENSEE has knowledge of the incident by telephone call, with a follow up email notice. Notice of non-serious injuries occurring at the PREMISES shall be provided to RAP within seventy-two (72) hours. LICENSEE shall maintain at the PREMISES a record of non-serious injuries occurring on the PREMISES, copies of which shall be provided to RAP upon receipt of a written request therefor. LICENSEE shall keep internal documentation of the incident(s) occurring during the previous two (2) years and provide RAP with such information upon request.

15. Suspected Child Abuse.

LICENSEE must promptly contact the Los Angeles County Child Protection Hotline to report any suspected child abuse at the PREMISES. LICENSEE shall notify the RAP contacts specified in Section 10 within 24 hours after a report has been made.

16. Hazardous Substances

PARTIES agree that the PREMISES shall be used in a manner consistent with its intended public recreational purposes and within the scope of use set forth above. LICENSEE shall use the PREMISES in compliance with laws pertaining to hazardous substances and ensure that no pesticides, insecticides, herbicides and rodent poisons not in compliance with this section are used at the PREMISES. As used herein, "hazardous substances" shall mean any product, chemical, material or waste whose nature, quantity and/or intensity of presence, use, manufacture, disposal, transportation, spill, release or effect, either by itself or in combination with other such substances, is either: (a) potentially injurious to public health, safety or welfare or injurious to the environment; (b) regulated or monitored by any governmental authority; or (c) a basis for liability of CITY or LICENSEE to any governmental agency or third party under applicable statute. No lead or oil-based paint, paint thinner, varnishes, lacquers and stain shall be brought onto or stored at the PREMISES.

17. Taxes and Possessory Interest

LICENSEE shall pay all taxes of whatever character that may be levied or charged upon the rights of LICENSEE to use the PREMISES, or upon LICENSEE's improvements, fixtures, equipment, or other property thereon or upon LICENSEE's operations hereunder. In addition, by executing the AGREEMENT and accepting the benefits thereof, a property interest may be created known as a "Possessory Interest" and such property interest will be subject to property taxation. LICENSEE, as the party in whom the Possessory Interest is vested, may be subject to the payment of the property taxes levied by the State and County upon such interest.

18. Incorporation of Documents.

This AGREEMENT and incorporated documents represent the entire integrated agreement of the PARTIES and supersedes all prior written or oral representations, discussions, and agreements. The following documents are incorporated and made a part hereof by reference.

Exhibit A: Site Map for PREMISES

Exhibit B: Insurance Requirements and Instructions for Submission

The order of precedence in resolving conflicting language, if any, in the documents shall be: 1) This AGREEMENT exclusive of attachments; 2) Exhibit A; 3) Exhibit B.

19. Ownership of Data/Intellectual Property.

It is understood and agreed that ownership of all data, together with any intellectual property inherent therein, collected by LICENSEE through the Station will be determined by the terms of Argos' agreement with South Coast Air Management District. Notwithstanding the foregoing, Argos' represents and warrants that data collected by the Station that provides real time air quality

information around the Park which may emanate from the Aliso Canyon gas storage facility or other nearby pollution sources will be made available to RAP and the public through a public access website free of charge.

20. LICENSEE'S CONTRACTORS AND SUBCONTRACTORS.

Notwithstanding anything to the contrary, Licensee shall be fully responsible and liable to the CITY for the acts or omissions of Licensee's contractors and subcontractors who access the PREMISES or otherwise act on behalf of LICENSEE in the performance of this AGREEMENT, and LICENSEE shall ensure that such contractors and subcontractors comply with the provisions of this AGREEMENT.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the PARTIES have executed this AGREEMENT as of the day and year first above written.

CITY OF LOS ANGELES, a municipal corporation, acting by and through its BOARD OF RECREATION AND PARK COMMISSIONERS

ARGOS SCIENTIFIC, INC.

By: JK
Jimmy Kim, General Manager

Date: 5/23/23

By: [Signature]
Donald Gamiles

Title: President

Date: may 20, 2023

APPROVED AS TO FORM:

HYDEE FELDSTEIN SOTO, City Attorney

By: [Signature]
Deputy City Attorney

Date: 6/1/23

Exhibit A

Site Map for PREMISES



Exhibit B

Insurance Requirements and Instructions for Submission

(Rev. 05/18)

CITY OF LOS ANGELES

INSTRUCTIONS AND INFORMATION ON COMPLYING WITH CITY INSURANCE REQUIREMENTS

(Share this information with your insurance agent or broker)

1. Agreement/Reference All evidence of insurance should identify the nature of your business with the CITY. Clearly show any assigned number of a bid, contract, lease, permit, etc. or give the project name and the job site or street address to ensure that your submission will be properly credited. Provide the **types of coverage and minimum dollar amounts** specified on the Required Insurance and Minimum Limits sheet (Form Gen. 146) included in your CITY documents.

2. When to Submit Normally, no work may begin until a CITY insurance certificate approval number ("CA number") has been obtained, so insurance documents should be submitted as early as practicable. For **As-needed Contracts**, insurance need not be submitted until a specific job has been awarded. **Design Professionals** coverage for new construction work may be submitted simultaneously with final plans and drawings, but before construction commences.

3. Acceptable Evidence and Approval Electronic submission is the required method of submitting your documents. **KwikComply** is the CITY's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the **ACORD 25 Certificate of Liability Insurance** in electronic format. **KwikComply** advantages include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **KwikComply** at <https://kwikcomply.org/> and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

Contractor must provide City a thirty (30) day notice of cancellation (ten (10) days for non-payment of premium) **AND** an Additional Insured Endorsement naming the CITY an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured. An endorsement naming the CITY an Additional Named Insured and Loss Payee as Its Interests May Appear is required on property policies. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter.

Additional Insured Endorsements DO NOT apply to the following:

- Indication of compliance with statute, such as Workers' Compensation Law.
- Professional Liability insurance.

Verification of approved insurance and bonds may be obtained by checking **KwikComply**, the CITY's online insurance compliance system, at <https://kwikcomply.org/>.

4. Renewal When an existing policy is renewed, have your insurance broker or agent submit a new Acord 25 Certificate or edit the existing Acord 25 Certificate through **KwikComply** at <https://kwikcomply.org/>.

5. Alternative Programs/Self-Insurance Risk financing mechanisms such as Risk Retention Groups, Risk Purchasing Groups, off-shore carriers, captive insurance programs and self-insurance programs are subject to separate approval after the CITY has reviewed the relevant audited financial statements. To initiate a review of your program, you should complete the

Applicant's Declaration of Self Insurance form (<http://cao.lacity.org/risk/InsuranceForms.htm>) to the Office of the City Administrative Officer, Risk Management for consideration.

6. **General Liability** insurance covering your operations (and products, where applicable) is required whenever the CITY is at risk of third-party claims which may arise out of your work or your presence or special event on City premises. **Sexual Misconduct** coverage is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of CITY premises. Information on two CITY insurance programs, the SPARTA program, an optional source of low-cost insurance which meets the most minimum requirements, and the Special Events Liability Insurance Program, which provides liability coverage for short-term special events on CITY premises or streets, is available at (www.2sparta.com), or by calling (800) 420-0555.

7. **Automobile Liability** insurance is required only when vehicles are used in performing the work of your Contract or when they are driven off-road on CITY premises; it is not required for simple commuting unless CITY is paying mileage. However, compliance with California law requiring auto liability insurance is a contractual requirement.

8. **Errors and Omissions** coverage will be specified on a project-by-project basis if you are working as a licensed or other professional. The length of the claims discovery period required will vary with the circumstances of the individual job.

9. **Workers' Compensation and Employer's Liability** insurance are not required for single-person contractors. However, under state law these coverages (or a copy of the state's Consent To Self Insure) must be provided if you have any employees at any time during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers' Compensation Insurance Requirement (<http://cao.lacity.org/risk/InsuranceForms.htm>). A **Waiver of Subrogation** on the coverage is required only for jobs where your employees are working on CITY premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover (from the CITY) any workers' compensation paid to an injured employee of the contractor.

10. **Property** insurance is required for persons having exclusive use of premises or equipment owned or controlled by the CITY. **Builder's Risk/Course of Construction** is required during construction projects and should include building materials in transit and stored at the project site.

11. **Surety** coverage may be required to guarantee performance of work and payment to vendors and suppliers. A **Crime Policy** may be required to handle CITY funds or securities, and under certain other conditions. **Specialty coverages** may be needed for certain operations. For assistance in obtaining the CITY required bid, performance and payment surety bonds, please see the City of Los Angeles Contractor Development and Bond Assistance Program website address at <http://cao.lacity.org/risk/BondAssistanceProgram.pdf> or call (213) 258-3000 for more information.

12. **Cyber Liability & Privacy** coverage may be required to cover technology services or products for both liability and property losses that may result when a CITY contractor engages in various electronic activities, such as selling on the Internet or collecting data within its internal electronic network. Contractor's policies shall cover liability for a data breach in which the CITY employees' and/or CITY customers' confidential or personal information, such as but not limited to, Social Security or credit card information are exposed or stolen by a hacker or other criminal who has gained access to the CITY's or contractor's electronic network. The policies shall cover a variety of expenses associated with data breaches, including: notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties, and loss resulting from identity theft. The policies are required to cover liability arising from website media content, as well as property exposures from: (a) business interruption, (b) data loss/destruction, (c) computer fraud, (d) funds transfer loss, and (e) cyber extortion.

DEPARTMENT OF RECREATION
AND PARKS

BOARD OF COMMISSIONERS

RENATA SIMRIL
PRESIDENT

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VICE PRESIDENT

TAFARAI BAYNE
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City of Los Angeles
California



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ASSISTANT GENERAL MANAGER

BELINDA JACKSON
ASSISTANT GENERAL MANAGER

BRENDA AGUIRRE
ASSISTANT GENERAL MANAGER

(213) 202-2633

June 2, 2023

Sent via email

Argos Scientific, Inc.
4600 NW Camas Meadows Dr, Suite
100 Camas, WA 98607

Attention: Donald Gamiles , President

Gentlepersons:

Enclosed is Agreement No. 3987, executed on June 1, 2023, between the City of Los Angeles, by and through its Board of Recreation and Park Commissioners, and your organization for the placement, operation and maintenance by Argos of a community air monitoring station on a portion of Limekiln Canyon Park as specified in such proposed License Agreement, for a term to expire no later than August 1, 2025.

If you have any questions with regard to the Agreement at this time, please contact the undersigned at (213) 202 - 2640.

Very truly yours,

BOARD OF RECREATION AND
PARK COMMISSIONERS

TAKISHA SARDIN
Commission Executive Assistant II

Attachment: Executed Agreement No. 3987

cc: Bryan Miller, Management Analyst, Planning, Maintenance and Construction Branch



**LICENSE AGREEMENT
BETWEEN THE CITY OF LOS ANGELES
AND
ARGOS SCIENTIFIC, INC.
AT LIMEKILN CANYON PARK**

This LICENSE AGREEMENT ("AGREEMENT") is entered into as of June 1, 2023 ("COMMENCEMENT DATE"), by and between the City of Los Angeles, a municipal corporation acting by and through its Board of Recreation and Park Commissioners ("CITY"), and Argos Scientific, Inc., a Washington corporation, ("LICENSEE"). CITY and LICENSEE may be referred to herein individually as "PARTY", or collectively as "PARTIES".

WHEREAS, CITY, through its Department of Recreation and Parks ("RAP"), owns, operates and maintains certain real property commonly known as Limekiln Canyon Park ("Park"); and,

WHEREAS, LICENSEE desires to place, operate and maintain on certain portions of the Park a community air monitoring station (dimensions are 10 feet long, 8 feet wide, 8.5 feet tall) to measure pollutants such as benzene and methane gas in the area in an effort to provide real time air quality information around the Park which may emanate from the Aliso Canyon gas storage facility or other nearby pollution sources, such data to be made available to the public through a public access website; and,

WHEREAS, RAP is amenable to authorizing such use of the Park pursuant to the terms and conditions of this AGREEMENT because the air quality information around the Park will be made available to RAP and the general public at no cost for the benefit of the Park and its patrons.

NOW THEREFORE, in consideration of the foregoing, the anticipated benefits to the public, and the terms and conditions set forth herein and the performance thereof, PARTIES hereby agree as follows:

1. License to Use and Description of Premises.

In consideration of the anticipated benefits to the public, the sufficiency of which is mutually acknowledged, CITY grants to LICENSEE by this AGREEMENT, the non-exclusive use of the PREMISES (defined below) solely for the purpose set forth in Section 4 ("PERMITTED USE"). RAP shall have no obligation to provide staff, supplies, equipment, services, or funding for the operation of the PERMITTED USE. The PREMISES authorized for use by LICENSEE under the terms and conditions of this AGREEMENT is defined as follows:

- a. A footprint of approximately 16 feet x 14 feet within the approximately 6,505 square foot concrete area located as set forth by the site map attached hereto as Exhibit A.

2. Term and Termination.

The term of this AGREEMENT (for ease of reference, shall be referred to herein as "TERM") shall be from the COMMENCEMENT DATE to no later than August 1, 2025. CITY may revoke this AGREEMENT upon 30 days notice to the LICENSEE. Upon receipt of the written notice of termination, LICENSEE shall return the property to its original condition and discontinue all work permitted under this AGREEMENT.

3. Access to Premises.

LICENSEE, shall, and shall cause any of its authorized third parties to, abide by the terms and conditions expressed in this AGREEMENT and will cooperate fully with RAP and its employees in the performance of their duties. Any third party access and use of the PREMISES shall be supervised by the LICENSEE at all times while such third-party is present at the PREMISES, and RAP on-site staff shall be made aware of such third-party activities.

LICENSEE personnel's access to the PREMISES shall only be during the following hours: between the hours of 7:00 am and 2:00 pm. ("PERMITTED TIMES"). LICENSEE shall not access the PREMISES during hours other than the authorized PERMITTED TIMES, without RAP's prior written authorization. LICENSEE shall cooperate with RAP personnel and staff on all matters relative to the conduct of operations or any activity, event, and/or special use, including concerns related to parking, traffic, security, and attendance, at the PREMISES.

Authorized representatives, agents, and employees of RAP shall have the right to enter the PREMISES at any and all times. In no event shall CITY be responsible or liable to LICENSEE for any inconvenience, disturbance, or other damage to LICENSEE by reason of the performance by CITY of any activities or work in, upon, above or under the PREMISES or for bringing materials, tools, and equipment in, through, above, or under the PREMISES, nor shall the same constitute any grounds for any payments, or abatement of payments, hereunder.

CITY makes no warranties whatsoever regarding the condition of the PREMISES. LICENSEE has inspected the PREMISES and found it suitable for LICENSEE's purposes. CITY shall not be liable for any personal injury or damage to property which LICENSEE or its guests or invitees may incur, regardless of the cause thereof. LICENSEE hereby releases CITY from all such liability, it being the intent of the Parties that LICENSEE shall maintain adequate insurance to cover any such losses. If a governmental body with jurisdiction over the PREMISES and/or the CITY or RAP determines that a certain activity, or all of the activities, conducted on the PREMISES are material threats to public safety as may be determined by the CITY, CITY may immediately suspend and/or terminate LICENSEE's right to conduct such activities at the PREMISES by providing written notice to LICENSEE of such suspension. Such activities shall remain suspended until they are no longer deemed a threat to public safety, at which time the CITY shall promptly provide written notice to LICENSEE of same.

It is understood by PARTIES that the PREMISES are located in a public park and therefore shall not be considered exclusive to the LICENSEE, nor shall access to the PREMISES be restricted to the general public except in connection with the fenced area as set forth in Section 4.

4. Permitted Use and Use Restrictions.

LICENSEE shall not expand and/or change the scope of PERMITTED USE set forth in this Section without the prior written approval and consent of the BOARD through an amendment to this AGREEMENT. LICENSEE is authorized to use the PREMISES in accordance with the following conditions:

- a. **PERMITTED USE:** LICENSEE shall use the PREMISES solely for the placement, operation and maintenance of an air monitoring station ("Station"). The Station shall be comprised of a portable metal trailer with dimensions of 10 feet in length x 8 feet in width x 8.5 feet in height which will house air monitoring equipment, fenced by a security-grade chain-link fence and a power pole. The fence shall be at a depth of approximately one foot and the power pole at an approximate depth of six to eight feet. Between one and four of LICENSEE staff members may access the station approximately twice per week during the PERMITTED TIMES, and occasionally on weekends, to perform maintenance on the Station as required. All of such LICENSEE personnel shall wear security badges identifying LICENSEE and drive LICENSEE's official vehicles while accessing the PREMISES. LICENSEE shall be responsible for all costs and expenses related to its use of the PREMISES, including all costs of utilities and any repairs or restoration of the PREMISES. LICENSEE warrants that the Station shall be operated with the specific goal of providing air quality information to the surrounding community, and that data collected from the Station will be made available to the public through a public access website. The data that is collected includes methane, benzene, toluene, ethyl benzene, xylene (collectively known as BTEX) and other gaseous pollutants. If levels of methane, BTEX or other measured pollutants exceed predetermined thresholds, public notifications will be sent to community members who have signed up for these emails and text notifications. Included in the message will be the gas detected, its concentration, and the location of the monitoring station where the exceedance occurred.
- b. LICENSEE shall comply with all RAP policies and procedures as well as all Federal, State, County, and local regulations, orders and mandates, including but not limited to health and safety orders and guidelines related to COVID-19, and background checks and fingerprinting for any volunteer or paid staff participating in the activities at the PREMISES, throughout the TERM of this AGREEMENT. In doing so, LICENSEE shall maintain regular communication with RAP staff to ensure LICENSEE's compliance with such policies, procedures, regulations, orders and requirements and LICENSEE shall be solely responsible for all costs related to ensuring such compliance.
- c. LICENSEE shall provide sufficient staff for the operation of its activities on the

PREMISES, and shall provide all materials, supplies, equipment, and funds necessary for such activities, to the reasonable satisfaction of the CITY.

- d. LICENSEE shall not sub-let or issue any permit for use of the PREMISES.
- e. LICENSEE shall comply, and ensure any of its employees, volunteers and authorized third parties complies with all applicable CITY, State and Federal rules, laws and regulations in the performance of this AGREEMENT and in the operation of LICENSEE's activities on the PREMISES.
- f. LICENSEE is solely responsible for the actions of all individuals and/or organizations participating in its activities at the PREMISES, and shall ensure that such individuals and/or organizations agree in writing to abide by all conditions set forth in this AGREEMENT.
- g. The dispensing and /or consumption of beer, wine or other intoxicating liquors (commonly referred to as alcoholic beverages) shall not be permitted on the PREMISES.
- h. No merchandise shall be sold or authorized to be sold on the PREMISES.

5. Obligations of LICENSEE. LICENSEE shall:

- a. Obtain any and all operating permits and/or licenses that may be required in connection with its operations, including but not limited to, tax permits, business licenses, health permits, certifications, etc.
- b. Punctually pay or cause to be paid all LICENSEE financial obligations incurred in connection with the use and maintenance of the PREMISES as set forth in this AGREEMENT. LICENSEE shall discharge or provide for the discharge of all claims authorized or incurred for labor, equipment, materials, and supplies furnished in connection with LICENSEE's use of the PREMISES to the extent such claims do not arise due to any CITY action or omission.
- c. LICENSEE shall not dispense and/or consume beer, wine or other intoxicating liquors (commonly referred to as alcoholic beverages), which is NOT one of the PERMITTED USES authorized herein, and shall be responsible for the compliance of this section by LICENSEE's contractors or vendors. .

6. Maintenance and Repair of Premises.

During the TERM of this AGREEMENT, and subject to the terms and conditions contained herein, LICENSEE, at its sole cost and expense, shall perform the functions of maintenance and/or repair of the PREMISES as described herein.

- a. LICENSEE accepts PREMISES in its current condition and hereby assumes all risk of injury, loss or damage, which may result from any defective conditions of the PREMISES or which may otherwise arise by reason of the use of PREMISES, and releases and discharges the CITY from any claims therefore. CITY shall not have any obligation to repair, remodel, replace, and/or reconstruct any building, facility, feature, or portion of the PREMISES, nor any appliance or fixture thereon, whether installed by CITY or LICENSEE, and regardless of cause.
- b. LICENSEE, in performing all required maintenance and repair of the PREMISES, shall provide all staff and materials, supplies, equipment, and funds necessary to perform appropriate maintenance and/or repairs. All maintenance and/or repair shall be performed to the reasonable satisfaction of CITY and in consultation with CITY's designated representative, or by CITY's written request and/or instruction.
- c. LICENSEE shall perform the following maintenance duties:
 - i. Maintain PREMISES in a clean condition removing all debris and trash;
 - ii. Keep the PREMISES clean at all times;
 - iii. Pick up and dispose of trash and debris whether by LICENSEE activity or activity of a contracted vendor or any participant of LICENSEE services;
 - iv. Prevent any trash or debris matter or material from being or accumulating upon said PREMISES such that it is clearly visible to public view; and,
 - v. Maintain PREMISES in a manner that is consistent and in compliance with all Federal, State, County and local regulations, orders and guidelines, including but not limited to health and safety orders and guidelines related to COVID-19.
- d. LICENSEE shall not place any offensive or dangerous materials, or any substance constituting an unnecessary, unreasonable or material hazard detrimental to the public health, on PREMISES.
- e. LICENSEE shall be responsible for securing LICENSEE's equipment and materials at the PREMISES during PERMITTED TIMES and ensuring the same during non-operating hours. CITY and/or RAP shall not be responsible for the security of LICENSEE personal property before, during, or after PERMITTED TIMES.
- f. LICENSEE shall within no less than seven (7) days repair, or cause to be repaired, any damages to the PREMISES which occur because of LICENSEE's activities or operations, or that is caused by LICENSEE's use of the

PREMISES; LICENSEE acknowledges that any damage which remains unrepaired may constitute a hazard to public safety, requiring that all use of the PREMISES immediately cease.

- g. LICENSEE shall restore all RAP property that is damaged, moved or altered as a result of its activities on the PREMISES to its original condition, including the removal of all garbage, litter and debris. Said restoration shall take place within no less than seven (7) days upon the conclusion of said activities and/or the revocation or termination of this AGREEMENT and such restoration shall be performed to the satisfaction of RAP. Upon completion of the activities, LICENSEE shall contact the designated RAP coordinator to arrange a final inspection of the completed work. LICENSEE shall be responsible for any unreasonable wear or tear caused to the PREMISES or the surrounding premises and/or any damage to equipment, including any costs incurred to clear or repair the same.

7. Insurance.

Before accessing and using the PREMISES under this AGREEMENT, and periodically as required during its TERM, LICENSEE shall furnish CITY with evidence of insurance from firms reasonably acceptable to CITY and approved to do such business in the State of California. LICENSEE or any third party providing work or services under this AGREEMENT shall name the City of Los Angeles and its boards, officers, agencies, employees, assigns and successors in interest as an additional insured for all required coverage(s), as applicable. LICENSEE will ensure that like insurance will be maintained by any such third party. Evidence of required coverage shall be on forms reasonably acceptable to CITY's Risk Manager and shall include the types and minimum limits set forth in Exhibit B attached hereto and incorporated herein by reference.

- a. LICENSEE shall maintain all such insurance at its sole cost and expense throughout the TERM of this AGREEMENT. CITY may change the required amounts and types of insurance to be effective at the renewal date of the insurance then in effect by giving LICENSEE thirty (30) calendar days written notice.

If any of the required insurance contains aggregate limits or applies to other operations of LICENSEE outside of this AGREEMENT, LICENSEE shall give CITY written notice of any incident, occurrence, claim, settlement or judgment against such insurance that may diminish the protection such insurance affords CITY within thirty (30) calendar days of the knowledge of same. LICENSEE shall further restore such aggregate limits or shall provide other replacement insurance for such aggregate limits within thirty (30) calendar days of the knowledge of same.

If an insurance company elects to cancel insurance before the stated expiration date, declines to renew in the case of a continuous policy, reduces the stated limits other than by impairment of an aggregate limit or

materially reduces the scope of coverage, thereby affecting CITY's interest, LICENSEE shall provide CITY at least thirty (30) calendar days (ten (10) calendar days for non- payment of premium) prior written notice of such intended election. The notice will be sent by receipted delivery addressed as follows: City Administrative Officer, Risk Management, 200 North Main Street, Room 1240, City Hall East, Los Angeles, California 90012, or to such address as CITY may specify by written notice to LICENSEE.

- b. LICENSEE's failure to procure and maintain the required insurance shall constitute a material breach of this AGREEMENT under which CITY may immediately terminate this AGREEMENT or, at its discretion, pay to procure or renew such insurance to protect CITY's interest, and LICENSEE agrees to reimburse CITY for all money so paid for such procurement or renewal.
- c. Self-insurance programs and self-insured retention in insurance policies are subject to separate approval by CITY upon review of evidence of LICENSEE's financial capacity. Additionally, such programs or retention must provide CITY with an equivalent protection from liability.

8. Indemnification.

Except for the active negligence or willful misconduct of CITY, or any of its boards, officers, agents, employees, assigns and successors in interest, LICENSEE shall defend, indemnify and hold harmless CITY and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, (1) attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by CITY, including but not limited to, costs of experts and consultants), (2) damages or liability of any nature whatsoever, (3) for death or injury to any person, including LICENSEE's employees and agents, or (4) damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by LICENSEE, its subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of CITY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this AGREEMENT. This provision will survive expiration or termination of this AGREEMENT.

LICENSEE is aware of the condition of the PREMISES and accepts the PREMISES in its present condition, and agrees to abide by all health and safety regulations and orders. LICENSEE has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

LICENSEE further acknowledges and agrees that it knowingly and freely assumes all COVID-19 related risks, both known and unknown, relating to exercising the terms and conditions of this AGREEMENT and LICENSEE hereby forever releases, waives, relinquishes, and discharges CITY, along with its officers, agents, employees, or other representatives, and their successors and assigns,

from any and all COVID-19 related claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, as a result of LICENSEE's performance under this AGREEMENT, including but not limited to personal injuries, death, disease or property losses, or any other loss, and including but not limited to claims based on the alleged negligence of any City Representative or any other person related to COVID-19 sanitization. LICENSEE further promises and agrees to indemnify and hold CITY harmless from any and all damages resulting from the contraction of COVID-19.

9. Signage.

No signs or banners of any kind shall be displayed by LICENSEE unless previously approved in writing by RAP, and the BOARD when required pursuant to RAP policy and protocol(s), and/or the RAP General Manager or his or her designee. RAP may require removal or refurbishment, at LICENSEE's expense, of any sign previously approved by RAP and installed, or caused to be installed, by LICENSEE.

10. Notices and Contacts.

Any notice, request for consent, or statement ("NOTICE"), that RAP or LICENSEE is required or permitted to give or cause to be given to the other, shall be in writing and shall be delivered or addressed as set forth below. Either RAP or LICENSEE may designate a different address for any NOTICE by written statement to the other in accordance with the provisions of this Section. NOTICES shall be delivered personally or sent by confirmed facsimile transmission, by reliable courier providing tracking services, or by deposit with the United States Postal Service with postage prepaid and return receipt requested. All NOTICES shall be addressed as follows:

Contacts for LICENSEE:

Donald Gamiles
President
Argos Scientific, Inc.
4600 NW Camas Meadows Dr, Suite 100
Camas, WA 98607
Email address: dsgamiles@argos-sci.com
Telephone: (503) 421-0228

Contacts for RAP:

Rick Tonthat, Sr. Management Analyst II
City of Los Angeles, Department of Recreation and Parks
Planning Maintenance & Construction Branch

221 N. Figueroa Street, Suite 400
Los Angeles, CA 90012
Email address: rick.tonthat@lacity.org
Telephone: (213) 202-2608

11. Representations and Warranties.

CITY and LICENSEE each represents and warrants to the other that it has full power and authority to execute this AGREEMENT and to perform its obligations and requirements hereunder. This AGREEMENT constitutes the valid and legal binding obligation of CITY and LICENSEE, enforceable in accordance with its terms and conditions.

12. No Joint Venture or Agency Relationship.

Nothing herein contained shall be construed to place the PARTIES to this AGREEMENT in the relationship of a joint venture, association, partnership, or other form of a business organization or agency relationship. LICENSEE shall have no power to obligate or bind CITY in any manner whatsoever. Under no circumstances will LICENSEE represent itself to be an agent of the CITY or any of its departments. Nothing in this AGREEMENT may be construed to have authorized or vested in LICENSEE the power to be an agent of the CITY or an actor under the color of law, be it civilly or criminally.

13. Relationship of Parties.

PARTIES agree that no other party shall have any right, power, or authority to assume, create, or incur any expense, liability, or obligation, expressed or implied, on behalf of any other party, except as expressly provided herein.

14. Safe Practices.

LICENSEE shall correct violations of safety practices during its PERMITTED USE within no less than seven (7) days and shall cooperate fully and in good faith with CITY in the investigation of accidents or deaths occurring on the PREMISES. In the event of death or serious injury (requiring an emergency room hospital visit), LICENSEE must notify the RAP contacts referenced in Section 10 as soon as possible but no later than twenty-four (24) hours after LICENSEE has knowledge of the incident by telephone call, with a follow up email notice. Notice of non-serious injuries occurring at the PREMISES shall be provided to RAP within seventy-two (72) hours. LICENSEE shall maintain at the PREMISES a record of non-serious injuries occurring on the PREMISES, copies of which shall be provided to RAP upon receipt of a written request therefor. LICENSEE shall keep internal documentation of the incident(s) occurring during the previous two (2) years and provide RAP with such information upon request.

15. Suspected Child Abuse.

LICENSEE must promptly contact the Los Angeles County Child Protection Hotline to report any suspected child abuse at the PREMISES. LICENSEE shall notify the

RAP contacts specified in Section 10 within 24 hours after a report has been made.

16. Hazardous Substances

PARTIES agree that the PREMISES shall be used in a manner consistent with its intended public recreational purposes and within the scope of use set forth above. LICENSEE shall use the PREMISES in compliance with laws pertaining to hazardous substances and ensure that no pesticides, insecticides, herbicides and rodent poisons not in compliance with this section are used at the PREMISES. As used herein, "hazardous substances" shall mean any product, chemical, material or waste whose nature, quantity and/or intensity of presence, use, manufacture, disposal, transportation, spill, release or effect, either by itself or in combination with other such substances, is either: (a) potentially injurious to public health, safety or welfare or injurious to the environment; (b) regulated or monitored by any governmental authority; or (c) a basis for liability of CITY or LICENSEE to any governmental agency or third party under applicable statute. No lead or oil-based paint, paint thinner, varnishes, lacquers and stain shall be brought onto or stored at the PREMISES.

17. Taxes and Possessory Interest

LICENSEE shall pay all taxes of whatever character that may be levied or charged upon the rights of LICENSEE to use the PREMISES, or upon LICENSEE's improvements, fixtures, equipment, or other property thereon or upon LICENSEE's operations hereunder. In addition, by executing the AGREEMENT and accepting the benefits thereof, a property interest may be created known as a "Possessory Interest" and such property interest will be subject to property taxation. LICENSEE, as the party in whom the Possessory Interest is vested, may be subject to the payment of the property taxes levied by the State and County upon such interest.

18. Incorporation of Documents.

This AGREEMENT and incorporated documents represent the entire integrated agreement of the PARTIES and supersedes all prior written or oral representations, discussions, and agreements. The following documents are incorporated and made a part hereof by reference.

Exhibit A: Site Map for PREMISES

Exhibit B: Insurance Requirements and Instructions for Submission

The order of precedence in resolving conflicting language, if any, in the documents shall be: 1) This AGREEMENT exclusive of attachments; 2) Exhibit A; 3) Exhibit B.

19. Ownership of Data/Intellectual Property.

It is understood and agreed that ownership of all data, together with any intellectual property inherent therein, collected by LICENSEE through the Station will be determined by the terms of Argos' agreement with South Coast Air Management District. Notwithstanding the foregoing, Argos' represents and warrants that data collected by the Station that provides real time air quality information around the Park which may emanate from the Aliso Canyon gas storage facility or other nearby pollution sources will be made available to RAP and the public through a public access website free of charge.

20. LICENSEE'S CONTRACTORS AND SUBCONTRACTORS.

Notwithstanding anything to the contrary, Licensee shall be fully responsible and liable to the CITY for the acts or omissions of Licensee's contractors and subcontractors who access the PREMISES or otherwise act on behalf of LICENSEE in the performance of this AGREEMENT, and LICENSEE shall ensure that such contractors and subcontractors comply with the provisions of this AGREEMENT.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the PARTIES have executed this AGREEMENT as of the day and year first above written.

CITY OF LOS ANGELES, a municipal corporation, acting by and through its BOARD OF RECREATION AND PARK COMMISSIONERS

ARGOS SCIENTIFIC, INC.

By: J/K
Jimmy Kim, General Manager

Date: 5/23/23

By: [Signature]
Donald Gamitos

Title: President

Date: May 20, 2023

APPROVED AS TO FORM:

HYDEE FELDSTEIN SOTO, City Attorney

By: [Signature]
Deputy City Attorney

Date: 6/1/23

Exhibit A

Site Map for PREMISES

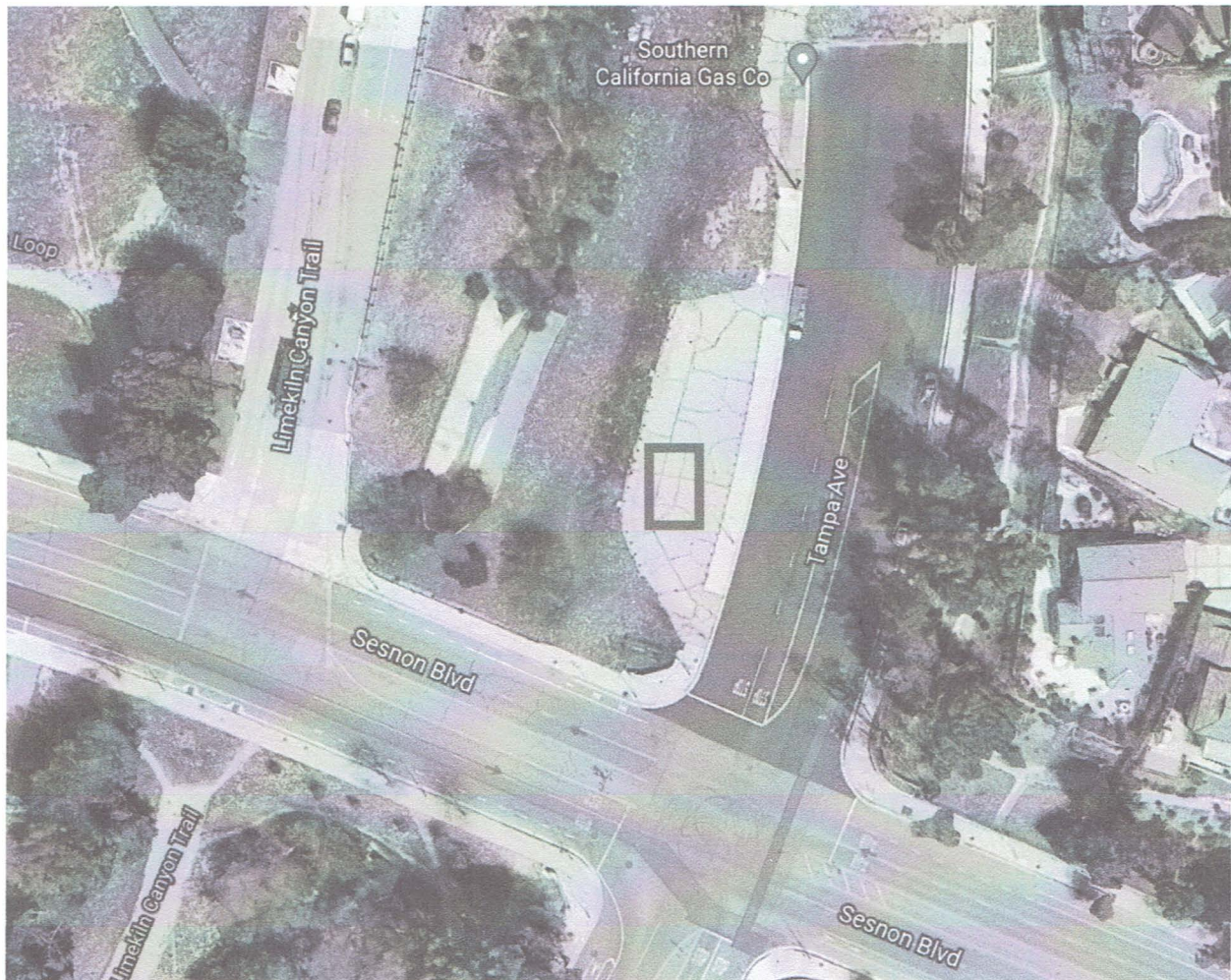


Exhibit B

Insurance Requirements and Instructions for Submission

(Rev. 05/18)

CITY OF LOS ANGELES

INSTRUCTIONS AND INFORMATION ON COMPLYING WITH CITY INSURANCE REQUIREMENTS

(Share this information with your insurance agent or broker)

1. Agreement/Reference All evidence of insurance should identify the nature of your business with the CITY. Clearly show any assigned number of a bid, contract, lease, permit, etc. or give the project name and the job site or street address to ensure that your submission will be properly credited. Provide the **types of coverage and minimum dollar amounts** specified on the Required Insurance and Minimum Limits sheet (Form Gen. 146) included in your CITY documents.

2. When to Submit Normally, no work may begin until a CITY insurance certificate approval number ("CA number") has been obtained, so insurance documents should be submitted as early as practicable. For **As-needed Contracts**, insurance need not be submitted until a specific job has been awarded. **Design Professionals** coverage for new construction work may be submitted simultaneously with final plans and drawings, but before construction commences.

3. Acceptable Evidence and Approval Electronic submission is the required method of submitting your documents. **KwikComply** is the CITY's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the **ACORD 25 Certificate of Liability Insurance** in electronic format. **KwikComply** advantages include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **KwikComply** at <https://kwikcomply.org/> and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

Contractor must provide City a thirty (30) day notice of cancellation (ten (10) days for non-payment of premium) AND an Additional Insured Endorsement naming the CITY an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured. An endorsement naming the CITY an Additional Named Insured and Loss Payee as Its Interests May Appear is required on property policies. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter.

Additional Insured Endorsements DO NOT apply to the following:

- Indication of compliance with statute, such as Workers' Compensation Law.
- Professional Liability Insurance.

Verification of approved insurance and bonds may be obtained by checking **KwikComply**, the CITY's online insurance compliance system, at <https://kwikcomply.org/>.

4. Renewal When an existing policy is renewed, have your insurance broker or agent submit a new Acord 25 Certificate or edit the existing Acord 25 Certificate through **KwikComply** at <https://kwikcomply.org/>.

5. Alternative Programs/Self-Insurance Risk financing mechanisms such as Risk Retention Groups, Risk Purchasing Groups, off-shore carriers, captive insurance programs and self-insurance programs are subject to separate approval after the CITY has reviewed the relevant audited financial statements. To initiate a review of your program, you should complete the

Applicant's Declaration of Self Insurance form (<http://cao.lacity.org/nsk/InsuranceForms.htm>) to the Office of the City Administrative Officer, Risk Management for consideration.

6. **General Liability** insurance covering your operations (and products, where applicable) is required whenever the CITY is at risk of third-party claims which may arise out of your work or your presence or special event on City premises. **Sexual Misconduct** coverage is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of CITY premises. Information on two CITY insurance programs, the SPARTA program, an optional source of low-cost insurance which meets the most minimum requirements, and the Special Events Liability Insurance Program, which provides liability coverage for short-term special events on CITY premises or streets, is available at (www.2sparta.com), or by calling (800) 420-0555.

7. **Automobile Liability** insurance is required only when vehicles are used in performing the work of your Contract or when they are driven off-road on CITY premises; it is not required for simple commuting unless CITY is paying mileage. However, compliance with California law requiring auto liability insurance is a contractual requirement.

8. **Errors and Omissions** coverage will be specified on a project-by-project basis if you are working as a licensed or other professional. The length of the claims discovery period required will vary with the circumstances of the individual job.

9. **Workers' Compensation and Employer's Liability** insurance are not required for single-person contractors. However, under state law these coverages (or a copy of the state's Consent To Self Insure) must be provided if you have any employees at any time during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers' Compensation Insurance Requirement (<http://cao.lacity.org/risk/InsuranceForms.htm>). A **Waiver of Subrogation** on the coverage is required only for jobs where your employees are working on CITY premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover (from the CITY) any workers' compensation paid to an injured employee of the contractor.

10. **Property** Insurance is required for persons having exclusive use of premises or equipment owned or controlled by the CITY. **Builder's Risk/Course of Construction** is required during construction projects and should include building materials in transit and stored at the project site.

11. **Surety** coverage may be required to guarantee performance of work and payment to vendors and suppliers. A **Crime Policy** may be required to handle CITY funds or securities, and under certain other conditions. **Specialty coverages** may be needed for certain operations. For assistance in obtaining the CITY required bid, performance and payment surety bonds, please see the City of Los Angeles Contractor Development and Bond Assistance Program website address at <http://cao.lacity.org/nsk/BondAssistanceProgram.pdf> or call (213) 258-3000 for more information.

12. **Cyber Liability & Privacy** coverage may be required to cover technology services or products for both liability and property losses that may result when a CITY contractor engages in various electronic activities, such as selling on the Internet or collecting data within its internal electronic network. Contractor's policies shall cover liability for a data breach in which the CITY employees' and/or CITY customers' confidential or personal information, such as but not limited to, Social Security or credit card information are exposed or stolen by a hacker or other criminal who has gained access to the CITY's or contractor's electronic network. The policies shall cover a variety of expenses associated with data breaches, including: notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties, and loss resulting from identity theft. The policies are required to cover liability arising from website media content, as well as property exposures from: (a) business interruption, (b) data loss/destruction, (c) computer fraud, (d) funds transfer loss, and (e) cyber extortion.

Exhibit E

Site Map for PREMISES

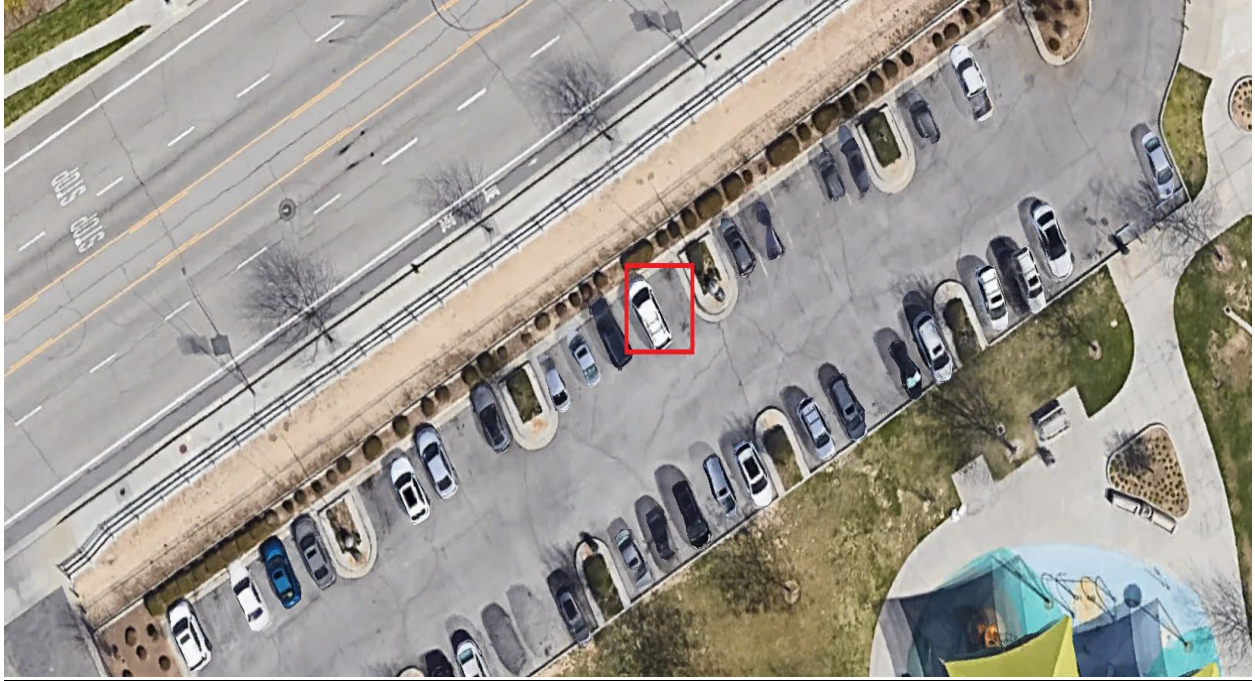


Exhibit F

Site Map for PREMISES

