

**Regular Meeting of the Artesia City Council
City Council Chambers
18747 Clarkdale Avenue
Artesia, CA 90701
(562) 865-6262**

**You may view this meeting live over the internet at
<https://ca-artesia2.civicplus.com/241/City-Council-Meetings-Video>**

**Monday, August 11, 2025
7:00 p.m.**

1. CALL TO ORDER

1.A. Call to Order

2. ROLL CALL

2.A. Roll Call

3. INVOCATION

3.A. Invocation

— Pastor Bob DeLeon, Artesia Calvary Chapel

4. PLEDGE OF ALLEGIANCE

4.A. Pledge of Allegiance

5. PUBLIC COMMENTS

This is the portion of the meeting set aside to invite public comments regarding any matter within the subject matter jurisdiction of the City Council. Public comments may also be submitted by email at publiccomments@cityofartesia.us before 12:00 p.m. on the date of the meeting. Public comments are limited to no more than three minutes each. If comments relate to a specific agenda item, those comments will be taken following the staff report for that item and prior to the City Council vote. Under the provisions of the Brown Act, the City Council is prohibited from taking action on items that are not listed on the agenda, but may refer the matter to staff or to a subsequent meeting. Those wishing to speak are asked to add your information at the digital public kiosk located at the entrance of the Council Chamber.

6. COUNCILMEMBER COMMENTS

6.A. Councilmember Comments

7. CEREMONIAL PRESENTATIONS

7.A. Women's Equality Day Proclamation

7.B. National Night Out Proclamation

7.C. Certificate of Recognition for Artesia Shoe Care Center

7.D. Presentation of Portraits to the 2025 Artesia Court

7.E. Staff Introductions

8. BUSINESS PRESENTATIONS

8.A. Artesia Library Updates

— Robert Gardner, Community Library Manager

9. CONSENT CALENDAR

It is recommended that Items (9A) through (9P) be acted on simultaneously in one vote unless a member of the City Council requests separate discussion and/or action on the item. In the event a member of the City Council requests separate discussion on a Consent Calendar item, or the item is removed from the Consent Calendar to allow for public comments on the item to be read. The City Council will consider that item immediately following approval of the rest of the Consent Calendar.

9.A. Waive Reading of All Ordinance and Resolutions Adoptions on the Agenda and Read by Title Only

— Recommendation: Waive Reading, by Title Only, of all Ordinances and Resolutions. Said Ordinances and Resolutions Which Appear on the Public Agenda Shall Be Determined to Have Been Read by Title and Further Reading Waived.

9.B. Accounts Payable Check Register - July 2025

— Recommendation: Receive and File.

9.C. City Financial Report - June 2025

— Recommendation: Receive and File.

9.D. AB 1234 Reporting

— Recommendation: Receive and File.

9.E. City Council Meeting Minutes

— Recommendation: Approve Minutes as Presented for July 14, 2025 - Special Meeting, and July 14, 2025 - Regular Meeting.

9.F. Second Reading and Adoption of an Ordinance Regarding Artesia Downtown Specific Plan Environmental Findings

— Recommendation: Adopt Ordinance No. 25-971, Adopting the Artesia Downtown Specific Plan (Case No. 2024-06)

9.G. Second Reading and Adoption of an Ordinance Regarding New Downtown Specific Plan Adoption and Zoning Map

— Recommendation: Adopt Ordinance No. 25-972, Amending Section 9-2.3453 (Specific Plan Zones and Zoning Map Designations) of Article 34.5 (Specific Plan Zones (SP)) of Chapter 2 (Zoning) of Title 9 (Planning and Zoning) of the Artesia Municipal Code and Amending the City of Artesia Zoning Map

9.H. Second Reading and Adoption of an Ordinance Regarding Accessory Dwelling Units

— Recommendation: Adopt Ordinance No. 25-973, Amending Title 9, Chapter 2, Article 45 of the Artesia Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units To Comply With Recent Changes in State Law, and Finding the Action To Be Statutorily Exempt From the California Environmental Quality Act (CEQA) Under Public Resources Code § 21080.17

9.I. Third Amendment to the Memorandum of Understanding With the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority

— Recommendation: Approve, and Authorize the City Manager To Execute on Their Behalf, the Third Amendment to the Memorandum of Understanding With the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority

9.J. Agreement with OpenGov, Inc. for Permitting and Code Compliance Software and Implementation

— Recommendation: Approve and Authorize the City Manager To Execute, the Master Services Agreement With OpenGov, Inc. For Permitting, Planning and Code Compliance Software and Implementation Services Totaling \$137,975.34 Over a Three Year Period.

9.K. New Service Request with the Los Angeles County Internal Services Department for GIS Modernization Services

— Recommendation: Approve and Authorize the City Manager To Execute a Three-Year Service Request With the Los Angeles County Internal Services Department for Geographic Information Systems Modernization Services for an Amount Not-To-Exceed \$123,444.

9.L. Purchase Order to Engage Environmental Systems Research Institute, Inc. for Geographic Information Systems (GIS) Software Services

— Recommendation: Authorize the City Manager To Execute a Purchase Order To Engage Environmental Systems Research Institute, Inc. (Esri) for Geographic Information Systems (GIS) Software Services for an Amount Not-To-Exceed \$61,800 for a Three Year Period.

9.M. Resolution Regarding Youth Community Access Grant Program Application Submission to the California Natural Resources Agency

— Recommendation: Adopt Resolution No. 25-3060, Approving the Application for the Youth Community Access Grant Program, and Authorize the City Manager To Execute All Documents Necessary To Apply for the Grant.

9.N. Resolution Regarding Temporary Street Closure of Various City Streets to hold the 2nd Annual Artesia 5K Run/Walk on Saturday, November 15, 2025

— Recommendation: Adopt Resolution No. 25-301, Approving a Highway Permit for the Temporary Closure of a Portion of Various City Streets, Pursuant to Vehicle Code Section 21101(E) in Connection With the City of Artesia 2nd Annual 5K Run/Walk Event To Be Held on Saturday, November 15, 2025, and Making a Determination of Exemption Under CEQA.

9.O. Resolution Regarding Voting Delegates for 2025 League of California Cities Annual Conference and Expo General Assembly

— Recommendation: Adopt Resolution No. 25-3062, Designating A Primary and An Alternate Delegate for The 2025 Annual Conference and Expo General Assembly.

9.P. Appointment for Beautification and Maintenance Committee

— Recommended Action: Receive and file.

10. PUBLIC HEARING - NONE

11. DISCUSSION

11.A. Ad Hoc Committee for Public Service Center

— Recommendation: Form a Public Service Center Design Ad-Hoc Committee and Appoint Two Council Members To Work With Staff on the Development of the Design and Implementation of the Public Service Center.

11.B. Resolution Regarding a General Fund Reserve Policy

— Recommendation: Adopt Resolution No. 25-3063, Adopting a General Fund Reserve Policy.

12. CITY MANAGER INFORMATIONAL REPORTING

12.A. City Manager Reporting

13. ADJOURNMENT

13.A. Adjournment

The City of Artesia complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's office at 562-865-6262 at least 72 hours prior to the meeting. Copies of Staff Reports are on file in the Office of the City Clerk and are available for inspection.

Date Posted: August 7, 2025



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9A.

TO: Mayor and Members of the City Council

SUBJECT: Waive Reading of All Ordinance and Resolutions Adoptions on the Agenda and Read by Title Only

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council waive reading, by title only, of all ordinances and resolutions. Said ordinances and resolutions which appear on the public agenda shall be determined to have been read by title and further reading waived.

BACKGROUND:

California Government Code 36934 allows the legislative body to waive the requirement to read ordinances and titles by the action.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this item.



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9B.

TO: Mayor and Members of the City Council

SUBJECT: Accounts Payable Check Register - July 2025

FROM: Jamie Murguia, Finance Manager

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council receive and file this report.

BACKGROUND:

The attached demands summary (accounts payable checks) is a list of all checks issued by the City of Artesia from July 1, 2025 through July 31, 2025.

Prior to printing each check, payment requests are approved by the department manager, Finance Manager, and City Manager. Once payment requests have been approved, a batch for disbursement is processed by the Senior Accountant, and approved by the Finance Manager. Each check is then signed by the City Manager and Mayor.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this item.

RECOMMENDED COUNCIL ACTION:

It is recommended that the City Council receive and file this report.

Attachments

[2025 July Demand Check Register.pdf](#)

City of Artesia

July 2025 Check Register

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Payment # Amount	Payment Date	Amount Paid
ABELARDO AVALOS						
07/22/2025	7172025	Invoice	07/22/2025	\$297.97 86631	07/23/2025	\$297.97
	Reimbursement for flight (COG Advocacy Trip DC Oct		07/22/2025			
	<i>Totals for ABELARDO AVALOS:</i>			<u>\$297.97</u>		<u>\$297.97</u>
AFSCME DISTRICT COUNCIL 36						
06/27/2025	06272025	Invoice	07/01/2025	\$722.62 86550	07/01/2025	\$722.62
	Union Dues, Payroll		07/01/2025			
07/11/2025	07112025	Invoice	07/15/2025	\$741.74 86604	07/15/2025	\$741.74
	Union Dues, Payroll		07/15/2025			
07/25/2025	07/25/2025	Invoice	07/29/2025	\$739.15 86663	07/29/2025	\$739.15
	Union Dues, Payroll		07/29/2025			
	<i>Totals for AFSCME DISTRICT COUNCIL 36:</i>			<u>\$2,203.51</u>		<u>\$2,203.51</u>
ALAN'S LAWN & GARDEN CENTER INC						
06/18/2025	88991	Invoice	07/09/2025	\$312.42 86569	07/09/2025	\$312.42
	MFR Power-Trim Edger with		07/09/2025			
07/09/2025	91940	Invoice	07/29/2025	\$418.72 86664	07/29/2025	\$418.72
	Supplies for Public Works		07/29/2025			
	<i>Totals for ALAN'S LAWN & GARDEN CENTER INC:</i>			<u>\$731.14</u>		<u>\$731.14</u>
ALLIANT INSURANCE SERVICES INC						
07/02/2025	3137216	Invoice	07/15/2025	\$1,583.00 41189	07/29/2025	\$1,583.00
	FY 25/26 Crime Insurance		07/15/2025			
	<i>Totals for ALLIANT INSURANCE SERVICES INC:</i>			<u>\$1,583.00</u>		<u>\$1,583.00</u>
BC TRAFFIC SPECIALIST						
06/12/2025	084066	Invoice	07/22/2025	\$78.27 86632	07/23/2025	\$78.27
	Replacing damaged sign on 186th & Alburdis Cul- De-Sac		07/22/2025			
07/11/2025	087246	Invoice	07/29/2025	\$151.66 86665	07/29/2025	\$151.66
	Concrete Auto Stops		07/29/2025			
	<i>Totals for BC TRAFFIC SPECIALIST:</i>			<u>\$229.93</u>		<u>\$229.93</u>
BEE REMOVERS						
07/29/2025	603313	Invoice	07/29/2025	\$165.00 86666	07/29/2025	\$165.00
	Bee Removal - 12038 Artesia		07/29/2025			
	<i>Totals for BEE REMOVERS:</i>			<u>\$165.00</u>		<u>\$165.00</u>
BEST BEST & KRIEGER LLP						
06/20/2025	1031763	Invoice	07/01/2025	\$490.00 86551	07/01/2025	\$490.00
	25/05 Utilities		07/01/2025			
06/20/2025	1031760	Invoice	07/01/2025	\$485.00 86551	07/01/2025	\$485.00
	25/05 City Clerk		07/01/2025			
06/20/2025	1031766	Invoice	07/01/2025	\$408.00 86551	07/01/2025	\$408.00
	25/05 Successor Agency		07/01/2025			
06/20/2025	1031758	Invoice	07/01/2025	\$343.00 86551	07/01/2025	\$343.00
	25/05 Administration		07/01/2025			
06/20/2025	1031770	Invoice	07/01/2025	\$102.00 86551	07/01/2025	\$102.00
	25/05 Economic		07/01/2025			
06/20/2025	1031767	Invoice	07/01/2025	\$68.00 86551	07/01/2025	\$68.00
	25/05 CFD General		07/01/2025			
06/20/2025	1031761	Invoice	07/01/2025	\$556.00 86551	07/01/2025	\$556.00
	25/05 Parks & Recreation		07/01/2025			
06/20/2025	1031775	Invoice	07/01/2025	\$820.00 86551	07/01/2025	\$820.00
	25/05 Public Records Act		07/01/2025			
06/20/2025	1031769	Invoice	07/01/2025	\$1,122.00 86551	07/01/2025	\$1,122.00
	25/05 HCD Notice		07/01/2025			
06/20/2025	1031772	Invoice	07/01/2025	\$1,264.94 86551	07/01/2025	\$1,264.94
	25/05 General Litigation		07/01/2025			
06/20/2025	1031764	Invoice	07/01/2025	\$1,462.00 86551	07/01/2025	\$1,462.00
	25/05 Finance		07/01/2025			
06/20/2025	1031762	Invoice	07/01/2025	\$1,470.00 86551	07/01/2025	\$1,470.00
	25/05 Public Works		07/01/2025			

06/20/2025	1031756	Invoice	07/01/2025	\$1,494.50	86551	07/01/2025	\$1,494.50
	25/05 City Council Project		07/01/2025				
06/20/2025	1031757	Invoice	07/01/2025	\$1,690.50	86551	07/01/2025	\$1,690.50
	25/05 City Manager		07/01/2025				
06/20/2025	1031771	Invoice	07/01/2025	\$3,683.39	86551	07/01/2025	\$3,683.39
	25/05 Code Enforcement		07/01/2025				
06/20/2025	1031765	Invoice	07/01/2025	\$5,712.00	86552	07/01/2025	\$5,712.00
	25/05 Labor/Employment		07/01/2025				
06/20/2025	1031759	Invoice	07/01/2025	\$8,477.00	86552	07/01/2025	\$8,477.00
	25/05 Planning		07/01/2025				
06/20/2025	1031773	Invoice	07/01/2025	\$12,775.95	86552	07/01/2025	\$12,775.95
	25/05 Applicant - 17610		07/01/2025				
	Pioneer, 18300 Pioneer,						
06/20/2025	1031768	Invoice	07/01/2025	\$13,510.44	86552	07/01/2025	\$13,510.44
	25/05 Motel 6		07/01/2025				
06/20/2025	1031774	Invoice	07/01/2025	\$17,103.15	86552	07/01/2025	\$17,103.15
	25/05 Builders Remedy		07/01/2025				
07/11/2025	1034566	Invoice	07/15/2025	\$272.00	86606	07/15/2025	\$272.00
	25/06 Finance		07/15/2025				
07/11/2025	1034562	Invoice	07/15/2025	\$196.00	86606	07/15/2025	\$196.00
	25/06 City Clerk		07/15/2025				
07/11/2025	1034574	Invoice	07/15/2025	\$359.10	86606	07/15/2025	\$359.10
	25/06 CFD General		07/15/2025				
07/11/2025	1034565	Invoice	07/15/2025	\$196.00	86606	07/15/2025	\$196.00
	25/06 Utilities		07/15/2025				
07/11/2025	1034578	Invoice	07/15/2025	\$40.00	86606	07/15/2025	\$40.00
	25/06 Public Records Act		07/15/2025				
07/11/2025	1034572	Invoice	07/15/2025	\$18.20	86606	07/15/2025	\$18.20
	25/06 Eminent Domain RE		07/15/2025				
07/11/2025	1034563	Invoice	07/15/2025	\$441.00	86606	07/15/2025	\$441.00
	25/06 Parks & Recreation		07/15/2025				
07/11/2025	1034564	Invoice	07/15/2025	\$514.50	86606	07/15/2025	\$514.50
	25/06 Public Works		07/15/2025				
07/11/2025	1034576	Invoice	07/15/2025	\$594.00	86606	07/15/2025	\$594.00
	25/06 Applicant Reimb. -		07/15/2025				
07/11/2025	1034568	Invoice	07/15/2025	\$680.00	86606	07/15/2025	\$680.00
	25/06 Special Projects -		07/15/2025				
07/11/2025	1034560	Invoice	07/15/2025	\$882.00	86606	07/15/2025	\$882.00
	25/06 Administration		07/15/2025				
07/11/2025	1034567	Invoice	07/15/2025	\$1,224.00	86606	07/15/2025	\$1,224.00
	25/06 Labor/Employment		07/15/2025				
07/11/2025	1034575	Invoice	07/15/2025	\$1,274.50	86606	07/15/2025	\$1,274.50
	25/06 General Litigation		07/15/2025				
07/11/2025	1034569	Invoice	07/15/2025	\$1,431.57	86606	07/15/2025	\$1,431.57
	25/06 Motel 6		07/15/2025				
07/11/2025	1034571	Invoice	07/15/2025	\$1,496.00	86606	07/15/2025	\$1,496.00
	25/06 Economic		07/15/2025				
07/11/2025	1034570	Invoice	07/15/2025	\$2,142.00	86607	07/15/2025	\$2,142.00
	25/06 HCD Notice		07/15/2025				
07/11/2025	1034573	Invoice	07/15/2025	\$2,703.00	86607	07/15/2025	\$2,703.00
	25/06 Code Enforcement		07/15/2025				
07/11/2025	1034559	Invoice	07/15/2025	\$4,385.50	86607	07/15/2025	\$4,385.50
	25/06 City Manager		07/15/2025				
07/11/2025	1034558	Invoice	07/15/2025	\$5,316.50	86607	07/15/2025	\$5,316.50
	25/06 City Council Project		07/15/2025				
07/11/2025	1034561	Invoice	07/15/2025	\$9,200.50	86607	07/15/2025	\$9,200.50
	25/06 Planning		07/15/2025				
07/11/2025	1034577	Invoice	07/22/2025	\$29,386.80	86633	07/23/2025	\$29,386.80
	25/06 Builders Remedy		07/22/2025				
		<i>Totals for BEST BEST & KRIEGER LLP:</i>		\$135,791.04			\$135,791.04
CALE AMERICA INC.							
06/27/2025	186157	Invoice	07/09/2025	\$1,526.16	86570	07/09/2025	\$1,526.16
	25/06 Parking Meter IT		07/09/2025				
		<i>Totals for CALE AMERICA INC.:</i>		\$1,526.16			\$1,526.16
CALIFORNIA CLERK ADMINISTRATION SERVICES, LLC							
06/16/2025	A-009	Invoice	07/01/2025	\$650.00	86553	07/01/2025	\$650.00

	Transcription of minutes		07/01/2025				
	3/17/25 Sp & Reg, 5/12/25						
	Totals for CALIFORNIA CLERK ADMINISTRATION SERVICES, LLC:			\$650.00			\$650.00
CALIFORNIA CONTRACT CITIES ASSOCIATION							
07/08/2025	515815	Invoice	07/09/2025	\$4,700.00	86571	07/09/2025	\$4,700.00
	FY25/26 Annual		07/09/2025				
	Totals for CALIFORNIA CONTRACT CITIES ASSOCIATION:			\$4,700.00			\$4,700.00
CALIFORNIA JPIA							
07/15/2025	PROP00006	Invoice	07/22/2025	\$209,892.00	86634	07/23/2025	\$209,892.00
	FY25/26 Property Insurance		07/22/2025				
07/15/2025	PRIM-00006	Invoice	07/22/2025	\$424,349.00	86634	07/23/2025	\$424,349.00
	FY 25/26 Liability/Worker's Comp Insurance		07/22/2025				
	Totals for CALIFORNIA JPIA:			\$634,241.00			\$634,241.00
CALIFORNIA PEST MANAGEMENT							
07/03/2025	232179	Invoice	07/09/2025	\$134.00	86572	07/09/2025	\$134.00
	25/07 Pest Control		07/09/2025				
	Totals for CALIFORNIA PEST MANAGEMENT:			\$134.00			\$134.00
CalPers							
07/01/2025	4203484552-07/2025	Invoice	07/01/2025	\$68,517.91	41190	07/29/2025	\$68,517.91
	25/07 Health Premium		07/01/2025				
	Totals for CalPers:			\$68,517.91			\$68,517.91
CBE OFFICE SOLUTIONS							
07/24/2025	IN2856644	Invoice	07/29/2025	\$650.29	86667	07/29/2025	\$650.29
	6/20-7/19/25 Overage		07/29/2025				
	Totals for CBE OFFICE SOLUTIONS:			\$650.29			\$650.29
CELL BUSINESS EQUIPMENT							
04/04/2025	5033886965	Invoice	07/29/2025	\$659.69	86668	07/29/2025	\$659.69
	4/20-5/19/25 Sharp Copiers		07/29/2025				
05/05/2025	5034260532	Invoice	07/29/2025	\$659.69	86668	07/29/2025	\$659.69
	5/20-6/19/25 Sharp Copiers		07/29/2025				
06/05/2025	5034632721	Invoice	07/29/2025	\$659.69	86668	07/29/2025	\$659.69
	6/20-7/19/25 Sharp Copiers		07/29/2025				
07/05/2025	5035041677	Invoice	07/29/2025	\$659.69	86668	07/29/2025	\$659.69
	7/20-8/19/25 Sharp Copiers		07/29/2025				
	Totals for CELL BUSINESS EQUIPMENT:			\$2,638.76			\$2,638.76
CHANSON WALKER							
07/15/2025	071525	Invoice	07/29/2025	\$77.00	86669	07/29/2025	\$77.00
	Staff Uniforms		07/29/2025				
	Totals for CHANSON WALKER:			\$77.00			\$77.00
CINTAS CORP							
05/20/2025	4231037685	Invoice	07/09/2025	\$149.78	86573	07/09/2025	\$149.78
	25/05 AJ Park Janitorial		07/09/2025				
05/06/2025	4229594814	Invoice	07/09/2025	\$630.81	86573	07/09/2025	\$630.81
	25/05 Artesia Park Janitorial		07/09/2025				
07/01/2025	4234045922	Invoice	07/15/2025	\$161.88	86608	07/15/2025	\$161.88
	25/06 AJ Park Janitorial		07/15/2025				
07/01/2025	4232600134	Invoice	07/15/2025	\$667.77	86608	07/15/2025	\$667.77
	25/06 Artesia Park Janitorial		07/15/2025				
	Totals for CINTAS CORP:			\$1,610.24			\$1,610.24
CITY OF BREA							
07/02/2025	ASIT001523	Invoice	07/09/2025	\$4,741.00	86574	07/09/2025	\$4,741.00
	25/06 IT service and onsite support		07/09/2025				
	Totals for CITY OF BREA:			\$4,741.00			\$4,741.00
CITY OF NORWALK							
07/29/2025	3507880-00-080725	Invoice	07/29/2025	\$221.47	86670	07/29/2025	\$221.47
	5/15-7/15/25 169th &		07/29/2025				
07/29/2025	3507800-00-080725	Invoice	07/29/2025	\$108.78	86670	07/29/2025	\$108.78
	5/15-7/15/25 11908 169th		07/29/2025				
	Totals for CITY OF NORWALK:			\$330.25			\$330.25
CITY OF NORWALK							
07/16/2025	SGNL000331	Invoice	07/22/2025	\$295.21	86635	07/23/2025	\$295.21
	4/7-7/8/25 166th & Elaine		07/22/2025				
	Totals for CITY OF NORWALK:			\$295.21			\$295.21

CLEARGOV INC.							
07/09/2025	2025-17078	Invoice	07/15/2025	\$7,680.00	86609	07/15/2025	\$7,680.00
	Operational Budget Module		07/15/2025				
			<i>Totals for CLEARGOV INC.:</i>	<u>\$7,680.00</u>			<u>\$7,680.00</u>
CMTA							
07/21/2025	300004190	Invoice	07/22/2025	\$125.00	86636	07/23/2025	\$125.00
	Government Associate -		07/22/2025				
			<i>Totals for CMTA:</i>	<u>\$125.00</u>			<u>\$125.00</u>
COLD DUCK PRODUCTIONS, INC.							
07/29/2025	000	Invoice	07/29/2025	\$2,900.00	86671	07/29/2025	\$2,900.00
	National Night Out		07/29/2025				
			<i>Totals for COLD DUCK PRODUCTIONS, INC.:</i>	<u>\$2,900.00</u>			<u>\$2,900.00</u>
COLONIAL LIFE							
07/01/2025	70687030701161	Invoice	07/01/2025	\$3,426.79	41176	07/10/2025	\$3,426.79
	25/07 Supplemental Ins.		07/01/2025				
			<i>Totals for COLONIAL LIFE:</i>	<u>\$3,426.79</u>			<u>\$3,426.79</u>
COUNTY OF LOS ANGELES							
07/01/2025	FY25/26	Invoice	07/09/2025	\$452.74	86575	07/09/2025	\$452.74
	FY25/26 LAFCO Dues		07/09/2025				
			<i>Totals for COUNTY OF LOS ANGELES:</i>	<u>\$452.74</u>			<u>\$452.74</u>
CRYSTAL TEJEDA							
07/22/2025	91959371	Invoice	07/22/2025	\$80.00	86637	07/23/2025	\$80.00
	Refund Basketball -		07/22/2025				
			<i>Totals for CRYSTAL TEJEDA:</i>	<u>\$80.00</u>			<u>\$80.00</u>
DAWGS MENTALITY ATHLETICS LIMITED							
07/22/2025	92064579	Invoice	07/22/2025	\$150.00	86638	07/23/2025	\$150.00
	Facility Deposit Refund		07/22/2025				
			<i>Totals for DAWGS MENTALITY ATHLETICS LIMITED:</i>	<u>\$150.00</u>			<u>\$150.00</u>
DELL MARKETING LP							
07/01/2025	10763333046	Invoice	07/15/2025	\$1,605.48	86610	07/15/2025	\$1,605.48
	FY24/25 City Server		07/15/2025				
			<i>Totals for DELL MARKETING LP:</i>	<u>\$1,605.48</u>			<u>\$1,605.48</u>
DELTA DENTAL INSURANCE COMPANY							
07/01/2025	70144-00001-070125	Invoice	07/01/2025	\$254.96	86554	07/01/2025	\$254.96
	25/07 HMO Dental		07/01/2025				
07/29/2025	70144-00001-080125	Invoice	07/29/2025	\$141.52	86672	07/29/2025	\$141.52
	25/08 HMO Dental		07/29/2025				
			<i>Totals for DELTA DENTAL INSURANCE COMPANY:</i>	<u>\$396.48</u>			<u>\$396.48</u>
DEPT OF TAX AND FEE ADMIN							
06/03/2025	TF500662	Invoice	07/22/2025	\$2,916.05	86639	07/23/2025	\$2,916.05
	Measure AAA		07/22/2025				
			<i>Totals for DEPT OF TAX AND FEE ADMIN:</i>	<u>\$2,916.05</u>			<u>\$2,916.05</u>
DUNN-EDWARDS CORPORATION							
05/27/2025	2074A33670	Invoice	07/22/2025	\$1,064.01	86640	07/23/2025	\$1,064.01
	Graffiti Removal Supplies		07/22/2025				
			<i>Totals for DUNN-EDWARDS CORPORATION:</i>	<u>\$1,064.01</u>			<u>\$1,064.01</u>
DUPRE ENTERPRISES							
04/25/2025	113726	Invoice	07/09/2025	\$1,250.93	86576	07/09/2025	\$1,250.93
	AJ Padelford Pole light		07/09/2025				
			<i>Totals for DUPRE ENTERPRISES:</i>	<u>\$1,250.93</u>			<u>\$1,250.93</u>
ELIZABETH GARCIA							
06/17/2025	89110786	Invoice	07/29/2025	\$160.00	86673	07/29/2025	\$160.00
	Basketball Schedule Conflict		07/29/2025				
			<i>Totals for ELIZABETH GARCIA:</i>	<u>\$160.00</u>			<u>\$160.00</u>
ELIZALDE BUENDIA							
07/15/2025	07142025	Invoice	07/15/2025	\$500.00	86611	07/15/2025	\$500.00
	25/07 C&D Refund 17410		07/15/2025				
			<i>Totals for ELIZALDE BUENDIA:</i>	<u>\$500.00</u>			<u>\$500.00</u>
Enterprise FM Trust							
07/17/2025	480414A-070325	Invoice	07/17/2025	\$3,675.82	41185	07/23/2025	\$3,675.82
	25/07 Electric Vehicle Lease & Fleet Maintenance		07/17/2025				
			<i>Totals for Enterprise FM Trust:</i>	<u>\$3,675.82</u>			<u>\$3,675.82</u>
ERICKA JACKSON							
07/09/2025	REIMB	Invoice	07/09/2025	\$4,000.00	86577	07/09/2025	\$4,000.00

	2025 Tuition		07/09/2025				
			<i>Totals for ERICKA JACKSON:</i>		\$4,000.00		\$4,000.00
ERNESTO OLIVARES							
07/22/2025	AUG2025	Invoice	07/22/2025		\$221.12 86641	07/23/2025	\$221.12
	25/08 Medical Premium		07/22/2025				
			<i>Totals for ERNESTO OLIVARES:</i>		\$221.12		\$221.12
FIDELITY SECURITY LIFE INSURANCE CO.							
07/08/2025	166866366	Invoice	07/08/2025		\$554.36 41181	07/15/2025	\$554.36
	25/07 Vision Coverage		07/08/2025				
			<i>Totals for FIDELITY SECURITY LIFE INSURANCE CO.:</i>		\$554.36		\$554.36
FIESTA COOPERATIVE INC.							
06/30/2025	250608	Invoice	07/29/2025		\$8,378.06 86674	07/29/2025	\$8,378.06
	25/06 Dial-a-Ride Services		07/29/2025				
			<i>Totals for FIESTA COOPERATIVE INC.:</i>		\$8,378.06		\$8,378.06
Fireworks & Stage FX America, LLC							
07/01/2025	7-4-2025-2	Invoice	07/01/2025		\$13,500.00 86555	07/01/2025	\$13,500.00
	July 4th Fireworks show final		07/01/2025				
07/02/2025	23096	Invoice	07/09/2025		\$390.49 86578	07/09/2025	\$390.49
	Fireworks Permit Fee		07/09/2025				
			<i>Totals for Fireworks & Stage FX America, LLC:</i>		\$13,890.49		\$13,890.49
FRANCHISE TAX BOARD							
06/27/2025	06272025	Invoice	07/01/2025		\$80.00 86556	07/01/2025	\$80.00
	Ericka Jackson, 06/27/2025		07/01/2025				
06/27/2025	06272025	Invoice	07/01/2025		\$46.09 86557	07/01/2025	\$46.09
	Rene Trevino, 06272025		07/01/2025				
07/11/2025	07/11/2025	Invoice	07/15/2025		\$80.00 86612	07/15/2025	\$80.00
	Ericka Jackson, 07/11/2025		07/15/2025				
07/25/2025	07252025	Invoice	07/29/2025		\$80.00 86675	07/29/2025	\$80.00
	Ericka Jackson, 07/25/2025		07/29/2025				
07/25/2025	07252025	Invoice	07/29/2025		\$46.09 86676	07/29/2025	\$46.09
	Rene Trevino, 07/25/2025		07/29/2025				
			<i>Totals for FRANCHISE TAX BOARD:</i>		\$332.18		\$332.18
G2 CONSTRUCTION INC							
06/30/2025	250630-A3	Invoice	07/09/2025		\$51,673.00 86579	07/09/2025	\$51,673.00
	25/06 Phase 2 Stormwater Trash Capture Installation		07/09/2025				
			<i>Totals for G2 CONSTRUCTION INC:</i>		\$51,673.00		\$51,673.00
GATEWAY CITIES AFFORDABLE HOUSING TRUST							
07/10/2025	027	Invoice	07/22/2025		\$7,732.50 86642	07/23/2025	\$7,732.50
	FY25/26 Membership Dues		07/22/2025				
			<i>Totals for GATEWAY CITIES AFFORDABLE HOUSING TRUST:</i>		\$7,732.50		\$7,732.50
GATEWAY CITIES COUNCIL OF GOVERNMENTS							
07/01/2025	FY25/26	Invoice	07/01/2025		\$15,015.00 86558	07/01/2025	\$15,015.00
	FY25/26 COG Annual		07/01/2025				
07/01/2025	FY25/26	Invoice	07/01/2025		\$20,000.00 86558	07/01/2025	\$20,000.00
	FY25/26 91/605/405 Major		07/01/2025				
			<i>Totals for GATEWAY CITIES COUNCIL OF GOVERNMENTS:</i>		\$35,015.00		\$35,015.00
GOLDEN STATE WATER COMPANY							
07/23/2025	0055238698-071425	Invoice	07/23/2025		\$317.87 41186	07/23/2025	\$317.87
	25/06 11938 South St.		07/23/2025				
07/23/2025	2865004438-070925	Invoice	07/23/2025		\$248.75 41186	07/23/2025	\$248.75
	25/06 18609 IRR Pioneer		07/23/2025				
07/23/2025	4905793578-071525	Invoice	07/23/2025		\$274.10 41186	07/23/2025	\$274.10
	25/06 18530 Corby Ave.		07/23/2025				
07/23/2025	1373230000-071625	Invoice	07/23/2025		\$1,013.06 41186	07/23/2025	\$1,013.06
	25/06 11504 Artesia Blvd		07/23/2025				
07/23/2025	8072740000-070925	Invoice	07/23/2025		\$743.18 41186	07/23/2025	\$743.18
	25/06 11710 South St IRR		07/23/2025				
07/23/2025	4302440000-070925	Invoice	07/23/2025		\$457.37 41186	07/23/2025	\$457.37
	25/06 11734 IRR Artesia		07/23/2025				
07/23/2025	4273230000-071725	Invoice	07/23/2025		\$876.65 41186	07/23/2025	\$876.65
	25/06 12034 Artesia IRR		07/23/2025				
07/23/2025	1113139225-071625	Invoice	07/23/2025		\$623.31 41186	07/23/2025	\$623.31
	25/06 17189 IRR Baber Ave		07/23/2025				
07/23/2025	9725940000-072625	Invoice	07/23/2025		\$57.31 41186	07/23/2025	\$57.31
	25/06 17202 Alburtis		07/23/2025				

07/23/2025	8217720000-071625	Invoice	07/23/2025	\$267.06 41186	07/23/2025	\$267.06
	25/06 17203 Corby Ave.		07/23/2025			
07/23/2025	8756430000-071725	Invoice	07/23/2025	\$701.30 41186	07/23/2025	\$701.30
	25/06 17512 IRR Norwalk		07/23/2025			
07/23/2025	7902030000-071725	Invoice	07/23/2025	\$1,789.06 41186	07/23/2025	\$1,789.06
	25/06 17815 Pioneer IRR		07/23/2025			
07/23/2025	8783687207-071425	Invoice	07/23/2025	\$291.91 41186	07/23/2025	\$291.91
	25/06 18506 IRR Pioneer		07/23/2025			
07/23/2025	2942430000-070925	Invoice	07/23/2025	\$232.23 41186	07/23/2025	\$232.23
	25/06 18641 Corby		07/23/2025			
07/23/2025	2274300000-070925	Invoice	07/23/2025	\$297.97 41186	07/23/2025	\$297.97
	25/06 18644 Alburtis Ave		07/23/2025			
07/23/2025	9174300000-070925	Invoice	07/23/2025	\$610.53 41186	07/23/2025	\$610.53
	25/06 18747 Clarkdale Ave.		07/23/2025			
07/23/2025	0274300000-070925	Invoice	07/23/2025	\$37.41 41186	07/23/2025	\$37.41
	25/06 18747 Fp Clarkdale		07/23/2025			
07/23/2025	1274300000-070925	Invoice	07/23/2025	\$1,224.36 41186	07/23/2025	\$1,224.36
	25/06 18750 Clarkdale		07/23/2025			
07/23/2025	8514744341-071425	Invoice	07/23/2025	\$510.45 41186	07/23/2025	\$510.45
	25/06 18803 Elaine Ave.		07/23/2025			
07/23/2025	6350093223-071425	Invoice	07/23/2025	\$129.47 41186	07/23/2025	\$129.47
	25/06 Norwalk & South St		07/23/2025			
07/23/2025	5534220000-070925	Invoice	07/23/2025	\$457.37 41186	07/23/2025	\$457.37
	25/06 Norwalk Blvd So of		07/23/2025			
07/23/2025	9138539384-070925	Invoice	07/23/2025	\$839.87 41186	07/23/2025	\$839.87
	25/06 17514 Norwalk Blvd		07/23/2025			
07/23/2025	5353387681-070925	Invoice	07/23/2025	\$385.16 41186	07/23/2025	\$385.16
	25/06 Droxford St Norwalk		07/23/2025			
07/23/2025	7677238922-071525	Invoice	07/23/2025	\$254.07 41186	07/23/2025	\$254.07
	25/06 11504 178th St		07/23/2025			
07/23/2025	2376836656-061325	Invoice	07/23/2025	\$1,117.00 41186	07/23/2025	\$1,117.00
	25/06 186th St & Jersey Ave		07/23/2025			
	<i>Totals for GOLDEN STATE WATER COMPANY:</i>			<u>\$13,756.82</u>		<u>\$13,756.82</u>
GRAINGER						
06/03/2025	9527632617	Invoice	07/09/2025	\$950.02 86580	07/09/2025	\$950.02
	Artesia Park Janitorial		07/09/2025			
	<i>Totals for GRAINGER:</i>			<u>\$950.02</u>		<u>\$950.02</u>
HINDERLITER DE LLAMAS & ASSOCIATES						
07/01/2025	SIN052079	Invoice	07/15/2025	\$600.00 86613	07/15/2025	\$600.00
	25/06 Cannabis Program		07/15/2025			
	<i>Totals for HINDERLITER DE LLAMAS & ASSOCIATES:</i>			<u>\$600.00</u>		<u>\$600.00</u>
HUMAN SERVICES ASSOCIATION						
06/10/2025	05312425	Invoice	07/01/2025	\$1,542.00 86559	07/01/2025	\$1,542.00
	25/05 Senior Meals		07/01/2025			
07/01/2025	06302425	Invoice	07/15/2025	\$1,827.00 86614	07/15/2025	\$1,827.00
	25/06 Senior Meals		07/15/2025			
	<i>Totals for HUMAN SERVICES ASSOCIATION:</i>			<u>\$3,369.00</u>		<u>\$3,369.00</u>
INTELLI-TECH						
06/30/2025	15646	Invoice	07/01/2025	\$14,949.81 86560	07/01/2025	\$14,949.81
	12 HP Computers		07/01/2025			
	<i>Totals for INTELLI-TECH:</i>			<u>\$14,949.81</u>		<u>\$14,949.81</u>
JOE A. GONSALVES & SON						
07/22/2025	162640	Invoice	07/29/2025	\$9,000.00 86677	07/29/2025	\$9,000.00
	July/Aug '25 - Lobbyist Contract		07/29/2025			
	<i>Totals for JOE A. GONSALVES & SON:</i>			<u>\$9,000.00</u>		<u>\$9,000.00</u>
JOHN L HUNTER & ASSOCIATES						
06/23/2025	ART1MS412503	Invoice	07/09/2025	\$988.75 86581	07/09/2025	\$988.75
	25/03 Municipal Storm		07/09/2025			
06/23/2025	ART1MS412504	Invoice	07/09/2025	\$2,309.34 86581	07/09/2025	\$2,309.34
	25/04 Municipal Storm		07/09/2025			
	<i>Totals for JOHN L HUNTER & ASSOCIATES:</i>			<u>\$3,298.09</u>		<u>\$3,298.09</u>
JOHNNY MIRANDA						
07/01/2025	88042199	Invoice	07/15/2025	\$150.00 86615	07/15/2025	\$150.00
	Security Deposit Refund		07/15/2025			
	<i>Totals for JOHNNY MIRANDA:</i>			<u>\$150.00</u>		<u>\$150.00</u>

JOSE ASCENCIO							
07/22/2025	AUG2025	Invoice	07/22/2025	\$221.12	86643	07/23/2025	\$221.12
	25/08 Medical Premium		07/22/2025				
			<i>Totals for JOSE ASCENCIO:</i>	<u>\$221.12</u>			<u>\$221.12</u>
JOSHUA ACEVEDO							
07/22/2025	REIMB2025	Invoice	07/22/2025	\$3,500.00	86644	07/23/2025	\$3,500.00
	2025 Tuition		07/22/2025				
			<i>Totals for JOSHUA ACEVEDO:</i>	<u>\$3,500.00</u>			<u>\$3,500.00</u>
JULIE KOGA							
07/22/2025	APR/JUN2025	Invoice	07/22/2025	\$338.00	86645	07/23/2025	\$338.00
	Apr/Jun '25 Taiko Drumming		07/22/2025				
			<i>Totals for JULIE KOGA:</i>	<u>\$338.00</u>			<u>\$338.00</u>
JUSTINE MENZEL							
07/22/2025	AUG2025	Invoice	07/22/2025	\$32.28	86646	07/23/2025	\$32.28
	25/08 Medical Premium		07/22/2025				
			<i>Totals for JUSTINE MENZEL:</i>	<u>\$32.28</u>			<u>\$32.28</u>
KAREN GONZALEZ							
05/28/2025	052825 Artesia	Invoice	07/09/2025	\$315.00	86582	07/09/2025	\$315.00
	2025 Beautification Awards		07/09/2025				
			<i>Totals for KAREN GONZALEZ:</i>	<u>\$315.00</u>			<u>\$315.00</u>
KAREN HEATH							
07/22/2025	AUG2025	Invoice	07/22/2025	\$225.36	86647	07/23/2025	\$225.36
	25/08 Medical Premium		07/22/2025				
			<i>Totals for KAREN HEATH:</i>	<u>\$225.36</u>			<u>\$225.36</u>
KILEY & ASSOCIATES LLC							
06/30/2025	AR250630	Invoice	07/09/2025	\$4,150.00	86583	07/09/2025	\$4,150.00
	25/06 Lobbyist Service		07/09/2025				
			<i>Totals for KILEY & ASSOCIATES LLC:</i>	<u>\$4,150.00</u>			<u>\$4,150.00</u>
KIMLEY HORN AND ASSOCIATES INC							
05/31/2025	32254121	Invoice	07/09/2025	\$1,167.50	86584	07/09/2025	\$1,167.50
	25/05 11709 Artesia		07/09/2025				
06/30/2025	32386016	Invoice	07/22/2025	\$565.00	86648	07/23/2025	\$565.00
	25/06 11709 Artesia		07/22/2025				
			<i>Totals for KIMLEY HORN AND ASSOCIATES INC:</i>	<u>\$1,732.50</u>			<u>\$1,732.50</u>
KOSMONT COMPANIES							
06/30/2025	2412.8-004	Invoice	07/09/2025	\$664.30	86585	07/09/2025	\$664.30
	25/06 Econ Dev		07/09/2025				
			<i>Totals for KOSMONT COMPANIES:</i>	<u>\$664.30</u>			<u>\$664.30</u>
LA COUNTY ASSESSOR OFFICE							
07/07/2025	25ASRE219	Invoice	07/15/2025	\$6.00	86616	07/15/2025	\$6.00
	25/06 City Map		07/15/2025				
			<i>Totals for LA COUNTY ASSESSOR OFFICE:</i>	<u>\$6.00</u>			<u>\$6.00</u>
LA COUNTY DEPT OF ANIMAL CONTROL							
06/25/2025	06252025	Invoice	07/01/2025	\$10,545.06	86561	07/01/2025	\$10,545.06
	25/05 Animal Housing		07/01/2025				
07/25/2025	07212025	Invoice	07/29/2025	\$5,210.95	86678	07/29/2025	\$5,210.95
	25/06 Animal Housing		07/29/2025				
			<i>Totals for LA COUNTY DEPT OF ANIMAL CONTROL:</i>	<u>\$15,756.01</u>			<u>\$15,756.01</u>
LA COUNTY DEPT OF PUBLIC WORKS							
06/09/2025	25060906408	Invoice	07/01/2025	\$7,032.10	86562	07/01/2025	\$7,032.10
	25/05 Industrial Waste		07/01/2025				
			<i>Totals for LA COUNTY DEPT OF PUBLIC WORKS:</i>	<u>\$7,032.10</u>			<u>\$7,032.10</u>
LA COUNTY SHERIFF'S DEPARTMENT							
07/13/2025	253636TZ	Invoice	07/29/2025	\$196.59	86679	07/29/2025	\$196.59
	25/01 Helicopter Service		07/29/2025				
07/17/2025	253878TZ	Invoice	07/29/2025	\$49.15	86679	07/29/2025	\$49.15
	25/05 Helicopter Service		07/29/2025				
07/24/2025	253616TZ	Invoice	07/29/2025	\$20,875.47	86679	07/29/2025	\$20,875.47
	25/05 Ganq Suppression		07/29/2025				
07/17/2025	253880TZ	Invoice	07/29/2025	\$810.95	86679	07/29/2025	\$810.95
	24/12 Helicopter Service		07/29/2025				
07/17/2025	253894TZ	Invoice	07/29/2025	\$860.10	86679	07/29/2025	\$860.10
	25/06 Helicopter Service		07/29/2025				
07/17/2025	253808TZ	Invoice	07/29/2025	\$1,760.40	86679	07/29/2025	\$1,760.40
	25/06 DES Hall		07/29/2025				

07/17/2025	253810TZ	Invoice	07/29/2025	\$2,970.84 86679	07/29/2025	\$2,970.84
	25/06 Foot Patrol		07/29/2025			
07/17/2025	253811TZ	Invoice	07/29/2025	\$3,637.71 86679	07/29/2025	\$3,637.71
	25/06 La Mirage Event		07/29/2025			
07/17/2025	253809TZ	Invoice	07/29/2025	\$16,768.44 86679	07/29/2025	\$16,768.44
	25/06 Ganq Suppression		07/29/2025			
07/09/2025	253665TZ	Invoice	07/29/2025	\$369,930.26 86679	07/29/2025	\$369,930.26
	25/06 General Law		07/29/2025			
06/29/2025	253384TZ	Invoice	07/29/2025	\$2,585.20 86679	07/29/2025	\$2,585.20
	25/05 DES Hall		07/29/2025			
06/29/2025	253385TZ	Invoice	07/29/2025	\$5,036.13 86679	07/29/2025	\$5,036.13
	25/05 Foot Patrol		07/29/2025			
06/29/2025	253386TZ	Invoice	07/29/2025	\$6,389.93 86679	07/29/2025	\$6,389.93
	25/05 La Mirage Event		07/29/2025			
06/22/2025	253265TZ	Invoice	07/29/2025	\$369,930.26 86679	07/29/2025	\$369,930.26
	25/05 General Law		07/29/2025			
	<i>Totals for LA COUNTY SHERIFF'S DEPARTMENT:</i>			<u>\$801,801.43</u>		<u>\$801,801.43</u>
LEGAL SHIELD						
07/15/2025	07152025	Invoice	07/15/2025	\$139.70 86617	07/15/2025	\$139.70
	25/07 Supplemental Ins.		07/15/2025			
	<i>Totals for LEGAL SHIELD:</i>			<u>\$139.70</u>		<u>\$139.70</u>
LETICIA MORRIS						
06/26/2025	MAY/JUNE2025	Invoice	07/01/2025	\$249.60 86563	07/01/2025	\$249.60
	May/June '25 Zumba PM		07/01/2025			
	<i>Totals for LETICIA MORRIS:</i>			<u>\$249.60</u>		<u>\$249.60</u>
LIBERTY UTILITIES						
07/29/2025	200006718171-081125	Invoice	07/29/2025	\$1,812.14 86680	07/29/2025	\$1,812.14
	5/14-7/21/25 - 16712		07/29/2025			
	<i>Totals for LIBERTY UTILITIES:</i>			<u>\$1,812.14</u>		<u>\$1,812.14</u>
LINCOLN NATIONAL LIFE INSURANCE						
07/01/2025	4853374324	Invoice	07/01/2025	\$1,941.60 41182	07/15/2025	\$1,941.60
	25/07 Life & Disability Ins.		07/01/2025			
	<i>Totals for LINCOLN NATIONAL LIFE INSURANCE:</i>			<u>\$1,941.60</u>		<u>\$1,941.60</u>
LOS ANGELES COUNTY PUBLIC WORKS						
06/23/2025	IN250000924	Invoice	07/09/2025	\$53,706.16 86586	07/09/2025	\$53,706.16
	25/04 Building & Safety		07/09/2025			
07/01/2025	IN250000971	Invoice	07/15/2025	\$47,009.74 86618	07/15/2025	\$47,009.74
	25/05 Building & Safety		07/15/2025			
	<i>Totals for LOS ANGELES COUNTY PUBLIC WORKS:</i>			<u>\$100,715.90</u>		<u>\$100,715.90</u>
LOS CERRITOS COMMUNITY NEWS						
06/13/2025	37628	Invoice	07/01/2025	\$495.90 86564	07/01/2025	\$495.90
	Legal Notice - 11709 Artesia Blvd		07/01/2025			
05/16/2025	37558	Invoice	07/01/2025	\$1,944.45 86564	07/01/2025	\$1,944.45
	Legal Notices - 18300 Pioneer Blvd., 11816 166th		07/01/2025			
06/20/2025	37640	Invoice	07/01/2025	\$991.80 86564	07/01/2025	\$991.80
	Legal Notice PH 11709		07/01/2025			
05/23/2025	37572	Invoice	07/01/2025	\$1,657.35 86564	07/01/2025	\$1,657.35
	Legal Notices 5/23/25		07/01/2025			
06/13/2025	37624	Invoice	07/01/2025	\$2,270.70 86564	07/01/2025	\$2,270.70
	Legal Notice Ord. 25-970, 25-967, 17610 Pioneer Blvd		07/01/2025			
06/06/2025	37612	Invoice	07/01/2025	\$1,030.95 86564	07/01/2025	\$1,030.95
	Legal Notice PH 11709		07/01/2025			
	<i>Totals for LOS CERRITOS COMMUNITY NEWS:</i>			<u>\$8,391.15</u>		<u>\$8,391.15</u>
LOURDES TREROTOLA						
07/22/2025	JUN/JUL2025	Invoice	07/22/2025	\$104.00 86649	07/23/2025	\$104.00
	Jun/July '25 Yoga PM Class		07/22/2025			
	<i>Totals for LOURDES TREROTOLA:</i>			<u>\$104.00</u>		<u>\$104.00</u>
MARIA ELSA HERNANDEZ						
06/20/2025	89440563	Invoice	07/09/2025	\$51.00 86587	07/09/2025	\$51.00
	Family Excursion Refund		07/09/2025			
	<i>Totals for MARIA ELSA HERNANDEZ:</i>			<u>\$51.00</u>		<u>\$51.00</u>
MARIPOSA LANDSCAPES INC						

05/31/2025	113870	Invoice	07/09/2025	\$8,903.00 86588	07/09/2025	\$8,903.00
	25/05 Landscape		07/09/2025			
07/01/2025	114519	Invoice	07/15/2025	\$8,903.00 86619	07/15/2025	\$8,903.00
	25/06 Landscape		07/15/2025			
07/01/2025	114596	Invoice	07/15/2025	\$3,650.00 86619	07/15/2025	\$3,650.00
	25/06 Median Timer with		07/15/2025			
		<i>Totals for MARIPOSA LANDSCAPES INC:</i>		<u>\$21,456.00</u>		<u>\$21,456.00</u>
MARTIN GAMEZ						
07/22/2025	AUG2025	Invoice	07/22/2025	\$221.12 86650	07/23/2025	\$221.12
	25/08 Medical Premium		07/22/2025			
		<i>Totals for MARTIN GAMEZ:</i>		<u>\$221.12</u>		<u>\$221.12</u>
MARY CARMEN GARCIA						
06/26/2025	MAY/JUNE2025	Invoice	07/01/2025	\$259.00 86565	07/01/2025	\$259.00
	May/June '25 Youth Dance		07/01/2025			
		<i>Totals for MARY CARMEN GARCIA:</i>		<u>\$259.00</u>		<u>\$259.00</u>
MBC FIRE SAFETY						
07/11/2025	03589	Invoice	07/15/2025	\$1,583.09 86620	07/15/2025	\$1,583.09
	Fire Hood Maintenance		07/15/2025			
		<i>Totals for MBC FIRE SAFETY:</i>		<u>\$1,583.09</u>		<u>\$1,583.09</u>
MCCLAIN ROOFING INC						
07/02/2025	07022025	Invoice	07/09/2025	\$250.00 86589	07/09/2025	\$250.00
	25/07 C&D Recycling		07/09/2025			
	Deposit: 17610 Roseton Ave					
		<i>Totals for MCCLAIN ROOFING INC:</i>		<u>\$250.00</u>		<u>\$250.00</u>
MONJARAS & WISMEYER GROUP INC						
07/11/2025	28338	Invoice	07/22/2025	\$555.00 86651	07/23/2025	\$555.00
	Accommodation Meeting,		07/22/2025			
	City of Artesia (316-103)					
		<i>Totals for MONJARAS & WISMEYER GROUP INC:</i>		<u>\$555.00</u>		<u>\$555.00</u>
MUNICIPAL DENTAL POOL						
07/01/2025	23316-00001-070125	Invoice	07/01/2025	\$4,188.87 86566	07/01/2025	\$4,188.87
	25/07 PPO Dental Coverage		07/01/2025			
07/29/2025	23316-00001-080125	Invoice	07/29/2025	\$4,027.56 86681	07/29/2025	\$4,027.56
	25/08 PPO Dental Coverage		07/29/2025			
		<i>Totals for MUNICIPAL DENTAL POOL:</i>		<u>\$8,216.43</u>		<u>\$8,216.43</u>
NATALIE HERRERA						
07/22/2025	AUG2025	Invoice	07/22/2025	\$221.12 86652	07/23/2025	\$221.12
	25/08 Medical Premium		07/22/2025			
		<i>Totals for NATALIE HERRERA:</i>		<u>\$221.12</u>		<u>\$221.12</u>
NATIONAL ENVIRONMENTAL SERVICES						
07/01/2025	34800	Invoice	07/15/2025	\$16,333.34 86621	07/15/2025	\$16,333.34
	25/06 Street Sweeping		07/15/2025			
		<i>Totals for NATIONAL ENVIRONMENTAL SERVICES:</i>		<u>\$16,333.34</u>		<u>\$16,333.34</u>
NATIONAL LEAGUE OF CITIES						
07/03/2025	194772	Invoice	07/09/2025	\$1,805.00 86590	07/09/2025	\$1,805.00
	FY25/26 Annual		07/09/2025			
		<i>Totals for NATIONAL LEAGUE OF CITIES:</i>		<u>\$1,805.00</u>		<u>\$1,805.00</u>
NOEL OMEGA						
07/17/2025	92061537	Invoice	07/22/2025	\$1,500.00 86653	07/23/2025	\$1,500.00
	Security Deposit Refund		07/22/2025			
		<i>Totals for NOEL OMEGA:</i>		<u>\$1,500.00</u>		<u>\$1,500.00</u>
ONLINE STRIPING SERVICE						
07/01/2025	1389	Invoice	07/15/2025	\$20,850.00 86622	07/15/2025	\$20,850.00
	FY24/25 Street Sign		07/15/2025			
		<i>Totals for ONLINE STRIPING SERVICE:</i>		<u>\$20,850.00</u>		<u>\$20,850.00</u>
OPC TRANSYSTEMS CORPORATION						
06/30/2025	INV-00020250707	Invoice	07/09/2025	\$7,715.00 86591	07/09/2025	\$7,715.00
	25/06 Acquisition Services		07/09/2025			
	for AJ Padelford Expansion					
		<i>Totals for OPC TRANSYSTEMS CORPORATION:</i>		<u>\$7,715.00</u>		<u>\$7,715.00</u>
OSCAR LOZA						
07/22/2025	91960074	Invoice	07/22/2025	\$80.00 86654	07/23/2025	\$80.00
	Refund Basketball -		07/22/2025			
	Schedule Conflict					
		<i>Totals for OSCAR LOZA:</i>		<u>\$80.00</u>		<u>\$80.00</u>

PAINE'S FIRE PROTECTION							
06/30/2025	23231	Invoice	07/09/2025	\$2,469.85	86592	07/09/2025	\$2,469.85
	Annual Fire Extinguisher		07/09/2025				
<i>Totals for PAINE'S FIRE PROTECTION:</i>				<u>\$2,469.85</u>			<u>\$2,469.85</u>
PLACEWORKS INC.							
06/30/2025	ART-02.0-20	Invoice	07/22/2025	\$1,203.41	86655	07/23/2025	\$1,203.41
	25/06 ADSP TOD SIP		07/22/2025				
<i>Totals for PLACEWORKS INC.:</i>				<u>\$1,203.41</u>			<u>\$1,203.41</u>
PREMIERE BALLOON							
04/28/2025	0005	Invoice	07/22/2025	\$456.84	86656	07/23/2025	\$456.84
	Senior Ball Center Pieces		07/22/2025				
<i>Totals for PREMIERE BALLOON:</i>				<u>\$456.84</u>			<u>\$456.84</u>
Quadient Finance USA Inc.							
07/08/2025	80855574-061825	Invoice	07/08/2025	\$1,003.00	41177	07/10/2025	\$1,003.00
	Refilled Postage Machine		07/08/2025				
<i>Totals for Quadient Finance USA Inc.:</i>				<u>\$1,003.00</u>			<u>\$1,003.00</u>
RAMIREZ PRODUCTIONS							
07/01/2025	1573	Invoice	07/01/2025	\$1,797.00	86567	07/01/2025	\$1,797.00
	Ramirez Productions PA		07/01/2025				
	System for Press Conference						
<i>Totals for RAMIREZ PRODUCTIONS:</i>				<u>\$1,797.00</u>			<u>\$1,797.00</u>
ROBERT HALF							
06/26/2025	65114767	Invoice	07/01/2025	\$1,053.50	86568	07/01/2025	\$1,053.50
	HR Administrative Assistant		07/01/2025				
06/26/2025	65112631	Invoice	07/01/2025	\$1,090.56	86568	07/01/2025	\$1,090.56
	Planning Administrative		07/01/2025				
07/03/2025	65137823	Invoice	07/09/2025	\$1,817.60	86593	07/09/2025	\$1,817.60
	Planning Administrative		07/09/2025				
07/03/2025	65137832	Invoice	07/09/2025	\$1,898.75	86593	07/09/2025	\$1,898.75
	HR Administrative Assistant		07/09/2025				
07/10/2025	65154209	Invoice	07/15/2025	\$1,090.56	86623	07/15/2025	\$1,090.56
	Planning Administrative		07/15/2025				
07/10/2025	65154222	Invoice	07/15/2025	\$1,176.00	86623	07/15/2025	\$1,176.00
	HR Administrative Assistant		07/15/2025				
07/17/2025	65179004	Invoice	07/22/2025	\$1,817.60	86657	07/23/2025	\$1,817.60
	Planning Administrative		07/22/2025				
07/17/2025	65187389	Invoice	07/22/2025	\$1,960.00	86657	07/23/2025	\$1,960.00
	HR Administrative Assistant		07/22/2025				
07/24/2025	65199627	Invoice	07/29/2025	\$1,568.00	86682	07/29/2025	\$1,568.00
	HR Administrative Assistant		07/29/2025				
<i>Totals for ROBERT HALF:</i>				<u>\$13,472.57</u>			<u>\$13,472.57</u>
RON IBARRA ENGINEERING							
07/01/2025	2025-06	Invoice	07/15/2025	\$24,200.00	86624	07/15/2025	\$24,200.00
	25/06 Engineering Services		07/15/2025				
07/01/2025	2025_05	Invoice	07/15/2025	\$22,200.00	86624	07/15/2025	\$22,200.00
	25/05 Engineering Services		07/15/2025				
06/02/2025	2025-05	Invoice	07/22/2025	\$4,335.00	86658	07/23/2025	\$4,335.00
	25/05 Encroachment Permits		07/22/2025				
<i>Totals for RON IBARRA ENGINEERING:</i>				<u>\$50,735.00</u>			<u>\$50,735.00</u>
SAAHAS FOR CAUSE							
07/01/2025	90602412	Invoice	07/09/2025	\$150.00	86594	07/09/2025	\$150.00
	Facility Deposit Refund		07/09/2025				
<i>Totals for SAAHAS FOR CAUSE:</i>				<u>\$150.00</u>			<u>\$150.00</u>
SAGECREST PLANNING AND ENVIRONMENTAL							
06/30/2025	5290	Invoice	07/09/2025	\$1,700.00	86595	07/09/2025	\$1,700.00
	25/06 Housing Element		07/09/2025				
06/30/2025	5286	Invoice	07/09/2025	\$1,950.00	86595	07/09/2025	\$1,950.00
	25/06 11746 South St.		07/09/2025				
06/30/2025	5289	Invoice	07/09/2025	\$3,255.00	86595	07/09/2025	\$3,255.00
	25/06 17610 Pioneer Blvd (07/09/2025				
06/30/2025	5288	Invoice	07/09/2025	\$7,950.00	86595	07/09/2025	\$7,950.00
	25/06 11709 Artesia Blvd		07/09/2025				
06/30/2025	5287	Invoice	07/09/2025	\$9,600.00	86595	07/09/2025	\$9,600.00
	25/06 Downtown Specific		07/09/2025				
06/30/2025	5285	Invoice	07/09/2025	\$13,100.00	86595	07/09/2025	\$13,100.00

	25/06 General Planning		07/09/2025				
	<i>Totals for SAGECREST PLANNING AND ENVIRONMENTAL:</i>			\$37,555.00			\$37,555.00
SELACO WDB							
07/28/2025	SELACO001	Invoice	07/29/2025	\$170.97 86683		07/29/2025	\$170.97
	FY24/25 OUSY Over Billing		07/29/2025				
	<i>Totals for SELACO WDB:</i>			\$170.97			\$170.97
SHUSTER ADVISORY GROUP							
07/01/2025	8944	Invoice	07/15/2025	\$250.00 86625		07/15/2025	\$250.00
	25/06 Advisory Fee		07/15/2025				
	<i>Totals for SHUSTER ADVISORY GROUP:</i>			\$250.00			\$250.00
Southern California Association of Governments							
07/01/2025	SCAG FY26 0007	Invoice	07/09/2025	\$2,421.00 86596		07/09/2025	\$2,421.00
	FY25/26 Membership Dues		07/09/2025				
	<i>Totals for Southern California Association of Governments:</i>			\$2,421.00			\$2,421.00
SOUTHERN CALIFORNIA EDISON CO							
07/08/2025	700454958639-062525	Invoice	07/08/2025	\$22.25 41178		07/10/2025	\$22.25
	25/06 18510 Corby Ave.		07/08/2025				
07/08/2025	700483004874-062625	Invoice	07/08/2025	\$10,975.75 41178		07/10/2025	\$10,975.75
	25/06 Various Locations		07/08/2025				
07/08/2025	700485859203-062525	Invoice	07/08/2025	\$2,787.97 41178		07/10/2025	\$2,787.97
	25/06 Various Traffic Signals		07/08/2025				
07/08/2025	700492283835-061825	Invoice	07/08/2025	\$269.98 41178		07/10/2025	\$269.98
	25/06 Various Locations TC-		07/08/2025				
07/08/2025	700492421150-061825	Invoice	07/08/2025	\$148.81 41178		07/10/2025	\$148.81
	25/06 Artesia/Gridley		07/08/2025				
07/08/2025	700498964105-061825	Invoice	07/08/2025	\$2,061.31 41178		07/10/2025	\$2,061.31
	25/06 18750 Clarkdale EV		07/08/2025				
07/08/2025	700560422190-061825	Invoice	07/08/2025	\$49.61 41178		07/10/2025	\$49.61
	25/06 18600 1/2 S Norwalk		07/08/2025				
07/08/2025	700562509108-061825	Invoice	07/08/2025	\$69.79 41178		07/10/2025	\$69.79
	25/06 12001 Artesia Blvd		07/08/2025				
07/08/2025	700405333439-062625	Invoice	07/08/2025	\$1,086.29 41178		07/10/2025	\$1,086.29
	25/06 Various Locations		07/08/2025				
07/08/2025	700491366274-070125	Invoice	07/08/2025	\$17,934.08 41178		07/10/2025	\$17,934.08
	25/06 Various Locations		07/08/2025				
	<i>Totals for SOUTHERN CALIFORNIA EDISON CO:</i>			\$35,405.84			\$35,405.84
Southern California Gas Company							
07/15/2025	17950623003-070325	Invoice	07/15/2025	\$14.30 41183		07/15/2025	\$14.30
	25/07 18750 Clarkdale Ave.		07/15/2025				
07/15/2025	17949759637-071525	Invoice	07/15/2025	\$9.87 41183		07/15/2025	\$9.87
	25/07 18644 Alburtis Ave.		07/15/2025				
07/15/2025	12690659565-071525	Invoice	07/15/2025	\$14.79 41183		07/15/2025	\$14.79
	25/07 18641 Corby Ave		07/15/2025				
07/15/2025	17740623008-070325	Invoice	07/15/2025	\$16.45 41183		07/15/2025	\$16.45
	25/07 18747 Clarkdale Ave		07/15/2025				
	<i>Totals for Southern California Gas Company:</i>			\$55.41			\$55.41
SOUTHERN CALIFORNIA SECURITY CENTERS							
07/10/2025	10952	Invoice	07/15/2025	\$133.35 86626		07/15/2025	\$133.35
	Park Department Facility		07/15/2025				
07/01/2025	109101	Invoice	07/01/2025	\$13.17 86626		07/15/2025	\$13.17
	Parks Department Facility		07/15/2025				
	<i>Totals for SOUTHERN CALIFORNIA SECURITY CENTERS:</i>			\$146.52			\$146.52
SOUTHWEST PATROL INC							
06/30/2025	79778	Invoice	07/09/2025	\$7,920.00 86597		07/09/2025	\$7,920.00
	Security Guard Services for		07/09/2025				
	<i>Totals for SOUTHWEST PATROL INC:</i>			\$7,920.00			\$7,920.00
SSD ALARM SYSTEMS							
07/15/2025	R-00600491	Invoice	07/15/2025	\$388.23 86627		07/15/2025	\$388.23
	8/1-10/31/25 11870 169th		07/15/2025				
	<i>Totals for SSD ALARM SYSTEMS:</i>			\$388.23			\$388.23
Sterling Administration							
07/01/2025	869496	Invoice	07/01/2025	\$690.82 41179		07/10/2025	\$690.82
	25/06 FSA/DCA		07/01/2025				
07/11/2025	874656	Invoice	07/11/2025	\$690.82 41184		07/15/2025	\$690.82
	25/07 FSA/DCA		07/11/2025				
	<i>Totals for Sterling Administration:</i>			\$1,381.64			\$1,381.64

T-MOBILE							
07/22/2025	981989691-070125	Invoice	07/22/2025	\$1,032.08	41187	07/23/2025	\$1,032.08
	25/07 City Cell Phone		07/22/2025				
			<i>Totals for T-MOBILE:</i>	<u>\$1,032.08</u>			<u>\$1,032.08</u>
TPX COMMUNICATIONS							
07/16/2025	186429572-0	Invoice	07/22/2025	\$349.14	86659	07/23/2025	\$349.14
	25/07 Telephone Service		07/22/2025				
			<i>Totals for TPX COMMUNICATIONS:</i>	<u>\$349.14</u>			<u>\$349.14</u>
TURF STAR, INC.							
07/01/2025	FIN011680	Invoice	07/01/2025	\$84.60	86628	07/15/2025	\$84.60
	Overdue Charge		07/15/2025				
			<i>Totals for TURF STAR, INC.:</i>	<u>\$84.60</u>			<u>\$84.60</u>
U.S. BANK CORPORATE PAYMENT SYSTEMS							
07/07/2025	7883-25/06	Invoice	07/07/2025	\$38,847.70	41180	07/10/2025	\$38,847.70
	25/06 Credit Card Purchases		07/07/2025				
			<i>Totals for U.S. BANK CORPORATE PAYMENT SYSTEMS:</i>	<u>\$38,847.70</u>			<u>\$38,847.70</u>
UNIFORM DEPOT INC.							
07/01/2025	8867	Invoice	07/22/2025	\$524.27	86660	07/23/2025	\$524.27
	Public Works Uniforms -		07/22/2025				
			<i>Totals for UNIFORM DEPOT INC.:</i>	<u>\$524.27</u>			<u>\$524.27</u>
United One Escrow - Farmers Bank							
07/14/2025	2457-KS	Invoice	07/14/2025	\$261,122.24	41193	07/30/2025	\$261,122.24
	Property Acquisition - 11936		07/14/2025				
			<i>Totals for United One Escrow - Farmers Bank:</i>	<u>\$261,122.24</u>			<u>\$261,122.24</u>
VALIANCE CAPITAL LLC							
07/01/2025	515018 - DT	Invoice	07/09/2025	\$3,440.00	86598	07/09/2025	\$3,440.00
	YOUTH BASKETBALL		07/09/2025				
	LEAGUE REF COVERAGE -						
			<i>Totals for VALIANCE CAPITAL LLC:</i>	<u>\$3,440.00</u>			<u>\$3,440.00</u>
VERONICA FLORES							
06/20/2025	89438511	Invoice	07/09/2025	\$86.00	86599	07/09/2025	\$86.00
	Family Excursion Refund.		07/09/2025				
			<i>Totals for VERONICA FLORES:</i>	<u>\$86.00</u>			<u>\$86.00</u>
VINOD PATEL							
07/01/2025	90605241	Invoice	07/09/2025	\$75.00	86600	07/09/2025	\$75.00
	Facility Deposit Refund		07/09/2025				
	6/21/25						
			<i>Totals for VINOD PATEL:</i>	<u>\$75.00</u>			<u>\$75.00</u>
WATER REPLENISHMENT DISTRICT OF SO. CALIF.							
07/15/2025	0160-053125	Invoice	07/15/2025	\$183.54	86629	07/15/2025	\$183.54
	25/05 Groundwater		07/15/2025				
			<i>Totals for WATER REPLENISHMENT DISTRICT OF SO. CALIF.:</i>	<u>\$183.54</u>			<u>\$183.54</u>
WEST COAST ARBORISTS INC							
06/15/2025	230493	Invoice	07/09/2025	\$8,110.10	86601	07/09/2025	\$8,110.10
	25/06 Street Tree		07/09/2025				
06/30/2025	230947	Invoice	07/29/2025	\$3,578.00	86684	07/29/2025	\$3,578.00
	25/06 Tree Maintenance		07/29/2025				
			<i>Totals for WEST COAST ARBORISTS INC:</i>	<u>\$11,688.10</u>			<u>\$11,688.10</u>
WESTERN AUDIO VISUAL							
07/11/2025	23090	Invoice	07/22/2025	\$3,943.51	86661	07/23/2025	\$3,943.51
	Handheld Microphone for		07/22/2025				
			<i>Totals for WESTERN AUDIO VISUAL:</i>	<u>\$3,943.51</u>			<u>\$3,943.51</u>
WESTERN EXTERMINATOR COMPANY							
07/02/2025	79987998	Invoice	07/15/2025	\$192.81	86630	07/15/2025	\$192.81
	25/07 11870 169th St		07/15/2025				
07/02/2025	79990585	Invoice	07/15/2025	\$162.40	86630	07/15/2025	\$162.40
	25/07 18750 Clarkdale Ave.		07/15/2025				
07/02/2025	79987687	Invoice	07/15/2025	\$127.12	86630	07/15/2025	\$127.12
	25/07 18747 Clarkdale Ave.		07/15/2025				
07/02/2025	79989001	Invoice	07/15/2025	\$125.93	86630	07/15/2025	\$125.93
	25/07 17203 Corby Ave.		07/15/2025				
07/02/2025	79987596	Invoice	07/15/2025	\$97.16	86630	07/15/2025	\$97.16
	25/07 18641 Corby Ave		07/15/2025				
07/02/2025	79987595	Invoice	07/15/2025	\$97.16	86630	07/15/2025	\$97.16
	25/07 188644 187th St.		07/15/2025				

				<u>\$802.58</u>		<u>\$802.58</u>	
Wex Bank							
07/22/2025	105930899	Invoice	07/22/2025	\$1,259.15	41188	07/23/2025	\$1,259.15
	25/06 Gas Card Purchases		07/22/2025				
			<u>Totals for Wex Bank:</u>				<u>\$1,259.15</u>
WILLDAN ENGINEERING							
06/30/2025	00630400	Invoice	07/09/2025	\$2,051.50	86602	07/09/2025	\$2,051.50
	25/05 PMP Update Progress		07/09/2025				
	Payment - Invoice No. 9						
06/30/2025	00714547	Invoice	07/09/2025	\$21,672.50	86602	07/09/2025	\$21,672.50
	25/05 Housing Element		07/09/2025				
06/30/2025	00714562	Invoice	07/09/2025	\$41,250.00	86602	07/09/2025	\$41,250.00
	25/05 Planning Service		07/09/2025				
			<u>Totals for WILLDAN ENGINEERING:</u>				<u>\$64,974.00</u>
YUNEX LLC							
07/07/2025	5610005726	Invoice	07/09/2025	\$4,067.81	86603	07/09/2025	\$4,067.81
	25/06 Traffic Signal Call/Out		07/09/2025				
07/05/2025	90004794	Invoice	07/09/2025	\$1,989.00	86603	07/09/2025	\$1,989.00
	25/06 Traffic Signal		07/09/2025				
			<u>Totals for YUNEX LLC:</u>				<u>\$6,056.81</u>
YURI SANCHEZ							
07/22/2025	83214659	Invoice	07/22/2025	\$81.00	86662	07/23/2025	\$81.00
	Refund Baseball - Not		07/22/2025				
			<u>Totals for YURI SANCHEZ:</u>				<u>\$81.00</u>
			GRAND TOTALS:				\$2,637,123.45

A total of 268 transaction(s) listed

Payroll	7/11/2025	\$104,904.07
	7/25/2025	\$110,982.85
Total Payroll		\$215,886.92
Total Disbursement		\$2,853,010.37



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9C.

TO: Mayor and Members of the City Council

SUBJECT: City Financial Report - June 2025

FROM: Jamie Murguia, Finance Manager

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that the City Council receive and file the report.

BACKGROUND:

In accordance with Artesia Municipal Code (AMC) 2-4.705 (f), the attached Finance Report details the activity and balance for all City accounts and funds as of June 30, 2025. Reports are reconciled for cash on hand (bank) to cash recorded in the general ledger through the period ending June 30, 2025.

Activity for Money Market, Checking, Revolving, Cafeteria, Local Agency Investment Fund, CDBG, and Petty Cash are provided for review. Fund Balances compare the cash to each fund's obligation. The balance of the individual accounts and funds should be read with the understanding that cash on hand, is not cash available for unplanned expenditures. The cash balance encompasses the City's contingency reserves, operating expenditures, and monies kept in restricted use funds including Trust and Agency. The City of Artesia is debt-free; therefore, the finance report does not include any debt activity.

ANALYSIS:

The City is the recipient of several reimbursable grants. This means that, while the City has been awarded funding projects, the City must front the cost of those projects with General Fund revenue, and request reimbursement from the respective grantor as each project progresses. Towards that end, the balance of individual accounts and funds reflected in this Report will vary from month to month as expenses are made and reimbursements are received.

For the month ending June 30, 2025, an additional page has been added to the Financial Report. The page labeled, Schedule of Investments, highlights the City's longer duration investments held with Academy Asset Management, the City's investment advisor. A summary of these investments has always been highlighted on the Treasurer's Report; however, the Schedule of Investments provides an additional layer of visibility of the City's longer duration investments. This page will be included going forward.

FISCAL IMPACT:

There is no fiscal impact associated with the receipt and file of this Report.

RECOMMENDED COUNCIL ACTION:

Staff recommends that the City Council receive and file the report.

Attachments

[Treasurer Report 063025.pdf](#)

**City of Artesia
Treasurer's Report
06/30/25**

	MONEY MARKET ACCOUNT	CHECKING ACCOUNT	LOCAL AGENCY INVESTMENT ACCOUNT
Beginning Balance - 6/1/25	280,157.95	346,417.61	7,052,763.83
State/County/Misc Monthly Wires	884,740.70	-	-
Deposits	127,308.56	-	-
Civic Plus Credit deposits	-	9,433.00	-
Credit Transactions	-	2,368.50	-
PayGov Credit Deposits	-	43,199.81	-
Transfer from Money Market	-	1,230,000.00	-
Transfer from LAIF Account	-	-	-
Interest Income	10.46	-	-
Transfer to Checking Account	(1,230,000.00)	-	-
Transfer to LAIF Account	-	-	-
Transfer to CAMP/CLASS Account	260,000.00	-	-
Disbursements	-	(1,232,779.68)	-
Benefits Wires	-	(20,762.95)	-
PERS Health	-	(71,012.99)	-
PERS Retirement	-	(37,193.35)	-
Payroll	-	(180,892.75)	-
Payroll Tax Wire (EDD/IRS)	-	(40,201.03)	-
Bank Fees/Paid Parking Fees	(1,540.01)	(856.22)	-
Ending Balance - 6/30/2025	320,677.66	47,719.95	7,052,763.83
	CAMP ACCOUNT	CLASS ACCOUNT	ACADEMY AM
Beginning Balance - 6/1/25	7,714,555.46	6,965,959.54	5,033,775.44
Transfer from Checking Account	-	-	-
Deposits	27,303.14	24,880.90	11,221.06
Transfer Out/Disbursements	(260,000.00)	-	(208.33)
Unrealized Gain/Loss	-	-	22,218.00
Ending Balance - 6/30/2025	7,481,858.60	6,990,840.44	5,067,006.17
	CAFETERIA ACCOUNT	CDBG FIX-UP PROGRAM	PETTY CASH
Beginning Balance - 6/1/25	1,324.56	1,716.19	500.00
Deposits	-	-	-
Disbursements	-	-	-
Ending Balance - 6/30/2025	1,324.56	1,716.19	500.00
	REVOLVING ACCOUNT		TOTAL ALL ACCOUNTS
Beginning Balance - 6/1/25	1,362.14		27,398,532.72
Deposits	-		2,360,466.13
Disbursements	-		(2,815,447.31)
Unrealized Gain/Loss	-		22,218.00
Ending Balance - 6/30/2025	1,362.14		26,965,769.54

City of Artesia
Comparison of Cash Balances to Fund Balance
06/30/25

	GENERAL FUND (100)	SUMMER LUNCH PROGRAM (150)
Cash Balance	15,720,433.31	6,425.49
Receivables	984,336.40	-
Prepaid Expenses	63,573.18	-
Investment Appreciation	-	-
Liabilities & Deposits	(1,804,710.70)	-
FUND BALANCE	14,963,632.19	6,425.49

SPECIAL REVENUE FUNDS

	ARTESIA HOUSING AUTHORITY (200)	AJ PARK EXPANSION (205)	BICYCLE / PEDESTRIAN FUND (210)
Cash Balance	863,156.32	94,283.44	1,121.28
Receivables	-	-	-
Liabilities	(61,895.00)	-	-
FUND BALANCE	801,261.32	94,283.44	1,121.28

	PUBLIC EDUCATION IN GOVERNMENT (215)	BILLBOARD FUND (220)	CNRA SPECIFIED GRANT (225)
Cash Balance	(14,635.69)	451,697.30	(501,196.71)
Receivables	-	2,379,604.21	-
Liabilities	-	(2,278,216.63)	-
FUND BALANCE	(14,635.69)	553,084.88	(501,196.71)

	HOUSING URBAN DEVELOPMENT (227)	CALIFORNIA BEVERAGE RECYCLING (230)	CITIZEN OPTION FOR PUBLIC SAFETY (240)
Cash Balance	911.39	5,625.10	209,149.11
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	911.39	5,625.10	209,149.11

City of Artesia
Comparison of Cash Balances to Fund Balance
06/30/25

SPECIAL REVENUE FUNDS (continued)

	CLEAN AIR FUEL BUS GRANT (250)	COMMUNITY FACILITY DISTRICT (260)	COMMUNITY DEVELOPMENT BLOCK GRANT (270)
Cash Balance	(10,547.50)	83,398.86	(29,243.63)
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	(10,547.50)	83,398.86	(29,243.63)

	CALIFORNIA STREET GRANTS (280)	FEDERAL STPL (290)	MAP 21 EXCHANGE (310)
Cash Balance	539,734.32	71,069.12	196,257.43
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	539,734.32	71,069.12	196,257.43

	MEASURE M (320)	MEASURE R (330)	TOD PLANNING GRANT (340)
Cash Balance	1,423,556.00	720,569.47	(90,052.37)
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	1,423,556.00	720,569.47	(90,052.37)

	COUNTY PARK IMPROVEMENT (350)	PROPOSITION A FUND (360)	PROPOSITION C FUND (370)
Cash Balance	528,257.74	521,401.14	660,816.27
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	528,257.74	521,401.14	660,816.27

City of Artesia
Comparison of Cash Balances to Fund Balance
06/30/25

SPECIAL REVENUE FUNDS (continued)

	<u>SB1 RMRA (375)</u>	<u>SB 1383 GIVEAWAY (377)</u>	<u>SOUTH COAST AIR QUALITY MGMT DIST (390)</u>
Cash Balance	1,051,029.16	74,592.19	314,156.10
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>1,051,029.16</u>	<u>74,592.19</u>	<u>314,156.10</u>

	<u>SAFE ROUTE TO SCHOOL (400)</u>	<u>SHERIFF FORFEITURES & SEIZURES (410)</u>	<u>STATE GAS TAX (420)</u>
Cash Balance	(0.32)	447.20	(88,536.93)
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>(0.32)</u>	<u>447.20</u>	<u>(88,536.93)</u>

	<u>HOME STAY PROGRAM (430)</u>	<u>STREET LIGHTING MAINTENANCE FUND (440)</u>	<u>TRAFFIC CONGESTION RELIEF (450)</u>
Cash Balance	3,455.94	108,592.03	22,304.05
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>3,455.94</u>	<u>108,592.03</u>	<u>22,304.05</u>

	<u>CAL FIRE URBAN GRANT (460)</u>	<u>DEVELOPMENT IMPACT FEES (470)</u>	<u>MEASURE W (480)</u>
Cash Balance	(73,304.55)	1,901,406.78	691,108.78
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>(73,304.55)</u>	<u>1,901,406.78</u>	<u>691,108.78</u>

City of Artesia
Comparison of Cash Balances to Fund Balance
06/30/25

SPECIAL REVENUE FUNDS (continued)

	RECYCLED OIL (490)
Cash Balance	6,921.63
Receivables	-
Liabilities	-
FUND BALANCE	6,921.63

CAPITAL PROJECTS FUNDS

	SPECIAL / CAPITAL PROJECT FUND (500)	PIONEER BOND PROJECT (510)	HISTORICAL DISTRICT BOND PROJECT (520)
Cash Balance	(173,955.10)	361,312.39	583,558.09
Receivables	19,533.97	-	-
Liabilities	-	-	-
FUND BALANCE	(154,421.13)	361,312.39	583,558.09

AGENCY FUNDS

	TRUST AND AGENCY (710)	SENIOR CITIZENS (720)	GEORGE NELSON MEMORIAL FUND (740)
Cash Balance	(30,187.36)	6,271.99	2,243.57
Receivables	-	-	-
Liabilities	30,187.36	(6,271.99)	(2,243.57)
FUND BALANCE	-	-	-

TOTAL ALL FUNDS

Cash Balance	26,213,602.83
Receivables	3,383,474.58
Fixed Assets, net	-
Prepaid Expenses	63,573.18
Investment Appreciation	-
Liabilities	(4,123,150.53)
FUND BALANCE	25,537,500.06

City of Artesia
Comparison of Cash Balances to Fund Balance
06/30/25

SUCCESSOR AGENCY FUNDS

	SUCCESSOR AGENCY ADMIN PROJECTS (800)	SUCCESSOR AGENCY TAX INCREMENT (810)	REDEVELOPMT OBLIGATION RETIREMENT FUND (820)
Cash Balance	(25,963.00)	(669,014.33)	1,463,408.65
Cash with Fiscal Agent	-	688,700.73	-
Liabilities	-	-	-
Bonds Payable	-	(11,844,776.50)	(133,597.81)
FUND BALANCE	<u>(25,963.00)</u>	<u>(11,825,090.10)</u>	<u>1,329,810.84</u>

TOTAL SUCCESSOR FUNDS

Cash Balance	768,431.32
Cash with Fiscal Agent	688,700.73
Liabilities	-
Bonds Payable	(11,978,374.31)
FUND BALANCE	<u>(10,521,242.26)</u>

**Schedule of Investments
City of Artesia
June 30, 2025**

Investment	CUSIP #	PURCHASE Date	MATURITY Date**	COUPON	YIELD@	V A L U E			Annual Projected Interest	Weight
						COST #	PAR	MARKET*		
Money Market Funds + (Cash on Hand)										
c First American Government Oblig	31846V203	Various	Demand	N/A	3.980%	\$49,140.67	49,140.67	49,140.67	1,955.80	0.010
					Subtotal	\$49,140.67	49,140.67	49,140.67	1,955.80	0.010
Government Securities:										
UNITED STATES TREASURY	9128287B0	2/26/2025	6/30/2026	1.875%	1.930%	728,203.13	750,000.00	734,460.00	14,062.50	0.150
UNITED STATES TREASURY	912828Y95	2/27/2025	7/31/2026	1.875%	1.930%	726,621.09	750,000.00	733,357.50	14,062.50	0.150
UNITED STATES TREASURY	912828Z94	2/27/2025	2/15/2030	1.500%	1.690%	661,435.55	750,000.00	678,690.00	11,250.00	0.150
UNITED STATES TREASURY	91282CDK4	2/27/2025	11/30/2026	1.250%	1.310%	618,667.97	650,000.00	626,743.00	8,125.00	0.130
UNITED STATES TREASURY	91282CFB2	2/27/2025	7/31/2027	2.750%	2.830%	726,708.98	750,000.00	735,382.50	20,625.00	0.150
UNITED STATES TREASURY	91282CFT3	2/27/2025	10/31/2029	4.000%	4.000%	745,400.39	750,000.00	757,147.50	30,000.00	0.150
UNITED STATES TREASURY	91282CKB6	2/25/2025	2/28/2026	4.625%	4.600%	752,871.09	750,000.00	752,085.00	34,687.50	0.150
					Subtotal	4,959,908.20	5,150,000.00	5,017,865.50	132,812.50	1.028
Total Investments						5,009,048.87	5,199,140.67	5,067,006.17	134,768.30	1.04



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9D.

TO: Mayor and Members of the City Council

SUBJECT: AB 1234 Reporting

FROM: Christina Nieto-Linares, Administrative Secretary

REVIEWED AND APPROVED BY:
Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council receive and file the report.

BACKGROUND:

AB 1234, became effective January 1, 2006. This bill requires a local agency that provides reimbursement for expenses to members of its legislative body to adopt a written policy on the duties for which legislative body members may receive compensation, other than meetings of the legislative body or an advisory body or attendance at a conference or organized educational activity. Resolution No. 24-2970 outlines the City's Expense Reimbursement and Travel Policy.

STATEMENT OF FACT:

Councilmember	Event	Benefit of Expenditure to the Residents
Ali Sajjad Taj	N/A	N/A
Rene Trevino	NALEO Conference 21-24	Participating in regional, state and national organizations whose activities benefit or affect the City's interests
Melissa Ramoso	AAPI Lead Summit 22-25	Participating in regional, state and national organizations whose activities benefit or affect the City's interests

Monica Manalo	NALEO Conference 21-24	Participating in regional, state and national organizations whose activities benefit or affect the City's interests
Zeel Ahir	AAPI Lead Summit 22-25	Participating in regional, state and national organizations whose activities benefit or affect the City's interests

Additionally, Council is provided automobile reimbursement in the amount of a flat \$150 per month amount as authorized in the Resolution 24-2970, which outlines the Expense Reimbursement and Travel Policy

FISCAL IMPACT:

The reported expenditures are in compliance with AB 1234, the City travel policy, and have been budgeted.

RECOMMENDED COUNCIL ACTION:

It is recommended that the City Council receive and file report.



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9E.

TO: Mayor and Members of the City Council

SUBJECT: City Council Meeting Minutes

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council approve minutes as presented for the following City Council meetings:

July 14, 2025 - Special Meeting

July 14, 2025 - Regular Meeting

BACKGROUND:

The attached action minutes serve as the official record of the City Council meetings, recording the legislative body's decisions, recorded in its motions, actions, and votes, as mandated by Government Code 36814 and 40801.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this item.

Attachments

[MINUTES 7-14-25 Sp.pdf](#)

[MINUTES 7-14-25 Reg.pdf](#)

Artesia City Council Special Meeting Minutes
Monday, July 14, 2025 - 6:00 p.m.
City Council Chambers
18747 Clarkdale Avenue Artesia, CA 90701

1. CALL TO ORDER SPECIAL MEETING

Mayor Taj called the meeting to order at 6:00 p.m.

2. ROLL CALL

Present: Mayor Taj, Mayor Pro Tem Trevino, Councilmembers Ahir (arrived at 6:03 p.m.), Manalo, and Ramoso.

Staff Present: City Manager Avalos, Deputy City Manager Burke, City Attorney Nguyen, City Clerk Alderete.

3. PUBLIC COMMENTS

Public comments could be provided, in person or submitted by email to publiccomments@cityofartesia.us by 12:00 p.m. on the date of the meeting. Public comments were not provided.

4. RECESS TO CLOSED SESSION

The City Council recessed to discuss the closed session items listed on the agenda at 6:01 p.m.

The City Council will recess to closed session to discuss the following items:

- 4A. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)
Number of cases: 3

5. RECONVENE IN OPEN SESSION

The City Council reconvened in open session.

8. CLOSED SESSION ANNOUNCEMENT

City Attorney Nguyen reported that there was no reportable action.

9. ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

Artesia City Council Regular Meeting Minutes
Monday, July 14, 2025 – 7:00 p.m.
City Council Chambers
18747 Clarkdale Avenue, Artesia, CA 90701

1. CALL TO ORDER REGULAR MEETING

Mayor Taj called the meeting to order at 7:30 p.m.

2. ROLL CALL

Present: Mayor Taj, Mayor Pro Tem Trevino, Councilmembers Ahir, Manalo, and Ramoso.

Staff Present: City Manager Avalos, Deputy City Manager Burke, Finance Manager Murguia, City Attorney Nguyen, City Clerk Alderete, Public Works Manager Sanchez, Interim Community Development Director Lopez, Special Projects Manager Lee, Management Analyst Flores, Management Analyst Nacionales-Tafoya, and Management Analyst Zambrano.

3. INVOCATION

Mayor Taj delivered the invocation.

4. PLEDGE OF ALLEGIANCE

Commissioner Dan Medina led the pledge of allegiance.

5. PUBLIC COMMENTS

5.A. Public Comments Public comments could be provided, in person or submitted by email to publiccomments@cityofartesia.us by 12:00 p.m. on the date of the meeting.

Margaret Saito, Connie Rangel, and Marcia Alfaro provided public comments for items not listed on the agenda.

6. COUNCILMEMBER COMMENTS

Mayor Taj, Mayor Pro Tem Trevino, Councilmembers Ramoso, Manalo, and Ahir asked questions and/or provided comments. AB1234 reporting is covered in staff report 9D.

Councilmember Manalo attended the Council of Governments meeting.

Mayor Pro Tem Trevino attended the Contract Cities Legislative meeting.

7. CEREMONIAL PRESENTATIONS

7.A. Parks Make Life Better Month Proclamation

Commissioners Medina, Bhandari, and Reilly accepted the presentation.

7.B. Americans with Disabilities Act Awareness Day Proclamation

Easter Seals client, Ryan Schrader and his mother, Julie Cain, Easter Seals Director, Angelica Real, and Easter Seals Supervisor, Adrian Perez accepted the proclamation.

7.C. Presentation to Scholarship Recipients

Scholarship recipients Pushti Patel, Matthew Allanigue, Savanna Sousa, and Tanuj Patel accepted scholarship awards.

7.D. Certificates of Recognition for Spring Beautification

Certificates were presented to Felix and Ema Macedo for the Landscape Beautification Award, to the Munson Family for the Landscape Beautification Award, to Beniko Yamasaki and John Oudyk for the Sustainable Landscape Beautification Award, to Frank and Maria Fagundes for the Landscape Beautification Award. Certificates were presented to Ashoka the Great Indian Cuisine for the Storefront Beautification Award, and to Popeye's Louisiana Kitchen for the Sustainable Landscape Beautification Award for a business.

8. BUSINESS PRESENTATIONS

8.A. Gateway Cities Regional Fiber Optic Network

Hector de la Torre, Executive Director

Mayor Taj, Mayor Pro Tem Trevino, Councilmembers Ramoso, Manalo, and Ahir asked questions and/or provided comments. Mr. Del la Torre will send the City Manager the cost for all of the COG cities.

9. CONSENT CALENDAR

Mayor Pro Tem Trevino moved, seconded by Councilmember Manalo, to approve consent calendar items 9A-9P, excluding L, M, N, O, & P.

Motion carried, 5-0

9.A. Waive Reading of All Ordinance and Resolutions Adoptions on the Agenda and Read by Title Only

Recommendation: Waive Reading, by Title Only, of all Ordinances and Resolutions. Said Ordinances and Resolutions Which Appear on the Public Agenda Shall Be Determined to Have Been Read by Title and Further Reading Waived.

9.B. Accounts Payable Check Register - June 2025

Recommendation: Receive and File.

9.C. City Financial Report – May 2025

Recommendation: Receive and File.

9.D. AB 1234 Reporting

Recommendation: Receive and File.

9.E. City Council Meeting Minutes

Recommendation: Approve Minutes as Presented for June 2, 2025 - Special Meeting, June 9, 2025 - Special Meeting, June 9, 2025 - Regular Meeting, June 26, 2025 - Special Meeting.

9.F. Second Reading and Adoption of Ordinance, Regarding Mixed-Use Overlay Zone (Mu-O)

Recommendation: Adopt Ordinance No. 25-970, Adding Article 46 (Mixed-Use Overlay Zone(Mu-O)) of Chapter 2 (Zoning) of Title 9 (Planning and Zoning) of the Artesia Municipal Code.

9.G. Second Reading and Adoption of Ordinance, Regarding Amending the Specific Plan Zones

Recommendation: Adopt Ordinance No. 25-969, Amending Section 9-2.3453(Specific Plan Zones) of Article 34.5 (Specific Plan Zones (SP)) of Chapter 2 (Zoning) of Title 9 (Planning and Zoning) of the Artesia Municipal Code.

9.H. Second Reading and Adoption of an Ordinance, Regarding Amending the Artesia Live Specific Plan

Recommendation: Adopt Ordinance No. 25-968, Amending the Artesia Live Specific Plan.

9.I. Right of Way Use Agreement With the Gateway Cities Council of Governments for the Gateway Cities Regional Fiber Optic Network

Recommendation: Find that the project, including the Right-of-Way Use Agreement, is statutorily exempt from CEQA pursuant to Public Resources Code section 21080.51 and all necessary conditions have been or will be satisfied by the Gateway Cities Council of Governments, which is the lead agency;

Approve the Right-Of-Way Use Agreement Between the City and the Gateway Cities Council of Governments for the Installation, Maintenance, and Operation of the Gateway Cities Regional Fiber Optic Network on the City's Rights-Of-Way; And Authorize the City Manager, or Designee, To Administer the Agreement, Including finalized plans and Any Other Actions in Connection With the Agreement.

9.J. Resolution Regarding a Temporary Closure of a Portion of Pioneer Boulevard for the Artesia International Street Fair and Diversity Festival on Saturday, October 4, 2025

Recommendation: Adopt Resolution No. 25-3053, a Resolution of the City Council of the City of Artesia, California, Approving a Highway Permit for the Temporary Closure of a Portion of Pioneer Boulevard Between 183rd Street and 187th Street, Pursuant to Vehicle Code Section 21101(E) in Connection With the Artesia International Street Fair and Diversity Festival To Be Held on Saturday, October 4, 2025, and Making a Determination of Exemption Under CEQA.

9.K. Resolution Regarding Contract with Garland/DBS Inc. in the Amount Not-To-

Exceed \$160,066 to Restore the Roof at the North Artesia Community Center
Recommendation: Adopt Resolution No. 25-3054, Authorizing the Use of the Omnia Partners Purchasing Program and Awarding a Contract to Garland/DBS Inc. For the Roof Restoration Project at the North Artesia Community Center; And
Consider and Find That the Project Is Categorically Exempt From CEQA Pursuant to Section 15301 (D) Existing Facilities (Class 1) of CEQA Guidelines.

ITEM(S) PULLED FROM THE CONSENT CALENDAR (9L-9P)

9.L. Professional Services Agreement With Braude & Associates for Federal Governmental Relations Services

Recommendation: Approve Professional Services Agreement With Braude & Associates in the Amount Not-To-Exceed \$49,800 for Federal Governmental Relations Services and authorize the City Manager to execute.

Management Analyst Flores provided the staff report. Councilmember Ramoso Manalo asked questions and/or provided comments.

Councilmember Ramoso moved, seconded by Councilmember Trevino to approve the item, as recommended.
Motion carried, 5-0.

9.M. Professional Services Agreement With Joe A. Gonsalves & Son for Legislative Advocacy and Governmental Affairs Services

Recommendation: Approve and Authorize the City Manager To Execute the Professional Services Agreement for Legislative Advocacy and Governmental Affairs Services With Joe A. Gonsalves & Son for an Amount Not-To-Exceed \$54,000.

Management Analyst Zambrano provided the staff report. Councilmembers Ramoso, Manalo asked questions and/or provided comments.

Councilmember Manalo moved, seconded by Councilmember Ahir to approve the agenda item as recommended.
Motion carried, 5-0.

9.N. Authorization to Conduct Traffic Calming Demonstrations at Four (4) Locations in the City on August 9, 2025

Recommendation: Staff Recommends That City Council, by Motion, Authorize the Public Works Department To Conduct Traffic Calming Demonstrations Utilizing Temporary Enhanced Crosswalks a Two (2) Locations and Miniature Traffic Circles at Two (2) Locations in the City on August 9, 2025 Between 9:00 a.m. And 1:00 p.m.

Public Works Manager Sanchez provided the staff report. City Manager Avalos provided information. Mayor Pro Tem Trevino, Councilmembers Ramoso, and Manalo asked questions and/or provided comments.

Councilmember Ramoso moved, seconded by Mayor Pro Tem Trevino to approve the agenda item as recommended.
Motion carried, 5-0.

9.O. Professional Services Agreement for Security Guard Services with Southwest Patrol

Recommendation: Approve and Authorize the City Manager To Execute the Professional Services Agreement for Security Guard Services With Southwest Patrol for an Amount Not-To-Exceed \$300,000.

Management Analyst Flores provided the staff report. Mayor Pro Tem Trevino, Councilmembers Ramoso, Manalo, and Ahir asked questions and/or provided comments.

Councilmember Ahir moved, seconded by Councilmember Manalo to approve item as recommended.

Motion carried, 5-0.

9.P. Resolution Regarding Reaffirming Artesia's Commitment to a Safe, Inclusive, and Welcoming Community

Recommendation: Resolution No. 25-3057, a Resolution, Reaffirming Artesia's Commitment to a Safe, Inclusive, and Welcoming Community and Repudiating the Conduct Of U.S. Immigration and Custom's Enforcement (ICE) in the City.

Staff report provided by Deputy City Manager Burke. City Manager Avalos and City Attorney Nguyen provided input. Councilmembers Ramoso, Manalo, and Ahir asked questions and/or provided comments. Mayor Taj tabled the item until after the public hearings. Mayor Taj called for a break at 10:15 p.m., the meeting resumed at 10:22 p.m. The item was revisited after public hearing and staff read the additions requested by Council.

Councilmember Ramoso moved, seconded by Councilmember Manalo to approve item as recommended with the following revisions:

Add in the ninth preambulatory clause, "and the lack of humanity towards individuals when conducting federal enforcement."

And add the following preambulatory clause, "WHEREAS, local businesses have also experienced negative economic impact as customers, business owners, and their employees, choose to stay home in fear of immigration enforcement activities occurring in Artesia"

Motion carried, 5-0.

10. PUBLIC HEARING

10.A. Case No. 2024-34: Ordinance Amending the Artesia Municipal Code
Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units

Recommended Action: Waive Full Reading and Introduce Ordinance No. 25-973, Amending Title 9, Chapter 2, Article 45 of the Artesia Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units to Comply with Recent Changes in State Law, and Finding the Action to Be Statutorily Exempt from the California Environmental Quality Act (CEQA) under Public Resources Code § 21080.17.

Interim Community Development Director Lopez provided staff report. Mayor Taj opened public hearing. No public comments were provided. Mayor Taj closed the public hearing.

Councilmember Manalo moved, seconded by Mayor Pro Tem Trevino to approve as recommended.

Motion carried, 5-0.

10.B. Placing Delinquent Solid Waste Charges on the 2025-26 Property Tax Roll
Recommendation: Adopt Resolution No. 25-3055, A Resolution of the City Council of the City of Artesia, California, Adopting the Report Proposing to Have Delinquent Solid Waste Service Charges Collected on the Tax Roll for Fiscal Year 2025-26.

Special Projects Manager Lee provided the staff report. Mayor Taj opened the public hearing. No public comments were provided. Mayor Taj closed the public hearing. Mayor Pro Tem and Councilmember Manalo asked questions and/or provided comments.

Councilmember Ahir moved, seconded by Councilmember Ramoso to approve as recommended.

Motion carried, 5-0.

10.C. Case No. 2024-06 - Artesia Downtown Specific Plan

Recommendation: Adopt City Council Resolution No. 25-3058, an Environmental Impact Report (EIR), Mitigation Monitoring and Reporting Program (MMRP), Statement of Overriding Considerations (SOC), and Required CEQA Findings in Support of the Project;

Waive Full Reading and Introduce Ordinance No. 25-971, an Ordinances To Establish the Artesia Downtown Specific Plan, and Adopt Environmental Findings, a Statement of Overriding Considerations, a Mitigation Monitoring and Reporting Program, and Certifying the Environmental Impact Report, and Amendments to the General Plan and Zoning Code in Accordance With the California Environmental Quality Act (CEQA);

Waive Full Reading and Introduce Ordinance No. 25-972, an Ordinance To Amend Title 9, Chapter 2, Article 34.5 of the Artesia Municipal Code by Adding Section 9-2.3453(g) to Reflect the New Artesia Downtown Specific Plan Adoption and Amend the Zoning Map; And

Adopt City Council Resolution No. 25-3059 of the City of Artesia, Approving an Amendment to the General Plan and Establishing the Artesia Downtown Specific Plan Land Use Designation and Amend Related Tables, Text, and Land Use Map of the General Plan.

City Manager Avalos introduced Contract Planner, Art Bashmakian, who provided a brief background and introduced Placeworks Planner, Alan Loomis and Associate Jennifer Kelly provided the presentation. Mayor Taj opened the public hearing. City Clerk Alderete stated the City received comments via email in advance of the meeting, which were provided to Council and the public, and were available in the public copy of

the agenda packet in the lobby. Lorelei Bailey provided public comment in support of the DTSP. Juan Munoz, Juan Munoz from Unite Here, Local 11 provided positive public comments regarding the DTSP, thanking staff for working with them and asking for an additional change that was provided to staff. Mayor Taj closed the public hearing. Mayor Taj, Mayor Pro Tem Trevino, Councilmembers Ramoso, Manalo, and Ahir asked questions and/or provided comments.

Councilmember Manalo moved, seconded by Mayor Pro Tem Trevino to approve as recommended, with revisions as read by the City Attorney (outlined below):

9.2.1., revising the language to read, “community benefits ~~will~~ may be granted,” replacing “will” with “may”

9.2.2, revising the language to read, “priority uses and ~~are~~ may be permitted,” replacing “are” with “may be”

9.2.4 (3)b revising the language to read, “incorporating hotels ~~are~~ may be eligible,” replacing “are” with “may be”

Table 5.1 Land Uses and Permit Requirements section under “hotels” changes Downtown North, Pioneer Blvd, and Downtown South from “permit use” to “conditionally permitted.”

Motion carried, 5-0.

11. DISCUSSION

11.A. Resolution to Adopt a Revised City Council Written Expense Reimbursement and Travel Policy

Recommendation: Adopt Resolution No. 25-3056, Amending the City Council Written Expense Reimbursement and Travel Policy and Repealing Resolution 24-2970

Deputy City Manager Burke provided the staff report with clarification from City Manager Avalos and Finance Manager Murguia. Mayor Pro Tem Trevino, Councilmembers Ramoso, and Manalo asked questions and/or provided comments.

Mayor Pro Tem Trevino moved, seconded by Councilmember Ahir, to approve item, as recommended.

Motion carried, 5-0.

12. CITY MANAGER INFORMATIONAL REPORTING

City Manager Avalos provided updates.

13. ADJOURNMENT

The meeting was adjourned at 11:56 p.m.



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9F.

TO: Mayor and Members of the City Council

SUBJECT: Second Reading and Adoption of an Ordinance Regarding Artesia Downtown Specific Plan Environmental Findings

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that the City Council Adopt Ordinance No. 25-971, Amending the Artesia Live Specific Plan.

BACKGROUND:

The City Council took action to waive further reading, and introduce Ordinance No. 25-971 at the July 14, 2025.

FISCAL IMPACT:

There are no fiscal impact associated with the approval of this item.

Attachments

[Ordinance 25-971.pdf](#)

ORDINANCE NO. 25-971

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA ADOPTING THE ARTESIA DOWNTOWN SPECIFIC PLAN (CASE NO. 2024-06).

WHEREAS, the Artesia City Council, on August 22, 2016, approved a grant agreement between the City of Artesia and the Los Angeles County Metropolitan Transportation Authority (“Metro”) to fund the preparation of the Artesia Downtown Specific Plan (“Plan”). A second grant was approved on November 8, 2021, between the City and Metro, as the original boundary of the proposed Plan area was expanded.

WHEREAS, the Plan would implement new land use, zoning, and development standards to guide the scale of future development and growth in Artesia’s Downtown districts as the City prepares for the planned expansion of a new Metro light rail line (Southeast Gateway Line). The Plan, in conjunction with amendments to the General Plan and the Zoning Code, constitutes the “Project.”

WHEREAS, Government Code Section 65353(a) provides that “[w]hen the city has a planning commission authorized by local ordinance or resolution to review and recommend action on a proposed general plan ... the commission shall hold at least one public hearing before approving a recommendation on the adoption ... of a general plan. Notice of the hearing shall be given pursuant to Section 65090.” Further, Section 65353(b) provides that “[i]f a proposed general plan would affect the permitted uses or intensity of uses of real property, notice of the hearing shall also be given pursuant to paragraphs (1) and (3) of subdivision (a) of Section 65091.”

WHEREAS, Government Code Section 65453(a) provides that “[a] specific plan shall be prepared, adopted, and amended in the same manner as a general plan, except that a specific plan may be adopted by resolution or by ordinance and may be amended as often as deemed necessary by the legislative body.”

WHEREAS, Government Code Section 65454 provides that “[n]o specific plan may be adopted ... unless the proposed plan ... is consistent with the general plan.”

WHEREAS, on July 1, 2025, the Planning Commission conducted a properly noticed public hearing in accordance with California Government Code Sections 65090 and 65091 to consider the proposed Artesia Downtown Specific Plan, and following the receipt of public testimony, closed the hearing and adopted Resolution No. 2025-19P.

WHEREAS, the City Council conducted a properly noticed public hearing on July 14, 2025 at which members of the public were afforded an opportunity to comment on this Ordinance, the recommendations of staff, and other public testimony

WHEREAS, all legal preconditions to the adoption of this Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA DOES

ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The City Council above are each incorporated and adopted as findings by the City Council.

SECTION 2. CEQA. In accordance with the California Environmental Quality Act (Public Resources Code, §§ 21000 et seq., “CEQA”), the regulations promulgated thereunder (14 Cal. Code of Regulations §§ 15000 et seq., the CEQA Guidelines the City prepared a Draft Environmental Impact Report (SCH #2024020999) (“DEIR”), that analyzed the proposed Project’s environmental impacts. The DEIR was made available for public review from February 28, 2025, through April 14, 2025. On June 9, 2025, the City completed the Final Environmental Impact Report (FEIR), which comprises of the Draft Environmental Impact Report (DEIR), comments received on the DEIR, and responses to those comments. On July 1, 2025, the Planning Commission conducted a duly noticed public hearing and considered the entire administrative record (as of that date), including staff reports, the FEIR, Mitigation Monitoring and Reporting Program (MMRP), Findings of Fact, Statement of Overriding Considerations and oral and written testimony from interested persons, all of whom were given an opportunity to be heard and adopted Resolution No. 2025-17P recommending City Council adopt the Findings of Fact, Statement of Overriding Considerations, the MMRP, and certify the FEIR. City Council Resolution No. 2025-17P certified the FEIR and adopted the MMRP, Findings of Fact and Statement of Overriding Considerations. This Ordinance incorporates by reference the environmental findings and analysis set forth in Resolution No. 2025-17P, including the FEIR, as if fully set forth herein:

SECTION 3. Findings. Government Code section 65860 requires a city's zoning ordinance to be consistent with the general plan. Based on all evidence in the record, the City Council finds as follows:

- A. The proposed Artesia Downtown Specific Plan is consistent with the General Plan 2030 Community Policy LU 1.4, which calls for ensuring that mixed-use developments are integrated with surrounding uses to become part of the neighborhood by utilizing cohesive architecture, lively streetscape, interesting urban spaces, and attractive landscaping. The proposed project identifies permitted uses and development standards that are intended to integrate future development within the project site with the surrounding community. Additionally, the proposed project includes complementary designs and uses that are compatible with existing surrounding neighborhoods by continuing active ground-level retail. The proposed project also identifies landscaping standards that conform to the City’s Urban Forestry Manual, ensuring attractive and cohesive landscaping. Therefore, the proposed project would not conflict with this policy.
- B. The proposed Artesia Downtown Specific Plan is consistent with the proposed General Plan Amendment, which will establish a new Land Use Designation called the Artesia Downtown Specific Plan.

- C. The proposed Artesia Downtown Specific Plan will not adversely affect or be detrimental to adjacent properties, as it includes measures that adhere to all required City standards for circulation, noise, setbacks, buffer areas, landscaping, and architecture, ensuring compatibility between different uses. Moreover, the Plan identifies development standards that would enhance the surrounding neighborhood and prevent deterioration of surrounding uses, including single-family residences, while also ensuring that it does not adversely impact the safety and residential character of the neighborhood.
- D. The proposed Artesia Downtown Specific Plan is consistent with the following community policies and policy actions in the General Plan 2030 Community Policy Program:
1. Community Policy LU 1.1 and Policy Action LU 1.1.1 encourage the identification of appropriate locations for residential and non-residential development to accommodate growth through the year 2030 by evaluating amendments to the General Plan Land Use Map to consider the effect that such amendments will have on the City's ability to achieve its goals of a well planned community. The proposed Specific Plan enables re-purposing of under-utilized parcels and facilitates vibrant mixed-use developments, which will contribute to accommodating the City's housing demand through the year 2030.
 2. Community Policy LU 1.2 and Policy Action LU 1.2.1 encourage a wide variety of commercial services in appropriate locations by analyzing the current inventory of developed and undeveloped commercial sites in the City in order to assess which are economically viable commercial developments that can be supported. The Artesia Downtown Specific Plan will enable mixed-use projects that incorporate commercial uses alongside residential uses, thereby enhancing commercial viability by positioning customers and services near one another.
 3. Community Policy LU 1.3 and Policy Action LU 1.3.1 encourage active and inviting pedestrian-friendly street environments that include a variety of uses within commercial and mixed-use areas by enhancing access, safety and the streetscape experience for pedestrians, bicyclists and transit riders; and that focus improvements in areas with the highest need. The proposed Artesia Downtown Specific Plan will enable a mixed-use projects.
 4. Housing Sub-Element Policy HE 1.3 encourage mixed-use (residential/commercial) development on existing commercial zoned land. The project site is currently zoned Commercial General, Multi-Family Residential, Light Manufacturing/Industrial, Commercial Planned Development, and South Street Specific Plan. The proposed project would include a zone change to change the project site's existing zoning to Specific

Plan. The proposed project would permit infill development of mixed uses comprising of high-density residential and commercial retail.

SECTION 4. Effective Date; Contingency. This Ordinance is a part of a larger project (Case No. 2024-06), which requires adoption of a General Plan Amendment. This Ordinance shall not take effect unless and until the General Plan Amendment is approved and adopted by the City Council. If the Council does not approve the General Plan Amendment, this Ordinance shall be null and void and of no force or effect and, without any further action by the City Council. It shall be as if the Ordinance had never been adopted.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application thereof to any person or place, is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact than any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. Location of Documents and Custodian of Records. The documents 29 associated with this Ordinance are located at City Hall, 18747 Clarkdale Ave, Artesia, CA 90701, and the City Clerk is the custodian of records for this Ordinance.

SECTION 7. Certification and Publication. The City Clerk shall certify the passage and adoption of this Ordinance and shall cause the same to be published pursuant to state law within fifteen (15) days after its passage, and this Ordinance shall become effective thirty (30) days after its passage.

PASSED, APPROVED AND ADOPTED this 14th day of July, 2025.

ALI SAJJAD TAJ, MAYOR

ATTEST:

JENNIFER ALDERETE, CITY CLERK

APPROVED AS TO FORM:

BEST BEST & KRIEGER, CITY ATTORNEY



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9G.

TO: Mayor and Members of the City Council

SUBJECT: Second Reading and Adoption of an Ordinance Regarding New Downtown Specific Plan Adoption and Zoning Map

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that the City Council Adopt Ordinance No. 25-972, Amending the Artesia Live Specific Plan.

BACKGROUND:

The City Council took action to waive further reading, and introduce Ordinance No. 25-972 at the July 14, 2025.

FISCAL IMPACT:

There are no fiscal impact associated with the approval of this item.

Attachments

[Ordinance No 25-972_.pdf](#)

ORDINANCE NO. 2025-972

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA AMENDING SECTION 9-2.3453 (SPECIFIC PLAN ZONES AND ZONING MAP DESIGNATIONS) OF ARTICLE 34.5 (SPECIFIC PLAN ZONES (SP)) OF CHAPTER 2 (ZONING) OF TITLE 9 (PLANNING AND ZONING) OF THE ARTESIA MUNICIPAL CODE AND AMENDING THE CITY OF ARTESIA ZONING MAP.

WHEREAS, the Artesia City Council, on August 22, 2016, approved a grant agreement between the City of Artesia and the Los Angeles County Metropolitan Transportation Authority (“Metro”) to fund the preparation of the Artesia Downtown Specific Plan (“Plan”). A second grant was approved on November 8, 2021, between the City and Metro, as the original boundary of the proposed Plan area was expanded.

WHEREAS, the Plan would implement new land use, zoning, and development standards to guide the scale of future development and growth in Artesia’s Downtown districts as the City prepares for the planned expansion of a new Metro light rail line (Southeast Gateway Line). The Plan, in conjunction with amendments to the General Plan and the Zoning Code, constitutes the “Project.”

WHEREAS, amendment to the City of Artesia Zoning Code is necessary to acknowledge the proposed Artesia Downtown Specific Plan and establish a specific plan zone for the proposed Artesia Downtown Specific Plan by amending Artesia Municipal Code Section 9–2.3453 (Specific Plan Zones and Zoning Map Designations) to add the “Artesia Downtown Specific Plan” as an approved and established Specific Plan Zone. The amended Zoning Code Section would state the following:

Artesia Downtown Specific Plan. The Artesia Downtown Specific Plan, a copy of which is on file in the Office of the City Clerk, has been prepared to guide the scale of future development and growth in Artesia’s Downtown districts as the City prepares for the planned expansion of a new Metro light rail line (Southeast Gateway Line). The 70.8-acre Plan area includes the blocks adjoining Pioneer Boulevard, beginning with the area around the future Pioneer Station to the south and ending just beyond 183rd Street to the north. To the east and west, the area is bounded by Arline, Corby, and Alburdis Avenues. The area further extends south along Pioneer Boulevard within the City of Artesia and includes the area between 188th Street and the Le Belle Chateau Estates Mobile Home Park, and Pioneer Boulevard to Jersey Avenue. The area covered by the Artesia Downtown Specific Plan shall be established as the Artesia Downtown Specific Plan (ADSP) Zone, and shall be designated on the Zoning Map by the designation “ADSP.” Properties within the ADSP Zone shall be subject to specific plan recovery fees, as set forth by City Council resolution and authorized by Chapter 7 (Specific Plan Recovery Fees) of Title 3 (Finance) of the Artesia Municipal Code. (Ord. 666, § 12; Ord. 12-778, § 12; Ord. 16-834 § 11).

The Artesia Live Specific Plan consists of approximately 35,772 square feet at 17610 & 17618 Pioneer Boulevard (Assessor Parcel Numbers 7033-007-016, 7033-007-017 and 7033-007-108).

WHEREAS, the amendment to the City of Artesia Zoning Map will change the zoning classification of properties covered by the proposed Artesia Downtown Specific Plan from Commercial General, Commercial Planned Development, Light Manufacturing and Industrial, Multiple-Family Residential, Service & Professional, and South Street Specific Plan to Artesia Downtown Specific Plan. The proposed Zoning Map is attached as Exhibit "A".

WHEREAS, Artesia Municipal Code Section 9-2.1601 provides that the provisions of the Zoning Code may be amended to reclassify zones, to alter the boundaries of districts, to impose regulations not heretofore imposed, and to remove or modify any regulation heretofore imposed pursuant to the provisions of Title 7 of the Government Code of the State.

WHEREAS, Artesia Municipal Code Section 9-2.3452(a) provides that "[t]he adoption of a specific plan shall be accompanied by an amendment to the Artesia Municipal Code to acknowledge the approved specific plan and to establish a Specific Plan Zone for the approved specific plan."

WHEREAS, California Government Code Section 65853 provides that "an amendment to a zoning ordinance, which amendment changes any property from one zone to another or imposes any regulation listed in Section 65850 not theretofore imposed or removes or modifies any such regulation theretofore imposed shall be adopted in the manner set forth in Sections 65854 to 65857, inclusive."

WHEREAS, California Government Code Section 65854 provides that "the planning commission shall hold a public hearing on the proposed amendment to a zoning ordinance."

WHEREAS, California Government Code Section 65855 provides that "the planning commission shall render its decision in the form of a written recommendation to the legislative body. Such recommendation shall include the reasons for the recommendation, the relationship of the proposed amendment to applicable general and specific plans, and shall be transmitted to the legislative body in such form and manner as may be specified by the legislative body."

WHEREAS, on July 1, 2025, the Planning Commission conducted a properly noticed public hearing in accordance with California Government Code Sections 65090 and 65091 to consider the proposed amendments to the Zoning Code, and following the receipt of public testimony, closed the hearing and adopted Resolution No. 2025-20P.

WHEREAS, the City Council conducted a properly noticed public hearing on July 14, 2025 at which members of the public were afforded an opportunity to comment on this Ordinance, the recommendations of staff, and other public testimony

WHEREAS, all legal preconditions to the adoption of this Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA DOES ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The City Council above are each incorporated and adopted as findings by the City Council.

SECTION 2. CEQA. In accordance with the California Environmental Quality Act (Public Resources Code, §§ 21000 et seq., “CEQA”), the regulations promulgated thereunder (14 Cal. Code of Regulations §§ 15000 et seq., the CEQA Guidelines the City prepared a Draft Environmental Impact Report (SCH #2024020999) (“DEIR”), that analyzed the proposed Project’s environmental impacts. The DEIR was made available for public review from February 28, 2025, through April 14, 2025. On June 9, 2025, the City completed the Final Environmental Impact Report (FEIR), which comprises of the Draft Environmental Impact Report (DEIR), comments received on the DEIR, and responses to those comments. On June 17, 2025, the Planning Commission conducted a duly noticed public hearing and considered the entire administrative record (as of that date), including staff reports, the FEIR, Mitigation Monitoring and Reporting Program (MMRP), Findings of Fact, Statement of Overriding Considerations and oral and written testimony from interested persons, all of whom were given an opportunity to be heard and adopted Resolution No. 2025-17P recommending City Council adopt the Findings of Fact, Statement of Overriding Considerations, the MMRP, and certify the FEIR. City Council Resolution No. 25-17P certified the FEIR and adopted the MMRP, Findings of Fact and Statement of Overriding Considerations. This Ordinance incorporates by reference the environmental findings and analysis set forth in Resolution No. 2025-17P, including the FEIR, as if fully set forth herein:

SECTION 3. Findings. Government Code section 65860 requires a city's zoning ordinance to be consistent with the general plan. Based on all evidence in the record, the City Council finds as follows:

- A. Changing the Zoning designation of the subject properties from Commercial General, Commercial Planned Development, Light Manufacturing and Industrial, Multiple-Family Residential, Service & Professional, and South Street Specific Plan to Artesia Downtown Specific Plan is in the public interest because this would create the opportunity for mixed-use residential development within the core downtown area of the City subject to development standards which will encourage the development and redevelopment of a contemporary mix of commercial retail, offices and residential uses that will expand economic vibrancy and livability in the areas. The proposed project would allow for the

development of a mixed-use transit-oriented community with a mix of high-density residential uses and commercial retail uses and serve the public interest.

- B. The proposed Artesia Downtown Specific Plan Zone is consistent with the proposed General Plan Amendment, which will establish a new Land Use Designation called the Artesia Downtown Specific Plan.
- C. The proposed Artesia Downtown Specific Plan zoning designation is consistent with the General Plan 2030 goal of a well planned community with sufficient land uses and intensities to meet the needs of anticipated growth and achieve the community's vision (Community Goal LU 1) by creating opportunities for mixed land-use patter that will foster a strong community identify, provide new employment, housing, shopping and entertainment opportunities, and strengthen the City's tax base.
- D. The proposed Artesia Downtown Specific Plan zoning designation will not adversely affect or be detrimental to adjacent properties, as it includes measures that adhere to all required City standards for circulation, noise, setbacks, buffer areas, landscaping, and architecture, ensuring compatibility between different uses. Moreover, the Plan identifies development standards that would enhance the surrounding neighborhood and prevent deterioration of surrounding uses, including single-family residences, while also ensuring that it does not adversely impact the safety and residential character of the neighborhood.
- E. The proposed Artesia Downtown Specific Plan zoning designation is consistent with the following community policies and policy actions in the General Plan 2030 Community Policy Program:
 - 1. Community Policy LU 1.1 and Policy Action LU 1.1.1 encourage the identification of appropriate locations for residential and non-residential development to accommodate growth through the year 2030. The proposed Specific Plan zone enables re-purposing of under-utilized parcels and facilitates vibrant mixed-use developments, which will contribute to accommodating the City's housing demand through the year 2030; and
 - 2. Community Policy LU 1.2 and Policy Action LU 1.2.1 encourage a wide variety of commercial services in appropriate locations by analyzing the current inventory of developed and undeveloped commercial sites in the City in order to assess which are economically viable commercial developments that can be

supported. The Artesia Downtown Specific Plan zone will enable mixed-use projects that incorporate commercial uses alongside residential uses, thereby enhancing commercial viability by positioning customers and services near one another; and

3. Community Policy LU 1.3 and Policy Action LU 1.3.1 encourage active and inviting pedestrian-friendly street environments that include a variety of uses within commercial and mixed-use areas by enhancing access, safety and the streetscape experience for pedestrians, bicyclists and transit riders; and that focus improvements in areas with the highest need. The proposed Artesia Downtown Specific Plan zone will enable a mixed-use projects; and
4. Housing Sub-Element Policy HE 1.3 encourage mixed-use (residential/commercial) development on existing commercial zoned land. The proposed Artesia Downtown Specific Plan zone would permit infill development of mixed uses comprising of high-density residential and commercial retail; and
5. Community Policy LU 1.4 and Policy Action LU 1.4.1 and 1.4.2, which ensures that mixed use developments are integrated with surrounding uses to become part of the neighborhood by utilizing cohesive architecture, lively streetscapes, interesting urban spaces and attractive landscaping. The proposed Artesia Downtown Specific Plan zone would facilitate mixed-use developments and ensure such developments are integrated with surrounding uses with the imposition of development standards including but not limited to setbacks, stepbacks, open space, height and landscaping.

SECTION 4. Effective Date; Contingency. This Ordinance is a part of a larger project (Case No. 2024-06), which requires adoption of a General Plan Amendment and adoption of the Artesia Downtown Specific Plan. This Ordinance shall not take effect unless and until the General Plan Amendment is approved and the Artesia Downtown Specific Plan is adopted by the City Council. If the Council does not approve the General Plan Amendment or the Artesia Downtown Specific Plan, this Ordinance shall be null and void and of no force or effect and, without any further action by the City Council. It shall be as if the Ordinance had never been adopted.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application thereof to any person or place, is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof,

irrespective of the fact than any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. Location of Documents and Custodian of Records. The documents 29 associated with this Ordinance are located at City Hall, 18747 Clarkdale Ave, Artesia, CA 90701, and the City Clerk is the custodian of records for this Ordinance.

SECTION 7. Certification and Publication. The City Clerk shall certify the passage and adoption of this Ordinance and shall cause the same to be published pursuant to state law within fifteen (15) days after its passage, and this Ordinance shall become effective thirty (30) days after its passage.

PASSED, APPROVED AND ADOPTED this 14th day of July, 2025.

ALI SAJJAD TAJ, MAYOR

ATTEST:

JENNIFER ALDERETE, CITY CLERK

APPROVED AS TO FORM:

BEST BEST & KRIEGER, CITY ATTORNEY



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9H.

TO: Mayor and Members of the City Council

SUBJECT: Second Reading and Adoption of an Ordinance Regarding Accessory Dwelling Units

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that the City Council Adopt Ordinance No. 25-973, Amending the Artesia Live Specific Plan.

BACKGROUND:

The City Council took action to waive further reading, and introduce Ordinance No. 25-973 at the July 14, 2025.

FISCAL IMPACT:

There are no fiscal impact associated with the approval of this item.

Attachments

[Ordinance No 25-973.pdf](#)

ORDINANCE NO. 25-973

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, AMENDING TITLE 9, CHAPTER 2, ARTICLE 45 OF THE ARTESIA MUNICIPAL CODE RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS TO COMPLY WITH RECENT CHANGES IN STATE LAW, AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) UNDER PUBLIC RESOURCES CODE § 21080.17

WHEREAS, the City of Artesia, California (“City”) is a municipal corporation, duly organized under the California Constitution and laws of the State of California; and

WHEREAS, state law authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”); and

WHEREAS, in recent years, the California Legislature has approved, and the Governor has signed into law, numerous bills that, among other things, amend various sections of the Government Code to impose new limits on local authority to regulate ADUs and JADUs; and

WHEREAS, in 2024, the California Legislature approved, and the Governor signed into law, Assembly Bill 2533 (“AB 2533”) and Senate Bill 1211 (“SB 1211”), which further amend state ADU law; and

WHEREAS, AB 2533 and SB 1211 took effect on January 1, 2025, and for the City’s ADU ordinance to remain valid, it must be amended to reflect the requirements of AB 2533 and SB 1211; and

WHEREAS, on November 18, 2024, the City Council adopted Urgency Ordinance No. 24-962U (“Urgency Ordinance”), which took immediate effect and amended the City’s ADU ordinance to comply with AB 2533 SB 1211; and

WHEREAS, on November 19, 2024, the Planning Commission conducted a duly noticed public hearing on Ordinance No. 25-963 (i.e., this ordinance and hereafter the “Ordinance”). The code amendments attached thereto were identical to the code amendments adopted by the City Council via the Urgency Ordinance. Following the public hearing, the Planning Commission voted to recommend that the City Council adopt the Ordinance; and

WHEREAS, on November 25, 2024, the City received correspondence from the California Department of Housing and Community Development (“HCD”) identifying select provisions of the City’s ADU ordinance that HCD maintained should be revised to comply with state ADU law. Staff responded in December 2024, and agreed to incorporate HCD’s requested revisions into the Ordinance; and

WHEREAS, on January 21, 2025, the Planning Commission conducted a duly

noticed public hearing on the updated Ordinance. Following the public hearing the Planning Commission voted to recommend that the City Council adopt the updated Ordinance; and

WHEREAS, on February 10, 2025, the City Council Adopted Ordinance No. 25-963 to amend the ADU Ordinance in compliance with state ADU law.

WHEREAS, on July 14, 2025, the City Council held a duly-noticed public hearing to consider the revised Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance, (2) the policy considerations discussed therein, and (3) the consideration and recommendations by the Planning Commission on January 21, 2025; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The recitals set forth above are true and correct and are hereby adopted as findings in support of this Ordinance as if fully set forth herein.

SECTION 2. CEQA. Under California Public Resources Code section 21080.17, the California Environmental Quality Act (“CEQA”) does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the California Government Code, which is California’s ADU law and which also regulates JADUs, as defined by section 66313. Therefore, adoption of the Ordinance is statutorily exempt from CEQA in that it implements state ADU law.

SECTION 3. General Plan. The City Council hereby finds that the adoption of the Ordinance is consistent with the General Plan as a matter of law under Government Code section 66314(c).

SECTION 4. Code Amendment. Sections 9-2.4501, 9-2.4502, 9-2.4503, 9-2.4504, 9-2.4505, 9-2.4506, and 9-2.4508 of the Artesia Municipal Code are hereby amended as provided in Exhibit “A-1,” with additions shown in underline and deletions in ~~strikethrough~~, attached hereto and incorporated herein by reference. This Ordinance only amends select provisions within the sections listed above; all remaining provisions of Title 9, Chapter 2, Article 45 of the Artesia Municipal Code that are not amended by this Ordinance shall remain unchanged.

SECTION 5. Effective Date. This Ordinance shall become effective 30 days after the Council adopts this Ordinance.

SECTION 6. Severability. Should any provision of this Ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Ordinance or the application of this Ordinance to any other person or circumstance, and, to that end, the provisions hereof are severable. The City Council of the City of Artesia declares that it would have adopted all the provisions of this Ordinance that remain valid if any provisions of this ordinance are

declared invalid.

SECTION 7. Adoption, Certification, and Publication. The City Clerk of the City of Artesia shall certify the passage and adoption of this Ordinance and shall cause the same, or a summary thereof, to be published and/or posted in the manner required by law.

SECTION 8. Record of Proceedings. The documents and materials associated with this ordinance that constitute the record of proceedings on which these findings are based are located at 18747 Clarkdale Avenue, Artesia, California, 90701. The City Clerk is the custodian of the record of proceedings.

SECTION 9. Submittal to HCD. In accordance with Government Code section 66326, staff is hereby directed to submit a copy of this Ordinance to HCD within 60 days after adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Artesia, California, at a regular meeting of the City Council held on the 14th day of July, 2025.

CITY OF ARTESIA:

ALI TAJ, MAYOR

ATTEST:

JENNIFER ALDERETE, CITY CLERK

APPROVED AS TO FORM:

BEST BEST & KRIEGER, CITY ATTORNEY



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9I.

TO: Mayor and Members of the City Council

SUBJECT: Third Amendment to the Memorandum of Understanding With the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority

FROM: Karen Lee, Special Projects Manager

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

Jamie Murguia, Finance Manager

HongDao Nguyen, City Attorney

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that the City Council approve, and authorize the City Manager to execute on their behalf, the Third Amendment to the Memorandum of Understanding between the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority and the City of Artesia for the implementation of the Watershed Management Program and Coordinated Integrated Monitoring Program for the Lower San Gabriel River Watershed.

BACKGROUND:

The City, along with all cities in the region, is required to meet strict standards to reduce pollutants in stormwater under the National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit Order No. R4-2012-0175 (MS4 Permit). The MS4 Permit includes requirements to prepare and implement a Watershed Management Plan and a Coordinated Integrated Monitoring Program for the Lower San Gabriel River watershed.

In 2012, Artesia joined other local jurisdictions in the Lower San Gabriel Watershed (Watershed Permittees) and entered into a Memorandum of Understanding (MOU) to pool resources to meet the MS4 Permit regional requirements to create a common, integrated, and coordinated solution for the region's water related issues.

In 2014, the MOU was expanded, both in membership and scope, to develop a Coordinated Integrated Monitoring Program. The purpose of this MOU was the development of the Watershed Management Plan and the Coordinated Integrated Monitoring Program that are both overseen by the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (JPA). These plans/programs outline a number of stormwater compliance activities as required by the MS4 Permit, including ongoing monitoring, development of policies and procedures by all Watershed Permittees, inspections, and construction projects such as infiltration basins and bio-swales. The City Council approved the First Amendment to the MOU in 2015, and the Second Amendment in 2020, which will expire on September 30, 2025.

ANALYSIS:

The Third Amendment is essentially unchanged from the Second Amendment other than updating dates, such as extending the MOU through September 30, 2030, unless terminated earlier according to the provisions of the MOU. There are no changes to the cost share formula that determines the City's contribution. The implementation phase of the Watershed Management Plan and the Coordinated Integrated Monitoring Program requires a significant amount of resources. Permittees, including the City, would like to continue to work together in order to pool resources to meet the permit requirements.

FISCAL IMPACT:

The City's annual contribution under the MOU will vary depending on the required monitoring and special studies needed to comply with the MS4 Permit. Exhibit B to the MOU stipulates the Annual Average Cost Sharing Formula for each Watershed Permittee. According to the formula, Artesia's cost share is 1.85% of the total JPA's budget each year. Based on this formula, Artesia's annual contribution is estimated to average just over \$18,680 each year for the next five years.

The contribution for this year is included in the adopted FY 2025-26 Budget in Fund, which is funded entirely by Measure W funds.

RECOMMENDED COUNCIL ACTION:

Staff recommends that the City Council approve, and authorize the City Manager to execute on their behalf, the Third Amendment to the Memorandum of Understanding between the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority and the City of Artesia for the implementation of the Watershed Management Program and Coordinated Integrated Monitoring Program for the Lower San Gabriel River Watershed.

Attachments

[GWMA Third Amendment.pdf](#)

**THIRD AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL
WATER MANAGEMENT JOINT POWERS AUTHORITY AND
THE CITIES OF ARTESIA, BELLFLOWER, CERRITOS, DIAMOND BAR, DOWNEY,
HAWAIIAN GARDENS, LA MIRADA, LAKEWOOD, NORWALK, PICO RIVERA, SANTA
FE SPRINGS, WHITTIER, LONG BEACH, AND THE LOS ANGELES COUNTY FLOOD
CONTROL DISTRICT
FOR
ADMINISTRATION AND COST SHARING TO PREPARE AND IMPLEMENT A
WATERSHED MANAGEMENT PROGRAM AND COORDINATED INTEGRATED
MONITORING PROGRAM AS REQUIRED BY THE REGIONAL WATER QUALITY
CONTROL BOARD, LOS ANGELES REGION, NATIONAL POLLUTANT DISCHARGE
ELIMINATION SYSTEM MUNICIPAL SEPARATE STORM SEWER SYSTEM PERMIT
ORDER NO. R4-2021-0105 MUNICIPAL SEPARATE STORM SEWER SYSTEM**

This **THIRD AMENDMENT** to the memorandum of understanding (“MOU”) is made and entered into as of the date of the last signature set forth below, by and between the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (“GWMA”), a California Joint Powers Authority, and the Cities of Artesia, Bellflower, Cerritos, Diamond Bar, Downey, Hawaiian Gardens, La Mirada, Lakewood, Norwalk, Pico Rivera, Santa Fe Springs, Whittier, Long Beach (“Cities”), and the Los Angeles County Flood Control District (“LACFCD”):

1. Recitals. This **THIRD AMENDMENT** is made with respect to the following facts and purposes:

A. For the purposes of this Third Amendment, the term “Watershed Permittees” shall mean the Cities of Artesia, Bellflower, Cerritos, Diamond Bar, Downey, Hawaiian Gardens, La Mirada, Lakewood, Norwalk, Pico Rivera, Santa Fe Springs, Whittier, Long Beach, and the Los Angeles County Flood Control District; and

B. The Watershed Permittees and GWMA are collectively referred to as the “Parties”; and

C. On August 1, 2013, the Parties entered into a Memorandum of Understanding between the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority and the Cities of Artesia, Bellflower, Cerritos, Diamond Bar, Downey, Hawaiian Gardens, La Mirada, Lakewood, Norwalk, Pico Rivera, Santa Fe Springs, Whittier, Long Beach, and the Los Angeles County Flood Control District for Administration and Cost Sharing to Prepare a Watershed Management Program (“WMP”) and Coordinated Integrated Monitoring Program (“CIMP”), collectively the “Plans,” as required by the Regional Water Quality Control Board, Los Angeles Region (“Regional Board”), National Pollutant Discharge

Elimination System Municipal Separate Storm Sewer System Permit, Order No. R4-2012-0175 Municipal Separate Storm Sewer System (“MS4 Permit”); and

D. The Watershed Permittees prepared and submitted the Plans to the Regional Board in compliance with certain provisions of the MS4 Permit; and

E. In 2021, the Regional Board re-adopted the MS4 Permit by Order No. R4-2021-0105. This version of the MS4 Permit included similar WMP and CIMP provisions; and

F. The Watershed Permittees are implementing the Plans in accordance with the MS4 Permit; and

G. The Parties have determined that authorizing GWMA to continue its retention of a consultant to implement the Plans will be beneficial to the Parties; and

H. The Parties entered into the First Amendment to the MOU in order to: (1) add implementation of the Plans to the scope and purpose of the MOU; and (2) provide a separate cost-share formula for the implementation of the Plans, subject to annual budget approval, in accordance with each Party’s cost share allocations; and

I. On July 9, 2020, the Parties entered into the Second Amendment to the MOU in order to: (1) extend the MOU’s term through September 30, 2025; (2) clarify that funding collected through this MOU may be used for the regional BMP projects agreed to by the Watershed Permittees; (3) incorporate GWMA’s administrative cost recovery program into the MOU; and (4) provide a consolidated cost-share formula for implementation of the Plans and any other approved expenditures, subject to annual budget approval; and

J. The Parties now desire to amend the MOU to extend the MOU’s term through September 30, 2030.

NOW, THEREFORE, the Parties agree that the following provisions of the MOU shall be amended as follows:

2. Section 1 of the MOU entitled “Recitals” is hereby amended by adding thereto Recitals A-I of Section 1 of this Third Amendment, which are set forth above and incorporated herein as though set forth in full.

3. Section 6 of the MOU entitled “Term” is hereby amended to read as follows:

“Section 6. Term. This MOU shall remain and continue in effect until September 30, 2030, unless sooner terminated as provided herein.”

4. **Exhibit “B”** (“Annual Average Cost Sharing Formula beginning FY July 1, 2025”) attached hereto and incorporated herein as though set forth in full shall replace **“Exhibit “B”** (“Cost Sharing Formula”) previously adopted under the Second Amendment.

5. Except for the changes specifically set forth herein, all other terms and conditions of the MOU and the First and Second Amendments shall remain in full force and effect.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

LOS ANGELES GATEWAY REGION
INTEGRATED REGIONAL WATER
MANAGEMENT JOINT POWERS
AUTHORITY

Adriana Figueroa
GWMA Chair

Nicholas R. Ghirelli
General Counsel

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF ARTESIA
City Manager
18747 Clarkdale Avenue
Artesia, CA 90701

Abel Avalos
City Manager

ATTEST:

APPROVED AS TO FORM:

Jennifer Alderete
City Clerk

Best Best & Krieger
City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF BELLFLOWER
City Manager
City of Bellflower
16600 Civic Center Drive
Bellflower, CA 90706

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF CERRITOS
City Manager
P.O. Box 3130
Cerritos, CA 90703-3130

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF DIAMOND BAR
City Manager
21810 Copley Drive
Diamond Bar, CA 91765

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF DOWNEY
City Manager
11111 Brookshire Avenue
Downey, CA 90241

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF HAWAIIAN GARDENS
City Manager
21815 Pioneer Blvd
Hawaiian Gardens, CA 90716

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF LA MIRADA
City Manager
13700 La Mirada Blvd
La Mirada, CA 90638

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF LAKEWOOD
City Manager
5050 Clark Avenue
Lakewood, CA 90712

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF LONG BEACH
City Manager
333 West Ocean Boulevard, 13th Floor
Long Beach, CA 90802

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

Deputy City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF NORWALK
City Manager
12700 Norwalk Blvd
Norwalk, CA 90650

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF PICO RIVERA
City Manager
6615 Passons Boulevard
Pico Rivera, CA 90660

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF SANTA FE SPRINGS
City Manager
11710 Telegraph Road
Santa Fe Springs, CA 90670

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

CITY OF WHITTIER
City Manager
13230 Penn Street
Whittier, CA 90602

City Manager

ATTEST:

APPROVED AS TO FORM:

City Clerk-Treasurer

City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: _____

LOS ANGELES COUNTY FLOOD
CONTROL DISTRICT
County of Los Angeles
Department of Public Works
Watershed Management Division, 11th Fl.
900 South Fremont Avenue
Alhambra, CA 91803-1331

By: _____
Chief Engineer

APPROVED AS TO FORM:

Dawyn R Harrison
County Counsel

Deputy

Exhibit B
Annual Average Cost Sharing Formula beginning FY July 1, 2025

Agency	Area (sq. mile)	Cost Share Percentage	90% of Average Cost (after Deducting LACFCD's Cost) Proportioned Based on Area	10% of Average Cost (after Deducting LACFCD's Cost) Proportioned Equally	Total Average Annual Cost*
Artesia	1.62	1.85%	\$12,777.67	\$5,903.29	\$18,680.96
Bellflower	1.90	2.17%	\$14,987.86	\$5,903.29	\$20,891.15
Cerritos	8.82	10.09%	\$69,690.10	\$5,903.29	\$75,593.39
Diamond Bar	14.89	17.03%	\$117,623.63	\$5,903.29	\$123,526.92
Downey	6.62	7.57%	\$52,284.84	\$5,903.29	\$58,188.13
Hawaiian Gardens	0.96	1.10%	\$7,597.53	\$5,903.29	\$13,500.82
La Mirada	7.84	8.97%	\$61,954.43	\$5,903.29	\$67,857.72
Lakewood	2.02	2.31%	\$15,954.82	\$5,903.29	\$21,858.11
Long Beach	3.34	3.82%	\$26,384.16	\$5,903.29	\$32,287.45
Norwalk	9.76	11.16%	\$77,080.43	\$5,903.29	\$82,983.72
Pico Rivera	6.14	7.02%	\$48,486.08	\$5,903.29	\$54,389.36
Santa Fe Springs	8.88	10.15%	\$70,104.51	\$5,903.29	\$76,007.80
Whittier	14.66	16.76%	\$115,758.78	\$5,903.29	\$121,662.07
LACFCD (5% of total)		--	\$34,135.40	--	\$34,135.40
Total	87.45	100.00%	\$724,820.24	\$76,742.76	\$801,563.00

* Does not include GWMA Administrative Fee and Indirect Administrative Fee (approved by GWMA Board annually).

Notes:

- The LSGR Watershed Group will determine and approve a budget each year for the following fiscal year necessary to comply with the MS4 permit(s).
- The average Watershed budget for the next four years is anticipated to range between \$656,984.85 and \$795,297.45, (Average = \$726,141.15) depending on the potential for a new regional MS4 Permit to go in effect, plus GWMA administrative fees. The current MS4 Permit is scheduled to expire on September 11, 2026. The watershed budgets may be higher if reassessments of the Watershed Management Program (WMP), the Coordinated Integrated Monitoring Program (CIMP), and the Reasonable Assurance Analysis (RAA) are required for the new Permit.
- Other agencies may participate upon approval of cost sharing agreements by the LSGR Watershed Committee and GWMA. Future participants shall be assessed a late entry cost as if they had been a participant from the beginning of the Metals TMDL MOU, as of March 1, 2012, unless otherwise determined by the LSGR Watershed Committee.
- Watershed Permittees and the cost share are subject to modifications due to, but not limited to, changes in the number of participating agencies, refinements in mapping, and changes in boundaries.
- LACFCD's annual contribution shall not exceed \$100,000 unless otherwise amended.



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9J.

TO: Mayor and Members of the City Council

SUBJECT: Agreement with OpenGov, Inc. for Permitting and Code Compliance Software and Implementation

FROM: Mario Flores, Management Analyst

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

Jamie Murguia, Finance Manager

HongDao Nguyen, City Attorney

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council approve, and authorize the City Manager to execute, the Master Services Agreement with OpenGov, Inc. for permitting, planning and code compliance software and implementation services totaling \$137,975.34 over a three year period.

BACKGROUND:

Following a thorough evaluation, it was concluded that the Community Development department could optimize development procedures, boost effectiveness, and broaden its offerings to the public by embracing digital modernization. This would involve the implementation of a software solution for permitting, planning and code enforcement. Currently, the Building and Safety department operates within the LA County DAPTS system, while the Code Compliance and Planning departments utilize Comcate, resulting in a lack of integration that hinders efficient communication, data sharing, and coordinated case management across departments. Furthermore, Comcate is unable to house a Building and Safety module within their platform.

Additionally, the County recently notified Staff that their DAPTS system, which currently hosts building and safety permits, is nearing "end of life" and that the City must migrate to a new permit system soon. The County has offered to replace DAPTS with their current online permit system, EPIC-LA, at no-additional cost. However, the County will not pass on credit card processing fees to the users in line with the City's current practices, and rather bills the City for those costs. Absorbing credit card fees is a significant cost and deterrent to using the EPIC-LA software. Prior to receiving this notice, Staff had determined it was necessary to bring permitting services in-house. Further, EPIC-LA was designed and implemented to meet the County's business needs and would have to be modified to suit the City's evolving needs. Appreciating the value of integration, Staff recommends a new software where all department processes can be integrated, with additional options for expansion in the future as the needs of the City may grow.

ANALYSIS:

After a comprehensive evaluation of the Community Development department's existing software programs and procedures, various issues were identified within the entire City's review and permitting processes:

- **Building:** The current DAPTS software will become defunct at the end of calendar year (2025) and reliance on County resources can be an impediment to conducting day-to-day operations within Artesia City Hall.
- **Code Compliance:** Maintains separate Comcate software that does not integrate with building permits.
- **Planning:** Reviews and plans are also housed in Comcate that does not integrate with building permits.
- **Public Works:** Need for improved communication between departments for grading and encroachment permits as they relate to development projects.

To effectuate the need to identify and implement means and methods for streamlining workflow and development review, licensing, and permit approval processes, Staff received demonstrations from three highly-qualified vendors of cloud-based platforms, including OpenGov, Accela, and CivicPlus. Staff also solicited pricing proposals from each of the three vendors. Following the software demonstrations to understand the functionality of each system, key Staff members convened to discuss the strengths and weaknesses of each system. Of the three, the only system that demonstrated its ability to service all of the work areas required and implement to the City's needs was OpenGov. While one of the systems provided a lower cost than OpenGov, and the other was near the same cost, the limited functionality and scope of work to implement gave concern that the resources committed from those vendors would not be sufficient to complete a successful project.

Therefore, Staff recommends that the City enhance its existing processes through a partnership with OpenGov and apply their integrated software system that represents best practices, automated workflows, project management tools, and improves communication for the entire City and public. Staff determined that OpenGov offers a consolidated permit, project, and land management system that can streamline City operations and permitting needs. Furthermore, this cloud-based technology offers permitting, payment, and renewal processes online to improve efficiency for external customers. If approved, it is anticipated that the software system will be fully implemented by the end of this Fiscal Year 2025-26. At the moment, the City would prioritize the Building and Safety module to be operable by the end of this calendar year (2025) to replace the soon to be defunct DAPTS system.

OpenGov contains the following functions/benefits:

- **Hosted cloud-based software:** Support provided by OpenGov, can be accessed from any mobile device connected to internet.
- **Functionality:** Enhances current functions for planning applications, building permits, inspections, and code enforcement actions.
- **Online submitting and inspection requests:** Capability to submit applications, digital plan review, and building inspection requests online.
- **Easy to learn and use:** System is designed to be intuitive with autofill capabilities.
- **Customization:** Software can be easily adjusted by City staff to fit existing processes and unique needs.
- **Exceptional public interface with high customer satisfaction:** Customer service portal allows the public to access information, submit applications, check project status, pay fees, and leave messages for reviewers. There is also no limit on users, so city staff and necessary consultants can receive login credentials so all project communication happens in one place instead of three (our current practice).
- **Full-service configuration and build of new system:** OpenGov will build the new system based on the City's most complex processes.
- **Reporting and maps:** Provides detailed and customizable reports that tracks performance and other measures. Allows custom maps that can show inspections, permits, and other information geographically.
- **Customer service:** According to references checked, OpenGov staff provides excellent customer service and is responsive to client needs.

- **Training:** Hours of training dedicated to administrators and staff end users during the transition period.

Attached is the professional services agreement, which includes a detailed breakdown of the annual license costs and project implementation, including configuration, setup, and training. The total first year cost of \$68,841.46 includes the prorated software fee and the product implementation one-time fee. The cost for the full second year (\$33,723.85) and full third year (\$35,410.03) is lower because there are no implementation fees.

FISCAL IMPACT:

The total cost for the three-year agreement is \$137,975.34. The adopted Fiscal Year 2025-26 Budget includes funding for the annual license cost and implementation for the first year (\$68,841.46). Costs for Fiscal Year 2026-27 (\$33,723.85) and Fiscal Year 2027-28 (\$35,410.03) will be incorporated into future budgets.

RECOMMENDED COUNCIL ACTION:

It is recommended that the City Council approve, and authorize the City Manager to execute, the Master Services Agreement with OpenGov, Inc. for permitting, planning and code enforcement software and implementation services totaling \$137,975.34 over a three year period.

Attachments

[OpenGov Master Services Agreement.pdf](#)

[OpenGov Order Form.pdf](#)

[OpenGov Statement of Work.pdf](#)

OpenGov Master Services Agreement

The parties to this Master Services Agreement (this "Agreement") are OpenGov, Inc., a Delaware corporation ("OpenGov"), and the customer named in the signature block below ("Customer"). This Agreement, which becomes effective when fully executed (the "Effective Date"), sets forth the terms and conditions under which OpenGov will provide its products and services to Customer.

1. Definitions

- 1.1. "Customer Data" means the data that is provided by Customer to OpenGov pursuant to this Agreement (for example, by email or through Customer's software systems of record), including any data transmitted through the Software Services.
- 1.2. "Documentation" means any written, electronic, or online materials produced by OpenGov, and made available to Customer in connection with the Software Services, including user guides, training materials, FAQs, and technical support content, but excluding Product Documentation.
- 1.3. "Intellectual Property Rights" means all past, present, and future intellectual property rights including those associated with works of authorship, copyrights, moral rights, trademarks, trade names, trade secrets, patent rights, and any other proprietary rights in intellectual property of every kind and nature.
- 1.4. "Order Form" means the document(s) separately executed by the parties or attached as an exhibit, that specifies the Software Services and the Professional Services that OpenGov will provide to Customer. All such Order Form(s) are incorporated into this Agreement by reference.
- 1.5. "Product Documentation" means the technical specifications that describe the features, functionality, configuration, and intended operation of the Software Services located at <https://opengov.my.site.com/support/s/agreement-product-documentation>, which is incorporated into this Agreement by reference.
- 1.6. "Professional Services" means the implementation, configuration, training, consulting, or other professional services provided by OpenGov or its authorized partners, and identified in the applicable Statement of Work.
- 1.7. "Software Services" means the commercial-off-the-shelf software products and services provided by OpenGov and identified in the applicable Order Form.
- 1.8. "Statement of Work" or "SOW" means the document(s) separately executed by the parties or attached as an exhibit to this Agreement or any applicable Order Form, that specifies the Professional Services that OpenGov will provide to Customer. All such SOW(s) are incorporated into this Agreement by reference.

2. Software Services and Professional Services

- 2.1. Software Services.

- 2.1.1. Subject to the terms and conditions of this Agreement, OpenGov will use commercially reasonable efforts to provide the Software Services.
- 2.1.2. Support and Service Levels. Customer support is available by email to support@opengov.com or by using the chat messaging functionality of the Software Services. Customer may report issues any time; however, OpenGov will address issues during business hours. OpenGov will provide the applicable level of support in accordance with the Support and Software Service Levels located at <https://opengov.com/service-sla>, which is incorporated into this Agreement by reference.
- 2.2. Professional Services.
 - 2.2.1. Subject to the terms and conditions of this Agreement, OpenGov will use commercially reasonable efforts to provide the Professional Services, if applicable. Unless otherwise specified in the SOW, any pre-paid Professional Services must be utilized within one year from the Effective Date.
 - 2.2.2. Travel Expenses for Professional Services. Travel expenses, if any, will be set forth in the applicable Order Form or SOW. Any additional travel expenses shall be subject to Customer's prior written approval and will be reimbursable by Customer.

3. Restrictions and Responsibilities

- 3.1. Restrictions. Customer may not use the Software Services in any manner or for any purpose other than as expressly permitted by the Agreement. In addition, Customer shall not, and shall not knowingly or negligently, permit or enable any third party to: (a) use or access any of the Software Services to build a competitive product or service; (b) modify, disassemble, decompile, reverse engineer or otherwise make any derivative use of the Software Services (except to the extent applicable laws specifically prohibit such restriction); (c) sell, license, rent, lease, assign, distribute, display, host, disclose, outsource, copy or otherwise commercially exploit the Software Services; (d) perform or disclose any benchmarking or performance testing of the Software Services, including but not limited to load testing or stress testing; (e) remove any proprietary notices included with the Software Services; (f) use the Software Services in violation of applicable law; or (g) transfer any personal, sensitive, or personally identifiable information to OpenGov in a manner that violates Customer's obligations under the Data Processing Addendum.
- 3.2. Responsibilities. Customer shall be responsible for obtaining and maintaining computers, third-party software systems of record, and application programming interfaces needed to connect to, access, or otherwise use the Software Services. Customer shall also be responsible for: (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, in accordance with industry standards, and (c) all uses of Customer user accounts by any party other than OpenGov. OpenGov is not responsible for the operation, support, or security of any third-party software, systems, or services

not provided by OpenGov.

- 3.3. Data Processing Addendum. To the extent OpenGov processes any Customer Data that contains personal information, personally identifiable information, or sensitive personal information on behalf of Customer in the course of providing the Software Services and Professional Services under this Agreement, the parties agree to comply with the terms of the Data Processing Addendum, located at <https://opengov.com/data-processing-addendum>, which is incorporated into this Agreement by reference.

4. Intellectual Property Rights; License Grants; Access to Customer Data

- 4.1. OpenGov's Intellectual Property Rights. OpenGov exclusively owns and retains all right, title, and interest to the Software Services, Professional Services, Documentation, and Product Documentation, including all Intellectual Property Rights therein. This includes, without limitation, all underlying technology, software, user interfaces, visual design elements (such as the "look and feel"), custom fonts, graphics, workflows, button icons, and any derivative works (e.g., enhancements, modifications, or corrections), including but not limited to those that are created in connection with or through the use of the Software Services, Professional Services, Documentation, or Product Documentation. Customer may not reproduce, modify, distribute, or create derivative works based on any part of the Software Services, in whole or in part, without OpenGov's prior written consent.
- 4.2. License Grant to Customer. OpenGov grants Customer a non-exclusive, non-transferable, non-sublicensable, royalty-free license to use the Software Services, Documentation, and Product Documentation during the Term for its internal use and the purpose as described in this Agreement. No additional rights or licenses shall be deemed granted.
- 4.3. Customer's Intellectual Property Rights. Customer retains all right, title, and interest, including all Intellectual Property Rights, in and to Customer Data. Customer grants OpenGov and its authorized partners (such as cloud hosting providers) a non-exclusive, royalty-free license to access, use, store, edit, reformat and otherwise process Customer Data for the purpose of providing, maintaining, developing, and improving OpenGov's products and services.
- 4.4. Aggregated and Anonymized Data. Customer agrees that OpenGov and its authorized partners may use aggregated and anonymized data derived from Customer Data to provide, maintain, develop, and improve OpenGov's products and services, to provide general customer service support and improvements, and to perform data and usage analytics. Any insights, developments, or improvements arising from such aggregated, anonymized data shall be owned by OpenGov.
- 4.5. Access to Customer Data. Customer may download Customer Data from the Software Services at any time during the Term, excluding during routine software maintenance periods. For a period of 30 days after expiration of the Term, Customer may request that OpenGov complete a one-time transfer of Customer Data in a format customarily used in

the industry at OpenGov's then-current hourly rate.

- 4.6. Deletion of Customer Data. Unless otherwise requested pursuant to this Section 4.6, upon the termination of this Agreement, Customer Data shall be deleted pursuant to OpenGov's standard data deletion and retention practices, which is to delete Customer Data 45 days after termination or expiration of the Agreement. Upon written request, Customer may request deletion of Customer Data prior to the date of termination of this Agreement, in accordance with the notice requirements set forth in Section 10.2.
- 4.7. Feedback. "Feedback" means any suggestions, comments, ideas, recommendations, usage, or other input provided by Customer to OpenGov regarding the services. Customer grants OpenGov a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license to use such Feedback in the Software Services, Professional Services, Documentation and Product Documentation. OpenGov will exclusively own all right, title, and interest, including all Intellectual Property Rights, in and to any improvements, modifications, or derivative works to the Software Services, Professional Services, Documentation or Product Documentation that are based on or derived from such Feedback.

5. Confidentiality

- 5.1. "Confidential Information" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure. OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services, Documentation, and Product Documentation.
- 5.2. Confidential Information does not include information that: (a) was publicly known or becomes publicly known through no breach of this Agreement by the receiving party; (b) is required to be disclosed upon request under any applicable federal, state, or local public records laws; (c) Customer expressly directs OpenGov make publicly available; (d) was lawfully known to the receiving party without restriction on disclosure before receipt from the disclosing party; (e) is disclosed to the receiving party by a third party who has the right to make such disclosure without restriction; or (f) is independently developed by the receiving party without access to the disclosing party's Confidential Information.
- 5.3. Each party agrees to use the other's Confidential Information only in connection with this Agreement. Each party further agrees to protect the other party's Confidential Information using the measures that it employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. If a party is required to disclose Confidential Information by law, subpoena, or court order, it must, to the extent legally permitted, promptly notify the other party in writing prior to the disclosure to give the other party an opportunity to oppose or limit the disclosure.

6. Term and Termination

- 6.1. Agreement Term. This Agreement begins on the Effective Date and will remain in effect until June 30, 2028, (“Term”), unless earlier terminated pursuant to this Section 6.
- 6.2. Renewal. Each Order Form may renew for two additional three year terms (each, a “Renewal Term”), unless either party provides written notice of non-renewal at least 30 days prior to the expiration of the then-current term.
- 6.3. Termination for Cause. If either party materially breaches this Agreement and fails to cure such breach within 30 days after receiving written notice by the non-breaching party, the non-breaching party may terminate this Agreement.
- 6.4. Termination for Non-Appropriation. For any term after the first full year of this Agreement, Customer may terminate this Agreement if it does not appropriate funds to continue this Agreement in a future fiscal year by providing notice in writing no less than 30 days before the end of the then-current annual term. Such termination shall be effective upon the expiration of the then-current term.
- 6.5. Effect of Termination. Upon termination of this Agreement pursuant to Section 6: (a) Customer shall pay in full for all of the Software Services and Professional Services for the then-current annual term; (b) OpenGov shall stop providing the Software Services and the Professional Services to Customer; and (c) with the exception of Customer Data, the return and deletion of which are addressed in Section 4, each party shall, upon request of the other party, return or delete any of the other party’s Confidential Information. If the Agreement is terminated for cause by the Customer, OpenGov shall provide the Customer Data pursuant to Section 4, with the exception that the hourly fee shall be waived for the one-time data transfer.

7. Payment of Fees

- 7.1. Fees; Invoicing; Payment; Expenses.
 - 7.1.1. Fees. Fees for the Software Services and Professional Services are set forth in the applicable Order Form, and OpenGov will invoice Customer accordingly. Customer agrees to pay invoices within 30 days of receipt. Invoices are deemed received when OpenGov emails them to Customer’s designated billing contact. Obligations to pay fees are non-cancelable, and payments are non-refundable, except as expressly provided in Sections 8.1.2 and 8.1.3.
 - 7.1.2. Annual Software Price Adjustment. OpenGov shall increase the fees for the Software Services during any Renewal Term by 5% each year or as otherwise agreed upon in the applicable renewal Order Form.
 - 7.1.3. Travel Expenses. OpenGov will invoice Customer for travel expenses provided in the SOW or Order Form as they are incurred. Customer shall pay all such valid invoices within 30 days of receipt of invoice. Receipts shall be provided for the travel expenses listed on the invoice.
- 7.2. Consequences of Non-Payment. If Customer fails to make any payments required under any Order Form or SOW, then in addition to any other rights OpenGov may have under this Agreement or applicable law: (a) Customer will owe a late interest penalty of

the maximum rate permitted by law; and (b) if Customer's account remains delinquent (with respect to payment of an undisputed invoice) for 10 days after receipt of a delinquency notice from OpenGov, which may be provided via email to Customer's designated billing contact, OpenGov may temporarily suspend Customer's access to the Software Service for up to 90 days to pursue good faith negotiations before pursuing termination in accordance with Section 6.3. Customer will continue to incur and owe all applicable fees irrespective of any such service suspension based on such Customer's delinquency.

- 7.3. Taxes. Each party is responsible for the tax effects this Agreement imposes upon it. If Customer is tax-exempt, it will provide OpenGov its tax exemption certificate.

8. Representations and Warranties; Disclaimer

8.1. By OpenGov.

- 8.1.1. General Warranty. OpenGov represents and warrants that it has all right and authority necessary to enter into and perform this Agreement.
- 8.1.2. Professional Services Warranty. OpenGov further represents and warrants that the Professional Services, if any, will be performed in a professional and workmanlike manner in accordance with the related SOW and generally prevailing industry standards. For any breach of the Professional Services warranty, OpenGov will re-perform the applicable services. If OpenGov is unable to re-perform such work as warranted, Customer will be entitled to recover all fees paid to OpenGov for the deficient work. Customer must give written notice of any claim under this warranty to OpenGov within 90 days of the completion of the Professional Services pursuant to the applicable SOW to receive such warranty remedies.
- 8.1.3. Software Services Warranty. OpenGov further represents and warrants that for the Term, the Software Services will perform in all material respects in accordance with the then-current Product Documentation. The foregoing warranty does not apply to (a) any Software Services that have been used in a manner other than as set forth in this Agreement, or (b) any pre-release features, functionality, or beta software services that Customer elects to use in the beta phase of development. For any breach of the Software Services warranty, OpenGov will repair or replace any nonconforming Software Services so that the affected portion of the Software Services operates as warranted. If OpenGov is unable to do so, Customer may terminate the Agreement and will be entitled to a refund of the pre-paid, unused portion of the fees from the date of the discovery of the defect. Customer must give written notice of any claim under this warranty to OpenGov within 90 days of Customer discovering the defect to receive such warranty remedies.

- 8.2. By Customer. Customer represents and warrants that (a) it has all right and authority necessary to enter into and perform this Agreement and (b) OpenGov's use of Customer Data pursuant to this Agreement will not infringe, violate or misappropriate Intellectual Property Rights of any third party.

- 8.3. Disclaimer. OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

9. Limitation of Liability

- 9.1. By Type. NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS OR EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND A PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.
- 9.2. By Amount. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID OR PAYABLE BY CUSTOMER TO OPENGOV FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.
- 9.3. Limitation of Liability Exclusions. The limitations of liability set forth in Sections 9.1 and 9.2 above do not apply to, and each party accepts liability to the other for: (a) claims arising out of gross negligence, fraud or willful misconduct by either party; (b) either party's infringement of the other party's Intellectual Property Rights; (c) breach of obligations under Section 3.1; and (d) payment obligations under this Agreement.
- 9.4. No Limitation of Liability by Law. Because some jurisdictions do not allow liability or damages to be limited to the extent set forth above, some of the above limitations may not apply.

10. Miscellaneous

- 10.1. Logo Use. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in OpenGov's website and marketing materials, subject to Customer's trademark usage guidelines, ordinances, and policies provided to OpenGov.
- 10.2. Notice. Ordinary day-to-day operational communications may be conducted by email, live chat or telephone. For written notices required by the Agreement the parties must communicate more formally in a writing sent via USPS certified mail and via email. OpenGov's addresses for notice are: legal@opengov.com with a mailed copy to OpenGov, Inc., 660 3rd Street, Suite 100, San Francisco, CA 94107.

- 10.3. Anti-corruption. Neither OpenGov nor any of its employees or agents has offered or provided any illegal or improper payment, gift, or transfer of value in connection with this Agreement. The parties will promptly notify each other if they become aware of any violation of any applicable anti-corruption laws in connection with this Agreement.
- 10.4. Injunctive Relief. The parties acknowledge that any breach of the confidentiality provisions or the unauthorized use of a party's intellectual property may result in serious and irreparable injury to the aggrieved party for which damages may not adequately compensate the aggrieved party. The parties agree, therefore, that, in addition to any other remedy that the aggrieved party may have, it shall be entitled to seek equitable injunctive relief without being required to post a bond or other surety or to prove either actual damages or that damages would be an inadequate remedy.
- 10.5. Force Majeure. Neither party will be liable for any delay or failure to perform its obligations under this Agreement, due to any events beyond its reasonable control, including but not limited to acts of god, acts of governmental authority, war, riot, labor disputes, failures of performance by any third-party services, utilities, or equipment failures, or any other events beyond the party's reasonable control. Notwithstanding the foregoing, Customer shall remain obligated to perform its obligations under Section 7.1.1.
- 10.6. Severability; Waiver. If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. Any express waiver or failure to exercise promptly any right under this Agreement will not create a continuing waiver or any expectation of non-enforcement.
- 10.7. Survival. The following sections of this Agreement shall survive termination or expiration: Section 5 (Confidentiality), Section 7 (Payment of Fees), Section 4.6 (Deletion of Customer Data), Section 8.3 (Warranty Disclaimer), Section 9 (Limitation of Liability), and Section 10 (Miscellaneous).
- 10.8. Assignment. There are no third-party beneficiaries to this Agreement. Neither party may assign, or otherwise transfer this Agreement without the other party's written consent, which consent may not be unreasonably withheld, conditioned, or delayed. Notwithstanding the foregoing, either party may assign, without such consent but upon written notice, its rights and obligations under this Agreement to its corporate affiliate or to any entity that acquires all or substantially all of its capital stock or its assets related to this Agreement, through purchase, merger, consolidation, or otherwise. Any other attempted assignment shall be void. This Agreement will benefit and bind permitted assigns and successors.
- 10.9. Independent Contractors. This Agreement does not create an agency, partnership, joint venture, or employment relationship, and neither party has any authority to bind the other.
- 10.10. Governing Law and Jurisdiction. This Agreement will be governed by the laws of

Customer's jurisdiction, without regard to conflict of laws principles. The parties submit to personal jurisdiction and venue in the courts of Customer's jurisdiction.

- 10.11. Complete Agreement. OpenGov has made no other promises or representations to Customer other than those contained in this Agreement. Any additional or different terms in a purchase order or click-through agreement are expressly rejected by the parties and are void. Any modification to this Agreement must be in writing and signed by an authorized representative of each party. No third parties are authorized to modify this Agreement. If there is a conflict between this Agreement and any other attached or incorporated document, the terms of this Agreement will control unless expressly stated otherwise.
- 10.12. Compliance with Law. Services shall be provided in accordance with the applicable laws and regulations of all governmental agencies that are in force at the time services are performed. OpenGov shall be responsible for becoming aware of and staying abreast of all such laws and ensuring that all services provided hereunder conform to such laws.
- 10.13. Right to Utilize Others. Customer reserves the right to utilize others to perform work similar to the services provided herein.
- 10.14. Indemnity. OpenGov shall indemnify, and hold harmless Customer, its officials, officers, and employees against any and all third-party actions, claims, damages, liabilities, losses or expenses of whatsoever kind, name or nature, including legal costs and reasonable attorneys' fees, whether or not suit is actually filed, and any judgment rendered against Customer and/or its officials, officers, or employees that may be asserted or claimed by any person, firm, or entity arising out of material breach of this Agreement due to OpenGov's negligent performance, or the negligent performance of its agents, employees, subcontractors, or invitees, as well as, negligent acts or omissions of OpenGov, its agents, employees, subcontractors or invitees, however, this indemnity clause shall not apply if there is concurrent passive or active gross negligence on the part of Customer, or its officials, officers, agents or employees.
- 10.15. Insurance. OpenGov shall maintain insurance coverage in accordance with the following during the course of its performance hereunder:

Comprehensive General Liability Insurance (including premises and operations, contractual liability, personal injury and independent consultant liability) with the following minimum limits of liability:

Personal or Bodily Injury -- \$1,000,000, single limit, per occurrence; and

Property Damage -- \$1,000,000, single limit, per occurrence; or
Combined single limits -- \$2,000,000.

Comprehensive Automobile Liability Insurance including as applicable owned, hired and

non-owned automobiles with the following minimum limits of liability:

\$1,000,000, single limit, per accident.

Technology Errors and Omissions Liability Insurance with \$1,000,000 per claim.

Worker's Compensation Insurance that complies with the minimum statutory requirements of the State of California.

Prior to commencement of services hereunder, OpenGov shall provide Customer with a certificate of insurance reflecting the above, and an endorsement for each policy of insurance which shall provide:

The Customer, and its officials, officers, agents and employees are named as additional insured (with the exception of Technology Errors and Omissions Liability and Worker's Compensation);

The coverage provided shall be primary (with the exception of Technology Errors and Omissions Liability and Worker's Compensation) as respects to Customer, its officials, officers, agents or employees; moreover, any insurance or self-insurance maintained by Customer or its officials, officers, agents or employees shall be in excess of OpenGov's insurance and not contributed with it.

The insurer shall provide at least thirty (30) days prior written notice to Customer of cancellation or of any material change in coverage before such change or cancellation becomes effective.

With respect to Workers' Compensation Insurance, the insurer shall agree to waive all rights of subrogation against Customer and Customer personnel for losses arising from work performed by OpenGov for Customer, and the insurer's agreement in this regard shall be reflected in the Workers' Compensation Insurance endorsement (with the exception of Technology Errors and Omissions Liability)

- 10.16. Records and Inspections. OpenGov shall maintain full and accurate financial and payment records with respect to all services and matters covered under this Agreement. Customer shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. OpenGov shall maintain an up-to-date list of key personnel and telephone numbers for emergency contact after normal business hours. In no event shall any audit occur: (1) more than once per calendar year, (2) without giving at least three business days prior written notice (3) outside of OpenGov's normal business hours, or (4) on systems where such audit may, in OpenGov's sole reasonable discretion, violate its third-party confidentiality obligations.
- 10.17. Taxpayer Identification Number. OpenGov shall provide Customer with a complete

Request for Taxpayer Identification Number and Certification, Form W-9, as issued by the Internal Revenue Service.

City of Artesia, CA

OpenGov, Inc.

Signature _____

Signature _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____



OpenGov Inc.
 660 3rd Street, Suite 100
 San Francisco, CA 94107
 United States

Order Form Number: Q-07748
Created On: 08/04/2025
Order Form Expiration: 08/30/2025
Subscription Start Date: 08/01/2025
Subscription End Date: 06/30/2028

Prepared By: Isabel Zarrow
Email: izarrow@opengov.com
Contract Term: 35 Months

Customer Information:

Customer: City of Artesia, CA
Bill To/Ship To: 18747 Clarkdale Avenue
 Artesia, California
 90701
 United States
Contact Name: Abel Avalos
Email: aavalos@cityofartesia.us
Phone: 562-865-6262

Order Details:

Billing Frequency: Prepaid
Payment Terms: Net 30 Days

SOFTWARE SERVICES:

Product Name	Start Date	End Date	Annual Fee
Autofill Interface	08/01/2025	06/30/2026	\$968.24
Contractor License Verification	08/01/2025	06/30/2026	\$1,536.42
Permitting & Licensing: Add-On Bundle	08/01/2025	06/30/2026	\$4,742.78
Permitting and Licensing - Community Development Without Fire	08/01/2025	06/30/2026	\$22,194.00
Autofill Interface	07/01/2026	06/30/2027	\$1,109.08
Contractor License Verification	07/01/2026	06/30/2027	\$1,759.90
Permitting & Licensing: Add-On Bundle	07/01/2026	06/30/2027	\$5,432.65

Permitting and Licensing - Community Development Without Fire	07/01/2026	06/30/2027	\$25,422.22
Autofill Interface	07/01/2027	06/30/2028	\$1,164.53
Contractor License Verification	07/01/2027	06/30/2028	\$1,847.89
Permitting & Licensing: Add-On Bundle	07/01/2027	06/30/2028	\$5,704.27
Permitting and Licensing - Community Development Without Fire	07/01/2027	06/30/2028	\$26,693.34

PROFESSIONAL SERVICES:

Product Name	Start Date	Description	Fee
Professional Services Deployment - Prepaid	08/01/2025	Custom Deployment from OpenGov Professional Services team. Scope-dependent.	\$39,400.02

Professional Services Total: \$39,400.02

Customer Billing/Service Periods:

Period:	Total:
08/01/2025	\$68,841.46
07/01/2026	\$33,723.85
07/01/2027	\$35,410.03

Order Form Legal Terms:

This Order Form incorporates the OpenGov Master Services Agreement ("MSA") attached here or available at <https://opengov.com/terms-of-service/master-services-agreement/>.

The "Agreement" between OpenGov and the entity identified above ("Customer") consists of the Order Form, MSA, and, if Professional Services are purchased, the Statement of Work.

Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.

By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms

City of Artesia, CA:

OpenGov, Inc.

Signature:

Name:

Title:

Date:

Signature:

Name:

Title:

Date:



Statement of Work

City of Artesia, CA

Creation Date: 7/10/2025
SoW Expiration Date: 10/10/2025
Document Number: PS-08792.1
Created by: Josh Volpert

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OpenGov Statement of Work

This Statement of Work (“SOW”) identifies services that OpenGov will perform for the City of Artesia, CA (“Customer”) pursuant to the order for OpenGov Professional Services. This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party. The OpenGov Responsibilities section of this document can be found in [Exhibit 1: Implementation Activities](#). Any additional services or support not detailed in Exhibit 1 will be considered out of scope.

1. Project Scope

Under this project, OpenGov will deliver cloud based solutions (detailed list in [“Exhibit 1”](#)). OpenGov's estimated charges and schedule are based on performance of the activities listed in the [“OpenGov Responsibilities”](#) section below. Deviations that arise during the project will be managed through the procedure described in [Section 14](#).

2. Adjustments to the Project Scope, Estimated Schedule, Charges and other Terms

Adjustments to the deliverables in [Exhibit 1](#) may include charges on a time-and-materials or fixed-fee basis using OpenGov’s standard rates.

3. Project Delivery

3.1. OpenGov will perform the work under this SOW remotely unless explicitly identified below.

3.2. OpenGov will use personnel and resources located across the United States, and may also include OpenGov-trained implementation partners to support the delivery of services.

4. Project Understanding

4.1. Deviations that arise during the proposed project will be managed through the Change Order Process (as defined in [Section 14](#)), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and/or other terms.

4.2. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software. Implementation of any custom modification or integration developed by OpenGov; Customer internal staff; or any third-party is not included in the scope of this project unless specifically listed in Exhibit 1.

4.3. The customer is responsible for providing appropriate time and resources to the project to meet deliverables as outlined in the project plan.

4.4. Data conversion services from other software system(s) or sources are not included in the scope of this project unless specifically listed in Exhibit 1.

5. OpenGov Responsibilities

5.1. OpenGov will provide project management for the OpenGov responsibilities in this SOW. This provides direction to OpenGov project personnel and a shared framework for project planning, communications, reporting, procedural and contractual activity.

5.2. OpenGov will review the Project Plan with Customer's Project Manager and key stakeholders to ensure alignment on agreed upon timelines.

5.3. OpenGov will maintain project communications through Customer's Project Manager.

5.4. OpenGov will establish documentation and procedural standards for deliverable materials.

5.5. OpenGov will assist Customer's Project Manager to prepare and maintain the Project Plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones identified in Exhibit 1.

6. Project Tracking and Reporting

6.1. OpenGov will review project tasks, schedules, and resources and make changes or additions, as appropriate. OpenGov will measure and evaluate progress against the Project Plan with Customer's Project Manager.

6.2. OpenGov will work with Customer's Project Manager to address and resolve deviations from the Project Plan.

6.3. OpenGov will conduct regularly scheduled project status meetings.

6.4. OpenGov will administer the Change Order Process with the Customer's Project Manager.

6.5. Deliverable Materials:

6.5.1. Weekly status reports

6.5.2. Project Plan

6.5.3. Project Charter, defining project plan and Go-live date

6.5.4. Risk, Action, Issues and Decisions Register (RAID)

6.6. Deliverable Sign-Off: OpenGov requests Sign-Offs at various deliverables during the implementation of the project. Once the Customer has signed-off on a deliverable, any additional changes requested by Customer on that deliverable will require a paid change order for additional hours for OpenGov to complete the requested changes.

7. Communication and Escalation Procedure

7.1. Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment, both parties agree to the following:

7.1.1. Regular communication aligned to the agreed upon Project Plan and timing.

7.1.2. OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.

7.2. Executive involvement

7.2.1. Executives may be called upon to clarify expectations and/or resolve confusion.

7.2.2. Executives may be needed to steer strategic items to maximize the value through the deployment.

7.3. Escalation Process

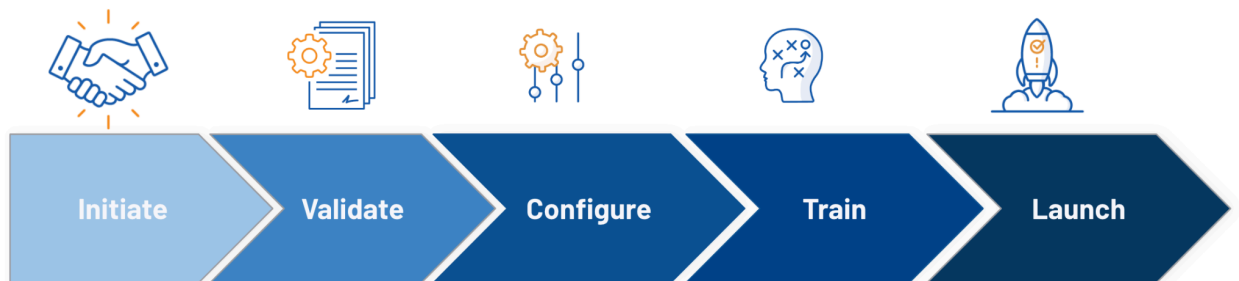
7.3.1. Identification of an issue impeding deployment progress or outcome, that is not acceptable.

7.3.2. Customer or OpenGov Project Manager summarizes the problem statement and impasse.

7.3.3. Customer and OpenGov Project Managers jointly outline solution acceptance and OpenGov Project Manager will schedule an Executive Review Meeting, if necessary.

7.3.4. The resolution will be documented and signed off.

8. OpenGov Implementation Methodology



Every OpenGov implementation will contain a structured methodology to properly plan and collaborate. The methodology consists of the following phases:

- Initiate
- Validate
- Configure
- Train
- Launch

8.1. Initiate

8.1.1. OpenGov will provide customer entity configuration.

8.1.2. OpenGov will provide system administrators creation.

8.1.3. This activity is complete when the customer has access to their site.

8.1.4. Customer will sign-off on product access to complete the Initiate Phase of the project.

8.2. Validate

8.2.1. OpenGov will create a Solution Blueprint.

8.2.2. OpenGov will confirm the Data Validation strategy.

8.2.3. This activity is complete when the Solution Blueprint is presented to the customer.

8.2.4. Customer will Sign-off on Initial Draft Solution Blueprint to complete the Validate Phase of the project.

8.3. Configure

8.3.1. OpenGov will configure the deliverables outlined in Exhibit 1.

8.3.2. This activity is complete when all deliverables in Exhibit 1 are configured.

8.3.3. Customer will provide Sign-off that all configuration deliverables have been completed and accepted. OpenGov will provide status and intermediate completion milestones as the project progresses to fully configured.

8.4. Train

8.4.1. Training will be provided in instructor-led virtual sessions unless otherwise specified in Exhibit 1.

8.4.2. OpenGov will provide Administrator training.

8.4.3. OpenGov will provide End User training (if listed in Exhibit 1).

8.4.4. Customer will sign-off that training has been completed.

8.5. Launch

8.5.1. OpenGov will provide HyperAdopt support post Go-Live to ensure successful adoption.

8.5.2. Customer will Sign-off on the HyperAdopt phase of the project which will transition the project from active deployment to Customer Success.

9 . Customer Responsibilities

9.1. The completion of the proposed scope of work depends on the full commitment and participation of Customer's management and personnel. The Customer's Project Manager should have access to the appropriate Customer Subject Matter Expert personnel needed for the successful implementation of the project. The responsibilities listed in this section are in addition to the responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by the customer. Delays in performance of these responsibilities may result in a change order and/or delay of the completion of the project.

9.2. Provide the required data to OpenGov within five (5) days of the requests being made from the OpenGov Project Manager. The Customer will be responsible for any potential charges from third parties to access and provide the data.

9.3. Maintain the same format and access to data on an ongoing basis. Any changes to the underlying data or data source may require a change order or charge in the future.

10. Customer's Project Manager

10.1. Create, with OpenGov's assistance, the Project Charter for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates.

10.2. Manage Customer personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing).

10.3. Identify and assign Subject Matter Experts (SME).

10.4. Serve as the communication liaison between OpenGov and Customer representatives participating in the project.

10.5. Participate in project status meetings.

10.6. Obtain and provide information, data, and decisions within ten (10) business days of OpenGov's request unless Customer and OpenGov agree in writing to a different response time.

10.7. Resolve deviations from the estimated schedule.

10.8. Help resolve project issues and escalate issues within Customer's organization, as necessary.

10.9. Administer the Change Order Process with the Project Manager, if applicable.

11. Acceptance Procedure

11.1. The completed items in Exhibit 1 will be submitted to the Customer's Project Manager.

11.2. Customer's Project Manager will have decision authority to approve/reject all Project Criteria, Phase Acceptance and Engagement Acceptance.

11.3. Within five (5) business days of receipt, the Customer's Project Manager will either accept the Deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from the Customer's Project Manager within five (5) business days, then the Deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.

11.4. All acceptance milestones and associated review periods will be tracked on the Project Plan.

11.5 Both OpenGov and Customer recognize that failure to complete tasks and

respond to open issues may have a negative impact on the Project.

11.6. For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the Project.

11.7. Excluding delays caused by a force majeure event, if OpenGov in good faith reasonably determines that Customer’s personnel or contractors are not completing Customer’s responsibilities described in the applicable SOW timely or accurately, OpenGov may place the Professional Services on hold after providing a minimum of seven days written notice to Customer. If OpenGov places a Customer on hold, OpenGov will ensure that Customer is made aware of its obligations necessary for OpenGov to continue performing the Professional Services in the on hold notice. Upon placing a customer on hold, OpenGov may, without penalty, suspend Professional Services to the Customer and reallocate resources until the Customer has fulfilled its obligations. OpenGov shall bear no liability or otherwise be responsible for delays in the provision of the Professional Services occasioned by Customer’s failure to complete Customer’s responsibilities.

12. Estimated Schedule

12.1. OpenGov will schedule resources after the signature of the order form is received. Unless specifically noted, the OpenGov assigned Project Manager will work with Customer Project Manager to develop the Project Charter for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

12.2. The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures on Order Forms.

13. Illustrative Project Timelines

13.1. The typical project timelines are for illustrative purposes only and may not reflect Customer’s use cases. The order of delivery of the suite(s) will be determined during the project planning activities in the Initiate Phase.

Phase	Deliverable	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Initiate	Project Preparation and Kick Off								
Validate	Requirements Matrix, Validation Workshop								
Configure	Record Type 1								
	Record Type 2								
	Record Type 3								
	Data Migration								
Train	Integrations								
	Administrator Training								
Train	End User Training								
Launch	Go Live, HyperAdpotion, Project Closure								

14. Change Order Process

14.1. This SOW and related efforts are based on the information provided and gathered by OpenGov. Customer acknowledges that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing, by both Customer and OpenGov, and documented via a Change Order. No verbal agreement will be binding on OpenGov or Customer.

14.2. A Change Order is defined as work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date. Changes might include but are not limited to:

14.2.1. Timeline for completion.

14.2.2. Sign off process.

14.2.3. Cost of change and/or invoice timing.

14.2.4. Amending the SOW to correct an error.

14.2.5 Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.

14.2.6. Change in type of OpenGov resources to support the SOW.

14.3. The approval process for a Change Order is as follows:

14.3.1. Identification and documentation of a need for modification to the scope of the project as defined in the Statement of Work and any subsequent change orders.

14.3.2. A Change Order is created and Customer and OpenGov review. The Customer will then provide Sign-off.

14.3.3. Change Order is incorporated into the Statement of Work and implemented.

Exhibit 1: Implementation Activities

Permitting & Licensing

Use Cases for Permitting & Licensing:

- Building Permits & Inspectional Services
- Planning and Zoning Approvals
- Code Enforcement

Initiate

Provisioning Permitting & Licensing Platform

OpenGov will:

- OpenGov will provision Customer's OpenGov entity and verify Customer has access to all purchased modules.

Customer will:

- Confirm access to entity and modules.

Completion Criteria

- Customer verifies access to the site.

Data Initiation

OpenGov will:

- Provide the needed data and format to the customer.
- Discuss data needs for the foundational initiation of the software.
- Assign a Project Manager once the data has been collected.

Customer will:

- Provide the required data in a timely manner.

Completion Criteria

- Customer sign-off that the Integrations are complete and the data is being captured as planned.

Validate

Technical Project Review

OpenGov will:

- Provide up to one (1) one-hour working sessions at the beginning of the project to:
 - Review deliverables

- o Review technical requirements
- o Provide documentation on requirements and processes

OpenGov Assumptions:

- Customer will provide relevant data within two (2) weeks immediately following the kick-off meeting.

Customer will:

- Identify relevant participants for attendance.
- Confirm deliverables.
- Gather and provide relevant data for the project.

Completion Criteria

- Customer sign-off on project plan.

Configure

Record Types Deliverables

OpenGov will configure the following standard record types, including sub-types, drafts of Customer's record types in the Permitting & Licensing system including Form, Workflow, Output Document and Fees:

Building and Inspectional Services Service Area

Up to two (2) record types from the following list:

- Residential Building Permit
- Commercial Building Permit

Planning and Zoning Service Area

Up to one (1) record types from the following list:

- Land Use Application

Code Enforcement Service Area

Up to two (2) record types from the following list:

- Code Complaint
- Code Violation

Customer will:

- Attend working sessions to validate, review, and iterate upon draft records.
- Test all configured record types

Completion Criteria

- Customer sign-off that the Record Types have been configured. Sign-off will occur with each completed Record Type.

Data Deliverables

Master Address Table (MAT) Integration

OpenGov will:

- Provide a template file to be utilized by the Customer to populate MAT information.

- Import the completed template file and validate against the completed template file.

Customer will:

- Populate and validate the MAT template.

Completion Criteria

- Customer sign-off that the Master Address Table has been configured.

ESRI ArcGIS Server Integration

OpenGov will:

- Integrate with the Customer's ArcGIS public API endpoint.

Completion Criteria

- Customer sign-off on the ESRI Integration.

GIS Flag Integration

OpenGov will:

- Provide a template file to be utilized by the Customer to populate GIS Flag information.
- Import the populated template file after acceptance.
- Enable the GIS Flag Integration.

Customer will:

- Populate and validate the flag template file.

Completion Criteria

- Customer sign-off on the GIS Flag Integration.

Accounting and Finance Export

OpenGov will:

- Provide an export of financial data, based on the Customer's provided format, to the Customer's FTPS as often as nightly.

Customer will:

- Agree upon specifications prior to export.

Completion Criteria

- Customer sign-off on the Accounting and Finance Export.

Autofill Integration

OpenGov will:

- Provide up to two (2) Autofills, using source data from OpenGov or provided by the Customer.

Customer will:

- Provide the source data, if applicable.
- Agree upon specifications prior to upload.

Completion Criteria

- Customer sign-off on the Autofill Integration.

State Contractor Integration

OpenGov will:

- Integrate with the California licensed professional dataset for use within OpenGov.

Completion Criteria

- Customer sign-off on the State Contractor Integration.

Single Sign On (SSO) Integration

OpenGov will:

- Provide the SSO enablement form.
- Implement identity provider initiated SSO for Microsoft ADFS, Microsoft Azure AD, or Okta.

Customer will:

- Complete the SSO enablement form.
- Provide the information from the identity provider required to establish SAML or HTTPS certification and add OpenGov as a new application in the identity provider.

Completion Criteria

- Customer sign-off on the SSO Integration.

Train

Administrator Training

OpenGov will:

- Provide up to twelve (12) hours of Permitting & Licensing system administrator training to enable system administrators on the following topics:
 - Setting up the public portal
 - Employee app settings
 - Creating and editing record types
 - Managing Forms
 - Editing Documents
 - Creating Workflows
 - Setting up Inspections
 - Reporting & Transparency
 - Download and upload data
 - How to create reports and dashboards
 - Mobile app

Customer will:

- Identify the relevant participants to attend each training session.

Completion Criteria

- Administrator Training has been conducted.

End User Training

OpenGov will:

- Provide up to sixteen (16) hours of end-user trainings designed for Plan Review, Inspectors, Finance Staff, etc. to cover the following topics:
 - Navigation of the system
 - Manage inbox and tasks
 - Take payments
 - Conduct inspections
 - Create records
 - Mobile app

Customer will:

- Identify the relevant participants to attend each training session.

Completion Criteria

- End User Training has been conducted.

Launch

HyperAdopt

OpenGov will:

- Provide up to eight (8) hours of HyperAdopt support from the OpenGov Project Team post Go-Live to ensure successful adoption.

Customer will:

- Identify issues and attend sessions

Completion Criteria

- Customer sign-off that the project has been completed.

Exhibit 2: Technical Requirements

Permitting & Licensing Technical Requirements

Master Address Table

- All addresses must have a unique ID
- Flat file, .csv, .xls, .xlsx, .txt with headers
- Parcels and address points recommended
- Recommended source data: Esri GIS, Alternative source options include: Assessor's database, E911

ESRI ArcGIS

- A single publicly-accessible secure ESRI REST API URL

ArcGIS Flags

- Polygon Layer(s) via ESRI REST API URL, Polylines and points are not supported
- Flags will be populated via the same Publicly-accessible secure ESRI REST API URL as provided for the ESRI ArcGIS integration.

Financial and Record Exports

- Required format (columns) and sample document

Autofills using Customer source data

- Flat file, .csv, .xls, .xlsx, .txt with headers

Current application forms, workflows, fee structures, and output documents

- PDF, Word, .csv, .xls, .xlsx with headers

SSO

- SAML or HTTPS certificate, Whitelist OpenGov in Customer VPN or firewall



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9K.

TO: Mayor and Members of the City Council

SUBJECT: New Service Request with the Los Angeles County Internal Services Department for GIS Modernization Services

FROM: Mario Flores, Management Analyst

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

Jamie Murguia, Finance Manager

HongDao Nguyen, City Attorney

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council approve and authorize the City Manager to execute a three-year Service Request with the Los Angeles County Internal Services Department for Geographic Information Systems modernization services for an amount not-to-exceed \$123,444.

BACKGROUND:

As a contract city, the City of Artesia ("City") contracts with Los Angeles County ("County") for General Services including public works services like building inspection, plan check, property assessment, enforcement of the municipal code, and other services. The General Services Agreement (GSA) was approved by Resolution No. 24-2974, which provides the authority for the County to provide services to the City and that the City has the opportunity to add or augment general services on an "as-needed" basis. The current GSA began on July 1, 2024 and runs through June 30, 2029. Services rendered through the GSA are done so with Service Requests with the County Department providing the services. The City is looking to expand the services it receives from the County to include Geographic Information Systems (GIS) from the Internal Services Department (ISD).

The City is currently without an established GIS platform, which limits its ability to manage spatial data, conduct analysis, and support modern mapping tools essential for planning, building, public works, and engineering. Additionally, with the potential approval of a new permitting and code enforcement software system through OpenGov, it is critical that the City's GIS infrastructure be modernized to support the functionality and mapping components that are integral to the new software platform. The OpenGov system is designed to leverage accurate geospatial data for permit tracking, code enforcement case mapping, inspection routing, and reporting dashboards.

Parcel and addressing data is also housed inside the GIS system for routine actions such as obtaining building permits. Furthermore, spatial data generated through the GIS system can be made accessible to the community via interactive maps and tools on the City's website, enhancing public access to information related to zoning, infrastructure, and development activity. A strong GIS foundation is essential to ensure the software operates effectively across all departments and provides the public with transparent, location-based services.

To meet this need, City staff coordinated with the ISD to develop a comprehensive, multi-year proposal for GIS modernization that aligns with and supports the City's broader digital transformation efforts.

ANALYSIS:

The ISD GIS modernization effort will unfold over a three-year period and include foundational data development, staff onboarding, integration with aerial imagery, web application development, and training. These improvements are necessary to ensure the successful implementation and ongoing operation of the expected OpenGov permitting and code enforcement platform.

Year 1 (FY 2025-26) - Total: \$39,470

- Join the Los Angeles Region Aerial Imagery Acquisition Consortium (LARIAC), gaining access to high-resolution aerial imagery and related datasets.
- Access web-based Connect Explorer GIS viewer, which provides LARIAC data in an easy-to-use format, along with County data such as parcels, streets, and addresses.
- Onboard City staff to LARIAC with initial GIS configuration and training.
- Conduct foundational data analysis and migration for parcels, zoning, addressing, and street centerlines. This is key data needed to enable geospatial permit and code enforcement tracking in the OpenGov permitting and code software.
- Begin uploading and configuring City-specific data into the GIS viewer environment - which is proposed as a separate agreement with Environmental Systems Research Institute (Esri).

Year 2 (FY 2026-27) - Total: \$49,130

- Renew LARIAC membership.
- Evaluate the City's GIS infrastructure and recommend a licensing and platform strategy to support digital permitting options.
- Configure infrastructure and develop essential GIS-enabled applications for use by Planning, Building, Public Works, and City Administration.
- Migrate relevant data to ensure seamless integration with OpenGov's mapping and analytics functions.

Year 3 (FY 2027-28) - Total: \$34,844

- Continue GIS project management, provide ad-hoc technical and data support, and maintain GIS tools based on operational needs.
- Enhance GIS tools and applications that interface with OpenGov and other system.

If the Service Request is approved, the ongoing services will be included in future iterations of the GSA the City holds with the County.

FISCAL IMPACT:

The total three-year cost for the GIS modernization project is \$123,444. Funding for Year One (\$39,470) has been budgeted in the Fiscal Year 2025-26 Budget. Years Two and Three will be included in future budgets as part of the City's ongoing technology upgrades supporting the implementation of the new permitting and code enforcement software.

RECOMMENDED COUNCIL ACTION:

It is recommended that the City Council approve and authorize the City Manager to enter into a three-year Service Request with the Los Angeles County Internal Services Department for Geographic Information Systems modernization services in an amount not-to-exceed \$123,444.

Attachments

[Resolution No 24-2974.pdf](#)

[General Services Agreement 2024-2029.pdf](#)

[ISD Service Request for GIS Modernization Project.pdf](#)

[ISD Scope of Work for GIS Modernization Project.pdf](#)

RESOLUTION NO. 24-2974

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, APPROVING THE GENERAL SERVICES AGREEMENT BETWEEN THE CITY OF ARTESIA AND THE COUNTY OF LOS ANGELES

WHEREAS, a General Services Agreement provides authority for the County of Los Angeles to provide services to the City of Artesia to include such services as prosecution of City ordinances, street maintenance, direct assessment collection, and a variety of public works services;

WHEREAS, specific services, such as law enforcement, public health code enforcement, and animal care and control, are provided by County departments through separate "Specific Services Agreements";

WHEREAS, the City receives and has the opportunity to add or augment general services performed by the County providing a General Services Agreement has been approved by the City and the County; and

WHEREAS, the current five-year General Services Agreement between the City and the County will expire on June 30, 2024, and the City requires the continuation of certain general services on an "as needed" basis.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, DOES HEREBY FIND, ORDER, AND RESOLVE AS FOLLOWS:

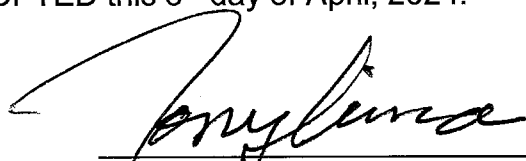
SECTION 1. The City Council approves that certain General Services Agreement dated July 1, 2024, by and between the County of Los Angeles and the City of Artesia for general services to the City to include such services as prosecution of City ordinances, street maintenance, and direct assessment collection, and a variety of public works services.

SECTION 2. The City Council acknowledges that specific services, such as law enforcement, public health code enforcement, and animal care and control, are provided by the applicable County Departments through certain "Specific Services Agreements" and not through the General Services Agreement dated July 1, 2024.

SECTION 3. The City Council hereby certifies that funds under the jurisdiction of the City of Artesia are available to compensate the County of Los Angeles for general services provided under that certain General Services Agreement dated July 1, 2024.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 8th day of April, 2024.



TONY LIMA, MAYOR

ATTEST:



JENNIFER ALDERETE, CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY, BEST, BEST AND KRIEGER

I, Jennifer Alderete, City Clerk of the City of Artesia, do hereby certify that the foregoing Resolution was adopted at the Regular City Council Meeting held on the 8th day of April 2024, by the following vote:

AYES: COUNCILMEMBERS: MANALO, RAMOSO, TREVINO, TAJ, LIMA

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



JENNIFER ALDERETE, CITY CLERK

GENERAL SERVICES AGREEMENT

THIS GENERAL SERVICES AGREEMENT ("Agreement"), dated for purposes of reference only, July 1, 2024, is made by and between the County of Los Angeles, hereinafter referred to as the "County," and the City of Artesia, hereinafter referred to as the "City." RECITALS:

(a) The City is desirous of contracting with the County for the performance by its appropriate officers and employees of City functions.

(b) The County is agreeable to performing such services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56½ of the Charter of the County of Los Angeles and Section 51300, *et seq.*, of the Government Code.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. The County agrees, through its officers, agents and employees, to perform those City functions, which are hereinafter provided for.

2. The City shall pay for such services as are provided under this Agreement at rates to be determined by the County Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors.

These rates shall be readjusted by the County Auditor-Controller annually effective the first day of July of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the Board of Supervisors of County.

3. No County agent, officer or department shall perform for said City any

79544

function not coming within the scope of the duties of such agent, officer or department in performing services for the County.

4. No service shall be performed hereunder unless the City shall have available funds previously appropriated to cover the cost thereof.

5. No function or service shall be performed hereunder by any County agent, officer or department unless such function or service shall have been requested in writing by the City on order of the City Council thereof or such officer as it may designate and approved by the Board of Supervisors of the County, or such officer as it may designate, and each such service or function shall be performed at the times and under circumstances which do not interfere with the performance of regular County operations.

6. Whenever the County and City mutually agree as to the necessity for any such County agent, officer or department to maintain administrative headquarters in the City, the City shall furnish at its own cost and expense all necessary office space, furniture, and furnishings, office supplies, janitorial service, telephone, light, water, and other utilities. In all instances where special supplies, stationery, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its expense.

It is expressly understood that in the event a local administrative office is maintained in the City for any such County agent, officer or department, such quarters may be used by the County agent, officer or department in connection with the performance of its duties in territory outside the City and adjacent thereto provided, however, that the performance of such outside duties shall not be at any additional cost to the City.

7. All persons employed in the performance of such services and functions for

the City shall be County agents, officers or employees, and no City employee as such shall be taken over by the County, and no person employed hereunder shall have any City pension, civil service, or other status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance hereof, every County agent, officer and employee engaged in performing any such service or function shall be deemed to be an agent, officer or employee of said City while performing service for the City within the scope of this agreement.

8. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his or her employment.

9. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

10. Each County agent, officer or department performing any service for the

City provided for herein shall keep reasonably itemized and in detail work or job records covering the cost of all services performed, including salary, wages and other compensation for labor, supervision and planning, plus overhead, the reasonable rental value of all County-owned machinery and equipment, rental paid for all rented machinery or equipment, together with the cost of an operator thereof when furnished with said machinery or equipment, the cost of all machinery and supplies furnished by the County, reasonable handling charges, and all additional items of expense incidental to the performance of such function or service.

11. All work done hereunder is subject to the limitations of the provisions of Section 23008 of the Government Code, and in accordance therewith, before any work is done or services rendered pursuant hereto, an amount equal to the cost or an amount 10% in excess of the estimated cost must be reserved by the City from its funds to ensure payment for work, services or materials provided hereunder.

12. The County shall render to the City at the close of each calendar month an itemized invoice which covers all services performed during said month, and the City shall pay County therefore within thirty (30) days after date of said invoice.

If such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County is entitled to recover interest thereon. Said interest shall be at the rate of seven (7) percent per annum or any portion thereof calculated from the last day of the month in which the services were performed.

13. Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County may satisfy such indebtedness,

including interest thereon, from any funds of any such City on deposit with the County without giving further notice to said City of County's intention to do so.

14. This Agreement shall become effective on the date herein-above first mentioned and shall run for a period ending June 30, 2029, and at the option of the City Council of the City, with the consent of the Board of Supervisors of County, shall be renewable thereafter for an additional period of not to exceed five (5) years.

15. In the event the City desires to renew this Agreement for said five-year period, the City Council shall not later than the last day of May 2029, notify the Board of Supervisors of County that it wishes to renew the same, whereupon the Board of Supervisors, not later than the last day of June 2029, shall notify the City Council in writing of its willingness to accept such renewal. Otherwise, such Agreement shall finally terminate at the end of the aforescribed period.

Notwithstanding the provisions of this paragraph herein-above set forth, the County may terminate this Agreement at any time by giving thirty (30) days' prior written notice to the City. The City may terminate this Agreement as of the first day of July of any year upon thirty (30) days' prior written notice to the County.

16. This Agreement is designed to cover miscellaneous and sundry services which may be supplied by the County of Los Angeles and the various departments thereof. In the event there now exists or there is hereafter adopted a specific contract between the City and the County with respect to specific services, such contract with respect to specific services shall be controlling as to the duties and obligations of the parties anything herein to the contrary notwithstanding, unless such special contract adopts the provisions hereof by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

Executed this 4th day of June 2024.



The City of Artesia,

By *Joylima*
Mayor

ATTEST:

City Clerk

By *[Signature]*

THE COUNTY OF LOS ANGELES

By *[Signature]*
Chair, Board of Supervisors

79544

ATTEST:

EDWARD YEN
Executive Officer/Clerk
of the Board of Supervisors

By *[Signature]*
Deputy

I hereby certify that pursuant to
Section 25103 of the Government Code,
Delivery of this document has been made.

EDWARD YEN
Executive Officer
Clerk of the Board of Supervisors

By *[Signature]*
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By *[Signature]*
Senior Deputy

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

28 June 4, 2024

[Signature]

EDWARD YEN
EXECUTIVE OFFICER



**INTERNAL SERVICES
DEPARTMENT**
COUNTY OF LOS ANGELES

SERVICE REQUEST

USE THIS FORM TO REQUEST ISD SERVICES

REQUESTOR MUST COMPLETE BOXES 2 THROUGH 31
UNLESS BOX HAS AN ASTERISK - THESE BOXES ARE
OPTIONAL

FOR ISD USE ONLY

(1) MAIN/SUB ACCOUNT NO.

SERVICE REQUEST NO.

FOR ISD FINANCE USE ONLY

DATE RECEIVED BY FINANCE: _____

RECEIVED BY (INITIALS): _____

Please indicate (NOTE - NO SELECTION AUTOMATICALLY DEFAULTS TO "1"):

- 1 - ACCOUNT IS OPEN 2 - ACCOUNT IS PENDING CLOSURE
- 3 - ACCOUNT IS CLOSED 4 - ACCOUNT IS OPEN CURR FY - CLOSED NEXT FY
- 5 - ACCOUNT IS CLOSED CURR FY - OPEN NEXT FY

REQUESTER MUST COMPLETE BOXES 2 THROUGH 31, UNLESS BOX HAS AN ASTERISK - THESE BOXES ARE OPTIONAL REQUESTER COMPLETES

(2) REQUEST DATE	(3) SERVICE REQUEST INDICATOR (Check One) NEW <input type="checkbox"/> REVISION <input type="checkbox"/> CANCEL	(4) FISCAL YEAR	(5) REQUESTER ORGANIZATION NAME (MAXIMUM 25 CHARACTERS)		
(6) ORG CODE (5 DIGITS)	(7) BILLING INDICATOR (1 DIGIT ALPHA)	(8) MAIN ACCT. NO. (5 DIGITS)	(9) SUB ACCOUNT NO. (5 DIGITS)	(10) MAPS CODE (3 DIGITS)	(11) AUTHORIZED AMOUNT * \$
(12) ACCOUNT DESCRIPTION/JOB TITLE (MAXIMUM 25 CHARACTERS)				(13) REQUEST FOR SUB MAPS (Check One) * <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING <input type="checkbox"/> CHANGE	
(14) GASB 51 * (code 9951)	(15) SUB MAPS (4 DIGITS) *	(16) SUB MAPS DESCRIPTION (MAXIMUM 12 CHARACTERS) *			(17) AUTHORIZED AMOUNT FOR SUB MAPS ONLY \$
(18) JOB LOCATION			(19) REQUIRED COMPLETION DATE *		
(20) REQUESTER NAME		(21) REQUESTER TELEPHONE NO.		(22) REQUESTER EMAIL ADDRESS	
(23) CONTACT NAME		(24) CONTACT TELEPHONE NO.		(25) CONTACT EMAIL ADDRESS	
(26) FISCAL CONTACT NAME <i>(Person to be emailed a copy of the service request upon form processing).</i>		(27) FISCAL CONTACT TELEPHONE NO. ()		(28) FISCAL CONTACT EMAIL ADDRESS	
(29) COMMENTS/SPECIAL INSTRUCTIONS/ISD SERVICE PROVIDER CONTACT NAME					
<input type="checkbox"/> NOT TO EXCEED (Must complete Box 11)		<input type="checkbox"/> FIXED FEE (Must complete Box 11)		<input type="checkbox"/> (ISD ONLY) EXPENDITURE DISTRIBUTION	
(30) SIGNATURE / AUTHORIZED REPRESENTATIVE (may be typed & initialed)			(31) DATE		REQUESTOR RETAIN COPY FORWARD ORIGINAL TO ISD SERVICE PROVIDER

FOR ISD SERVICE USE ONLY * DENOTES OPTIONAL FIELDS NOTE TO CUSTOMER: ISD CONTACT PERSON FOR SR STATUS

(32) DATE RECEIVED	(33) SERVICE PROJECT MANAGER'S NAME	(34) SERVICE PROJECT MGR'S TELEPHONE NO. ()	(35) SERVICE PROJECT MANAGER'S EMAIL ADDRESS		
(36) SERVICE PROVIDER ORG NUMBER (5 Digits)		(37) ESTIMATED COMPLETION DATE *	(38) BIS NO. *	(39) ESTIMATE NO. *	

EXPENDITURE DISTRIBUTION

(40) EXPENDITURE DISTRIBUTION ACCOUNT NO. (10 Digits) P- _____ - _____	(41) MAPS CODE (3 DIGITS)	(42) SUB MAPS CODE * (4 DIGITS)	(43) ACCT STATUS (MANDATORY)	(44) LEAD ORG (MANDATORY) (5 DIGITS)
(45) FIXED ACCOUNT NO. (10 Digits) F- _____ - _____	(46) MAPS CODE (3 DIGITS)	(47) SUB MAPS CODE * (4 DIGITS)	(48) ACCT STATUS (MANDATORY)	(49) LEAD ORG (MANDATORY) (5 DIGITS)

Instructions for completing the ISD Service Request form



CUSTOMER INSTRUCTIONS (Fields 2 – 31)

- Field 2. Mandatory. Enter the date that the SR is forwarded to ISD.
- Field 3. Mandatory. Enter a check (x) mark indicating if SR is new, a revision or cancellation.
- Field 4. Mandatory. Enter the Fiscal Year during which services are to be provided.
- Field 5. Mandatory. Enter the name of the requestor's organization.
- Field 6. Mandatory. Enter the 5 digit CAPS Org. Code.
- Field 7. Mandatory. Enter the account number's Billing Indicator (A for regular account, B for capital project)
- Field 8. Mandatory. Enter the five (5) digit main account number, which consists of the CAPS Org Code.
- Field 9. Mandatory. Enter a five (5) digit sub account number
- Field 10. Mandatory. Enter the three (3) character code of the Major Activity, Project or Service for which SR has been initiated.
- Field 11. Optional. Enter the authorized amount to be assigned to the account.
- Field 12. Mandatory. Enter a description of the account and/or services requested.
- Field 13. Optional. Enter a check (x) mark to indicate if the request is for a new sub maps or a change to an existing one.
- Field 14. Optional. If GASB 51 Reportable use Code 9951.
- Field 15. Optional. Enter a four (4) digit code (0001 through 9999) to assign a sub maps.
- Field 16. Optional. Enter a description for the new sub maps code.
- Field 17. Mandatory. Enter the authorized amount to be assigned to the sub maps.
- Field 18. Mandatory. (When services are provided in customer facility). Enter address and room number.
- Field 19. Optional. Enter date by which services are to be completed. If date is not known, enter TBD.
- Field 20. Mandatory. Enter name of authorized requestor (Last Name, First Name).
- Field 21. Mandatory. Enter requestor's telephone number (Area Code & Number).
- Field 22. Mandatory. Enter requestor's email address.
- Field 23. Mandatory. Enter name of contact person (Last Name, First Name), if different from requestor.
- Field 24. Mandatory. Enter contact person's telephone number, if different from requestor.
- Field 25. Mandatory. Enter contact person's email address.
- Field 26. Mandatory. Enter name of the fiscal contact (Last Name, First Name), or person to be emailed a copy of the service request upon processing.
- Field 27. Mandatory. Enter the fiscal contact's telephone number.
- Field 28. Mandatory. Enter the fiscal contact's email address.
- Field 29. Mandatory. Enter any special comments/instructions/ISD service provider contact name regarding requested services.
- Field 30. Mandatory. Enter signature of authorized requestor (or type name and initial).
- Field 31. Mandatory. Enter date of authorized requestor's signature.

ROUTING INSTRUCTIONS AND OTHER SERVICE REQUESTS

Operation Services (OPS): Email completed service request form to CustomerCenterOPS@isd.lacounty.gov. Visit <https://isd.lacounty.gov/services/operations-service/>.

Information Technology Services (ITS): Visit <https://isd.lacounty.gov/services/information-technology-services/> for ITS eService Portal.

Purchasing & Contract Services (PCS): Visit <https://isd.lacounty.gov/services/purchasing-and-contracts-services/> for PCS service request and instructions.

Instructions for completing the ISD Service Request form PDF



ISD's Service Request form may be filled out online using FREE Adobe Reader software you can download onto your computer. This guide provides you with instructions for completing, printing, and saving PDF forms.

Before you begin

Make sure you have the latest version of Adobe Acrobat Reader installed on your computer. If you don't have the software or need to upgrade to the latest version click the link below:

<http://get.adobe.com/reader/?promoid=JZEFU>

Once you have successfully installed your Adobe Reader software, you are ready to begin filling out your form.

Opening and Saving the form

Your web browser will automatically open the form in Acrobat Reader when you click on it. To save the form and the data you have entered at any time, choose File-->Save As-->PDF from the Reader menu and type in the name you want to save the form under. You should select File-->Save periodically to save the data you have entered while completing the form.

Filling out the form

You will see the form fields highlighted. If the fields are not highlighted, click on the Highlight Existing Fields button in the upper right corner of the window.

1. Position your cursor over a field and click.

The I-beam pointer allows you to type text in the field. If a field has a pull-down menu of selections, simply click on the black triangle to see the menu and make your selection. If a field has a button or check box, your cursor will change to an arrow when you hover over the field, allowing you to click on your selection.

Some fields may require data in a specific format, such as a date you must enter as mm-dd-yyyy (month-day-year). You may receive an error message if you attempt to enter incorrect data into a field.

If you place your cursor over a field without clicking, you will see instructions for what should be entered into the field.

2. Accept your data and go to the next field

After you have finished entering data into a field, you can either **press the TAB key** to go to the next field or **move your cursor and click** on the next field.

Pressing the ENTER or RETURN key, will accept the data and deselect the field. If you are in a multi-line field, ENTER or RETURN goes to the next line in the same field.

Pressing ESCAPE while you are entering data in a field will clear the data you have entered and deselect the field.

Saving your data.

Select File-->Save As-->PDF to save the data you have entered into the form. You can enter a new name for your filled-out form.

Printing your form.

Select File-->Print to print the filled-out form.

Sending your form.

To send a completed form, first make sure you save the form with your completed data. Then simply add your saved PDF form as an attachment to your email.



MICHAEL OWH
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

ESTIMATE

“Speed, Reliability, Value”

05/23/2025

Prepared for:
Abel Avalos
City of Artesia
(562) 865-6262
aavalos@cityofartesia.us

Prepared by:
Juan-Raul Cardenas
Internal Services Department - eGIS
(562) 955-3982
jcardenas@isd.lacounty.gov

REQUEST FOR ESTIMATE
CITY OF ARTESIA
GEOGRAPHIC INFORMATION SYSTEMS (GIS) MODERNIZATION
PROJECT # 21-25 (IDD-GIS)

ESTIMATED TOTAL 3-YEAR COST: \$ 123,444

- Year 1 (FY 25-26): **\$ 39,470**
- Year 2 (FY 26-27): **\$ 49,130**
- Year 3 (FY 27-28): **\$ 34,844**

Scope of Work

This estimate is provided in response to the City of Artesia’s (“City”) request for Los Angeles County Internal Services Department (“ISD”) assistance to modernize the City’s Geographic Information Systems (GIS) environment. This effort will leverage existing County data and infrastructure resources, such as authoritative parcel boundaries, County Public Works-managed infrastructure, aerial imagery, 3D elevation data, demographic estimates, and more.

This project will involve an analysis and modernization of the City’s existing processes. As needed, ISD will develop new web and mobile applications to meet essential business needs.

Application development is expected to use commercially-off-the-shelf (COTS) tools, rather than custom development.

The ISD team will analyze current and planned patterns of GIS usage and recommend a GIS licensing strategy. Any recommended licenses will be purchased and maintained independently by the City.

This project will involve the City joining the Los Angeles Region Aerial Imagery Acquisition Consortium (LARIAC), which produces high-resolution aerial imagery and derived products on three-year cycles at a cost shared by all consortium members. Please see attached LARIAC8 Product Guide.

Lastly, this project will involve comprehensive onboarding and training of City staff in the new GIS environment. Onboarding will include authorizing licenses and ensuring staff have access to data and application resources. Training support will involve the development of written and recorded training materials and hosting virtual and/or in-person training sessions. A GIS Project Manager will be assigned and host regular meetings to determine City staff training needs on a regular basis.

To achieve these goals, a phased multi-year approach is recommended to balance priorities, cost, and City and County staff time. Please see below for a list of target goals by year.

YEAR 1
FY 25-26 (7/1/2025 - 6/30/2026)
Total: \$ 39,470

Task 1.1 – LARIAC Program Membership
First-Half LARIAC8 program cost (\$25,900) per year for two years
Total: \$ 12,950

- License high-resolution aerial orthogonal and oblique imagery, and derived products including building outlines, digital terrain, and more.
- Access web-based Connect Explorer GIS viewer, which provides LARIAC data in an easy-to-use format, along with County data including parcels, streets, and addresses.
- Participate in LARIAC User Group meetings and training opportunities.

Task 1.2 – Onboard Staff to LARIAC Resources
Up to 10 hours ISD Staff at \$255 per hour
Total: \$ 2,550

- Configure City environment for Web-based LARIAC data viewer; Identify City admins and staff users; Provision licenses.
- Connect City staff with existing training; Provide introductory documentation.
- Host up to 2 virtual training sessions or up to 1 in-person training session.
- Provide ad-hoc support as needed.

Task 1.3 – Foundational Data Analysis and Migration (Phase 1)
Up to 50 hours ISD Staff at \$255 per hour
Total: \$ 12,750

- Create and gather foundational datasets from various sources including systems and authoritative county data.
 - Zoning
 - Parcels (Cadastral)
 - Addresses
 - City Boundary
 - Streets / Centerlines
 - Land Use
- Upload City-specific data to the Web-based LARIAC data viewer environment for staff use.

Task 1.4 – Transportation & Infrastructure Data Analysis and Migration (Phase 2)

Up to 30 hours ISD Staff at \$255 per hour

Total: \$ 7,650

- Create and gather transportation and infrastructure-related datasets from various sources, including internal systems and authoritative county data. This includes spatial data supporting public right-of-way management, utilities, mobility infrastructure, and community access assets.
- Upload City-specific data to the Web-based LARIAC data viewer environment for staff use.

Task 1.5 – Government & Administrative Boundaries Data Analysis and Migration (Phase 3)

Up to 10 hours ISD Staff at \$255 per hour

Total: \$ 2,550

- Inventory and map public buildings, recreational spaces, civic infrastructure, and other city-owned properties to support asset management, maintenance, and community planning.
- Upload City-specific data to the Web-based LARIAC data viewer environment for staff use.

Task 1.6 – Community Assets & Facilities Data Analysis and Migration (Phase 4)

Up to 4 hours ISD Staff at \$255 per hour

Total: \$ 1,020

- Inventory and map public buildings, recreational spaces, civic infrastructure, and other city-owned properties to support asset management, maintenance, and community planning.
- Upload City-specific data to the Web-based LARIAC data viewer environment for staff use.

YEAR 2
FY 26-27 (7/1/2026 - 6/30/2027)
Total: \$ 49,130

Task 2.1 – LARIAC Program Membership
Second-Half LARIAC8 program cost (\$25,900) per year for two years
Total: \$ 12,950

- License high-resolution aerial orthogonal and oblique imagery, and derived products including building outlines, digital terrain, and more.
- Access web-based Connect Explorer GIS viewer, which provides LARIAC data in an easy-to use format, along with County data including parcels, streets, and addresses.
- Participate in LARIAC User Group meetings and training opportunities.

Task 2.2 – GIS Infrastructure Evaluation
Up to 15 hours ISD Staff at \$268 per hour
Total: \$ 4,020

- Review the City's GIS data, users, security, and workflow needs.
- Interview technology and business leads to understand operational context and technology resources.
- Develop a written document describing recommended license types and infrastructure considering desktop, cloud, database, and server options.
- Review with City team and get approval before moving on to subsequent tasks.

Task 2.3 – Infrastructure Configuration and Data Migration
Up to 40 hours ISD Staff at \$268 per hour
Total: \$ 10,720

- Following recommendation document from Task 2.2, authorize, configure, and install infrastructure elements.
- Issue licenses and assist staff with access.
- Bring existing data into a new environment.
- Develop new data schemas or models where needed.

Task 2.4 – Preliminary Application Development
Up to 40 hours ISD Staff at \$268 per hour
Total: \$ 10,720

- Create web or mobile applications in the new environment that address high-priority, essential City GIS workflows.
- Exact number and purpose of applications to be decided through discussions and City input. The emphasis this year will be to develop the highest-priority applications first. One approach may be one application each (total of three applications) for:

- Public Works
- Planning
- City Administration (City Manager Team)

Task 2.5 – GIS Project Management and Training

Up to 40 hours ISD Staff at \$268 per hour

Total: \$ 10,720

- Monthly meetings with GIS Project Manager to review progress on deliverables and ensure schedule and budget are met for this year’s tasks.
- Creating project plans, identifying resources, and other project management support for projects as needed.
- Host virtual or in-person training sessions as identified by City staff and GIS project manager.
- Regular communication and training resources; Liaison with City staff.

YEAR 3

FY 27-28 (7/1/2027 – 6/30/2028)

Total Cost: \$ 34,844

Task 3.1 – GIS Project Management

Up to 24 hours ISD Staff at \$281 per hour

Total: \$ 6,744

- Quarterly GIS Project Manager meetings to evaluate GIS data, analysis, application development, or training needs.
- Creating project plans, identifying resources, and other project management support for projects as needed.

Task 3.2 – GIS Support

Up to 100 hours ISD Staff at \$281 per hour

Total: \$ 28,100

- Ad-hoc tech and development support hours up to 100 hours total per year.
- Virtual or in-person training sessions as identified by City staff and GIS project manager.

Clarifications:

- All work is to be conducted during normal business hours.
- County-owned data will be provided to the City at no additional cost.
- The budgeted labor hours represent “not to exceed” values; the team will only charge for hours required to complete the tasks.

- At any time, the City may opt for additional service hours above those estimated here; these will be billed at the current ISD Rate Handbook rate. Any additional hours may be authorized by written approval over email.
- LARIAC membership fees will be invoiced separately from labor hours.
- A signature on this document constitutes agreement to the LARIAC Participant Agreement.
- Any recommended GIS licenses will be purchased and maintained independently by the City.
- Estimate assumes deliverables will consist of primarily configured commercial-off-the-shelf (COTS) software, with the potential for limited custom development.
- Estimate assumes any required field data collection or remote data creation or editing (i.e. updating water main database) will be completed by City staff; ISD staff may configure, assist, train, and advise on data creation, collection, and/or editing methods.
- If on-site travel is determined necessary to meet project goals, the City must provide travel vouchers and/or reimburse county staff for travel-related costs incurred in the course of providing services related to this Estimate.

This estimate is valid for fiscal year 25-26 and may require revision due to changes in the scope of work, labor rates, materials, equipment rates, permitting fees, licensing, annual cost of living and escalation adjustments.

Because this was prepared without a set of complete plans or specifications, this estimate shall not be used as a formal bid. In the event that project bid documents are prepared or a solicitation will take place, ISD would like the opportunity to attend any bidder conferences and submit a bid at the appropriate time as other contractors or vendors.

Send your funded service request to egis@isd.lacounty.gov.

Please refer any future correspondence to **Estimate # 21-25**.

If you have any questions or need clarification, please do not hesitate to contact Juan-Raul Cardenas at jcardenas@isd.lacounty.gov or (562) 955-3982. Include egis@isd.lacounty.gov on your correspondence for urgent matters.

Thank you for giving ISD the opportunity to be your trusted partner and provider of choice!

Please sign and date below to authorize and approve the **City of Artesia – Geographic Information Systems (GIS) Modernization Project** as detailed in this estimate.

CITY OF ARTESIA

Print Name

Signature

Date



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9L.

TO: Mayor and Members of the City Council

SUBJECT: Purchase Order to Engage Environmental Systems Research Institute, Inc. for Geographic Information Systems (GIS) Software Services

FROM: Mario Flores, Management Analyst

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

Jamie Murguia, Finance Manager

HongDao Nguyen, City Attorney

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to execute a Purchase Order to engage Environmental Systems Research Institute, Inc. (Esri) for Geographic Information Systems (GIS) software services for an amount not-to-exceed \$61,800 for a three year period.

BACKGROUND:

The City currently lacks a GIS platform, limiting its capabilities to effectively manage spatial data and support core City functions such as planning, permitting, engineering, and code enforcement. Additionally, with the potential approval of a new permitting and code enforcement software system through OpenGov, it is critical that the City's GIS infrastructure be modernized to support the functionality and mapping components that are integral to the new software platform. All new software systems rely heavily on accurate and integrated GIS data for functionality such as parcel-level tracking, inspection routing, code enforcement mapping, and data driven dashboards.

GIS also supports key internal processes, including address and zoning layer management, and can enhance public transparency by making zoning, permit, and infrastructure information available through interactive maps on the City's website. Therefore, investing in a GIS platform is critical to supporting Citywide modernization and enabling robust, data-driven service delivery.

As part of this broader modernization effort, City staff recommends entering into a cloud-based Small Local Government Enterprise Agreement with Esri, the leading provider of GIS software worldwide.

ANALYSIS:

The proposed three-year agreement with Esri includes cloud-based access to ArcGIS Online and related tools tailored for small local governments. This Enterprise Agreement will provide the City with essential GIS user types, data storage credits, mobile worker licenses, access to advanced applications, and technical support. One of the most crucial features of this agreement is the ability to store the City's geospatial data securely in the cloud, ensuring centralized access and long-term data integrity. The City is currently working with Los Angeles County Internal Services Department (ISD) to create, update and manage this data through a separate agreement. Esri GIS software is an integral part of having a place to store and view the new geospatial data that ISD will create for the City.

The agreement with Esri includes the following components:

- **Annual Subscription Term:** 3 years (2025-2028), with fees billed annually.
- **Access to ArcGIS Online User Types:** Viewer, Contributor, Creator, Professional, and Mobile Worker
- **ArcGIS Applications:** Location Sharing and service credits for cloud usage
- **Support and Training:** Includes two Esri User Conference registrations per year and Help Desk support
- **Software Use:** Unlimited deployment within the organization, including consultant access for City benefit

This agreement provides the City with a scalable and comprehensive GIS platform license capable of integrating with the future OpenGov permitting and code enforcement system and interdepartmental coordination, service delivery, and public access to geospatial data. This agreement with Esri differs from the County ISD service in that Esri provides the software infrastructure and cloud environment to store, view, and interact with the City's geospatial data, while the County ISD would be responsible for the creation, maintenance, and management of that data. In essence, Esri supplies the tools and platform, and County ISD supplies the data services. Together, these agreements support the City's broader GIS modernization initiative by ensuring both high-quality data and a robust system to manage it.

FISCAL IMPACT:

The total cost for the three-year Esri Enterprise Agreement is \$61,800, with annual payments of \$20,600. Funding for Year One (\$20,600) was partially allocated (\$11,700) in the Fiscal Year 2025-26 Budget, if approved, the remaining required balance of \$8,900 will be updated with the mid-year budget. Years Two and Three will be programmed into future fiscal year budgets as part of the City's ongoing investment in digital services and software modernization.

RECOMMENDED COUNCIL ACTION:

It is recommended that the City Council authorize the City Manager to execute a Purchase Order to engage Environmental Systems Research Institute, Inc. (Esri) for Geographic Information Systems (GIS) software services for an amount not-to-exceed \$61,800 for a three year period.

Attachments

[Esri Quotation](#)



Quotation # Q-552586

Date: July 8, 2025

Customer # 138706 Contract #

City of Artesia
 Planning
 18747 Clarkdale Ave
 Artesia, CA 90701-5899

ATTENTION: Melissa Burke
 PHONE: (562) 865-6262
 EMAIL: mburke@cityofartesia.us

Environmental Systems Research Institute, Inc.
 380 New York St
 Redlands, CA 92373-8100
 Phone: (909) 793-2853
 DUNS Number: 06-313-4175 CAGE Code: OAMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 7/8/2025 To: 10/6/2025

Material	Qty	Term	Unit Price	Total
193253	1	Year 1	\$20,600.00	\$20,600.00
Population of 0 to 20,000 Small Local Government Cloud-Based Enterprise Agreement Annual Subscription				
193253	1	Year 2	\$20,600.00	\$20,600.00
Population of 0 to 20,000 Small Local Government Cloud-Based Enterprise Agreement Annual Subscription				
193253	1	Year 3	\$20,600.00	\$20,600.00
Population of 0 to 20,000 Small Local Government Cloud-Based Enterprise Agreement Annual Subscription				

Subtotal:	\$61,800.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$61,800.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Peter Thomas	Email: pthomas@esri.com	Phone: (909) 369-2192
<p>The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance of a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.</p>		



Quotation # Q-552586

Date: July 8, 2025

Customer # 138706 Contract #

City of Artesia
Planning
18747 Clarkdale Ave
Artesia, CA 90701-5899

ATTENTION: Melissa Burke
PHONE: (562) 865-6262
EMAIL: mburke@cityofartesia.us

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: OAMS3

*To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 7/8/2025 To: 10/6/2025*

If you have made ANY alterations to the line items included in this quote and have chosen to sign the quote to indicate your acceptance, you must fax Esri the signed quote in its entirety in order for the quote to be accepted. You will be contacted by your Customer Service Representative if additional information is required to complete your request.

If your organization is a US Federal, state, or local government agency; an educational facility; or a company that will not pay an invoice without having issued a formal purchase order, a signed quotation will not be accepted unless it is accompanied by your purchase order.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

BY SIGNING BELOW, YOU CONFIRM THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION, AND YOU ARE AUTHORIZING ESRI TO ISSUE AN INVOICE FOR THE ITEMS INCLUDED IN THE ABOVE QUOTE IN THE AMOUNT OF \$_____, PLUS SALES TAXES IF APPLICABLE. DO NOT USE THIS FORM IF YOUR ORGANIZATION WILL NOT HONOR AND PAY ESRI'S INVOICE WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

Please check one of the following:

I agree to pay any applicable sales tax.

I am tax exempt, please contact me if exempt information is not currently on file with Esri.

Signature of Authorized Representative

Date

Name (Please Print)

Title

The quotation information is proprietary and may not be copied or released other than for the express purpose of system selection and purchase/license. This information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri).

Any estimated sales and/or use tax reflected on this quote has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state tax directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Peter Thomas	Email: pthomas@esri.com	Phone: (909) 369-2192
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The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance of a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

Esri Use Only:

Cust. Name _____

Cust. # _____

PO # _____

Esri Agreement # _____



**SMALL ENTERPRISE AGREEMENT
LOCAL GOVERNMENT CLOUD-BASED
(E214-7)**

This Agreement is by and between the organization identified in the Quotation (“**Customer**”) and **Environmental Systems Research Institute, Inc. (“Esri”)**.

This Agreement sets forth the terms for Customer’s use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
List of Products**

Uncapped Quantities (annual subscription)

ArcGIS Online User Types ArcGIS Online Viewer User Types	
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Capped Quantities (annual subscription)

ArcGIS Online User Types		ArcGIS Online Apps and Other	
ArcGIS Online Contributor User Type	8	ArcGIS Location Sharing for ArcGIS Online	8
ArcGIS Online Mobile Worker User Type	25	ArcGIS Online Service Credits	10,000
ArcGIS Online Creator User Type	25		
ArcGIS Online Professional User Type	8		
ArcGIS Online Professional Plus User Type	8		

Other Benefits

Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement (“**Ordering Document**”). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER’S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri’s receipt of an Ordering Document, unless otherwise agreed to by the parties (“**Effective Date**”).

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

“**Case**” means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

“**Deploy**”, “**Deployed**” and “**Deployment**” mean to redistribute and install the Products and related Authorization Codes within Customer’s organization(s).

“**Fee**” means the fee set forth in the Quotation.

“**Maintenance**” means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

“**Master Agreement**” means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

“**Product(s)**” means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

“**Quotation**” means the offer letter and quotation provided separately to Customer.

“**Technical Support**” means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

“**Tier 1 Help Desk**” means Customer’s point of contact(s) to provide all Tier 1 Support within Customer’s organization(s).

“**Tier 1 Support**” means the Technical Support provided by the Tier 1 Help Desk.

“**Tier 2 Support**” means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer’s consultants or contractors to use the Products exclusively for Customer’s benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer’s benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.

- b. The following information will be included in each Ordering Document:

- (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
- (2) Order number
- (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9M.

TO: Mayor and Members of the City Council

SUBJECT: Resolution Regarding Youth Community Access Grant Program Application Submission to the California Natural Resources Agency

FROM: Joshua Acevedo, Parks and Recreation Supervisor
Edith Guerra, Parks and Recreation Manager

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager
Jamie Murguia, Finance Manager
HongDao Nguyen, City Attorney
Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends the City Council adopt Resolution No. 25-3060, approving the application for the Youth Community Access Grant Program, and authorize the City Manager to execute all documents necessary to apply for the grant.

BACKGROUND:

California voters passed the Control, Regulate, and Tax Adult Use of Marijuana Act (Proposition 64) on November 8, 2016. Proposition 64 created the Youth Education, Prevention, Early Intervention and Treatment Account, whereby the State Controller deposits 60 percent of marijuana tax for programs that emphasize accurate education, effective prevention, early intervention, school retention, and timely treatment services for youth, their families and caregivers. Following the passage of Proposition 68, the "California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018," the Youth Community Access Grant Program allotted approximately 18 million dollars towards projects that support youth access to natural or cultural resources with a focus on low-income and disadvantaged communities. Targeted efforts for this funding include community education and recreational amenities that support youth substance use prevention and early intervention.

ANALYSIS:

The City submitted the Artesia Great Adventure Program for funding consideration through the Youth Community Access Grant Program. The Great Adventure Program is a 15-month initiative designed to immerse residents in the remarkable natural diversity of California. By traveling through a range of landscapes during different seasons, participants will witness firsthand the dynamic changes in ecosystems and gain a deeper appreciation for their environmental value. This journey offers more than just scenic exploration, it encourages a lasting bond with nature and a heightened awareness of the need for conservation. Ultimately, the program is designed to inspire a community of mindful participants who are passionate about protecting and celebrating California's unique environmental treasures.

Participants will gain knowledge and experiences that will cultivate a spirit of environmental stewardship and encourage active conservation, focusing on providing educational and outdoor experiences to under-served youth. The program will allocate 60 percent of its time to classroom and educational activities, with the remaining 40 percent dedicated to outdoor trips and experiences. Grant deliverables include 30 trips over the course of 15 months, along with 40 total days of educational camps during the winter, spring, and summer, providing immersive learning experiences. The program is designed to serve a total of 1,220 youth participants, primarily from under-served communities ranging in age from 8 to 18 years old, with specific activities tailored to be age-appropriate and developmentally engaging.

The City was invited to submit a formal application for the Youth Community Access Grant Program based on the submitted proposal as outlined above.

FISCAL IMPACT:

There is no fiscal impact to the General Fund associated with the adoption of the proposed Resolution. Staff is requesting \$430,005 from the California National Resources Agency to support the program until March 2027. If awarded, the grant will cover all necessary expenses associated with the implementation of the Artesia Great Adventure Program, such as personnel salaries and benefits, materials and supplies, equipment, field trip and activity fees, meals, transportation, and programming costs for environmental education.

RECOMMENDED COUNCIL ACTION:

Staff recommends the City Council adopt Resolution No. 25-3060, approving the application for the Youth Community Access Grant Program, and authorizing the City Manager to execute all documents necessary to apply for the grant.

Attachments

[Resolution 25-3060.pdf](#)

RESOLUTION NO. 25-3060

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE YOUTH COMMUNITY ACCESS (YCA) PROGRAM

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above;

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures;

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out the project.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA DOES HEREBY FIND, ORDER AND RESOLVE AS FOLLOWS:

SECTION 1. Approves the filing of an application for the Artesia Great Adventure Program.

SECTION 2. Certifies that Applicant understands the assurances and certification in the application package.

SECTION 3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the project consistent with the grant guideline requirements or will secure the resources to do so.

SECTION 4. Certifies that the Applicant will comply with the provisions of Section 1771.5 of the California Labor Code.

SECTION 5. If applicable, certifies that the project will comply with any laws and regulation including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable licenses and permits will have been obtained.

SECTION 6. Appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications,

agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

SECTION 7. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 11th day of August, 2025.

ALI SAJJAD TAJ , MAYOR

ATTEST:

JENNIFER ALDERETE, CITY CLERK

APPROVED AS TO FORM:

BEST, BEST AND KRIEGER LLP
CITY ATTORNEY



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9N.

TO: Mayor and Members of the City Council

SUBJECT: Resolution Regarding Temporary Street Closure of Various City Streets to hold the 2nd Annual Artesia 5K Run/Walk on Saturday, November 15, 2025

FROM: Edith Guerra, Parks and Recreation Manager

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

HongDao Nguyen, City Attorney

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends the City Council adopt Resolution 25-3061, approving a highway permit for the temporary closure of various City streets, pursuant to Vehicle Code Section 21101(e) in connection with the Artesia 5K Run/Walk to be held on Saturday, November 15, 2025, and making a determination of exemption under CEQA.

BACKGROUND:

Last year, as part of the City's 65th Anniversary celebration, a 5K run/walk event was organized to promote community engagement, healthy living, and civic pride. The event received an overwhelmingly positive response from the community, drawing participation from residents of all ages and showcasing strong volunteer support.

Due to the success of the 65th Anniversary 5K, Staff has determined that establishing the 5K as an annual event will continue to enhance community involvement and promote active lifestyles. The annual 5K will also provide a recurring opportunity to highlight the City's commitment to wellness, unity, and local traditions.

The 2nd Annual Artesia 5K Run/Walk will require a number of City Streets to be temporarily closed to traffic on Saturday, November 15, 2025 from 4 a.m. to 10 a.m. The streets may reopened earlier, if the course is cleared of all participating runners/walkers.

ANALYSIS:

Street Closure Resolution Pursuant to the Vehicle Code

California Vehicle Code Section 21101(e) provides that a City may, by resolution, temporarily close all or a portion of any street in its jurisdiction, for "celebrations, parades, local special events and other purposes, when in the opinion of local authorities having jurisdiction or a public office or employee that the local authority designates by resolution, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing." The temporary closure of a portion of the following streets will be required for the 5K:

- Northbound Clarkdale Avenue from South Street to 187th Street
- Westbound 187th Street to Pioneer Boulevard
- Northbound Pioneer Boulevard from 187th Street to 178th Street
- Westbound 178th Street from Pioneer Boulevard to Elaine Avenue
- Northbound Elaine Avenue from 178th Street to Artesia Boulevard

- Eastbound Artesia Boulevard from Elaine Avenue to Norwalk Boulevard
- Southbound Norwalk Street from Artesia Boulevard to Ashworth Street
- Eastbound Ashworth Street from Norwalk Boulevard to Elaine Avenue
- Southbound Elaine Avenue from Ashworth Street to South Street
- Westbound South Street from Elaine Avenue to Clarkdale Avenue

The Temporary closure of the above mentioned streets is permissible within the scope of Vehicle Code Section 21101(e) because the temporary closure is for a special temporary event occurring within the City. Resolution No. 25-3061 will authorize the proposed temporary street closure pursuant to Section 21101(e) of the Vehicle Code. In order to ensure the 5K Run/Walk begins on time at 7:00 a.m., setup of temporary barricades and cones to designate closed areas will need to begin at 4:00 a.m. on Saturday, November 15th. Therefore, the Highway Permit proposes that the temporary street closure of the streets noted above begin at 4:00 a.m. on Saturday, November 15, 2025. The closure is proposed to last until at 10:00 a.m., or earlier once the course is cleared of all run/walkers, at which time the street will be reopened to traffic.

Evaluation of Street Closure

City Staff has reviewed the Highway Permit and the elements of the proposed activities and has determined that the proposed activities are exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to State CEQA Guideline Section 15301(c) (Class 1 Exemption). The proposed 5K Run/Walk map involves minor and temporary alterations to the vehicular use of a public street in connection with a temporary event held in the City. The segments of streets to be used for the 5K are to be closed to vehicular traffic for the duration of the event, which will occur on Saturday, November 15, 2025 from 4:00 a.m. and commencing at 10:00 a.m. the same day, are not anticipated to create any significant impact to vehicular traffic or parking in the City, due to only one lane of each street being closed to traffic. Persons seeking to obtain access to businesses and property along the event route during the street closures will be able to do so from other streets or from portions of the streets that will not be closed. In addition, City staff finds that there is no substantial evidence of any potential significant effect from the approval of the Highway Permit or from the activities to be allowed by the Highway Permit. Therefore, City Staff recommends that the City Council find that the proposed activities are exempt from CEQA.

FISCAL IMPACT:

Funding for the 5K event, including costs related to street closures, staff time, event operations, and promotional activities, has been allocated in the adopted Fiscal Year 2025–26 Budget under the Community Promotions budget. These expenses will be offset through a combination of participant registration fees, sponsorship contributions, and fundraising efforts. This cost-sharing approach helps reduce the financial impact on the City while supporting a well-attended and valued community event.

RECOMMENDED COUNCIL ACTION:

Staff recommends the City Council adopt Resolution 25-3061, A Resolution of the City Council of the City of Artesia, California, Approving a Highway Permit for the Temporary Closure of Various City Streets, Pursuant to Vehicle Code Section 21101(e) in Connection with the Artesia 5k Run/Walk to be Held on Saturday, November 15, 2025, and Making a Determination of Exemption under CEQA.

Attachments

[Resolution 25-3061.pdf](#)

[Highway Permit-5K 2025.pdf](#)

RESOLUTION NO. 25-3061

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, APPROVING A HIGHWAY PERMIT FOR THE TEMPORARY CLOSURE OF A PORTION OF VARIOUS CITY STREETS, PURSUANT TO VEHICLE CODE SECTION 21101(E) IN CONNECTION WITH THE CITY OF ARTESIA 2nd ANNUAL 5K RUN/WALK EVENT TO BE HELD ON SATURDAY, NOVEMBER 15, 2025, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA.

THE CITY COUNCIL OF THE CITY OF ARTESIA DOES HEREBY FIND, ORDER AND RESOLVE AS FOLLOWS:

Section 1. The City of Artesia is hosting the 2nd Annual 5K Run/Walk event (“5K”) on various city streets from 4:00 a.m. to 10:00 a.m. in the City of Artesia on Saturday, November 15, 2025. The temporary closure of the various city streets on Saturday, November 15, 2025 from 4:00 a.m. – 10:00 a.m. is necessary to host the 5K. City Council approval of a Highway Permit is required for the temporary closure of the following city streets to vehicular traffic:

- Northbound Clarkdale Avenue from South Street to 187th Street
- Westbound 187th Street to Pioneer Boulevard
- Northbound Pioneer Boulevard from 187th Street to 178th Street
- Westbound 178th Street from Pioneer Boulevard to Elaine Avenue
- Northbound Elaine Avenue from 178th Street to Artesia Boulevard
- Eastbound Artesia Boulevard from Elaine Avenue to Norwalk Boulevard
- Southbound Norwalk Street from Artesia Boulevard to Ashworth Street
- Eastbound Ashworth Street from Norwalk Boulevard to Elaine Avenue
- Southbound Elaine Avenue from Ashworth Street to South Street
- Westbound South Street from Elaine Avenue to Clarkdale Avenue

Section 2. California Vehicle Code Section 21101(e) provides that a city may by resolution temporarily close all or a portion of any street in its jurisdiction, for “celebrations, parades, local special events and other purposes, when in the opinion of local authorities having jurisdiction or a public officer or employee that the local authority designates by resolution, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing. The 5K will take place on various city streets, therefore closing portions of the street are necessary to ensure 5K participants are safe while participating in the event. The temporary closure of portions of the above-named streets are within the permissible scope of this Section because the temporary closures are for a special temporary event occurring within the City.

Section 3. City staff has reviewed the Highway Permit and the elements of the

proposed activity and has determined that the proposed activity is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to State CEQA Guideline Section 15301(c) (Class 1 Exemption). The proposed Festival and Parade involve minor and temporary alterations to the vehicular use of public streets in connection with a special event held in the City. The segments of the various city streets to be closed to vehicular traffic, which will occur for a short period on Saturday, November 15, 2025 from 4:00 a.m. to 10:00 a.m. is necessary to host the 5K are not anticipated to create any significant impact to vehicular traffic or parking in the City because business and property owners on the streets used for the event will be able to access their businesses and properties from other streets and directions. In addition, there is no substantial evidence of any other potential significant effect from the approval of the Highway Permit or from the proposed activity to be allowed by the Highway Permit. The City Council has reviewed the City staff’s determination of exemption, and based on its own independent judgment, concurs in the staff determination of exemption.

Section 4. City Staff has reviewed the proposed temporary closure of the various city streets for the 5K, and find that all of these elements of the proposed activities will not create an unsafe traffic condition and that these activities are proposed to be undertaken in a manner safe for pedestrians, event participants, and the vehicular traffic.

Section 5. Based on all the evidence in the record of this matter, the City Council hereby approves the Highway Permit for the 5K.

Section 6. Pursuant to California Vehicle Code Section 21101(e), the City Council hereby confirms and approves the temporary closure of various city streets to be closed to vehicular traffic, which will occur for a short period on Saturday, November 15, 2025 at 4:00 a.m. through 10:00 a.m. is necessary to host the 5K or for such longer period of time on those days as determined necessary by City staff or the Sheriff’s Department to maintain the safety of persons attending the 5K.

Section 7. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 11th day of August, 2025.

ALI SAJJAD TAJ, MAYOR

ATTEST:

JENNIFER ALDERETE, CITY CLERK

CITY OF ARTESIA

18747 Clarkdale Ave. Artesia California 90701- (562)865-6262 – Fax (562) 865-6240

HIGHWAY PERMIT

(Construction Work, Excavations and Encroachments, Flagpoles, Moving Permits, News Racks, Overhead Structures, outdoor Sidewalk Dining)

Name of Applicant: City of Artesia Phone: 562-860-3361

Business Address: 18747 Clarkdale Ave. Artesia CA 90701
(Street) (City) (State) (Zip Code)

Home Address: _____
(Street) (City) (State) (Zip Code)

Project Location: City of Artesia- see attached map

Describe proposed Project and attach maps, drawings and any necessary documentation

2nd Annual Artesia 5k Run/Walk to be held on Saturday, November 15, 2025. See attached map. Street closure begins on Saturday, November 15th at 4:00 a.m and conclude by 10:00 a.m. the same day.

IMPORTANT

Any false or misleading information shall be grounds for denying this application.

I fully understand that in the event I am issued a permit that I assume the risk of personal injury, death or property damage. I hereby acknowledge that I agree to assume any such risks. I hereby release, discharge and agree not to sue the City of Artesia for any injury, death or damage to or loss of personal property arising out of, or in connection with this permit, including the active or passive negligence of the City of Artesia.

In consideration for being granted a permit, I hereby agree, for myself. My heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Artesia from any and all claims, demands or suits arising out of or in connection with this permit.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

 7/21/2025

(Applicant Signature and Date)

(For Department Use Only)

Permit Fee: _____ Approved Denied: _____

(Applicant Signature and Date)



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 90.

TO: Mayor and Members of the City Council

SUBJECT: Resolution Regarding Voting Delegates for 2025 League of California Cities Annual Conference and Expo General Assembly

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 25-3062, Designating a primary and an alternate delegate for the 2025 League of California Cities Annual Conference and Expo General Assembly.

BACKGROUND:

The League of California Cities ("Cal Cities") is a statewide organization that advocates on behalf of California cities. The 2025 Cal Cities Annual Conference and Expo is scheduled for October 8 – 10 in Long Beach, California. Each year, Cal Cities convenes a member-driven General Assembly during its Annual Conference and Expo. The General Assembly, taking place on October 10, offers an important opportunity for city officials to directly participate in the development of Cal Cities policy. The General Assembly is comprised of voting delegates appointed by each member city, with each city having one voting delegate. The appointed voting delegate plays a crucial role by representing their City and voting on resolutions. This is a unique opportunity to engage members on a range of significant policy issues to protect local control. To ensure the City of Artesia's participation in the voting process, delegates must be appointed by a formal action of the City Council. The deadline to submit the resolution is September 24, 2025.

ANALYSIS:

Per Cal Cities' event and meeting policy, the City must designate a primary delegate and may appoint alternates in advance of the conference. Delegates and alternates must register to attend the conference in advance of the conference. They are not required to register for the entire conference; they may register for Friday, October 10, only. The voting delegate card is transferable only between the primary delegate and alternates. If the primary delegate and alternates are unable to attend the General Assembly, the voting card cannot be transferred to another city official. Cal Cities will provide more detailed information regarding the General Assembly and voting delegate instructions closer to the General Assembly. The voting procedures that will be used at the conference are attached.

Resolution No. 25-3062 designates Mayor Taj as the City's primary voting delegate, and Councilmember Ahir as the alternate voting delegate for the 2025 League of California Cities General Assembly.

FISCAL IMPACT:

There is no fiscal impact associated with the adoption of Resolution No. 25-3062.

RECOMMENDED COUNCIL ACTION:

Staff recommends that the City Council adopt Resolution No. 25-3062, Designating a primary and an alternate delegate for the 2025 Annual Conference and Expo General Assembly.

Attachments

[Resolution No 25-3062.pdf](#)

[2025 Voting Delegate Information Packet.pdf](#)

RESOLUTION NO. 25-3062

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, DESIGNATING A PRIMARY AND AN ALTERNATE DELEGATE FOR THE 2025 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AND EXPO GENERAL ASSEMBLY

WHEREAS, the City of Artesia is a member in good standing with the League of California Cities (Cal Cities);

WHEREAS, representatives of the City will be attending the 2025 Cal Cities Annual Conference and Expo in Long Beach from October 8 - October 10;

WHEREAS, the member-driven General Assembly will take place on October 10, 2025;

WHEREAS, each member city has a right to cast one vote on matters pertaining to Cal Cities policy at the General Assembly;

WHEREAS, consistent with Cal Cities bylaws, a city's voting delegate and alternate must be designated by City Council action; and these individuals will be identified in the Voting Delegate Form provided by the League Credential Committee.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Artesia designates Mayor Ali Taj as the primary delegate, and Councilmember Zeel Ahir as the alternate delegate at the General Assembly at the 2025 Cal Cities Annual Conference & Expo.

PASSED, APPROVED, AND ADOPTED this 11th day of August, 2025.

ALI SAJJAD TAJ, MAYOR

ATTEST:

JENNIFER ALDERETE, CITY CLERK



Council Action Advised by September 24, 2025

DATE: Wednesday, July 16, 2025

TO: Mayors, Council Members, City Clerks, and City Managers

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center**

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.



For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 8, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 9, 7:30 a.m.-4:00 p.m. On Friday, Oct. 10, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.



Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.



During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.



Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²



General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI, Sec. 5(f).



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 9P.

TO: Mayor and Members of the City Council

SUBJECT: Appointment for Beautification and Maintenance Committee

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council receive and file the appointments to be made by Councilmember Manalo.

BACKGROUND:

Artesia Municipal Code (AMC) Sections 2-2.303-2-2.304 state that each newly elected Councilmember shall appoint or re-appoint a resident to serve as a commissioner at a regular council meeting following the canvass of the general election. This applies to five advisory bodies: the Beautification and Maintenance Commission, Parks and Recreation Commission, Planning Commission, Public Safety Commission, and the Measure M Citizens' Committee. At the January 13, 2025 meeting, Councilmember Manalo re-appointed her commissioners, with the exception of the Planning Commission, which had a vacant seat.

At the February 10, 2025 meeting, she removed her appointment to the Beautification and Maintenance Commission and also made an appointment to the Planning Commission. This left the Beautification and Maintenance Commission seat vacant. The vacancy has been posted since January. Councilmember Manalo now appoints John Oudyk to the Beautification and Maintenance Commission.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of this item.



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 11A.

TO: Mayor and Members of the City Council

SUBJECT: Ad Hoc Committee for Public Service Center

FROM: Melissa Burke, Deputy City Manager

REVIEWED AND APPROVED BY:

HongDao Nguyen, City Attorney

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends the City Council form a Public Service Center Design Ad-Hoc Committee and appoint two Council Members to work with Staff on the development of the design and implementation of the Public Service Center.

BACKGROUND:

In August 2024, the City Council approved an Agreement with BOA Architecture to work with the City to design and develop the new Public Service Center in the former Artesia Library space. Staff has been working with the design team since that time and have reached a point where the 90 percent designs are ready to share with a committee. Staff is seeking additional input from an Ad-Hoc Committee prior to presenting a final design to the City Council for approval. After reviewing the City's existing standing committee list, and the nature of the renovation project, it was determined that the project does not fit within the scope of any existing Committee. Therefore, the best route forward is to form a Public Service Center Design Ad-Hoc Committee specifically for this project.

ANALYSIS:

The design for the Public Service Center has reached 90 percent and is ready to share with a Committee once it is formed. Staff is looking to set up the initial meeting with the Ad-Hoc Committee members within the next two weeks to ensure the project continues to move forward. Following feedback from the Ad-Hoc Committee, BOA Architects will revise the design as necessary so the design can be presented to the City Council for approval. Following Council approval, construction documents will be developed so the project may be bid out for construction. The Ad-Hoc Committee will automatically disband upon the filing of a Notice of Completion for the Public Service Center project.

FISCAL IMPACT:

There is no fiscal impact associated with the formation of the Public Service Center Design Ad-Hoc Committee. The cost of the agreement with BOA Architecture is funded with a grant from the Regional Parks and Open Space District.

RECOMMENDED COUNCIL ACTION:

Staff recommends the City Council form a Public Service Center Design Ad-Hoc Committee and appoint two Council Members to work with Staff on the development of the design and implementation of the Public Service Center.



CITY COUNCIL AGENDA REPORT

MEETING DATE: August 11, 2025

ITEM NO: 11B.

TO: Mayor and Members of the City Council

SUBJECT: Resolution Regarding a General Fund Reserve Policy

FROM: Jamie Murguia, Finance Manager

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

HongDao Nguyen, City Attorney

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends the City Council adopt Resolution No. 25-3063, adopting a General Fund Reserve Policy.

BACKGROUND:

The City of Artesia ("City") provides a wide range of services that impact the public safety and the quality of life of its residents and community members every day. Appropriate reserves are a key attribute of a financially stable organization and are an important component of the City's overall financial health. Strong reserves position an organization to weather significant economic downturns more effectively, manage the consequences of outside agency actions that may result in revenue reductions, and address unexpected emergencies. Establishing a formalized Reserve Policy ("Policy") will serve as the framework to enable the City to meet its financial commitments and address unexpected future events in a fiscally prudent manner.

ANALYSIS:

Staff first brought forward a Reserve Policy for consideration by the City Council in Fiscal Year 2023-24. At the time, Council did not take any action on the Policy, citing the need for the City to complete all financial audits in order to make sound financial policy decisions. With the City current in all areas of financial reporting, there is a desire from Council to revisit the Policy.

In an effort to present a sound recommendation, Staff reviewed standards from the Government Finance Officers Association (GFOA). Many government agencies utilize the GFOA best practices when establishing financial policies; therefore, Staff looked to this organization for a "best practice" on reserves. The GFOA recommends a minimum baseline level equivalent to two months (roughly 20%) of regular general fund operating revenues or expenditures. However, the GFOA also encourages flexibility; suggesting that governments adjust their target fund balance based on factors like revenue predictability, expenditure volatility, potential for one-time disasters, and the government's overall financial health.

A survey of surrounding cities was conducted to determine at what level similar size, as well as nearby cities had established their General Fund Committed Reserve. The following table represents information from responsive cities, as well as information that was easily accessible on comparable cities' websites. Of the seven cities below, the Committed Reserve level ranges from 20 percent to 75 percent, with an average level of 39 percent. For comparison purposes, Staff used the best fit, if multiple reserves were established by the comparison city, and noted any variances.

City Name	Reserve	Notes
Cerritos	25%	Formal policy. General Fund reserve minimum set at 25%, with a target of 35%.
La Palma	50%	Formal policy. Emergency Reserve minimum set at 50%. If there is an operating surplus at the end of each fiscal year, 25% must go to the Emergency Reserve.
Lakewood	20%	Formal policy. Economic Uncertainties Reserve minimum set at 20%. Also maintain Committed Reserves for: Self Insurance, Pension Obligations, Capital Projects, Refuse Stabilization, and Construction In Progress
Montebello	30%	Formal policy. The 30% is split between two Committed Reserves: Economic Uncertainties (25%) and Unfunded Liabilities Reserve (5%). The percentage is calculated off of operating revenue. Different from all other cities.
Paramount	50%	Formal policy. Operating Reserve target level is 50%. There is also an Economic Uncertainties Reserve of 10% that is required to be maintained and utilized first before the Operating Reserve can be tapped.
Stanton	20%	Formal policy. Economic Uncertainties Reserve minimum set at 20%.
Signal Hill	75%	Formal Policy. Goal is a combined 75-100% of General Fund expenditures for both the General Fund Unassigned Target Balance, and Economic Uncertainties Reserve

The recommendation that the City establish the target General Fund Committed Reserve at 45 percent of General Fund Expenditures was reached after the City Manager and Finance Manager reviewed the relevant information, as well as took into consideration the City's revenue predictability, expenditure volatility, potential for one-time disasters, and the government's overall financial health. While the voters did establish Measure AAA in November 2024, the Transactions and Use Tax only went into effect on April 1, 2025. The City does not have enough revenue trend data to determine whether or not the revenue targets will be met. Further, the Council recently acknowledged that there may be economic consequences related to immigration enforcement activities. Sales tax data for the most recent fiscal quarter (March - June) is not yet available for Staff to analyze those impacts. Staff advises remaining cautiously optimistic when it comes to predicting revenue, while planning conservatively when it comes to any future economic downturn.

On Tuesday, July 29, 2025, Staff convened the Finance Committee at a noticed public meeting to present preliminary research and recommendations. A draft Reserve Policy was presented to the Finance Committee, recommending that the City establish the target General Fund Committed Reserve at 45 percent of General Fund Expenditures. Both members of the Finance Committee were supportive of Staff's recommendation, as well as the draft policy (presented herein as Attachment A to resolution No. 25-3036).

FISCAL IMPACT:

There is no direct fiscal impact to the General Fund Budget associated with adoption of Resolution No. 25-3063. At Fiscal Year ended June 30, 2024, the Unassigned Fund Balance totaled \$7,109,758, while the Committed Reserve totaled \$5,315,000. With the adoption of Resolution No. 25-3036, Staff is recommending to reduce the Unassigned Fund Balance by \$3,072,434 and add that amount to the current Committed Reserve of \$5,315,000 in order to reach the recommended funding level of 45 percent of Fiscal Year 2025-26 expenditures. Staff is not making any recommendations for the remaining balance of of \$4,037,324 in the Unassigned Reserve at this time. It is Staff's intent to revisit this issue with the mid-year budget.

RECOMMENDED COUNCIL ACTION:

Staff recommends the City Council adopt Resolution No. 25-3063, adopting a General Fund Reserve Policy.

Attachments

[Resolution No 25-3036 with attachment a.pdf](#)

RESOLUTION NO. 25-3063

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARTESIA, CALIFORNIA, ADOPTING A GENERAL FUND
RESERVE POLICY

THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA DOES HEREBY
RESOLVE:

WHEREAS, the City of Artesia ("City") desires to establish comprehensive financial
policies;

WHEREAS, the City has not adopted a formal General Fund Reserve Policy;

WHEREAS, the City is current on its Annual Comprehensive Financial Report
(ACFR) through Fiscal Year ended June 30, 2024;

WHEREAS, the level of reserves and recommended uses may be reviewed each
year at budget adoption; and

WHEREAS, the City desires to establish the amount of the Committed Reserve
with the General Fund Reserve Policy (Attachment A) subsequent to the adoption of the
Fiscal Year 2025-26 Budget;

NOW, THEREFORE, the City Council of the City of Artesia does hereby resolve,
determine and order as follows:

SECTION 1. Approve and adopt the General Fund Reserve Policy attached hereto
as Attachment A and incorporated herein by reference;

SECTION 2. Authorize City staff to take all actions necessary to carry out and
implement the Policy.

SECTION 3. The City Clerk shall certify to the passage of this Resolution.

PASSED, APPROVED AND ADOPTED this 11th day of August, 2025.

ALI SAJJAD TAJ, MAYOR

JENNIFER ALDERETE, CITY CLERK

APPROVED AS TO FORM:

BEST BEST & KRIEGER, CITY ATTORNEY

City of Artesia
General Fund
Fund Balance Reserve Policy

I. BACKGROUND/PURPOSE

The City of Artesia provides a wide range of services that impact the public safety and the quality of life of its residents and community members every day. Appropriate reserves are a key attribute of a financially stable organization and are an important component of the City's overall financial health. Strong reserves position an organization to weather significant economic downturns more effectively, manage the consequences of outside agency actions that may result in revenue reductions, and address unexpected emergencies. Establishing a formalized Reserve Policy (the "Policy") will serve as the framework to enable the City to meet its financial commitments and address unexpected future events in a fiscally prudent manner.

II. POLICY

This policy is designed to mitigate current and future risks and to ensure a balanced budget.

Beginning with the Fund Balance for Fiscal Year ended June 30, 2024, establish target General Fund Committed Fund Balance at a minimum of 45% of General Fund Expenditures.

III. USE OF RESERVE FUNDS

- a) Purpose: These funds are committed to mitigate economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- b) Target Level: The City's target will be 45% of the General Fund operating expenditures.
- c) Events or Conditions Prompting Its Use: This reserve may be utilized as needed to pay outstanding operating expenditures due to budgeted revenue shortfalls. Use may include, but is not limited to:
 - i. Significant decrease in sales, property, or transactions and use tax, or other revenues.
 - ii. Reductions in revenue due to actions by the state/federal government.

IV. PERIODIC REVIEW

While the City's financial reserves provide security against unexpected emergencies and contingencies, the policies for setting those target levels should be periodically reviewed to balance the community's level of risk tolerance against the City's operating expenditure needs. Staff will bring forward a Reserve Policy for adoption, annually, with the Fiscal Year Budget.