



REGULAR MEETING AGENDA

Date: 8/9/2022
Time: 6:00 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 831 3316 9409

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Submit a written comment online up to 1-hour before the meeting start time:
city.council@menlopark.org
Please include the agenda item number you are commenting on.
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 831 3316 9409
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 831 3316 9409
Press *9 to raise hand to speak
- Watch meeting:
 - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
Channel 26

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

According to City Council policy, all meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

Regular Session

A. Call To Order

B. Roll Call

C. Agenda Review

D. Report from Closed Session

E. Public Comment

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

F. Consent Calendar

F1. Adopt a resolution to continue conducting the City’s Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings ([Staff Report #22-153-CC](#))

F2. Receive and file the investment portfolio as of June 30, 2022 ([Staff Report #22-150-CC](#))

F3. Adopt a resolution authorizing the public works director to execute any and all agreements and forms required by the Bureau of Reclamation following the notice of award, if awarded a grant, for the smart irrigation infrastructure project ([Staff Report #22-154-CC](#))

G. Regular Business

G1. Waive the first reading and introduce an ordinance adding Chapter 8.70 creating a process for obtaining film permits ([Staff Report #22-151-CC](#)) ([Updated Ordinance](#))

G2. Direction on draft ordinance for preserving park land ([Staff Report #22-156-CC](#)) ([Updated Ordinance](#))

G3. Consider adopting a resolution to remove Willow-Gilbert and Willow-Coleman Improvements from Menlo Uptown public improvement agreement and provide direction on alternative improvements ([Staff Report #22-155-CC](#))

H. Informational Items

H1. City Council agenda topics: August 9 – September 13, 2022 ([Staff Report #22-152-CC](#))

I. City Manager’s Report

J. City Councilmember Reports

J1. Confirm voting delegate for the League of California Cities annual conference ([Attachment](#))

K. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Council on any item listed on the agenda at a time designated by the chair, either before or during the City Council's consideration of the item.

At every special meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 08/04/2022)



STAFF REPORT

City Council

Meeting Date:

8/9/2022

Staff Report Number:

22-153-CC

Consent Calendar:

Adopt a resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings.

Policy Issues

Assembly Bill 361 (AB 361) was signed into law September 16, 2021 allowing cities to continue holding virtual meetings during any emergency proclaimed by the governor. AB 361 sunsets January 1, 2024. The City Council would need to declare every 30 days that the City's legislative bodies must continue to meet remotely in order to ensure the health and safety of the public.

Background

The California Legislature approved AB 361, which was signed by the governor September 16, 2021 for signature. The bill allows local legislative bodies to continue to meet remotely through January 1, 2024. A local agency will be allowed to continue to meet remotely when:

- The local agency holds a meeting during a declared state of emergency
- State or local health officials have imposed or recommended measures to promote social distancing
- Legislative bodies declare the need to meet remotely due to present imminent risks to the health or safety of attendees

The City meets the requirements to continue holding meetings remotely in order to ensure the health and safety of the public:

- The City is still under a local state of emergency
- County Health urges that all individuals in public spaces maintain social distancing and wear masks

Analysis

The City is still under a local state of emergency and the emergency findings required under AB 361 are still in effect. San Mateo County is still in the High/Red COVID-19 Community Level category and the Centers for Disease Control and Prevention (CDC) recommends the use of masks indoors in public. The resolution authorizes the use of hybrid meetings, whereby City Councilmembers and staff may choose to attend either remotely or in person.

Although the City has returned to in-person meetings, due to the prevalence of BA strains of the SARS-CoV-2 virus overtaking other variants in San Mateo County, the City Council finds that reducing the number of persons present in City Council chambers is necessary to reduce imminent health risks associated with large groups and/or members of varying households gathering indoors.

Impact on City Resources

There is no impact on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is an organizational structure change that will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Resolution

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AND ON BEHALF OF COMMISSIONS AND COMMITTEES CREATED BY THE CITY COUNCIL PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54952(b) AUTHORIZING TELECONFERENCE MEETINGS IN COMPLIANCE WITH AB 361 (GOVERNMENT CODE SECTION 54953(e)) TO CONTINUE TO ALLOW MEMBERS OF THE PUBLIC TO SAFELY PARTICIPATE IN LOCAL GOVERNMENT MEETINGS

WHEREAS, the City Council is committed to ensuring public access to observe and participate in local government meetings; and

WHEREAS, all meetings of the City Council and other legislative bodies created pursuant to Government Code Section 54952(b) are open and public, as required by the Ralph M. Brown Act, so that any member of the public may participate in local government meetings; and

WHEREAS, the AB 361, codified at Government Code section 54953(e), makes provisions for remote teleconferencing participation in local government meetings, without compliance with the requirements of 54953(b)(3), during a Governor-proclaimed state of emergency and if the local legislative body determines, by majority vote, that as a result of the emergency, meeting solely in person would present imminent risks to the health or safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency due to the outbreak of respiratory illness due to a novel coronavirus (now known as COVID-19) and that State of Emergency is still in effect in the State of California; and

WHEREAS, on March 11, 2020 the City Council proclaimed the existence of a local state of emergency within the City, pursuant to Section 8625 of the California Emergency Services Act in response to the COVID-19 pandemic; and

WHEREAS, COVID-19 continues to threaten the health and lives of City residents; and

WHEREAS, the SARS-CoV-2 Delta and Omicron Variants are highly transmissible in indoor settings; and

WHEREAS, the Omicron subvariants of the SARS-CoV-2 virus is overtaking other variants in San Mateo County; and

WHEREAS, according to data from the County's Health Administrator and County website, the County is averaging approximately 35 new cases per 100,000 of COVID-19 per day; and

WHEREAS, although the City has returned to in-person meetings, due to the prevalence of BA strains of the SARS-CoV-2 virus overtaking other variants in San Mateo County, the City Council finds that reducing the number of persons present in City Council chambers is necessary to reduce imminent health risks associated with large groups and/or members of varying households gathering indoors; and

WHEREAS, the State of California and the City of Menlo Park continue to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), and/or County of

San Mateo, as applicable, including facial coverings when required; and based upon that guidance, in-person attendance indoors at public meetings continues to present a health risk for certain segments of the population, necessitating the need to reduce the number of in-person meeting attendees; and

WHEREAS, the City Council, acting as a legislative body pursuant to Government Code section 54952(a) and for the benefit of the commissions, committees and other bodies that were created by the City Council pursuant to Government Code section 54952(b) (collectively referred to as “Legislative Bodies”), finds that the current conditions meet the circumstances set forth in Government Code section 54953(e)(3) to allow Legislative Bodies to continue to use teleconferencing to hold open and public meetings if the Legislative Bodies comply with the requirements set forth in Government Code section 54953(e)(2) to ensure the public can safely participate in and observe local government meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby:

1. Find that current conditions authorize teleconference public meetings of Legislative Bodies. Based on the California Governor’s continued declaration of a State of Emergency and current conditions, the City Council finds that meeting in person, without the option for certain populations and persons to participate remotely, would present imminent risks to the health or safety of attendees. The City Council does therefore find that Legislative Bodies and members of Legislative Bodies of the City may elect to use teleconferencing to hold public meetings in accordance with Government Code section 54953(e)(2) to ensure members of the public have continued access to safely observe and participate in local government meetings.
2. Authorize Legislative Bodies to conduct teleconference meetings. The Legislative Bodies are hereby authorized to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Government Code section 54953(e)(2) and other applicable provisions of the Brown Act.
3. Authorize Legislative Bodies to conduct hybrid meetings. The Legislative Bodies are hereby further authorized to conduct meetings in a “hybrid” format, where both members of the Body may elect to be present in person, utilizing appropriate distancing and masking practices, or participate by teleconferencing technology. Such meetings of the Legislative Bodies that occur using teleconferencing technology will provide an opportunity for any and all members of the public who wish to address Legislative Bodies and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing.

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I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the ~~eighth~~ninth day of August, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of August, 2022.

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date:

8/9/2022

Staff Report Number:

22-150-CC

Consent Calendar:

Receive and file the investment portfolio as of June 30, 2022

Recommendation

Staff and the Finance Audit Committee (FAC) recommends the City Council receive and file the City's investment portfolio as of June 30, 2022.

Policy Issues

The City and the Successor Agency funds are invested in full compliance with the City's investment policy and State law, which emphasize safety, liquidity and yield.

Background

The City's investment policy requires a quarterly investment report to the City Council, which includes all financial investments of the City and provides information on the investment type, value and yield for all securities. The FAC reviewed the City's investment portfolio as of June 30, 2022 and on July 21, 2022 to ensure compliance with the investment policy.

Analysis

Investment portfolio as of June 30, 2022

The City's investment portfolio's fair value basis as of June 30, 2022, totaled \$145,735,458. As shown below in Table 1, the City's investments by type are measured by the amortized cost as well as the fair value as of June 30, 2022. The Local Agency Investment Fund (LAIF) is considered a safe investment as it provides the liquidity of a money market fund. The remaining securities are prudent and range from short to longer-term investments (1-5 years), bearing higher interest rates than LAIF, and/or provide investment diversification.

| Table 1: Recap of investments held as of June 30, 2022 | | | |
|--|----------------------|----------------------|----------------|
| Security | Amortized cost basis | Fair value basis | % of portfolio |
| LAIF | \$56,262,278 | \$56,262,278 | 39% |
| Security portfolio | | | |
| Cash | 316,449 | 316,449 | 0% |
| Corporate bods | 38,707,846 | 37,490,026 | 26% |
| Government agencies | 27,394,801 | 26,809,173 | 18% |
| Government bods | 25,756,501 | 24,857,532 | 17% |
| Total | \$148,437,875 | \$145,735,458 | 100% |

As shown in Table 1, the fair value of the City’s securities was \$2.7 million less than the amortized cost as of June 30, 2022. The difference between amortized cost and fair value is referred to as an unrealized loss or gain, and is due to market values fluctuating from one period to another. It is important to note that any unrealized loss or gain does not represent an actual cash transaction to the City, as the City generally holds securities to maturity to avoid market risk.

The consolidated portfolio report for the quarter ending June 30, 2022, is included as Attachment A and each component is described in greater detail below.

LAIF

As previously shown in Table 1, 39 percent of the portfolio resides in the City’s account at the LAIF, a liquid fund managed by the California State Treasurer, yielding 0.86 percent for the quarter ended June 30, 2022. LAIF yields have fluctuated greatly over recent years, gradually increasing from historic lows following the Great Recession, then falling rapidly during the course of the COVID-19 public health emergency. Due to rising interest rates, staff plans to invest a significant amount of the balance in LAIF (\$56.2 million) as well as the City’s current commercial account with Union Bank (\$46.6 million) in longer-term securities as appropriate to maintain sufficient cash liquidity. Staff is developing a cash flow model with the City’s consultant and establishing proper account authorization to accomplish this reserve movement. The model considers the adopted budget, investment maturities, encumbrances, and other factors which influence balances.

Securities portfolio

As of June 30, 2022, the City held a number of securities in corporate bonds, government agency notes and government bonds and reflect a diversified mix in terms of type but all at low risk. Insight Investment serves as the City’s financial adviser on security investments and makes recommended trades of securities, purchase and sale that align market conditions to the City Council adopted investment policy to the greatest extent possible. The Insight Investments quarterly statement for the period ended June 30, 2022, is provided in Attachment A. As shown on the quarterly statement, the return for managed assets for the period ended June 30, 2022, on an amortized cost basis, was 1.19 percent. The positions the City held as of June 30, 2022, along with maturities, purchases and transactions are included in Attachment B. As recommended by the FAC, the City’s corporate investments are also rated according to an Environmental, Social, Governance (ESG) scale. Attachment C outlines these investments relative to a scale of 1 – 5, 1 being the best investment. The overall score dropped from 3.07 to 2.86 which indicates very good improvement. With a score of 3.0 being average, the City’s investments are better than average.

Performance comparison

As specified in the City's investment policy, the performance of the portfolio is measured against the benchmark of a treasury bond. In the quarter ending June 30, 2022, the City's portfolio returned a weighted average of 1.07 percent having a weighted average maturity of 0.98 years. The trailing one-year treasury note saw a yield of 0.85 percent, or 0.22 percent lower than the City's portfolio performance. Primary factors influencing the City's portfolio as well as the one-year treasury note are the supply chain problems associated with the pandemic, Russia's military conflict, and Federal Reserve fiscal management policy.

Impact on City Resources

Considering LAIF as well as Union Bank, the City has more than sufficient funds available to meet its expenditure requirements for the next six months.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Insight Investments consolidated portfolio report for the quarter ended June 30, 2022
- B. Insight Investments quarterly report for the quarter ended June 30, 2022
- C. Insight ESG Ratings as of June 30, 2022

Report prepared by:
Marvin Davis, Interim Finance Director

City of Menlo Park Quarterly Consolidated Portfolio Report June 30, 2022

City Managed Assets

| | | | % | Return |
|---------------------------------|-----------|-------------------|------------|--------|
| LAIF | \$ | 56,262,278 | 39% | 0.86% |
| Total Internally Managed | \$ | 56,262,278 | 39% | |

Weighted Average Yield **0.86%**

| | Days |
|---------------------------------------|------|
| Effective Average Duration - Internal | 1 |
| Weighted Average Maturity - Internal | 1 |

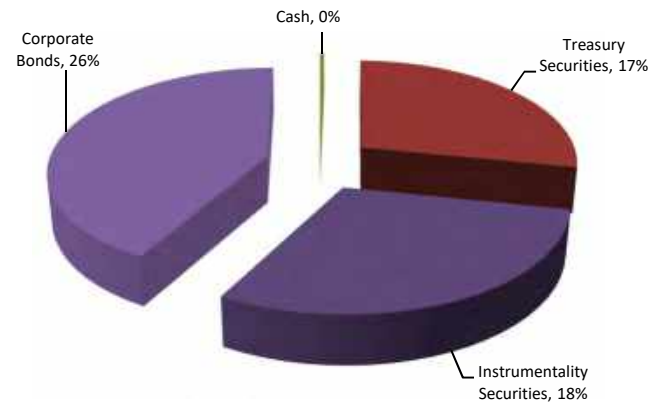


Advisor Managed Assets

| | | | % | Return |
|---------------------------------|-----------|-------------------|------------|--------|
| Cash | \$ | 316,449 | 0% | 0.02% |
| Treasury Securities | \$ | 24,857,532 | 17% | 0.83% |
| Instrumentality Securities | \$ | 26,809,173 | 18% | 1.51% |
| Corporate Bonds | \$ | 37,490,026 | 26% | 1.22% |
| Total Externally Managed | \$ | 89,473,181 | 61% | |

Weighted Average Yield **1.19%**

| | Years |
|---------------------------------------|-------|
| Effective Average Duration - External | 1.47 |
| Weighted Average Maturity - External | 1.59 |

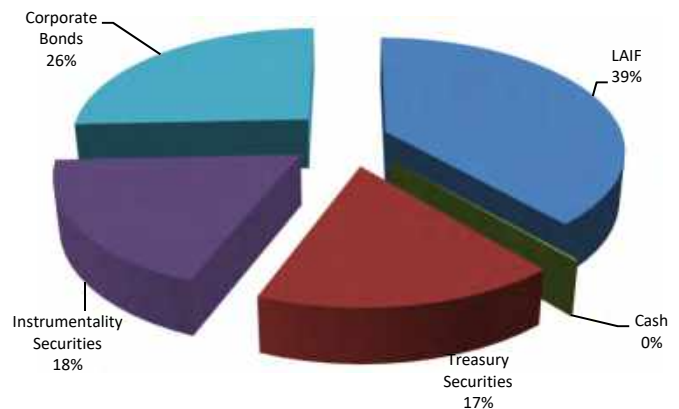


Total Portfolio Assets

| | | | % | Return |
|-------------------------------|-----------|--------------------|-----|--------|
| LAIF | \$ | 56,262,278 | 39% | 0.86% |
| Cash | \$ | 316,449 | 0% | 0.02% |
| Treasury Securities | \$ | 24,857,532 | 17% | 0.83% |
| Instrumentality Securities | \$ | 26,809,173 | 18% | 1.51% |
| Corporate Bonds | \$ | 37,490,026 | 26% | 1.22% |
| Total Portfolio Assets | \$ | 145,735,458 | | |

Weighted Average Yield **1.07%**

| | Years |
|------------------------------------|-------|
| Effective Average Duration - Total | 0.90 |
| Weighted Average Maturity - Total | 0.98 |



Portfolio Change

| | | |
|-------------------|----|-------------|
| Beginning Balance | \$ | 146,192,340 |
| Ending Balance | \$ | 145,735,458 |

* Note: All data for external assets was provided by the client and is believed to be accurate. Insight Investment does not manage the external assets and this report is provided for the client's use. Market values are presented.

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CITY OF MENLO PARK

June 2022

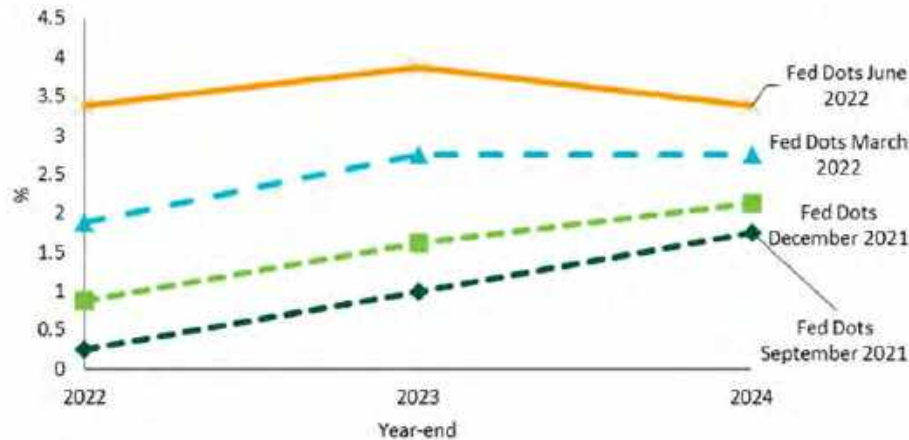


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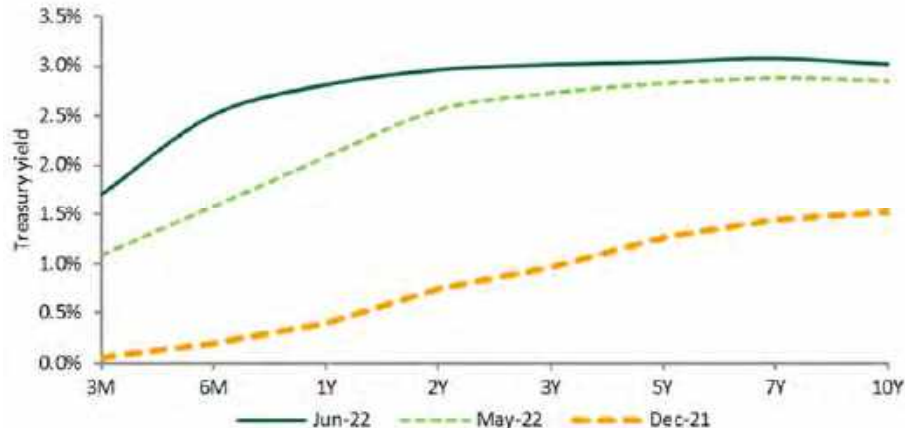
As of June 30, 2022

Chart 1: Federal Reserve once again forecasts a steeper hiking cycle



Source: Bloomberg, June 30, 2022

Chart 2: Treasury yields largely edge down from their highs



Source: Bloomberg, June 30, 2022

Economic Indicators and Monetary Policy

CPI rebounded to another 40-year record at 8.6% year-on-year. Core CPI, however, came in at 6% year-on-year, below the 6.5% high from two months ago. “Non-core” (food and energy) items drove the surprise, although both “sticky” and “flexible” categories accelerated. On the “flexible” side, used car prices rebounded 1.8% (16% year-on-year) and travel and fuel costs also surged 13% (38% year-on-year). On the “sticky” side, health services rose a strong 0.4%, driven by insurance. Shelter rose 0.6%, the fastest since 1990.

Following the CPI report, the Federal Reserve guided markets to expect a 75bp hike instead of a 50bp hike at its June 15 meeting, which it duly delivered. It was the largest US policy rate move since 1994, taking rates to 1.5-1.75%. The new quarterly “dot plot” was revised sharply higher, with the median projection approaching 4% for end-2023, from less than 3% at the previous meeting (Chart 1).

Job growth remained robust. Payrolls showed 390,000 jobs added. The unemployment rate remained unchanged at 3.6%, and average hourly earnings rose a somewhat more modest 0.3% than the recent trend, indicating labor market conditions did not materially tighten during the month.

Elsewhere, the ISM manufacturing index remained well in expansionary territory, printing at 56.1, up from 55.4, a bit stronger than consensus expectations at 54.5. The new orders index increased to 55.1 from 53.5. The ISM services index weakened by more than anticipated, however, from 57.1 to 55.9.

Interest Rate Summary

Yields edged up again in response to inflation and rate hike concerns (Chart 2). At the end of June, the 3-month US Treasury bill yielded 1.71%, the 6-month US Treasury bill yielded 2.52%, the 2-year US Treasury note yielded 2.96%, the 5-year US Treasury note yielded 3.04% and the 10-year US Treasury note yielded 3.02%.

ACTIVITY AND PERFORMANCE SUMMARY

For the period June 1, 2022 - June 30, 2022

| <u>Amortized Cost Basis Activity Summary</u> | |
|--|----------------|
| Opening balance | 92,105,665.14 |
| Income received | 124,090.00 |
| Total receipts | 124,090.00 |
| Total disbursements | 0.00 |
| Interportfolio transfers | 0.00 |
| Total Interportfolio transfers | 0.00 |
| Realized gain (loss) | 0.00 |
| Change in accruals from security movement | 0.00 |
| Total amortization expense | (62,157.90) |
| Total OID/MKT accretion income | 8,001.81 |
| Return of capital | 0.00 |
| Closing balance | 92,175,599.05 |
| Ending fair value | 89,473,180.69 |
| Unrealized gain (loss) | (2,702,418.36) |

| <u>Detail of Amortized Cost Basis Return</u> | | | | |
|--|-------------------|--------------------------|----------------------|------------------|
| | Interest earned | Accretion (amortization) | Realized gain (loss) | Total income |
| Cash and Cash Equivalents | 442.50 | 0.00 | 0.00 | 442.50 |
| Corporate Bonds | 78,265.86 | (41,596.18) | 0.00 | 36,669.68 |
| Government Agencies | 34,567.76 | (1,690.21) | 0.00 | 32,877.55 |
| Government Bonds | 28,515.61 | (10,869.70) | 0.00 | 17,645.91 |
| Total | 141,791.73 | (54,156.09) | 0.00 | 87,635.64 |

| <u>Comparative Rates of Return (%)</u> | | | |
|--|-------------------------|----------------------|-------------|
| | * Twelve month trailing | * Six month trailing | * One month |
| Fed Funds | 0.26 | 0.22 | 0.10 |
| Overnight Repo | 0.22 | 0.20 | 0.09 |
| Merrill Lynch 3m US Treas Bill | 0.34 | 0.32 | 0.12 |
| Merrill Lynch 6m US Treas Bill | 0.51 | 0.49 | 0.16 |
| ML 1 Year US Treasury Note | 0.85 | 0.78 | 0.22 |
| ML 2 Year US Treasury Note | 1.22 | 1.03 | 0.24 |
| ML 5 Year US Treasury Note | 1.68 | 1.18 | 0.26 |

* rates reflected are cumulative

| <u>Summary of Amortized Cost Basis Return for the Period</u> | |
|--|-----------------|
| | Total portfolio |
| Interest earned | 141,791.73 |
| Accretion (amortization) | (54,156.09) |
| Realized gain (loss) on sales | 0.00 |
| Total income on portfolio | 87,635.64 |
| Average daily amortized cost | 92,140,009.27 |
| Period return (%) | 0.09 |
| YTD return (%) | 0.58 |
| Weighted average final maturity in days | 582 |

ACTIVITY AND PERFORMANCE SUMMARY

For the period June 1, 2022 - June 30, 2022

| <u>Fair Value Basis Activity Summary</u> | | |
|--|------------|---------------|
| Opening balance | | 90,009,611.21 |
| Income received | 124,090.00 | |
| Total receipts | | 124,090.00 |
| Total disbursements | | 0.00 |
| Interportfolio transfers | 0.00 | |
| Total Interportfolio transfers | | 0.00 |
| Unrealized gain (loss) on security movements | | 0.00 |
| Change in accruals from security movement | | 0.00 |
| Return of capital | | 0.00 |
| Change in fair value for the period | | (660,520.52) |
| Ending fair value | | 89,473,180.69 |

| <u>Detail of Fair Value Basis Return</u> | | | |
|--|-------------------|----------------------|---------------------|
| | Interest earned | Change in fair value | Total income |
| Cash and Cash Equivalents | 442.50 | 0.00 | 442.50 |
| Corporate Bonds | 78,265.86 | (320,360.76) | (242,094.90) |
| Government Agencies | 34,567.76 | (153,469.42) | (118,901.66) |
| Government Bonds | 28,515.61 | (186,690.34) | (158,174.73) |
| Total | 141,791.73 | (660,520.52) | (518,728.79) |

| <u>Comparative Rates of Return (%)</u> | | | |
|--|-------------------------|----------------------|-------------|
| | * Twelve month trailing | * Six month trailing | * One month |
| Fed Funds | 0.26 | 0.22 | 0.10 |
| Overnight Repo | 0.22 | 0.20 | 0.09 |
| ICE Bofa 3 Months US T-BILL | 0.17 | 0.14 | 0.02 |
| ICE Bofa 6m US Treas Bill | 0.02 | (0.02) | (0.07) |
| ICE Bofa 1 Yr US Treasury Note | (1.44) | (1.27) | (0.51) |
| ICE BofA US Treasury 1-3 | (3.30) | (2.84) | (0.58) |
| ICE BofA US Treasury 1-5 | (4.61) | (3.95) | (0.58) |

* rates reflected are cumulative

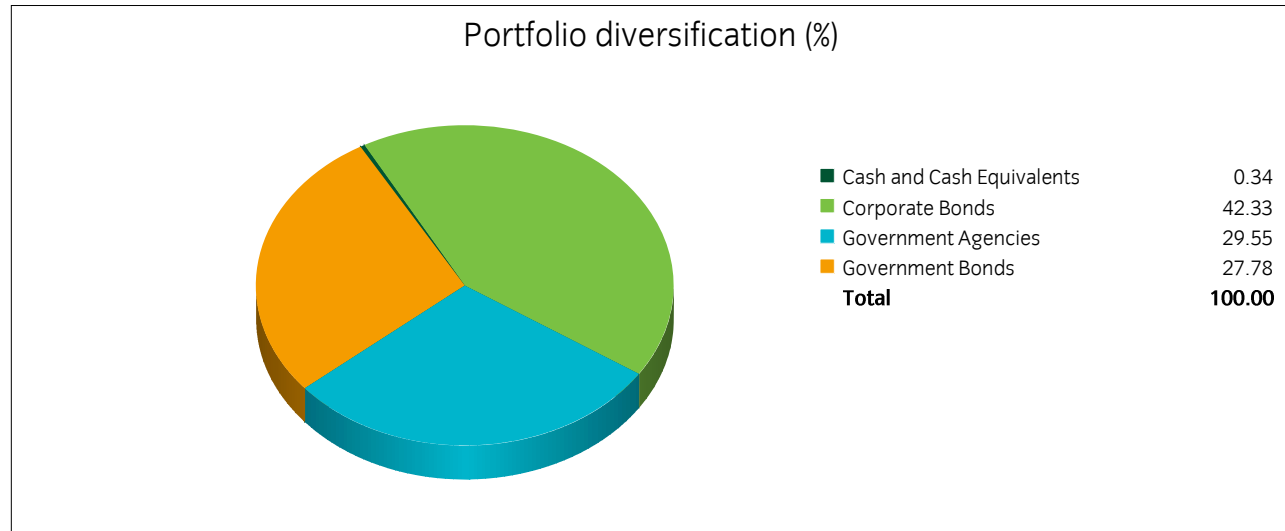
| <u>Summary of Fair Value Basis Return for the Period</u> | |
|--|-----------------|
| | Total portfolio |
| Interest earned | 141,791.73 |
| Change in fair value | (660,520.52) |
| Total income on portfolio | (518,728.79) |
| Average daily total value * | 89,890,362.66 |
| Period return (%) | (0.57) |
| YTD return (%) | (2.72) |
| Weighted average final maturity in days | 582 |

* Total value equals market value and accrued interest

RECAP OF SECURITIES HELD

As of June 30, 2022

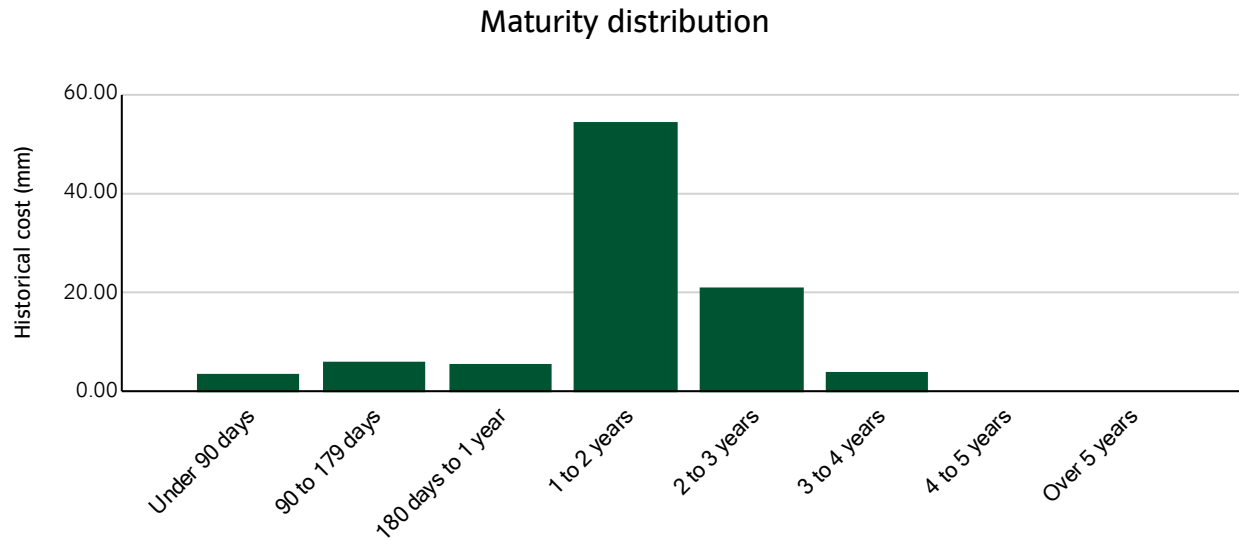
| | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Weighted average final maturity (days) | Percent of portfolio | Weighted average effective duration (years) |
|---------------------------|----------------------|----------------------|----------------------|------------------------|--|----------------------|---|
| Cash and Cash Equivalents | 316,449.22 | 316,449.22 | 316,449.22 | 0.00 | 1 | 0.34 | 0.00 |
| Corporate Bonds | 39,465,942.94 | 38,707,846.90 | 37,490,026.17 | (1,217,820.73) | 598 | 42.33 | 1.41 |
| Government Agencies | 27,554,914.89 | 27,394,801.15 | 26,809,173.00 | (585,628.15) | 550 | 29.55 | 1.45 |
| Government Bonds | 25,905,927.51 | 25,756,501.78 | 24,857,532.30 | (898,969.48) | 599 | 27.78 | 1.59 |
| Total | 93,243,234.56 | 92,175,599.05 | 89,473,180.69 | (2,702,418.36) | 582 | 100.00 | 1.47 |



MATURITY DISTRIBUTION OF SECURITIES HELD

As of June 30, 2022

| Maturity | Historic cost | Percent |
|--------------------|----------------------|---------------|
| Under 90 days | 3,338,149.22 | 3.58 |
| 90 to 179 days | 5,568,899.91 | 5.97 |
| 180 days to 1 year | 5,538,810.91 | 5.94 |
| 1 to 2 years | 54,092,903.86 | 58.01 |
| 2 to 3 years | 20,866,201.77 | 22.38 |
| 3 to 4 years | 3,838,268.89 | 4.12 |
| 4 to 5 years | 0.00 | 0.00 |
| Over 5 years | 0.00 | 0.00 |
| | 93,243,234.56 | 100.00 |



SECURITIES HELD

As of June 30, 2022

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|--|---|--------|--------------------------|------------------------|-------------------|-------------------|-------------------|------------------------------|------------------------------|-------------------|
| Cash and Cash Equivalents | | | | | | | | | | |
| | Cash and Cash Equivalents | 0.000 | | 316,449.22 | 316,449.22 | 316,449.22 | 316,449.22 | 0.00 | 0.00 | 0.34 |
| Total Cash and Cash Equivalents | | | | 316,449.22 | 316,449.22 | 316,449.22 | 316,449.22 | 0.00 | 0.00 | 0.34 |
| Corporate Bonds | | | | | | | | | | |
| 037833DC1 | APPLE INC 2.1% 12SEP2022 (CALLABLE 12AUG22) | 2.100 | 09/12/2022 08/12/2022 | 2,000,000.00 | 2,026,680.00 | 2,001,236.82 | 1,999,007.88 | (2,228.94) | 12,600.00 | 2.17 |
| 02665WCA7 | AMERICAN HONDA FINANCE 2.6% 16NOV2022 | 2.600 | 11/16/2022 | 1,000,000.00 | 1,011,150.00 | 1,001,247.04 | 998,815.47 | (2,431.57) | 3,177.78 | 1.08 |
| 46625HJH4 | JPMORGAN CHASE & CO 3.2% 25JAN2023 | 3.200 | 01/25/2023 | 1,000,000.00 | 1,031,190.00 | 1,005,094.78 | 1,001,401.79 | (3,692.99) | 13,777.78 | 1.11 |
| 369550BD9 | GENERAL DYNAMICS CORP 3.375% 15MAY2023 (CALLABLE 15APR23) | 3.375 | 05/15/2023 04/15/2023 | 943,000.00 | 984,840.91 | 951,736.01 | 948,782.05 | (2,953.96) | 3,978.28 | 1.06 |
| 459200HP9 | IBM CORP 3.375% 01AUG2023 | 3.375 | 08/01/2023 | 1,000,000.00 | 1,061,840.00 | 1,032,412.12 | 1,001,744.28 | (30,667.84) | 13,968.75 | 1.14 |
| 742718EB1 | PROCTER & GAMBLE CO/THE 3.1% 15AUG2023 | 3.100 | 08/15/2023 | 1,000,000.00 | 1,041,328.13 | 1,011,271.31 | 1,005,593.36 | (5,677.95) | 11,625.00 | 1.12 |
| 89236THA6 | TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023 | 1.350 | 08/25/2023 | 1,000,000.00 | 1,021,010.00 | 1,010,150.35 | 977,678.18 | (32,472.17) | 4,687.50 | 1.09 |
| 24422EUM9 | JOHN DEERE CAPITAL CORP 3.65% 12OCT2023 | 3.650 | 10/12/2023 | 950,000.00 | 1,005,926.50 | 967,624.86 | 954,476.72 | (13,148.14) | 7,512.92 | 1.08 |
| 06051GHC6 | BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22) | 3.004 | 12/20/2023 12/20/2022 | 1,000,000.00 | 1,028,310.00 | 1,011,404.50 | 996,721.87 | (14,682.63) | 834.44 | 1.10 |
| 14913R2S5 | CATERPILLAR FINL SERVICE 0.95% 10JAN2024 | 0.950 | 01/10/2024 | 1,000,000.00 | 993,070.00 | 994,578.24 | 965,718.78 | (28,859.46) | 4,486.11 | 1.07 |

SECURITIES HELD

As of June 30, 2022

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|------------------------|--|--------|--------------------------|------------------------|-----------------|----------------|--------------|------------------------------|------------------------------|-------------------|
| Corporate Bonds | | | | | | | | | | |
| 89236THU2 | TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024 | 0.450 | 01/11/2024 | 1,800,000.00 | 1,797,858.00 | 1,798,576.31 | 1,723,242.44 | (75,333.87) | 3,802.50 | 1.93 |
| 02665WCT6 | AMERICAN HONDA FINANCE 3.55% 12JAN2024 | 3.550 | 01/12/2024 | 1,000,000.00 | 1,090,440.00 | 1,046,011.87 | 1,001,389.86 | (44,622.01) | 16,566.67 | 1.17 |
| 24422EVN6 | JOHN DEERE CAPITAL CORP 0.45% 17JAN2024 | 0.450 | 01/17/2024 | 800,000.00 | 787,240.00 | 789,989.69 | 767,120.97 | (22,868.72) | 1,630.00 | 0.84 |
| 17325FA57 | CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23) | 3.650 | 01/23/2024 12/23/2023 | 1,500,000.00 | 1,618,310.00 | 1,568,608.30 | 1,504,342.16 | (64,266.14) | 23,877.08 | 1.74 |
| 693475AV7 | PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23) | 3.500 | 01/23/2024 12/24/2023 | 1,000,000.00 | 1,047,210.00 | 1,015,835.70 | 1,000,140.00 | (15,695.70) | 15,263.89 | 1.12 |
| 91159HHV5 | US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24) | 3.375 | 02/05/2024 01/05/2024 | 1,000,000.00 | 1,067,060.00 | 1,043,200.59 | 997,723.43 | (45,477.16) | 13,593.75 | 1.14 |
| 594918BX1 | MICROSOFT CORP 2.875% 06FEB2024 (CALLABLE 06DEC23) | 2.875 | 02/06/2024 12/06/2023 | 960,000.00 | 993,734.40 | 971,024.03 | 956,869.85 | (14,154.18) | 11,040.00 | 1.07 |
| 06051GHF9 | BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23) | 3.550 | 03/05/2024 03/05/2023 | 1,500,000.00 | 1,606,050.00 | 1,527,349.74 | 1,495,181.93 | (32,167.81) | 17,010.42 | 1.72 |
| 24422EUX5 | JOHN DEERE CAPITAL CORP 2.6% 07MAR2024 | 2.600 | 03/07/2024 | 1,450,000.00 | 1,476,419.00 | 1,459,724.88 | 1,433,010.22 | (26,714.66) | 11,833.61 | 1.58 |
| 459200JY8 | IBM CORP 3% 15MAY2024 | 3.000 | 05/15/2024 | 2,000,000.00 | 2,141,300.00 | 2,083,885.22 | 1,983,981.36 | (99,903.86) | 7,500.00 | 2.30 |
| 14913R2L0 | CATERPILLAR FINL SERVICE 0.45% 17MAY2024 | 0.450 | 05/17/2024 | 1,600,000.00 | 1,597,536.00 | 1,598,463.97 | 1,515,701.49 | (82,762.48) | 860.00 | 1.71 |
| 46647PBQ8 | JPMORGAN CHASE & CO 1.514% 01JUN2024 (CALLABLE 01JUN23) | 1.514 | 06/01/2024 06/01/2023 | 2,000,000.00 | 2,042,800.00 | 2,014,695.85 | 1,949,614.24 | (65,081.61) | 2,439.22 | 2.19 |

SECURITIES HELD

As of June 30, 2022

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|------------------------------|--|--------|--------------------------|------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------------|-------------------|
| Corporate Bonds | | | | | | | | | | |
| 06051GHL6 | BANK OF AMERICA CORP 3.864% 23JUL2024 (CALLABLE 23JUL23) | 3.864 | 07/23/2024 07/23/2023 | 1,500,000.00 | 1,605,540.00 | 1,551,037.65 | 1,493,412.74 | (57,624.91) | 25,277.00 | 1.72 |
| 693506BQ9 | PPG INDUSTRIES INC 2.4% 15AUG2024 (CALLABLE 15JUL24) | 2.400 | 08/15/2024 07/15/2024 | 2,000,000.00 | 2,012,600.00 | 2,005,595.77 | 1,946,140.14 | (59,455.63) | 18,000.00 | 2.16 |
| 89236TGL3 | TOYOTA MOTOR CREDIT CORP 2% 07OCT2024 | 2.000 | 10/07/2024 | 1,000,000.00 | 999,410.00 | 999,717.95 | 966,541.13 | (33,176.82) | 4,611.11 | 1.07 |
| 69353REF1 | PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP24) | 3.300 | 10/30/2024 09/30/2024 | 2,500,000.00 | 2,737,590.00 | 2,649,828.31 | 2,477,620.55 | (172,207.76) | 13,750.00 | 2.94 |
| 14913Q3B3 | CATERPILLAR FINL SERVICE 2.15% 08NOV2024 | 2.150 | 11/08/2024 | 1,000,000.00 | 1,048,770.00 | 1,031,354.78 | 969,067.57 | (62,287.21) | 3,105.56 | 1.12 |
| 931142DV2 | WALMART INC 2.65% 15DEC2024 (CALLABLE 15OCT24) | 2.650 | 12/15/2024 10/15/2024 | 1,500,000.00 | 1,595,520.00 | 1,570,612.90 | 1,481,319.09 | (89,293.81) | 1,656.25 | 1.71 |
| 90331HMS9 | US BANK NA CINCINNATI 2.8% 27JAN2025 (CALLABLE 27DEC24) | 2.800 | 01/27/2025 12/27/2024 | 1,000,000.00 | 995,210.00 | 995,577.36 | 977,666.62 | (17,910.74) | 11,900.00 | 1.07 |
| Total Corporate Bonds | | | | 38,003,000.00 | 39,465,942.94 | 38,707,846.90 | 37,490,026.17 | (1,217,820.73) | 280,365.62 | 42.33 |
| Government Agencies | | | | | | | | | | |
| 313380GJ0 | FEDERAL HOME LOAN BANK 2% 09SEP2022 #0000 | 2.000 | 09/09/2022 | 1,000,000.00 | 995,020.00 | 999,710.51 | 1,000,385.39 | 674.88 | 6,166.67 | 1.07 |
| 3133EA7E2 | FEDERAL FARM CREDIT BANK 1.96% 07NOV2022 | 1.960 | 11/07/2022 | 2,000,000.00 | 2,030,580.00 | 2,003,930.83 | 1,998,698.22 | (5,232.61) | 5,771.11 | 2.18 |
| 3130A3KM5 | FEDERAL HOME LOAN BANK 2.5% 09DEC2022 | 2.500 | 12/09/2022 | 1,500,000.00 | 1,531,815.00 | 1,504,050.11 | 1,501,289.06 | (2,761.05) | 2,187.50 | 1.64 |
| 3133EKKT2 | FEDERAL FARM CREDIT BANK 2.25% 08FEB2023 | 2.250 | 02/08/2023 | 1,500,000.00 | 1,520,580.00 | 1,503,430.00 | 1,497,915.20 | (5,514.80) | 13,312.50 | 1.63 |

SECURITIES HELD

As of June 30, 2022

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|----------------------------|--|--------|--------------------------|------------------------|-----------------|----------------|--------------|------------------------------|------------------------------|-------------------|
| Government Agencies | | | | | | | | | | |
| 3130AJ7E3 | FEDERAL HOME LOAN BANK 1.375% 17FEB2023 | 1.375 | 02/17/2023 | 2,000,000.00 | 2,002,200.00 | 2,001,477.51 | 1,983,523.56 | (17,953.95) | 10,159.72 | 2.15 |
| 3135G0U43 | FANNIE MAE 2.875% 12SEP2023 | 2.875 | 09/12/2023 | 2,000,000.00 | 2,081,960.00 | 2,023,339.96 | 1,999,818.24 | (23,521.72) | 17,250.00 | 2.23 |
| 3133EKVB9 | FEDERAL FARM CREDIT BANK 1.86% 17OCT2023 | 1.860 | 10/17/2023 | 2,000,000.00 | 1,993,956.00 | 1,998,146.72 | 1,973,853.16 | (24,293.56) | 7,543.33 | 2.14 |
| 3133EKKU9 | FEDERAL FARM CREDIT BANK 2.3% 08NOV2023 | 2.300 | 11/08/2023 | 1,500,000.00 | 1,524,645.00 | 1,507,621.52 | 1,488,323.04 | (19,298.48) | 4,983.33 | 1.64 |
| 3130AB3H7 | FEDERAL HOME LOAN BANK 2.375% 08MAR2024 | 2.375 | 03/08/2024 | 2,000,000.00 | 2,045,380.00 | 2,016,297.13 | 1,976,930.30 | (39,366.83) | 14,777.78 | 2.19 |
| 3133EMTD4 | FEDERAL FARM CREDIT BANK 0.37% 15MAR2024 (CALLABLE 12JUL22) | 0.370 | 03/15/2024 | 2,000,000.00 | 1,998,000.00 | 1,998,867.40 | 1,911,000.76 | (87,866.64) | 2,158.33 | 2.14 |
| 3133EMBE1 | FEDERAL FARM CREDIT BANK 0.3% 28MAR2024 (CALLABLE 12JUL22) | 0.300 | 03/28/2024 | 2,000,000.00 | 1,998,500.00 | 1,999,252.97 | 1,909,708.20 | (89,544.77) | 1,533.33 | 2.14 |
| 3133EKNX0 | FEDERAL FARM CREDIT BANK 2.16% 03JUN2024 | 2.160 | 06/03/2024 | 1,000,000.00 | 1,012,070.00 | 1,004,704.45 | 986,554.78 | (18,149.67) | 1,620.00 | 1.09 |
| 3135G0V75 | FANNIE MAE 1.75% 02JUL2024 | 1.750 | 07/02/2024 | 2,000,000.00 | 1,982,440.00 | 1,992,932.93 | 1,954,811.52 | (38,121.41) | 17,305.56 | 2.13 |
| 3130AKX84 | FEDERAL HOME LOAN BANK 0.27% 23AUG2024 (CALLABLE 23AUG22) | 0.270 | 08/23/2024 08/23/2022 | 1,000,000.00 | 999,500.00 | 999,694.95 | 945,575.43 | (54,119.52) | 952.50 | 1.07 |
| 3135G05X7 | FANNIE MAE 0.375% 25AUG2025 | 0.375 | 08/25/2025 | 2,000,000.00 | 1,838,268.89 | 1,841,344.16 | 1,836,847.82 | (4,496.34) | 2,604.17 | 1.97 |

SECURITIES HELD

As of June 30, 2022

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|----------------------------------|---|--------|--------------------------|------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------------|-------------------|
| Government Agencies | | | | | | | | | | |
| 3130AL7C2 | FEDERAL HOME LOAN BANK 0.5% 25AUG2025 (CALLABLE 25AUG22) | 0.500 | 08/25/2025 08/25/2022 | 2,000,000.00 | 2,000,000.00 | 2,000,000.00 | 1,843,938.32 | (156,061.68) | 3,472.22 | 2.14 |
| Total Government Agencies | | | | 27,500,000.00 | 27,554,914.89 | 27,394,801.15 | 26,809,173.00 | (585,628.15) | 111,798.05 | 29.55 |
| Government Bonds | | | | | | | | | | |
| 91282CAR2 | USA TREASURY 0.125% 31OCT2022 | 0.125 | 10/31/2022 | 1,000,000.00 | 995,354.91 | 997,705.44 | 993,411.20 | (4,294.24) | 207.20 | 1.07 |
| 912828S35 | USA TREASURY 1.375% 30JUN2023 | 1.375 | 06/30/2023 | 1,000,000.00 | 984,492.19 | 996,136.28 | 984,687.50 | (11,448.78) | 0.00 | 1.06 |
| 912828Y61 | USA TREASURY 2.75% 31JUL2023 | 2.750 | 07/31/2023 | 1,000,000.00 | 1,040,468.75 | 1,011,827.03 | 997,617.19 | (14,209.84) | 11,395.03 | 1.12 |
| 912828D1 | USA TREASURY 1.375% 31AUG2023 | 1.375 | 08/31/2023 | 2,000,000.00 | 1,967,109.38 | 1,990,802.69 | 1,963,046.88 | (27,755.81) | 9,116.85 | 2.11 |
| 912828D8 | USA TREASURY 2.875% 30SEP2023 | 2.875 | 09/30/2023 | 1,000,000.00 | 1,041,679.69 | 1,028,557.15 | 999,023.44 | (29,533.71) | 7,148.22 | 1.12 |
| 91282CAP6 | USA TREASURY 0.125% 15OCT2023 | 0.125 | 10/15/2023 | 1,500,000.00 | 1,493,203.13 | 1,496,194.40 | 1,446,093.75 | (50,100.65) | 389.34 | 1.60 |
| 91282CDD0 | USA TREASURY 0.375% 31OCT2023 | 0.375 | 10/31/2023 | 2,000,000.00 | 1,981,803.58 | 1,986,232.79 | 1,932,812.50 | (53,420.29) | 1,243.21 | 2.13 |
| 912828P1 | USA TREASURY 2.875% 30NOV2023 | 2.875 | 11/30/2023 | 1,800,000.00 | 1,881,216.97 | 1,857,083.30 | 1,797,679.69 | (59,403.61) | 4,241.80 | 2.02 |
| 912828V23 | USA TREASURY 2.25% 31DEC2023 | 2.250 | 12/31/2023 | 1,000,000.00 | 1,019,261.16 | 1,006,432.10 | 989,296.88 | (17,135.22) | 0.00 | 1.09 |
| 91282CBM2 | USA TREASURY 0.125% 15FEB2024 | 0.125 | 02/15/2024 | 1,500,000.00 | 1,489,746.09 | 1,493,684.19 | 1,433,144.54 | (60,539.65) | 699.24 | 1.60 |

SECURITIES HELD

As of June 30, 2022

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|-------------------------------|-------------------------------|--------|------------------------|------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------------|-------------------|
| Government Bonds | | | | | | | | | | |
| 9128286R6 | USA TREASURY 2.25% 30APR2024 | 2.250 | 04/30/2024 | 1,000,000.00 | 1,023,050.23 | 1,009,755.94 | 986,953.12 | (22,802.82) | 3,729.62 | 1.10 |
| 91282CCC3 | USA TREASURY 0.25% 15MAY2024 | 0.250 | 05/15/2024 | 2,000,000.00 | 1,997,116.08 | 1,998,167.45 | 1,900,859.38 | (97,308.07) | 625.00 | 2.14 |
| 912828XT2 | USA TREASURY 2% 31MAY2024 | 2.000 | 05/31/2024 | 2,000,000.00 | 2,101,803.58 | 2,061,047.31 | 1,963,828.12 | (97,219.19) | 3,278.69 | 2.25 |
| 912828Y87 | USA TREASURY 1.75% 31JUL2024 | 1.750 | 07/31/2024 | 2,000,000.00 | 2,087,272.33 | 2,054,066.27 | 1,949,843.76 | (104,222.51) | 14,502.76 | 2.24 |
| 9128282U3 | USA TREASURY 1.875% 31AUG2024 | 1.875 | 08/31/2024 | 1,000,000.00 | 1,012,382.81 | 1,005,643.43 | 976,445.31 | (29,198.12) | 6,216.03 | 1.09 |
| 91282CCX7 | USA TREASURY 0.375% 15SEP2024 | 0.375 | 09/15/2024 | 1,700,000.00 | 1,696,685.38 | 1,697,560.83 | 1,604,507.80 | (93,053.03) | 1,853.60 | 1.82 |
| 912828YY0 | USA TREASURY 1.75% 31DEC2024 | 1.750 | 12/31/2024 | 2,000,000.00 | 2,093,281.25 | 2,065,605.18 | 1,938,281.24 | (127,323.94) | 0.00 | 2.24 |
| Total Government Bonds | | | | 25,500,000.00 | 25,905,927.51 | 25,756,501.78 | 24,857,532.30 | (898,969.48) | 64,646.59 | 27.78 |
| Grand total | | | | 91,319,449.22 | 93,243,234.56 | 92,175,599.05 | 89,473,180.69 | (2,702,418.36) | 456,810.26 | 100.00 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of June 30, 2022

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|---|---------------------|--------|---------------|-----------|------------|--------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|---------------------|
| United States Treasury Note/Bond | | | | | | | | | | | | |
| 91282CAR2 | USA TREASURY 0.125% | 0.125 | 10/31/2022 | | AA+ | Aaa | 1,000,000.00 | 995,354.91 | 1.07 | 993,411.20 | 1.11 | 0.33 |
| 912828S35 | USA TREASURY 1.375% | 1.375 | 06/30/2023 | | AA+ | Aaa | 1,000,000.00 | 984,492.19 | 1.06 | 984,687.50 | 1.10 | 0.98 |
| 912828Y61 | USA TREASURY 2.75% | 2.750 | 07/31/2023 | | AA+ | Aaa | 1,000,000.00 | 1,040,468.75 | 1.12 | 997,617.19 | 1.11 | 1.05 |
| 9128282D1 | USA TREASURY 1.375% | 1.375 | 08/31/2023 | | AA+ | Aaa | 2,000,000.00 | 1,967,109.38 | 2.11 | 1,963,046.88 | 2.19 | 1.14 |
| 9128285D8 | USA TREASURY 2.875% | 2.875 | 09/30/2023 | | AA+ | Aaa | 1,000,000.00 | 1,041,679.69 | 1.12 | 999,023.44 | 1.12 | 1.21 |
| 91282CAP6 | USA TREASURY 0.125% | 0.125 | 10/15/2023 | | AA+ | Aaa | 1,500,000.00 | 1,493,203.13 | 1.60 | 1,446,093.75 | 1.62 | 1.27 |
| 91282CDD0 | USA TREASURY 0.375% | 0.375 | 10/31/2023 | | AA+ | Aaa | 2,000,000.00 | 1,981,803.58 | 2.13 | 1,932,812.50 | 2.16 | 1.31 |
| 9128285P1 | USA TREASURY 2.875% | 2.875 | 11/30/2023 | | AA+ | Aaa | 1,800,000.00 | 1,881,216.97 | 2.02 | 1,797,679.69 | 2.01 | 1.38 |
| 912828V23 | USA TREASURY 2.25% | 2.250 | 12/31/2023 | | AA+ | Aaa | 1,000,000.00 | 1,019,261.16 | 1.09 | 989,296.88 | 1.11 | 1.46 |
| 91282CBM2 | USA TREASURY 0.125% | 0.125 | 02/15/2024 | | AA+ | Aaa | 1,500,000.00 | 1,489,746.09 | 1.60 | 1,433,144.54 | 1.60 | 1.60 |
| 9128286R6 | USA TREASURY 2.25% | 2.250 | 04/30/2024 | | AA+ | Aaa | 1,000,000.00 | 1,023,050.23 | 1.10 | 986,953.12 | 1.10 | 1.77 |
| 91282CCC3 | USA TREASURY 0.25% | 0.250 | 05/15/2024 | | AA+ | Aaa | 2,000,000.00 | 1,997,116.08 | 2.14 | 1,900,859.38 | 2.12 | 1.84 |
| 912828XT2 | USA TREASURY 2% | 2.000 | 05/31/2024 | | AA+ | Aaa | 2,000,000.00 | 2,101,803.58 | 2.25 | 1,963,828.12 | 2.19 | 1.86 |
| 912828Y87 | USA TREASURY 1.75% | 1.750 | 07/31/2024 | | AA+ | Aaa | 2,000,000.00 | 2,087,272.33 | 2.24 | 1,949,843.76 | 2.18 | 2.01 |
| 9128282U3 | USA TREASURY 1.875% | 1.875 | 08/31/2024 | | AA+ | Aaa | 1,000,000.00 | 1,012,382.81 | 1.09 | 976,445.31 | 1.09 | 2.09 |
| 91282CCX7 | USA TREASURY 0.375% | 0.375 | 09/15/2024 | | AA+ | Aaa | 1,700,000.00 | 1,696,685.38 | 1.82 | 1,604,507.80 | 1.79 | 2.17 |
| 912828YY0 | USA TREASURY 1.75% | 1.750 | 12/31/2024 | | AA+ | Aaa | 2,000,000.00 | 2,093,281.25 | 2.24 | 1,938,281.24 | 2.17 | 2.42 |
| Issuer total | | | | | | | 25,500,000.00 | 25,905,927.51 | 27.78 | 24,857,532.30 | 27.78 | 1.59 |

Federal Farm Credit Banks Funding Corp

| | | | | | | | | | | | | |
|-----------|---------------------|-------|------------|--|-----|-----|--------------|--------------|------|--------------|------|------|
| 3133EA7E2 | FEDERAL FARM CREDIT | 1.960 | 11/07/2022 | | AA+ | Aaa | 2,000,000.00 | 2,030,580.00 | 2.18 | 1,998,698.22 | 2.23 | 0.35 |
| 3133EKKT2 | FEDERAL FARM CREDIT | 2.250 | 02/08/2023 | | AA+ | Aaa | 1,500,000.00 | 1,520,580.00 | 1.63 | 1,497,915.20 | 1.67 | 0.60 |
| 3133EKVB9 | FEDERAL FARM CREDIT | 1.860 | 10/17/2023 | | AA+ | Aaa | 2,000,000.00 | 1,993,956.00 | 2.14 | 1,973,853.16 | 2.21 | 1.27 |
| 3133EKKU9 | FEDERAL FARM CREDIT | 2.300 | 11/08/2023 | | AA+ | Aaa | 1,500,000.00 | 1,524,645.00 | 1.64 | 1,488,323.04 | 1.66 | 1.32 |
| 3133EMTD4 | FEDERAL FARM CREDIT | 0.370 | 03/15/2024 | | AA+ | Aaa | 2,000,000.00 | 1,998,000.00 | 2.14 | 1,911,000.76 | 2.14 | 1.63 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of June 30, 2022

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|---|----------------------|--------|---------------|------------|------------|--------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|---------------------|
| Federal Farm Credit Banks Funding Corp | | | | | | | | | | | | |
| 3133EMBE1 | FEDERAL FARM CREDIT | 0.300 | 03/28/2024 | | AA+ | Aaa | 2,000,000.00 | 1,998,500.00 | 2.14 | 1,909,708.20 | 2.13 | 1.68 |
| 3133EKNX0 | FEDERAL FARM CREDIT | 2.160 | 06/03/2024 | | AA+ | Aaa | 1,000,000.00 | 1,012,070.00 | 1.09 | 986,554.78 | 1.10 | 1.87 |
| Issuer total | | | | | | | 12,000,000.00 | 12,078,331.00 | 12.95 | 11,766,053.36 | 13.15 | 1.21 |
| Federal Home Loan Banks | | | | | | | | | | | | |
| 313380GJ0 | FEDERAL HOME LOAN | 2.000 | 09/09/2022 | | AA+ | Aaa | 1,000,000.00 | 995,020.00 | 1.07 | 1,000,385.39 | 1.12 | 0.19 |
| 3130A3KM5 | FEDERAL HOME LOAN | 2.500 | 12/09/2022 | | AA+ | Aaa | 1,500,000.00 | 1,531,815.00 | 1.64 | 1,501,289.06 | 1.68 | 0.44 |
| 3130AJ7E3 | FEDERAL HOME LOAN | 1.375 | 02/17/2023 | | AA+ | Aaa | 2,000,000.00 | 2,002,200.00 | 2.15 | 1,983,523.56 | 2.22 | 0.62 |
| 3130AB3H7 | FEDERAL HOME LOAN | 2.375 | 03/08/2024 | | AA+ | Aaa | 2,000,000.00 | 2,045,380.00 | 2.19 | 1,976,930.30 | 2.21 | 1.63 |
| 3130AKX84 | FEDERAL HOME LOAN | 0.270 | 08/23/2024 | 08/23/2022 | AA+ | Aaa | 1,000,000.00 | 999,500.00 | 1.07 | 945,575.43 | 1.06 | 2.06 |
| 3130AL7C2 | FEDERAL HOME LOAN | 0.500 | 08/25/2025 | 08/25/2022 | AA+ | Aaa | 2,000,000.00 | 2,000,000.00 | 2.14 | 1,843,938.32 | 2.06 | 2.95 |
| Issuer total | | | | | | | 9,500,000.00 | 9,573,915.00 | 10.27 | 9,251,642.06 | 10.34 | 1.40 |
| Federal National Mortgage Association | | | | | | | | | | | | |
| 3135G0U43 | FANNIE MAE 2.875% | 2.875 | 09/12/2023 | | AA+ | Aaa | 2,000,000.00 | 2,081,960.00 | 2.23 | 1,999,818.24 | 2.24 | 1.16 |
| 3135G0V75 | FANNIE MAE 1.75% | 1.750 | 07/02/2024 | | AA+ | Aaa | 2,000,000.00 | 1,982,440.00 | 2.13 | 1,954,811.52 | 2.18 | 1.93 |
| 3135G05X7 | FANNIE MAE 0.375% | 0.375 | 08/25/2025 | | AA+ | Aaa | 2,000,000.00 | 1,838,268.89 | 1.97 | 1,836,847.82 | 2.05 | 3.09 |
| Issuer total | | | | | | | 6,000,000.00 | 5,902,668.89 | 6.33 | 5,791,477.58 | 6.47 | 2.02 |
| Bank of America Corp | | | | | | | | | | | | |
| 06051GHC6 | BANK OF AMERICA CORP | 3.004 | 12/20/2023 | 12/20/2022 | A- | A2 | 1,000,000.00 | 1,028,310.00 | 1.10 | 996,721.87 | 1.11 | 0.47 |
| 06051GHF9 | BANK OF AMERICA CORP | 3.550 | 03/05/2024 | 03/05/2023 | A- | A2 | 1,500,000.00 | 1,606,050.00 | 1.72 | 1,495,181.93 | 1.67 | 0.67 |
| 06051GHL6 | BANK OF AMERICA CORP | 3.864 | 07/23/2024 | 07/23/2023 | A- | A2 | 1,500,000.00 | 1,605,540.00 | 1.72 | 1,493,412.74 | 1.67 | 1.01 |
| Issuer total | | | | | | | 4,000,000.00 | 4,239,900.00 | 4.55 | 3,985,316.54 | 4.45 | 0.75 |
| Toyota Motor Credit Corp | | | | | | | | | | | | |
| 89236THA6 | TOYOTA MOTOR CREDIT | 1.350 | 08/25/2023 | | A+ | A1 | 1,000,000.00 | 1,021,010.00 | 1.09 | 977,678.18 | 1.09 | 1.12 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of June 30, 2022

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|---|---------------------|--------|---------------|------------|------------|--------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
| Toyota Motor Credit Corp | | | | | | | | | | | | |
| 89236THU2 | TOYOTA MOTOR CREDIT | 0.450 | 01/11/2024 | | A+ | A1 | 1,800,000.00 | 1,797,858.00 | 1.93 | 1,723,242.44 | 1.93 | 1.50 |
| 89236TGL3 | TOYOTA MOTOR CREDIT | 2.000 | 10/07/2024 | | A+ | A1 | 1,000,000.00 | 999,410.00 | 1.07 | 966,541.13 | 1.08 | 2.18 |
| Issuer total | | | | | | | 3,800,000.00 | 3,818,278.00 | 4.09 | 3,667,461.75 | 4.10 | 1.58 |
| Caterpillar Financial Services Corp | | | | | | | | | | | | |
| 14913R255 | CATERPILLAR FINL | 0.950 | 01/10/2024 | | A | A2 | 1,000,000.00 | 993,070.00 | 1.07 | 965,718.78 | 1.08 | 1.49 |
| 14913R2L0 | CATERPILLAR FINL | 0.450 | 05/17/2024 | | A | A2 | 1,600,000.00 | 1,597,536.00 | 1.71 | 1,515,701.49 | 1.69 | 1.84 |
| 14913Q3B3 | CATERPILLAR FINL | 2.150 | 11/08/2024 | | A | A2 | 1,000,000.00 | 1,048,770.00 | 1.12 | 969,067.57 | 1.08 | 2.27 |
| Issuer total | | | | | | | 3,600,000.00 | 3,639,376.00 | 3.90 | 3,450,487.84 | 3.86 | 1.87 |
| John Deere Capital Corp | | | | | | | | | | | | |
| 24422EUM9 | JOHN DEERE CAPITAL | 3.650 | 10/12/2023 | | A | A2 | 950,000.00 | 1,005,926.50 | 1.08 | 954,476.72 | 1.07 | 1.24 |
| 24422EVN6 | JOHN DEERE CAPITAL | 0.450 | 01/17/2024 | | A | A2 | 800,000.00 | 787,240.00 | 0.84 | 767,120.97 | 0.86 | 1.52 |
| 24422EUX5 | JOHN DEERE CAPITAL | 2.600 | 03/07/2024 | | A | A2 | 1,450,000.00 | 1,476,419.00 | 1.58 | 1,433,010.22 | 1.60 | 1.62 |
| Issuer total | | | | | | | 3,200,000.00 | 3,269,585.50 | 3.51 | 3,154,607.91 | 3.53 | 1.48 |
| International Business Machines Corp | | | | | | | | | | | | |
| 459200HP9 | IBM CORP 3.375% | 3.375 | 08/01/2023 | | A- | A3 | 1,000,000.00 | 1,061,840.00 | 1.14 | 1,001,744.28 | 1.12 | 1.05 |
| 459200JY8 | IBM CORP 3% | 3.000 | 05/15/2024 | | A- | A3 | 2,000,000.00 | 2,141,300.00 | 2.30 | 1,983,981.36 | 2.22 | 1.80 |
| Issuer total | | | | | | | 3,000,000.00 | 3,203,140.00 | 3.44 | 2,985,725.64 | 3.34 | 1.55 |
| JPMorgan Chase & Co | | | | | | | | | | | | |
| 46625HJH4 | JPMORGAN CHASE & CO | 3.200 | 01/25/2023 | | A- | A2 | 1,000,000.00 | 1,031,190.00 | 1.11 | 1,001,401.79 | 1.12 | 0.56 |
| 46647PBQ8 | JPMORGAN CHASE & CO | 1.514 | 06/01/2024 | 06/01/2023 | A- | A2 | 2,000,000.00 | 2,042,800.00 | 2.19 | 1,949,614.24 | 2.18 | 0.90 |
| Issuer total | | | | | | | 3,000,000.00 | 3,073,990.00 | 3.30 | 2,951,016.03 | 3.30 | 0.79 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of June 30, 2022

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|------------------------------------|-------------------------|--------|---------------|------------|------------|--------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
| PNC Bank NA | | | | | | | | | | | | |
| 69353REF1 | PNC BANK NA 3.3% | 3.300 | 10/30/2024 | 09/30/2024 | A | A2 | 2,500,000.00 | 2,737,590.00 | 2.94 | 2,477,620.55 | 2.77 | 2.18 |
| Issuer total | | | | | | | 2,500,000.00 | 2,737,590.00 | 2.94 | 2,477,620.55 | 2.77 | 2.18 |
| American Honda Finance Corp | | | | | | | | | | | | |
| 02665WCA7 | AMERICAN HONDA | 2.600 | 11/16/2022 | | A- | A3 | 1,000,000.00 | 1,011,150.00 | 1.08 | 998,815.47 | 1.12 | 0.38 |
| 02665WCT6 | AMERICAN HONDA | 3.550 | 01/12/2024 | | A- | A3 | 1,000,000.00 | 1,090,440.00 | 1.17 | 1,001,389.86 | 1.12 | 1.46 |
| Issuer total | | | | | | | 2,000,000.00 | 2,101,590.00 | 2.25 | 2,000,205.33 | 2.24 | 0.94 |
| Apple Inc | | | | | | | | | | | | |
| 037833DC1 | APPLE INC 2.1% | 2.100 | 09/12/2022 | 08/12/2022 | AA+ | Aaa | 2,000,000.00 | 2,026,680.00 | 2.17 | 1,999,007.88 | 2.23 | 0.20 |
| Issuer total | | | | | | | 2,000,000.00 | 2,026,680.00 | 2.17 | 1,999,007.88 | 2.23 | 0.20 |
| PPG Industries Inc | | | | | | | | | | | | |
| 693506BQ9 | PPG INDUSTRIES INC 2.4% | 2.400 | 08/15/2024 | 07/15/2024 | BBB+ | A3 | 2,000,000.00 | 2,012,600.00 | 2.16 | 1,946,140.14 | 2.18 | 2.01 |
| Issuer total | | | | | | | 2,000,000.00 | 2,012,600.00 | 2.16 | 1,946,140.14 | 2.18 | 2.01 |
| Citibank NA | | | | | | | | | | | | |
| 17325FAS7 | CITIBANK NA 3.65% | 3.650 | 01/23/2024 | 12/23/2023 | A+ | Aa3 | 1,500,000.00 | 1,618,310.00 | 1.74 | 1,504,342.16 | 1.68 | 1.45 |
| Issuer total | | | | | | | 1,500,000.00 | 1,618,310.00 | 1.74 | 1,504,342.16 | 1.68 | 1.45 |
| Walmart Inc | | | | | | | | | | | | |
| 931142DV2 | WALMART INC 2.65% | 2.650 | 12/15/2024 | 10/15/2024 | AA | Aa2 | 1,500,000.00 | 1,595,520.00 | 1.71 | 1,481,319.09 | 1.66 | 2.30 |
| Issuer total | | | | | | | 1,500,000.00 | 1,595,520.00 | 1.71 | 1,481,319.09 | 1.66 | 2.30 |
| Procter & Gamble Co/The | | | | | | | | | | | | |
| 742718EB1 | PROCTER & GAMBLE | 3.100 | 08/15/2023 | | AA- | Aa3 | 1,000,000.00 | 1,041,328.13 | 1.12 | 1,005,593.36 | 1.12 | 1.09 |
| Issuer total | | | | | | | 1,000,000.00 | 1,041,328.13 | 1.12 | 1,005,593.36 | 1.12 | 1.09 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of June 30, 2022

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|---|-----------------------|--------|---------------|------------|------------|--------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|---------------------|
| PNC Financial Services Group Inc/The | | | | | | | | | | | | |
| 693475AV7 | PNC FINANCIAL | 3.500 | 01/23/2024 | 12/24/2023 | A- | A3 | 1,000,000.00 | 1,047,210.00 | 1.12 | 1,000,140.00 | 1.12 | 1.45 |
| Issuer total | | | | | | | 1,000,000.00 | 1,047,210.00 | 1.12 | 1,000,140.00 | 1.12 | 1.45 |
| US Bancorp | | | | | | | | | | | | |
| 91159HHV5 | US BANCORP 3.375% | 3.375 | 02/05/2024 | 01/05/2024 | A+ | A2 | 1,000,000.00 | 1,067,060.00 | 1.14 | 997,723.43 | 1.12 | 1.49 |
| Issuer total | | | | | | | 1,000,000.00 | 1,067,060.00 | 1.14 | 997,723.43 | 1.12 | 1.49 |
| US Bank NA/Cincinnati OH | | | | | | | | | | | | |
| 90331HMS9 | US BANK NA CINCINNATI | 2.800 | 01/27/2025 | 12/27/2024 | AA- | A1 | 1,000,000.00 | 995,210.00 | 1.07 | 977,666.62 | 1.09 | 2.41 |
| Issuer total | | | | | | | 1,000,000.00 | 995,210.00 | 1.07 | 977,666.62 | 1.09 | 2.41 |
| Microsoft Corp | | | | | | | | | | | | |
| 594918BX1 | MICROSOFT CORP 2.875% | 2.875 | 02/06/2024 | 12/06/2023 | AAA | Aaa | 960,000.00 | 993,734.40 | 1.07 | 956,869.85 | 1.07 | 1.46 |
| Issuer total | | | | | | | 960,000.00 | 993,734.40 | 1.07 | 956,869.85 | 1.07 | 1.46 |
| General Dynamics Corp | | | | | | | | | | | | |
| 369550BD9 | GENERAL DYNAMICS | 3.375 | 05/15/2023 | 04/15/2023 | A- | A3 | 943,000.00 | 984,840.91 | 1.06 | 948,782.05 | 1.06 | 0.81 |
| Issuer total | | | | | | | 943,000.00 | 984,840.91 | 1.06 | 948,782.05 | 1.06 | 0.81 |
| Cash and Cash Equivalents | | | | | | | | | | | | |
| | INVESTED CASH | 0.000 | | | | | 316,449.22 | 316,449.22 | 0.00 | 316,449.22 | 0.35 | 0.00 |
| Issuer total | | | | | | | 316,449.22 | 316,449.22 | 0.00 | 316,449.22 | 0.35 | 0.00 |
| Grand total | | | | | | | 91,319,449.22 | 93,243,234.56 | 100.00 | 89,473,180.69 | 100.00 | 1.47 |

SECURITIES PURCHASED

For the period June 1, 2022 - June 30, 2022

| Cusip | Description / Broker | Trade date Settle date | Coupon | Maturity/ Call date | Par value or shares | Unit cost | Principal cost | Accrued interest |
|----------------------------------|--|---------------------------|--------|------------------------|------------------------|-----------|-----------------------|---------------------|
| Government Agencies | | | | | | | | |
| 3135G05X7 | FANNIE MAE 0.375% 25AUG2025 NATWEST MARKETS PLC | 06/09/2022 06/10/2022 | 0.375 | 08/25/2025 | 2,000,000.00 | 91.91 | (1,838,268.89) | (2,187.50) |
| Total Government Agencies | | | | | 2,000,000.00 | | (1,838,268.89) | (2,187.50) |
| Grand total | | | | | 2,000,000.00 | | (1,838,268.89) | (2,187.50) |

SECURITIES SOLD AND MATURED

For the period June 1, 2022 - June 30, 2022

| Cusip | Description / Broker | Trade date Settle date | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost at sale or maturity | Price | Fair value at sale or maturity | Realized gain (loss) | Accrued interest sold |
|------------------------------------|---|---------------------------|--------|------------------------|------------------------|-------------------|--|-------|--------------------------------------|----------------------------|-----------------------------|
| Government Agencies | | | | | | | | | | | |
| 313379Q69 | FEDERAL HOME LN BKS CONS BD 2.125 DUE 06-10-2022 REG | 06/10/2022 06/10/2022 | 2.125 | | (1,000,000.00) | 994,870.00 | 1,000,000.00 | 0.00 | 1,000,000.00 | 0.00 | 0.00 |
| Total (Government Agencies) | | | | | (1,000,000.00) | 994,870.00 | 1,000,000.00 | | 1,000,000.00 | 0.00 | 0.00 |
| Grand total | | | | | (1,000,000.00) | 994,870.00 | 1,000,000.00 | | 1,000,000.00 | 0.00 | 0.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period June 1, 2022 - June 30, 2022

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|------------------------|---|-----------------------------|-------------------------|-------------------------|-----------------|-------------------|
| Cash | | | | | | |
| | Cash and Cash Equivalents | 0.00 | 0.00 | 0.00 | 442.50 | 442.50 |
| Total Cash | | 0.00 | 0.00 | 0.00 | 442.50 | 442.50 |
| Corporate Bonds | | | | | | |
| 02665WCA7 | AMERICAN HONDA FINANCE 2.6% 16NOV2022 | (275.08) | 0.00 | (3,224.07) | 2,094.45 | 0.00 |
| 02665WCT6 | AMERICAN HONDA FINANCE 3.55% 12JAN2024 | (2,500.65) | 0.00 | (12,250.06) | 2,859.73 | 0.00 |
| 037833DC1 | APPLE INC 2.1% 12SEP2022 (CALLABLE 12AUG22) | (883.44) | 0.00 | (3,503.66) | 3,383.33 | 0.00 |
| 06051GHC6 | BANK OF AMERICA CORP 3.004% 20DEC2023 (CALLABLE 20DEC22) | (2,012.56) | 0.00 | (3,021.71) | 2,419.88 | 15,020.00 |
| 06051GHF9 | BANK OF AMERICA CORP 3.55% 05MAR2024 (CALLABLE 05MAR23) | (3,348.94) | 0.00 | (10,747.95) | 4,289.59 | 0.00 |
| 06051GHL6 | BANK OF AMERICA CORP 3.864% 23JUL2024 (CALLABLE 23JUL23) | (3,997.73) | 0.00 | (16,945.05) | 4,669.00 | 0.00 |
| 14913R2L0 | CATERPILLAR FINL SERVICE 0.45% 17MAY2024 | 68.07 | 0.00 | (16,996.73) | 580.00 | 0.00 |
| 14913R2S5 | CATERPILLAR FINL SERVICE 0.95% 10JAN2024 | 295.74 | 0.00 | (7,424.37) | 765.28 | 0.00 |
| 14913Q3B3 | CATERPILLAR FINL SERVICE 2.15% 08NOV2024 | (1,109.25) | 0.00 | (12,395.57) | 1,731.95 | 0.00 |
| 17325FAS7 | CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23) | (3,861.63) | 0.00 | (14,783.73) | 4,410.41 | 0.00 |
| 369550BD9 | GENERAL DYNAMICS CORP 3.375% 15MAY2023 (CALLABLE 15APR23) | (919.58) | 0.00 | (2,065.67) | 2,563.78 | 0.00 |
| 459200JY8 | IBM CORP 3% 15MAY2024 | (3,728.24) | 0.00 | (19,071.00) | 4,833.33 | 0.00 |
| 459200HP9 | IBM CORP 3.375% 01AUG2023 | (2,486.86) | 0.00 | (6,212.92) | 2,718.75 | 0.00 |
| 24422EVN6 | JOHN DEERE CAPITAL CORP 0.45% 17JAN2024 | 539.15 | 0.00 | (4,243.76) | 290.00 | 0.00 |
| 24422EUX5 | JOHN DEERE CAPITAL CORP 2.6% 07MAR2024 | (480.64) | 0.00 | (12,473.73) | 3,036.94 | 0.00 |
| 24422EUM9 | JOHN DEERE CAPITAL CORP 3.65% 12OCT2023 | (1,144.47) | 0.00 | (9,023.26) | 2,793.27 | 0.00 |
| 46647PBQ8 | JPMORGAN CHASE & CO 1.514% 01JUN2024 (CALLABLE 01JUN23) | (1,331.95) | 0.00 | (22,351.42) | 2,439.22 | 15,140.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period June 1, 2022 - June 30, 2022

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|------------------------------|---|--------------------------|----------------------|----------------------|------------------|-------------------|
| Corporate Bonds | | | | | | |
| 46625HJH4 | JPMORGAN CHASE & CO 3.2% 25JAN2023 | (745.58) | 0.00 | (6,171.24) | 2,577.78 | 0.00 |
| 594918BX1 | MICROSOFT CORP 2.875% 06FEB2024 (CALLABLE 06DEC23) | (640.94) | 0.00 | (7,725.65) | 2,223.33 | 0.00 |
| 69353REF1 | PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP24) | (5,549.19) | 0.00 | (23,874.90) | 6,875.00 | 0.00 |
| 693475AV7 | PNC FINANCIAL SERVICES 3.5% 23JAN2024 (CALLABLE 23DEC23) | (891.32) | 0.00 | (7,630.84) | 2,819.45 | 0.00 |
| 693506BQ9 | PPG INDUSTRIES INC 2.4% 15AUG2024 (CALLABLE 15JUL24) | (228.40) | 0.00 | (24,884.82) | 3,866.67 | 0.00 |
| 742718EB1 | PROCTER & GAMBLE CO/THE 3.1% 15AUG2023 | (834.91) | 0.00 | (2,387.62) | 2,497.22 | 0.00 |
| 89236THU2 | TOYOTA MOTOR CREDIT CORP 0.45% 11JAN2024 | 77.52 | 0.00 | (13,280.54) | 652.50 | 0.00 |
| 89236THA6 | TOYOTA MOTOR CREDIT CORP 1.35% 25AUG2023 | (733.76) | 0.00 | (9,029.98) | 1,087.50 | 0.00 |
| 89236TGL3 | TOYOTA MOTOR CREDIT CORP 2% 07OCT2024 | 10.36 | 0.00 | (11,749.12) | 1,611.11 | 0.00 |
| 91159HHV5 | US BANCORP 3.375% 05FEB2024 (CALLABLE 05JAN24) | (2,457.28) | 0.00 | (8,262.12) | 2,718.75 | 0.00 |
| 90331HMS9 | US BANK NA CINCINNATI 2.8% 27JAN2025 (CALLABLE 27DEC24) | 143.13 | 0.00 | (12,186.34) | 2,255.56 | 0.00 |
| 931142DV2 | WALMART INC 2.65% 15DEC2024 (CALLABLE 15OCT24) | (2,567.75) | 0.00 | (16,442.93) | 3,202.08 | 19,875.00 |
| Total Corporate Bonds | | (41,596.18) | 0.00 | (320,360.76) | 78,265.86 | 50,035.00 |
| Government Agencies | | | | | | |
| 3135G05X7 | FANNIE MAE 0.375% 25AUG2025 | 3,075.27 | 0.00 | (1,421.07) | 416.67 | 0.00 |
| 3135G0V75 | FANNIE MAE 1.75% 02JUL2024 | 293.64 | 0.00 | (13,610.64) | 2,819.45 | 0.00 |
| 3135G0U43 | FANNIE MAE 2.875% 12SEP2023 | (1,620.83) | 0.00 | (13,804.22) | 4,631.94 | 0.00 |
| 3133EMBE1 | FEDERAL FARM CREDIT BANK 0.3% 28MAR2024 (CALLABLE 12JUL22) | 35.68 | 0.00 | (9,824.60) | 483.33 | 0.00 |
| 3133EMTD4 | FEDERAL FARM CREDIT BANK 0.37% 15MAR2024 (CALLABLE 12JUL22) | 55.25 | 0.00 | (13,626.12) | 596.11 | 0.00 |
| 3133EKVB9 | FEDERAL FARM CREDIT BANK 1.86% 17OCT2023 | 119.06 | 0.00 | (15,840.40) | 2,996.66 | 0.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period June 1, 2022 - June 30, 2022

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|----------------------------------|---|--------------------------|----------------------|----------------------|------------------|-------------------|
| Government Agencies | | | | | | |
| 3133EA7E2 | FEDERAL FARM CREDIT BANK 1.96% 07NOV2022 | (928.54) | 0.00 | (4,978.52) | 3,157.78 | 0.00 |
| 3133EKNX0 | FEDERAL FARM CREDIT BANK 2.16% 03JUN2024 | (203.65) | 0.00 | (8,016.20) | 1,740.00 | 10,800.00 |
| 3133EKKT2 | FEDERAL FARM CREDIT BANK 2.25% 08FEB2023 | (472.02) | 0.00 | (7,662.40) | 2,718.75 | 0.00 |
| 3133EKKU9 | FEDERAL FARM CREDIT BANK 2.3% 08NOV2023 | (468.54) | 0.00 | (12,620.48) | 2,779.16 | 0.00 |
| 313379Q69 | FEDERAL HOME LN BKS CONS BD 2.125 DUE 06-10-2022 REG | 50.34 | 0.00 | (344.94) | 531.25 | 10,625.00 |
| 3130AKX84 | FEDERAL HOME LOAN BANK 0.27% 23AUG2024 (CALLABLE 23AUG22) | 11.84 | 0.00 | (6,477.32) | 217.50 | 0.00 |
| 3130AL7C2 | FEDERAL HOME LOAN BANK 0.5% 25AUG2025 (CALLABLE 25AUG22) | 0.00 | 0.00 | (13,728.42) | 805.55 | 0.00 |
| 3130AJ7E3 | FEDERAL HOME LOAN BANK 1.375% 17FEB2023 | (195.27) | 0.00 | (9,064.98) | 2,215.28 | 0.00 |
| 313380GJ0 | FEDERAL HOME LOAN BANK 2% 09SEP2022 #0000 | 125.86 | 0.00 | (1,650.10) | 1,611.11 | 0.00 |
| 3130AB3H7 | FEDERAL HOME LOAN BANK 2.375% 08MAR2024 | (804.13) | 0.00 | (16,358.40) | 3,826.39 | 0.00 |
| 3130A3KM5 | FEDERAL HOME LOAN BANK 2.5% 09DEC2022 | (764.17) | 0.00 | (4,440.61) | 3,020.83 | 18,750.00 |
| Total Government Agencies | | (1,690.21) | 0.00 | (153,469.42) | 34,567.76 | 40,175.00 |
| Government Bonds | | | | | | |
| 91282CBM2 | USA TREASURY 0.125% 15FEB2024 | 318.45 | 0.00 | (9,960.93) | 155.39 | 0.00 |
| 91282CAP6 | USA TREASURY 0.125% 15OCT2023 | 241.88 | 0.00 | (10,078.13) | 153.68 | 0.00 |
| 91282CAR2 | USA TREASURY 0.125% 31OCT2022 | 559.65 | 0.00 | (1,002.86) | 101.90 | 0.00 |
| 91282CCC3 | USA TREASURY 0.25% 15MAY2024 | 80.25 | 0.00 | (13,203.12) | 407.61 | 0.00 |
| 91282CCX7 | USA TREASURY 0.375% 15SEP2024 | 90.57 | 0.00 | (11,156.25) | 519.70 | 0.00 |
| 91282CDD0 | USA TREASURY 0.375% 31OCT2023 | 846.35 | 0.00 | (13,750.00) | 611.42 | 0.00 |
| 912828S35 | USA TREASURY 1.375% 30JUN2023 | 317.57 | 0.00 | (6,562.50) | 1,139.50 | 6,875.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period June 1, 2022 - June 30, 2022

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|-------------------------------|-------------------------------|-----------------------------|-------------------------|-------------------------|-------------------|-------------------|
| Government Bonds | | | | | | |
| 9128282D1 | USA TREASURY 1.375% 31AUG2023 | 646.18 | 0.00 | (15,468.74) | 2,241.85 | 0.00 |
| 912828YY0 | USA TREASURY 1.75% 31DEC2024 | (2,150.99) | 0.00 | (15,390.64) | 2,900.55 | 17,500.00 |
| 912828Y87 | USA TREASURY 1.75% 31JUL2024 | (2,128.60) | 0.00 | (15,859.36) | 2,900.55 | 0.00 |
| 9128282U3 | USA TREASURY 1.875% 31AUG2024 | (213.50) | 0.00 | (7,500.00) | 1,528.53 | 0.00 |
| 912828XT2 | USA TREASURY 2% 31MAY2024 | (2,612.58) | 0.00 | (15,781.26) | 3,278.69 | 0.00 |
| 9128286R6 | USA TREASURY 2.25% 30APR2024 | (436.83) | 0.00 | (8,242.19) | 1,834.24 | 0.00 |
| 912828V23 | USA TREASURY 2.25% 31DEC2023 | (351.48) | 0.00 | (8,750.00) | 1,864.64 | 11,250.00 |
| 912828Y61 | USA TREASURY 2.75% 31JUL2023 | (895.99) | 0.00 | (8,593.75) | 2,279.01 | 0.00 |
| 9128285P1 | USA TREASURY 2.875% 30NOV2023 | (3,305.98) | 0.00 | (16,523.43) | 4,241.80 | 0.00 |
| 9128285D8 | USA TREASURY 2.875% 30SEP2023 | (1,874.65) | 0.00 | (8,867.18) | 2,356.55 | 0.00 |
| Total Government Bonds | | (10,869.70) | 0.00 | (186,690.34) | 28,515.61 | 35,625.00 |
| Grand total | | (54,156.09) | 0.00 | (660,520.52) | 141,791.73 | 126,277.50 |

TRANSACTION REPORT

For the period June 1, 2022 - June 30, 2022

| Trade date Settle date | Cusip | Transaction | Sec type | Description | Maturity | Par value or shares | Realized gain(loss) | Principal | Interest | Transaction total |
|---------------------------|-----------|----------------|--------------------------|--------------------------|------------|------------------------|------------------------|----------------|------------|-------------------|
| 06/01/2022 06/01/2022 | 46647PBQ8 | Income | Corporate Bonds | JPMORGAN CHASE & CO | 06/01/2024 | 2,000,000.00 | 0.00 | 0.00 | 15,140.00 | 15,140.00 |
| 06/03/2022 06/03/2022 | 3133EKNX0 | Income | Government Agencies | FEDERAL FARM CREDIT BANK | 06/03/2024 | 1,000,000.00 | 0.00 | 0.00 | 10,800.00 | 10,800.00 |
| 06/09/2022 06/09/2022 | 3130A3KM5 | Income | Government Agencies | FEDERAL HOME LOAN BANK | 12/09/2022 | 1,500,000.00 | 0.00 | 0.00 | 18,750.00 | 18,750.00 |
| 06/09/2022 06/10/2022 | 3135G05X7 | Bought | Government Agencies | FANNIE MAE 0.375% | 08/25/2025 | 2,000,000.00 | 0.00 | (1,838,268.89) | (2,187.50) | (1,840,456.39) |
| 06/10/2022 06/10/2022 | 313379Q69 | Income | Government Agencies | FEDERAL HOME LN BKS CONS | 06/10/2022 | 1,000,000.00 | 0.00 | 0.00 | 10,625.00 | 10,625.00 |
| 06/10/2022 06/10/2022 | 313379Q69 | Capital Change | Government Agencies | FEDERAL HOME LN BKS CONS | 06/10/2022 | (1,000,000.00) | 0.00 | 1,000,000.00 | 0.00 | 1,000,000.00 |
| 06/15/2022 06/15/2022 | 931142DV2 | Income | Corporate Bonds | WALMART INC 2.65% | 12/15/2024 | 1,500,000.00 | 0.00 | 0.00 | 19,875.00 | 19,875.00 |
| 06/20/2022 06/20/2022 | 06051GHC6 | Income | Corporate Bonds | BANK OF AMERICA CORP | 12/20/2023 | 1,000,000.00 | 0.00 | 0.00 | 15,020.00 | 15,020.00 |
| 06/30/2022 06/30/2022 | 912828S35 | Income | Government Bonds | USA TREASURY 1.375% | 06/30/2023 | 1,000,000.00 | 0.00 | 0.00 | 6,875.00 | 6,875.00 |
| 06/30/2022 06/30/2022 | 912828V23 | Income | Government Bonds | USA TREASURY 2.25% | 12/31/2023 | 1,000,000.00 | 0.00 | 0.00 | 11,250.00 | 11,250.00 |
| 06/30/2022 06/30/2022 | 912828YY0 | Income | Government Bonds | USA TREASURY 1.75% | 12/31/2024 | 2,000,000.00 | 0.00 | 0.00 | 17,500.00 | 17,500.00 |
| 06/30/2022 | | Income | Cash and Cash Equivalent | Cash | | 0.00 | 0.00 | 0.00 | 442.50 | 442.50 |

ADDITIONAL INFORMATION

As of June 30, 2022

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

Investment advisory services in North America are provided through two different SEC-registered investment advisers using the brand Insight Investment: Insight North America LLC (INA) and Insight Investment International Limited (IIL). The North American investment advisers are associated with a broader group of global investment managers that also (individually and collectively) use the corporate brand Insight Investment and may be referred to as Insight, Insight Group or Insight Investment.

INA is an investment adviser registered with the Securities and Exchange Commission (SEC), under the Investment Advisers Act of 1940, as amended. Registration with the SEC does not imply a certain level of skill or training. You may request, without charge, additional information about Insight. Moreover, specific information relating to Insights strategies, including investment advisory fees, may be obtained from INA's Form ADV Part 2A, which is available without charge upon request.

Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. INA charges management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that \$30 million is invested in an account with INA, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to \$38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be \$38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. INA's investment advisory fees are discussed in Part 2A of its Form ADV.

Unless otherwise stated, the source of information is Insight. Any forecasts or opinions are Insight's own at the date of this document (or as otherwise specified) and may change. Material in this publication is for general information only and is not advice, investment advice, or the recommendation of any purchase or sale of any security. Insight makes no implied or expressed recommendations concerning the manner in which an account should or would be handled, as appropriate investment strategies depend upon specific investment guidelines and objectives and should not be construed to be an assurance that any particular security in a strategy will remain in any fund, account, or strategy, or that a previously held security will not be repurchased. It should not be assumed that any of the security transactions or holdings referenced herein have been or will prove to be profitable or that future investment decisions will be profitable or will equal or exceed the past investment performance of the securities listed.

Please compare the information provided in this statement to the information provided in the statement received from your Custodian.

For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S Treasury and U.S agency securities a quality rating based on the methodology used within the respective benchmark index. When Moody's, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moody's and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategy's holdings may differ substantially from the securities that comprise the indices shown.

The ICE BofA 3 Month US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The ICE BofA 6 Month US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The ICE BofA 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The ICE BofA 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

ADDITIONAL INFORMATION

As of June 30, 2022

Insight does not provide tax or legal advice to its clients and all investors are strongly urged to consult their tax and legal advisors regarding any potential strategy or investment.

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Insight Environmental, Social, Governance Ratings as of June 30, 2022

| Cusip/Id | Description | Moody Rating | S&P Rating | Par | Insight ESG Score | Environmental | Social | Governance |
|-----------|---|--------------|------------|--------------|-------------------|---------------|--------|------------|
| 90331HPC1 | US BANK NA CINCINNATI 2.65% 23MAY2022 (CALLABLE 22APR22) | A1 | AA- | \$ 1,000,000 | 3 | 3 | 4 | 3 |
| 037833DC1 | APPLE INC 2.19% 12SEP2022 (CALLABLE 12AUG2022) | Aaa | AA+ | \$ 2,000,000 | 3 | 3 | 3 | 5 |
| 02665WCA7 | AMERICAN HONDA FINANCE 2.6% 16NOV2022 | A3 | A- | \$ 1,000,000 | 3 | 1 | 3 | 3 |
| 46625HJH4 | JPMORGAN CHASE & CO 3.2% 25JAN2023 | A2 | A- | \$ 1,000,000 | 3 | 1 | 2 | 4 |
| 369550BD9 | GENERAL DYNAMICS 3.375% 15MAY2023 | A3 | A- | \$ 943,000 | 4 | 3 | 4 | 3 |
| 459200HP9 | IBM CORP 3.2% 01AUG2023 | A3 | A- | \$ 1,000,000 | 2 | 1 | 2 | 4 |
| 742718EB1 | PROCTER & GAMBLE CORP 3.1% 15AUG2023 | Aa3 | AA- | \$ 1,000,000 | 3 | 3 | 4 | 2 |
| 89236THA6 | TOYOTA MOTOR CREDIT 1.35% 25 AUG 2023 | A1 | A+ | \$ 1,000,000 | 3 | 2 | 3 | 5 |
| 24422EUM9 | JOHN DEERE CAPITAL CORP 3.65% 12OCT2023 | A2 | A | \$ 950,000 | 3 | 2 | 3 | 3 |
| 06051GHC6 | BANK OF AMERICA NA 3.004% 20DEC2023 (CALLABLE 20DEC2022) | A2 | A- | \$ 1,000,000 | 3 | 1 | 3 | 4 |
| 14913R2S5 | CATERPILLAR FIN. SER. .95% 10JAN2024 | A2 | A | \$ 1,000,000 | 3 | 3 | 2 | 4 |
| 89236THU2 | TOYOTA MOTOR CREDIT .45% 11JAN2024 | A1 | A+ | \$ 1,800,000 | 3 | 2 | 3 | 5 |
| 02665WCT6 | AMERICAN HONDA FINANCE 3.55% 12JAN2024 | A3 | A- | \$ 1,000,000 | 3 | 1 | 3 | 3 |
| 24422EVN6 | JOHN DEERE CAPITAL CORP .45% 17JAN2024 | A2 | A | \$ 800,000 | 3 | 2 | 3 | 3 |
| 17325FAS7 | CITIBANK NA 3.65% 23JAN2024 (CALLABLE 23DEC23) | Aa3 | A+ | \$ 1,500,000 | 3 | 1 | 3 | 4 |
| 693475AV7 | PNC FINSERVGRUP 3.5% 23JAN2024 (CALLABLE 24DEC2023) | A3 | A- | \$ 1,000,000 | 3 | 2 | 3 | 2 |
| 91159HHV5 | US BANK NA CINCINNATI 3.375% 05FEB2024 (CALLABLE 06JAN2024) | A1 | AA- | \$ 1,000,000 | 3 | 3 | 4 | 3 |
| 594918BX1 | MICROSOFT CORP 2.875% 06FEB2024 (CALLABLE 06DEC23) | Aaa | AAA | \$ 960,000 | 2 | 1 | 1 | 3 |
| 06051GHF9 | BANK OF AMERICA NA 3.55% 5MAR2024 (CALLABLE 5MAR2023) | A2 | A- | \$ 1,500,000 | 3 | 1 | 3 | 4 |
| 24422EUX5 | JOHN DEERE CAPITAL CORP 2.6% 07MAR2024 | A2 | A | \$ 1,450,000 | 3 | 2 | 3 | 3 |
| 459200JY8 | IBM CORP 3.0% 15MAY2024 | A3 | A- | \$ 2,000,000 | 2 | 1 | 2 | 4 |
| 14913R2L0 | CATERPILLAR .45% 17MAY2024 | A2 | A | \$ 1,600,000 | 3 | 3 | 2 | 4 |
| 46647PBQ8 | JPMORGAN CHASE & CO 1.514% 01JUN2024 (CALLABLE 01JUN23) | A2 | A- | \$ 2,000,000 | 3 | 1 | 2 | 4 |
| 06051GHL6 | BANK OF AMERICA NA 3.864% 23JUL2024 (CALLABLE 23JUL2023) | A2 | A- | \$ 1,500,000 | 3 | 1 | 3 | 4 |
| 693506BQ9 | PPG INDUSTRIES INC 2.4% 15AUG2024 | A3 | BBB+ | \$ 2,000,000 | 1 | 1 | 3 | 3 |
| 89236TGL3 | TOYOTA MOTOR CREDIT 2.00% 07OCT2024 | A1 | A+ | \$ 1,000,000 | 3 | 2 | 3 | 5 |
| 69353REF1 | PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP2024) | A2 | A | \$ 2,500,000 | 3 | 2 | 3 | 2 |
| 14913Q3B3 | CATERPILLAR 2.15% 8NOV2024 | A2 | A | \$ 1,000,000 | 3 | 3 | 2 | 4 |
| 931142DV2 | WALMART INC. 2.65% 15DEC2024 (CALLABLE 15OCT2024) | Aa2 | AA | \$ 1,500,000 | 3 | 2 | 4 | 5 |

Corporate \$ 38,003,000

2.86

1.86

Page F-2.32

ESG ratings are from 1 to 5, with 1 as the highest rating and 5 as the lowest. All ratings are weighted by industry rankings, based on the importance of the category within the individual industry.



STAFF REPORT

City Council Meeting Date: 8/9/2022
Staff Report Number: 22-154-CC

Consent Calendar: **Adopt a resolution authorizing the public works director to execute any and all agreements and forms required by the Bureau of Reclamation following the notice of award, if awarded a grant, for the smart irrigation infrastructure project**

Recommendation

Staff recommends the City Council adopt Resolution (Attachment A) authorizing the public works director to execute any and all agreements and forms required by the Bureau of Reclamation, if awarded a grant, for the smart irrigation infrastructure project. An agreement is not available during the application process, but the Bureau of Reclamation will issue it at the time of the award.

Policy Issues

City Council authorization is required as a condition of the grant acceptance, and the amount of the financial assistance agreement, if awarded the grant, exceeds the city manager’s expenditure authority. The smart irrigation infrastructure project is identified as a project goal in the Parks and Recreation Facilities Master Plan and it also aligns with the City’s Municipal Code Chapter 7.35 [Water Conservation] and Municipal Code Chapter 12.44 [Water Efficient Landscaping.]

Background

On November 23, 2021, the San Francisco Public Utilities Commission (SFPUC) declared a water shortage emergency and asked all customers to reduce water usage. On March 1, 2022, the City Council adopted Resolution No. 6716 declaring existence of a water shortage emergency, adopting and implementing the City’s Stage 1 Water Shortage Contingency Plan, and adopting a Water Conservation Plan. On May 24, 2022, the State Water Resources Board adopted drought emergency regulations that prohibits certain wasteful water use practices statewide and encourages Californians to monitor their water use more closely. On the same day, the City Council adopted Resolution No. 6738 imposing Stage 2 drought measures of the City’s Water Shortage Contingency Plan and the State Water Resources Control Board’s proposed emergency regulations regarding turf irrigation. As of July 19, 2022, the United States Drought Monitor (Attachment B) shows San Mateo County is currently experiencing moderate to severe drought conditions.

As the City continues to convert landscape areas into drought-tolerant landscapes, more water conservation benefits will be achieved. Staff has identified several sport fields and medians have been over-irrigated because current irrigation systems are manually operated and do not adjust to atmospheric conditions. The majority of the City’s irrigation system is more than 20 years old, operating beyond its useful life.

Below are a few challenges that the City faces with the current system:

- **Leak detection:** Staff estimates a 30 percent water loss due to undetected leaks. Currently staff travels to the site, conducts a visual inspection to check for sitting water or over-saturation, locates the problem, and manually adjusts the water or repairs the line to alleviate the issue. This maintenance effort is time-consuming and consumes limited water resources.
- **Limited water supply and current drought conditions:** The City can provide a model to showcase potential water conservation measures and best practices for irrigation techniques. The current infrastructure is manually controlled and the drought conditions (currently Stage 2) add more stress to the already limited water supply.
- **Age of current infrastructure:** The City has diligently maintained the irrigation systems as they outlast their usual shelf-life. These current manual irrigation systems are well beyond their useful life and are inefficient given the dramatic improvements in landscape irrigation technology over the past several decades.

Analysis

The Bureau of Reclamation's WaterSMART Water and Energy Efficiency Grant (WEEG) provides a 50 percent cost share funding for projects that result in conserving and using water more efficiently to support broader reliability benefits. The City has been awarded funding through this program for the automated water meter reading infrastructure project, for which the City Council just authorized execution of an agreement July 26. Eligible projects also include landscape irrigation measures to reduce outdoor water usage, such as installing smart irrigation controllers.

The project is to convert 42 manual irrigation controllers to an advanced wireless smart irrigation system in the 15 city-maintained parks, seven sport fields and 42 medians. This would save time, city resources, and conserve water as staff would be able to manage more sites and control water flow remotely. The new system would include an interactive web portal and leak detection technologies to assist city staff to make efficient operation decisions. Another benefit is that weather-based and soil moisture sensors are installed in the smart controllers to automatically adjust the amount of water to be applied. For instance, the smart controllers would automatically shut-off irrigation if the system senses rainfall. As a result, the project is expected to use 30 percent less water than the current system.

Below are two benefits of installing smart irrigation controllers to help combat the climate crisis:

- **Water conservation:** The water demand increases as the population in the City of Menlo Park continues to increase. Additionally, the increased temperatures lead to evaporation losses and increased irrigation requirements, which adds more water demand. Hence, the water demand is higher in the summer than in the winter. As a result, updating the irrigation system plays an important role in water conservation, especially during droughts.

Menlo Park Municipal Water and California Water Services adopted water shortage contingency plans in 2020 and 2021, respectively. The plans are to be implemented during a water shortage event, such as a drought or supply interruption and defines specific policies and actions to be implemented at each shortage level scenario.

To address those impacts of climate change, the centralized weather-based smart irrigation controllers will generate less water waste, determine optimal water schedule and seasonal water usage, and increase water conservation. Additionally, the project aligns with the City's Municipal Code Chapter 7.35

[Water Conservation] and Municipal Code Chapter 12.44 [Water Efficient Landscaping.]

- Reduction in greenhouse gas emissions: Approximately once per month, a leak in the current irrigation system is reported to the emergency/on-call staff either after-hours or on the weekends. Staff typically lives outside of the City, which is estimated to be 50 miles round trip.

The smart irrigation system requires less site visits due to its remote access capability, which will reduce vehicle miles traveled to and within the City. The new smart controllers would shut down the valves automatically and allow staff to troubleshoot valves remotely. The project aligns with the City's Climate Action Plan to reduce greenhouse gas emissions from transportation by lowering vehicle miles traveled.

The grant application was submitted before the deadline of July 28. As part of the application submittal, staff wrote a technical proposal and project budget. One of the requirements to accept the funds, if awarded, is to submit a resolution (Attachment A) adopted by the City Council authorizing staff to execute the funding agreement. A resolution can be submitted to the Bureau of Reclamation up to 30 days after the application deadline. Staff also received five letters of support (Attachment C) from:

- Bay Area Water Supply and Conservation Agency;
- California Water Service;
- Menlo Park Chamber of Commerce;
- Grassroots Ecology; and
- SFPUC.

Award recipients will be notified in winter 2022 and be awarded the funds in spring 2023 to complete financial assistance agreements.

The City anticipates that the entire project will take 12 months to complete. Staff plans to issue a request for proposal in early 2023 and enter into an agreement with a contractor by May 2023 so that work can begin in mid-to-late 2023.

Impact on City Resources

The total estimated project cost is \$465,000, which includes staff resources, equipment and construction work. The grant would provide 50 percent of the project cost, which means the City cost would be approximately \$233,000. The remaining balance will be funded through the Parks (minor) project in the five-year capital improvement program. For fiscal year 2022-23, \$300,000 was appropriated for Parks (minor), of which \$100,000 was anticipated for this effort. Staff anticipates an additional \$133,000 to be proposed in the fiscal year 2023-24 capital improvement program for this project, if awarded.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Resolution
- B. Hyperlink – U.S. Drought Monitor:
droughtmonitor.unl.edu/CurrentMap/StateDroughtMonitor.aspx?fips_06081
- C. Letters of support

Report prepared by:
Joanna Chen, Management Analyst
Bill Halleck, Parks Supervisor

Report reviewed by:
Brian Henry, Assistant Public Works Director

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AUTHORIZING PUBLIC WORKS DIRECTOR TO EXECUTE THE FINANCIAL
ASSISTANCE AGREEMENT WITH BUREAU OF RECLAMATION, IF
AWARDED A GRANT, FOR THE SMART IRRIGATION INFRASTRUCTURE
PROJECT**

WHEREAS, on November 23, 2021, the San Francisco Public Utilities Commission (SFPUC) declared a water shortage emergency and asked customers to reduce water usage; and

WHEREAS, on March 1, 2022, the City Council adopted Resolution No. 6716 declaring existence of a water shortage emergency, adopting and implementing the City's Stage 1 Water Shortage Contingency Plan, and adopting a Water Conservation Plan; and

WHEREAS, on May 24, 2022, the State Water Resources Board adopted drought emergency that prohibits certain wasteful water use practices statewide and encourages Californians to monitor their water use more closely; and

WHEREAS, on May 24, 2022, the City Council adopted Resolution No. 6738 imposing State 2 drought measures of the City's 2020 Water Shortage Contingency Plan and the State Water Resources Control Board's proposed emergency regulations regarding turf irrigation; and

WHEREAS, on July 26, 2022, San Mateo County is in severe drought; and

WHEREAS, the City proposes to replace the outdated irrigation controllers with smart irrigation controllers to conserve water. By upgrading, the new system would include an interactive web portal and leak detection technologies to assist city staff to make efficient operational decisions. The project would also save time, city resources, and conserve water; and

WHEREAS, the United States Bureau of Reclamation offers 50 percent cost share funding, up to \$500,000, through the WaterSMART Water and Energy Efficiency Grant (WEEG); and

WHEREAS, the project is estimated to cost \$465,000.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Menlo Park hereby resolves as follows:

SECTION 1. The public works director, or designee, is authorized to sign and submit, for and on behalf of the City of Menlo Park, a grant application from the Bureau of Reclamation's WaterSMART water and energy efficiency program for the Smart Irrigation Infrastructure Project up to the amount of \$500,000.

SECTION 2. The public works director, or designee, is designated to provide the assurances, certifications, and commitments required for the grant application, including executing a financial assistance or similar agreement with the Bureau of Reclamation within established deadlines and any amendments or change forms.

SECTION 3. The public works director, or designee, is designated to represent the City of Menlo Park in carrying out the responsibilities under the grant agreement, including certifying disbursement requests on behalf of the City and compliance with applicable state and federal laws.

SECTION 4. If a grant award is made by the Bureau of Reclamation, the City of Menlo Park commits to providing 50 percent of the total estimated cost for the Smart Irrigation Infrastructure Project.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the ninth day of August, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ____ of August, 2022.

Judi A. Herren, City Clerk



July 27, 2022

Nicole Nagaya
Public Works Director
701 Laurel Street
Menlo Park, CA 94025

Subject: Letter of Support for the City of Menlo Park's WaterSmart Grant Application for Smart Irrigation Infrastructure Project

Dear Ms. Nagaya:

The Bay Area Water Supply and Conservation Agency (BAWSCA) is pleased to support the City of Menlo Park's application to the Bureau of Reclamation's Water and Energy Efficiency Grant (WEEG) application for its Smart Irrigation Infrastructure Project.

BAWSCA is a special district that provides regional water supply planning, water resource development, and conservation program services to enhance the reliability of the 16 cities, 8 water districts, and 2 private water suppliers that provide water to over 1.8 million people and 40,000 commercial, industrial, and institutional accounts in Alameda, Santa Clara, and San Mateo Counties.

The Menlo Park Public Works Department maintains approximately 64 acres of landscape and plans to replace the current manual-controlled irrigation system with a wireless smart irrigation infrastructure to control water flow remotely. This project will not only conserve water, but also reduce greenhouse gas emissions due to fewer site visits. The new equipment can remotely report real-time data, detect the weather to stop irrigation when it rains, and stop irrigation if a leak is detected. This project will improve flow management, adjust and customize watering schedules at each location, enable staff to identify leaks sooner so corrective action can be taken, and reduce water loss.

BAWSCA strongly supports the Menlo Park's Smart Irrigation Infrastructure Project WEEG application. Grant funding will allow the City to continue to improve water and energy efficiency within the city boundary. If you have any questions, please feel free to contact me at NSandkulla@BAWSCA.org.

Sincerely,

A handwritten signature in blue ink that reads "Nicole Sandkulla".

Nicole Sandkulla
CEO/General Manager



CALIFORNIA WATER SERVICE

Bear Gulch District 3525 Alameda De Las Pulgas, Suite A
Menlo Park, CA 94025 Tel: (650) 561-9709

July 27, 2022

Nicole Nagaya
Public Works Director, City of Menlo Park
City Hall - 1st Floor
701 Laurel St.
Menlo Park, CA 94025

RE: Support for Menlo Park's Bureau of Reclamation WEEG application

Dear Ms. Nagaya,

On behalf of California Water Service (Cal Water), we would like to express our support for the City of Menlo Park's Bureau of Reclamation Water and Energy Efficiency Grant (WEEG) application for its upcoming Smart Irrigation Infrastructure project.

As water provider to a large portion of the City of Menlo Park's residents, we strongly support the City's efforts to reduce demands for potable water in order to best utilize this precious resource. The project will provide the City with a resource to improve its water conservation efforts, and it would allow the City to accurately detect leaks and system losses more quickly.

Securing grant funding would allow the City to make these conservation benefits possible. We strongly support the City's WEEG application for its Smart Irrigation Infrastructure project and are confident that the grant funding would allow the City to continue to improve water efficiency in Menlo Park. If you have any questions, please feel free to contact me at (650) 561-0014.

Sincerely,

A handwritten signature in blue ink that reads "Dawn Smithson".

Dawn Smithson, P.E.
District Manager



21 July 2022

Nicole Nagaya
Public Works Director
701 Laurel Street
Menlo Park, CA 94025

Dear Ms. Nagaya,

Re: Support for the U.S. Bureau of Reclamation Water and Energy Efficiency Grant (WEEG), City of Menlo Park

On behalf of the Menlo Park Chamber of Commerce, we would like to express our support for the City of Menlo Park's Water and Energy Efficiency Grant (WEEG) application for a smart irrigation infrastructure system.

The Public Works Department maintains approximately 64 acres of landscape and plans to replace the current manual-controlled irrigation system with a wireless smart irrigation infrastructure to control water flow remotely. This project will not only conserve water, but also reduce greenhouse gas emissions due to less site visits. The new equipment has the ability to report real-time data on any mobile device, detect the weather to stop irrigation when it rains, stops irrigation if a leak is detected. This project will improve flow management, adjust, and customize watering schedule at each location, enable staff to identify leaks earlier so corrective actions can be taken, and reduce water loss.

We strongly support the City's application for the Menlo Park's Smart Irrigation Infrastructure Project. Grant funding would allow the City to continue to improve water and energy efficiency within the city boundary.

If you have any questions, please feel free to contact me at (650) 325-2818.

Sincerely,

A handwritten signature in black ink, appearing to read "Fran Dehn", written in a cursive style.

Fran Dehn, President/CEO
Menlo Park Chamber of Commerce



July 25, 2022

Nicole Nagaya
Public Works Director
701 Laurel Street
Menlo Park, CA 94025

Re: Support for the U.S. Bureau of Reclamation Water and Energy Efficiency Grant (WEEG), City of Menlo Park

Dear Ms. Nagaya,

Grassroots Ecology would like to express our support for the City of Menlo Park's Water and Energy Efficiency Grant (WEEG) application for a smart irrigation infrastructure system. We are a local nonprofit organization whose mission is to engage and educate the public to restore local ecosystems. In Menlo Park, we have partnered with the City to install and maintain a native plant habitat garden along San Francisquito Creek. As a result, we understand firsthand that irrigation systems require frequent attention in order to provide adequate water to planted areas in the most efficient way possible.

The Public Works Department maintains approximately 64 acres of landscape and plans to replace the current manual-controlled irrigation system with a wireless smart irrigation infrastructure to control water flow remotely. This project will not only conserve water, but also reduce greenhouse gas emissions due to less site visits. The new equipment has the ability to report real-time data on any mobile device, detect the weather to stop irrigation when it rains, and stop irrigation if a leak is detected.

This project will improve flow management, adjust, and customize watering schedule at each location, enable staff to identify leaks earlier so corrective actions can be taken, and reduce water loss. We strongly support the City's application for the Menlo Park's Smart Irrigation Infrastructure Project.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Von Feldt", written over a light blue horizontal line.

Alex Von Feldt
Executive Director



July 27, 2022

Nicole Nagaya
 Public Works Director, City of Menlo Park
 City Hall - 1st Floor
 701 Laurel St.
 Menlo Park, CA 94025

RE: Support Letter for Menlo Park's WEEG Grant Application

Dear Ms. Nagaya,

On behalf of the San Francisco Public Utilities Commission, we would like to express our support for the City of Menlo Park's Bureau of Reclamation Water and Energy Efficiency Grant (WEEG) application for its upcoming smart irrigation infrastructure project.

As the owner and operator of the Hetch Hetchy Regional Water System, SFPUC provides wholesale water to three Bay Area counties, including 100% of the water supply to the City of Menlo Park. We strongly support the City's efforts to improve water conservation through irrigation system upgrades in order to best utilize this precious resource. By upgrading manual irrigation systems to smart wireless systems the City and its customers will benefit from automated efficient irrigation with real-time water usage data. This automation can allow for continued efficiency adjustments that reflect best irrigation and water reduction practices.

Securing grant funding would allow the City to make these conservation benefits possible while mitigating the need to raise rates for local residents. We strongly support the City's WEGG application for irrigation upgrade project and are confident that the grant funding would allow the City to continue to improve water efficiency in Menlo Park. If you have any questions, please feel free to contact me at (415) 934-5736.

Sincerely,

Steven R. Ritchie

- London N. Breed**
Mayor
- Ann Moller Caen**
President
- Francesca Vietor**
Vice President
- Anson Moran**
Commissioner
- Sophie Maxwell**
Commissioner
- Tim Paulson**
Commissioner
- Harlan L. Kelly, Jr.**
General Manager

Services of the San Francisco Public Utilities Commission

OUR MISSION: To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.



Steven R. Ritchie
Assistant General Manager, Water



STAFF REPORT

City Council

Meeting Date:

8/9/2022

Staff Report Number:

22-151-CC

Regular Business:

Waive the first reading and introduce an ordinance adding Chapter 8.70 creating a process for obtaining film permits

Recommendation

Staff recommends the City Council waive the first reading and introduce an ordinance adding Chapter 8.70 ("Film Permits") to the Menlo Park Municipal Code.

Policy Issues

The United States Constitution and California Constitution guarantees the right of the people to peaceably assemble and speak or protest in public places.

In enacting the Motion Picture, Television, and Commercial Industries Act of 1984, the Legislature encourages local government to develop uniform procedures for issuing permits and to charge fees for the use of public property or employee services, which do not exceed the reasonable costs of providing the property or services for which the fees are charged (Government Code Section 14998.10.)

Background

The State of California, through the California Film Commission (CFC), created a model film ordinance, which provides a template for best practices. Adopting the model film ordinance framework will improve the permitting process, clarify procedures and standardize practices throughout various city departments. Staff has incorporated these practices into the proposed updates to the City's Film Ordinance, to ensure that the film permitting process:

- Allows for mitigation of concerns from neighboring residents and businesses affected by filming; and
- Eliminates practices that have in the past that created impediments to filming; and
- Cost recovery

To help with developing the proposed ordinance, streamline policies and procedures and provide consistency within our own processes, staff from the city attorney's office, city manager's office, community development, library and community services, police, and public works departments have worked together to develop the proposed ordinance. At the same time, staff has strived to create consistency in processes and workflow.

Analysis

Consistent with Government Code Sections 14999.20 through 14999.37, the City developed a process for granting film permits using the CFC's model ordinance. The Film Permitting Ordinance empowers the

director of public works or their designee to receive and process applications for film permits and creates a process for the orderly issuance and enforcement of permits for filming activity taking place within the City. The following types of filming need not obtain a permit under the proposed ordinance: “small operations,” defined as filming activity involving 25 or fewer people not requiring closure of city streets or any City services, not obstructing free passage, and not using pyrotechnics or non-domestic animals; filming by news media, filming at a studio, still photography and City-produced government access films. Any other filming activity, as defined, taking place on public property is subject to the permit requirement. Under the terms of the proposed ordinance, the director of public works has 28 days to review and issue or deny an application. The proposed ordinance also creates a mechanism for cost recovery and use charges to the extent authorized by law, while not unduly burdening filming activities in the City.

Government Code Section 14999.21 requires cities to submit a draft of a film permitting ordinance to the CFC at least 30 days before adoption. On July 5, 2022, City staff has submitted the attached ordinance to the CFC for review and comment. Pursuant to the requirement in Government Code Section 14999.21, the CFC’s comments are advisory and must be considered by the City Council before adoption.

The CFC provided comments, attached hereto as Attachment B. City staff and the city attorney’s office reviewed the CFC’s comments, and in light comments from the public and City Council, staff and the city attorney’s office do not recommend wholesale adoption of the CFC’s proposed suggestions. The CFC recommended requiring a permit for filming activity on both private and public property, reducing the number of individuals to be considered a “small operation” from 25 people to 10 people, and reducing the 28-day application timeframe. These changes should be declined for several reasons. First, requiring permits for filming activity on private property unintentionally subjects more filming activity to City regulation than the City may wish to regulate. To the extent filming activities on private property create parking or noise issues, the City’s municipal code and the Vehicle Code already regulate those activities. City staff opted to keep the larger 25-person definition for “small operations” to ensure that most personal filming activities, such as social media videos, need not obtain a permit. Lastly, City staff preferred to maintain the 28-day application timeframe rather than incorporate the CFC’s suggestion of five to 10 business days, due to the necessity to coordinate among many different departments and meet with the applicant before to permit issuance. Since “small operations” are exempt from obtaining a film permit, the filming activities that are subject to a permit are anticipated to require this additional time for adequate coordination.

Impact on City Resources

The proposed ordinance gives the public works director or designee the authority to review and issue or deny film permits. The City will need to update the Accela (City’s permitting system) infrastructure and coordinate enforcement (if needed) with the police department.

Environmental Review

The City Council finds that the adoption and implementation of this Ordinance are exempt from the provisions of the California Environmental Quality Act under section 15061(b)(3) in that the City Council finds there is no possibility that the implementation of this Article may have significant effects on the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Proposed ordinance
- B. CFC comments

Report prepared by:

Judi A. Herren, Assistant to the City Manager/ City Clerk

Report reviewed by:

Tamar Burke, Assistant City Attorney

ORDINANCE NO. XXXX

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADDING A NEW CHAPTER 8.70 "FILM PERMIT" TO THE CITY WITHIN TITLE
8 OF THE MENLO PARK MUNICIPAL CODE**

WHEREAS, in enacting the Motion Picture, Television, and Commercial Industries Act of 1984, the Legislature intended to encourage local government to develop uniform procedures for issuing permits and to charge fees for the use of public property or employee services, which do not exceed the reasonable costs of providing the property or services for which the fees are charged (Government Code § 14998.10); and

WHEREAS, the City of Menlo Park wishes to create a process for the orderly issuance and enforcement of permits for filming activity taking place within the City; and

WHEREAS, the City also wishes to create a mechanism for cost recovery and use charges to the extent authorized by law, while not unduly burdening filming activities in the City; and

WHEREAS, the California Film Commission has published a Model Filming Ordinance providing general guidance to local government entities adopting a film permitting ordinance, which has been considered by the City in the creation of these regulations; and

WHEREAS, consistent with Government Code section 14999.21, the City Clerk transmitted a draft of this proposed ordinance and regulations to the California Film Commission on July 5, 2022, and consistent with the requirements of California Government Code section 14999.21(b). The California Film Commission has reviewed the proposed Ordinance and the City Council has considered any findings provided by the Commission in adoption of these regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MENLO PARK:

SECTION 1. Findings.

The above recitals are hereby declared to be true and correct findings of the City Council of the City of Menlo Park.

SECTION 2. Adoption of Chapter 8.70 – Film Permits, of Title 8 – Peace, Safety, and Morals, of the Menlo Park Municipal Code.

A new Chapter 8.70 – Film Permits, of Title 8, Peace, Safety, and Morals, is hereby added to the Menlo Park Municipal Code to read as set forth in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 3. Severability.

If any provision or clause of this ordinance or the application thereof to any person or circumstance is held to be unconstitutional or to be otherwise invalid by a final judgment of any court or competent jurisdiction, such invalidity shall not affect other provisions or clauses or application, and to this end, the provisions and clauses of this ordinance are declared to be severable.

SECTION 4. California Environmental Quality Act.

The City Council finds that the adoption and implementation of this Ordinance are exempt from the provisions of the California Environmental Quality Act under section 15061(b)(3) in that the City Council finds there is no possibility that the implementation of this Article may have significant effects on the environment.

SECTION 5. Publication; Effective Date.

This Ordinance shall be published once, in full or in summary form, after its final passage, in a newspaper of general circulation, published, and circulated in the City of Menlo Park, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those City Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of Menlo Park, County of San Mateo, State of California.

INTRODUCED on the ninth day of August, 2022.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the __ day of __, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Betsy Nash, Mayor

ATTEST:

Judi A. Herren, City Clerk

Exhibits:

- A. Chapter 8.70 – Film Permits, of Title 8 – Peace, Safety, and Morals, of the Menlo Park Municipal Code

Chapter 8.70 – Film Permit

Sections:

- 8.70.010 – Definitions.
- 8.70.020 – General provisions.
- 8.70.030 – Film permit application.
- 8.70.040 – Review process.
- 8.70.050 – Denial/revocation of film permit.
- 8.70.060 – Permit fees.
- 8.70.070 – Reimbursement and compensation for City services and use of City facilities.
- 8.70.080 – Appeals.
- 8.70.090 – Indemnification and insurance requirements.
- 8.70.100 – Display of film permit.
- 8.70.110 – Administrative regulations.
- 8.70.120 – Penalties.

Section 8.70.010 – Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this Chapter:

1. “Applicant” means any person who seeks a permit under this Chapter for Filming Activity in the City.
2. “City property” means all real property and improvements owner, operated or controlled by the City within the City’s jurisdiction. City property includes, but is not limited to City Hall, police and fire facilities, recreational facilities, parks, libraries, streets and sidewalks, and public right-of-way.
3. “Film” shall include motion pictures, television shows or programs, commercials, digital media in any medium including film, tape, or digital format.
4. “Filming Activity” shall mean and include all activity attendant to staging or shooting commercial motion pictures, television shows, or programs, commercials, digital media, still photography in any medium including film, tape, or digital format.
5. “News Media” shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcasts (“breaking news”) or reporting for print media by reporters, photographers or camerapersons.
6. “Permit” means a film permit issued by the City of Menlo Park Public Works Department consistent with the provisions of this Chapter.
7. “Small Operations” shall mean filming activity that: (i) involves fewer than 25 persons, (ii) does not require the closure of any portion of streets, sidewalks, public passageways, or any public property, and does not create any obstruction to free the passage of pedestrians and vehicles, and complies with all vehicle and pedestrian traffic laws, (iii) does not involve the use aerial vehicles (manned or unmanned) or any vehicles, as defined in the Vehicle Code, during

filming; (iv) does not involve any pyrotechnics, simulated or actual gunfire, or animals, except for domestic animals and/or service animals that are kept in compliance with applicable leash laws, and (v) does not require use of any city services.

8. "Studio" shall mean a fixed place of business certified as such by a local fire authority having jurisdiction where filming activities (motion or still photography) are regularly conducted upon the premises.

Section 8.70.020 – General provisions.

1. Permit Required. Except as provided by the terms of a permit, lease, or contract which has been specifically authorized by the City Council, no person shall use any City property for Filming Activity without first applying for any receiving a Permit from the public works director or designee.

2. The provisions of this Chapter shall not apply to the following:

A. News Media, including reporters, photographers or camerapersons employed by a newspaper, news service, or similar entity engaged in on-the-spot print media, publishing or broadcasting, of news events concerning those persons, scenes, or occurrences which are in the news and of general public interest; or

B. Small Operations; or

C. Filming activities (motion or still photography) conducted at a Studio; or

D. Photographers conducting still photography; or

E. City produced government access films.

Section 8.70.030 – Film permit application.

1. To receive a Film Permit, an applicant must complete and file an application with the public works director or designee on a form approved by the city manager or designee. The Applicant must provide the following information:

A. The name of the person, firm, or corporation employing the persons who will be performing in the Film; and

B. The name of the person(s) who will be responsible for the filming crew on location in the City; and

C. The specific location(s) where Filming Activity will take place, including a logistics plan or map showing the property to be used for the Filming Activity, including bus zones, no-parking areas, any structures to be installed as part of the Filming Activity; and

D. The specific hours and dates that the Filming Activity will take place; and

E. A description of the character or nature of the proposed Filming Activities; and

F. The exact number of personnel/persons to be involved in the Filming Activity; and

G. A description of any activity which may cause public alarm, such as the use of any animals, gunfire or pyrotechnics, low flying helicopters and/or unmanned aircraft systems (“UAS”); and

H. If unmanned aircraft systems will be used, all applicable documentation (i.e., remote pilot certificate, UAS registration certificate, waivers, detailed flight plan, etc.); and

I. The exact type and number of vehicles and equipment to be employed, along with a parking plan sufficient for the vehicles and equipment; and

J. The extent to which permission is desired for the obstruction of or interference with normal use of public property to be used; and

K. Proof of insurance in an amount of at least \$2,000,000 that will remain in effect through the duration of the Filming Activity in the City; and

L. UAS pilots planning to fly under four hundred (400) feet in controlled airspace around airports must receive an airspace authorization from the Federal Aviation Administration (FAA) before they fly.

2. The public works director or designee shall review and issue or deny the application within 28 days of receipt of a completed application.

Section 8.70.040 – Review process.

1. Subject to the criteria for denial set forth in Section 8.60.060, the public works director or designee shall issue a Film Permit if it is determined that all of the following criteria have been met:

A. The preparation for or the conduct of the proposed Filming Activity will not unreasonably burden City resources necessary, significantly interfere with the provision of governmental services to the public, interfere with the City’s provision of public services to the public, or prohibit access to City property to the public for an extended duration while the property used for the filming activity; and

B. The preparation for or the conduct of the proposed Filming Activity will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the City’s ability to perform municipal functions or furnish City services in the vicinity of the permit area; and

C. The proposed Filming Activity does not otherwise present a substantial safety, noise, environmental, or traffic hazard, which cannot be mitigated with the imposition of reasonable traffic control or safety measures.

2. In deciding whether to approve an application, no consideration may be given to the message of the event, the content of speech, or the identity or associational relationships of the Applicant.

Section 8.70.050 – Denial/revocation of film permit.

The public works director or designee may deny any application for a Film Permit or revoke such a permit if the public works director or designee finds any of the following:

1. The Applicant has knowingly made a false, misleading or fraudulent statement of fact to the City in the application process; or
2. The application does not contain the information required by this Chapter; or
3. The application does not satisfy the requirements of this Chapter; or
4. The Applicant fails to comply with any conditions of approval including, but not limited to:
 - A. Remittance of fees, charges or deposits; or
 - B. Submittal of an indemnification agreement and/or proof of insurance for the Film Permit as required by the City; or
 - C. Timely receipt of all required approvals.
5. The Applicant has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior film permit issued by the City.
6. The filming would occur at a location and time in conflict with another event or other activity already permitted or that can be permitted to another applicant that submitted an application first in time.
7. The filming activity would be in conflict with applicable provisions of any federal, state and/or local laws.

Section 8.70.060 – Permit fees.

Film Permit application fees for Filming Activity pursuant to this Chapter shall be established by separate resolution of the City Council.

Section 8.70.070 – Reimbursement and compensation for City services and use of City facilities.

1. The Applicant shall reimburse the City for any personnel provided to the Applicant (i.e. police, traffic safety) for the purpose of supporting Film Activities.
2. The City shall be compensated for the use of any City property or facilities to the extent that such use constitutes a cost to the public.
3. Fees for services, municipal expenses, and rental of facilities may be established by resolution of the City Council.

Chapter 8.70.080 – Appeals.

An Applicant may appeal the denial or revocation of a permit by providing the city manager or designee written notice of appeal within five (5) days of the denial or revocation. The city manager or designee shall hold a hearing within ten (10) days of the filing of a notice of appeal, at which time the applicant may present any and all evidence, testimony, and information relevant to the city manager's decision. The city manager or designee, within five (5) days following the appeal hearing, shall issue a decision. The decision of the city manager or designee shall be mailed or delivered to the applicant and shall be final and binding.

Section 8.70.090 – Indemnification and insurance requirements.

1. Indemnification. Each permittee shall execute a hold harmless agreement in a form approved by the City agreeing to defend, indemnify, and hold harmless and the City against losses and liabilities incurred from the willful or negligent acts or omissions of the permittee or its officers, employees, and agents.

2. Except as otherwise prohibited by law, the permittee shall procure and maintain in full force and effect during the term of a policy of insurance from a reliable insurance company authorized to do business in the State. The policy shall be in an amount of at least \$2,000,000 per occurrence and shall be endorsed naming the City, its boards, officers, agents, employees, and volunteers an additional insureds for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. Higher liability limits or separate aerial coverage shall be required for the use of helicopters, aerial equipment, or UAS.

3. Workers Compensation Insurance. Permittees shall conform to all applicable federal and state requirements for workers' compensation insurance for all persons operating under a film permit.

Chapter 8.70.100 – Display of film permit.

A copy of the Film Permit shall be displayed at the filming site and shall be exhibited upon demand of any City official.

Chapter 8.70.110 – Administrative regulations.

The city manager or designee, may adopt administrative regulations that are consistent with and that further the terms and requirements set forth within this Chapter. All such administrative regulations must be in writing.

Chapter 8.70.120 – Penalties.

Any person who intentionally violates any of the provisions of this Chapter shall be guilty of a misdemeanor. Violations of this chapter may enforced pursuant to any laws and remedies available to the City including but not limited to enforcement as a misdemeanor and/or public nuisance pursuant to Chapters 1.12 and 8.04 of this Code.

Herren, Judi A

From: Eric Klosterman <eric.klosterman@film.ca.gov>
Sent: Thursday, July 7, 2022 11:24 AM
To: Herren, Judi A
Cc: Burke, Tamar M.; Doherty, Nira F; Leigh Flores
Subject: Film Permit Ordinance City of Menlo Park
Attachments: 30 Mile Zone Chart.pdf

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Hi Judi,

I have reviewed your proposed film permit ordinance. My notes are as follows:

- 1) Only filming on City property requires a permit – many jurisdictions require a permit for public and private property, but this is up to you. Does parking on a city street while filming all on private property trigger the need for a permit? Productions often want to post “NO Parking” signs to insure they have a place to park their equipment. I would think that would trigger the need for a permit.
- 2) Small Operations – you define a “small operation” as fewer than 25 persons – this seems to allow fairly large groups to film without a permit – suggest reducing this to less than 10, but again, it is up to you.
- 3) Permit application timeframe – you say that the City manager or designee will review and approve or deny permits within 28 days. Does that mean that all applications must be submitted at least 28 days in advance? That seems like a very long time. Can this be reduced to 5 or 10 business days?

Otherwise, the ordinance follows our guidelines. I am interested to know what your fee schedule will be. I have attached a copy of our 30-mile Zone chart, which shows the fees and requirements for cities in the Los Angeles area, for comparison. Thanks.

Eric Klosterman

Permit Team Manager
 California Film Commission
 7080 Hollywood Blvd. Suite 900 | Hollywood, CA 90028
 (323)817-4105 **[Office]**
 (213)610-1170 **[Mobile]**

CALIFORNIA
 Film Commission



Confidentiality Notice: This e-mail message, including any attachments, is solely for the intended recipient(s) and may contain confidential and privileged information and may be legally protected from disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|--|--|----------------------------|---|--|-----------------|--|
| Agoura Hills | Agoura Hills Film Office filming@sws-inc.com Ph: 805.495.7521 Fax: 805.495.7621 | 3 Business Days Additional days required for more difficult permits | No Business License Required Fees based upon type of shoot. Visit city website for more information. | For Parks Department only. | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 558 | Agoura Hills Film Permit All information can be found on website. |
| Alhambra | Micky Xin Finance Department mxin@cityofalhambra.org Ph:626.570.5021 Fax: 626.308.4868 | 5-10 Business Days | Application Fee: \$79-nonrefundable \$344 per day filming Student Filming Fee: \$54 | Varies | Alhambra Police \$100 per hour (4 hr min) Ph:626.570.5138 | Alhambra Fire Required at all times \$100 per hour (4 hr min) Ph:626.570.5190 | p. 596 | Alhambra Film Permit Contact Public Works Department for street closures STUDENT FRIENDLY |
| Anaheim Orange County Only part of city in 30-Mile Studio Zone | Paul Dominguez/Assistant Engineer TE Department / Public Works tepermits@anaheim.net Ph: 714.765.5099 Ph: 714.765.5183 Fax: 714.765.4667 | 7-14 Business Days | Application Fee: \$68 Processing: \$35 \$10 per employee Ph: 714.765.5194 | Varies for city property | Anaheim Police \$81.62/hr Police Officer \$100.17/hr Police Sergeant Ph: 714.765.1893 | Anaheim Fire \$100 per hour (4 hr min) fees vary - Contact Anaheim Fire Special Event Inspector Ph: 714.765.4040 | OR/SD p. 768 | Anaheim Film Permit Film / Photography Regulations Filming at ARTIC |
| Arcadia | Diana Loli Business License Department BL@ArcadiaCA.gov Ph: 626.574.5430 Fax: 626.447.9173 | 7 Business Days | Film Permit Fee: \$292.30 for first day Still Photo Fee: \$281.10 - \$84.30 each additional day \$87.80 each additional day and location for Filming Processing Fee: \$10.00 & \$4.00 SB1186 | Varies | Arcadia Police Traffic Control & Public Property \$127.00 per hour (6 hr min) Police Officer Ph: 626.574.5151 | Arcadia Fire \$140.00 per hour (6 hr min) Fire Fighter Ph: 626.574.5100 | p. 567 | Arcadia Film Permit Filming on Santa Anita, Baldwin, and Huntington during racing season Oct-Apr subject to approval 10pm filming limit in residential areas No Saturday or Sunday filming in residential areas. |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|-------------------------|--|--------------------|---|--------------------------------------|---|---|---------|---|
| Artesia | Micah Weichbrodt Management Analyst mweichbrodt@cityofartesia.us Ph: 562.865.6262 ext. 262 Fax: 562.865.6240 | 1-10 Business Days | Film Permit: \$400 per day | None unless traffic control required | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 766 | No film permit information available online |
| Azusa | Liz Cortez Development Services Assistant lcortez@azusaca.gov Ph: 626.812.5249 Fax: 626.334.5464 | 7-14 Business Days | Application Fee: \$193.00 Business License Tax: \$353.00 per day | City Property: \$1580.00 per day | Azusa Police See Film Permit Applications and Special Provisions link for details Ph: 626.812.3200 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 568 | Azusa Film Permit Site inspection fees vary case-by- case Office CLOSED on Fridays |


30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|------------------------------|--|------------------|---|--------------|---|--|---------|--|
| Baldwin Park | Patty Jaime Finance Department pjaime@baldwinpark.com Ph: 626.813.5210 Fax: 626.962.2625 | 12 Business Days | Business License, Fee \$165 filming permit fee for first day \$138 for each day thereafter Fees include cost of Business License No fees paid until application approved by Police Department | Varies | Baldwin Park Police Case-by-case Ph: 626.960.4011 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY 96OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 598 | Baldwin Park Film Permit <i>No permit application online</i> Proof of insurance and business license required Efforts coordinated with various departments depending on needs of shoot Office CLOSED on Fridays |
| Bell | Jo-Anne Burns Associate Planner Jburns@cityofbell.org Ph: 323.588.6211 ext. 2609 Fax: 323.771.9473 | | Filming Fees Film Deposit: \$500 Processing Fee: \$172 \$72 per day Filming Fees New: \$391.00 as of 2.10.2018 | Varies | Bell City Police Case-by-case Ph: 323.585.1245 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 675 | No film permit information available online Applications to be submitted in office at City Hall |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|------------------------------|--|------------------|--|--|--|---|---------|--|
| Bell Gardens | Erika Gutierrez Planning Department egutierrez@bellgardens.org Ph: 562.806.7722 Fax: 562.806.7720 | 30 Business Days | Film Permit Flat Rate Fee: \$500 Business License: \$136 \$200 per day Non-Profit: \$100 Refundable Deposit: \$1500 | Varies for city-owned properties; otherwise - none | Bell Gardens Police \$50 per hour (4 hr min) Ph: 562.806.7600 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 705 | Bell Gardens Film Permit Email or mail in application Office CLOSED on Fridays |
| Bellflower | Eric Nichols Pacific Productions Services, Inc. eric@lafilmpermits.com Ph: 323.260.4777 | 3 Business Days | Permit Fee: \$321 and \$213/day for subsequent days Business License: Fee waived | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 736 | Bellflower Film Permit Film friendly and committed to helping filming industry STUDENT FRIENDLY |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|--|--------------------------|--|--------------------------------------|---|---|--------------|--|
| Beverly Hills  | Magdalena Davis Scott Lipke Hillary Villeno Filming and Special Events Office cbhfilmpermits@beverlyhills.org Ph: 310.285.2408 Fax: 310.273.0972 | 2-4 Business Days | Film Permit Fee: \$115 per day Student Permit Fee: \$70 | Schedule of Fees | Beverly Hills Police \$111 per hour (4 hr min) Ph: 310.550.4951 | Beverly Hills Fire \$156 per hour (4 hr min) FX & Generator Ph: 310.550.4900 | p. 632 | Beverly Hills Film Permit Residential filming restrictions STUDENT FRIENDLY |
| Bradbury | Claudia Saldana City Clerk csaldana@cityofbradbury.org Ph: 626.358.3218 Fax: 626.303.5154 | 2-3 Business Days | License Fee: \$1030 per day (reduced in certain cases by City Manager depending on production) | Varies Homeowners Association Fee | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 568 | Bradbury Film Permit Film day ends at sunset. Night filming requires additional \$1000 per day STUDENT FRIENDLY |
| Brea Orange County Only part of city in 30-Mile Studio Zone | Jason Killebrew City Planner Planning Department Jasonk@cityofbrea.net Ph: 714.990.7143 Fax: 714.671.3694 | 14 Business Days Minimum | Fees Vary Permit Fee: \$500 Business License fee for each day of filming - fees may vary | Varies | Brea Police Varies Ph: 714.990.7685 ext.34 | Brea Fire Varies Ph: 714.990.7655 | OR/SD p. 709 | Brea Film Permit Scroll down to <i>Film Permit</i> Check permit fees before filing application Deposit for clean-up may be required |



30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|---|--|---|---|--|--|---------|--|
| Buena Park Orange County Only part of city in 30-Mile Studio Zone | Rebekah Lovejoy Finance Department rlovejoy@buenapark.com Ph: 714.562.3736 Fax: 714.562.3728 | 5-10 Business Days - with street closure | Business License Fee: \$41.50 Permit Fee: \$300 | None | Buena Park Police Case-by-Case Ph: 714.562.3992 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 767 | Buena Park Film Permit Office CLOSED alternate Fridays |
| Burbank | James Marshall Film Permit Coordinator info@filmburbankca.com Ph: 818.238.3105 Fax: 818.238.3109 | 2 Business Days Minimum - depending on the request | Film Permit Fee: \$707 per week \$398 each day Student: \$100 student per week \$25 student each day | City Property: \$200 per day Contact Parks Department for rates | Burbank Police \$140.00 per hour (4 hr min) Ph: 818.238.3005 | Burbank Fire \$110.00 per hour (4 hr min) Fire Safety Officer Ph: 818.238.3473 | p. 533 | Burbank Film Permit Office CLOSED alternate Fridays STUDENT FRIENDLY Ph: 818.238.5317 Burbank Unified School District Area Requirements permitted by FilmL.A., Inc. schools@filmla.com Ph: 213.977.8600 ext. 616 Burbank Unified School District |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---------------------------|---|---|--|---|---|---|---------|---|
| Calabasas | Teal Pacyna Building Assistant, Calabasas Film Permit Office tpacyna@cityofcalabasas.com Ph: 818.224.1736 Fax: 818.224.1600 | 2 Business Days (additional days required for more difficult permits) | Motion and Still Photo Application: \$114 No Business License Required | Motion Picture Location Fee: \$455.00 per day Still Photography Location Fee: \$171.00 per day Other Fees May Apply | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 559 | Calabasas Film Permit Provide standard \$1,000,000 insurance with endorsement Signatures required for filming outside original hours Earliest entry 6am / latest out 12am Filming Hours 7am-7pm 20 Filming Days Maximum Film Office Hours: 7am-4pm |
| Carson | Cristine Gaiennie Business License Department / Revenue Division revenue@carson.ca.us Ph: 310.952.1748 Fax: 310.830.8023 | 14 Calendar Days Before Filming | Film Permit Fee: \$650.00 per week \$500.00 each additional week + \$100.00 refundable clean-up deposit Still Photography: \$100.00 | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 764 | Carson Film Permit Office CLOSED on Fridays STUDENT FRIENDLY Fees waived for student films with letter and ID from school |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--------------------------|--|--|---|---|---|--|---------|---|
| Cerritos | Mariel Angeles, Department of Community Development mangeles@cerritos.us Ph: 562.916.1201 | 2-4 Business Days | Application Fee: \$50.00 (for commercial filming on public facilities only) Use Charge: \$200.00 per day - to be waived if activity causes no disruption to a facility | City Property: \$200/day, not including facility fees (waived if no disruption to facilities caused by activity) | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 767 | Cerritos Film Permit STUDENT FRIENDLY |
| Commerce | Rachel Baltierra Film Location Staff Ph: 323.722.4805 ext. 2801 Maria Villaseñor Film Permit Staff Ph: 323.722.4805 ext. 2325 Fax: 323.887.4441 filmpermit@ci.commerce.ca.us | 7 Days Minimum 14 Days Street Closure | Film Permit Fee: \$500 | Only for city facilities | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 675 | Commerce Film Permit Office CLOSED on Fridays |
| Compton | Triphenia Simmons, Assistant City - City Manager's Office tsimmons@comptoncity.org Ph: 310.605.5585 Fax: 310.761.1429 | 1 Week - possibly more if the permit requires county property. Specific city-owned property will also determine length of time for approval. | Film permits expire every 2 weeks and must be renewed -\$300 1-3 days \$1000 4-6 days \$1500 7+ days | Varies if city owned property | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | Compton Fire \$513 Fire Permit \$25 per hour (4 hr min) Ph: 310.605.5670 | p. 734 | Compton Film Permit Office Hours: Mon-Thurs 7am-6pm Office CLOSED on Fridays |



30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|--|-------------------|--|--------------|---|--|---------|---|
| Covina Only part of city in 30-Mile Studio Zone | Angel Carrillo Assistant to City Manager acarrillo@ccovinaca.gov Ph: 626.384.5410 Fax: 626.332.5427 | 5-7 Business Days | Film Permit and Business License: \$300 per day | None | Covina Police \$85.00 per hour 2 Officers Recommended. Ph: 626.331.3391 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PFSU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 599 | Covina Film Permit Must have business license Downtown area has restrictions |
| Cudahy | Sal Lopez (interim) Planning Department slopez@cityofcudahyca.gov Ph: 323.773.5143 Fax: 323.771.2072 | 10 Business Days | Application Fees: \$450 3 day limit OT varies | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PFSU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 705 | Cudahy Film Permit Scroll down to Temporary Use Permit under Planning Applications |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|---|--|--|--|--|-----------------|--|
| Culver City | FilmLA Los Angeles Film Office info@filmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 3 Full Business Days Closure requests may require 5 days | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period)* Rider: \$137* Still Photo: \$82* Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | Varies for city property \$400-\$1500 per day | Culver City Police <i>Contact FilmLA first</i> Traffic or Crowd Control \$55 per hour (8 hr min) Ph: 310.253.5900 Sergeant Leon Lopez Police Department/ Film Permit Coordinator leon.lopez@culvercity.org Ph: 310.253.6212 Fax: 310.253.6220 | Culver City Fire <i>Contact FilmLA first</i> FX & Interiors \$56 per hour (8 hr min) Ph: 310.253.5900 | p. 672 | FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers |
| Cypress <i>Orange County</i> | Judy Aquino Assistant Planner jaquino@cypressca.org Ph: 714.229.6723 | 5-10 Business Days | Film Permit Fee: \$584 | Varies | Cypress Police Eileen Sweeney \$58.36 per hour Ph: 714.229.6629 | Orange County Fire Case-by-case Ph: 714.573.6000 | OR/SD p. 767 | Cypress Film Permit May need to get a Temporary Use Permit through the Planning Department |
| Downey | Lee Kirby Fire Prevention/Permit Coordinator lkirby@downeyca.org Ph: 562.904.7345 Fax: 562.869.3994 | 7 Business Days 10 business days for public safety hazards (e.g., FX / Pyrotechnics) | Film Permit Fee: \$251 Business License Fee: \$36 | Varies \$1,000 - refundable cleaning deposit | Downey Police Actual cost for officers TBD Ph: 562.861.0771 | Downey Fire \$76.76 Fire Safe Officer per hour (4 hr min) Apparatus Standby: \$198 per hour Ph: 562.904.7345 | p. 706 | Downey Film Permit \$2 million liability insurance \$10 million if it involves public right-of-way STUDENT FRIENDLY Waived permit fee for student films Student productions must still pay business license fee and refundable deposit |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|----------------------------|---|---|---|---|---|--|---------|--|
| Duarte | Nick Baldwin Associate Planner filminduarte@accessduarte.com Ph: 626.357.7931 ext. 238 | 14 Business Days | Public / Residential Property: \$1300 per day \$500 refundable deposit | \$30-55 per hour day use on a city property | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 568 | Duarte Film Permit Office Hours: Mon-Thurs 7:30am-6pm Office CLOSED on Fridays |
| El Monte | Sgt. Roger Cobian Police Department rcobian@empd.org Ph: 626.580.2134 Fax: 626.454.3220 | 10 Business Days | Film Permit Fee: \$100 | Varies | El Monte Police Special Officer Cost per hour \$128.22 Ph: 626.580.2110 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 637 | No film permit information available online \$1 million insurance policy requirement Office Hours: Mon-Thurs 8am-4pm Office CLOSED on Fridays |
| El Segundo | Hank Lu, Risk Manager City of El Segundo filming@elsegundo.org Ph: 310.524.2317 Fax: 310.640.0489 | 5 Business Days 10 business days with street permits | Film Permit Fee: \$1310 non-refundable application fee Daily Film Permit Fee: \$112.00 | Varies 4-hour minimum for all locations. See fee schedule in application packet | El Segundo Police Case-by-case Ph: 310.524.2298 \$275 per hour | El Segundo Fire Case-by-case Ph: 310.524.2845 \$240 per hour | p. 732 | El Segundo Film Permit Public Right-of-Way Fee: \$802.00 per day/per area Revisions: \$203.00 Office CLOSED on alternate Fridays STUDENT FRIENDLY |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|--|--|--|-------------------------|---|---|--------------|---|
| Fullerton Orange County Only part of city in 30-Mile Studio Zone | FilmLA Los Angeles Film Office info@filmla.com Ph: 213.977.8600 Fax: 213.977.8601 | 3 Business Days 5 business days if reviewed by Traffic and Engineering | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period)* Rider: \$137* Still Photo: \$82* Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | Varies | Fullerton Police Contact FilmLA first Approx. \$100 per hour (4 hr min) Ph: 719.738.6800 | Fullerton Fire Contact FilmLA first Approx. \$106 per hour (2 hr min / Fee during Business Hours (Monday-Friday 7am-5pm, except Fridays when the city is closed.) Approx \$211 per hour (2 hr min / Fee outside Business Hours (Monday-Friday 5pm-7am, Weekends, Holidays and Fridays when the city is closed.) Ph: 714.738.6500 | OR/SD p. 738 | FilmL.A., Inc. Online Permit Business license fee required if production company in town for more than 3 days City Hall CLOSED on alternate Fridays STUDENT FRIENDLY Student Filmmakers |
| Gardena | FilmLA Los Angeles Film Office info@filmla.com Ph: 213.977.8600 Fax: 213.977.8601 | 10 Business Days 5 business days if filmed on private property only and the entire activity does not impact parking or any other services | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period)* Rider: \$137* Still Photo: \$82* Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | None on public property | Gardena Police Case-by-case Ph: 310.217.9670 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 733 | Gardena Film Permit STUDENT FRIENDLY |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|---|--|--|--|---|---------|--|
| Glendale | <p>Solene Manoukian Glendale Film Office City of Glendale - Management Services solmanoukian@glendaleca.gov Ph: 818.548.4844 Fax: 818.241.5386</p> <p>Matt Acosta Parks Film Coordinator macosta@glendaleca.gov Ph: 818.937.7442</p> | <p>3 Business Days</p> <p>Steve Pierce Film Liaison Montrose Shopping Park Association - MSPA</p> <p>stevemspa@gmail.com Ph: 818.259.5195 Ph: 818.646.2880</p> | <p>Application Fee: \$367 Students with letter from school: \$170</p> | <p>\$454 per day for street / sidewalks \$2,288/per day for buildings as locations</p> | <p>Glendale Police Review Fee \$117 Officer \$147 per hour (4 hr min) when assigned Ph: 818.548.3115 Old Glendale PD/Jail building available for filming</p> <p>Sherri Servillo Staff Services / Film Permits sservillo@glendaleca.gov Ph: 818.548.6452 Ph: 818.548.4911</p> | <p>Glendale Fire Review Fee \$117 Officer \$135 per hour (4 hr min) when assigned Fire Inspection \$157 per hour Ph: 818.548.4814</p> | p. 564 | <p>Glendale Film Permit Filming welcome in residential and business districts with prior approval STUDENT FRIENDLY Ph: 213.977.8600</p> <p>Glendale Unified School District Area Requirements permitted by FilmLA schools@filmia.com Ph: 213.977.8600 ext. 616 Glendale Unified School District</p> |
| Glendora Only part of city in 30-Mile Studio Zone | <p>Linda Lopez Film Liaison & Senior Acct. Tech. llopez@cityofglendora.org Ph: 626.852.4811</p> | <p>5 Business Days</p> | <p>Permit Fee: \$750 Application Fee: \$77 + \$4 for CA SB1186</p> | <p>Case-by-case</p> | <p>Glendora Police Supervisor Officer \$233.99 per hr (3hr) Officer \$175.90 per hour (3 hr min) Non Peace Officer \$68.83 per hour (3 hr min) Ph: 626.914.8273</p> | <p>L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)</p> <p>PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242</p> | p. 569 | <p>Glendora Film Permit Certificate of insurance required to film on city property City manager reserves the right to waive any parts of the filming policy Filming allowed on city streets</p> |



30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|----------------------------------|--|---|---|--|---|--|---------|--|
| Hawaiian Gardens | Kevin Nguyen Planning Technician Community Development knnguyen@hgcity.org Ph: 562.420.2641 ext. 246 Fax: 562.420.8521 | 30 Business Days 10-30 days expedited permitting available | Case-by-case \$500-\$1000 Temporary Use: \$107 Film Permit: \$580 Expedited: + 50% permit cost Encroachment: \$51 | Varies Interior / Exterior deposits \$500-1000 | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 766 | Temporary Use Permit & Fees – SEE fillable Film Permit application, info & fees - Page 4 |
| Hawthorne | Yesenia Knight Licensing Permit Technician permit@cityofhawthorne.org Ph: 310.349.2935 Fax: 310.978.9858 | 10 Full City Business Working Days | Application Fee: \$250 Film Permit: \$150/day Stills: \$150/\$150 Student & non- profit: \$175 Expedite Fee: \$250 less than 5 days All fees non- refundable | Public / City Property: \$200 deposit per day Non- refundable cancellation deposit if notice less than 4 working days | Hawthorne Police \$88 per hour (4 hr min) Non-refundable Ph: 310.349.2700 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 733 | Hawthorne Film Permit Office CLOSED alternate Fridays STUDENT FRIENDLY |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|-------------------------------|--|------------------|--|---|---|---|---------|--|
| Hermosa Beach | Kambria Diers Community Resources Department kdiers@hermosabch.org Ph: 310.318.0280 Fax: 310.372.6186 ----- <i>- They will be making staff changes in the near future but currently same contact</i> | 7 Business Days | Application Fee: \$588 Still Photo: \$246 Student Fee: \$122 Business License Fee: \$4.00 | City Property: \$1372-\$3,078 per day / location Still Photo: \$238 (first day) \$122 (each additional day) | Hermosa Beach Police \$104 per hour per Officer Ph: 310.524.2750 | PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) | p. 762 | Hermosa Beach Film Permit \$1.25 per hour (8am-8pm) \$1.50 per hour (8pm-8am) No weekend filming Office CLOSED on Fridays STUDENT FRIENDLY |
| Hidden Hills | Kerry Kallman City Manager kerry@hiddenhillscity.org Deana Graybill City Clerk staff@hiddenhillscity.org Ph: 818.888.9281 Fax: 818.719.0083 | 30 Business Days | Processing Fee: \$300 Administrative Reimbursement Fee: \$1,000 per day | City Property: \$2,500 first day \$1,000 each day after Parking: \$500 | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 559 | No film permit information available online City Hall has additional requirements No large crews allowed STUDENT FRIENDLY |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|------------------------|---|--|---|--|---------|---|
| Hidden Hills Community Association Private Gated Community | Stefany Tristan Operations Manager stefany@hiddenhills.org Ph: 818.227.6657 Fax: 818.888.6113 | 90 Business Days | Varies | Fees Vary \$10,000 - \$25,000 per day | Malibu/Lost Hills Sheriff Station Case by case basis Ph: 818.878.1808 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 559 | No film permit information available online Permission must be granted by city and HOA board members' approval must be met PRIVATE GATED COMMUNITY Filming hours vary TWO DAYS OF FILMING ALLOWED PER CALENDAR YEAR |
| Huntington Beach Regional Film Office Only part of city in 30-Mile Studio Zone | Sophia Valdivia Film Commissioner sophia@surfcityusa.com Ph: 714.969.3492 ext. 214 Ph: 714.969.3492 ext. 211 Fax: 714.969.5592 | 10 to 15 Business Days | Application Fee: \$150 Business License: \$123.25 Student (with Student ID or other): \$50 Permit Issuance Charges: Vary Film Permit Revision Charge: \$120 | Case-by- case (daily fees not required for students) | Huntington Beach Police Case-by-case basis Marine Safety PD Case-by-case Ph: 714.960.8811 | Huntington Beach Fire Case-by-case basis Ph: 714.536.5411 | p. 857 | Huntington Beach Film Permit City property on sliding scale based on crew size \$1 million liability and additional insurance required STUDENT FRIENDLY |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|--|---|---------------------|---|--|---------|--|
| Huntington Park | Jordan Martinez Assistant Planner JMartinez@hpca.gov Ph: 323.584.6283 | Minimum 14 Business Days depending on complexity | Permit Application Fee: \$265 + \$10 each additional day | Varies | Huntington Park Police Captain Al Martinez AMartinez@hppolice.org Ph: 323.826.6649 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 675 | Huntington Park Film Permit Film permit packet cancellation fee for less than 2 working days notice Office CLOSED Fridays |
| Industry Only part of city in 30-Mile Studio Zone | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 3 Business Days | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | \$50/+ per location | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 678 | FilmL.A., Inc. Online Permit System STUDENT FRIENDLY Student Filmmakers |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---------------------------|---|------------------|---|---|--|--|---------|--|
| Inglewood | <p>Shalonda Stringer Financial Supervisor 310-412-5500 ssstringer@cityofinglewood.org</p> <p>Maria Heaney Finance Department mheaney@cityofinglewood.org Ph: 310.412.5500 Fax: 310.330.5711</p> | 2 Business Days | <p>Permit Fee: \$635 (fee waived for students with school ID and letter) Public Property: \$220 first day \$110 each additional day Private Property: \$44 1st day \$22 each additional day Staffing fees calculated upon submission of application</p> | Parks, City Hall: \$1,500 per day and location Public Right of Way: \$1032 per day and location | <p>Inglewood Police Staffing levels / city personnel determined based on security, traffic control and production request. Fees for city staffing will be determined at time of application submission.</p> <p>Detective Luis Jaramillo ljaramillo@cityofinglewood.org Ph: 310.412.5464</p> | <p>L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)</p> <p>PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242</p> | p. 703 | <p>Inglewood Film Permit Scroll down to <i>Film Permit</i> Production changes or cancellations must be submitted to Film Permit Coordinator 24 business hours prior to scheduled start of filming STUDENT FRIENDLY Student film productions are exempt from the permit fee, depending upon the film activity Other fees may apply for city services/personnel</p> |
| Irwindale | <p>Jesus Hernandez Community Development jjhernandez@irwindaleca.gov Ph: 626.430.2252 Fax: 626.962.2018</p> | 10 Business Days | <p>Film Permit Fee: \$400 if submitted with 10 days advance notice. If less than 10 business days the permit fee is \$750. If less than 5 business days the permit fee is \$1500.</p> <p>Business License: \$459</p> | Varies | <p>Irwindale Police Must speak with Sergeant Gatto to obtain fees Ph: 626.430.2244</p> | <p>L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)</p> | p. 598 | <p>Irwindale Film Permit Scroll down to <i>Film Permit</i> Certificate of insurance required Office CLOSED on Fridays</p> |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|-----------------|---|--|--|--|--------------|--|
| La Canada-Flintridge | Christina Nguyen Administration Department cnguyen@lcf.ca.gov Ph: 818.790.8880 Fax: 818.790.7536 Thomas Dang Film Coordinator adminintern@lcf.ca.gov Ph: 818.583.4310 | 5 Business Days | Non refundable Application Fee: \$200.00 Permit Fee: \$100.00 Neighborhood Notification Fee: \$1 per mailing of each envelope Public Right of Way/City Property Use Fee: \$1,500 per day Traffic Engineer Review (if applicable): \$175 per hour | \$1500 per day for public right of way including parking on street | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 535 | La Canada-Flintridge Film Permit No filming on Sundays and holidays - Only 6 days of filming allowed. If more days are requested a letter must be sent to the City Manager to approve or deny. La Canada-Flintridge Unified School District Area Requirements permitted by FilmL.A., Inc. schools@filmia.com Ph: 213.977.8600 ext. 616 La Canada Unified School District |
| La Habra Orange County | David De Leon Community Services - until mid August of 2022 / retiring ddeleon@lahabraca.gov Ph: 562.383.4206 Ph: 562.905.9708 Fax: 562.905.9603 | 7 Business Days | Application Fee: \$87 Administrative Fee: \$124.56 Per Car Fee: \$15.00 Traffic Administrative Fee: \$135.00 | None | La Habra Police \$110 per hour Ph: 562.383.4300 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) | OR/SD p. 738 | La Habra Film Permit \$1 million insurance liability required Food wagons require business license + O.C. help permit STUDENT FRIENDLY |



30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|---|-----------------|---|--------------|--|--|---------|---|
| La Habra, Heights Los Angeles County | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 4 Business Days | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | None | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | La Habra Heights Fire Contact FilmLA first Case-by-case Ph: 562.694.8283 | p. 708 | FilmLA Online Permit System City Hall CLOSED on Fridays STUDENT FRIENDLY Student Filmmakers |
| La Mirada | Temporary as of 6.1.2022 Emma Leon Business License Desk eleon@cityoflamira-da.org Ph: 562.943.2350 Fax: 562.943.3666 | 4 Weeks | Permit Fee: \$374 Deposit: \$1000 Business license varies based on gross receipts | None | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 737 | La Mirada Film Permit Office CLOSED on Fridays Norwalk - La Mirada Unified School District Area Requirements permitted by FilmLA schools@filmia.com Ph: 213.977.8600 ext. 616 Norwalk - La Mirada Unified School District |


30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|---|--|--|---|--|---|--------------|--|
| La Palma Orange County | Scott Hutter Community Development scoth@cityoflapalma.org Ph: 714.690.3340 ext. 3336 Fax: 714.523.2141 | 3 Business Days for Application 10 business days for an application with street closure | Business License Fee: \$14 per day Reimbursement of direct costs for all city personnel used (Police, Building, and/or Public Works), based on the current year's budget (6 hr min) | Public Property: Varies Private Property: None | La Palma Police Case-by-case Ph: 714.690.3370 | Orange County Fire Case-by-case Ph: 714.573.6000 | LA/SD p. 767 | La Palma Film Permit Scroll down to <i>Film Permit</i> under <i>Planning Applications</i> Office Hours: Monday to Thursday from 7:30am until 12noon Special permit committee issues special permits Any filming requiring a street closure will require written consent from 75% of the property owners on the block(s) affected by the closure STUDENT FRIENDLY To be exempt, students and non-profits provide letters proving non-profit status |
| La Puente | Juan Galvan Assistant Planner JGalvan@lapuente.org Ph: 626.855.1558 | 10 Business Days Special traffic control measure: 14 business days | Permit Fee: \$424 Business License: \$145 Plus \$5 per employee | No location fee for city property Parks Fee: | LA County Sheriff \$109.73 Bonus Deputy \$133.10 Sergeant Patrol Station/Facility: 4 hrs. Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 638 | La Puente Film Permit Scroll down to <i>Film Permit</i> under <i>Planning</i> Indemnification and insurance must be provided for the city |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--------------------------|---|-----------------------------------|--|--------------|--|--|---------|--|
| Lakewood | Joan Banfield Senior Account Clerk buslic@lakewoodcity.org Ph: 562.866.9771 ext. 2622 Fax: 562.866.0505 | 10 Business Days Prior to Filming | Business License: \$85 +\$5 additional each cast and crew member Amplified Sound Fee: \$25 Permit Application Processing Fee: \$255 State Fee: \$4 | None | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 766 | Lakewood Film Permit Scroll down to <i>Film Permit Application</i> under <i>Miscellaneous Permits and Forms</i> Certificate of insurance required |
| Lawndale | Joshua Aasness Accounting Specialist jaasness@lawndalecity.org Ph: 310.973.3246 Fax: 310.970.2183 | 10 Business Days | Motion: \$515 per day Business License Fee: \$148 + \$10 per employee Still Photography: \$258 per day | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 733 | Lawndale Film Permit Insurance required Office CLOSED on Friday STUDENT FRIENDLY Lawndale Elementary School District Area Requirements permitted by FilmLA schools@filmia.com Ph: 213.977.8600 ext. 616 Lawndale Elementary School District |


30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|---|---|---|-------------------------|---|--|--------------|---|
| Lomita | Laura Macmorran City Planner lmacmorran@lomitacity.com Ph: 310.325.7110 ext. 120 Fax: 310.325.4024 | 3 Business Days from completing application 10 business days for traffic closure | Permit Application Fee: \$188.50 Business License Fee: \$97 per day | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 793 | Lomita Film Permit Insurance required STUDENT FRIENDLY |
| Long Beach  | Tasha Day Manager/Film Commissioner tasha.day@longbeach.gov Ph: 562.570.5333 Fax: 562.570.5335 | 3 Flexible Business Days | Non-refundable Application Fee: \$368 Filming \$525 per day Still Photography Application Fee: \$132 \$158 per day Student Application Fee: \$35 | Park/Beach: \$800-\$815 | Long Beach Police \$129.62 Lieutenant \$115.01 Sergeant \$88.71 Officer Ph: 562.570.7260 or 5273 | Long Beach Fire \$107 per hour (4 hr min) \$130 Spot Check Ph: 562.989.7206 | p. 795 | Long Beach Film Permit Proof/certificate of insurance required STUDENT FRIENDLY |
| Los Alamitos Orange County | Ron Noda Development Services Director rnoda@cityoflosalamitos.org Ph: 562.431.3538 Fax: 562.493.0678 | 45 Business Days | Permit Fee: \$250 Business License Fee: \$75 | Case-by-case | Los Alamitos Police Case-by-case Ph: 562.594.7234 | Orange County Fire Case-by-case Ph: 714.573.6000 | OR/SD p. 797 | Los Alamitos Film Permit Office CLOSED alternate Fridays Open Fridays until 4pm |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|----------------------------------|---|--|---|---|--|---|---------|--|
| Los Angeles City | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 <i>Filming welcome in FilmLA Offices</i> | 3 Business Days 4 business days if posting required | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | City Property: Varies City Parks: \$450/film & day Prep & Strike \$150 LA City Park Film Office Ph: 323.644.6220 Fax: 213.847.6056 | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. City Fire Film Unit \$118 an hour (4 hr min) Ph: 213.978.3820 | p. 634 | FilmLA, Inc. Online Permit System Also issues permits for: LAX - Los Angeles World Airports / Los Angeles Community Colleges LA Pierce & LA Harbor STUDENT FRIENDLY Offers altered fees for students / non-profits Student Filmmakers Los Angeles Unified School District Area Requirements permitted by FilmLA schools@filmla.com Ph: 213.977.8600 ext. 616 Los Angeles Unified School District |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|---|---|--|---|---|--|---------|--|
| Lynwood | Anel Zarate Community Development azarate@lynwood.ca.us Ph: 310.603.0220 ext. 256 Fax: 310.639.6957 | 3 Business Days | Application: \$100-\$200 per day | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 705 | No film permit information available online Office CLOSED on Fridays |
| Malibu Only part of city in 30-Mile Studio Zone  | Malibu Film Office filming@sws-inc.com Ph: 805.495.7521 Fax: 805.495.7621 | 2 Business Days (additional days required for more difficult permits) | Fee based upon the size and type of shoot No business license required | For Parks Department only. | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 629 | Malibu Film Permit Provide standard \$1,000,000 insurance with endorsement Signatures required for filming outside original hours Earliest entry 6am / latest out 12am Filming hours: 7am-10pm No Sunday filming 20 filming days maximum Film Office Hours: 7am-4pm |
| Manhattan Beach | Janeth Medina jmedina@manhattanbeach.gov Ph: 310.802.5410 | 15 Business Days | Application Fee Film:\$528 Still Photography: \$208 (fees waived for students upon proving non-profit with school letter and ID) | Film: \$2500 major impact \$1500 minor impact Still: \$500 major impact \$300 minor impact | Manhattan Beach Police \$154.19 per hour for officer \$191.44 per hour for sergeant Ph: 310.802.5140 | Manhattan Beach Fire \$237.79 per hour and/or fire code permit Ph: 310.802.5200 | p. 732 | Manhattan Beach Film Permit STUDENT FRIENDLY |



30-Mile Studio Zone Chart


| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|----------------------------|---|-------------------------|--|--|---|--|---------|---|
| Maywood | Calvin Ko Building & Planning calvin.ko@cityofmaywood.org Ph: 323.562.5723 Fax: 323.773.2806 | 3 Business Days | Permit Fee: \$450 Flat Rate Business License: \$50 Still Photography: \$45 | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 675 | Maywood Film Permit Off duty police officers required when fire officers needed Residential filming restrictions Office CLOSED on Fridays |
| Monrovia | Heather Gibson Film Office hgibson@ci.monrovia.ca.us Ph: 626.303.6609 Heather's back up: Tina Cherry Ph: 626.256-8226 tcherry@ci.monrovia.ca.us | Minimum 5 Business Days | Non-refundable Application Fee: \$772 for first day and \$515 for each day after (application fee waived for students) | Fee for filming in Old Town: \$1545 per day Historic Preservation fee: \$75 | Monrovia Police \$113.00 per hour for Monrovia Police Officer (4 hr min) Only required for traffic control or closures Captain Heath Harvey Ph: 626.256-8095 hharvey@monrovia.lacien.org | Monrovia Fire \$87.00 per hour for Monrovia Fire Officer (4 hr min) Only required for special effects or filming in the Mountain Fire Zone Laura Bednar, Inspector Ph: 626-256-8110 lbednar@ci.monrovia.ca.us | p. 567 | Monrovia Permit Certificate of insurance required Film liaison required for filming \$30/hr STUDENT FRIENDLY City Hall CLOSED on Fridays |
| Montebello | Michael Chee Deputy Director of Public Affairs Mchee@cityofmontebello.com Ph: 323.887.1200 ext. 201 Fax: 323.887.1464 | 3 Weeks Minimum | Business license requirement Film Permit Fee - \$1,465 Fire Inspection - \$448 (based on 4hr minimum) Business License application - \$80 Business License Fee: \$165.82/day | Varies | Montebello Police Contact: Cpt. Louis Lopez for requirements and fees. Phone: 323-887-1285 | Montebello Fire Filming Permit: \$1,465 (includes permit review and 2 hrs of inspections - during business hours) \$116.00 per hr (4 hr min) after- hour inspections and/or stand-by FSO Special permit required for pyrotechnics, special effects, etc. Fire Marshall Dan Sifuentes Ph: 323.887.1211 | p. 676 | Montebello Film Permit You need to fill out a business license application for filming permit. There's a film permit fee plus fees charged for actual costs incurred by the city staff. For more information please call Business License Division at 323- 887-1449 |



30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|-------------------------------|--|--|---|--------------|--|---|---------|---|
| Monterey Park | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 3 Business Days | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | Varies | Monterey Park Police Application: <i>FilmLA first</i> Contact <i>FilmLA first</i> \$101 an hour (4 hr min) Ph: 626.573.1311 | Monterey Park Fire Contact <i>FilmLA first</i> \$101 an hour (4 hr min) Ph: 626.307.1262 | p. 636 | FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers |
| Norwalk | Martha Robles Finance Department Clerk mrobles@norwalkca.gov Ph: 562.929.5713 Ph: 562.929.5356 Fax: 562.929.5056 | 2-7 Business Days - depending on production size | Permit Fee: (non- street closure) \$519 Permit Fee: (with street closure) \$910 Road Use Permit: \$180.50 Business License: \$37.50 \$6 per employee + processing fee | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 736 | Norwalk Film Permit Residential filming restrictions Office CLOSED on alternate Fridays Norwalk - La Miranda Unified School District Area Requirements permitted by FilmLA schools@filmia.com Ph: 213.977.8600 ext. 616 Norwalk - La Miranda Unified School District |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|---|---|--|---|--|--|---------|---|
| Palos Verdes Estates | Briana Laszlo Finance Analyst blaszlo@pvestates.org Ph: 310.750.9809 Fax: 310.378.7820 | 7 Business Days Minimum | Flat rate per permit: Motion \$575 Still \$250 \$1000 per day - private \$2500 per day - commercial \$1000 per day - parklands \$1000 per day - coastal | Varies | Palos Verdes Estates Police \$750 deposit per officer Ph: 310.378.4211 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 792 | Palos Verdes Estates Film Permit Scroll down and to your left apply for a commercial film permit |
| Paramount | John Carver Community Assistant Development Director jcarver@paramountcity.com Ph: 562.220.2048 Fax: 562.220.2051 | 1 Business Week (flexible) | Business License: \$131 \$1 per employee over 25 in crew \$2500 refundable deposit for FX/Pyro | None | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 735 | Paramount Film Permit Application |
| Pasadena  | Rochelle Branch Film Commissioner - Cultural Affairs Manager, Planning Department rbranch@cityofpasadena.net Ph: 626.744.3964 ext. 6915 Ph: 626.744.7062 ext. 7311 | 3 Business Days 5 business days for city hall and lane closure | Public: \$1031.18 per day Private: \$809.58 per day Stills: \$67.72 per day Handheld video, crew and cast fewer than 20: \$435 per day | City Streets: \$252 per hr City Facilities: \$167 per hr | Pasadena Police \$95 per hour (6 hr min) Police Officer \$115 perm (6 hr min) Police Supervisor \$120 police vehicles/per moter \$71.70 per hour (6 hr min) Film Monitor Ph: 262.744.4241 | Pasadena Fire \$226.00 per hour (4 hr min) Fire Officer \$214 Fire Safety Spot Check/ per spot check Ph: 626.744.4655 ext.75 | p. 565 | Pasadena Film Permit STUDENT FRIENDLY Office Hours Mon -Thurs 7:30am-5:30pm Fri 8am-5pm Office CLOSED alternate Fridays |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|-------------------------------------|---|--|---|---|---|--|---------|---|
| Pico Rivera | Georgette Contreras Filming Coordinator gimpecoven@pico-rivera.org Ph: 562.801.4329 Hector Hernandez Sr. Planner Ph: 562.801.4340 hhernandez@pico-rivera.org | 5-10 Business Days | Application Fee: \$350/ simple shoot \$700/ complex shoot Processing Fee: \$100 simple -\$200 complex per day | Use Fee: \$100-\$200 per day (use of city facilities) Plus required personnel costs | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 676 | Pico Rivera Film Permit Office CLOSED on alternate Fridays |
| Rancho Palos Verdes | Mary Hirsch Parks & Recreation film@pvca.gov Ph: 310.544.5260 Fax: 310.544.5294 | 3 Business Days - Private Property 10 Business Days - City Property 10 Business Days - Road Closures / Traffic Control | Application Fee: \$275 on private property \$654 on city property Rush Processing Fee: \$407 Extended-Hours Fee: \$177 per hr Business License: \$152 for calendar year (prorated quarterly) + \$4.00 SB 1186 Fee | Daily Use Fee: \$500 - \$2500 on city property \$25/hour city staff monitoring charge on city property no daily charge for private property | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 822 | Rancho Palos Verdes Film Permit As of 6.2.2018 Cancellation Fees apply equal to the Film Permit Application Fee Filming only 7am-7pm STUDENT FRIENDLY All fees waived for student films except city staff monitoring charge (for city property only) |


30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|-----------------|---|--------------|---|---|---------|---|
| Redondo Beach | Curt Mahoney Deputy Fire Marshall curt.mahoney@redondo.org Ph: 310.318.0663 Fax: 310.376.3407 | 7 Business Days | Business License Fee: \$342 per day Flat Rate Film Fee: \$735 | Varies | Redondo Beach Police Varies Depending on the Activity Ph: 310.379.2477 ext. 2493 | Redondo Beach Fire FSO \$90 per hour Engine Company \$960 (4 hr min) \$240 each additional hour Ph: 310.318.0663 ext. 4338 | p. 762 | Redondo Beach Film Permit \$1000 refundable deposit required Residential filming restrictions STUDENT FRIENDLY Fees waived with school letterhead, school ID, and school's insurance Office CLOSED On Fridays |
| Rolling Hills Private Gated Community | John Signo Planning Director jsigno@cityofrh.net Ph: 310.377.1521 ext. 200 Fax: 310.377.7288 | None | No Fee Permission to access community granted by home owner only | None | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 793 | No film permit information available online Guard gated community with Homeowner Association (HOA) entrance via guest list only No permit required Filming is granted by individual homeowner permission Entrance via HOA guest list only Ph: 310.544.6222 |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---------------------------------------|---|---|---|--------------|--|--|---------|--|
| Rolling Hills Estates | Carol Corea Administrator Assistant carolc@ci.rolling-hills-estates.ca.us Ph: 310.377.1577 ext. 105 Fax: 310.377.4468 | At least two weeks advance notice Additional notice recommended and may be required for larger productions | Permit Fee: \$350 Motion Picture Private / Residential: \$500 per day Motion Pictures Private Public Property or any Non-Residential: \$1000 per day Still Pictures on Private: \$100 per day / Still Photography on public \$200 per day City Business License: \$154 + \$4 SB1186 | None | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 793 | Rolling Hills Estates Film Permit Office Hours: Mon-Thurs 7:30am-5:30pm Fri 7:30am-4:30pm |
| Rosemead | Annie Lao Planning Department alao@cityofrosemead.org | 4 Business Days (may vary based on extent of filming) | Permit Fees: \$100 per working day Commercial Filming: \$400 per working day + \$800 per night | None | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 596 | Rosemead Film Permit |
| | Kinson Wong kwong@cityofrosemead.org Ph: 626.569.2140 | | | | | | | |
| San Fernando | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 15 Business Days | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) | Varies | San Fernando Police Traffic & Crowd Control \$77 an hour Sergeant \$98 an hour Ph: 818.898.1250 | L.A. City Fire Film Unit \$118 an hour (4 hr min) Ph: 213.978.3820 | p. 482 | FilmLA Online Permit System STUDENT FRIENDLY City manager has the right to waive fees for non-profit projects and student films |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|---|---|--|---|---|---|---------|---|
| San Gabriel | Jackie Wong Community Development Department / Executive Assistant / Film Permit Coordinator jwong@sgch.org Ph: 626.308.2806 ext. 4621 Fax: 626.458.2830 | 10 Business Days | Application: \$130 Filming Fee: \$580 per day *other facility usage and personnel fees may apply | City Employee: \$93 / hr Street Closure: \$250 | *Arranged by Janet Sherman San Gabriel Police Traffic & Crowd Control \$123 an hour (2 hr min) Ph: 626.308.2828 | *Arranged by Janet Sherman San Gabriel Fire \$123 an hour (2 hr min) Ph: 626.308.2880 | p. 596 | San Gabriel Film Permit No film permit required for personal use still photography STUDENT FRIENDLY Daily fee waived for student productions, application fee still applies |
| San Marino | Nicole Cuadros City Manager's Office ncuadras@cityofsanmarino.org Ph: 626.300.0781 Fax: 626.300.0709 | 10 Business Days (20% of permit fee if less than 10 business days' notice) | Permit Processing Fees: Stills: \$135 per day Motion: \$270 per day Permit Fees: Stills Public: \$1000 per day Movie Private: \$500 per day Movie Public Streets: \$2,500 per day Public Parks & Buildings: \$2000 per day | Depends on Location | San Marino Police Traffic Control and Public Prop \$60 an hour + 20% Admin Fee (4 hr min) No overtime rates Ph: 626.300.0720 | San Marino Fire Interiors only \$70 per hour (2hr min) + 20% Admin Fee No overtime rates Ph: 626.300.0735 ext. 37 | p. 596 | San Marino Film Permit Lacy Park \$2000 per day Huntington Library \$1000 Office Hours: Mon, Wed-Fri 8am-12pm Tues 8am-4pm or by appointment |
| Santa Clarita  | Colleen Brutz – Film Program Specialist Matthew Curran – Film Permit Technician Jennifer Jzyk – Film Permit Technician Evan Thomason – Economic Development Associate film@santa-clarita.com Ph: 661.284.1425 Fax: 661.286.4001 | 3 Business Days - Private Property 5 Business Days (with confirmed location) - City- Owned Properties 5 Business Days - for any requests with SFX, gunfire, aerial activity, or that necessitate a signature survey | Motion Picture Permit: \$390 Movie Ranch Motion Picture Permit: \$156 Still Picture Permit: \$120 Road Use- Parking: \$319 per day and location Road Use (ITC/Driving): \$256 per day and location Road Closure: \$709 per day and location | Private Property: contact owner directly City-owned Properties: contact film office for property and monitor rates | * Contact Film Office L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 4550 | Santa Clarita Film Permit Insurance naming city as additional insured required Primary and non-contributory language required Special endorsement required STUDENT FRIENDLY Permit fee and review fee waived for students with appropriate documentation and insurance Notification charge can also be waived if the student distributes them themselves Non-profits: Permit fee and review fee waived with a 501c3 letter |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|---|---|---|--|---|--|--------------|--|
| Santa Fe, Springs | Maribel Garcia City Manager's Office maribelgarcia@santafesprings.org Ph: 562.868.0511 ext. 7569 Fax: 562. 863.3741 | 7 Business Days - for normal filming 10 Working Days - for road closures and SFX | Film Permit Fee without Special Effects: \$625 + Cost + \$57 per day for shoots longer than 3 days Film Permit Fee with Special Effects: \$910 + Cost + \$57 per day for shoots longer than 3 days | Varies | Santa Fe Springs Police Manpower determined by Police Department Ph: 562.409.1850 | Santa Fe Springs Fire Case-by-case Ph: 562.944.9713 | p. 706 | No film permit information available online Need insurance at \$1 million per occurrence Contact city manager's office for application |
| Santa Monica | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 5 Business Days | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | Beaches and Pier: \$1,086.35- \$1,323.52; City Hall: ext. \$1,588.22 int. \$2,647.04 Parks: from \$1,058.82 to \$1,323.52 (based on crew size) | Santa Monica Police <i>Contact FilmLA first</i> Traffic & crowd control public property \$217.26 an hour (8 hr min) Plus a \$94.43 per day for additional vehicle Ph: 310.458.8474 | Santa Monica Fire <i>Contact FilmLA first</i> Interiors & pier (with a generator) & F/X \$224.58 an hour (8 hr min) Fire vehicle of \$66.40 per day/ per Officer Ph: 310.458.8652 | p. 671 | FilmLA Online Permit System Signature surveys required from businesses for afterhours filming Separate fees for pier and promenade City Hall CLOSED on alternate Fridays STUDENT FRIENDLY Student Filmmakers |
| Seal Beach <i>Orange County</i> Only part of city in 30-Mile Studio Zone | Tim Kelsey Community Services Manager tkelsey@sealbeachca.gov Ph: 562.431.2527 ext. 1341 Fax: 562.493.9857 | 3 Weeks* *depending on production size | Application Fee: \$157 Still Photography: \$104 Expedited Application Fee: \$314 Business License Fee: \$25 - one day shoot \$30 per day or \$219 per year \$500 refundable deposit | General Location: \$422 Pier/Park: \$314 Lifeguard Station: \$209 City Hall: \$209 City Jail: \$524 | Seal Beach Police Traffic & Crowd Control: Case-by-case Life guard: Case-by-case Ph: 562.799.4100 | Orange County Fire Case-by-case Ph: 714.573.6000 | LA/OR p. 826 | Seal Beach Film Permit Scroll down to <i>Film Permit Application</i> Parking on beach lots charged at regular rate - contact Aamco Parking Mr. Terry Turner Ph: 949.252.0678 |

30-Mile Studio Zone Chart


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|------------------------------|--|--|--|--|--|---|---------|---|
| Sierra Madre | Lawren Heinz Film Monitor lheinze@cityofsierramadre.com Ph: 626.355.7135 ext. 704 Fax: 626.836.6656 | 5 -10 Business Days (varies with special effects) | Film: Refundable Deposit \$2222 less than 5 cast/crew: \$300 per day 6-50 cast/crew: \$1000 first day \$750 each additional day 50 or more cast/crew: \$1783/+ first day \$1,428/+ each additional day City Property: \$1,096/+ per day Business License: \$42 Photography: \$300/+ per day | Varies \$1000 per day - city property \$90 per day - stills \$1500 - overnight Business License: \$35 | Sierra Madre Police Traffic control \$121 an hr (4 hr min) Ph: 626.355.1414 | Sierra Madre Fire Fire Permit (If needed) \$73 per day Fire Safety Office: \$121 an hr Ph: 626.355.3611 | p. 567 | Sierra Madre Film Permit Fee schedule in place Business district filming restrictions \$2000 deposit STUDENT FRIENDLY Fees may be waived for student productions, but staffing fees will still apply. If the production uses a generator or requires ITC, the PD or FSO must be scheduled. |
| Signal Hill | Martha Baez Community Service Department mbaez@cityofsignalhill.org Ph: 562.989.7374 Fax: 562.989.7393 | 15 Business Days | Permit: \$265 | Varies | Signal Hill Police Traffic and Crowd Control (varies by location) Ph: 562.393.7200 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 795 | Signal Hill Film Permit |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|---|--|--|--------------|--|---|-------------|---|
| Simi Valley Ventura County | Myana Barajas and Josh Terry Customer Services Representative - Film Permits City of Simi Valley locationfilmingpermit@simivalley.org Ph: 805.583.6736 Fax: 805.583.6399 | 7-10 Business Days 2 Business Weeks - for street closures | Permits: Business Tax Fee \$100 per day \$295 Temp Use Permit Major \$755 /2 days Minor \$360 /2 days | None | Simi Valley Police Officer \$101 Sergeant \$123 Lieutenant \$143 per hour (2 hr minimum) Ph: 805.583.6950 | Ventura County Fire Review Fee Filming: \$228 Review Fee Still: \$152 Review Fee Student: \$228 Additional Permit Required from VCFD for Pyro/FX: \$266 Lori Ross Filming Fire Safety Coordinator lori.ross@ventura.org Ph: 805.947.8535 Ph: 805.389.9710 Fax: 805.383.4766 | LAVN p. 478 | Simi Valley Film Permit \$75 per 100 ft of city posted no parking signs \$288 Encroachment Permit STUDENT FRIENDLY Rancho Simi Recreation and Park District Nikki Davy Administrative Secretary Ph: 805.584.4415 |
| South El Monte | Rodrigo Pelayo, Interim Planning Supervisor rpelayo@soelmonte.org Ph: 626.579.6540 ext. 3247 Fax: 626.579.2409 Colby Cataldi Director of Community Development and Public Works ccataldi@soelmonte.org (626) 579-6540 x3218 | 2 Business Weeks | Film Permit: \$1368 | None | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 637 | No film permit information available online Contact Enforcement for permit application Office CLOSED on Fridays |



30-Mile Studio Zone Chart

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|---|--|--|---|--|--|--|--------------|--|
| South Gate | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 3 Business Days | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | \$536 per day Swim Center: \$2651 per day Sports Center: \$2651 per day Parks and Rec Facilities: TBD | South Gate Police Contact FilmL.A., Inc. first Case-by-case fees Ph: 323.563.5436 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 705 | FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers |
| South Pasadena  | Joan Aguado Film Liaison jaquado@southpasadenaca.gov Ph: 626.403.7263 Fax: 626.403.7251 | 2 Business Days | Permit Fees: Commercial/City/ Res Prop \$729.50 per day \$144.50 stills | For public property only \$150 per hr city facilities | South Pasadena Police \$70 an hour (8 hr min) Ph: 626.403.7270 | South Pasadena Fire \$70 an hour (8 hr min) case-by-case Ph: 626.403.7300 | p. 595 | South Pasadena Film Permit STUDENT FRIENDLY |
| Stanton Orange County Only part of city in 30-Mile Studio Zone | Carlos Castellanos Community Development ccastellanos@stantonca.gov Ph: 714.890.4228 Fax: 714.890.1443 | 2 Working Days - for approval and issuance of a "normal" permit 4 Working Days - for traffic control which exceeds 3 minutes, stunts, or special effects 10 Working Days - for road closures | Permit Process: \$385 Business License may fall under vehicle tax fee \$40 with one time \$110 processing fee | Location Permit Fee: \$385 per day | Orange County Sheriff Case-by-case Ph: 714.647.7000 | Orange County Fire Case-by-case Ph: 714.573.6000 | LA/OR p. 797 | No film permit information available online Office CLOSED on Fridays and daily 12-1pm |


30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|--------------------|--|---|--|--|--------------|---|
| Temple City | Sandra Scott Interim Planning Secretary sscott@templecity.us Ph: 626.656.7316 Ph: 626.285.2171 ext. 4347 | 3-10 Business Days | Business license fee: \$172 Processing fee: \$29 Permit fee: \$145 Fee per day: \$110 State fee: \$4 | Varies Additional fees for use of staff or city owned facilities, including parks | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 597 | Temple City Film Permit Extra charges for the Performing Arts Pavilion Gazebo May assess fee for road closures STUDENT FRIENDLY No charge for student films |
| Thousand Oaks Ventura County Only part of city in 30-Mile Studio Zone | Steve Barragan Special Event Film Permit Processing SBarragan@toaks.org Ph: 805.449.2298 Fax: 805.449.2350 | 5 Business Days | Business License: \$61 \$10 per day Motion Picture: \$247 per day Photography: \$164 per day | Public Streets: \$1,000 (\$600 non-profit) City Property: \$2,000 (\$1,600 non-profit) | Thousand Oaks Police Manpower determined by Police Department Ph: 805.494.8200 | Ventura County Fire Review Fee Filming: \$228 Review Fee Still: \$152 Review Fee Student: \$228 Additional Permit Required from VCFD for Pyro/FX: \$266 Lori Ross Filming Fire Safety Coordinator lori.ross@ventura.org Ph: 805.947.8535 Ph: 805.389.9710 Fax: 805.383.4766 | LA/VN p. 526 | Thousand Oaks Film Permit STUDENT FRIENDLY Conejo Recreation and Park District Film Permit Conejo Recreation and Park District Former MGM Ranch Matt Kouba Park Superintendent Ph: 805.381.2735 |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--------------------------|--|------------------|---|---|--|--|---------|--|
| Torrance | Please contact Special Events and Film Office for any questions Ph: 310-618-2456 SEFO@TorranceCA.Gov | 10 Business Days | Motion Picture Production - \$301 First Day, \$96 Each Additional Day Private Motion Picture Production – Public \$662 First Day, \$345 Each Additional Day Still Photography Public or Private \$232 Per | Varies | Torrance Police \$151 per hour (6 hr min) Ph: 310.328.3456 | Torrance Fire TBD Ph: 310.781.7000 | p. 763 | Torrance Film Permit Office CLOSED on alternate Fridays |
| Vernon | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 3 Business Days | FilmLA Fees Application: Film: \$863 (up to 10 locations over a 2 week period) Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 minimum (fee varies with radius) Monitor/Hour: \$41.00 1st 8 hours (overtime rates apply) *Non-Refundable | City Street Use: \$650 per day City Property Use Fee: \$500 per day Private Property Location Fee: \$150 per permit | Vernon Community Police Contact FilmL.A., Inc. first \$75.00 per hr (2 officials min) Ph: 323. 587.5171 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) | p. 674 | FilmLA Online Permit System Caterers need Business License \$150 Health Inspection fee for catering trucks and craft services providers Business District filming restrictions STUDENT FRIENDLY Student Filmmakers |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|---|--|--|--|---|---------|---|
| Walnut Only part of city in 30-Mile Studio Zone | Melanie Maio Public Information Officer Ph: 909.348.0704 mtep@cityofwalnut.org | 2 Business Days - normal 4 Business Days - for traffic control 10 Business Days - for road closures | Non Refundable Filing Fee: \$250 Business License: \$5 for each day + \$4 assembly bill fee A maximum \$45 per day if filming exceeds 9 days | Varies \$500 per day on city property | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 639 | Walnut Film Permit Office CLOSED on Fridays |
| West Covina | Jerry Rivera Planning Division JRivera2@westcovina.org Ph: 626.939.8422 | 2 Weeks & major productions 4 weeks | Permit Fee: Application \$2,696 + \$96.36 per hour in staff time Security and cleaning deposit of \$1,020 | Varies | West Covina Police Two police officers will be required on site at the rate of \$346.10 per hour for both officers. Ph: 626.939.8557 | West Covina Fire Case-by-case Ph: 626.939.8824 Production Facilities: Film Permit - \$299+stand-by fees | p. 598 | West Covina Film Permit Certificate of insurance and property owner's permission required Office CLOSED on Fridays |
| West Hollywood  | Eddie Robinson Film Liaison wehofilm@weho.org Ph: 323.848.6489 Fax: 323.848.6561 | 3 Business Days | Fee Schedule | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 592 | West Hollywood Film Permit Hour parking restrictions Street Closures: \$500-\$2000 (first hour) \$500-\$2000 (each additional hour) Office CLOSED on alternate Fridays |


30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|---|--|---|--|---|--|--------------|--|
| Westlake Village | Carol Kramer, Deputy City Clerk CarolK@wlv.org Ph: 818-706-1613 Fax: 818.706.1391 | 15 Business Days | Permit Application Fee: \$250 Filming Deposit: \$500 Public Property: \$500 per day Private Property: \$300 per day F/X \$1,000 per day Hold harmless and 1 million dollar liability policy and additional insured endorsement | None | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 557 | Westlake Village Film Permit No filming after 9pm unless approved No directional signage allowed Filming in residential areas only from 7am-7pm |
| Westminster <i>Orange County</i> Only part of city in 30-Mile Studio Zone | Linh Doan, Administrative Assistant to the City Manager & City Council lidoan@westminster-ca.gov Ph: 714-548-3178 | An applicant will be required to submit a permit request at least two business days prior to the date on which such person desires to conduct an activity for which a permit is required. If such filming activity interferes with traffic or involves potential public safety hazards, an application may be required at least 5-7 business days in | Permit Application Fee: \$195 | Motion-private property: \$200/day Still-private property: \$100/day Motion-city property: \$400/day Still-city property: \$200/day | Westminster Police Case-by-case Ph: 714.898.3315 | Orange County Fire Case-by-case Ph: 714.573.6000 | LA/OR p. 827 | Westminster Film Permit STUDENT FRIENDLY |

30-Mile Studio Zone Chart

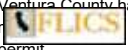
| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|---|-----------------|---|--|--|--|---------|---|
| Whittier | Helen Gonzalez Senior Engineering Technician, Public Works Engineering Division hgonzalez@cityofwhittier.org Ph: 562.567.9516 Ph: 562.567.9500 / 9999 Fax: 562.567.2874 | 5 Business Days | Application Fees: Film - \$400 Still Photography - \$200 Business License Fee: \$64 each year per project Ph: 562.567.9860 | None | Whittier Police Para-Police Officer: \$108.87 per hour Police Vehicle: \$14.08 per hour Total: \$122.95 (3 hr min) Ph: 562.567.9211 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 707 | Whittier Film Permit Public use fee on certain city property Filming 6am-10pm STUDENT FRIENDLY No fees for student filming |
| Other Permit Offices Located in the 30-Mile Studio Zone | | | | | | | | |
| Los Angeles Community Redevelopment Agency - CRA/LA Disbanded | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 1 Business Week | \$500 per day \$1000 security deposit | None | L.A. City Police Retired / Off Duty Officer: \$66.20-\$76.75 per hour (8 hr min / OT after 8, Double after 12) Active Officer: \$74 per hour (2-4hr min / flat rate / no motorcycle fee) \$75 per day for Motorcycle, per officer Ph: 213.486.0621 | L.A. City Fire Film Unit \$118 per hour (4 hr min) Ph: 213.978.3814 | p. 634 | FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers |
| Los Angeles County Unincorporated Areas | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 2 Business Days | FilmLA Fees Application: \$863 Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 Monitor/Hour: \$41 L.A. County Road Inspection Fee: \$420 L.A. County Road Application Fee: \$191 L.A. County Encroachment Fee: \$347 | County Property: \$400 per day Prep/Strike: \$100 first 3 days \$400 per day after | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 634 | FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|---|---|--|--|--|--------------|---|
| Orange County Unincorporated Areas  Filming Inquiries & Permit calls go to the Orange County Film Commission first | Janice Arrington Orange County Film Commissioner jarrington@filmorangecounty.org Ph: 949.246.9704 Kellee Vessey Film Permit Coordinator Orange County Parks & Recreation Kellee.Vessey@ocparks.com Ph: 949.585.6447 / 6463 Ph: 866.627.2757 Fax: 714.973.3336 Mustapha Balkis OC Development Services Encroachment Permits OC Public Works mustapha.balkis@ocpw.ocgov.com Ph: 714.667.8844 Fax: 714.667.7522 | 2 or 3 Business Weeks Public works permit: 3 Business Days \$69.99 Non-Refundable fee | Public Property Only: \$400 per day - film \$150 per day - stills \$200 per day - prep and strike Non-refundable application fee: \$69.95 Security Deposit: \$1,000 https://ocpublicworks.com/ | None OC Parks: \$400 per day **Old county court house has own fees** | Orange County Sheriff Case-by-case Ph: 949.248.3550 Orange County Sheriff Case-by-case Ph: 949.248.3550 | Orange County Fire Case-by-case Ph: 714.573.6000 Orange County Fire Case-by-case Ph: 714.573.6000 | OR/SD p. 829 | Permit calls go to the Orange County Film Commission first Orange County Parks Film Permit |



30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|---|--|---|--|---|--|--|--|
| <p>Ventura County  Ventura County has permit jurisdictions. Each has their own fee structure and permitting process. Knowing the location will determine the requirements, fees. Permit calls go to the Ventura County Film Commission first</p> <p>(Use this GIS Map resource to determine jurisdiction) If you have any question, please call or email the film liaison, Bill Bartels (805) 409-9947 bill@edcollaborative.com</p> | <p>Bill Bartels Film Liaison Ventura County Film Commission bill@edcollaborative.com Ph: 805.409.9947</p> | <p>The range for permits in Ventura County is anywhere from 3 Days to 30 Days, depending on jurisdiction and impact (standard/waivers) assessment.</p> <p>Piru (Unincorporated Ventura County) 5 Days</p> <p>Simi Valley 5 days</p> <p>Rancho Simi Valley Recreation and Parks District 5 Days</p> <p>Mountains Recreation & Conservation Authority Case by Case (as fast as possible) Moorpark 4 Weeks for public property/2 Weeks Private Property (must be submitted in Thousand Oaks 5 Days</p> | <p>Each Jurisdiction requires both a film permit and business tax license permit for film. These fees are set annually by the jurisdictions and updated.</p> <p>Piru (Unincorporated Ventura County)</p> <p>Simi Valley</p> <p>Rancho Simi Valley Recreation and Parks District</p> <p>Mountains Recreation & Conservation Authority</p> <p>Thousand Oaks</p> | <p>Varies by jurisdiction</p> <p>Piru (Unincorporated Ventura County)</p> <p>Simi Valley</p> <p>Rancho Simi Valley Recreation and Parks District</p> <p>Mountains Recreation & Conservation Authority</p> <p>Moorpark</p> <p>Thousand Oaks</p> | <p>Internal Jurisdictions: Ventura County Sheriff</p> <p>Thousand Oaks Police Department</p> <p>Simi Valley Police Department</p> <p>Moorpark Police Division</p> <p>Public Roads in the County Area: California Highway Patrol</p> | <p>Ventura County Fire</p> <p>Lori Ross Filming Fire Safety Coordinator lori.ross@ventura.org Ph: 805.947.8535 Fax: 805.383.4766 Fire Questionnaire: Jurisdiction for all permitting agencies, in Ventura County, in the Zone.</p> | <p>LAVEN p. 492</p> | <p>Please make sure you are clear on what jurisdiction creates the regulatory layers for a location.</p> |



30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|--|--|---|--|---|-------------------------|--|
| Other Permit Offices Located in the 30-Mile Studio Zone - FEDERAL | | | | | | | | |
| Angeles National Forest <i>Considered within the Secondary Studio Zone: Lake Elizabeth Lake Hughes</i> | Angela Stever Special Uses Angeles National Forest astever@fs.fed.us p: 661.269.2808 x249 f: 661.269.2825 | 10 Business Days Minimum | Insurance required | Film crew: Motion Picture: 1-10 - \$285.12 per day 11-30 - \$380.13 per day 31-60 - \$950.36 per day 60+ - \$1,144.07 per day Still Photography: 1-10 - \$95.06 per day 11-30 - \$285.12 per day 31-60 - \$475.18 per day 60+ - \$475.18 per day | CHP required if filming on county roads or state highways State Permit & Monitor Fees Officer Jon Dockweiler CHP Media Relations Officer Jdockweiler@chp.ca.gov Cell: 213.703.2070 Type of monitor determined by CHP Liaison 4 HR MIN: \$105.91 Officer per hr. \$128.44 Sergeant per hr. \$133.97 Motorcycle Sergeant per hr. \$110.12 Motorcycle Officer per hr. \$1.45/mile vehicle \$1.31/mile motorcycle | Varies based on needs of the production | p. 504-511 | Angeles National Forest Online Permit Application |
| Army Corps of Engineers Department of Defense | Primary Contact: Brian Lee (213) 452-3126 Secondary Contact: Lynette Uiloa (213) 452-3145 | The Corps must receive the application and initial deposit at least 30 days prior to the film date. All fees must be paid 5 days prior to film date. | Non-Refundable Application Fee: \$750 Student and Non- Profit Groups: \$300 \$50 each additional day | Processing Fee: \$300 Prep/Strike: \$100 per day | Corps Monitor \$80 per hour (8 hr min) (Federal holidays and Easter Sunday: \$160 per hour) | Corps Safety Officer \$150 / hour if needed due to unusual activities | p. 502-503 p. 531 & 561 | Army Corps of Engineers Film Permit Must obtain a standard liability insurance policy in the amount of \$500,000 per person in any one claim and an aggregate limit of \$2,000,000. Property damage coverage must be at least \$100,000. A copy of the bond and insurance policy or a Certificate of Insurance must be furnished to the Corps prior to issuance of a permit. Govern. or Corps shall not be named coinsured. |



30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|---|---------------------------------|--|---|---|---|------------|--|
| Los Angeles National Cemetery - Department of Veterans Affairs - National Cemetery Administration - West Los Angeles | Temoc Meza Director Los Angeles National Cemetery cuauhtemoc.mezadavila@va.gov Ph: 310.268.4030 Fax: 310.295.7977 | Case-by-case, One week flexible | Donation of a standard daily location fee would be appreciated | \$1 million liability insurance policy | L.A. City Police Retired / Off Duty Officer: \$66.20-\$76.75 per hour (8 hr min / OT after 8, Double after 12) Active Officer: \$74 per hour (2-4hr min / flat rate / no motorcycle fee) \$75 per day for Motorcycle, per officer Ph: 213.486.0621 | L.A. City Fire Film Unit \$118 per hour (4 hr min, plus 1 hr of travel) Ph: 213.978.3814 | p. 631 | https://www.cem.va.gov/facts/Filming_and_Photoigraphy_Guidance.asp <i>No film permit online</i> A script must be provided for filming of any type. A narrative description of all photo shoots is required. STUDENT FRIENDLY - SCROLL DOWN PAGE Cannot close cemetery or prevent anyone from visiting gravesites |
| Santa Monica Mountains National Recreation Area | Preston DeCorte Office of Special Park Uses Ph: 805.370.2308 Ph: 805.370.2300 preston_decorte@nps.gov samo_permits@nps.gov | 10 Business Days | \$175 non-refundable application fee for photography | There are no longer location fees for filming. Still Photography: 1-10 \$50 11-30 \$150 30+ \$250 | Varies - inquire with Permit Coordinator | Varies depending on location in park | p. 625-630 | Santa Monica Mountains Film Permit |
| Veterans Administration Greater L.A. Healthcare System | <p align="center">No filming permitted until further notice</p> | | | | | | p. 631-632 | <p align="center">No crew parking provided</p> |
| Veterans Administration Long Beach Healthcare System | Richard Beam Director of Public Affairs & Community Relations Richard.beam@va.gov Ph: 562.826.5498 | Case-by- case | | | | | p. 796 | <p>No film permit information available online</p> |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|--|---|---|--|---|--|------------|--|
| Other Permit Offices Located in the 30-Mile Studio Zone - STATE | | | | | | | | |
| State of California | David Booth Caltrans Permits State Highways & Roads dbooth@film.ca.gov <i>Ph: 323.818.4104</i> | 4 Business Days 15 Business Days - minimum for road closures | No Permit Fee State Permit and Monitor Fees | None | Type of monitor determined by CHP Liaison 4 HR MIN: \$105.91 Officer per hr. \$128.44 Sergeant per hr. \$133.97 Motorcycle Sergeant per hr. \$110.12 Motorcycle Officer per hr. \$1.45/mile vehicle \$1.31/mile motorcycle Officer Jon Dockweiler CHP Media Relations Officer jdockweiler@chp.ca.gov Cell: 213.703.2070 | Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov Cell: 213.700.5884 Ph: 323.817.4108 | N/A | CFC Online Permit Application |
| State of California | Tiana Reynolds - State Buildings & Facilities / Northern and Central CA State Parks Permit treynolds@film.ca.gov <i>Ph: 323.817.4112</i> | 4 Business Days | No Permit Fee State Permit and Monitor Fees | None NO WEEKEND FILMING MOST BEACHES AND PARKS / BUILDINGS AND | Parks monitor hourly rates are "portal to portal" (generally add one hour of time, 6 hr min) Type of monitor determined by State Parks Type of monitor determined by State Agency | Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov Cell: 213.700.5884 Ph: 323.817.4108 | N/A | CFC Online Permit Application Filming welcome in CFC office When filming in CFC office either CHP or CFC staff are assigned ANY STATE BUILDING OR CFC OFFICE AVAILABLE ONLY ON WEEKENDS |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|--|------------------------|---|--|--|--|-----------------|---|
| State of California | Catherine Adamic Southern CA State Parks Permits cadamic@film.ca.gov Ph: 323.817.4107 | 4 Business Days | No Permit Fee State Permit and Monitor Fees | None NO WEEKEND FILMING MOST BEACHES AND PARKS | Parks monitor hourly rates are "portal to portal" (generally add one hour of time, 6 hr min) Type of monitor determined by State Parks Angeles District Filming Coordinator AngelesDistrict.Filming@parks.ca.gov Ph: 818.880.0358 | Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov Cell: 213.700.5884 Ph: 323.817.4108 | N/A | CFC Online Permit Application |
| State of California | Officer Jon Dockweiler CA Highway Patrol Statewide Film Media Relations jdockweiler@chp.ca.gov Cell: 213.703.2070 | 4 Business Days | No Permit Fee State Permit and Monitor Fees | None | Type of monitor determined by CHP Liaison 4 HR MIN: \$105.91 Officer per hr. \$128.44 Sergeant per hr. \$133.97 Motorcycle Sergeant per hr. \$110.12 Motorcycle Officer per hr. \$1.45/mile vehicle \$1.31/mile motorcycle All rates 4 hr minimum | Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov Cell: 213.700.5884 Ph: 323.817.4108 | N/A | CFC Online Permit Application |
| Mountains Recreation Conservation Authority (MRCA) A local government public entity established in 1985 pursuant to Joint Powers Act to manage Santa Monica Mountains Conservancy land | | | | | | | | |
| Santa Monica Mountains Conservancy (SMMC) State Property within the 30-Mile Studio Zone Not Permitted by the California Film Commission (CFC) | | | | | | | | |
| Mountains Recreation Conservation Authority (MRCA) | René Garcia Filming Manager Mountains Recreations & Conservancy Authority Los Angeles River Center and Gardens rene.garcia@mrca.ca.gov Ph: 323-221-9944 ext 139 | None - ASAP turnaround | None | Case-by-case | Case-by-case | L.A. City L.A. County Ventura County depending on park location | LAVEN Varies | MRCA Film Permit |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|--|-----------------|--|--|--|---|---------|--|
| Locations Outside the 30-Mile Studio Zone Considered within the 30-Mile Studio Zone by the Alliance of Motion Picture & Television Producers - AMPTP and various Unions | | | | | | | | |
| Aqua Dulce | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 3 Business Days | Application: \$863 Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 Monitor/Hour: \$41 L.A. County Road Inspection Fee: \$420 L.A. County Highway Road Application Fee: \$191 L.A. County Encroachment Fee: \$347 | County Property: \$400 per day Prep/Strike: \$100 first 3 days \$400 per day after | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 4373 | FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers |
| Castaic | FilmLA Los Angeles Film Office info@FilmLA.com Ph: 213.977.8600 Fax: 213.977.8601 | 3 Business Days | Application: \$863 Rider: \$137 Still Photo: \$82 Rider: \$28 Notification/Radius: \$215 Monitor/Hour: \$41 L.A. County Road Inspection Fee: \$420 L.A. County Highway Road Application Fee: \$191 L.A. County Encroachment Fee: \$347 | County Property: \$400 per day Prep/Strike: \$100 first 3 days \$400 per day after | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4herman@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 4369 | FilmLA Online Permit System STUDENT FRIENDLY Student Filmmakers |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|---|-----------------|--|--|--|--|------------|--|
| Castaic Lake May require two permits - CFC (only if on State Property DWR) & FilmL.A., Inc. | Chris Mowry Park Superintendent cmowry@parks.lacounty.gov Ph: 661.257.4050 Fax: 661.257.3759 Tiana Reynolds State Buildings & Facilities Permits treynolds@film.ca.gov Ph: 323.817.4112 Fax: 323.860.2972 | 7 Business Days | Application Fee: (Motion) \$863.00 per permit (Still Photo) \$82.00 per permit | Varies | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 Castaic Police Ph: 661.257.0881 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 4369 | FilmLA Online Permit System Special launching permits required if shooting on the lake Filming allowed only on weekdays Castaic Lake Filming Guidelines Lake administered by LA County Parks & Recreation Filming in the water requires a state permit CFC Online Permit Application |
| Conejo Recreation and Park District Former MGM Ranch Only part of district in 30- Mile Studio Zone | Matt Kouba Park Superintendent parksupt@crpd.org Ph: 805.495.6471 ext. 1112 Ranger Staff Ph: 805.402.9551 Michele Mills Reservations reservations@crpd.org Ph: 805.495.6471 | Varies | Processing Fee: \$120 Still Photography: \$150 per day Staff: \$57 per hour | Varies If your application is approved, then a filming fee will be determined | Consult with Park Superintendent Ph: 805.381.2735 | Ventura County Fire Review Fee Filming: \$228 Review Fee Still: \$152 Review Fee Student: \$228 Additional Permit Required from VCFD for Pyro/FX: \$266 Lori Ross Filming Fire Safety Coordinator l.ross@ventura.org Ph: 805.947.8535 Ph: 805.389.9710 Fax: 805.383.4766 | VEN p. 525 | CRPD Film Permit |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|---|---|----------------------------|--|---|--|--|---------|--|
| FAIRPLEX Los Angeles County Fairgrounds | Carol Rushton rushton@fairplex.com Ph: 909.865.4042 Cell: 909-524-2182 | 2 Business Days Minimum | \$15 per vehicle \$5 per person catering buyout Security/EMT required Refundable damage deposit: varies | Minimum \$5,000 per day per location; ½ price for set- up and strike | L.A. County Sheriff \$109.73 B1 Deputy \$133.10 Sergeant Patrol Station/Facility min: 4 hrs Susana Hernandez Film Unit Coordinator Email: (preferred) s4hernan@lasd.org Ph: 213.229.1672 | L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro.& Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours) PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242 | p. 600 | FilmLA Online Permit System STUDENT FRIENDLY |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|--|--|---|--|---|--|------------|--|
| Fillmore <i>The entirety of the City of Fillmore is not considered within the 30- Mile Studio Zone. Information provided for convenience.</i> | Patrick Maynard Fillmore Film Commission pmaynard@fillmoreca.gov Ph: (805) 946-1919 | 3 Business Days | Application \$200 \$300 per day No Business License Fee | If within business district \$200 If shooting outside \$100 | Ventura County Sheriff Case-by-case CHP on Ventura County roads Ph: 805.477.4100 California Highway Patrol | Fillmore Fire FEES VARY Ph: 805.524.3701 Keith Gurrola Fire Chief, City of Fillmore Ph: 805.524.3701 | VEN p. 456 | Fillmore Film Permit |
| John Wayne Airport Orange County | Cheryl Waters Filming Coordinator Public Affairs cwaters@ocair.com Ph: 949.252.5048 Fax: 949.252.5141 Mustapha Balkis OC Development Services Encroachment Permits OC Public Works mustapha.balkis@ocpw.ocgov.com Ph: 714.667.8844 Fax: 714.667.7522 | Minimum 10 Business Days and 30 Business Days for larger productions | \$325 - \$1000 | Varies | Orange County Sheriff Case-by-case Ph: 949.248.3550 | Orange County Fire Case-by-case Ph: 714.573.6000 | | John Wayne Airport Filming Guidelines & Permit |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|--|--|---|---|---|--|--|------------|--|
| Leo Carrillo State Beach | Catherine Adamic Southern CA State Parks caclamic@film.ca.gov Ph: 323.860.2960 ext. 107 Fax: 323.860.2972 | 4 Business Days | No CFC Permit Fee Review Fee – simple production: \$65.00 per day Review Fee – complex production: \$200 per day | None | Parks monitor hourly rates are "portal to portal" (generally add one hour of time; 6 hr min) Type of monitor determined by State Parks Angeles District State Parks AngelesDistrict.Filming@film.ca.gov Ph: 818.880.0358 | Vijay Mepani Deputy State Fire Marshall vijay.mepani@fire.ca.gov Cell: 213.700.5884 Ph: 323.817.4108 | p. 625 | CFC Online Permit Application Personnel Reimbursement Fees Only State Permits and Monitor Fees |
| MGM Ranch | See Conejo Recreation and Park District Above | | | | | | | |
| Ontario Airport | ONT Airfield Operations Ph: 909.544.5431 filmdesk@flyontario.com | 1 Month | Application: \$200 | Average quote \$7,000 to \$10,000 per day Based on time needed / personnel / autos | Airport Bureau Depends on production needs Ph: 909.395.2000 | Ontario Fire Depends on production needs Fire Engineer Scott Williams is the contact for the Ontario Fire Ph: (714) 878-5769 swilliams@ontarioca.gov | SBD p. 642 | Airport Filming Letter of Intent required Tech scout, one week in advance, Tuesdays, Wednesdays, Thursdays only Ontario Film Permit |
| Ontario | Tanya Spiegel Communications Coordinator Communications Department T: (909) 395-2081 M: (951) 751-9841 tspiegel@ontarioca.gov | 7 Business Days Minimum Street closures including sidewalks require 10-15 days with encroachment permit approval from Engineering | Business License Fee: \$246 + tax | Varies | Ontario Police Ph: 909.395.2001 Fax: 909.395.2797 | Ontario Fire Fire Engineer Scott Williams is the contact for the Ontario Fire Department Ph: (714) 878-5769 | SBD p. 642 | Ontario Film Permit Day time filming in residential zones, 100% signatures required |
| | Dan Bell Communications & Community Relations Director Communications Department T: (909) 395-2400 M: (626) 298-4297 dbell@ontarioca.gov | | | | | swilliams@ontarioca.gov | | |

30-Mile Studio Zone Chart

| JURISDICTION | CONTACT | ADVANCE NOTICE | PERMIT FEE BUSINESS LICENSE | LOCATION FEE | POLICE REQUIREMENT | FIRE REQUIREMENT | MAP REF | FILM PERMIT INFORMATION SPECIAL PROVISIONS |
|------------------------|--|-----------------|---|--------------|--|---|------------|---|
| Piru | <p>Film Permit Coordinator Film.Permits@ventura.org (805) 654-2457</p> <p>Jeri Cooper Ventura County Parks Manager (805) 654-3968 Jeri.Cooper@ventura.org</p> <p>Filming on the Road pwa.transpermits@ventura.org (805) 654-2055</p> | 5 Business Days | Application: \$324 | TBD | <p>Ventura County Sheriff's Office Case-by-case CHP on Ventura County roads Ph: 805.477.4100</p> <p>Officer Jon Dockweiler CHP Media Relations Officer jdockweiler@chp.ca.gov 213.703.2070 Type of monitor determined by CHP Liaison 4 HR MIN: \$105.91 Officer per hr. \$128.44 Sergeant per hr. \$133.97 Motorcycle Sergeant per hr. \$110.12 Motorcycle Officer per hr. \$1.45/mile vehicle \$1.31/mile motorcycle</p> | <p>Ventura County Fire Review Fee Filming: \$228 Review Fee Still: \$152 Review Fee Student: \$228 Additional Permit Required from VCFD for Pyro/FX: \$266</p> <p>Lori Ross Filming Fire Safety Coordinator lori.ross@ventura.org Ph: 805.947.8535 Ph: 805.389.9710 Fax: 805.383.4766</p> | VEN p. 457 | <p>Piru Film Permit Piru Neighborhood Council Ph: 805.521.1333</p> |
| Pomona | <p>Roberto Curiel Community Services Division Ph: 909.620.2301 / 7740 Ph: 909.620.2311 / 2321 roberto_curiel@ci.pomona.ca.us</p> | 5 Business Days | Pomona Fees: \$500 for up to 14 days In excess of \$100 each additional day | Varies | <p>Pomona Police \$110.00 per hour Police Officer (3 hour min) Ph: 909.620.2155 Contact Roberto for police</p> | <p>L.A. County Fire Film Unit Film: \$282 Still Photo (crew > 16): \$277 Still Photo (crew < 16): No fee (Up to 3 locations/permit) Fuel-Dispensing truck/vehicle inspection: \$208 Pyro. & Special Effects: \$288 FIRE SAFETY OFFICER (FSO) \$196.99 per hr (4 hr min) FIRE SAFETY ADVISOR (FSA) \$56.55 per hr (4-8 hours) \$84.83 per hr (8-12 hours) \$113.10 per hr (12+ hours)</p> <p>PSFU@fire.lacounty.gov Ph: 818.364.8240 Fax: 818.364.8242</p> | p. 640 | <p>Pomona Film Permit Scroll down to film permits STUDENT FRIENDLY</p> |





STAFF REPORT

City Council

Meeting Date:

8/9/2022

Staff Report Number:

22-156-CC

Regular Business:

Direction on draft ordinance for preserving park land

Recommendation

Provide direction to the city attorney and staff on the draft ordinance (Attachment A) preserving park land and refer ordinance to the Planning Commission.

Policy Issues

The preparation of an ordinance is at the discretion of City Council.

Background

On September 21, 2021, the City Council considered an agenda item to provide direction on drafting an ordinance and ballot measure for City Council consideration on preserving park land. The City Council discussed the item, but did not provide any direction.

On October 23, 2021, the City Council also considered the topic of park preservation and requested a future agenda item to consider the identification of parks in the municipal code as a way of clarifying the dedication of park land, which in turn would provide greater protections for preservation of existing open space.

On May 24, 2022, the City Council directed staff to draft an ordinance dedicating all City parks and closing any loopholes for rezoning of park use.

Analysis

State law provides various procedures and regulations regarding the disposition and abandonment of public parks, which in part, depend upon the manner in which the park was conveyed, dedicated and/or acquired. Land which has been dedicated as a public park must be used in conformity with the terms of the dedication. The City's 15 parks (Attachment B) are on land primarily owned by the City of Menlo Park. The City acquired some of these 15 parks through dedications in subdivision maps. However, the acquisition history of some of the parks is not known.

California state law allows cities to abandon the use of its property as a park and sell or dispose of the property if certain conditions are met. The proposed ordinance finds that protecting open space is more important than retaining these rights.

The draft ordinance attached to this staff report provides the City Council the opportunity to comment on and provide direction to City staff regarding the scope and purview of the ordinance. Once the City Council provides direction to staff, the ordinance may be revised accordingly and will then be reviewed by the

Planning Commission. The Planning Commission will recommend to the City Council adoption, revision or denial of the ordinance. Following the Planning Commission's recommendation, staff will bring the ordinance to the City Council for first reading.

The current draft ordinance does the following:

1. Protects parks and open space and maintains their designation as open space and to preclude, without an amendment to this ordinance, the City from allowing parks to be used for other purposes or converted to other uses.
2. Prohibits the conversion of lands designated Open Space Conservation (OSC) within the City.
3. Prohibits recreational lands owned or controlled by the City in the Public Facilities (PF) District from being converted to other uses.
4. General Plan Policy LU-6.5 (Policy LU-6.5) states, "Open Space Retention. Maximize the retention of open space on larger tracts (e.g., portions of the St. Patrick's Seminary site) through means such as rezoning consistent with existing uses, clustered development, acquisition of a permanent open space easement, and/or transfer of development rights." In order to further Policy LU-6.5 and ensure parks and parkland within the City are zoned appropriately and in conformance with the General Plan, the proposed ordinance would rezone Seminary Oaks Park from Single Family Suburban Residential to Open Space Conservation (OSC), and rezone Sharon Hills Park from Residential Estate Suburban Residential – Combining to OSC.
5. In order to further Policy LU-6.5, the ordinance would also amend the General Plan to re-designate Seminary Oaks Park and Sharon Hills Park from Low Density Residential land use designation to Parks and Recreation land use designation and re-designate from Very Low Density Residential land use designation to Parks and Recreation land use designation, respectively.

Impact on City Resources

If City Council wishes to proceed with this ordinance, staff will bring it to the Planning Commission for input and direction. Following Planning Commission contributions, the ordinance will be introduced at a City Council meeting, typically as a public hearing item, adopted at a subsequent regularly scheduled City Council meeting, typically as a consent item, and take effect 30-days after adoption.

Environmental Review

No action is being taken at this time and therefore no environmental review is required pursuant to the California Environmental Quality Act.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Draft ordinance
- B. List of parks

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

Staff Report #: 22-156-CC

Report reviewed by:
Justin Murphy, City Manager

ORDINANCE NO. XXXX

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADDING SECTION 16.08.105 TO CHAPTER 16.08 (DISTRICTS ESTABLISHED – GENERAL REGULATIONS), ADDING SECTION 16.48.060 TO CHAPTER 16.48 (OSC OPEN SPACE AND CONSERVATION DISTRICT), ADDING SECTION 16.49.050 TO CHAPTER 16.49 (PUBLIC FACILITIES DISTRICT) OF THE MENLO PARK MUNICIPAL CODE, AMENDING THE MENLO PARK ZONING MAP TO REZONE SEMINARY OAKS PARK FROM _SINGLE FAMILY SUBURBAN RESIDENTIAL (R-1-S) DISTRICT TO OPEN SPACE AND CONSERVATION (OSC) DISTRICT, AMENDING THE MENLO PARK ZONING MAP TO REZONE SHARON HILLS PARK FROM _RESIDENTIAL ESTATE SUBURBAN – CONDITIONAL DEVELOPMENT (R-E-S(X) DISTRICT TO OPEN SPACE AND CONSERVATION (OSC) DISTRICT), AND REDESIGNATING SEMINARY OAKS PARK FROM LOW DENSITY RESIDENTIAL LAND USE DESIGNATION TO PARKS AND RECREATION LAND USE DESIGNATION AND REDESIGNATING SHARON HILL PARKS FROM VERY LOW DENSITY RESIDENTIAL LAND USE DESIGNATION TO PARKS AND RECREATION LAND USE DESIGNATION IN THE MENLO PARK GENERAL PLAN

WHEREAS, the City of Menlo Park (“City”) is an urban city with limited open space; and

WHEREAS parks promote physical and mental well-being and provide areas for public gatherings and recreation; and

WHEREAS the City’s parks are designated part of the open space and conservation district; and

WHEREAS California state law allows cities to abandon the use of its property as a park and sell or dispose of the property if certain conditions are met, but City finds protecting open space more important than retaining these rights; and

WHEREAS Government Code Section 38400-38418 allows cities to abandon the use of its property as a park dedicated as a park by a plat or map of a town site that has become part of the city if the city council adopts a resolution of intention and holds a meeting to consider the abandonment, so long as the original dedicator or the majority of the lots abutting on the park do not protest and any other protests are overruled at the meeting; and

WHEREAS Government Code Section 38440-38462 allows cities to discontinue and abandon the use of other property city owns in fee and is using as a park if the city council adopts a resolution of its intention to call a special election to discontinue the use of the land as a park, holds a hearing, and, if protests are made and not overruled at the hearing, obtains the majority vote of the electors in the special election and adopts an ordinance following the special election; and

WHEREAS Government Code Section 38501-38510 allows cities to discontinue and abandon the use of other property city owns in fee because city is not using the property as a park and no public funds have been expended to improve it as a park if city council adopts a resolution of intention, holds a hearing, and overrules all objections; and

WHEREAS Government Code Section 37111 allows City to adopt an ordinance by a four-fifths vote to allow a park to be used for construction of public buildings or creation of a civic center; and

WHEREAS the purpose of this ordinance is to protect parks and open space and maintain their designation as open space and to preclude, without an amendment to this ordinance, the City from allowing parks to be used for other purposes or converted to other uses; and

WHEREAS, Seminary Oaks Park is currently zoned Single Family Suburban Residential and Sharon Hills Park is currently zoned Residential Estate Suburban Residential - Conditional Development, which are residential zoning districts intended for single-family residential uses and associated uses such as accessory dwelling units, and a limited number of non-residential uses, but excluding parks and open space, making the park and open space use inconsistent with their underlying zoning districts; and

WHEREAS, General Plan Policy LU-6.5 provides Policy LU-6.5 "Open Space Retention. Maximize the retention of open space on larger tracts (e.g., portions of the St. Patrick's Seminary site) through means such as rezoning consistent with existing uses, clustered development, acquisition of a permanent open space easement, and/or transfer of development rights."; and

WHEREAS, in order to further Policy LU-6.5 of the Menlo Park General Plan, and in order to ensure that parks and parkland within the City are zoned appropriately and in conformance with the General Plan, this ordinance rezones Seminary Oaks Park from Single Family Suburban Residential to Open Space and Conservation (OSC), and rezones Sharon Hills Park from Residential Estate Suburban Residential - Conditional Development to OSC; and

WHEREAS, in order to further Policy LU-6.5 of the Menlo Park General Plan, and in order to ensure that parks and parkland within the City are designated appropriately within the General Plan this ordinance amends the General Plan to re-designate Seminary Oaks Park from Low Density Residential land use designation to Parks and Recreation land use designation and re-designate Sharon Hills Park from Very Low Density Residential land use designation to Parks and Recreation land use designation.

BE IT ORDAINED by the City of Menlo Park as follows:

Section 1. The above findings are adopted and incorporated herein.

Section 2. Section 16.08.105 is added to Chapter 16.08 (Districts Established – General Regulations) of the Menlo Park Municipal Code as set forth below.

16.08.105 Conversion of Parkland and Parks Prohibited.

The City shall neither convert to a different municipal purpose nor discontinue or abandon the use of parkland or parks for any reason or by any means, including without limitation 1) pursuant to Government Code Section 38400-38418; 2) pursuant to Government Code 38440-38462 et seq.; 3) pursuant to Government Code Section 38501-38510; and 4) pursuant to Government Code Section 37111.

For purposes of this section "parkland" shall mean any land designated in the City of Menlo Park General Plan and/or in any adopted city maps as "Parks and Recreation."

For purposes of this section “park” shall mean land and facilities, or portions thereof, that are owned or controlled by the City and provide recreational opportunities and/or programs as well as uses in support of said recreational opportunities and/or programs, for the benefit and enjoyment of residents and visitors of City.

Section 3. Section 16.48.060 is added to Chapter 16.48 (OSC Open Space and Conservation District) of the Menlo Park Municipal Code as set forth below.

Section 16.48.060. Properties in the open space and conservation district may not be re-designated or rezoned for any reason or by any means, including without limitation 1) pursuant to Government Code Section 38400-38418; 2) pursuant to Government Code 38440-38462 et seq.; 3) pursuant to Government Code Section 38501-38510; and 4) pursuant to Government Code Section 37111.

Section 4. Section 16.49.050 is added to Chapter 16.49 (Public Facilities District) of Menlo Park Municipal Code as set forth below.

Section 16.49.050. Properties in the public facilities district that are owned, operated and/or controlled by the City may not be converted from a municipal purpose to a non-municipal purpose for any reason or by any means, including without limitation 1) pursuant to Government Code Section 38400-38418; 2) pursuant to Government Code 38440-38462 et seq.; 3) pursuant to Government Code Section 38501-38510; and 4) pursuant to Government Code Section 37111.

For purposes of this section “municipal purpose” shall mean activities, uses, and services operated by or at the direction of the City.

Section 5. The zoning map of the City of Menlo Park is hereby amended as set forth below:

Those certain real properties known as Seminary Oaks Park (located at Seminary Drive and Santa Monica Avenue in the City of Menlo Park and bearing an Assessor Parcel Number of 062-460-050), and Sharon Hills Park (located at Valparaiso Avenue and Altschul Avenue in the City of Menlo Park and bearing no Assessor Parcel Number) are rezoned to the OSC District (Open Space and Conservation District) as more particularly described and shown in Exhibit “A” attached hereto and incorporated herein by this reference.

Section 6. The City of Menlo Park General Plan is hereby amended as set forth below: Those certain real properties known as Seminary Oaks Park (located at Seminary Drive and Santa Monica Avenue in the City of Menlo Park and bearing an Assessor Parcel Number of 062-460-050), and Sharon Hills Park (located at Valparaiso Avenue and Altschul Avenue in the City of Menlo Park and bearing no Assessor Parcel Number) are re-designated from Low Density Residential land use designation to Parks and Recreation land use designation and re-designated from Very Low Density Residential land use designation to Parks and Recreation land use designation, respectively.

Section 7. Environmental Review.

The City Council finds and determines that enactment of this Ordinance is exempt from the provisions of the California Environmental Quality Act (“CEQA”) under the “common

sense” exemption because the purpose is to preserve the existing condition of parks, does not involve the construction or alteration of facilities, and has no potential for resulting in direct or indirect significant effect on the environment, as described in CEQA Guidelines section 15061(b)(3).

Section 8. Effective Date.

This Ordinance shall be in full force and effect thirty (30) days from its passage and adoption.

Section 9. Severability.

The City Council hereby declares every section, paragraph, sentence, cause, and phrase of this ordinance is severable. If any section, paragraph, sentence, clause, or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses, or phrases.

Section 10. Certification.

The City Clerk shall cause this ordinance to be posted and/or published in the manner required by law.

INTRODUCED on the __ day of __, 2022.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the __ day of __, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Betsy Nash, Mayor

ATTEST:

Judi A. Herren, City Clerk

| Park Name | Site Address/Location | Primary Assessor Parcel Number | Other Parcel/Ownership Notes | Zoning District | Existing Building(s) | On-Site Parking |
|---------------------------|---------------------------------|-----------------------------------|------------------------------|---|-------------------------|--------------------|
| Alma Street Park | Alma Street near E. Creek Dr | not applicable | Right-of-way | Not applicable | No | No |
| Bedwell Bayfront Park | 1600 Marsh Rd | 055400490 | | Flood Plain | Yes | Yes |
| Burgess Park | 701 Laurel St | 062390600 | | Public Facilities | Yes | Yes |
| Fremont Park | Santa Cruz Ave at University Dr | 071272590 | | Open Space and Conservation | No | No |
| Hamilton Park | 531 Hamilton Ave | 055480480 | | Open Space and Conservation | No | No |
| Joseph B. Kelly Park | 110 Terminal Ave | 055280040 | | Public Facilities | Yes | Yes |
| Karl E. Clark Park | Hamilton Ave at Market Pl | 055325230 | Multiple APNs and Alley | Open Space and Conservation | No | No |
| Marsh and Bay Park | Marsh Rd and Bay Rd | 061011010 | Multiple APNs and SFPUC | Open Space and Conservation | No | No |
| Nealon Park | 800 Middle Ave | 071312230 | | Open Space and Conservation | Yes | Yes |
| Officer Jack W. Lyle Park | 500 Arbor Road | 071291320 | | Public Facilities | Yes | Yes |
| Seminary Oaks Park | Seminary Dr at Santa Monica Ave | 062460050 | | Single Family Suburban Residential | No | No |
| Sharon Hills Park | Valparaiso Ave at Altschul Ave | not assigned | | Residential Estate Suburban Residential - Combining | No | No |
| Sharon Park | Sharon Park Dr at Monte Rosa Dr | 074262190 | | Open Space and Conservation | No | Yes |
| Stanford Hills Park | Branner Dr at Sand Hill Rd | 074324010 | Multiple APNs and SFPUC | Open Space and Conservation | No | No |
| Willow Oaks Park | 490 Willow Rd | 062320320 | Multiple APNs | Open Space and Conservation | Yes | Yes |



STAFF REPORT

City Council
Meeting Date: 8/9/2022
Staff Report Number: 22-155-CC

Regular Business: Consider adopting a resolution to remove Willow-Gilbert and Willow-Coleman Improvements from Menlo Uptown public improvement agreement and provide direction on alternative improvements

Recommendation

Staff recommends the City Council consider adopting a resolution (Attachment A) to remove improvements at Willow Road and Gilbert Avenue and at Willow Road and Coleman Avenue from the Menlo Uptown public improvement agreement (PIA.) Staff is also seeking direction on a potential alternative improvement option as summarized further below.

Policy Issues

Since the City Council previously approved the PIA for the Menlo Uptown project, changes to the agreement require City Council action. If City Council approves the resolution, the improvements at the two subject intersections would be removed from the agreement and not constructed. If City Council does not adopt the resolution, the improvements would be constructed per the previously approved PIA.

Background

The Menlo Uptown project is located at 180-186 Constitution Drive and 141 Jefferson Drive and contains 483 multifamily dwelling units, comprised of 441 rental units and 42 for-sale condominium townhome units, and approximately 2,940 square feet of commercial space. On September 14, 2021, the City Council certified the Menlo Uptown final environmental impact report, and approved the use permit, architectural control, below market rate housing agreement, community amenities operating covenant, and vesting tentative map (major subdivision.)

On May 24, 2022, the City Council approved the terms of a proposed PIA for Menlo Uptown that included transportation improvements at seven locations. City Council directed staff to bring two of the proposed intersection improvements, at Willow Road and Gilbert Avenue and at Willow Road and Coleman Avenue, back for further consideration.

Analysis

The City's Transportation Impact Analysis (TIA) Guidelines require new development projects to evaluate the potential impact of each development project on intersection traffic conditions using level of service (LOS.) LOS is based on estimates of delay expected at individual intersections using traffic flows derived from the City's travel demand model. Menlo Park's TIA guidelines require:

- Developments that are anticipated to produce at least 100 vehicle trips per day must evaluate the impact of additional vehicle travel at intersections, with certain exceptions (e.g., projects that are in low-vehicle

- miles traveled areas near transit or that are consistent with the El Camino Real and Downtown Specific Plan)
- For developments subject to this analysis, intersections that are expected to add 10 or more trips per lane anywhere in the City, as identified by the City’s travel demand model, are analyzed for impact on those intersections
- Intersections are further evaluated for potential improvements if the additional traffic would either:
 - Change an intersection that meets the General Plan standard to be worse than the standard, or
 - For intersections that are already worse than the standard, if the new trips would add 0.8 additional seconds of delay per vehicle on the most critical movements
- Intersections with proposed improvements are further evaluated for feasibility. Proposed improvements advance if they do not have significant right-of-way costs and can be implemented without removing multimodal infrastructure (i.e., no sidewalk or bike lane removals are considered.)

These evaluations are conducted both at the expected year of project opening (near term) and in 2040, inclusive of additional development expected in the City’s General Plan (cumulative.) Improvements are also compared to the list of approved projects from the City’s Transportation Impact Fee (TIF) Nexus Study.

For Menlo Uptown, there were three near term and four cumulative intersections improvements identified using the process described above and as summarized in Table 1. For the cumulative improvements, the developer is required to make a fair share contribution because the deficiencies are not expected in the near term. Construction of the three near term improvements are the direct responsibility of the developer.

Table 1: Summary of intersection improvements required in Menlo Uptown PIA

| Location | Timeframe | Improvement | In TIF Nexus Study? | Requires intersection widening? |
|---------------------------------------|------------|---|---------------------|---------------------------------|
| Chrysler Drive and Jefferson Drive | Cumulative | Install signal and convert the shared left/right lane to one left-turn lane and one right turn lane on northbound Jefferson Drive | Partial | Partial (NB Jefferson Drive) |
| Chrysler Drive and Independence Drive | Cumulative | Add signal control | Yes | No |
| Chilco Street and Bayfront Expressway | Cumulative | Convert second left turn lane to a left/right lane, shift bike lane and separate bike signal phase | No | No |
| Chilco Street and Constitution Drive | Cumulative | Create separate right turn, thru, and left turn lanes on SB Constitution (may require some ROW) | No | Yes |
| Willow Road and Bay Road | Near term | Adjust lanes, reduce median width but retain median) | Yes | No |
| Willow Road and Coleman Avenue | Near term | Add right turn pocket from NB Willow Road | No | Yes |
| Willow Road and Gilbert Avenue | Near term | Adds right turn pocket from NB Willow Road | No | Yes |

Of the three near term projects, one (at Willow Road and Bay Road) is included in the list of projects adopted by the City Council as part of the City’s TIF Nexus Study. As a result, the developer will receive a credit to their TIF payment for the actual cost of the improvement at this location.

City staff were asked to reconsider the other two near term improvements (at Willow Road and Coleman Avenue and at Willow Road and Gilbert Avenue) because of their distance from the development project (approximately 2.5 miles travel distance) and due to concerns about potential safety impacts of increasing the pedestrian crossing distance and exposure to vehicles at these two locations.

Staff reviewed available data and information and evaluated the following the intersections based the use, impact and benefits of these improvements.

First, the Menlo Uptown project adds just enough trips to be considered by the City’s TIA guidelines, with 11 trips added in the a.m. peak and four trips added in the p.m. peak (Table 2.) Attachment B includes a hyperlink to the City’s TIA for the project with details for all intersections evaluated. Attachment C shows the proposed improvements at the Willow Road intersections with Coleman and Gilbert Avenues.

| Table 2. Expected traffic volume changes with and without Menlo Uptown project | | | | | | |
|--|-----------------|--------------|--------|-----------------|--------------|--------|
| | A.M. | | | P.M. | | |
| | Without project | With project | Change | Without project | With project | Change |
| Willow/Coleman | | | | | | |
| NB Willow | 910 | 911 | 1 | 754 | 758 | 4 |
| SB Willow | 1,085 | 1,095 | 10 | 848 | 848 | 0 |
| EB Coleman | 223 | 223 | 0 | 112 | 112 | 0 |
| WB Coleman | 9 | 9 | 0 | 25 | 25 | 0 |
| Willow/Gilbert | | | | | | |
| NB Willow | 846 | 845 | -1 | 778 | 782 | 4 |
| SB Willow | 1,052 | 1,062 | 10 | 781 | 781 | 0 |
| EB Gilbert | 113 | 113 | 0 | 50 | 50 | 0 |
| WB Gilbert | 300 | 300 | 0 | 190 | 190 | 0 |

The TIA also indicates that both the expected increase in traffic delay from the Menlo Uptown project and the benefits from the added right-turn lanes would be modest as shown in Table 3. For the Willow Road and Coleman Avenue intersection, the project is expected to add 2.6 seconds of delay per vehicle in the p.m. peak hour for vehicles traveling northbound and the project would reduce 4.8 seconds of delay in the same period and direction, with larger delay reduction in the a.m. peak period of 7.5 seconds. For the intersection as a whole, delay would be improved by two seconds in the p.m. and three seconds in the a.m.

| Scenario | Period | Near Term | Near Term+ Project | Change | Near Term + Project + Improvement | Change |
|---|--------|-----------|--------------------|--------|-----------------------------------|--------|
| Total intersection delay | a.m. | 113.1 | 112.7 | -0.4 | 109.7 | -3.0 |
| | | (F) | (F) | | (F) | |
| | p.m. | 68.2 | 69.5 | 1.3 | 67.5 | -2.0 |
| | | (E) | (E) | | (E) | |
| Northbound Willow delay (critical movement) | a.m. | 239 | 238.3 | -0.7 | 230.8 | -7.5 |
| | | (F) | (F) | | (F) | |
| | p.m. | 141.3 | 143.9 | 2.6 | 139.1 | -4.8 |
| | | (F) | (F) | | (F) | |

At Willow Road and Gilbert Avenue, there is also expected an increase of 2.6 seconds of delay from the Menlo Uptown project. The proposed improvement is expected to have more substantial benefits of 67 to 78 seconds of delay reduced in the northbound direction and just under 30 seconds overall (Table 4.)

| Scenario | Period | Near Term | Near Term+ Project | Change | Near Term + Project + Improvement | Change |
|---|--------|-----------|--------------------|--------|-----------------------------------|--------|
| Total intersection delay | a.m. | 110.1 | 109.5 | -0.6 | 80.8 | -28.7 |
| | | (F) | (F) | | (F) | |
| | p.m. | 72.8 | 74.1 | 1.3 | 44.8 | -29.3 |
| | | (E) | (E) | | (D) | |
| Northbound Willow delay (critical movement) | a.m. | 237.3 | 236.6 | -0.7 | 157.8 | -78.8 |
| | | (F) | (F) | | (F) | |
| | p.m. | 139.5 | 142.1 | 2.6 | 74.6 | -67.5 |
| | | (F) | (F) | | (F) | |

Based on the specific concern raised regarding the increase in pedestrian crossing distance across Willow Road, staff reviewed the number of pedestrian crossings during the morning and evening and the conflicting turning traffic volumes. The two streets are commonly used routes to school for children access Upper and Lower Laurel campuses, Menlo-Atherton High School and other schools. The right-turn movement from Willow Road into Willow Oaks Park is estimated to serve seven vehicles in the a.m. peak hour and five vehicles in the p.m. peak hour, with or without the Menlo Uptown development project. By comparison, in 2019 there were an average of 27 pedestrian and bicycle movements across Willow Road at this intersection in the a.m. peak hour and 42 in the p.m. peak hour.

The right turn movement from Willow Road to Gilbert Avenue is estimated to serve 72 vehicles in the a.m. peak hour and 77 vehicles in the p.m. peak hour, with or without the Menlo Uptown development project. By comparison, in 2019 there were 24 pedestrians and bicyclists crossing Willow Road at this intersection in the a.m. peak hour and 20 in the p.m. peak hour.

A new concern that has been raised since the May 24, 2022, meeting are the heritage trees at the corner of Willow Road and Gilbert Avenue. At least one of these trees would have to be removed as part of the proposed improvement.

At Willow Road and Coleman Avenue, there is also a SamTrans bus stop, including street furniture that would have to be relocated. This would require coordination with SamTrans to identify if the proposed improvement would degrade transit service by requiring the bus to merge back into the through lane.

As part of this effort, staff has been reviewing potential other improvements that address both traffic and safety considerations. One potential improvement would be to add a protected-permissive phase for left turns to both intersections. The intersections today operate with permissive left turns, meaning that a left-turning vehicle must yield to oncoming traffic. Adding a protected phase provides a short interval in each cycle where turning traffic would have a left-turn arrow. This provides greater protection for left turn movements, reducing conflicts with pedestrians while also reducing one source of delay at the intersection. The City recently installed this same improvement at Ravenswood Avenue and Laurel Street. Staff is seeking City Council direction regarding installation of protected-permissive phasing at these intersections as an alternative to the lane widening modifications proposed in the PIA.

As a summary, staff recommends the City Council adopt the resolution (Attachment A) removing these two improvements from the PIA because:

- There is a modest increase in total vehicles using these two intersections and in traffic delay from the Menlo Uptown project.
- The benefits from the added turn lane at Willow Road and Coleman Avenue are also modest.
- The improvements would increase the pedestrian crossing time by three to four seconds and exposure on a safe route to school route that receives frequent use.
- The improvement at Willow Road and Gilbert Avenue would require removal of a heritage tree.
- Other signal modifications, protected-permissive signals on Willow Road, may improve operations, and improve pedestrian and vehicle safety, as an alternative.

Impact on City Resources

Review of development projects is funded by applicants and considered part of the baseline staff workload. No additional resources are being requested at this time. If the two proposed improvements are removed from the PIA, no further staff time would be allocated to reviewing plans for these improvements.

If the City Council directs staff to pursue protected-permissive left turn phasing at the two intersections, staff anticipates that the funds would be drawn from the traffic signal modifications line item of the capital improvement plan, funded by transportation impact fees. The expected cost of the new signal phasing is between \$150,000 and \$300,000 per location depending on whether new signal poles are needed. Design work would be expected to begin in 2023, after the Ravenswood Avenue/Laurel Street intersection and current Flood Triangle/Suburban Park streetlight construction work concludes. The overall project would take 12-18 months after design begins.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Resolution
- B. Hyperlink – TIA for Menlo Uptown: menlopark.org/DocumentCenter/View/26845/Appendix-E---Transportation-Impact-Analysis
- C. Proposed improvement concepts at the two intersections

Report prepared by:
Hugh Louch, Assistant Public Works Director

Report reviewed by:
Nicole Nagaya, Public Works Director

RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK DETERMINING, PURSUANT TO THE PUBLIC IMPROVEMENT AGREEMENT APPROVED BETWEEN THE CITY OF MENLO PARK AND CLPF GRP UPTOWN MENLO PARK AND CLPF CRP TH MENLO PARK, LLC (“OWNER”) FOR THE MENLO UPTOWN MULTIFAMILY AND TOWNHOME PROJECT (“PUBLIC IMPROVEMENT AGREEMENT”), NOT TO REQUIRE THE CONSTRUCTION OF CERTAIN TRANSPORTATION IMPROVEMENTS IDENTIFIED IN THE PUBLIC IMPROVEMENT AGREEMENT

WHEREAS, on September 14, 2021, the City Council approved the use permit for the Menlo Uptown project which consists of 483 multifamily dwelling units and approximately 2,940 square feet of commercial space; and

WHEREAS, Condition of Approval 2.ww.iv of Resolution No. 6661 approving the use permit for the Menlo Uptown project requires the Owner to construct certain transportation improvements at Willow Road and Coleman Avenue; and

WHEREAS, Condition of Approval 2.ww.v of Resolution No. 6661 requires the Owner to construct certain transportation improvements at Willow Road and Gilbert Avenue; and

WHEREAS, Condition of Approval 2.xx of the Resolution No. 6661 approving the use permit for the Menlo Uptown project states that conditions of approval 2.ww.iv and 2.ww.v mandating improvements to the Willow Road intersections at Coleman and Gilbert Avenues will remain as drafted in the conditions of approval but may, at a time determined by the City Council, be analyzed and potentially removed from the approved conditions of approval. If the City Council does not analyze and/or remove these conditions of approval, the applicant shall continue to be bound by the existing conditions of approval; and

WHEREAS, on May 24, 2022, the City Council approved a Public Improvement Agreement for the Menlo Uptown Project which governs the permitting, construction and phasing of the various public improvements required pursuant to the project entitlements (“Public Improvement Agreement”); and

WHEREAS, in conformance with Conditions of Approval 2.ww.iv, 2.ww.v, and 2.xx, subsection (i) of subsection (f) of section (2) of the Public Improvement Agreement requires Owner to prepare and submit Plans, Specifications and Cost Estimates in connection with the Near Term Transportation Improvements (improvements requirement pursuant to Condition of Approval 2.w.iii (Willow Road and Bay Road), Condition of Approval 2.ww.iv (Willow Road and Coleman Ave.) and Condition of Approval 2.ww.v (Willow Road and Gilbert Ave.) prior to the issuance of a superstructure permit from City to Owner for the construction of the multifamily component of the project, unless the City Council determines not to require the construction of the transportation improvement identified in Condition of Approval 2.ww.iv and Condition of Approval 2.ww.v, pursuant to Condition of Approval 2.xx; and

WHEREAS, pursuant to subsection (i) of subsection (f) of section (2) of the Public Improvement Agreement, the City Council desires to remove the Near Term Transportation Improvement requirements of Condition of Approval 2.ww.iv (Willow Road and Coleman Ave.) and Condition of Approval 2.ww.v (Willow Road and Gilbert Ave.); and

WHEREAS, the City Council finds the improvement at Willow Road and Coleman Avenue would serve few vehicles and provide limited benefits in terms of delay reduction, increase pedestrian crossing time and exposure on an important safe route to school route and require relocation of a bus stop that may reduce the quality of transit service; and

WHEREAS, the City Council finds the improvement at Willow Road and Gilbert Avenue would increase pedestrian crossing time and exposure on an important safe route to school route and require removal of a heritage tree.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park does hereby resolve as follows:

Section 1. Recitals. The City Council hereby finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Removal of Certain Near-Term Transportation Improvements. Pursuant to subsection (i) of subsection (f) of section (2) of the Public Improvement Agreement and Condition of Approval 2.xx of Resolution No. 6661 the City Council hereby determines not to require the construction of the Near Term Transportation Improvements required by Condition of Approval 2.ww.iv (Willow Road and Coleman Ave.) and Condition of Approval 2.ww.v (Willow Road and Gilbert Ave.). All other terms, provisions and requirements of Resolution No. 6661 and the Public Improvement Agreement remain unchanged and unaltered.

Section 3. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Resolution shall nonetheless remain in full force and effect. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Resolution, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Resolution be declared invalid or unenforceable.

Section 4. California Environmental Quality Act. On September 14, 2021, the City Council adopted Resolution No. 6660 certifying the Menlo Uptown Final Environmental Impact Report ("EIR"), State Clearinghouse No. 2019110498, in compliance with the California Environmental Quality Act (Pub. Resources Code, § 21000 et seq.), the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.). The City Council certified an EIR and adopted an MMRP for the Menlo Uptown Project. This action, determining not to require the construction of the transportation improvement identified in Condition of Approval 2.ww.iv and Condition of Approval 2.ww.v, is consistent with the Menlo Uptown project approvals which specified that the City Council may elect to remove these LOS related transportation improvements (see Condition of Approval 2.xx.) This action does not result in any new significant environmental effects or a substantial increase in the severity of any previously identified significant effects analyzed in the EIR and as such, this action is not subject to further CEQA review or action.

Section 5. Effective Date. This Resolution shall take effect upon its adoption.

//

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the ninth day of August, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of August, 2022.

Judi A. Herren, City Clerk

MENLO UPTOWN - TRANSPORTATION DIVISION CONDITION TT IV

Under the Near Term scenario, the proposed intersection improvement at the intersection of Willow Road and Coleman Avenue is to install a right-turn lane on eastbound Willow Road and restripe the shared through/right lane to through lane resulting in having one left-turn lane, one through lane, and one right-turn lane in this direction. Both above and below ground utilities may require modification due to the widening. This improvement is not included in the City's TIF program. Simultaneous with the submittal of a complete building permit application, the applicant shall submit complete plans for this improvement. Complete plans shall include all necessary requirements to construct the improvements, including but not limited to, grading and drainage improvements, utility relocations, tree protection requirements, striping modifications, and a detailed cost estimate. The plans are subject to review by the City. Upon obtaining approval from the Director of Public Works or designee, the applicant shall construct the improvements prior to occupancy. Any project(s) approved within 10 years of the approval date of the Menlo Uptown project and required to implement the same intersection improvement shall reimburse the Menlo Uptown applicant for its proportional fair share of the improvement costs.

RIGHT-OF-WAY NOTES:

RIGHT-OF-WAY LINES SHOWN ARE BASED ON EXISTING RECORD MAPS AND PLAN LINE INFORMATION AVAILABLE. THE ROW LINES SHOWN IN THIS EXHIBIT IS NOT A RESOLVED BOUNDARY

NEAR TERM SCENARIO **NON-TIF** **NOT CALTRANS JURISDICTION**

KEYNOTES

- 1 WINDEN ROADWAY APPROXIMATELY 9'
- 2 RELOCATE EXISTING TRAFFIC CABINETS AND PULL BOXES
- 3 RELOCATE EXISTING BUS STOP SIGN
- 4 RELOCATE EXISTING BUS STOP SHELTER. TO BE COORDINATED WITH SAMTRANS & AC TRANSIT.
- 5 RELOCATE EXISTING UTILITY BOX BEHIND NEW CURB LINE
- 6 POTENTIAL NEW SIDEWALK FOR BUS STOP
- 7 POTENTIAL NEW BUS STOP LOCATION
- 8 PROTECT EXISTING UTILITY IN PLACE
- 9 PROTECT EXISTING TRASH CAN
- 10 POTENTIAL RE-GRADING AREA
- 11 NEW LANE TO DRAIN TOWARDS EXISTING FLOW LINE
- 12 REMOVE EXISTING CURB AND LANDSCAPE AND CONSTRUCT NEW CURB
- 13 NEW STRIPING
- 14 RELOCATE EXISTING TRAFFIC SIGNALS



GENERAL NOTES

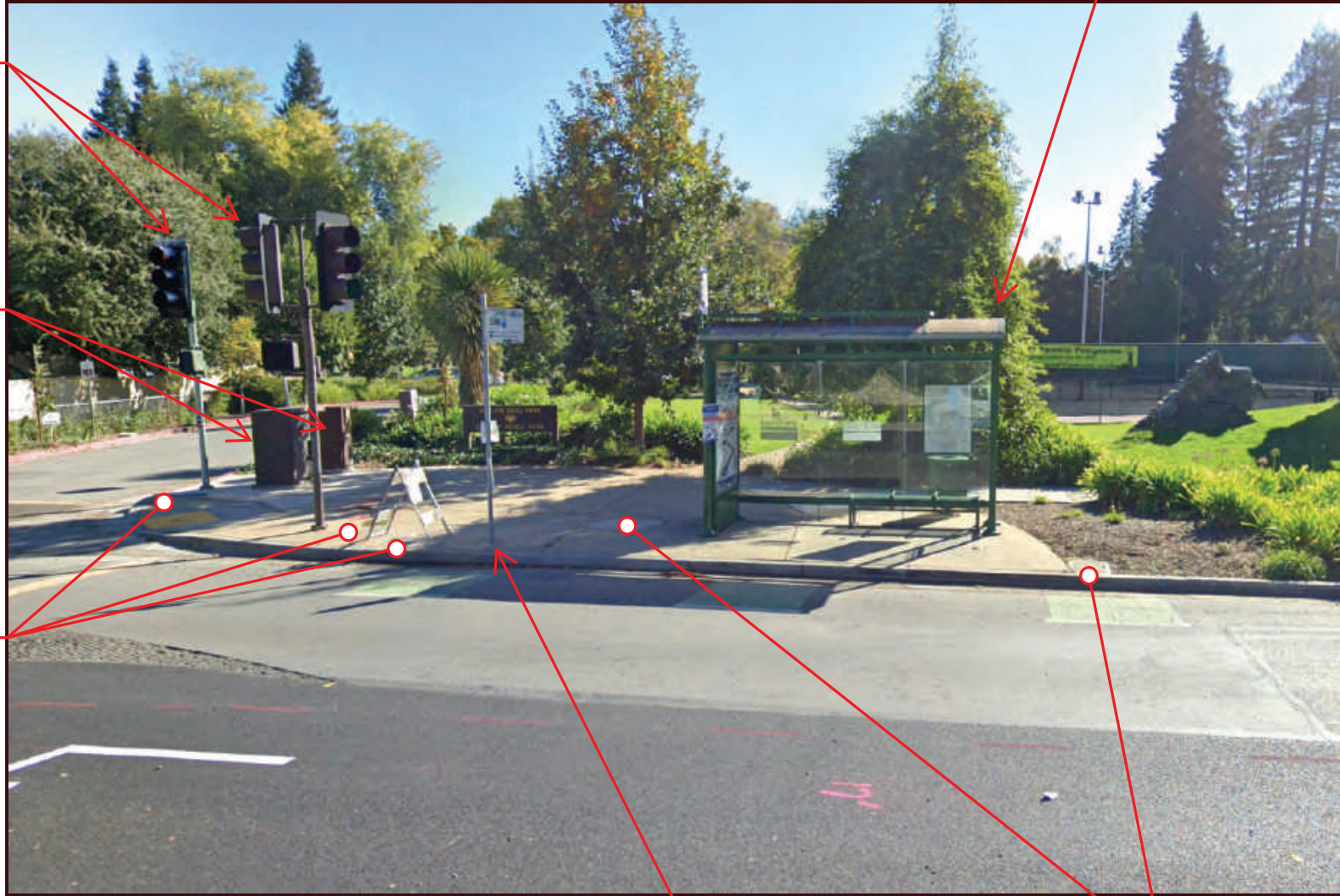
- 1. WILLOW ROAD HAS BEEN REPAVED AND RESTRIPEDED WITHIN THE LAST 6 MONTHS



MENLO UPTOWN
 1725 N. JENSEN STREET
 SAN JOSE, CA 95131
 WWW.BKF.COM
WILLOW ROAD / COLEMAN AVENUE
LAYOUT

| | | |
|--------------------|-----|-----------|
| Date: 03-05-2022 | No. | Revisions |
| Scale: 1" = 20' | | |
| Design: T. CHAN | | |
| Drawn: T. CHAN | | |
| Approved: S. WANG | | |
| Job No: 2018102527 | | |

ENLARGED STREET LEVEL INTERSECTION VIEW IMPACTS



EXISTING TRAFFIC SIGNALS TO BE RELOCATED

SIGNAL CABINETS TO BE RELOCATED

UTILITY BOXES TO BE RELOCATED

EXISTING BUS STOP TO BE RELOCATED. RELOCATION TO BE COORDINATED WITH SAMTRANS & AC TRANSIT

EXISTING SIGN TO BE RELOCATED

UTILITY BOXES TO BE RELOCATED



MENLO LIP TOWN
 MENLO PARK / SAN RAFAEL
WILLOW ROAD / COLEMAN AVENUE
 LAYOUT

| Date | By | No. | Revisions |
|--------------------|----|-----|-----------|
| 03-05-2022 | | | |
| Scale: 1" = 20' | | | |
| Designer: T. CHAN | | | |
| Checker: T. CHAN | | | |
| Approver: S. ANAND | | | |
| Job No: 2018102527 | | | |

NEAR TERM SCENARIO **NON-TIF** **NOT CALTRANS JURISDICTION**

MENLO UPTOWN - TRANSPORTATION DIVISION CONDITION TT V

Under the Near Term scenario, the proposed intersection improvement at the intersection of Willow Road and Gilbert Avenue is to install a right-turn lane on eastbound Willow Road and restripe the shared through/right lane to through lane resulting in having one left-turn lane, one through lane, and one right-turn lane in this direction. Both above and below ground utilities may require modification due to the widening. This improvement is not included in the City's TIF program. Simultaneous with the submittal of a complete building permit application, the applicant shall submit complete plans for this improvement. Complete plans shall include all necessary requirements to construct the improvements, including but not limited to, grading and drainage improvements, utility relocations, tree protection requirements, striping modifications, and a detailed cost estimate. The plans are subject to review by the City. Upon obtaining approval from the Director of Public Works or designee, the applicant shall construct the improvements prior to occupancy. Any project(s) approved within 10 years of the approval date of the Menlo Uptown project and required to implement the same intersection improvement shall reimburse the Menlo Uptown applicant for its proportional fair share of the improvement costs.

KEYNOTES

- 1 WIDEN ROAD APPROXIMATELY 7±
- 2 PROTECT/REPLACE EXISTING FENCE
- 3 PROTECT EXISTING JOINT POLE AND GUY WIRE
- 4 RELOCATE EXISTING TRAFFIC SIGNAL AND PULL BOX
- 5 RELOCATE EXISTING UTILITY BOX
- 6 NEW RAMPS AT EXISTING RESIDENTIAL DRIVEWAY LOCATIONS
- 7 NEW STRIPING
- 8 RELOCATE EXISTING SIGN
- 9 REMOVE EXISTING TREE

STREET LEVEL INTERSECTION VIEW



AERIAL SURVEY NOTE

NOT ALL UTILITY BOXES SHOWN ON AERIAL DUE TO TREE CANOPY

RIGHT-OF-WAY NOTES:

RIGHT-OF-WAY LINES SHOWN ARE BASED ON EXISTING RECORD MAPS AND PLAN LINE INFORMATION AVAILABLE. THE ROW LINES SHOWN IN THIS EXHIBIT IS NOT A RESOLVED BOUNDARY

(MENLO PARK ROW)
WILLOW ROAD

GILBERT AVE (MENLO PARK ROW)
EXISTING DRAINAGE FLOWS TO CATCH BASIN AT GILBERT / MARIPOSA INTERSECTION

5.5' SIDEWALK
IMPACT TO DRIVEWAY VISION TRIANGLE
IMPACT TO DRIVEWAY VISION TRIANGLE

RECORD INFO ROW

PLAN LINE ROW

SIGNIFICANT IMPACTS

1. IMPACT TO CORNER PROPERTY, IMPROVEMENTS WILL DAMAGE PROPERTY FENCE (INSTALLED IN LAST 6 MONTHS)
2. IMPROVEMENTS NEGATIVELY IMPACT DRIVEWAY VISION TRIANGLE - SAFETY CONCERN
3. WILLOW ROAD HAS BEEN REPAVED AND RESTRIPEDED WITHIN THE LAST 6 MONTHS



MENLO UPTOWN
MENLO PARK / SAN MATEO
WILLOW ROAD / GILBERT AVENUE LAYOUT

| | | | |
|-----------|-----|-------------------|----|
| Revisions | No. | Date | By |
| | | 03.05.2022 | |
| | | Scale: 1" = 20' | |
| | | Design: T. CHAN | |
| | | Drawn: T. CHAN | |
| | | Approved: J. WANG | |
| | | Job No: 201802527 | |

ENLARGED STREET LEVEL INTERSECTION VIEW IMPACTS



EXISTING FENCE TO BE REMOVED/REPLACED

EXISTING TREE TO BE REMOVED

EXISTING TRAFFIC SIGNAL TO BE RELOCATED

EXISTING SIGN TO BE RELOCATED

IMPACTS TO DRIVEWAY VISION TRIANGLE



MENLO LPTOWN
MENDOCINO COUNTY
MENDOCINO PARK / SAN MARITO

WILLOW ROAD / GILBERT AVENUE
LAYOUT

| Date | By | No. | Revisions |
|------------|----|-----|-----------|
| 03/05/2022 | SK | 1 | |
| 03/05/2022 | SK | 2 | |
| 03/05/2022 | SK | 3 | |
| 03/05/2022 | SK | 4 | |
| 03/05/2022 | SK | 5 | |
| 03/05/2022 | SK | 6 | |
| 03/05/2022 | SK | 7 | |
| 03/05/2022 | SK | 8 | |
| 03/05/2022 | SK | 9 | |
| 03/05/2022 | SK | 10 | |



STAFF REPORT

City Council

Meeting Date:

8/9/2022

Staff Report Number:

22-152-CC

Informational Item:

City Council agenda topics: August – September 13, 2022

Recommendation

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

Policy Issues

In accordance with the City Council procedures manual, the mayor and city manager set the agenda for City Council meetings.

Analysis

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through September 13, 2022. The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. City Council agenda topics: August – September 13, 2022

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

Tentative City Council Agenda

| # | Title | Department | Item type | City Council action |
|----|---|------------|-----------------------------|-------------------------|
| 1 | Master Fee Schedule | ASD | Public Hearing | Approve |
| 2 | Ordinance first reading: Amend MPMC filling vacancy on City Council | CAO | Regular | Decide |
| 3 | Approve funding for 335 Pierce Road (predevelopment CLT, loan authorization docs) | CDD | Regular | Approve |
| 4 | Housing Element Update water supply assessment | CDD | Regular | Adopt resolution |
| 5 | Adopt Resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public | CMO | Consent | Adopt resolution |
| 6 | Approve a resolution updating the City's conflict of interest code | CMO | Consent | Adopt resolution |
| 7 | Update advisory body policy with Complete Street Commission start time as 6:30 p.m. | CMO | Consent | Adopt resolution |
| 8 | Proclamation: Menlo Park Sister Cities Young Artists and Authors Showcase winner | CMO | Proclamation | No action |
| 9 | Direction on leaf blower ban | CMO | Study Session | Direction to staff |
| 10 | Direction on BlocPower: prevailing wage | CMO, CAO | City Council Initiated Item | Direction to staff |
| 11 | Special events and film ordinances-second read/adopt | CMO, CAO | Consent | Adopt ordinance |
| 12 | Direction on updating municipal code for City Council vacancies | CMO, CAO | Regular | Direction to staff |
| 13 | Willow Village community amenities check in | CMO, CDD | Regular | Direction to staff |
| 14 | City hosted community events and observances | LCS | Consent | Direction to staff |
| 15 | Commemorative park amenities policy | LCS | Informational | Receive and file |
| 16 | Menlo Park Community Campus (MPCC) - furniture and non-fixed equipment procurement | LCS | Regular | Approve |
| 17 | MPCC project updates: Community survey, budget | LCS | Regular | Direction to staff |
| 18 | Aquatics operator - Analysis/RFP study session | LCS, CAO | Study Session | Direction to staff |
| 19 | Authorize the city manager to execute an agreement with the West Bay Sanitary District regarding the provision of recycled water service within Menlo Park Municipal Water Bayfront Area, and other customers within the Recycled Water Purveyor Boundary | PW | Consent | Contract award or amend |
| 20 | Adopt a resolution declaring the vacation and abandonment of public service easements at 141 Jefferson Drive, 180 Constitution Drive, and 186 Constitution Drive | PW | Public Hearing | Adopt resolution |
| 21 | Approve preferred design for Middle Avenue Complete Streets project | PW | Regular | Approve |
| 22 | Policy on installing stop signs and stop sign installations at three locations | PW | Regular | Approve |



LEAGUE OF
**CALIFORNIA
CITIES**

Council Action Advised by August 31, 2022

DATE: June 1, 2022

TO: City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – September 7-9, 2022

Cal Cities 2022 Annual Conference & Expo is scheduled for September 7-9, 2022 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 9. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Friday, September 2. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

- **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. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected 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.
- **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 will open by June 1 on the [Cal Cities](#) website. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. 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 them into the voting area during the Business Meeting.



- **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 Business Meeting, they may not transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, September 7, 8:00 a.m. – 6:00 p.m.; Thursday, September 8, 7:00 a.m. – 4:00 p.m.; and Friday, September 9, 7:30 a.m.–12:30 p.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, 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 completing the voting delegate and alternate form and returning it to Cal Cities office by Friday, September 2. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures

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 Annual Conference, 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 Business Meeting.
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 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 or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
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 Business Meeting.



CITY: Menlo Park

2022 ANNUAL CONFERENCE VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to Cal Cities office by Friday, September 2, 2022. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ Email: _____

Mayor or City Clerk _____ Date _____ Phone _____
(circle one) (signature)

Please complete and return by Friday, September 2, 2022 to: Darla Yacub, Assistant to the Administrative Services Director E-mail: dyacub@calcities.org; Phone: (916) 658-8254

ORDINANCE NO. XXXX

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
ADDING A NEW CHAPTER 8.70 “FILM PERMIT” TO THE CITY WITHIN TITLE
8 OF THE MENLO PARK MUNICIPAL CODE**

WHEREAS, in enacting the Motion Picture, Television, and Commercial Industries Act of 1984, the Legislature intended to encourage local government to develop uniform procedures for issuing permits and to charge fees for the use of public property or employee services, which do not exceed the reasonable costs of providing the property or services for which the fees are charged (Government Code § 14998.10); and

WHEREAS, the City of Menlo Park wishes to create a process for the orderly issuance and enforcement of permits for filming activity taking place within the City; and

WHEREAS, the City also wishes to create a mechanism for cost recovery and use charges to the extent authorized by law, while not unduly burdening filming activities in the City; and

WHEREAS, the California Film Commission has published a Model Filming Ordinance providing general guidance to local government entities adopting a film permitting ordinance, which has been considered by the City in the creation of these regulations; and

WHEREAS, consistent with Government Code section 14999.21, the City Clerk transmitted a draft of this proposed ordinance and regulations to the California Film Commission on July 5, 2022, and consistent with the requirements of California Government Code section 14999.21(b). The California Film Commission has reviewed the proposed Ordinance and the City Council has considered any findings provided by the Commission in adoption of these regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MENLO PARK:

SECTION 1. Findings.

The above recitals are hereby declared to be true and correct findings of the City Council of the City of Menlo Park.

SECTION 2. Adoption of Chapter 8.70 – Film Permits, of Title 8 – Peace, Safety, and Morals, of the Menlo Park Municipal Code.

A new Chapter 8.70 – Film Permits, of Title 8, Peace, Safety, and Morals, is hereby added to the Menlo Park Municipal Code to read as set forth in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 3. Severability.

If any provision or clause of this ordinance or the application thereof to any person or circumstance is held to be unconstitutional or to be otherwise invalid by a final judgment of any court or competent jurisdiction, such invalidity shall not affect other provisions or clauses or application, and to this end, the provisions and clauses of this ordinance are declared to be severable.

SECTION 4. California Environmental Quality Act.

The City Council finds that the adoption and implementation of this Ordinance are exempt from the provisions of the California Environmental Quality Act under section 15061(b)(3) in that the City Council finds there is no possibility that the implementation of this Article may have significant effects on the environment.

SECTION 5. Publication; Effective Date.

This Ordinance shall be published once, in full or in summary form, after its final passage, in a newspaper of general circulation, published, and circulated in the City of Menlo Park, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those City Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of Menlo Park, County of San Mateo, State of California.

INTRODUCED on the ninth day of August, 2022.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the __ day of __, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Betsy Nash, Mayor

ATTEST:

Judi A. Herren, City Clerk

Exhibits:

- A. Chapter 8.70 – Film Permits, of Title 8 – Peace, Safety, and Morals, of the Menlo Park Municipal Code

Exhibit A

Chapter 8.70 – Film Permit

Sections:

- 8.70.010 – Definitions.
- 8.70.020 – General provisions.
- 8.70.030 – Film permit application.
- 8.70.040 – Review process.
- 8.70.050 – Denial/revocation of film permit.
- 8.70.060 – Permit fees.
- 8.70.070 – Reimbursement and compensation for City services and use of City facilities.
- 8.70.080 – Appeals.
- 8.70.090 – Indemnification and insurance requirements.
- 8.70.100 – Display of film permit.
- 8.70.110 – Administrative regulations.
- 8.70.120 – Penalties.

Section 8.70.010 – Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this Chapter:

1. “Applicant” means any person who seeks a permit under this Chapter for Filming Activity in the City.
2. “City property” means all real property and improvements owner, operated or controlled by the City within the City’s jurisdiction. City property includes, but is not limited to City Hall, police and fire facilities, recreational facilities, parks, libraries, streets and sidewalks, and public right-of-way.
3. “Film” shall include motion pictures, television shows or programs, commercials, digital media in any medium including film, tape, or digital format.
4. “Filming Activity” shall mean and include all activity attendant to staging or shooting commercial motion pictures, television shows, or programs, commercials, digital media, still photography in any medium including film, tape, or digital format.
5. “News Media” shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcasts (“breaking news”) or reporting for print media by reporters, photographers or camerapersons.
6. “Permit” means a film permit issued by the City of Menlo Park Public Works Department consistent with the provisions of this Chapter.
7. “Small Operations” shall mean filming activity that: (i) involves fewer than 25 persons, (ii) does not require the closure of any portion of streets, sidewalks, public passageways, or any public property, and does not create any obstruction to free the passage of pedestrians and vehicles, and complies with all vehicle and pedestrian traffic laws, (iii) does not involve the use aerial vehicles (manned or unmanned) or any vehicles, as defined in the Vehicle Code, during

filming; (iv) does not involve any pyrotechnics, simulated or actual gunfire, or animals, except for domestic animals and/or service animals that are kept in compliance with applicable leash laws, and (v) does not require use of any city services. [For purposes of this Chapter, persons engaged in Filming Activity that are unaffiliated with event organizers may make use of this exception.](#)

8. "Studio" shall mean a fixed place of business certified as such by a local fire authority having jurisdiction where filming activities (motion or still photography) are regularly conducted upon the premises.

Section 8.70.020 – General provisions.

1. Permit Required. Except as provided by the terms of a permit, lease, or contract which has been specifically authorized by the City Council, no person shall use any City property for Filming Activity without first applying for any receiving a Permit from the public works director or designee.

2. The provisions of this Chapter shall not apply to the following:

A. News Media, including reporters, photographers or camerapersons employed by a newspaper, news service, or similar entity engaged in on-the-spot print media, publishing or broadcasting, of news events concerning those persons, scenes, or occurrences which are in the news and of general public interest; or

B. Small Operations; or

C. Filming activities (motion or still photography) conducted at a Studio; or

D. Photographers conducting still photography; or

E. City produced government access films; or

E.F. [Expressive Activity as defined by Section 8.60.020\(4\), involving less than 150 people. Expressive Activity involving more than 150 people shall be subject to the provisions of Chapter 8.60. Nothing in this Chapter shall require persons or entities to obtain a permit for Expressive Activities, where such activity is addressed by Chapter 8.60 of this Title.](#)

Section 8.70.030 – Film permit application.

1. To receive a Film Permit, an applicant must complete and file an application with the public works director or designee on a form approved by the city manager or designee. The Applicant must provide the following information:

A. The name of the person, firm, or corporation employing the persons who will be performing in the Film; and

B. The name of the person(s) who will be responsible for the filming crew on location in the City; and

C. The specific location(s) where Filming Activity will take place, including a logistics plan or map showing the property to be used for the Filming Activity, including bus zones, no-parking areas, any structures to be installed as part of the Filming Activity; and

D. The specific hours and dates that the Filming Activity will take place; and

E. A description of the character or nature of the proposed Filming Activities; and

F. The exact number of personnel/persons to be involved in the Filming Activity; and

G. A description of any activity which may cause public alarm, such as the use of any animals, gunfire or pyrotechnics, low flying helicopters and/or unmanned aircraft systems ("UAS"); and

H. If unmanned aircraft systems will be used, all applicable documentation (i.e., remote pilot certificate, UAS registration certificate, waivers, detailed flight plan, etc.); and

I. The exact type and number of vehicles and equipment to be employed, along with a parking plan sufficient for the vehicles and equipment; and

J. The extent to which permission is desired for the obstruction of or interference with normal use of public property to be used; and

K. Proof of insurance in an amount of at least \$2,000,000 that will remain in effect through the duration of the Filming Activity in the City; and

L. UAS pilots planning to fly under four hundred (400) feet in controlled airspace around airports must receive an airspace authorization from the Federal Aviation Administration (FAA) before they fly.

2. The public works director or designee shall review and issue or deny the application within 28 days of receipt of a completed application.

Section 8.70.040 – Review process.

1. Subject to the criteria for denial set forth in Section 8.60.060, the public works director or designee shall issue a Film Permit if it is determined that all of the following criteria have been met:

A. The preparation for or the conduct of the proposed Filming Activity will not unreasonably burden City resources necessary, significantly interfere with the provision of governmental services to the public, interfere with the City's provision of public services to the public, or prohibit access to City property to the public for an extended duration while the property used for the filming activity; and

B. The preparation for or the conduct of the proposed Filming Activity will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the permit area; and

C. The proposed Filming Activity does not otherwise present a substantial safety, noise, environmental, or traffic hazard, which cannot be mitigated with the imposition of reasonable traffic control or safety measures.

2. In deciding whether to approve an application, no consideration may be given to the message of the event, the content of speech, or the identity or associational relationships of the Applicant.

Section 8.70.050 – Denial/revocation of film permit.

The public works director or designee may deny any application for a Film Permit or revoke such a permit if the public works director or designee finds any of the following:

1. The Applicant has knowingly made a false, misleading or fraudulent statement of fact to the City in the application process; or
2. The application does not contain the information required by this Chapter; or
3. The application does not satisfy the requirements of this Chapter; or
4. The Applicant fails to comply with any conditions of approval including, but not limited to:
 - A. Remittance of fees, charges or deposits; or
 - B. Submittal of an indemnification agreement and/or proof of insurance for the Film Permit as required by the City; or
 - C. Timely receipt of all required approvals.
5. The Applicant has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior film permit issued by the City.
6. The filming would occur at a location and time in conflict with another event or other activity already permitted or that can be permitted to another applicant that submitted an application first in time.
7. The filming activity would be in conflict with applicable provisions of any federal, state and/or local laws.

Section 8.70.060 – Permit fees.

Film Permit application fees for Filming Activity pursuant to this Chapter shall be established by separate resolution of the City Council.

Section 8.70.070 – Reimbursement and compensation for City services and use of City facilities.

1. The Applicant shall reimburse the City for any personnel provided to the Applicant (i.e. police, traffic safety) for the purpose of supporting Film Activities.
2. The City shall be compensated for the use of any City property or facilities to the extent that such use constitutes a cost to the public.
3. Fees for services, municipal expenses, and rental of facilities may be established by resolution of the City Council.

Chapter 8.70.080 – Appeals.

An Applicant may appeal the denial or revocation of a permit by providing the city manager or designee written notice of appeal within five (5) days of the denial or revocation. The city manager or designee shall hold a hearing within ten (10) days of the filing of a notice of appeal, at which time the applicant may present any and all evidence, testimony, and information relevant to the city manager's decision. The city manager or designee, within five (5) days following the appeal hearing, shall issue a decision. The decision of the city manager or designee shall be mailed or delivered to the applicant and shall be final and binding.

Section 8.70.090 – Indemnification and insurance requirements.

1. Indemnification. Each permittee shall execute a hold harmless agreement in a form approved by the City agreeing to defend, indemnify, and hold harmless and the City against losses and liabilities incurred from the willful or negligent acts or omissions of the permittee or its officers, employees, and agents.
2. Except as otherwise prohibited by law, the permittee shall procure and maintain in full force and effect during the term of a policy of insurance from a reliable insurance company authorized to do business in the State. The policy shall be in an amount of at least \$2,000,000 per occurrence and shall be endorsed naming the City, its boards, officers, agents, employees, and volunteers an additional insureds for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. Higher liability limits or separate aerial coverage shall be required for the use of helicopters, aerial equipment, or UAS.
3. Workers Compensation Insurance. Permittees shall conform to all applicable federal and state requirements for workers' compensation insurance for all persons operating under a film permit.

Chapter 8.70.100 – Display of film permit.

A copy of the Film Permit shall be displayed at the filming site and shall be exhibited upon demand of any City official.

Chapter 8.70.110 – Administrative regulations.

The city manager or designee, may adopt administrative regulations that are consistent with and that further the terms and requirements set forth within this Chapter. All such administrative regulations must be in writing.

Chapter 8.70.120 – Penalties.

Any person who intentionally violates any of the provisions of this Chapter shall be guilty of a misdemeanor. Violations of this chapter may enforced pursuant to any laws and remedies available to the City including but not limited to enforcement as a misdemeanor and/or public nuisance pursuant to Chapters 1.12 and 8.04 of this Code.

ORDINANCE NO. XXXX

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADDING SECTION 16.08.105 TO CHAPTER 16.08 (DISTRICTS ESTABLISHED – GENERAL REGULATIONS), ADDING SECTION 16.48.060 TO CHAPTER 16.48 (OSC OPEN SPACE AND CONSERVATION DISTRICT), ADDING SECTION 16.49.050 TO CHAPTER 16.49 (PUBLIC FACILITIES DISTRICT) OF THE MENLO PARK MUNICIPAL CODE, AMENDING THE MENLO PARK ZONING MAP TO REZONE SEMINARY OAKS PARK FROM _SINGLE FAMILY SUBURBAN RESIDENTIAL (R-1-S) DISTRICT TO OPEN SPACE AND CONSERVATION (OSC) DISTRICT, AMENDING THE MENLO PARK ZONING MAP TO REZONE SHARON HILLS PARK FROM _RESIDENTIAL ESTATE SUBURBAN – CONDITIONAL DEVELOPMENT (R-E-S(X) DISTRICT TO OPEN SPACE AND CONSERVATION (OSC) DISTRICT), AND REDESIGNATING SEMINARY OAKS PARK FROM LOW DENSITY RESIDENTIAL LAND USE DESIGNATION TO PARKS AND RECREATION LAND USE DESIGNATION AND REDESIGNATING SHARON HILL PARKS FROM VERY LOW DENSITY RESIDENTIAL LAND USE DESIGNATION TO PARKS AND RECREATION LAND USE DESIGNATION IN THE MENLO PARK GENERAL PLAN

WHEREAS, the City of Menlo Park (“City”) is an urban city with limited open space; and

WHEREAS parks promote physical and mental well-being and provide areas for public gatherings and recreation; and

WHEREAS the City’s parks are designated part of the open space and conservation district; and

WHEREAS California state law allows cities to abandon the use of its property as a park and sell or dispose of the property if certain conditions are met, but City finds protecting open space more important than retaining these rights; and

WHEREAS Government Code Section 38400-38418 allows cities to abandon the use of its property as a park dedicated as a park by a plat or map of a town site that has become part of the city if the city council adopts a resolution of intention and holds a meeting to consider the abandonment, so long as the original dedicator or the majority of the lots abutting on the park do not protest and any other protests are overruled at the meeting; and

WHEREAS Government Code Section 38440-38462 allows cities to discontinue and abandon the use of other property city owns in fee and is using as a park if the city council adopts a resolution of its intention to call a special election to discontinue the use of the land as a park, holds a hearing, and, if protests are made and not overruled at the hearing, obtains the majority vote of the electors in the special election and adopts an ordinance following the special election; and

WHEREAS Government Code Section 38501-38510 allows cities to discontinue and abandon the use of other property city owns in fee because city is not using the property as a park and no public funds have been expended to improve it as a park if city council adopts a resolution of intention, holds a hearing, and overrules all objections; and

WHEREAS Government Code Section 37111 allows City to adopt an ordinance by a four-fifths vote to allow a park to be used for construction of public buildings or creation of a civic center; and

WHEREAS the purpose of this ordinance is to protect parks and open space and maintain their designation as open space and to preclude, without an amendment to this ordinance, the City from allowing parks to be used for other purposes or converted to other uses; and

WHEREAS, Seminary Oaks Park is currently zoned Single Family Suburban Residential and Sharon Hills Park is currently zoned Residential Estate Suburban Residential - Conditional Development, which are residential zoning districts intended for single-family residential uses and associated uses such as accessory dwelling units, and a limited number of non-residential uses, but excluding parks and open space, making the park and open space use inconsistent with their underlying zoning districts; and

WHEREAS, General Plan Policy LU-6.5 provides Policy LU-6.5 "Open Space Retention. Maximize the retention of open space on larger tracts (e.g., portions of the St. Patrick's Seminary site) through means such as rezoning consistent with existing uses, clustered development, acquisition of a permanent open space easement, and/or transfer of development rights."; and

WHEREAS, in order to further Policy LU-6.5 of the Menlo Park General Plan, and in order to ensure that parks and parkland within the City are zoned appropriately and in conformance with the General Plan, this ordinance rezones Seminary Oaks Park from Single Family Suburban Residential to Open Space and Conservation (OSC), and rezones Sharon Hills Park from Residential Estate Suburban Residential - Conditional Development to OSC; and

WHEREAS, in order to further Policy LU-6.5 of the Menlo Park General Plan, and in order to ensure that parks and parkland within the City are designated appropriately within the General Plan this ordinance amends the General Plan to re-designate Seminary Oaks Park from Low Density Residential land use designation to Parks and Recreation land use designation and re-designate Sharon Hills Park from Very Low Density Residential land use designation to Parks and Recreation land use designation.

BE IT ORDAINED by the City of Menlo Park as follows:

Section 1. The above findings are adopted and incorporated herein.

Section 2. Section 16.08.105 is added to Chapter 16.08 (Districts Established – General Regulations) of the Menlo Park Municipal Code as set forth below.

16.08.105 Conversion of Parkland and Parks Prohibited.

The City shall neither convert to a different municipal purpose nor discontinue or abandon the use of parkland or parks for any reason or by any means, including without limitation 1) pursuant to Government Code Section 38400-38418; 2) pursuant to Government Code 38440-38462 et seq.; 3) pursuant to Government Code Section 38501-38510; and 4) pursuant to Government Code Section 37111, [without first submitting to the voters of the City of Menlo Park an advisory ballot measure which seeks the voters' opinion on whether parkland and/or parks may be converted to a different municipal purpose or discontinued or abandoned as parkland or parks.](#)

For purposes of this section “parkland” shall mean any land designated in the City of Menlo Park General Plan and/or in any adopted city maps as “Parks and Recreation.”

For purposes of this section “park” shall mean land and facilities, or portions thereof, that are owned or controlled by the City and provide recreational opportunities and/or programs as well as uses in support of said recreational opportunities and/or programs, for the benefit and enjoyment of residents and visitors of City. [For purposes of this section “uses in support of said recreational opportunities and/or programs” shall not include \(1\) parking lots or \(2\) civic center buildings in Burgess Park, neither of which shall be subject to the prohibition on conversion of uses set forth in this section.](#)

Section 3. Section 16.48.060 is added to Chapter 16.48 (OSC Open Space and Conservation District) of the Menlo Park Municipal Code as set forth below.

Section 16.48.060. Properties in the open space and conservation district may not be re-designated or rezoned for any reason or by any means, including without limitation 1) pursuant to Government Code Section 38400-38418; 2) pursuant to Government Code 38440-38462 et seq.; 3) pursuant to Government Code Section 38501-38510; and 4) pursuant to Government Code Section 37111.

Section 4. Section 16.49.050 is added to Chapter 16.49 (Public Facilities District) of Menlo Park Municipal Code as set forth below.

Section 16.49.050. Properties in the public facilities district that are owned, operated and/or controlled by the City may not be converted from a municipal purpose to a non-municipal purpose for any reason or by any means, including without limitation 1) pursuant to Government Code Section 38400-38418; 2) pursuant to Government Code 38440-38462 et seq.; 3) pursuant to Government Code Section 38501-38510; and 4) pursuant to Government Code Section 37111.

For purposes of this section “municipal purpose” shall mean activities, uses, and services operated by or at the direction of the City.

Section 5. The zoning map of the City of Menlo Park is hereby amended as set forth below:

Those certain real properties known as Seminary Oaks Park (located at Seminary Drive and Santa Monica Avenue in the City of Menlo Park and bearing an Assessor Parcel Number of 062-460-050), and Sharon Hills Park (located at Valparaiso Avenue and Altschul Avenue in the City of Menlo Park and bearing no Assessor Parcel Number) are rezoned to the OSC District (Open Space and Conservation District) as more particularly described and shown in Exhibit “A” attached hereto and incorporated herein by this reference.

Section 6. The City of Menlo Park General Plan is hereby amended as set forth below: Those certain real properties known as Seminary Oaks Park (located at Seminary Drive and Santa Monica Avenue in the City of Menlo Park and bearing an Assessor Parcel Number of 062-460-050), and Sharon Hills Park (located at Valparaiso Avenue and Altschul Avenue in the City of Menlo Park and bearing no Assessor Parcel Number) are re-designated from Low Density Residential land use designation to Parks and Recreation

land use designation and re-designated from Very Low Density Residential land use designation to Parks and Recreation land use designation, respectively.

Section 7. Environmental Review.

The City Council finds and determines that enactment of this Ordinance is exempt from the provisions of the California Environmental Quality Act ("CEQA") under the "common sense" exemption because the purpose is to preserve the existing condition of parks, does not involve the construction or alteration of facilities, and has no potential for resulting in direct or indirect significant effect on the environment, as described in CEQA Guidelines section 15061(b)(3).

Section 8. Effective Date.

This Ordinance shall be in full force and effect thirty (30) days from its passage and adoption.

Section 9. Severability.

The City Council hereby declares every section, paragraph, sentence, clause, and phrase of this ordinance is severable. If any section, paragraph, sentence, clause, or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses, or phrases.

Section 10. Certification.

The City Clerk shall cause this ordinance to be posted and/or published in the manner required by law.

INTRODUCED on the __ day of __, 2022.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the __ day of __, 2022, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Betsy Nash, Mayor

ATTEST:

Judi A. Herren, City Clerk