



## AGENDA

# SPECIAL MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

THURSDAY, SEPTEMBER 26, 2024 AT 12:30 PM

Maywood City Council Chambers  
4319 E. Slauson Avenue, Maywood, CA 90270  
[www.cityofmaywood.com](http://www.cityofmaywood.com)

I. **CALL TO ORDER/ROLL CALL**

CALL TO ORDER  
ROLL CALL

II. **CITY OFFICIALS**

MAYOR  
Eddie De La Riva

CITY CLERK  
Brian E. Juarez

MAYOR PRO TEM  
Mayra Aguiluz

CITY TREASURER  
Mary Mariscal

COUNCIL MEMBERS  
Jessica Torres  
Frank Garcia  
Heber Marquez

CITY MANAGER  
Jennifer E. Vasquez

CITY ATTORNEY  
Roxanne Diaz

III. **MEETING PROCEDURES**

THIS MEETING WILL BE HELD IN PERSON.

THE MEETING WILL BE AVAILABLE FOR VIEWING VIA ZOOM:

<https://us02web.zoom.us/j/84041323606> AND VIA THE CITY'S FACEBOOK PAGE.

Public Participation Options:

1. **In-Person:** Council Chambers located at 4319 E. Slauson Avenue, Maywood, CA

2. **Before the Meeting:** Public comment will be accepted for the record in advance by 11:00 a.m. the day of the meeting by email to [daisy.guerrero@cityofmaywood.org](mailto:daisy.guerrero@cityofmaywood.org); or if you are unable to email, please call the City Clerk's Office at (323) 562-5714. Your comment will be made part of the written record but will NOT be read verbally at the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council Meeting, please contact the City Clerk's Office (323) 562-5714 within 72 hours of the meeting.

IV. **MAYOR, COUNCILMEMBERS AND STAFF COMMENTS**

V. **PUBLIC PARTICIPATION (Agenda Items; Time allotted: 3 minutes)**

Speakers wishing to address the City Council on an item on the agenda may use the instructions provided in section **III. MEETING PROCEDURES** beginning on page 1 of this agenda.

VI. **CONSENT CALENDAR**

*All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council request specific items to be removed from the Consent Calendar for separate discussion or action.*

1. CONSIDERATION OF ADOPTING RESOLUTION NO. 6386 OF THE CITY OF MAYWOOD CITY COUNCIL TO APPROVE A WAIVER OF A FILM PERMIT APPLICATION FEE FOR A STUDENT FILM PRODUCTION LOCATED AT THE MAYWOOD BOXING CLUB AT 4747 EAST 56TH STREET IN THE AMOUNT OF \$450.00 FOR UNIVERSITY OF SOUTHERN CALIFORNIA FILM STUDENTS (USC SCHOOL OF CINEMATIC ARTS)

VII. **ADJOURNMENT** - The next Regular Meeting of the Maywood City Council is Wednesday, October 23, at 5:30 p.m. in the City Council Chambers.

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**PUBLIC ACCESS TO MEETING AGENDA AND AGENDA PACKETS**

I, \_\_\_\_\_, City Clerk or Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to rising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5723 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.



**AGENDA REPORT**  
CITY OF MAYWOOD



**AGENDA ITEM NO. 1.**

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**DATE:** September 26, 2024

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** JENNIFER VASQUEZ, CITY MANAGER

**BY:** STEVE FOWLER, DIRECTOR OF BUILDING AND PLANNING

**SUBJECT:** CONSIDERATION OF ADOPTING RESOLUTION NO. 6386 OF THE CITY OF MAYWOOD CITY COUNCIL TO APPROVE A WAIVER OF A FILM PERMIT APPLICATION FEE FOR A STUDENT FILM PRODUCTION LOCATED AT THE MAYWOOD BOXING CLUB AT 4747 EAST 56TH STREET IN THE AMOUNT OF \$450.00 FOR UNIVERSITY OF SOUTHERN CALIFORNIA FILM STUDENTS (USC SCHOOL OF CINEMATIC ARTS)

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**RECOMMENDATION:**

Staff recommends that the City Council consider adopting Resolution No. 6386 to approve a request for a waiver of the City's film permit fee of \$450.00 to allow the USC School of Cinematic Arts student film production to take place at Maywood Boxing Club at 4747 East 56th Street.

**BACKGROUND:**

Applications for filming in the City of Maywood require a \$450.00 fee according to the City's Comprehensive fee Schedule, to recover the time it takes to review the application and make sure the area around the filming location is not impacted. The review process includes looking at the location of the filming, parking for the crew members, indoor or outdoor filming, any impact on the public right of way, and if any city services are required to assist with the production.

**DISCUSSION:**

The University of Southern California filming students found a location in the City of Maywood that fits their production needs and submitted an application. The application is for two weekend filming dates.

- Filming Date September 28th and 29th from 9 a.m. to 9 p.m.
- Second Filming Date October 5th and 6th from 9 a.m. to 9 p.m.

All filming will take place within the Maywood Boxing Club. No city services will be required for the set location. All the insurance requirements have been submitted with the application. There will be approximately 40 crew, actors, and filming staff on site. All parking will take place on site as there are only 15 vehicles expected to be at the location.

The students only have a budget of \$50.00 to pay for a filming permit. The students requested a waiver of fees based on their budget restraints. The City Council is the only governing body in the city able to waive fees.

Based on the request, due to student budget limits, no city services will be utilized at the site, and this is a student project, staff feels the request should be considered.

**LEGAL REVIEW:**

The City Attorney has reviewed this report.

**FISCAL IMPACT:**

The City will not recover it's expenses attributed to this permit if the fees are fully waived as requested by the students.

**ATTACHMENT(S)**

1. Resolution No. 6386 - Film Permit Fee Waiver
2. Planning - Filming Permit - USC The Custodian
3. cert\_LOS\_City of Maywood\_2782405\_0

**RESOLUTION NO. 6386**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MAYWOOD, CALIFORNIA, WAIVING THE FILM PERMIT  
FEE FOR USC STUDENT FILM**

**WHEREAS**, University of Southern California film students (“Students”), desire to film a student film at the Maywood Boxing Club, located at 4747 East 56th Street in Maywood;

**WHEREAS**, the Students have submitted a complete film permit application and have shown proof of insurance and meet all other requirements for obtaining a film permit;

**WHEREAS**, the Students have represented that their student film has a limited budget and have requested a waiver of the City’s film permit fee in the amount of four hundred and fifty dollars (\$450.00);

**WHEREAS**, waiving the film permit fee for this student film serves a valid public purpose by promoting and supporting a sense of community, local businesses and the arts in Maywood.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD  
HEREBY FINDS, RESOLVES, DECLARES, DETERMINES AND ORDER AS  
FOLLOWS:**

**Section 1.** The recitals set forth above are true and correct and incorporated herein as if set forth in full.

**Section 2.** The City Council waives the City’s film permit fee in the amount of four hundred and fifty dollars (\$450.00) for the student film described above.

**PASSED, APPROVED AND ADOPTED THIS 26<sup>th</sup> day of September, 2024.**

\_\_\_\_\_  
Eddie De La Riva, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Brian E. Juarez, City Clerk

\_\_\_\_\_  
Roxanne Diaz, City Attorney

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
CITY OF MAYWOOD

I, Brian E. Juarez, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6386, was adopted at a special meeting of the City Council of the City of Maywood held on the 26<sup>th</sup> day of September 2024 by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Brian E. Juarez, City Clerk



## **CITY OF MAYWOOD FILMING REQUIREMENTS**

4319 East Slauson Avenue \* Maywood, California 90270

Tel: (323) 562-5723 \* Fax: (323) 773-2806

1. Film permits are issued in the Building Department under the direction of the Director of Building and Planning.
2. The City will need a lead-time of three working days.
3. There is a one-time charge for the duration of the project of \$450.00 for filming and \$45.00 for still photography. Fees are non-refundable. Permits are good for more than one day at more than one location. Changes in previously completed permits can be made over the counter. Other fees that might possibly be involved are staff time plus benefits.
4. Insurance is required at \$1,000,000 per application with the City of Maywood named as an additional insured.
5. Special Requirements: Residential area filming must stop by 10:00 p.m. and any road closures or traffic control must be cleared with the Maywood Public Works Department.

If you have any further questions, please feel free to contact this department at (323) 562-5723.



PROJECT NO. \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF MAYWOOD**  
4319 East Slauson Avenue \*Maywood, California 90270  
Tel:(323) 562-5000 \* Fax (323) 773- 2806

# F I L M I N G P E R M I T

1. Applicant requests the issuance of a  State  County  City  Multijurisdictional  
Film permit to:

USC School of Cinematic Arts 213-740-2804  
COMPANY NAME PHONE  
900 W 34th St, Los Angeles, CA 90007

ADDRESS 213-492-9360  
Ana Veiga - Student Producer

APPLICANT / CONTACT PERSON PHONE

*AV*  
APPLICANT'S SIGNATURE

2. The applicant is a/an  individual  production company.

3. The name of the production is: The Custodian

4. This is a/an:  Commercial  Motion Picture  Educational  Television  
 Still Photography  Other (specify) Student Film

5. Applicant requests permission to work on 09/15/24 through 10/06/24,  
commencing at 9am a.m. /p.m. through 9pm a.m./p.m. at the following location:

A. Location: Text  
Maywood Boxing Club Victor 562-965-1571  
BUSINESS NAME PROPERTY OWNER PHONE  
4747 E 56th St, Maywood, CA 90270  
ADDRESS

HOURS: 9am 9pm  
SET-UP CLEAN UP

DATES/DAYS: 09/15; 09/28; 09/29; 10/05; 10/06

PROJECT NO. \_\_\_\_\_

Date: \_\_\_\_\_

**B. Location:**

BUSINESS NAME \_\_\_\_\_ PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOURS: \_\_\_\_\_

SET-UP

CLEAN UP

DATES/DAYS: \_\_\_\_\_

**C. Location:**

BUSINESS NAME \_\_\_\_\_ PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOURS: \_\_\_\_\_

SET-UP

CLEAN UP

DATES/DAYS: \_\_\_\_\_

**6. The location(s) is/are**  State  County  City  Private property

**7. The location(s) is/are in**  residential  commercial  industrial areas.

**8. The filming activity scheduled to be conducted is described as follows:**

Student Film Production all inside of Maywood Boxing Club.

**9. Number of individuals in cast and crew:** Max 40

**10. Types and number of vehicles:**

Automobiles 15  Motor homes \_\_\_\_\_  Trucks \_\_\_\_\_  
 Catering trucks \_\_\_\_\_  Vans \_\_\_\_\_  Trailers \_\_\_\_\_  
 Other (specify) Maywood has their own parking lot

**11. Provide a Site Plan of Set-Up to include vehicle and filming locations.**

**12. Additional Information:**

PROJECT NO. \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY**

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1. Fees:  Filming \$450  Photography \$45  Paid  Waived /required  
b. Certificate of Liability Insurance  
c. Endorsement only  Endorsed (see reverse)

1. Types and number of additional craft:  
 Airplanes \_\_\_\_  Military craft \_\_\_\_  Helicopters \_\_\_\_  Boats \_\_\_\_  
 Other specify: \_\_\_\_\_

2. Applicant request special assistance at the location:  
 Street closure  Traffic control  Emergency services  
 Other specify: \_\_\_\_\_

3. Applicant does/does not intend to use:  Animals  Chemical  Explosives  Fire

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**DEPARTMENT APPROVALS**

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- |                          |          |                                |             |                 |
|--------------------------|----------|--------------------------------|-------------|-----------------|
| <input type="checkbox"/> | Approved | _____                          |             |                 |
| <input type="checkbox"/> | Deny     | <b>Building &amp; Planning</b> | <b>Date</b> | <b>Comments</b> |
| <input type="checkbox"/> | Approved | _____                          |             |                 |
| <input type="checkbox"/> | Deny     | <b>Fire Department</b>         | <b>Date</b> | <b>Comments</b> |





**ADDITIONAL REMARKS SCHEDULE**

<b>AGENCY</b> Marsh Risk & Insurance Services		<b>NAMED INSURED</b> The University of Southern California 3434 South Grand Ave Los Angeles, CA 90089	
<b>POLICY NUMBER</b>		<b>EFFECTIVE DATE:</b>	
<b>CARRIER</b>	<b>NAIC CODE</b>		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

For more information and/or questions, please contact the USC Cinema Physical Production Office.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

<p><b>Name Of Additional Insured Person(s) Or Organization(s):</b>  <b>Students and volunteers while  producing/filming and/or developing  projects as part of the assigned</b></p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

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

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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

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

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

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

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**CANCELLATION NOTICE TO SCHEDULED ADDITIONAL INSURED OR CERTIFICATE HOLDER**

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- PROFESSIONAL LIABILITY COVERAGE PART
- COMMERCIAL CRIME COVERAGE PART
- COMMERCIAL INLAND MARINE COVERAGE PART
- COMMERCIAL PROPERTY COVERAGE PART
- COMMERCIAL AUTOMOBILE COVERAGE PART

**SCHEDULE OF ADDITIONAL INSURED OR CERTIFICATE HOLDERS**

AI or CH	Additional Insured or Certificate Holder	Address
AI	Any persons or organizations required	by written contract executed
	prior to a loss	

The following is added to **A. CANCELLATION** of the Common Policy Conditions of the above applicable coverage part:

- A.** In the event we cancel the policy in accordance with the policy's terms and conditions, we will endeavor to mail written notice of cancellation to Additional Insureds or Certificate Holders, shown in the above SCHEDULE within the time frame listed below. However, failure to mail such notice shall impose no obligation of any kind upon us, our agents or representatives.
  1. 30 days before the effective date of cancellation if we cancel for any reason other than for non - payment of premium.

As respects Additional Insureds, the above cancellation provision applies only when the Additional Insured shown in the above **SCHEDULE** is added to the policy by a separate additional insured endorsement as the **CANCELLATION NOTICE TO ADDITIONAL INSURED OR CERTIFICATE HOLDER** does not provide additional insured coverage.

# WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

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

## SCHEDULE

**Name Of Person Or Organization:**

Any persons or organizations where required by written contract executed prior to a loss.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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

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