COUNTY DEPARTMENT AGENDA REQUEST

Department:	County Commissioners	Presenter(s):	County Commissioners
Meeting Date:	Wednesday, October 6, 2010	Type of Request:	New Business

Wording for the Agenda:

Discussion of staff's recommendation that amendments be made to the existing policy which addresses filming on County property by movie and television companies.

Background/History/Details:

In 2007, the Board adopted a policy for addressing requests for the use of county-owned properties by movie and television production companies. At that time, the policy required that every request for permission to film on county-owned property be placed on an agenda for approval by the Board of Commissioners. The policy also sets out some requirements on the part of the production company.

Since 2007, requests for filming have become more frequent, but often cannot work out because of the time frame involved. It is common for the production company's locations agent to contact the County and need an answer within days. When any item must be scheduled for action by the Board of Commissioners, the process itself requires 2-3 weeks before Board action can be taken.

The changes in the policy being proposed changes the approval of the request from the Board to a Committee, and ultimately to the County Administrator if a consensus of Committee members cannot be reached.

What action are you seeking from the Board of Commissioners?

Discussion and consideration of the proposed changes to the Filming Policy. If the Board approves the changes to this policy, staff requests that the amended policy be placed on the October 14, 2010 Consent Agenda for formal approval.

If this item requires funding, please describe:

Not Applicable.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Not Applicable	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

AMINISTRATION
Film Permits

100.07

PURPOSE

The purpose of this policy is to provide guidelines for the issuance, approval, and fees associated with the granting of permits for filming by television companies, movie companies, or other media in Fayette County.

POLICY

Fayette County requires a Film Permit to be obtained by any person, company or agency filming on County-owned property, County road right-of-way or inside County buildings. There shall be a consistent and uniform process for the issuance of Film Permits in Fayette County.

PROCEDURE

1. Obtaining and Submitting Film Permits

A. Film Permits may be obtained through Fayette County's Administration Office upon meeting the conditions set out in this policy. An application for a film permit can be obtained by contacting said office.

B. An application for a Film Permit should be accompanied by a copy of a Certificate of Liability Insurance for the person, company or agency filming, with no less than $1,000,000 of liability insurance. The Certificate of Liability should list the "Fayette County Board of Commissioners" as additional insured.

C. In the event that special provisions are made to secure locations, including parking areas, for traffic enforcement, or other items/issues of an exclusive nature, supporting documentation should be attached to the Film Permit Application.

D. Upon request by the County, a copy of the portion of the script of the scene that will be filmed on Fayette County property must be included with the Film Permit Application.

2. Review of Submitted Film Permit Applications

E. A Film Permit Committee is hereby established and will consist of the Fayette County Administrator, the Executive Assistant to the Board of Commissioners, and the Director of Utility Services, or their designees.

F. The Film Permit Committee shall review the portion of the script of the scene that will be filmed on County property. Fayette County reserves the right to issue or deny a film permit based on script content described in the script provided. The Committee may request further information or explanation of script content.

G. Fayette County reserves the right to issue or deny a Film Permit based on expected disruption to the County's business/operations and in cases deemed to be detrimental to the County's best interests.

H. The Film Committee shall reach a consensus on whether or not a Film Permit should be issued and shall have the authority to approve or deny the request for a permit. If consensus cannot be reached, the final decision shall be made by the County Administrator.

I. Every effort will be made by Fayette County to expedite the processing of a Film Permit Application. However, if the timeframe for which the Permit is needed is not deemed reasonable by the County for processing, Fayette County reserves the right to reject an application for a Film Permit immediately upon receipt.

3. Film Permit Fees

J. A fee shall be charged for filming at Fayette County's properties or buildings in the following amounts:

a. One Hundred Dollars ($100) per day for filming at passive locations that do not produce excessive disruption to routine County business/operations or to the general public.

b. Five Hundred Dollars ($500) per day for filming at active locations that may produce excessive disruption to routine County business/operations or to the general public.

4. Retention of Film Permit Records

K. At the conclusion of the application process and granting of a Film Permit, two copies of the Film Permit should be signed by the County Administrator or in his absence by the Executive Assistant to the Board of Commissioners, and by the authorized representative of the company or agency applying for the permit. One copy of the approved permit, along with any supporting documentation, should be kept on file in the County's Office of Administration. The second copy shall be kept on the site of the filming and is the property of the person listed on the permit application. Electronic copies of these documents may also be kept in the same manner as described.