

**Memorandum of Understanding Between the County of El Dorado and the El Dorado Chamber
of Commerce
for Film Officer Services**

This Memorandum of Understanding (MOU) shall be between the County of El Dorado and the El Dorado Chamber of Commerce to provide Film Officer Services including any commercial film, print or digital media.

Obligations of the County

- Assist Film Officer as needed to facilitate the use of County roads and facilities and coordinate all County department review and approvals.
- County will pay quarterly for services under the MOU on or before beginning of each fiscal quarter (July 1, October 1, January 1, April 1)
- Responsible for intake and receipt of County film permit fees.
- Quarterly and annually run reports on film permit revenue collected.
- No building permits will be required for temporary structures used on set. Inspections to ensure minimal life safety standards have been met may be required and will be coordinated with the Film Officer.

Obligations of the El Dorado Chamber of Commerce

- Coordinate with the Director of Planning and Building to designate a person as the El Dorado County Film Officer.
- Accept quarterly payments from El Dorado County for the sole purpose of Film Commission activities. Funding may be used for Film Commissioner salary, benefits, Film Office marketing and promotions, administrative overhead (not to exceed 15%), payroll taxes, workers comp and administrative payroll costs. Payment of the Film Commissioner salary, services and activities will be the responsibility of the El Dorado Chamber of Commerce.

Obligations of the Designated Film Officer

- The designated Film Officer shall meet all requirements of California Government Code 14999.21 and the County's Filming Ordinance.
- Provide the County with quarterly and annual data on film activities including number of productions, number of production days, estimated overnight stays and other relevant economic impact data.
- Coordinate with the County to establish permit turnaround timelines in line with industry standards.
- Coordinate with other non-County agencies as needed and ensure fees are paid as established by each agency.
- Develop a standardized permit application. Any updates to the application will be sent to the County for review prior to implementation.
- Develop a standardized insurance form and ensure adequate insurance is maintained throughout the length of the production for any County owned roads or facilities affected.
- County shall be notified at least 24 hours in advance of road closures, special effects involving pyrotechnics or loud noises or other activities that may impact or affect citizens.

- Encourage and refer film production crews to El Dorado County based businesses, hotels, vacation home rentals, services and recreational opportunities.
- Provide El Dorado County logo to film production companies in standardized format for their use in acknowledging the film location. Logo shall also be used on materials developed for the Film Office where appropriate.

Fees and Payments

- The County, El Dorado Chamber and Film Officer shall coordinate and develop a Fee Schedule that includes the following;
 - Application review fee (County review)
 - Location fee (any part of a production using County roads, land or facilities)
 - Rider fee (
 - Cancellation fee
 - Other fees as deemed appropriate
 - Fees may be on a sliding scale dependent on the size and/or length of the production
- El Dorado County shall submit payment to the Chamber of Commerce each quarter in advance of services for that quarter. Total annual amount is \$150,750, with quarterly payments of \$37,687.50. The County will generate a report stating film permit revenue each quarter. Any revenue in excess of the amount owed to the Chamber of Commerce will be retained by the County. If County Film Permit revenue does not exceed the costs, this amount will be absorbed by the Planning and Building Department.

Reporting

- Each quarter the Film Officer or the El Dorado Chamber of Commerce shall provide a report with the following information:
 - Film, print, digital media or other projects that occurred in that quarter.
 - Project name
 - Type
 - Month
 - Level of project (low/med/high)
 - Number of production days
 - Rate per day
 - Estimated overnight stays & location
 - Annually the Film Officer shall provide a report with the same information for the calendar year.
 - Annually the Film Officer shall provide a report on the breakdown of how funding was spent.