

ARCHIVES CROSS REFERENCE SHEET

The following PHOTOGRAPH NEGATIVE MAP PLAN REPORT has been removed from this file.
It can be found in:

Location: 15-04-41 (9/22)

Series #: 2012-35

Title/Description: Film/Video Task Force Report - Final Report April 1, 1990

Study of the impact of growing film and video industry around the metropolitan region

Date: _____ By: _____

UNRESOLVED ISSUES IN FILM TRANSFER

Nancy: This may give you a rough understanding of issues that need some discussion by your office that are now in mid-stream. Thanks, Keeston.

1. Completion of the rewrite of Film Policy for Bureaus:

In 1989 and early 1990 the Film and Video Task Force recommended to City Council a series of operational policies for film, which were adopted by Council Unanimously in April 1990.

With the increased demand for film permits in the last two years since the policies were adopted, we recognized that we needed to make a few changes in policy in order to bring them up to date.

I put together a group of reps from the bureaus to accomplish this, and we spent a few meetings identifying the issues and proposed policy changes. These recommendations are all listed by issue in the packet titled FILM POLICY REVIEW, Issues Identified for Discussion, FINAL FINAL.

The next step in this process would have been my meeting individually with the bureau reps to turn our recommendations into specific policy language like in the original policies, then bring them to Council for adoption.

This has never been a priority, so I still have these sitting here.

To avoid confusion, I'll leave it up to your office to determine how you'd like to proceed. But I offered to Dennis Nelson that I would try to complete these policy rewrites within the next month and give them to you to do with what you desire, whether that means changing them, or just bringing them to Council as is.

2. PROCEDURE FOR FILM PERMITTING, City of Portland:

I have enclosed a packet with the above title which describes the current process in the City for a film company which needs permits to utilize City owned property.

The packet is sent out to Film Companies on their request for information, but for small commercials we usually don't follow this exhaustive process.

This procedure will need to be reviewed by your office to see how much you can delegate to the Bureau of Licenses and how much you want to define as Commissioner Office responsibility.

The goal originally was to get as much out as possible.

3. Intergovernmental Agreement with the State of Oregon Film and Video Office:

I have enclosed a document called POINTS OF UNDERSTANDING FOR COORDINATING FILM ROLES BETWEEN THE CITY OF PORTLAND AND THE OREGON FILM AND VIDEO OFFICE.

Attached to that you'll find a letter of response from the Oregon Film Office which I have not dealt with as of yet.

The goal here was to identify roles that the City and the State should play, in an attempt to do the dance better with film companies. It reflects the recommendations made by the City Task Force Report.

The initial efforts were to pull the County film rep into the process, but that never went anywhere, so I proceeded with the State alone.

The State would like to wait on closure on this until a new director is hired for Oregon Ecco Devo Department, and until the legislature decides whether to abolish the entire thing.

This one is still floating, but could be a good news press announcement for Gretchen later if it is resolved.

These areas of agreement would, as a process, be translated with the City Attorney's Office into either a letter of understanding with the State or an Intergov Agreement.

It calls for the State to assume coordination responsibilities for the pre-production meetings, and they'd like to do that, but for now the City is still the coordinatore of these meetings for the region when public property is involved.

4. Task Force REcommendations:

The Film and Video Task Force made three levels of recommendations which you will find in the Executive Summary in the front of the report.

We have completed the First Stage of Recommendations, and the establishment of Bureau of Licenses ability to coordinate the process stuff almost means that the Second Stage Recommendations have been completed.

Still hanging in Second Stage is the Neighborhood Education efforts and Improving Neighborhood Notification, without

creating a beauracratic nightmare.

These recommendations might serve as a guide for your office's role in this to keep you out of the nitty-gritty.

5. Initial Screening Application:

Within the Procedure packet you'll find the many-times revised initial screening application that we send to film companies.

We don't even schedule pre-production meetings until the film companies get this to us, and then require a week's lag time between receipt of the info and the meeting in order to get fax's notice to the bureaus.

The current practice is for bureaus to reserve Tuesday;s at 11:00am - 12:00 noon for these pre-production meetings, but if they haven't heard from us by FAX by one week ahead they assume that there's no meeting and plan other things.

I've been inflexible with the film companies and the State Film Office in this rule, for the sake of the bureaus and their schedules.

I have not found the film companies and the State to be as sensitive as I'd like them to be to our need for a week's lead time and standardization of the pre-production meeting times, but the bureaus love it for predictability.

DRAFT

**POINTS OF UNDERSTANDING
FOR COORDINATING FILM ROLES BETWEEN THE
CITY OF PORTLAND AND THE OREGON FILM AND VIDEO OFFICE
First Draft (1/26/93)**

Roles of the State Film Office:

Marketing:

The Oregon Film and Video Office shall have primary responsibility for marketing and promotion of entire state, including the City of Portland . This will include development of promotional materials and activities, including representation of the metro area at major national industry events.

Tracking:

The Oregon Film and Video Office shall serve as the initial point of contact for information statewide related to filming in Oregon, including the City of Portland . Following this procedure will encourage the compilation of accurate information statewide about the economic impact of filming in Oregon by region.

Location Assistance:

The Oregon Film and Video Office shall maintain and continue to expand photo files for potential film locations statewide, including the City of Portland.

The Oregon Film and Video Office will work closely with representatives of local governments to assist in identifying locations when necessary.

The Oregon Film and Video Office will coordinate familiarization and scouting tours for production personnel in determining suitability of potential locations that have been identified from photo files. Representatives from the the City of Portland will accompany the Oregon office when necessary.

Initial Screening Application for Filming:

The Oregon Film and Video Office will provide initial screening applications to the representatives of the film company, to be completed with all additionally required material prior to the scheduling of a pre-production meeting. The initial screening application shall be approved by both the Oregon State Film and Video Office and the City of Portland.

DRAFT

The completed initial screening application shall be accompanied by

1. Script Copy
2. Insurance Certificate which meets the requirements of the effected jurisdictions.
3. Temporary Business License from the City of Portland.

Pre-production Meetings:

The Oregon Film and Video Office shall have the responsibility for calling pre-production meetings between the appropriate production personnel and City of Portland representatives who write specific permits.

These meetings shall be held at regularly scheduled standard times and locations, mutually agreed to by Oregon Film and Video Office and the City of Portland.

The Oregon Film and Video Office shall notify the Bureaus of the City of Portland no less than one week prior to the scheduled pre-production meeting times.

or

The Oregon Film and Video Office shall notify the City of Portland no less than one week prior to the scheduled pre-production meeting time, in order for the City of Portland to provide one week notice to its bureau representatives of the meeting.

Notice of the meetings shall include a completed application form filled out by the production company. Insurance Certificates must be filed with the City of Portland prior to the scheduled pre-production meeting.

Trouble-Shooting:

The Oregon Film and Video Office shall serve as the primary liaison for the production company, encouraging a central point of contact for issues, concerns, and problems which may need to be addressed by all parties.

In dealing with specific permits and parameters, the production company shall work directly with the bureaus of the City of Portland who issue the permits in order to most efficiently solve specific problems.

In matters related to policy, the Portland City Commissioner's office serving as liaison to the film industry should be involved to promote a consistent approach from the City of Portland.

DRAFT

Promotional Activities:

The Oregon Film and Video Office will coordinate, when possible, promotional and public relations opportunities with the production company. The particular design of such opportunities should be coordinated directly with the Portland City Commissioner's office which serves as liaison to the film industry.

Exit Interviews:

The Oregon Film and Video Office will be responsible for conducting an exit interview with the production company upon completion of the project. These interviews will involve the appropriate representatives of the City of Portland.

Economic Development Activities:

The Oregon Film and Video Office will coordinate with the State Department of Economic Development all joint activities involving economic development between the State Department of Economic Development and the Portland Development Commission.

Roles of the City of Portland:

Marketing:

The City of Portland will provide backup assistance when necessary to the Oregon Film and Video Office in its marketing and promotion of Oregon as a film production location.

Tracking:

The City of Portland will support the role of the Oregon Film and Video Office in serving as the initial point of contact for information related to filming in Oregon.

The City of Portland will refer all initial calls from film companies interested in filming in the Portland area to the Oregon Film and Video Office.

The City of Portland, and its bureaus, will continue to provide information to anyone, including production companies, dealing with basic informational matters, such as the cost of permits, process for application, etc.

DRAFT

Location Assistance:

The City of Portland will work with the Oregon Film and Video Office as necessary to identify potential filming locations in the City of Portland.

Application for Filming:

The City of Portland will adopt, along with the Oregon Film and Video Office, an initial screening application that will serve the needs of both governments. This application will include specific information about filming in the City of Portland.

Pre-production Meeting:

Appropriate representatives of the City of Portland will attend all pre-production meetings scheduled by the Oregon Film and Video Office as necessary for the issuance of appropriate permits from the City of Portland.

These meetings shall be held at regularly scheduled standard times and locations, mutually agreed to by the Oregon Film and Video Office and the City of Portland.

The Oregon Film and Video Office shall notify the Bureaus of the City of Portland no less than one week prior to the scheduled pre-production meeting.

or

The Oregon Film and Video Office shall notify the City of Portland no less than one week prior to the scheduled pre-production meeting time, in order for the City of Portland to provide one week's notice to its bureau representatives of the meeting.

Notice of the meetings shall include a completed application for filled out by the production company.

Insurance certificates must be filed with the City of Portland prior to the scheduled pre-production meeting in order to allow for approval as to form by the City Attorney's Office.

Trouble Shooting:

The Oregon Film and Video Office shall serve as the primary liaison for the production company, encouraging a central point of contact for issues, concerns, and problems which may need to be addressed by all parties.

In dealing with specific permits and parameters, the production company shall work directly with the Bureaus of the City of Portland who issue the permits in order to most efficiently solve specific problems.

In matters related to policy, the Portland City Commissioner's office serving as liaison to the film industry should be involved to promote a consistent approach from the City of Portland.

Promotional Activities:

~~Through~~ the Oregon Film and Video Office will coordinate, when possible, promotional and public relations opportunities with the production company. The particular design of such opportunities should be coordinated directly with the Portland City Commissioner's office which serves as liaison to the film industry.

Exit Interviews:

The City of Portland will attend, as appropriate, production company exit interviews which are conducted by the Oregon Film and Video Office.

Information attained from these interviews will be utilized in periodic review of film policies by the City of Portland.

Film Policy:

The City of Portland will coordinate the development and periodic review of policies in the Bureaus of the City related to film permitting. This shall be the responsibility of the Portland City Commissioner's office assigned liaison responsibility for the film and video industry.

The City of Portland will publish, in consistent format, the policies of the Bureaus of the City related to film permitting.

Permit Writing:

The Bureaus of the City of Portland will permit use of publicly owned property by production companies based on the film policies recommended by the Bureaus and adopted by Portland City Council.

Economic Development Activities:

The City of Portland will coordinate with the Portland Development Commission all joint activities involving economic development between PDC and the State Department of Economic Development.

INITIAL SCREENING APPLICATION

FOR FILM PERMITTING

State of Oregon

City of Portland

DRAFT

Pre-Prod. Mtg_____

THANK YOU FOR CHOOSING TO FILM IN THE STATE OF OREGON. THE FOLLOWING INFORMATION WILL ASSIST THIS OFFICE IN GATHERING THE NECESSARY PERMITS FOR YOUR SHOOT:

BASIC INTAKE INFO: Applic. Date_____

Production Company_____

Address_____

Telephone_____ FAX_____

Local Contact_____Tele_____FAX_____

Address_____

Billing Address/Contact_____

Business License #_____

TYPE OF PRODUCTION: (Please circle)	Feature Film	TV Series
	Documentary	TV Movie
	Commercial	Other

Title_____
(Script Submission Required)

Producer_____Director_____

Unit Production Manager_____

Location Manager_____

Name Talent Associated_____

F-77

FILMING SCHEDULE: Proposed Dates _____

Key Locations: Please list the key locations or attach a
Online schedule. This will assist our office in pulling
together the appropriate individuals to issue permits.

1.	DATE _____	Location _____	Time of Day _____
	Description _____		
2.	DATE _____	Location _____	Time _____
	Description _____		
3.	DATE _____	Location _____	Time _____
	Description _____		
4.	DATE _____	Location _____	Time _____
	Description _____		
5.	DATE _____	Location _____	Time _____
	Description _____		
6.	DATE _____	Location _____	Time _____
	Description _____		
7.	DATE _____	Location _____	Time _____
	Description _____		
8.	DATE _____	Location _____	Time _____
	Description _____		
9.	DATE _____	Location _____	Time _____
	Description _____		
10.	DATE _____	Location _____	Time _____
	Description _____		

SPECIAL NEEDS: Please circle the following if applicable:

Stunts/Vehic.Rolls	Sidewalk Closures
Special Effects	Meter Hooding
-Fires	Temporary Structures
-Pyrotechnics	Police Support
-Explosions	Generators
-Gunshots	Sewer Discharge
Street Closures	
Special Parking	

(Date)

(Signature)

Film-Related Position

Goal: Hire someone, on a contractual basis, to handle the local government responsibilities associated with coordination of film permitting.

Timelines: Variable, depending on the demands on the City. Most likely the contract would need to be effective from late February or early March, 1993, potentially thru the summer, depending on the number of films actually being shot in Portland during the high season film period.

Major Responsibilities: Negotiable, but would involve at least the following elements:

1. Basic Intake: Acceptance and review of applications, Notification of effected bureaus, Holding pre-production meetings to coordinate bureau permitting.
2. Running interference/problem solving between jurisdictions, bureaus, neighborhoods, etc.
3. Compliance Monitoring: Ensuring an adequate level of compliance of film companies with the parameters of City permits.
4. After-hours Problem Solving.

Cost Factors: Difficult to define, but would be clearly tied to the demand for services related to the number of films being shot during the peak period. Most likely the envisioned contract would be for less than \$10,000, and would be authorized for drawdown in months where a determination is made about need for services.

Copy to KL



CITY OF

PORTLAND, OREGON

BUREAU OF LICENSES

Dick Bogle, Commissioner
Dennis Nelson, Manager
1120 S.W. 5th Avenue, Room 1206
Portland, Oregon 97204
(503) 796-5157
Fax: (503) 796-5192
TDD: (503) 823-6868

January 6, 1993

RECEIVED

JAN 06 1993

MEMORANDUM

COMMISSIONER LINDBERG'S OFFICE

TO: Sam Adams
Steve Manton
✓ Art Alexander
Tim Grewe

FROM: Dennis Nelson *Dennis Nelson*

RE: Special Events/Film Coordination

Last week there was some discussion regarding consolidating special events and film activity coordination and moving these activities out of City Hall. Tim asked me to prepare a proposed cost estimate for temporarily housing these activities in the License Bureau pending FY 93-94 budget decisions.

Attached is a 3-month cost estimate including start up costs. I think it is more realistic to look at funding the job through June 30 but I am very open to discussing options. I should point out that as of right now I do not have an open desk or place to put a desk in the Bureau but again, those are details that can be worked out.

Let me know if this idea is still under consideration and/or if you want anything further from me on this issue. Etc.

Special Events/Film Position

Budget

December 29, 1992

COST CENTER	LINE ITEM TITLE	START UP COSTS	MONTHLY COSTS	EXTENDED 3 MONTHS
511000	F-T Program Specialist		2,900	8,700
517000	Benefits (used %/salary)		1,131	3,393
	PERSONAL SERVICES		4,031	12,093
524000	Repair & Maint Svcs		20	60
531000	Office Supplies	900	25	75
541000	Education	0	0	0
	EXT. MATERIALS & SVC	900	45	135
552000	Print/Distribution		20	60
554000	Communications Svcs	100	41	123
	INTERNAL SERVICES	100	61	183
564000	Capital Equipment	2,400	0	0
	CAPITAL OUTLAY	2,400	0	0
	TOTALS	\$3,400	\$4,117	\$12,351

3 MONTH TOTAL W/START UP COSTS

\$15,751

Start Up Costs Explanations

Office supplies: Paradox 4.0, WP5.1

Communication Svcs: Installation of telephone

Capital Equipment: AST Power Premium 386/DX, 80 MB hard drive, 4MB RAM

Special Events/Film Position

Budget

December 29, 1992

COST CENTER	LINE ITEM TITLE	START UP COSTS	MONTHLY COSTS	EXTENDED 3 MONTHS
511000	F-T Program Specialist		2,900	8,700
517000	Benefits (used %/salary)		1,131	3,393
	PERSONAL SERVICES		4,031	12,093
524000	Repair & Maint Svcs		20	60
531000	Office Supplies	900	25	75
541000	Education	0	0	0
	EXT. MATERIALS & SVC	900	45	135
552000	Print/Distribution		20	60
554000	Communications Svcs	100	41	123
	INTERNAL SERVICES	100	61	183
564000	Capital Equipment	2,400	0	0
	CAPITAL OUTLAY	2,400	0	0
	TOTALS	\$3,400	\$4,117	\$12,351

3 MONTH TOTAL W/START UP COSTS

\$15,751

Start Up Costs Explanations

Office supplies: Paradox 4.0, WP5.1

Communication Svcs: Installation of telephone

Capital Equipment: AST Power Premium 386/DX, 80 MB hard drive, 4MB RAM

KL
FYI
Dennis



CITY OF

PORTLAND, OREGON

KC let's talk when you get back

INTEROFFICE MEMORANDUM

RECEIVED Office of
J.E. Bud Clark, Mayor

NOV 27 1992

DATE: November 25, 1992

COMMISSIONER LINDBERG'S OFFICE

TO: Art Alexander

FROM: David Kish *DJK*

SUBJECT: Special Events and Film Office

It is obvious that the workload to cover special events, such as road runs and parades, requests from the film industry, and Rose Festival has grown.

Jan Hazzard spends half her time coordinating special events. Assuming some piece of Keeston's time for film and a piece of Linda's time for Rose Festival, we easily come up with one full time position. If you also pull out of the bureaucracy some of the time that is spent by Parks, Police, Transportation, and others coordinating permits, you can easily justify a full-time clerical support.

I would suggest the following staffing and budget at the outset:

Program Coordinator @ \$36,608	\$36,608
Clerical Specialist \$ \$10.50/hr.	21,840
Benefits @ 40%	<u>23,380</u>
	\$81,828
Materials and Supplies @ 35%	28,640
Capital Outlay	<u>5,000</u>
Total	\$115,468

Permit fees raise \$18,500. That leaves us about \$97,000 short. It would be difficult to raise fees to accommodate \$97,000. I would suggest we approach POVA and try to get back some or all of the \$97,000 from hotel-motel taxes. Because business has been good, their revenues have significantly increased over the last five years. Without increasing the rate or damaging promotions we ought to be able to talk them out of \$97,000.

There is obvious benefit to POVA and tourism from these events.

We might also consider contracting with them for the service.

DOK:js



CITY OF
PORTLAND, OREGON
OFFICE OF THE MAYOR

INTEROFFICE MEMORANDUM

RECEIVED Office of
J.E. Bud Clark, Mayor

NOV 27 1992

COMMISSIONER LINDBERG'S OFFICE

Art -

do you have any left over
\$ in your office this
year we could put into
this? let's talk -

DOK

as road runs and parades,

Assuming some piece of
Festival, we easily come
bureaucracy some of the
coordinating permits,

t:

It would be difficult to
reach POVA and try to
because business has
last five years.
to be able to talk them

out of \$1,000.

There is obvious benefit to POVA and tourism from these events.

We might also consider contracting with them for the service.

DOK:js



Keester
CITY OF
PORTLAND, OREGON

pl. discuss with me
Hille
INTEROFFICE MEMORANDUM

Office of
J.E. Bud Clark, Mayor

RECEIVED

OCT 30 1992

COMMISSIONER LINDBERG'S OFFICE

DATE: October 28, 1992

TO: Commissioner Mike Lindberg

FROM: Mayor J.E. Bud Clark *Bud*

SUBJECT: Film/Special Events

I understand you are bringing forward a request for approximately \$10,000 to service the growing film industry in our city. It's my understanding that the requests for City assistance in supplying permits and other support for the film industry have outstripped our staff resources to provide this help.

I can support the request since it generates business and promotion for Portland. It is, simply, a good investment.

I will be leaving office in January, but I suggest the Council consider a budget request to combine the film activity with an Office of Special Events. Over the years, our office, primarily Jan Hazzard, has received a steady stream of requests for information on festivals, waterfront events, road runs, walks, and other occasions that require City services and bring tourists and revenue to Portland.

There is no central place in Portland to coordinate these events. We should have packaged these before, but it's never too late.

I'm sure Jan would be willing to work with your staff on a budget proposal for FY '94.

JEBC:js:8

**THRESHOLDS FOR INTERGOVERNMENTAL COOPERATION
IN SERVICING THE FILM INDUSTRY**

6/17/92

1. No cooperation, no coordination.

Under this scenario the three governments would provide services in a haphazard manner, based on the needs of each particular government.

Action Needed: Discontinue Pre-production meetings, discontinue efforts to build greater cooperation and streamlining.

2. Development of Policy by All Governments

Under this scenario the three governments would develop policies for film permitting that would provide a level of consistency in requirements between governmental jurisdictions.

Action Needed: Multnomah County and the State of Oregon would develop policies for permitting in their respective bureaus, divisions, or agencies. The City of Portland would update the policies that it developed and adopted in April, 1990.

3. Basic Level of Coordination

Under this scenario, the three governments would cooperate as they do currently.

The State would take the major role in marketing, and local governments would continue to provide local government permit services as needed.

Information would continue to be transmitted in an informal manner as needed.

Action Needed: None

4. Common Pre-Production Meetings

Under this scenario, the three governments would hold one pre-production meeting for all jurisdictions and any private parties as appropriate.

The State would most likely be the best provider of this service, though it is currently being done by the City of Portland.

The pre-production meetings would be held at a consistent time, allowing for pre-planning for all involved parties.

The notice for meetings would be sent in a timely manner such as to allow minimum of one week notification of each meeting.

The notice of meetings would include a meeting notice and agenda, copy of the initial screening application.

Action Needed: A common time for pre-production meetings needs to be developed to meet the time constraints of each party.

A procedure for notification needs to be developed that allows for the timely dissemination of information about upcoming meetings.

5. Common Information Packets

Under this scenario, one packet of orientation information would be provided to any potential production company, agreed to by all of the jurisdictions.

These packets would include, but would not be limited to, Procedures, Initial Screening Application Forms, Contact List for various services, and any general rules applicable to the jurisdictions concerned.

Action Needed: Agreement on common procedures, application, and contact list, plus other items.

6. Common Application Form

Under this scenario, the three governments would develop a common Initial Screening Application Form.

The Form would be filled out at a state level primarily, but would be available in other jurisdictions for completion at a local level.

The Form would be approved by all cooperating jurisdictions.

The Form would be copied to each of the other involved jurisdictions in a timely manner, to be determined by procedures agreed to by all of the jurisdictions.

Action Needed: Common Application Form needs to be developed and agreed to by all jurisdictions.

A procedure for timely dissemination needs to be developed which defines specifics about information sharing related to the initial application form.

7. Common Insurance Certificate

Under this scenario, a film company would file a common insurance certificate with one agency, which would be applicable in all jurisdictions.

This would most likely be filed at a State level, and disseminated in a timely manner to involved jurisdictions.

This certificate would meet the standards of all governments agreeing to participate.

Action Needed: Each jurisdiction needs to meet with their own approval agent, most likely the attorney for the jurisdiction, to approve a sample form that will be useful for all jurisdictions.

A procedure for timely dissemination needs to be developed which defines specifics about information sharing related to the insurance certificate.

8. Common Pre-production Meetings

Common Application Forms

Common Insurance Certificates

Common Information Packets

Recognized Agreement of Additional Roles and Services

Under this scenario, all of the above common items would be reflected in daily practice.

In addition, roles of each jurisdiction would be identified which reflect both a smooth and orderly exchange of information, a full spectrum of services provided by the various public sector jurisdictions involved, a clear delineation of roles and expectations, and clear recognition of the needs of local jurisdictions and the State.

Action Needed: Consensus on specifics of roles and services provided by each jurisdiction, and agreement by all jurisdictions on the pre-production meetings, application form, insurance certificate, and information packets.

Post-it brand

Fax Transmittal Memo 7672

To Keesta Lowrey
 Company City of Portland
 Location

Fax # 823-3014 Telephone #

Comments

No. of Pages	2	Today's Date	2-21-92	Time
From	David Woolson			
Company	Oregon F + V Office			
Location	Dept. Charge			
Fax #	Telephone # 373-1232			
Original Disposition:	<input type="checkbox"/> Destroy	<input type="checkbox"/> Return	<input type="checkbox"/> Call for pickup	

RECEIVED

FEB 21 1992

COMMISSIONER LINDBERG'S OFFICE

Oregon

February 21, 1992

ECONOMIC
 DEVELOPMENT
 DEPARTMENT

TO: Keeston Lowrey - City of Portland
 John Dorst - Multnomah County

FROM: David Woolson, Executive Director
 Oregon Film and Video Office



The following shall constitute the Oregon Film and Video Office's role and policy as it relates to filming activities in the Portland metro area and other areas in Oregon. I believe this represents our joint discussions on this subject and how we coordinate our activities between the State, the City of Portland and Multnomah County. If any item materially differs from our understanding, please let me know.

- 1.) The Oregon Film and Video Office shall have primary responsibility for marketing and promotion of the area to potential film makers. This will include development of promotional materials and activities including representation at Location Expo and other industry events. My office will respond to telephone inquiries regarding filming from producers on behalf of the City and County. Your offices should refer these preliminary calls to the Oregon Film and Video Office for response and tracking of the project. Our office will provide promotional materials to these companies and provide other relevant location and contact information as requested.
- 2.) The Oregon Film and Video Office shall maintain and continue to expand photo files for potential film locations. Our office will have the primary responsibility for identifying appropriate locations for the production and sending relevant photo files to the production company. We will work closely with both of your offices as resources to help identify specific locations. Should all existing photo files with the City and County be consolidated with The Film Office's files? *YES - BUT HOW DO WE PROVIDE LOCAL-SPECIFIC INFO ON STES*
- 3.) The Oregon Film and Video Office will have primary responsibility to coordinate familiarization and scouting tours for production personnel in determining suitability of potential locations that have been identified from photo files. Ideally, County and/or City representatives would accompany my staff on these tours to assist with questions and concerns of the production personnel.

Barbara Roberts
 Governor



775 Summer St. NE
 Salem, OR 97310
 (503) 373-1200
 FAX (503) 581-5115

- 4.) The Oregon Film and Video Office shall have responsibility for calling a pre-production meeting between the appropriate production personnel and the State, City and County. This meeting will review the production plan of the project as well as proposed locations. My staff will advise each of you as to time and date of the meeting. It will be your responsibility to identify the appropriate personnel in your respective governments as to who should attend the pre-production meeting and assure their participation. Until we are able to establish a one-stop permit system, I propose that each of our offices are responsible for coordination of any permits that are issued by our respective governments. My office will be responsible for setting the agenda for the meeting. Both the City and County needs to advise our office as to particular agenda items it needs covered and provide the production company with any necessary paperwork that needs to be completed for filming (insurance verification forms, permit applications, etc.)
- 5.) The Oregon Film and Video Office will serve as primary liaison for the production company on behalf of the City, County and State. This will allow a central point for issues, concerns and problems to be funneled and addressed between all parties. This role would continue through all phases of production. My office will be responsible for keeping the City and County advised as to the current status of the production but will also rely on the City and County to advise our office on information it receives concerning the project. As you are aware, events happen often and rapidly with a production and we must mutually share information as it becomes available to assure everyone's interests are protected. When issues arise involving the City and County, our office will work closely with both of you concerning the matter.
- 6.) The Oregon Film and Video Office will coordinate, when possible, promotional and public relations opportunities with the production company. This will hopefully build good will with the business and political community as well as the general public.
- 7.) The Oregon Film and Video Office will be responsible for conducting an exit interview with the production company upon completion of the project. Our office will obtain, when possible, economic information concerning expenditures by the production company as well as employment figures of local production personnel. Additionally, we will seek general information from the production regarding their experience of filming in Oregon. Further, I will seek feedback concerning their interaction with our respective governments so we can continue to improve our interaction and coordination.

I believe the above addresses the principal roles of the Oregon Film and Video Office. We obviously will need to continue to fine tune the system and work together as issues arise. I am confident that we can make filming a pleasant experience for production companies as well as enjoyable and profitable for the City of Portland, Multnomah County and the State of Oregon. I look forward to our partnership.

DRAFT INTERGOVERNMENTAL AGREEMENT
(12/14/91)

Multnomah County Agrees To:

1. Take the lead role in basic intake for film/video permitting for both Multnomah County and the City of Portland. This includes:
 - A. Acceptance and verification of insurance certificate that meets the standards of both Multnomah County and the City of Portland.
 - B. Dissemination of any policies of either government related to film permitting.
 - C. Acceptance of Script Copy.
- ✓ 2. Take the lead role in accepting basic information for permit applications. This includes:
 - A. Name of production company, address, billing information, and major locations.
 - B. Identification of Divisions of Multnomah County or Bureaus of the City of Portland that will need to review permit applications.
3. Take the lead role in local internal government permit assistance. This includes:
 - ✓ A. Transmittal of basic film/video permit application information to the appropriate Divisions of Multnomah County or Bureaus of the City of Portland.

See attached procedure.
 - B. Calling of Pre-production meetings as appropriate.

See attached procedure.
 - C. Basic assistance in gathering permits and fees for both Multnomah County and the City of Portland.

See attached procedure.
4. Take the lead role in policy development in Multnomah County related to the film/video industry.

The City of Portland Agrees To:

1. Take the lead role in economic development activities through the Portland Development Commission.

This includes:

- A. Loan assistance to local firms.
- B. Assistance in development of film/video industry infrastructure.

2. Take the lead role in policy development in the City of Portland related to the film/video industry.
3. Ensure coordination of all functions within the City of Portland which would be assistive to the County in operating a one-stop permitting system.
4. Reimburse Multnomah County for the cost of transmitting information to the City of Portland.

DRAFT

DRAFT

DRAFT

DRAFT

The purpose of this draft document is to propose a model one stop permit process that would involve the State, City of Portland and Multnomah County. This draft is based on information collected from studies done by the City of Portland the State and draft documents prepared by Keeston Lowery of Commissioner Lindberg's office.

The State has recently defined the role that it will accept in the Portland region and this draft reflects some of the increased responsibilities that the State has adopted.

The question that still is in doubt is the status of the County in light of the proposed changes within the transportation division where the permit section is currently housed. I propose that we proceed with the concept of the one stop center and how it should function. This work should produce results that will be applicable irregardless of potential County changes.

Development of the film industry.

OK This would be a role that is shared by all the jurisdictions involved on all levels. Resource bases within our governments should be defined to enable all participants to have a clear understanding of our abilities to assist the development of the film industry. How our governments interrelate for both the work efforts and the publicity should be established and agreed upon. Such entities may include PDC, Metropolitan arts commission, State economic dev, Pova, etc. etc.. It may also be beneficial to involve the private industry as part of the overall government position once we have defined our positions.

City-County permit responsibility.

OK Initial requests for information other than bid situations from the film industry must be shared between the effected parties.

OK Each jurisdiction shall keep the others current on special moratoriums or other policies affecting the film industry.

OK Each jurisdiction shall designate one specific person as the

liaison for that government. Both work and home phones being available is desirable due to the nature of this industry.

City/County One Stop Process :

NEED FORMS
Initial intake may be done in person at 2115 S.E. Morrison St. or via fax to the Morrison Bldg. Initial intake means the forms developed by the jurisdictions and supplied to the applicant will be filled out completely, the applicant will receive the insurance and indemnity form to be filled out and returned prior to the issuance of the permit. The permit information will be dispersed via the FAX to the affected sections of the agencies, to the liaison person, and anyone else that has been designated by the jurisdiction. (Somehow we must set and agree upon appropriate timeframes for this. We may want to consult with private industry reps at this point.) Within the agreed upon timeframes the permit requirements, cost, and approval or denial will be faxed back to the Morrison office where it may be picked up by the applicant. The costs will be computed for each jurisdiction involved and may be paid at the morrison office. If time allows the permits will be sent interoffice mail back to the designated location or faxed if there is not time.

1 WEEK PRIOR TO PRE-PROD - ADD TEL. DISCUSS ADD PRE-PROD. NOTE

ONE STOP PROCESS

MS
YES
I propose that we a two contact system. The permit center for the region would be one contact and that the person in the jurisdiction authorizing the permit is the other contact. Only the person authorizing the permit is allowed to make changes unless we agree that in certain instance the liaison will be allowed to do this. Changes, when allowed, should be done through the permit center as time is available. If the change is an emergency then the person authorizing the permit may be contacted directly. If a change is made the permit center should be notified as soon as possible and update the permit on file.

EXAMPLE OF PROCESS

1. Script received by state and county.
2. Response to production company (information or photo files)
3. Scout for locations if necessary and provide more information.
4. Set up local scouting trip. Contact should be provided to city.
5. Information, publicity, etc. should be coordinated at this point if the production company is going to shoot in this area.
6. Local contact should be sent notification that a film is coming to town and may be contacted for information by the company (a list of potential contact names should be given).

PERMITTING PROCESS

- STANDARD TIMES*
1. Prior to the issuance of any permits a pre-production meeting is to be set up involving those public agencies that are significantly effected. This is to be done by the state in cooperation with the local liaison. Permit applications will be

passed out at this meeting along with other required paperwork.

2. The one stop permit manager will meet with the designated representative of the film company to determine the permits necessary, to coordinate with other films and activities in the city, and to provide the information regarding requirements that we already know are needed ie. insurance, indemnity, etc.
3. A list of locations, dates, times, proposed activities, etc as spelled out in the application form will be filled out at the permit office or returned to the permit office at this time.
4. This list will be sent to the appropriate people designated by the jurisdiction to process and approve, modify, or deny the permit application as it relates to their area. Once this information is processed it will be sent back to the permit office. If the permit office has a question it will contact the sender.
5. This permit will then be issued to the company with the contact persons name if emergency situations require a change. All modifications to the permit must go through the designated contact system. The permit office should be notified of changes to the permit and modifications should be sent out.
6. Copies of the filming schedules will be required of the companies and this list will be sent out to designated contacts that will keep this information confidential only to be used as needed.
7. Enforcement of the permit requirements will be spelled out in each permit response by the issuing agency.



KL

GLADYS McCOY, Multnomah County Chair

Room 134, County Courthouse
1021 S.W. Fourth Avenue
Portland, Oregon 97204
(503) 248-3308

RECEIVED

JUL 19 1991

COMMISSIONER LINDBERG'S OFFICE

July 18, 1991

Commissioner Mike Lindberg
City of Portland
1120 SW Fifth Avenue
Portland, OR 97204

Dear Commissioner Lindberg:

Multnomah County would be pleased to plan with the City of Portland for the start up of a one-stop film permit office. I am assigning John Dorst of Environmental Services as a liaison for the County in this process.

If my office can be of further assistance, please let John or myself know.

Sincerely,


Gladys McCoy
Multnomah County Chair

MGR:mrn
7507G

cc: Paul Yarborough



KL

GLADYS McCOY, Multnomah County Chair

Room 134, County Courthouse
1021 S.W. Fourth Avenue
Portland, Oregon 97204
(503) 248-3308

RECEIVED
JUL 05 1991
COMMISSIONER LINDBERG'S OFFICE

July 2, 1991

Commissioner Mike Lindberg
City of Portland
1120 S.W. Fifth Avenue
Portland, Oregon 97204

Dear Commissioner Lindberg:

Multnomah County would be pleased to plan with the City of Portland for the start up of a one stop film permit office. I am assigning John Dorst of Enviromental Services as a liaison for the County in this process.

If my office can be of further assistance, please let John or me know.

Sincerely,

Gladys McCoy
Multnomah County Chair

GM:km

KL



CITY OF

PORTLAND, OREGON

DEPARTMENT OF PUBLIC WORKS

Earl Blumenauer, Commissioner
1220 S.W. 5th Avenue, Room 407
Portland, Oregon 97204
(503) 248-5577

MEMORANDUM

DATE: August 23, 1990

TO: Commissioner Mike Lindberg

FROM: Commissioner Earl Blumenauer

RE: One-Stop Permitting for Film/Video

AUG 27 1990

Portland is well positioned to capture a large share of the expanding film and video industry, both as a production and location center. This represents extraordinary economic development potential for the region. The City of Portland Film/Video Task Force Report provided a thorough assessment of the City's needs and opportunities in this regard.

The Task Force's recommendation for one-stop permitting, to the extent that it is possible, is compelling. As I stated in Council, I believe every effort should be made to accommodate the industry by making better use of the existing government services. To this end, I applaud Keeton Lowery's discussions with Kevin Kohnstamm and John Dorst as they are reflected in your revised proposal.

I am concerned, however, by the prospect of a property tax limitation. If Measure 5 passes, the Development Liaison's work load will increase dramatically. We would be remiss to raise expectations within the film/video community by committing the services of the Development Liaison to them, and then possibly diverting that resource in November.

The City currently does a good job of facilitating film/video productions. There is room for improvement. I believe, however, that decisions to assign additional staff to assist the industry should be deferred until resource availability is more certain.



CITY OF

PORTLAND, OREGON

OFFICE OF PUBLIC AFFAIRS

Mike Lindberg, Commissioner
1220 S.W. Fifth Ave.
Portland, OR 97204
(503) 823-4145

TELECOPIER COVER SHEET

DATE:

9/19/91

TO:

DAVID WOODSEN 581-5115

FROM:

KESSTON CONERY

Commissioner Lindberg's Office

FAX: (503) 823-3014 OR ~~(503) 823-3115~~

SUBJECT:

ONE-STOP PERMITTING

NUMBER OF PAGES SENT (Including Cover Sheet):

7

COMMENTS:

RESPONSE REQUIRED:

Yes _____ or No X



CITY OF
PORTLAND, OREGON
OFFICE OF PUBLIC AFFAIRS

Mike Lindberg, Commissioner
1220 S.W. Fifth Ave.
Portland, OR 97204
(503) 248-4145

December 31, 1990

Gladys McCoy, Chair
Multnomah County Courthouse, Room 134
1021 SW Fourth Avenue
Portland, Oregon 97204

Dear Gladys,

During the past two years our jurisdictions have been working together to identify a method for rational delivery of permitting services for the film industry.

I have sent two memos to City Council outlining a proposal which I think provides a foundation for creating a one-stop process for Multnomah County and the City of Portland. Your office has been copied on each of these memos. The proposal would meet the goal of coordinating the permitting, maintaining the independence of each jurisdiction in decision making, and do so by utilizing the skills of existing employees.

Having heard no opposition to this proposal in this jurisdiction, we would look forward to moving forward toward implementation of the plan.

It is our assumption that either jurisdiction may need to revise or cancel the arrangement at any time, but that this proposal represents the most effective and efficient way to deliver these services at this time.

Please review the attached proposal for future action by our two jurisdictions. If questions arise, please do not hesitate to ask for clarification.

Sincerely,

Mike Lindberg
MIKE LINDBERG
Commissioner, City of Portland

Bud
J. E. BUD CLARK
Mayor, City of Portland

MDL:klm
Attachment

cc: OMPA
ITVA
First Tuesday Group
State Film Board

D058



CITY OF
PORTLAND, OREGON
OFFICE OF PUBLIC AFFAIRS

Mike Lindberg, Commissioner
1220 S.W. Fifth Ave.
Portland, OR 97204
(503) 823-4145

March 26, 1991

Gladys McCoy, Chair
Multnomah County Courthouse, Room 134
1021 SW Fourth Avenue
Portland, Oregon 97204

Dear Gladys,

In late December, 1991, I sent a letter to your office requesting your thoughts about the proposal to jointly use staff resources of the City and County to more effectively provide services to the film industry. The letter was accompanied by a more detailed version of a memo that I had sent to City Council, and about which consensus had been achieved.

I have not heard back from your office as to your interest in proceeding on this, and by way of this letter request your thoughts as to how we should move forward on the ideas presented in the memo.

Thank you for your assistance in reaching closure on this joint City/County effort to make the permitting process for the film industry more efficient.

Sincerely,

MIKE LINDBERG
Commissioner
Office of Public Affairs

MDL:klcv

cc: OMPA
ITVA
First Tuesday Group
State Film Board
State Film Office

Attachments

D058



CITY OF

PORTLAND, OREGON

OFFICE OF PUBLIC AFFAIRS

Mike Lindberg, Commissioner
1220 S.W. Fifth Ave.
Portland, OR 97204
(503) 248-4145

August 21, 1990

TO: Mayor Bud Clark
Commissioner Dick Bogle
Commissioner Earl Blumenauer
Commissioner Bob Koch

FROM: Commissioner Mike Lindberg

MDL

RE: One-stop permitting capability for film

In early July, 1990 I sent a memo to each Council office describing three distinct optional approaches to implementing the permitting recommendations of the City of Portland Film & Video Task Force.

Following discussions with several individuals who expressed interest in these proposals, I am today circulating this revised document which reflects the suggestions emerging from these discussions.

To review, the goals as set by the Film & Video Task Force related to permitting were as follows:

1. Assign central coordination of the permit processing structure to one full-time employee or equivalent.
2. Where this full-time person could serve the coordination function for the City of Portland and Multnomah County, establish communication channels and agreements between governments.
3. Develop a one-stop permit center, coordinated with participating regional governments.

In making these recommendations the Task Force accepted five operating assumptions:

1. Avoid Duplication

Duplication should be avoided as much as possible with other jurisdictions.

2. Prioritize Roles

Prioritization of the city's film roles should be first in areas where it can uniquely provide assistance, followed by services that can piggyback those of other agencies.

3. Realistic Assessment Roles should be adopted based on a realistic assessment of various jurisdictions' ability to support such services on an ongoing basis.
4. Perform Well A film office should accept roles that it can perform well, and add responsibilities as it is capable of performing additional roles.
5. Use Existing Resources Any film office functions should make best use of existing resources.

This proposal meets all of the identified goals of the Task Force, and reflects their operating assumptions.

Basic Description

Multnomah County would assume responsibility for initial point of contact for the region around the City of Portland. A system would be created through interagency agreements which would allow for Basic Intake and Permit Application roles (described on the following pages) to be handled by Multnomah County. The current Development Liaison position would serve to coordinate permitting application process within the City, with bureaus remaining in the position of making all permit decisions.

Certain functions described by the Film & Video Task Force Report would not be fulfilled in this option, most notably the role of Enforcement and Compliance Monitoring. The performance of this role would require additional staff resources.

It is understood in this proposal that this only provides a temporary solution to a much larger service need for the City, and that a greater commitment of resources will be necessary with growth of the industry.

The proposal would not require any additional allocation of resources at this time by either the City or County, but would instead make use of existing resources. In the case that time commitments of the Development Liaison do not allow for assumption of this intragovernmental coordination role, Option #1 of my July memo (attached) would be the alternative solution.

The proposal recognizes the recommendation of the City Film & Video Task Force that a one-stop application process will be established.

Major Characteristics of This Proposal

1. The cooperation that is evident in shared roles between jurisdictions avoids duplication and makes best use of existing personnel.

2. This model makes use of the existing regional system of film communication that was recommended by the State Film & Video Task Force and has been evolving in regions around the state since that time.
3. Rather than take on a regional role, the City of Portland would provide primary permit coordination assistance within the bounds of City bureaus.
4. The Development Liaison position would coordinate permit assistance within the City, allowing maximum use of current employees to provide an enhanced level of services without creating another layer of bureaucracy.
5. If the Development Liaison position, which is currently operating as a full-time position, is unable to manage the additional workload, that workload would be performed by the half-time employee identified in Option #1 of my July memo. The description of that option is also attached. This would involve a potential expenditure of approximately \$30,000.

FLOW CHART DESCRIBING THE SEQUENCE OF ROLES,
SERVICES AND JURISDICTIONAL PROVIDER

To fully understand the relationships between jurisdictions in this proposal, I have placed this recommendation within a flow chart of activities that begin with marketing, and end with local government service provision. The jurisdiction which would be responsible for service provision is indicated at each stage.

This recommendation recognizes the importance of cooperation, eliminating symbolic jurisdictional barriers to those in the film industry.

ROLE	SERVICE DESCRIPTION	JURISDICTIONAL RESPONSIBILITY
<u>Marketing</u>	Selling the State of Oregon as a film location	State of Oregon Multnomah Co.
	Collection and Dissemination of location photos files	State of Oregon Multnomah Co.
	Providing additional information to prospective filmmakers about locations, individual contacts, etc.	State of Oregon Multnomah Co.
<u>Location Decision</u>	Making the decision to film in a certain jurisdiction in Oregon	Film Company
<u>Referral to Regional Coordinators</u>	Multnomah County has been designated by the State as the regional coordinator	State of Oregon

ROLE	SERVICE DESCRIPTION	JURISDICTIONAL RESPONSIBILITY
<u>Basic Intake</u>	Information Insurance Verification Policy Dissemination Provision of Necessary Forms Acceptance of Script Copy	Multnomah Co.
<u>Permit Application</u>	Application for Permits Coordination of Pre-Production Meetings	Multnomah Co.
<u>Permit Decisions</u>	Specific Permit Decisions	Bureaus
<u>Trouble Shooting/ Internal Govern- mental Assistance</u>	Problem Solving Intergovernmental Assistance Coordination of Permitting Application Process in the Region Coordination of Permitting Application Process in the City Other Intragovernmental Assistance Emergency Situations Enforcement & Compliance Monitoring	Multnomah Co. Multnomah Co. Multnomah Co. Development Liaison Development Liaison Multnomah Co. Not Provided
<u>Liaison with Other Film Offices</u>	Information Exchange Coordination of Interjurisdictional Planning	Commissioner in Charge & County Exec. Multnomah Co. Development Liaison
<u>Policy</u>	Developing Policy and Revising Policy	Commissioner in Charge & County Exec. in coordinated effort with bureaus.

Please provide your written response to this proposal by August 31, 1990. If you have further questions please call Keeston Lowery on my staff, 248-4046.

MDL:kla

cc: Gladys McCoy
O.M.P.A.
I.T.V.A.
First Tuesday Group

D058



CITY OF

PORTLAND, OREGON

OFFICE OF PUBLIC AFFAIRS

Mike Lindberg, Commissioner
1220 S.W. Fifth Ave.
Portland, OR 97204
(503) 248-4145

July 5, 1990

MEMORANDUM

TO: Council

FROM: Commissioner Mike Lindberg *MLV*

RE: One-stop permitting capability for Film

As you remember, one primary recommendation of the City of Portland Film/ Video Task Force was the establishment of a one-stop permitting capability in the City, with anticipated expansion of that capability to cover the City, Multnomah County, and eventually the metropolitan region. The Task Force recommended that one employee be assigned the responsibility for implementing first-stage film roles and services, a portion of which involved the establishment of the one-stop permitting capability.

Council took a positive step in early June in adopting the operating policies that had been developed jointly by the bureaus and the Task Force.

Subsequent to our April hearings on the Task Force Report, the film industry has continued to express its concern about establishment of such a permitting capability. In one meeting alone, forty representatives of the industry indicated the pressing need to implement the recommendations of the Task Force. Four of the companies represented at the meeting indicated a willingness to provide financial assistance to implement this system.

With three additional films scheduled for this summer and fall, additional films expressing interest in fall and winter shooting and an increasing level of production of commercials, the City needs to be prepared to meet this demand for services.

You may have received recent petitions from neighbors urging Council to act in this regard. In my view, these neighbors have taken an extremely constructive course, in spite of their unfortunate experiences with a company that was less than cooperative. The actions by these and other neighbors can be anticipated to continue unless we are able to better coordinate

Memo to Council
July 5, 1990
Page Two

the use of public and private resources, educate our citizens about this particular business, and provide for a minimal level of compliance monitoring.

I have attached a brief analysis of three different approaches to implementing these first-stage film recommendations of the Task Force. Please review these options and advise me of your interest in implementing any one of or a combination of these approaches. I personally have no strong feelings about any one of the options, and feel that each would be satisfactory in solving our current dilemma.

Please contact Keeston Lowery in my office, 248-4046, before July 19, 1990. Thank you.

MDL:kla

cc: Gladys McCoy, County Executive
First Tuesday Group
O.M.P.A.
I.T.V.A.

Attachments

D051

OPTION ONE

Fill one half-time position to implement select film office roles, as identified by the Film and Video Task Force.

Assumptions: This desk would be housed in an existing bureau, such as Cable, MAC, or PDC. Utilize surplus desk.

Budget:	Personal Services, Half Time including FICA	16,000	
	Office Supplies	250	
	Printing/Distribution	Standard mail & print services, plus production of guide to filming in Portland	6,000
	Internal Rent	Space for one desk	6,500
	Communication Services	Phone, FAX, etc.	1,000
	Insurance		?
	Furniture & Equipment		
		TOTAL	29,750+

Establish an operating fund, as recommended by the Task Force, to accept private donations to assist in meeting additional service needs.

Option One Cont.

Service Level:

<u>Roles</u>	<u>Services</u>	<u>Capabilities in this Option</u>
Policy	Policy in Office of Commissioner-in-Charge	Full Service
Basic Intake	Information	Full Service
	Insurance Verification	Full Service
	Policy Dissemination	Full Service
	Provision of Required Forms	Full Service
	Acceptance of Script Copy	Full Service
Permit Application/Referral	One-stop Application of Permits	Full Service
	Coordination of pre- production meetings between film companies and bureaus.	Full Service
Trouble Shooting/Internal Governmental Assistance	Solving Problems	Full Service
	Intergovernmental Assistance	Full Service
	Intragovernmental Assistance	Full Service
	Coordination of Permitting Application Process	Full Service
	Emergency Situations	Partial Service
	Enforcement and Compliance Monitoring	Partial Service
	Creating Satisfied Customers	Partial Service
Liaison with Other Film Offices	Work with other government entities	Partial Service
	Information Exchange	Partial Service
	Coordination of Inter- jurisdictional Planning	Partial Service, working with Commissioner in Charge

Advantages

Disadvantages

Provides a basic level of service to
relieve stress on the system.

Recognizes the city's role in co-
ordinating intragovernmental
services.

Highest level of independence in
decision making and supervision.

Highest Cost

Fails to recognize the importance of
interjurisdictional service needs
of the industry and unnecessarily
creates jurisdictional duplication.

OPTION TWO

Share one partial position between the City and Multnomah County. As the County has previously assigned one of its employees to spend a portion of time performing film-related roles, this option would most likely involve the City and the County jointly paying for the services of this employee.

Assumptions: The City provides some unique services to the region in the area of business recruitment through PDC. The City would continue to provide those services to both the City and County.

As the County employee currently providing a level of film services also provides other services to Multnomah County, the City would need to determine the level of services that it wished to purchase. These would be limited to the portion of time spent by the County employee on film related services.

Budget:	Personal Services including FICA	Partial position contracted with County	10,500
	Office Supplies		250
	Printing/Distribution	Standard Mail and Print services, plus production of guide to filming in Portland and Mult. Co.	4,000
	Communication Services	Phone, FAX, etc.	1,000
	Insurance		?
	Furniture & Equipment	File Cabinet	300
		<u>TOTAL</u>	<u>16,050+</u>

Establish an Operating Fund, as recommended by the Task Force, to accept private donations to assist in meeting additional service needs.

Option Two Cont.

Service Level:

<u>Roles</u>	<u>Services</u>	<u>Capabilities in this Option</u>
Policy	Policy shared in the Office of Commissioner in Charge & the County Executive	Full Service
Basic Intake	Information Insurance Verification Policy Dissemination Provision of Required Forms Acceptance of Script Copy	Full Service Full Service Full Service Full Service Full Service
Permit Application/ Referral	One-stop application of Permits Coordination of pre- production meetings between film companies and bureaus	Full Service Full Service
Trouble Shooting/Internal Governmental Assistance	Solving Problems Intergovernmental Asst. Intragovernmental Asst. Coordination of permitting and application process Emergency Situations Enforcement and Compli- ance monitoring Creating Satisfied Customers	Full Service Full Service Full Service Full Service Full Service* Full Service* Partial Service
Liaisons with Other Film Offices	Work with other govern- mental entities Information Exchange Coordination of inter- jurisdictional planning	Full Service* Full Service* Full Service, working with the Commissioner in charge and the County Executive*

*This option presents a broader level of service in the areas marked by asterisks. This assessment makes an assumption that permitting for County-owned property is less time consuming and in less demand than City-owned property, that the County will continue to provide the high level of service it currently provides, and that interjurisdictional cooperation will yield a higher level of service than either jurisdiction could provide alone.

Option Two Cont.

Advantages

Provides a basic level of service to relieve the system

Recognizes the City and County's role in coordinating inter-governmental and intra-governmental services

Avoids jurisdictional duplication of services, saving tax dollars

Disadvantages

Requires agreement by Multnomah County to share costs, in all probability lengthening the time-line for beginning to provide the services.

Annual budgeting for office functions is slightly more complex, requiring two governments to make alterations rather than one.

Less independence in decision making and supervision.

Potential for difficulty in setting policy for one employee from the policy offices of two different jurisdictions.

OPTION THREE

Utilize a portion of the currently filled Development Liaison position to implement select film office roles.

Assumptions: The current Development Liaison position is full-time. If the current position can absorb the additional responsibility without additional staff, many of these services could be paid for within the existing budget. Inability of the current position to absorb these additional responsibilities would result in higher budget estimates.

Budget:	Personal Services, including FICA	Partial position, utilizing existing staff.	0-8,000
	Office Supplies		250
	Printing/Distribution	Standard mail and print services, plus production of guide to filming in Portland and Mult. Co.	6,000
	Communication Services	Phone, FAX	500
	Insurance		
	Furniture & Equipment	File cabinet	300

TOTAL: 7,000-15,050+

Establish Operating Fund, as recommended by the Task Force, to accept private donations to assist in meeting additional service needs.

Option Three Cont.

Service Level: As this position is currently a full-time position, decisions would need to be made by Council as to the number of services provided to the film industry. An estimate of services is listed below.

<u>Roles</u>	<u>Services</u>	<u>Cabilities in this Option</u>
Policy	Policy in the office of Commissioner in Charge	Full Service
Basic Intake	Information	Full Service
	Insurance Verification	Full Service
	Policy Dissemination	Full Service
	Provision of Required forms	Full Service
	Acceptance of Script Copy	Full Service
Permit Application/ Referral	One-stop application of Permits Coordination of pre-production meetings between film companies and bureaus	Full Service
Trouble Shooting/Internal Governmental Assistance	Solving Problems	Partial Service
	Intergovernmental Asst.	Partial Service
	Intragovernmental Asst.	Full Service
	Coordinating of permitting and application process	Full Service
	Emergency Situations	Partial Service
	Enforcement and Compliance monitoring	Partial Service
	Creating Satisfied Customers	Partial Service
Liaison with other Film Offices	Work with other governmental entities	Partial Service
	Information Exchange	Partial Service
	Coordination of Inter- jurisdictional planning	Partial Service, working with Commissioner in charge

Option Three Cont.

Advantages

Provides a basic level of service to relieve stress on the system

Recognizes the City's role in coordinating intragovernmental services

High level of independence in decision making, supervision

Takes advantage of a current system in which an employee provides business permitting assistance

Disadvantages

Fails to recognize the importance of interjurisdictional service needs of the industry and unnecessarily creates jurisdictional duplication

Film policy development is currently housed in Office of Public Affairs, and Development Liaison reports to the Office of Public Works. This could create confusion in direction

D052

Proposal

To establish a section of Development Management within the existing Bureau of Planning. The Development Management section would be housed within the Office of Director and would include a Development Manager, Development Liaison and Pre-Application Manager. The section's primary function would be to provide central management, coordination and accountability for the City's development review process, providing a centralized forum for integration of City policies and procedures affecting commercial, industrial and residential development.

Program Objectives

1. To effectively manage the City's development review process.

- ☐ Provide for the consistent application of policy driven development review standards among the City's development bureaus. Among the identified tasks are the following:
 - Work with the Planning staff to develop a mechanism to maximize code interpretation consistency within the Permit Center, Code Administration, and Long Range planning functions.
 - Work with PDOT and the Bureau of Environmental Services to develop clear and consistent approval criteria for discretionary building permit and land use reviews.
 - Work with the PDOT development review staff to define and designate clear lines of authority and review responsibilities among the Bureaus of Transportation Engineering and Traffic Management and the transportation planning functions housed within the Office of the Director.
 - Work with the City's engineering service bureaus to ensure reasonable and consistent land division policies affecting infrastructure development resulting from new development.

□ Provide oversight and management of development review procedures, continuing to improve internal efficiencies and service to the development community. Direction for these efforts will be provided by the Development Management Team and Development Work Team. Tasks may include the following.

- Work with the Development Work Team, with the Bureau of Planning as lead agency, to revise and improve the pre-application process to ensure a comprehensive overview of site specific development standards, regulations and procedures at the onset of a project. Provide case management supervision for development proposals at the pre-application stage.
- Work with the Bureaus of Buildings, Environmental Services, Transportation Engineering and Water Works to improve inter-bureau coordination of plan review and inspection procedures, to study potential benefits of combination inspections program, revise inspection procedures to reduce cost-recovery costs to developers and improve service.
- Work with the City service bureaus to ensure that engineering reviews are standardized and streamlined.
- Work with the Bureau of Planning, BTE, Water Bureau, Bureau of Environmental Services and Portland Parks Bureau to streamline and coordinate development reviews required by the Urban Forestry Commission, Landmarks Commission, Design Commission and City Engineer.

2. Provide the City Council and bureau directors with policy analysis of development standards and legislative actions which affect the City's ability to provide equitable, reasonable and cost-effective development regulations and procedures.

- Work with the Bureaus of Buildings and Transportation Engineering to evaluate policies and standards which affect private street development and utility construction practices in streets which are not public rights-of-way.
- Ongoing as needed and requested.

3. Provide a centralized forum to resolve problems and manage development projects through the review system.

- Continue to provide regulatory assistance and problem solving as currently provided by the Development Liaison for individual development applications.
- Work with the Bureau of Planning staff to establish case management services for land division applications.
- Work with the Development Work Team to explore possibilities of expanding case management efforts within the development review process.

4. Promote enhanced communication, responsiveness and accessibility between the City of Portland and neighborhood associations regarding the development review process and issues pertaining to specific development proposals.

- Work with neighborhood associations, the development community and City staff to develop reliable mechanisms to promote communication and understanding among interested parties.
- Work with neighborhood associations and the development community to acknowledge the importance of citizen input during the review process and explore possibilities of formalizing input at the beginning stages of development negotiations.

TO BE RESOLVED

1. Meet with bureau managers

Development Management Team
Development Work Team

2. Determine funding source -- Determine by estimated percentage of work load.

PDOT
BES
PDC (priorities with other EB/BOP priorities)
BOP (Pre-Application Manager, in house reassignment of resources)
Water
Other?

3. Civil Service

Test for Development Liaison
Identify classification for Development Manager

4. Prepare budget.

5. Define mission of Bureau of Planning and other development functions within the Public Works portfolio.

Convey development philosophy to bureau directors and expectations for bureau performance.

What is the thesis or philosophy held by EB to which he asks people to ascribe?

What are the policies we are most trying to affect?

What are the priorities?

What change are we most trying to affect?

Define the vision.

State the expectation that it is to be carried out.