



County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

SACHI A. HAMAI
Chief Executive Officer

DATE: June 24, 2020
TIME: 2:00 p.m. – 4:00 p.m.
LOCATION: **TELECONFERENCE CALL-IN NUMBER: (415)655-0001**
TELECONFERENCE ID: 927075833

To join via phone, dial 1(415)655-0001, then press 927075833# , then press # when prompted for attendee number ****IF DIALING IN PLEASE CALL IN AT 1:45 P.M. TO FACILITATE PARTICIPANT CHECK-IN****

DUE TO THE CLOSURE OF ALL COUNTY BUILDINGS, MEMBERS OF THE PUBLIC WILL NEED TO CALL IN TO PARTICIPATE IN THE MEETING.

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Two (2) minutes are allowed for each item.

1. **Call to order – Rick Velasquez/Gevork Simdjian**
2. **INFORMATIONAL ITEM(S):**
(5 minutes)
 - A) Board Letter:
APPROVAL OF BOARD POLICY NO. 3.125 – COUNTY FILMING POLICY
CEO/ECONOMIC DEVELOPMENT – Gary Smith, Principal Analyst
3. **PRESENTATION/DISCUSSION ITEMS:**
 - A) RISK MANAGEMENT INFORMATION SYSTEM SIX-MONTH UPDATE
CEO/ RISK MANAGEMENT – Steven Robles, Risk Manager
4. **Public Comment**
(2 minutes each speaker)

CONTINUED ON PAGE 2

5. **NOTICE OF CLOSED SESSION:**

CS-1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(SUBDIVISION (a) of GOVERNMENT CODE SECTION 54956.9)

6. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:

DMH – DEPARTMENT OF MENTAL HEALTH IBHIS CONTRACT
AMENDMENT 5

DHS – APPROVAL OF AN AMENDMENT TO THE AGREEMENT WITH
IMAGENET, LLC

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

OPS CLUSTER AGENDA REVIEW DATE	6/24/2020	
BOARD MEETING	7/14/2020	
DELEGATED AUTHORITY BOARD LETTER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	Countywide	
DEPARTMENT	Chief Executive Office	
SUBJECT	APPROVAL OF BOARD POLICY NO. 3.125 - COUNTY FILMING POLICY	
PROGRAM	Board Policy	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	Existing County Filming Policy expires on 7/14/20	
COST & FUNDING	Total cost: \$0	Funding source:
	TERMS (if applicable):	
	Explanation: No impact	
PURPOSE OF REQUEST	Revisions to the existing policy and approval to extend the sunset date.	
BACKGROUND (include internal/external issues that may exist)	Language has been included on the following matters: <ul style="list-style-type: none"> • Permit exemptions • Prohibitions on County properties • Permit Violations 	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> • Gary Smith, 213-974-2505, gsmith@ceo.lacounty.gov 	



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

July 14, 2020

DRAFT

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVAL OF BOARD POLICY NO. 3.125 - COUNTY FILMING POLICY (ALL AFFECTED) (FIVE VOTES)

SUBJECT

Approve updated changes to Board Policy No. 3.125: County Filming Policy

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and adopt the revised County Filming Policy, effective upon Board approval, which updates the previous regulations, exemptions, and best practices to support filming and photography activity in the Unincorporated Areas of Los Angeles County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In response to the request of the Executive Officer of the Board of Supervisors, this office has conducted a sunset review of Board Policy No. 3.125: County Filming Policy. Based on this review, we recommend the attached revisions and extending the sunset review date from July 14, 2020 through July 12, 2024. The CEO presented the proposed changes to the County Filming Policy to the Audit Committee on May 6, 2020 and received approval to submit the policy to your Board for final action and approval.

FISCAL IMPACT/FINANCING

There are no fiscal impacts to the County Budget.

[Filename]

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 1, 2012, the California Film Commission (CFC) adopted a revised statewide Model Film Ordinance (MFO) and Best Practices based on extensive stakeholder outreach to the film industry and State and local governments.

On July 5, 2012, the Southern California Association of Governments' Regional Council unanimously moved to encourage its 191 member cities and six counties to adopt a version of the CFC MFO and Best Practices that fit their needs.

On July 24, 2012, the Board directed the CEO to revise the County's current film practices in accordance with the revised CFC MFO and Best Practices for incorporation into the County's practices to the extent practicable.

On July 31, 2012, the CEO advised the Board that incorporating the CFC's MFO and Best Practices into the County's current practices via a Board Policy would be the best approach.

On January 24, 2013, the County's Audit Committee approved the recommended Policy for submission to the Board.

On March 22, 2013, the Board approved the County Film Policy 3.125.

On May 6, 2020, the County's Audit Committee approved the recommended changes and extension of the sunset date to July 12, 2024 and received approval to submit the policy to your Board for final action and approval.

The significant updates to the County's Film Policy involve updates to the Permit Exemptions, Prohibitions on County Properties, and Permit Violation sections to include:

Exemptions to Permits:

1. Certified Sound Stages and Certified Studio properties activities;
2. Emergent News Media filming activities;
3. Personal/Family filming activities;
4. Filming activities conducted for use in a criminal investigation or criminal court proceeding;
and
5. Filming activities conducted by or on behalf of the County of Los Angeles.

Prohibitions on County Properties:

1. Nudity or simulated sexual scenes;
2. Commercial filming of alcohol, cannabis, or tobacco products;
3. County owned building exteriors, seals, badges, and symbols unless express written permission is provided by the County; and
4. County clients or patients; and County employees in County employee occupied buildings unless a County approved release form is signed by the employee and the respective Department manager.

Permit Violations:

No Permit: If a person conducts filming activity without a required film permit, the unauthorized filming activity must cease, and the person can be charged with a misdemeanor. Unpermitted filming is misdemeanor punishable by a daily fine, not to exceed \$1000 per day, imprisonment in the County jail not to exceed six months, or both.

Violate Permit: If a permittee violates any provisions of a film permit issued pursuant thereto, the County may provide the permittee with verbal or written notice of such violation. If the permittee fails to correct the violation, the County may revoke the film permit and all activity must cease.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There are no impacts on current services or projects.

CONCLUSION

The recommended changes in the County Film Policy remain consistent with the Board's direction to implement a policy that supports filming activity and encourages the retention of filming industry in Los Angeles County while balancing the interests of communities and County government.

The changes also update the current regulations, exemptions and best practices for filming and photography activities in the Unincorporated Areas of Los Angeles County and clarifies the County's Municipal Code language relative to enforcement of these activities.

The Honorable Board of Supervisors
July 14, 2020
Page 4

If you have questions, please contact Allison Clark, Senior Manager, Economic Development and Affordable Housing Division, at (213) 974-8355 or [allison.clark @ ceo.lacounty.gov](mailto:allison.clark@ceo.lacounty.gov).

Respectfully submitted,

Sachi A. Hamai
Chief Executive Officer

SAH: FAD:AEC
JO:GS:

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Arts and Culture
Animal Care and Control
Beaches and Harbors
District Attorney
Fire Department
Health Services
Library
Medical Examiner-Coroner
Military and Veterans Affairs
Parks and Recreation
Probation
Public Social Services
Public Works
Regional Planning
Sheriff
FilmLA



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SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

April 7, 2020

To: Audit Committee

From: Sachi A. Hamai
Chief Executive Officer

REVIEW OF BOARD POLICY NO. 3.125 - COUNTY FILMING POLICY

In response to the request of the Executive Officer of the Board of Supervisors, this office has conducted a sunset review of Board Policy No. 3.125: County Filming Policy. Based on this review, we recommend the attached revisions and extending the sunset review date from July 14, 2020 through July 12, 2024.

The recommended changes will update the current procedural steps for filming in the County and align more clearly with the County Municipal Code relative to enforcement.

If you have questions, please contact Allison Clark, Senior Manager, Economic Development and Affordable Housing Division, at (213) 974-8355 or allison.clark@ceo.lacounty.gov.

SAH:FAD:AEC
JO:GS:yy

Attachment

c: Executive Office, Board of Supervisors
County Counsel

3.125 - County Filming Policy

Effective Date: 01/14/14

PURPOSE

To promote the establishment of permit policies, regulations, and best practices that increase or retain filming activity in Los Angeles County, while balancing the concerns of communities and County government.

REFERENCE

July 24, 2012 Board Order 11

July 31, 2012 Chief Executive Officer memorandum entitled: "California Film Commission's Model Film Ordinance and Best Practices"

January 7, 2014 "Guidelines and Best Practices for Filming Activities for County of Los Angeles"

January 14, 2014 Board Letter from Chief Executive Officer Board Order 14

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POLICY

The County Board of Supervisors recognizes the economic importance of the filming industry to the region in terms of economic activity, tax revenue, jobs, and tourism. The following policies and procedures are adopted by the Board to retain and increase filming activities in Los Angeles County, while balancing the concerns of communities and county government.

I. DEFINITIONS:

- a. "Filming Activity" shall mean motion picture, television, and commercial still photography filming activities and include all activity attendant to staging or shooting commercial motion pictures, television shows or programs, commercials, and student films produced to satisfy a post-secondary school course requirement at an educational institution in any medium including film, tape or digital format.
- b. "Charitable filming activities" shall mean commercials, motion pictures, television, videotapes, digital recording or still photography produced by a nonprofit organization, which qualifies under Section 501(c)(3) of the Internal Revenue Code as a charitable organization. No person, directly or indirectly,

shall receive a profit from the marketing and production of the film or from showing the films, tapes or photos.

- c. "News Media filming activities" shall mean the photographing, filming or videotaping for spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camerapersons.
- d. "**Certified Sound Stage and Certified Studio Property Activities**" shall be those filming activities described above that take place in a fixed place of business certified as such by local fire authority having jurisdiction.

Change "Studio filming activities" to:

"Certified Sound Stage and Certified Studio Property Activities" to replace "Studio Filming Activities"

- e. "Personal/Family filming activities" shall be those recording activities of visual images (motion or still photography) solely for private personal use, and not for commercial use.

II. PERMITS AND EXEMPTIONS:

- a. Film Permit required: No person shall use any public or private property, facility or residence in the County's unincorporated areas or at a County or County District property in incorporated areas for Filming Activity without first applying for and receiving a film permit from the County.

Exemptions: The film permit requirements described above shall not apply to:

- 1. **Certified Sound Stages and Certified Studio properties** activities;
 - 2. **Emergent** News Media filming activities;
 - 3. Personal/Family filming activities;
 - 4. **Filming activities conducted for use in a criminal investigation or criminal court proceeding; and**
 - 5. **Filming activities conducted by or on behalf of the County of Los Angeles.**
- b. Permits on Set: The permittee shall retain a physical copy of its film permit and any other entitlement required for its filming activities where the filming activity takes places. The permittee shall provide said physical copies upon request.

III. RULES AND REGULATIONS:

Rules: The County will promulgate rules and regulations, subject to approval by resolution of the Board, governing the form, time and location of any film activity set forth within the County. The County shall also provide for the issuance of film permits. The rules and regulations may be based upon the following criteria:

1. The health and safety of all persons;
2. Mitigation of disruption to all persons within the affected area;
3. The safety of property within the County; and
4. Traffic congestion at locations within the County.

IV. APPLICATION AND ISSUANCE:

- a. Issuing Authority: The issuing authority shall be the County.
- b. Applications: The following information may be included in the application:
 1. The specific location at such address or place;
 2. The inclusive hours and dates such filming activity will occur;
 3. A general statement of the character or nature of the proposed filming activity;
 4. The name, address, email address, and telephone number of the person or persons in charge of such filming activity;
 5. The exact number of personnel to be involved on-site;
 6. A description of the activities that may cause public alarm such as the use of any lighting, loud music, animals, gunfire, pyrotechnics, drone or helicopter activity; and
 7. The exact number and type of vehicles, and amount and type of equipment, to be used for the filming activities, along with a parking plan.
- c. Fee Schedule: The County shall adopt a fee schedule.
- d. Reimbursement for Personnel: The production company shall reimburse the County for any personnel provided to the company (e.g., police, fire, traffic) for assisting the production.
- e. Change of Date: Upon the request of the permittee, the issuing authority shall have the power, upon a showing of good cause, to change the date for which the permit has been issued, provided established limitations are complied with in respect to time and location.

V. INDEMNIFICATION AND INSURANCE PROVISIONS

- a. Indemnification: Permittee shall indemnify defend and hold harmless the County, its special districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, cost and expenses (including attorney and expert witness fees), arising from and /or related to the film permit, except for such loss or damage from the sole active negligence or willful misconduct of the County Indemnitees.

- b. Insurance: The film permit shall not be effective until permittee has submitted satisfactory evidence of general liability insurance, workers' compensation insurance, automobile insurance and employers' liability insurance conforming to the requirements of the County. The type, coverage, policy limits and other conditions of insurance shall be that required by the County at the time the film permit is issued, unless a different type, coverage, policy limits and other conditions of insurance are specified in the film permit.

VI. PROHIBITIONS ON COUNTY PROPERTIES

Filming activities on County or County District Property shall not include the following:

1. Nudity or simulated sexual scenes;
2. Commercial filming of alcohol, cannabis, or tobacco products;
3. County owned building exteriors, seals, badges, and symbols unless express written permission is provided by the County
4. County clients or patients; and County employees in County employee occupied buildings unless a County approved release form is signed by the employee and the respective Department manager.

VII. VIOLATION:

- a. No Permit: If a person conducts filming activity without a required film permit, the unauthorized filming activity must cease, and the person can be charged with a misdemeanor. Unpermitted filming is misdemeanor punishable by a daily fine, not to exceed \$1000 per day, imprisonment in the County jail not to exceed six months, or both.
- b. Violate Permit: If a permittee violates any provisions of a film permit issued pursuant thereto, the County may provide the permittee with verbal or written notice of such violation. If the permittee fails to correct the violation, the County may revoke the film permit and all activity must cease.

RESPONSIBLE DEPARTMENT:

CHIEF EXECUTIVE OFFICE

DATE ISSUED/SUNSET DATE:

Issue Date: January 14, 2014	Sunset Date: January 14, 2018
Review Date: November 16, 2017	Sunset Date: July 14, 2018
Review Date: May 16, 2018	Sunset Date: July 14, 2020
Review Date: May 20, 2020	Sunset Date: July 12, 2024

VENTIV CLAIMS – PROJECT AO-18-411 – RISK MANAGEMENT INFORMATION SYSTEM (RMIS) SIX-MONTH UPDATE (12/1/2019 – 6/1/2020)

PROJECT DESCRIPTION

The County of Los Angeles (County) has contracted with Ventiv Technology for claims management and related services under RMIS. The new RMIS will manage, administer, and reduce risk exposures Countywide.

SCOPE

Liability and Workers' Compensation Claims Management, Corrective Action Plans, Matter Management, Disability/Leave Management, Loss Control, Public Records Act Management.

TIMELINE

Absence/Liability – February 2020 (ahead of schedule)

Liability Claims, Matter Management, Corrective Actions – December 2020

Loss Control and Prevention – December 2020

Workers' Compensation Claims – First quarter of 2021

FINANCE

The County has been billed \$11,720,385.90 to date. Total maximum budget is \$59,651,176.36.

STATUS

Project is on track and on target.

ACCOMPLISHMENTS/HIGHLIGHTS

- Module 3 – Disability/Leave Management
 - In production as of 2/18/2020
 - 450 County users trained (Classroom and LMS (Learning Management System))
 - Ventiv Service Desk activated
 - COVID-19 new leave types were configured in Ventiv Claims and 1,351 COVID-19 leaves have been processed through 6/10/2020
 - All tasks in Amendment One were delivered
 - Two of three tasks in Amendment Two were delivered
- Module 1 – Liability Claims Management, Corrective Action Plans, Matter Management
 - Data Conversion
 - Trial 2 completed and currently in the process of being validated by County
 - Trial 2 data made available for County Counsel's Customer Relationship Management (CRM) system data conversion
 - Completed application configuration based on feedback from Board of Supervisors, County Counsel, Third-Party Administrators (TPAs) Carl Warren and Intercare, Small Claims Unit, CEO Claims Monitoring Unit, CEO Finance, CEO Risk Management Inspector General, Sheriff's Department Expedited Unit
 - Commenced Integration testing with participation from all County user groups
 - Commenced eCAPS interface testing with Auditor-Controller

**VENTIV CLAIMS – PROJECT AO-18-411 – RISK MANAGEMENT INFORMATION SYSTEM (RMIS)
SIX-MONTH UPDATE (12/1/2019 – 6/1/2020)**

- Supported County Counsel configuration of Application Program Interfaces (APIs) between RMIS and County Counsel's CRM to mitigate any risks to schedule given the two systems are dependent for go-live
- Module 2 – Workers' Compensation
 - Continued Trial 2.5 data conversion after ClaimsVision upgrade
 - Commenced eCAPS interface testing with Auditor-Controller
 - Commenced document imaging and bill review interface testing with TPAs, Medical Management Cost Containment vendors, and CEO Risk Management
 - Completed Configuration Workbook requirements involving TPAs, On-Site County Representatives, and CEO Risk Management
 - Received approval from Auditor-Controller on payment approval process
- Module 4 – Loss Prevention
 - OSHA Reporting solution identified and will be implemented with Workers' Compensation as part of module 2
 - Asset Management – requirements gathered, and configuration has started
 - Policy Management – requirements gathered, and configuration has started
 - Incident Reporting – identified five forms and general workflow for the County
 - Public Records Act Management – requirements completed
- GENERAL
 - Mitigating risks and issues pertaining to COVID-19 related impacts to project resources and schedule
 - Training – Completed Student Guide for Leave Management end user training
 - Deliverables – Completed 73 required Project Management deliverables

KEY ACTIVITIES FOR NEXT PERIOD (6/1/2020 – 12/1/2020)

- Module 1 – Claims Management, Corrective Action Plans, Matter Management
 - Train about 100 users (classroom and LMS)
 - Complete User Acceptance Test (UAT) and sign off on RMIS for go-live, including testing of APIs
 - Go-live in production with Module 1
- Module 2 – Workers' Compensation
 - Data Conversion
 - Mitigate risks and issues arising from inconsistent source data delivery and issue resolution from PCIS (incumbent vendor)
 - Complete Trial 2.5 and Trial 3.0 (including data validation by County)
 - Complete integration and system testing
 - Commence UAT testing with County with the goal of sign-off by year end
 - Complete configuration and testing of requirements in Configuration Workbooks
- Module 3 – Disability Management
 - Deliver final task in Amendment Two
 - Configure production system for Employee Accommodations and Work Restrictions

**VENTIV CLAIMS – PROJECT AO-18-411 – RISK MANAGEMENT INFORMATION SYSTEM (RMIS)
SIX-MONTH UPDATE (12/1/2019 – 6/1/2020)**

- Module 4 – Loss Prevention
 - Go-live with Policy Management, Asset Management, and Incident Reporting
 - Go-live with Public Records Act Management
- GENERAL
 - Continue to mitigate risks and issues pertaining to COVID-19 which impact project resources and schedule
 - Continue to mitigate risks and issues pertaining to dependency on County Counsel's CRM for Module 1 and Module 2
 - Continue to mitigate risks and issues pertaining to incumbent vendor PCIS data source delivery