

**POLICY: USE OF GOVERNMENT ACCESS CHANNEL****Number: A-6****Issue Number: 6****Page: 1****Date Adopted: November 6, 2007****I. PURPOSE**

To establish guidelines for use of the Government Access Channel which serves as a medium for providing information to the subscribers of the Century Communications cable television system. The Government Access Channel addresses the functions, activities, programs and issues of the city. The channel is intended for the sole and exclusive use by the City of Yorba Linda.

**II. BACKGROUND**

Pursuant to the Cable Communications Policy Act of 1984, channels may be designated for public, educational, and governmental (PEG) purposes. The Government Access Channel is a channel on the Century Communications cable television system designated for access by the City of Yorba Linda and is not required by law to offer access to individuals or entities other than the City.

**III. POLICY**

Cable television administration is a function of the City Manager's office. Programming activities and program schedules for the Government Access Channel are coordinated by the City Manager. Decisions on allowable program formats and appearance will be made by the City Manager and/or City Attorney.

**IV. PROCEDURES**

The City Manager's office shall be responsible for coordinating the production and broadcast of the various types of programming as described below.

**A) Types of Programming**

Programming viewed on the Government Access Channel is categorized as follows:

**1. Text Generated**

A bulletin board consisting of pictures and/or text-generated information relating to City functions, services, and programs will be



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broadcast on the Government Access Channel. Access to this service is exclusive to the City of Yorba Linda.

All city departments may submit public service messages to be displayed in text-generated form on the Government Access Channel. All messages must be submitted in writing to the City Manager's office. If necessary, the message will be edited to improve readability and/or to make it fit within the limited space on the screen. Receipt of a public service message does not in any way guarantee its appearance on the Government Access Channel. Suitability for this channel and compliance with the policies and objectives contained herein will be determined by the City Manager. The date of input and the duration of broadcast time will be subject to staff availability and channel capacity.

2. Public Meetings

All Council meetings, both regular and special meetings, are to be broadcast live and on a tape-delayed basis unless otherwise specifically directed by a majority vote of the Council. The only exception to this policy is in the case of a special meeting called to interview candidates for a City Commission or City Council vacancy. Such meetings are to be broadcast on a tape-delay basis only. Tapes of the City Council meetings are retained for an indefinite period of time. However, as the video tapes become unusable due to expiration of shelf life and/or storage space is exhausted, the Council may approve destruction of the oldest video tapes. Arrangements can be made through the City Manager's office to view the tapes at no cost. Other types of public meetings may be broadcast in the future.

3. City-Produced Programs

City staff produces programming that relates to community issues, city services and city-sponsored programs. An example of such programming is a city video newsletter which is prepared at intervals deemed appropriate by the City. The City Manager reserves the right to select appropriate programming as it relates to subject matter, filing locations, text generated information and/or audio scripts. Tapes of city-produced programs will be retained indefinitely. Arrangements can be made through the City Manager's office to view the tapes at no cost.



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4. Pre-produced Programs

Pre-produced programming (i.e. video cassettes relating to household earthquake preparedness) may be broadcast. Such programming will be screened by the City Manager for suitability and compliance with the policies and objectives contained herein.

5. Emergency

In the event of an emergency situation, regularly scheduled programming on the Government Access Channel may be interrupted or cancelled in favor of an emergency override. Emergency broadcasts consist of live, taped or text generated programming shown at any time as emergency situations dictate. The purpose of emergency programming will be to keep residents abreast of emergency situations, and to disseminate instructions relative to evacuation, detour and escape procedures. The content and scheduling of any emergency programming requires approval by the City Manager. Only the City Manager and authorized personnel will be authorized to use the emergency override which may be activated via an access code.

6. Satellite Reception

Programming via satellite (i.e. receiving satellite feed for emergency preparedness training) may be retransmitted to subscribers of the Century Communications cable television system. Satellite receptions may be videotaped for later broadcast or for use by city departments in training programs.

B) Programming Restrictions

The following types of programming are specifically prohibited:

1. Paid advertising material designed to promote the sale of commercial products or services, or any programming in which commercial appeals for funds are made. Grants for programming purposes shall not be considered as advertising. Paid advertising materials includes, but is not limited to, the following:

- a. Advertising by or on behalf of a candidate for public office.



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- b. Paid messages whose primary purpose is intended to promote a single service, product, trade or business.
2. Copyrighted material, unless clearances for use have been obtained and written proof of such clearance can be presented.
3. Illegal programming which is prohibited by applicable federal, state or local laws.

**C. Political Broadcasts**

Declared candidates for any elective public office and persons advocating any cause, viewpoint or policy, proposed or otherwise, will not be eligible to appear on the Government Access Channel except in a program or service where the format allows for all candidates or sides of an issue to be heard on an equal basis.

A person is deemed to be a candidate for public office from the time that person takes out nomination papers for public office.

Candidates for public office may appear on the Government Access Channel on a bona fide news program, if the appearance of the candidate is incidental to presentation of the subject matter; or in coverage of official city meetings such as City Council.

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**NOTES:**

Issue #2 amends Section IV.A.2 to include a provision relating to broadcasting City Council meetings live and on a tape-delayed basis.

Issue #3 amends Section IV.A.2 to provide that all Council meetings, both regular and special meetings, are to be broadcast live and on a tape-delayed basis unless otherwise specifically directed by a majority vote of the Council.

Issue #4 amends Section IV.A.2 to provide that Council meeting video tapes are retained for an indefinite period. However, as the video tapes become unusable due to expiration of shelf life and/or storage space is exhausted, the Council may approve the destruction of the oldest video tapes.



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Issue #5 amends Section IV.A.2 to provide that the City Manager is authorized to assess the likelihood of whether special City Council meetings have sufficient public discussion to warrant broadcasting.

Issue #6 amends Section IV.A.2 to provide that all Council meetings, both regular and special meetings, are to be broadcast live and on a tape-delayed basis unless otherwise specifically directed by a majority vote of the Council. The only exception to this policy is in the case of a special meeting called to interview candidates for a City Commission or City Council vacancy. Such meetings are to be broadcast on a tape-delay basis only.