



**POLICIES & PROCEDURES  
FOR GOVERNMENT ACCESS PROGRAMMING**

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## **I. MISSION STATEMENT**

The goal of the Government Access Channel for the City of Warrenville is to provide the citizens of Warrenville with information about their government, community and quality of life.

## **II. CABLE COMMUNICATIONS COMMISSION**

The Cable Communications Commission consists of Warrenville residents appointed by the City of Warrenville City Council in accordance with Title 2, Chapter 8 Cable communications Commission of the City ordinances.

The Commission will promote programming content for the *Public Access Channel(s)*. Commission members will also serve as liaisons between the citizens and the City of Warrenville to encourage utilization of Warrenville Public Access Cable Channel(s).

## **III. USE OF GOVERNMENT ACCESS CHANNEL**

### **A. Purpose**

The purpose of these regulations is to provide guidelines for the use of the City's government access channel, provided by Warrenville's cable provider, and to describe its use by the City. The access channel is a government channel as provided for in the Cable Communications Policy Act of 1984 and the Warrenville Cable Franchise Agreement. These documents establish public channels, educational channels, and government channels (PEG) for use by each of the corresponding groups. Because Warrenville's channel is a government channel, there is no legal requirement to broadcast any type of programming that is not government-sponsored. However, the City is committed to programming that helps residents learn more about Warrenville's programs, services, events, activities, their neighbors, and about important issues facing the area in general.

### **B. Objectives**

1. To serve as an on-going source of government information for the citizens of Warrenville.
2. To increase public knowledge of the functions and responsibilities of City government, and of the functions of the various Departments, Commissions, Committees, and Boards.
3. To serve as an information center in the case of a local emergency situation, i.e. weather, fire, crime, etc.
4. To supplement the ongoing communications between the City of Warrenville and its residents.

### **C. Channel Administration**

Warrenville's government access channel is an operating branch of the City Administrator's Office. The Assistant City Administrator is responsible for programming activities and program schedules, which are established based on

direction from the Mayor and City Council, direction from the City Administrator, and recommendations from the Cable Communications Commission. All programs submitted by outside entities must accompany a completed Tape Submission Form and be reviewed by the City Administrator or his designee.

#### **D. Programming Statement**

The City will provide information to the citizens of Warrenville concerning the functions, activities, programs, and issues of the City. The City's government access channel is not intended to be used as a political forum by an individual or group, or as a mechanism for building exclusive support for a particular person, program, or issue. Use of the channel shall be governed by the operating procedures as set forth herein, and by the rules of the Federal Communications Commission (FCC) as they may apply to the operations of Warrenville's government access channel.

The City reserves the right to review all programs, proposed and/or completed, to determine compliance with FCC programming regulations, channel purpose, objectives, priorities, restrictions, and access policy. Any program under consideration may be accepted as presented, may be turned down completely, or may be given conditional approval. In the case of conditional approval, a program may be deemed acceptable, except for stated objectionable or offensive program portions, which will be listed as needing revision or deletion from the program. The presenter of the program will then have the option of making all specified changes or withdrawing the program from consideration. All submitted material must be provided in cablecast quality and be accompanied by a completed Tape Submission Form.

#### **E. Program Type and Scheduling Priority**

Programming on Warrenville's government access channel will fall into one of the following programming categories, listed by scheduling priority:

##### **1. Emergency**

May be live, taped or Alpha Numeric programming, shown at any time, as emergency dictates. The purpose of this programming will be to inform residents of emergency situations and to instruct viewers. In the case of an emergency, regularly scheduled programming may be interrupted or canceled. The City Administrator or his designee must approve the content and scheduling of any emergency programming.

##### **2. Broadcast of City of Warrenville Council and Committee of the Whole Meetings**

Live coverage of City of Warrenville Council and Committee of the Whole meetings typically takes place on a weekly basis with Council meetings on the first and third Mondays and Committee meetings on the second and fourth Mondays. Meetings are aired gavel-to-gavel without editing or editorial comment, and are cablecast throughout the week for two weeks.

**3. Broadcast of City of Warrenville Advisory Boards or Commissions Meetings**

Live or taped coverage of City Advisory Boards or Commissions Meetings are aired based on volunteer and equipment availability. Meetings would be aired gavel-to-gavel without editing or editorial comment and may be re-cablecast.

**4. Message Board**

Nonprofit organizations, community groups, and other governmental entities can submit notices for cablecast on the message board and should relate to programs, events, or services that serve Warrenville residents.

**5. City of Warrenville Programming**

Includes programs produced or bought by the City of Warrenville. Programs will be directly related to City issues or government sponsored programs and services. Programs will be informative in nature.

**6. Warrenville Taxing Bodies Programming**

Includes programs and series produced or bought by taxing bodies serving Warrenville residents. Programs will be directly related to community issues or local taxing bodies' programs and services. Programs will be informative in nature. Warrenville taxing bodies include, DuPage County, Naperville Township, Winfield Township, Warrenville Park District, West Chicago Park District, Warrenville Public Library, Warrenville Fire Protection District, and Community Unit School District 200.

**7. Community Programming**

Until such time as a separate Public Access channel is established, community programming submitted by outside persons or entities will be cablecast on the City's government access channel. All program submissions must be accompanied by a Tape Submission Form and reviewed by a member of the Cable Communications Commission. All programs must comply with the regulations of the FCC.

**8. Regional, State, and National Governmental Programming**

Includes programs and series produced or bought by regional, state, or national governments. Programs will be informative in nature.

**F. Programming Restrictions**

The City of Warrenville recognizes the programming content restrictions imposed on the government access channel by the Federal Communications Commission (FCC) Regulations, by prevailing community standards, and by applicable Federal, state and local laws. In particular, the Warrenville government access channel will not transmit any programming containing the following:

1. Commercial speech or material in which commercial appeals for funds are made.

2. Copyrighted material, unless written permission for use has been obtained and presented.
3. Programming prohibited by applicable Federal, state or local laws.

## **G. Political Broadcasts**

Declared candidates for any elective public office, political incumbents, and persons advocating any cause, viewpoint or policy, proposed or otherwise, will not be eligible to appear on Warrenville's government access channel. Candidate forums, candidate debate/discussions, and "town hall" meetings that allow all viewpoints to be expressed will be aired. Candidates for public office or incumbents may appear on Warrenville's government access channel if the appearance is incidental to presentation of the subject matter, or in coverage of official City meetings.

## **H. Access Policy**

Warrenville's access channel is a Government Access Channel created for the dissemination of government-related information to the viewing public. Access to the channel may range from submitting a public service announcement for the message board, to putting in a request for event coverage, to producing a program or program series. In each case, proper procedures must be followed before access will be provided.

### **1. Event Coverage Procedure**

- a. To request live or taped coverage of a City event, the applicant must contact the Assistant City Administrator. This coverage will either be performed by the applicant using City video equipment, by a volunteer from the City's volunteer pool, or by the cable provider.
- b. Submission of a request does not guarantee approval of applicant's request.

### **2. City Hall, Council Chambers, and Audio/Visual Room Usage Procedures**

- a. Access to the Audio/Visual Room is allowed only to select City staff and Cable Communication Commission Members.
- b. Only trained personnel, with the permission of the City Administrator or his designee, may use the City-owned video equipment.
- c. Allowed use of City Hall or Council Chambers when granted under the City's policy regarding the use of City Hall does not imply permitted use of audio or video equipment.

### **3. Portable Equipment Usage Procedure**

- a. Members of the general public (any person, group, or business) who are producing community programs for cablecasting on the City's government access channel may use City-owned portable video recording equipment. A \$50 refundable deposit will be required. Applications are completed through the Administration Department.
- b. Use of City equipment by the City takes precedent over the use by any other individual or entity or for any other event. The City reserves the right to withdraw any individual group for City purposes, with or without prior notice.
- c. Users will be liable for any damage to the equipment up to and including replacement.

### **4. Emergency Procedures**

Emergency programming is to be originated by the City Administrator's Office, Police, Public Works, or other emergency personnel and authorized only by the City Administrator or his designee. The Assistant City Administrator will access the equipment to cablecast an authorized emergency bulletin.

### **5. Message Board Submissions**

All message board submissions must be approved by the City Administrator and can be directly submitted to the Assistant City Administrator. The message board is a continuously running PowerPoint presentation. Therefore, the following guidelines should be followed to allow for space constraints. Announcements should be limited to one slide, if possible. Electronic formats are preferred and can be emailed.

- a. City departments may submit public service messages to be displayed on the government access channel. All messages must be submitted at least five working days prior to the requested start date.
- b. Messages should be concise and should contain basic information concerning what, when, where, how, and how much. If necessary, staff will edit the message to improve readability, to make it fit on one page, or to insure message is grammatically correct. Press releases will not be accepted.
- c. The name and phone number of a contact person must accompany all submitted messages, and whether or not that information is to appear in the message. Submissions should include desired start and end dates.
- d. Submission of a request does not guarantee its appearance on the government access channel. The City will determine suitability for this channel

and compliance with City policies. The date of input and the length of run of any message will be determined by staff availability and channel capacity.

- e. In the case that channel capacity is at a peak, messages will be carried a maximum of three days each, and on a first come, first serve basis, with the following priorities.
  - 1. Emergency and public service notification messages, originated by Police, Fire or City;
  - 2. Announcements ordered by the City Council;
  - 3. Announcements ordered by the Administrator's Office;
  - 4. Announcements submitted by City Department Heads;
  - 5. Announcements submitted by Advisory Commissions or Committees;
  - 6. General announcements submitted by other entities.

Guidelines

- a. One slide can accommodate 60-65 words, not including the title. The minimum font size is 28.
- b. The body of the slide should be in Aerial font. This font appears most clearly on the television screen.
- c. The title or heading should be a font size of 44 and no more than five words. There is no specific font style required.
- d. Graphics can be included, but will affect spacing and may reduce the amount of allowable words.
- e. Graphics must be submitted electronically via disk or as an email attachment.