

**RESOLUTION NO. 172**

**A RESOLUTION OF THE CITY OF SHORELINE,  
WASHINGTON, AMENDING RESOLUTION NO. 166  
GOVERNMENT ACCESS CHANNEL USE POLICIES**

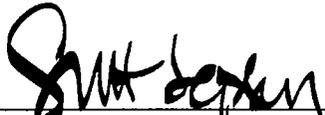
WHEREAS, the City Council adopted Resolution No. 166 on April 10, 2000 establishing policies for the operation of the City's government channel; and

WHEREAS, the City Council believes that it is in the best interests of the Shoreline community to expand the utilization of that channel to include information from other governmental agencies operating within the community;

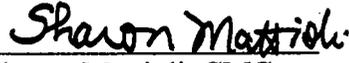
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF SHORELINE, WASHINGTON AS FOLLOWS:**

Section 1. Amendment of Established Government Channel Use Policies. The City Council hereby amends the "Government Access Use Policies" adopted on April 10, 2000 in accordance with the revised document attached hereto as "Exhibit A".

**ADOPTED BY THE CITY COUNCIL ON JANUARY 8, 2001.**

  
\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

  
\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk

**CITY OF SHORELINE**  
**GOVERNMENT ACCESS CHANNEL USE POLICIES**

The City of Shoreline coordinates through the City Clerk's office, the gathering, formatting and programming of information from Governments for display on the Shoreline Government Cable Television Channels.

The Shoreline Government Cable Television Channel (channel 21) is used to distribute information concerning government activities and services. Authorized government users would be defined as federal, state and local government agencies including Fire Districts and Libraries.

Channel 21 enables communication directly to all City of Shoreline cable subscribers to keep them better informed and is displayed throughout the day, seven (7) days a week, 24 hours a day, with both alphanumeric (text) and video information.

**Procedures for Use of Channel 21 for Character Generated Information**

A. General Rules

1. The information is updated during the workday, Monday through Friday, as needed.
2. The Government Channel (21) and City equipment, including Character Generators, are only available for use by City of Shoreline departments for providing information regarding City services and activities, or by the Shoreline School District, the Shoreline Fire Department, or either branch of the King County Library system operating in Shoreline to provide information regarding their services and activities.
3. No information shall be transmitted which involves any advertising by or on behalf of candidates for public offices, lottery information, or obscene or indecent matter.
4. When requests for message space exceed availability, priority shall be given to users from the geographic area served by the Shoreline cable system.
5. Announcements of events must indicate whether they are free or there is an admission charge. An information number should be provided. Dollar figures will not be announced.
6. All applicable FCC rules apply to use of the Character Generator and are on file at the Shoreline City Clerk's office.
7. The City Clerk will make the decision whether messages comply with these rules and are to be placed on the channel with input from the Department Director of the requesting department.

3. If it is determined that any program, or part thereof, is prohibited by the rules or requires a viewer discretion disclaimer, the user will be given the opportunity to revise the program so as to delete the objectionable portion and comply with the City Clerk's request. If the user chooses not to do so, she/he may do one of the following:
  - a. Withdraw the program.
  - b. Appeal the staff decision to the City Manager.
4. No live programming should be cablecast on the channel in the absence of prior approval of format by the City Clerk's office.
5. Channel use operating policies, application forms, licenses, facilities and equipment are subject to change at any time.

B. Use of Pre-Recorded Material

1. A completed Pre-Recorded Cablecast Request as supplied by the City Clerk shall be submitted with the video tape recording at least two (2) weeks prior to the date requested for cablecast.
2. All material shall be delivered to the City Clerk's office and shall be subject to preview to assure conformity with rules and procedures adopted by the City of Shoreline.
3. At the discretion of the staff the two (2) week submission rule may be waived to provide the airing of coverage of bonafide newsworthy events in a timely manner.
4. The City of shoreline requires producers to sign a waiver indemnifying the City of Shoreline and the cable operator from liability for potential copyright infringement.

C. Quality Standards

1. Program Airing Procedures - All video tapes for airing on channel 21 will be evaluated according to the following criteria:
  - a. Technical Standards - Video tapes must be of a quality suitable for cablecast. Staff screens the submitted tape to see whether the tape meets minimum quality standards when aired over the cable system. For example, problems with chroma, contrast, etc. which may be cause for rejection by a broadcast TV station will not usually be rejected by the staff. However, those tapes which, in staff's opinion, will consistently tear or otherwise not carry a stable signal over the cable system will not be aired.

All video tapes supplied for airing will be on professional quality video cassettes. Audio quality of all video tapes will be constant throughout the video tapes and of sufficient level to permit adequate reproduction on the City's transmission equipment.

**Shoreline Government Access Channel**  
**Request For Use Of Character Generator**

Department: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Extension: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Department Authorization: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Clerk's Office Use**

Filename: \_\_\_\_\_

Format Assigned to: \_\_\_\_\_

Date Assigned: \_\_\_\_\_

Book Assigned To: \_\_\_\_\_

Date Activated: \_\_\_\_\_ By: \_\_\_\_\_

Date Removed: \_\_\_\_\_ By: \_\_\_\_\_

Storage Location: \_\_\_\_\_

Message content is attached and has been e-mailed or otherwise provided to the City Clerk's office in Microsoft Word format.

The Message(s) is:

**A one time announcement**

- The display dates for the attached message(s) are
  - ❖ Begin \_\_\_\_\_ End \_\_\_\_\_
- **This message will be deleted after the End date above.**

**A periodic announcement**

- This message should be displayed on a specific day(s) – Circle as appropriate
  - ❖ Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- This message should be displayed in accordance with the following schedule
  - ❖ \_\_\_\_\_
- This message should be displayed initially during the following period, and redisplayed upon 7 days advance notice
  - ❖ Begin \_\_\_\_\_ End \_\_\_\_\_
- **Message will be saved until replaced or an authorization to delete it is received from the requesting Department**

**A replacement message for a previous periodic message**

- File name of previous message \_\_\_\_\_
- Replacement effective date \_\_\_\_\_

**An emergency message to be saved for on demand notice**

- To be added to the following emergency notice packet \_\_\_\_\_
- **Message will be retained until replaced or an authorization to delete it is received from the requesting Department**

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Shoreline Government Access Channel**  
**Prerecorded Cablecast Request**

Department: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Extension: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Department Authorization: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Clerk's Office Use**

Tape Label: \_\_\_\_\_

Tape Length: \_\_\_\_\_

Insertion Date: \_\_\_\_\_

Insertion Time: \_\_\_\_\_

Date Delivered: \_\_\_\_\_ By: \_\_\_\_\_

Date Returned: \_\_\_\_\_ By: \_\_\_\_\_

Storage Location: \_\_\_\_\_

Requested Cablecast Date: \_\_\_\_\_ Preferred Time: (Morning Noon Afternoon Evening Night)

Program Title: \_\_\_\_\_

Length (exact running time): \_\_\_\_\_ Target Audience: \_\_\_\_\_

Brief Description: \_\_\_\_\_

**Two Copies of the Program must be provided and the program cannot exceed two VHS format tapes in length.**

The Sponsoring department has reviewed the material to ensure that:

- The content is comprised of no material prohibited by the Federal Communications Commission Rules and is consistent with the City's Government Access Channel Use Policies
- The department has taken all necessary steps to ensure that the City has the right to cablecast the requested material

The Program is:

**A one time announcement (see cablecast date above)**

**A periodic announcement**

– The program should run on a specific day(s) – Circle as appropriate

❖ Monday Tuesday Wednesday Thursday Friday Saturday Sunday

❖ Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

– This program should be displayed in accordance with the following schedule

❖ \_\_\_\_\_

At the completion of its run, the tapes shall be:

Returned to the Submitter (Date returned: \_\_\_\_\_ By: \_\_\_\_\_)

Erased and returned to the City's tape inventory

Program Run Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_