

City of Albert Lea Governmental Access Channel Policy

I. PURPOSE

The purpose of the Operational Policies and Procedures is to define the function of the City of Albert Lea Governmental Cable Access Channel 16, Albert Lea Television (ALTV), provide direction to City staff, and assist the public in understanding the services offered by ALTV.

II. MISSION AND GOALS FOR ALTV

- A. ALTV is designated as a government access channel, as provided for in the 1994 Cable Act and the franchise agreement between the City of Albert Lea and Charter Communications.
- B. The mission of ALTV is to enhance the City's public information and communications system, involve the community in local government decision-making, and provide useful information to general and specialized audiences.

III. CHANNEL PROGRAMMING

A. Programming Responsibility

- 1. The City of Albert Lea reserves the right to program ALTV Channel 16 in accordance with the objectives identified above.
- 2. The City of Albert Lea shall follow all FCC guidelines for access television.
- 3. Programs recorded by individuals must have the express written consent of the entity which was filmed. In the case of governmental bodies, a majority vote is required.
- 4. As appropriate, any appeals of programming decisions shall be made to the City Manager. If unable to resolve, appeals may be forwarded to the Albert Lea City Council who will make the final decision.

B. Programming Categories

- 1. All programming on ALTV shall fall within at least one of the following categories:

Governmental Decision Making: Programming which provides direct coverage of the deliberations of elected or appointed bodies, as well as coverage of selected public issues forums. Examples of programming in this category include:

- City Council Meetings
- Board and Commission Meetings
- Freeborn County Meetings
- Shell Rock River Watershed Board Meetings
- Election Coverage
- Public Issue Forums
- State and Federal Legislator's visits, speeches

Community Information/Affairs: Programming that provides information about City government or issues of local interest in Albert Lea. Examples include:

Crime Prevention
Environmental Issues
Public Safety
Neighborhood Information
Performing Arts
Recreation Activities

Cooperative/Community Programming: Programming produced or provided in cooperation with other organizations that contain useful information or that celebrates the achievements and accomplishments of Albert Lea citizens. Examples include:

School Events/Information
Unique Ceremonies

C. Programming Guidelines

1. All programming on ALTV must be either produced or approved for use by the Public Information Coordinator.
2. All programming on ALTV must support the channel's mission and goals.
3. All programming on ALTV must fall within one of the channel's designated categories.
4. All programming on ALTV must be of local interest and provide community benefit.
5. The Public Information Coordinator shall establish allocation of programming time among the designated categories.
6. The City reserves final authority in scheduling of ALTV programming.
7. City Council meetings, work sessions and any other public meetings will be covered, to the extent possible, gavel-to-gavel, without editing or interruption. Introductory or supplementary information, which will aid the viewer in understanding the context or issues, may be provided.
8. Videotaped coverage of meetings shall not be considered an official record of said meetings, and there shall be no liability by the City or its employees for inadvertent erasure or omissions, technical difficulties, or for inaccurate information stated during an aired event.
9. The City of Albert Lea shall archive DVDs of all meetings for a minimum of one (1) year from the date of production.
10. Any City department may co-sponsor a programming proposal from the community with the approval of the Public Information Coordinator, in consultation with the established chain of command when necessary.

11. The City may cooperate with other media, municipalities and agencies to acquire additional programming, which meets the objectives and goals of ALTV.
12. Public issue forums or debates carried on ALTV must relate to the channel's mission and offer a balanced perspective on the issues.
13. Use of ALTV by individuals seeking public office or reelection is prohibited unless participating in City sanctioned forums or debates or if acting in an official capacity as part of regular duties.
14. Duplication of DVDs of original programming aired by ALTV is possible in certain instances, upon request, for a fee (see City fee schedule), and with the permission of the Public Information Coordinator. Duplicates will be made available within two (2) weeks of written request and upon payment. One (1) complimentary DVD copy will be provided upon request to the sponsoring organization of an event.
15. Duplicates of DVDs of City Council meetings and other original ALTV programming may be made available upon request and with the permission of the Public Information Coordinator, for the purpose of lending for a period of 10 days. Duplicates will be made available within two (2) weeks of request. If these DVDs are not returned in the agreed upon manner, the loan will be considered a purchase (see Section III. C. 14. of this document), and the user will be billed accordingly.
16. All programming produced for ALTV shall be copyrighted and may only be reproduced for personal, non-commercial home use by individuals. Retransmission or any unauthorized use of ALTV programming (in part or whole) is strictly forbidden without the written consent of the Public Information Coordinator.

D. Prohibited Programming

The following types of programming shall be prohibited on ALTV:

1. Programming which does not comply with the mission of ALTV or these guidelines.
2. Programming which violates FCC guidelines for access television including: Commercial/for-profit making enterprises, trade or business announcements, obscene, indecent, libelous or slanderous speech, lottery information or other illegal content.
3. Programming which promotes political candidates, issues or viewpoints except as provided for in City sanctioned debates or forums.
4. The City reserves the right to refuse to transmit all or any portion of a program which promotes any activity which is illegal under City, State or Federal law or in violation of these procedures and guidelines.

IV. COMMUNITY CALENDAR

The Community Calendar is designed to provide a source of timely information about a variety of community activities displayed by the ALTV character generator system.

1. Textual information shall be displayed throughout the cablecast area (see Section V) on Channel 16, twenty-four hours a day, seven days a week, except at those times when other programming has been scheduled by the Public Information Coordinator, or the channel is experiencing technical difficulties.
2. A City of Albert Lea TV Message Display Request Form must be used when submitting messages for display on Channel 16. The form and guidelines can be obtained from the Public Information Coordinator at City Hall. The Public Information Coordinator will make every effort to include all appropriate messages on the Community Calendar, but inclusion is not guaranteed.
3. Should an error result in the cablecast of incorrect information, neither the City of Albert Lea nor the employee responsible shall be liable for the inaccuracy of the information or for actions taken by anyone as a result of the inaccurate information.
4. The City reserves the right to refuse to transmit all or any portion of a message which promotes any activity which is illegal under City, State or Federal law or in violation of these procedures and guidelines.
5. As appropriate, any appeals of Community Calendar decisions shall be made to the City Manager. If unable to resolve, appeals may be forwarded to the Albert Lea City Council who will make the final decision.

V. CHANNEL 16 CABLECAST AREA

As determined by Charter Communications, as specified in the franchise agreement, Charter Communications cable customers within the boundaries of the City of Albert Lea currently receive ALTV.

VI. EMERGENCY RESPONSE

Channel 16 may be used at any time for the purpose of emergency communication and response. In these cases, direction will be taken from the procedures outlined in the City of Albert Lea Emergency Plan.

VII. PROGRAMMING AUTHORITY

The City of Albert Lea reserves the right to refuse a request for cable programming or operations which is illegal under City, State or Federal law or is in violation of the mission and goals for ALTV. The City Manager shall resolve disputes or appeals regarding such requests. If unable to resolve, appeals may be forwarded to the Albert Lea City Council who will make the final decision.

VIII. REVISIONS TO OPERATIONAL POLICIES AND PROCEDURES

The Albert Lea City Council may modify these policies and procedures at any time.