

Operational Policies and Procedures for City of Kimball Television
(Channel ~~18-13~~ or any channel number as assigned by the service provider)

I. PURPOSE

The purpose of these Operational Policies and Procedures is to define the function of the City of Kimball Governmental Cable Access Channel ~~18-13~~, City of Kimball TV (CKTV), provide direction to City staff, and assist the public in understanding the services offered by CKTV.

II. MISSION AND GOALS FOR CKTV

- A. CKTV is designated as a government access channel, as provided for in the June 1994 Cable Act.
- B. The mission of CKTV is to provide public information and a communications system, inform the community of local government decision-making, and provide useful information to general and specialized audiences.

III. PROGRAMMING AUTHORITY

- A. The City of Kimball reserves the exclusive 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 CKTV.
- B. The City Clerk shall resolve disputes or appeals regarding such requests. If unable to resolve, appeals may be forwarded to the Kimball City Council who will make the final decision.
- C. The city clerk shall appoint a City Television Coordinator.

III. CHANNEL PROGRAMMING

- A. Programming Responsibility
 - 1. The City of Kimball reserves the right to program CKTV Channel ~~18-13~~ in accordance with the objectives identified above.
 - 2. The City of Kimball shall follow all FCC guidelines for access television.

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B. Programming Categories

1. All programming on CKTV 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 issue forums. Examples of programming in this category include:

City Council Meetings
Election Coverage
Board and Commission Meetings
Meetings of general or specialized public interest

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

Crime Prevention
Environmental Issues
Public Safety
Neighborhood Information
Utility interruptions or regulations

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

School Events/Information
Performing Arts
Recreation Activities
Unique Ceremonies

Public Broadcasts: Public Broadcasts created by other entities for general information purposes. Examples may include:

Extension programs
Agricultural programs
Public Safety programs

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C. Programming Guidelines

1. All programming on CKTV must be either produced or approved for use by the City Television Coordinator or their designee.
2. All Programming on CKTV must support the channel's mission and goals
3. All programming on CKTV must fall within one of the channel's designated categories.
4. All programming on CKTV must be of local interest and provide community benefit.
5. The City Television Coordinator, or their designee, shall establish allocation of programming time among the designated categories.
6. City Council meetings, study sessions and any other public meetings may 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.
7. 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.
8. The City of Kimball shall archive videotapes of all meetings for a minimum of one (1) year from the date of production. Tapes may be transferred to any current technology format for storage purposes.
9. Any City department may co-sponsor a programming proposal from the community with the approval of the City Television Coordinator, in consultation with the City Clerk, City Administrator or the Mayor and Council.
10. The City may cooperate with other organizations to acquire additional programming, which meets the objectives and goals of CKTV.
11. Public issue forums or debates carried on CKTV shall relate to the channel's mission and offer a balanced perspective on the issues.
12. Use of CKTV 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.

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13. Any Duplication of tapes required by law shall be done at a cost pursuant to the City of Kimball fee schedule and in compliance with Nebraska law.
14. Duplicates of tapes of City Council meetings and other original CKTV programming may be made available upon request and with the permission of the City Television Coordinator, for the purpose of lending for a period of not more than 10 days. Duplicates will be made available within two (2) weeks of request. If these tapes 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.
15. All programming produced for CKTV shall be copyrighted and may only be reproduced for personal, non-commercial home use by individual. Retransmission or any unauthorized use of CKTV programming (in part or whole) is strictly forbidden without the written consent of the City Television Coordinator.

D. Prohibited Programming

The following types of programming shall be prohibited on CKTV:

1. Programming which does not comply with the mission of CKTV or these guidelines.
2. Programming which violates FCC guidelines for access television including: Commercial/for-profit making enterprises, trade or business commercials or promotions, 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 meetings and as provided for by state law.
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.

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IV. COMMUNITY CALENDAR

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

1. Textual information shall be displayed throughout the cablecast area (see Section V) on Channel ~~18-13~~, twenty-four hours a day, seven days a week, except at those times when other programming has been scheduled by the City Television Coordinator, or the channel is experiencing technical difficulties.
2. The City of Kimball TV Message Display Request form must be used when submitting messages for display on Channel ~~18-13~~. The form can be obtained from the City Television Coordinator at City Hall. The City Television Coordinator will make every effort to include all appropriate messages on the Community Calendar, but inclusion is not guaranteed.
3. A list of the community Calendar guidelines is included on the City of Kimball TV Message Display Request Form. The form can be obtained from the City Television Coordinator at City Hall.
4. Should an error result in the cablecast of incorrect information, neither the City of Kimball nor any city employee shall be liable for the inaccuracy of the information or for actions taken by anyone as a result of the inaccurate information.
5. 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 is in violation of these procedures and guidelines.
6. Any appeals of Community Calendar decisions shall be made to the City Clerk. If unable to resolve, appeals may be forwarded to the Kimball City Council who will make the final decision.

V. CHANNEL ~~18-13~~ CABLECAST AREA

The City of Kimball is cablecast to homes subscribing to Cable TV in and around the Kimball area.

VI. EMERGENCY RESPONSE

Channel ~~18-13~~ 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 Kimball Emergency Plan, the Kimball County Emergency Action Plan or other procedural plan as provided for by Federal, State or Local jurisdiction that bears precedence.