

# City of Topeka Policy

## City4 Statement of Policy

### GOVERNMENT ACCESS CABLE TELEVISION CITY CHANNEL 4 POLICY

**Purpose:** To establish a policy on program content guidelines.

**Applicability:** To all city employees and citizens.

**Effective Date:** November 23, 2009

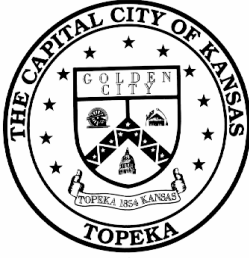
#### 1. PURPOSE

City4 is Topeka's city government television voice all day every day via Cox cable television subscription on channel 4. It can be seen live from anywhere in the world via streaming video on the City's website at [www.topeka.org](http://www.topeka.org). The government channel provides viewers with information about Topeka's city government and how it works.

#### 2. PROGRAM CONTENT GUIDELINES

By FCC definition, the program content of a government access channel pertains to local government. In Topeka, the program content of City4 shall:

- A. Pertain to an activity or issue central to the City's mission;
- B. Contain public safety information of community-wide importance;
- C. Conform to other City of Topeka policies and procedures, including the following criteria:
  1. No promotion, endorsement, or advertising for any private business, commercial services or product, profit-making activity, political candidate, or partisan cause will be allowed on the City government access channel; nor any solicitation for charitable, civic, or religious donations. However, very brief audio and video credit may be given at the end of a program where special materials or assistance have been donated by a commercial or charitable enterprise.
  2. Declared candidates for any elective public office and persons advocating any cause, viewpoint, or proposed policy of a partisan nature will not be eligible to appear on the City government access channel in that capacity unless they appear in a forum in which all candidates or sides of an issue are given equal air time. For purposes of this policy, a person is



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considered to be a candidate from the time of announcing publicly for any public office until the election for that office has been filled. This exclusion does not apply to persons who receive incidental air time as part of a public meeting being cablecast on the City channel, or to officials acting as part of their regular duties when actions do not involve partisan politics.

In cases where questions arise as to the appropriateness of program content, the Public Affairs Division, in consultation with the City Attorney, will make the final determination.

### 3. **PROGRAM SCHEDULING**

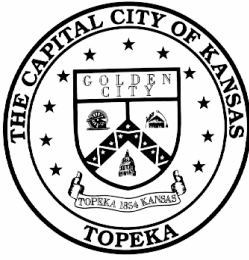
The Public Affairs Division will be responsible for scheduling appropriate programming on the government access channel and for publicizing that schedule. The schedule will be adhered to as publicized, except in the event of an emergency or as result of technical difficulties. Programming will be scheduled for cable casting according to the following priorities and guidelines:

- A. Announcements or programs concerning emergency public safety;
- B. Regularly scheduled programs, public meetings, and message board;
- C. Special or non-regular informational programs and/or airings of meetings.

### 4. **REQUESTS FOR VIDEO AND AUDIO TAPE COPIES (KANSAS OPEN RECORDS ACT REQUESTS)**

Any person or organization needing a copy (dub) of recorded material produced by City4 is asked to complete a Kansas Open Records Act form. A fee is charged for this dubbing service in accordance with that law. Currently these fees are:

- A. Dub of video taped programs \$50 ea. (6 hr VHS tape)
- B. Dub of original digital tape (for mastering, re-air) \$50 ea. (3 hr digital tape)
- C. Cost estimates will be furnished by City4 staff.



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5. **OTHER PRODUCTION SERVICES**

As resources permit, City4 offers additional services such as live cablecasts, public forums, and original video productions, to other City departments. These services are not available on a commercial basis to any private individual or entity, except in compliance with the Kansas Open Records Act, as stated above.

6. **GUIDELINES FOR PUBLIC PRESENTATION OF VIDEO TAPES DURING LIVE CABLECAST MEETINGS**

From time to time, City4 staff is asked by a member of the public to play a publicly-produced video tape as part of a scheduled live cablecast, such as a City Council meeting, usually in support of, or in opposition to, an issue before the Council. It is our policy to decline such requests.

7. **CONTACT INFORMATION**

All questions concerning City4 may be directed to the City of Topeka Public Affairs Office, telephone 785-368-3754.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO CHANNEL 4.

Approved:

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Norton N. Bonaparte, Jr., City Manager & CEO  
November 23, 2009