



## **PUBLIC CABLE TELEVISION AUTHORITY**

**A Joint Powers Agency of the Cities of Fountain Valley, Stanton, and Westminster**  
7800 Katella Avenue, Stanton, CA 90680

### ***REGULAR MEETING AGENDA***

**July 17, 2024**

**9:00 A.M.**

**MEETING LOCATION:** Stanton City Hall, City Council Chambers  
7800 Katella Avenue Stanton, CA 90680

IN ACCORDANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2, THIS AGENDA IS POSTED NOT LESS THAN 72 HOURS PRIOR TO THE MEETING DATE AND TIME ABOVE. ALL WRITTEN MATERIALS RELATING TO EACH AGENDA ITEM ARE AVAILABLE FOR PUBLIC INSPECTION IN THE OFFICE OF THE CITY CLERK OF EACH MEMBER CITY OF PCTA:

Fountain Valley City Hall, 10200 Slater Avenue, Fountain Valley, CA 92708  
Stanton City Hall, 7800 Katella Avenue, Stanton, CA 90680  
Westminster City Hall, 8200 Westminster Boulevard, Westminster, CA 92683

ALL AGENDAS, NOTICES, AND RELATED DOCUMENTS CAN BE ACCESSED ONLINE AT:  
<https://www.fountainvalley.gov/599/Public-Cable-Television-Authority>.

IN THE EVENT ANY MATTER NOT LISTED ON THIS AGENDA IS PROPOSED TO BE SUBMITTED TO THE BOARD FOR DISCUSSION AND/OR ACTION, IT WILL BE DONE IN COMPLIANCE WITH BROWN ACT REQUIREMENTS.

### **ORDER OF BUSINESS:**

1. Call to Order
2. Pledge of Allegiance & Roll Call
3. Public Comments: Persons wishing to address the Board on PCTA matters may as determined by the Chair; comments are limited to three minutes or deferred until the specific agenda item.
4. Consent Calendar: All matters listed under the Consent Calendar are considered to be routine and will be enacted on simultaneously with one motion without discussion, unless separate action and/or discussion is requested by a board member, staff, or a member of the public.
  - A. Minute Approval of June 19, 2024, Regular Meeting: See backup to Item 4A.
  - B. Receive/File Register: None received at time of posting.
  - C. Receive/File Treasurer's/Administrative Expenditure Reports: None received at time of posting.

5. Reports:
  - A. Report of Board
  - B. Report of Treasurer
  - C. Report of Attorney
  - D. Report of Administration
  
6. New Business
  - A. PCTA Programming and Video Production Policies
    - i. Summary: The PCTA Board has requested to review and potentially update existing policies and procedures, as well as determine if new policies and procedures should be developed to provide more documented provisions to guide current and future PCTA operations. This request was originally generated by a discussion regarding a reimbursement request from the City of Fountain Valley for podcast production costs. Upon initial discussion, the PCTA Board realized a broader review was necessary.  
  
Based upon Board direction, staff conducted a search of historical documents. Staff located a document entitled “Public Cable Television Authority Programming and Video Production Policies”, last approved and adopted in July 2015 (attached 6A). This document should provide a starting point for the Board’s discussion on this topic.
    - ii. Recommended action: Provide direction to staff on how to proceed.
  
7. ADJOURNMENT TO August 21, 2024, at Stanton City Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.



Regular Meeting of June 19, 2024

7800 Katella Avenue, Stanton, CA 92680

1. **Call to Order:** Chair David J. Shawver called the meeting to order at 9:02 A.M.

2. **Roll Call:**

Present: Director NamQuan Nguyen, City of Westminster, Director Glenn Grandis, City of Fountain Valley, Director Ted Bui, City of Fountain Valley and Chair David J. Shawver, City of Stanton.

Absent: Director Carol Warren, City of Stanton, and Vice-Chair Kimberly Ho, City of Westminster.

Excused: None.

Vice-Chair Kimberly Ho, City of Westminster arrived at 9:04 A.M

3. **Public Comments:** None.

4. **Consent Calendar:**

Director Grandis motioned to approve the Consent Calendar Seconded by Director Bui.

Motion carried by the following vote:

AYES: 5 (Grandis, Ho, Shawver, Bui, Nguyen)

NOES: None

ABSTAIN: None

ABSENT: 1 (Warren)

Motion unanimously carried 5-0

A. Minutes Approved: Regular Meeting of May 15, 2024.

5. **Reports:**

A. Report of Board

i. None.

B. Report of Treasurer

i. Director Grandis presented the budget presentation.

C. Report of Attorney

i. None.

D. Report of Administration

i. PCTA viewer survey update by staff, Dept. Asst. Danny Hitt

Director Carol Warren, City of Stanton arrived at 9:15 A.M.

## 6. New Business

### A. Spectrum streaming customers in Fountain Valley unable to receive FVTV3

- i. Summary: There are now two confirmed incidents of Fountain Valley residents unable to receive FVTV3 with their Spectrum subscription, and instead are receiving the City of Villa Park's government channel signal.
- ii. Recommended Action: Receive and file.

Board gave staff direction to contact PCTA legal counsel (Mal) and have them generate a letter to Spectrum regarding the matter and expressing concern that streaming service has disenfranchised local residents and may be a potential violation not providing correct local channel.

Motion/Second: None

Motion carried by the following vote:

AYES: None

NOES: None

ABSTAIN: None

ABSENT: None

Receive and file only.

### B. PCTA Programming and Video Production Policies

- i. Summary: The PCTA Board has requested to review and potentially update existing policies and procedures, as well as determine if new policies and procedures should be developed to provide more documented provisions to guide current and future PCTA operations. This request was originally generated by a discussion regarding a reimbursement request from the City of Fountain Valley for podcast production costs. Upon initial discussion, the PCTA Board realized a broader review was necessary. Based upon Board direction, staff conducted a search of historical documents. Staff located a document entitled, "Public Cable Television Authority Programming and Video Production Policies", last approved and adopted in July 2015. This document should provide a starting point for the Board's discussion on this topic.
- ii. Recommended action: Provide direction to staff on how to proceed.

The Board moved to table this item to the next regularly scheduled meeting for additional review to determine if changes are necessary. Motion by Vice Chair Ho, seconded by Director Nguyen.

Motion/Second: Ho/Nguyen

Motion carried by the following vote:

AYES: 6 (Grandis, Ho, Nguyen, Shawver, Bui, Warren)

NOES: None

ABSTAIN: None

ABSENT: None

Motion unanimously carried 6-0

C. PCTA Member City Budget Review FY 2024-2025 (Workshop) (attached 6C-1/6C-2)

- i. FY 2024-25 Staff Presentation (Fountain Valley, Stanton, Westminster)
- ii. FY 2024-25 Budget Presentation by Director Grandis
- iii. Potential Discussion Items
  - Discuss the autonomy with which each City can spend their approved budget
  - Discuss need for maximum reimbursement amount for Council upgrades
  - Discuss capital purchases (i.e. Westminster/lift)
  - Discuss possibility of creating a CIP fund and a reserve fund
  - Discuss protocol for compiling an approved vendor/contractor list
  - Discuss rate structure for contractors
  - Discuss the potential to rent out the Production Truck to increase revenues (NOTE: In the Oct. 19, 2022 PCTA Board meeting minutes, the Board adopted agenda item 7A, “PCTA Proposal to provide video services”. This appears to be an attempt to increase revenues but was never carried out after adoption. Does the Board wish to revisit this as well?) (attached 6C-3)

Recommended action:

Ciii1: The Board agrees that each city should retain 100% autonomy over the spending of their own budget. Any city-shortage will come from the Admin General Fund for that city. No vote taken.

Ciii2: It is recommended that Fountain Valley’s 2020 Council upgrade be the basis for Westminster’s upgrade. Westminster is to determine specific needs for their council coverage as well as the associated cost and report back to the Board. No vote taken.

Ciii3: Board directs staff to research lift/crane costs rental vs purchase. Board also requested staff research drones capable of transmitting a live signal. No vote taken.

Ciii4: Board agrees to create a Capital Improvement Fund (CIF) from the LAIF account annual interest income beginning July 1, 2024. Motion by Chair Shawver, seconded by Vice Chair Ho

Motion/Second: Shawver/Ho

Motion carried by the following vote:

AYES: 6 (Grandis, Ho, Nguyen, Shawver, Bui, Warren)  
NOES: None  
ABSTAIN: None  
ABSENT: None

Motion unanimously carried 6-0

Ciii4(Cont.): Board agrees to transfer up to a maximum of \$200,000 from the LAIF account to the PCTA local account to pay bills (within the next 90 days). Motion by Director Grandis, seconded by Vice Chair Ho

Motion/Second: Grandis/Ho

Motion carried by the following vote:

AYES: 6 (Grandis, Ho, Nguyen, Shawver, Bui,  
Warren)  
NOES: None  
ABSTAIN: None  
ABSENT: None

Motion unanimously carried 6-0

Ciii5: Board determines current process is sufficient. No vote taken.

Ciii6: Board requests staff do a regional comp study to see if a Contractor hourly rate increase is justified. No vote taken.

Ciii7: Board requests staff do a comp study on production truck rental cost, as well as look into potential insurance impact from renting out the production truck. No vote taken.

## **7. Adjournment: 11:08 A.M.**

To the next regularly scheduled meeting, July 17, 2024, at 9:00 A.M. at Stanton City Hall, Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.

# Public Cable Television Authority Programming and Video Production Policies



## **Public Cable Television Authority Programming and Video Production Policies**

### **PURPOSE OF PROGRAMMING POLICIES**

The purpose of the programming policies is to ensure the proper use of the government access channels as programmed by the PCTA and the PCTA member cities.

### **OBJECTIVES OF MUNICIPAL PROGRAMMING**

1. To make public proceedings and events more accessible to PCTA member city residents by providing coverage of City Council meetings and other public meetings via cable television and other video services.
2. To serve as an ongoing source of information for the citizens of the PCTA service area.
3. To increase citizen awareness of the functions and responsibilities of municipal government and the functions of the various departments and commissions.
4. To promote community events sponsored by PCTA member cities and civic organizations.
5. To provide more extensive information on selected topics and activities not fully covered by existing communications media.
6. To supplement public safety and disaster preparedness activities/information pertaining to the PCTA member cities and surrounding communities.
7. To offer presentation alternatives to the departments and divisions of PCTA member cities.
8. To improve local government services by enhancing and/or standardizing training of member city employees through the production of video training tapes.
9. To document and archive PCTA member city events and activities.

### **PROGRAMMING FORMATS**

Local government access programming shall be established to provide direct, non-editorialized information to citizens of the PCTA member cities. Programming formats consist of the following:

City Council Coverage - Public meetings of city councils may be telecast on the municipal channels in accordance with the following editorial guidelines:

- Coverage of city council meetings shall be gavel-to-gavel excluding non-public agenda items, out-of-order communication, or as otherwise specifically authorized by the PCTA Board of Directors. There shall be a preference for “live” coverage of public meetings.

## Public Cable Television Authority Programming and Video Production Policies

- Public meeting coverage shall not be edited or subject to editorial comment. Editing of technical difficulties is permitted.
- Coverage will be primarily focused on the officially recognized speaker, and on any visually displayed information that may be shown during an agenda item presentation. Reaction shots will not be considered appropriate for public meeting coverage.
- A character generated message should indicate the name of the officially recognized speaker and may include the identification of the matter(s) being considered by the council and the date of the discussion.
- Public meeting telecasts shall be recorded for rebroadcasting a minimum of one time.

Council Committees, Special or Ad Hoc Committees, Task Forces and Other Public Hearings – Public meetings of standing committees, special or ad-hoc committees, task forces, other events scheduled by member city elected officials, commissions and boards may be covered and telecast on the government access channels as deemed appropriate by each member city according to the following guidelines:

- Coverage will generally conform to all of the provisions for “live” video telecasting of city council meetings.
- Meetings not held in the individual member city council chambers may require special equipment and staffing and will be limited to staffing capabilities at hand. Requests for video coverage of committees, task forces, and other non-city council hearings require a prior written request for coverage at least 14 days in advance. Notwithstanding the foregoing, a member city and the PCTA General Manager may approve requests made less than 14 days in advance if coverage is deemed urgent. Acceptance of coverage will be subject to the approval of the PCTA General Manager and the PCTA Board of Directors.
- Video coverage of committees, task forces, and other non-city council hearings may not conflict with the recording or telecasting of city council meetings.

Public Meetings of Other Government Jurisdictions - Public meetings held in the PCTA member city council chambers by other governmental entities such as State or Federal agencies may be covered live, or video recorded and aired if approved by the PCTA member city and the PCTA Board of Directors in advance of the event. The PCTA Board of Directors maintains the right to request compensation for actual costs incurred for the coverage of other governmental jurisdiction meetings.

## **Public Cable Television Authority Programming and Video Production Policies**

Recordings of public meetings of other governmental jurisdictions may be telecast on the government channels if approved in advance by the PCTA member city and the PCTA Board of Directors. The PCTA Board of Directors maintains the right to request compensation for actual costs incurred for the coverage of other governmental jurisdiction meetings.

Informational Programs – Any member city department or agency may produce, suggest or assist in the production of programming for the government access channels. All programming must be consistent with the objectives and goals of the PCTA programming policies and guidelines, and must meet the required technical specifications for broadcast. Member city agencies may submit program proposals or requests for production or telecast of programs which are appropriate. Acceptance of coverage will be subject to the approval of the PCTA member cities and the PCTA Board of Directors.

Outside Programming - Outside programming consistent with the objectives and goals of the PCTA programming policies and guidelines may be telecast on the government access channels. Outside programming must be acquired or sponsored by the PCTA Board of Directors and/or a member city department or agency. All outside programming is subject to approval by the PCTA member cities and the PCTA Board of Directors. Outside programming must be in a format acceptable to the specific member city and the PCTA, and meet the minimal technical specifications identified in these government channel policies. Outside programming shall adhere to the copyright requirements contained in the “Content Restrictions” section of these policies. Any programming prepared or provided by a member city department, agency, or producer may be modified or edited as appropriate for broadcast.

Public Service Announcements - Public Service Announcements ("PSAs") may be solicited and/or produced by the PCTA. PSA topics shall be consistent with the objectives of the local government programming policies and guidelines. All PSAs must be in a format acceptable to the member cities and the PCTA and must meet the minimal technical specifications identified in these local government channel policies. Public Service Announcements may be edited to provide clarity or to adhere to acceptable time standards. All Public Service Announcements are subject to approval by the PCTA member cities and the PCTA Board of Directors.

Promotional Spots - Subject to approval, all promotional announcements and “bumpers” for events sponsored by a member city department or agency are acceptable for broadcast. Promotional announcements for events, charities, or outside non-profit organizations in which the PCTA or its member cities have no official interest or sponsorship are subject to prior approval by the PCTA member cities and/or the PCTA Board of Directors.

Video Bulletin Board – PCTA and member city information for the video bulletin board shall be sponsored by the PCTA or a member city department, agency or elected official office. No private for-profit events or activities may be promoted, and all bulletin board requests must come

## Public Cable Television Authority Programming and Video Production Policies

from PCTA member cities. Promotional announcements for events, charities, or outside non-profit organizations in which the PCTA or its member cities have no official interest or sponsorship are subject to the approval by the PCTA member cities and the PCTA Board of Directors. Video bulletin board information and announcements may be edited to provide clarity or to adhere to acceptable broadcast standards and are all subject to the approval as listed above.

Programming For Elected Officials - Due to the limited resources of the PCTA's production facilities, and in the interest of fairness, it shall be the policy of the PCTA to not provide production services or facilities for an elected official to host their own series programming. The PCTA may provide a program with a designated host that will be made available to all elected official offices, City Managers, or department head offices of the member cities. To afford the greatest diversity of opportunities for all elected officials, the PCTA may grant priority to new or infrequent elected official applicants in preference over repeat and frequent elected official users.

Elected official offices may produce and provide their own individually hosted programming to be telecast on the local government channels upon approval by the PCTA Board of Directors.

Requests for video coverage of any of the types of programming mentioned above shall generally require a prior written request for coverage a minimum of 14 days in advance of the shooting date.

### **OMISSIONS AND ERRORS**

Should human or technical error result in the telecast of incorrect information over the government access channels, the PCTA, the PCTA member cities, and its officers and agents shall not be liable for the inaccuracy of the information.

### **CONTENT RESTRICTIONS**

All content of the government access channels shall be under the sole responsibility of the PCTA and its member cities. All content on the channels shall be subject to approval by the PCTA member cities and/or the PCTA Board of Directors. The following content guidelines shall be adhered to:

Political Use of the Government Access Channels - The channels may not be utilized for the promotion or "use" of any elected official or candidate. Specific advertising messages on behalf of or opposing any political candidate or measure on a ballot shall not be permitted. Candidates for election or re-election to any office shall not be permitted to "use" the government access channels within 45 days of an election, except as part of a formal public meeting, press conference, or while acting in their capacity as a currently-seated elected official. The government access channels are exempt from providing equal opportunities to a candidate under Section 76.205 of the Rules and Regulations of the Federal Communications Commission (FCC)

## **Public Cable Television Authority Programming and Video Production Policies**

for time incumbents spend on the channel when performing the routine duties of their position, including participation at regular and special sessions of their city councils, other public meetings and bona fide news events.

Position Advocacy - Any direct advocacy messages including specific promotional messages on behalf of or opposing any ballot initiative, measure proposed by a member city, or items under consideration of the member city councils or their commissions or advisory bodies shall generally not be permitted. Issues of controversy covered by the government access channels shall be presented in a fair, educational, and equitable manner.

Lotteries and For-Profit Advertising - Advertising or other information concerning any lottery, gift enterprise or similar promotion is prohibited.

Promotion of Religion - Programming which directly promotes or denounces religious beliefs or religious philosophies shall not be presented on the government access channels.

Defamatory Material - Subject matter which is defamatory, slanderous or libelous in nature shall not be presented on the government access channels.

Obscene Content - There shall be no presentation of programming content which, in the opinion of the PCTA Board of Directors, is obscene.

Acceptable Mature Programming - It shall be the policy of the government access channels to telecast acceptable and approved mature content programming, if at all, during FCC-specified "safe harbor hours" when children are less likely to constitute a significant portion of the viewing audience. When possible, acceptable mature programming will be preceded by verbal and/or text information stating that the programming content is intended for a mature audience.

Copyright Restrictions - Programs containing copyrighted materials will not be telecast without proper copyright authorization for each and/or all member city communities. Outside agencies submitting programming for telecast are responsible for obtaining all necessary copyright clearances and shall hold the PCTA, the PCTA Board of Directors, and its member cities harmless in any case of copyright infringement.

### **COMPLAINT PROCEDURES**

Complaints regarding government access programming shall be submitted to the General Manager of the PCTA and are to be acted upon within 30 days. Complaint appeals shall be submitted in writing to the PCTA Board of Directors.

## **Public Cable Television Authority Programming and Video Production Policies**

### **INTERDEPARTMENTAL PRODUCTION SERVICES**

Departments of individual member cities are eligible to request video production services in accordance with the government access channel goals and objectives. The PCTA shall review all written requests for programming services and confer with the city cable liaison or other designee of the member city departments or agencies. Upon approval of production services, the PCTA shall develop an estimated production schedule and program completion date. The PCTA production schedule shall be subject to availability of personnel, facilities, equipment, and other commitments.

The PCTA Board of Directors may establish a charge-back schedule and user fees for such purposes.

The PCTA shall use reasonable discretion in determining the priority of use of personnel, equipment, or facilities in the event of conflicting requests.

### **NON-MEMBER CITY PRODUCTION SERVICES**

Non-PCTA member agencies may request production assistance and use of the PCTA and/or member city facilities and equipment. Such requests shall be considered on the basis of availability of personnel, facilities, equipment and other programming commitments, and are subject to the approval of the PCTA Board of Directors. Non-member uses of the facilities and equipment must be consistent with the goals and objectives of the government access channel's policies and guidelines.

Upon approval of intergovernmental production services by the Board of Directors and the PCTA General Manager, an estimated production schedule and program completion date will be established. The PCTA may initiate a contract and establish a production fee agreement for such services. The agreement shall include the method and timetable of payment by the non-member government agency.

### **USE OF PCTA PROGRAMMING AND EQUIPMENT**

All programming produced by the PCTA and its member cities is deemed property of the PCTA and its member cities. Programs produced by contract agents of the PCTA shall be the property of the PCTA and shall not be sold or commercially distributed without the written permission of the PCTA Board of Directors.

Use of PCTA or member city-owned equipment and related production facilities and equipment shall be restricted to the PCTA and its member cities. Loaning of equipment for personal use shall not be permitted. Outside agencies may request to utilize equipment, staffing and facilities as outlined in the Non-member City Production Services section listed above.

Member city departments and agencies may request production facilities and equipment including

## **Public Cable Television Authority Programming and Video Production Policies**

field production equipment and equipment operators for activities which are not intended for telecasting on the government access channels. Such requests shall require sufficient advance notification to the PCTA and are subject to the availability of equipment and other prior commitments. The PCTA Board of Directors may establish a schedule of charge-back and user fees for such purposes.

### **PROGRAMMING ACQUISITION AND EXCHANGE**

Liaison and exchange with other local governments involved in programming/telecasting shall be established and maintained. Cooperative arrangements and agreements with local educational programmers, broadcasters, video service providers and other production groups may be established for efficient operations and communications in the communities.

### **PROGRAM SPONSORSHIP**

The PCTA, its Board of Directors, and each member city may accept sponsorship of programming which meets the desired goals and objectives of the government access channels. Any program sponsored (in full or in part) by a commercial, civic or private entity may carry a brief sponsorship statement at the beginning, end or beginning and end which states (in part) the following:

*"This program is made possible through funding by \_\_\_\_\_"*

Video footage during sponsorship acknowledgment may include a logo, name, and address of a sponsor. There shall be no "call to action" involved.

Acknowledgment (including in-program recognition) is permitted for entities providing or sponsoring segments of programs produced by the PCTA or its member cities.

### **PRODUCTION PERSONNEL POLICIES**

PCTA production facilities and equipment shall be utilized only by qualified personnel. All PCTA equipment users are subject to approval by the PCTA General Manager and/or Video Production Manager.

PCTA and member city staff, interns, contract or freelance personnel shall maintain themselves in accordance with the conduct guidelines of the PCTA Board of Directors and appropriate member city rules.

The following abuse of privileges shall be included as grounds for disciplinary action(s) as outlined by the PCTA Board of Directors:

## Public Cable Television Authority Programming and Video Production Policies

- Damage, abuse, or mishandling of video production equipment.
- Unauthorized use of video production equipment and facilities, particularly if used for private or commercial purposes.
- Use of video production equipment or facilities while under the influence of alcohol or illegal drugs.

### **TECHNICAL STANDARDS**

All programs submitted or produced for telecast must meet the following technical standards:

1. Master telecast media and video data files shall be in the appropriate video format for telecast. Acceptable formats shall include:
  - DVCAM, HDCAM, or Mini-DV digital videocassette.
  - XDCAM digital videodisc.
  - Full resolution Apple Quicktime and MPEG2 data files.
  - DVD
  - Acceptable newly developed formats.
2. Program audio must be audible with minimal noise levels when amplified.
3. Programs with excessive "drop-outs" or other technical problems will not be accepted.
4. Programs submitted for telecast or produced by the PCTA shall be clearly labeled with the following information:
  - Title of program.
  - Name of producer.
  - Total running time ("TRT") in Minutes and Seconds from fade-up to fade-out.
  - Audio channel designation on Channel one, two or both channels.
  - Number of segments on each tape (if applicable).
  - Generation of analog dub if not telecast master.
  - Multiple sources for a single program shall be clearly labeled (ex. Title, Tape #1 of 3, Tape #2 of 3 etc.).
5. All programs (with exception of public meeting coverage) must begin with a title slate and time with color bars, followed by a 10 second countdown and 2 seconds of studio black.
6. Programs should have no less than 15 seconds of black at the end.

### **RETENTION OF VIDEOTAPED EVENTS AND PROGRAMS**

Master copies of programs or video data files of PCTA productions shall be maintained by PCTA for a minimum of two years, and may thereafter be disposed of in accordance with all applicable laws. Unless instructed otherwise by a given member city, PCTA shall provide at least one duplicate copy

## **Public Cable Television Authority Programming and Video Production Policies**

of each completed production, including taped meetings, to each relevant member city. Such duplicate copies shall become property of the respective member city, and, as such, shall be subject to any applicable retention policy of the member city.

Subject to the minimum two-year retention period set forth above, programming produced and telecast by the PCTA shall be kept as long as directed by the PCTA Board of Directors. Raw footage of events shall be maintained as directed by the PCTA Board of Directors.

Programming accepted for broadcast from other sources may be retained for repeat broadcast at the discretion of the PCTA or its member cities unless other arrangements are made in writing. Upon request, media will be returned to the owner/producer after the final telecast. Media not returned may be recycled by the PCTA for other programming.

### **VIDEOTAPE DUPLICATION GUIDELINES**

Requests for duplication of programming from the PCTA office shall be submitted in a reasonable length of time prior to the requested completion date. At the option of the PCTA, a "Video Duplication Request Form" may be required.

All requests for duplication of programming shall be accompanied by appropriate media to be provided by the individual or organization requesting the copy, unless the media is provided by the PCTA at its discretion. To the maximum extent permitted by applicable law, the requesting individual or organization may be required to pay a fee equal to the costs of duplication.

### **USE OF GOVERNMENT ACCESS CHANNEL DURING EMERGENCIES**

Government use of the government access channel during emergencies and disasters declared by the PCTA Board of Directors and/or its member cities has absolute priority over other programming. During such emergencies or disasters, the government access channel shall be permitted to accept live, pre-recorded, character-generated and audio information from other governmental or non-governmental entities when such announcements are deemed to provide important public information pertaining to the emergency or disaster or other conditions requiring protection of the public health, safety and welfare.