

RESOLUTION NO. 1848

**A RESOLUTION ADOPTING THE WILSONVILLE TELEVISION (WvTV)
BROADCAST POLICY**

WHEREAS, the City wishes to provide Government Access Programming according to a policy that is inclusive and in the public interest; and

WHEREAS, The Wilsonville City Council adopted Resolution No. 1556 on June 7, 1999—
A Resolution terminating Wilsonville's participation in the Metropolitan Area Communications Commission (MACC); and

WHEREAS, The Wilsonville City Council adopted Resolution No. 1612 on February 7, 2000 – A Resolution amending section 9.7 of the 1999 Cable Television Services Agreement with AT&T Cable Services; and

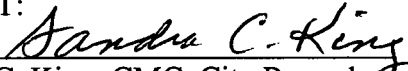
WHEREAS, that process involves disposal of funds for capital support of Public, Educational and Governmental (PEG) access programming to a Designated Access Provider; and

WHEREAS, the city is the Designated Access Provider and is responsible for operating and managing access facilities and programming;

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:
The Wilsonville City Council hereby adopts the Wilsonville Television (WvTV) Broadcast Policy, attached hereto and incorporated herein as if fully set forth.

ADOPTED, by the Wilsonville City Council at a regular meeting thereof this 18th day of August 2003, and filed with the Wilsonville City Recorder this date.


CHARLOTTE LEHAN, MAYOR

ATTEST:

Sandra C. King, CMC, City Recorder

SUMMARY OF VOTES:

Mayor Lehan	Yes
Council President Helser	Yes
Councilor Scott-Tabb	Yes
Councilor Kirk	Yes
Councilor Holt	Yes

Wilsonville Television Broadcast Policy

Mission Statement

Wilsonville Television (WvTV) operates a government access channel, providing the residents of Wilsonville with a convenient, continuous and cost-effective means of accessing information about local government, community events, activities and news.

Authority

1. WvTV is operated by the City of Wilsonville Pursuant to an agreement with the City's franchised cable television provider. Operation and editorial control of WvTV is vested in the City of Wilsonville pursuant to operating rules and procedures approved by the Wilsonville City Council.
2. Designated city staff shall supervise and direct the operation of WvTV, and shall ensure compliance with the operating rules and procedures.
3. Designated city staff is authorized to develop and provide technical and policy guidance to the City Council for operation of WvTV, including recommendations for the budget, changes in operating rules and procedures, purchase of equipment, production standards and related matters.
4. Programming on WvTV is intended to include:
 - a. Gavel-to gavel coverage of regular business meetings of the Wilsonville City Council. These meetings will be televised live and videotaped for playback. Programming will be repeated at various scheduled times to enable the Wilsonville residents to view government meetings at times that are convenient to them. Copies of these meetings shall be available at the Wilsonville Public Library for residents as well.
 - b. Selected meetings or activities of committees, commissions or task forces of the City of Wilsonville or other units of government.
 - c. Other "City" Produced programming covering community events, news, activities and public issues.
 - d. Programming from other government jurisdictions that affect Wilsonville residents, such as meetings of the Clackamas County Board of Commissioners or METRO.
 - e. An electronic reader board containing information about upcoming public meetings, noteworthy community activities, city employment opportunities and relevant news items.
5. Programming shall be produced by The City of Wilsonville in accordance with adopted operating rules and procedures. WvTV is not a public access channel and is not obligated to accept unsolicited programs.
6. Operating rules and procedures shall conform to applicable federal and state guidelines and regulations.
7. It is the intent of WvTV that no program, production or presentation be produced or cablecast which:
 - a. Contains advertising material designed to promote the sale of commercial products or services.

- b. Directly or indirectly conveys any lottery information except as permitted by Oregon State law.
 - c. Involves any obscene or indecent material.
 - d. Solicits money or services
 - e. Contains slanderous or libelous material.
 - f. Is copyrighted or subject to ownership or royalty rights, union residuals, or other payment unless all necessary permission, releases or licenses have been obtained.
 - g. Advocates for or against a candidate for public office or an election measure.
 - h. Promotes or disparages religion.
8. WvTV shall provide the highest quality programming and cable signal consistent with budget resources and cable franchise provisions.
9. Programs shall be produced, scheduled and cablecast in a professional and consistent manner.
10. Meetings of the Wilsonville City Council and other Boards and Commissions, that are produced for cable casting on WvTV shall, wherever practical, employ the highest technical quality and techniques, such as multiple cameras and informational video titling and captioning, to enhance viewer interest and understanding of the subject material.
11. It is the intent of WvTV that government meetings and other meetings relating to public issues that are selected for videotaping by the city for playback on the government access channel be cablecast in an unbiased, even-handed manner. City Council and other meetings be aired in their entirety except in the cast of technical difficulty, and not be edited except for the insertion of informational titles or graphics, or as necessary to ensure compliance with Paragraph 7 above. Portions of videotaped public meetings may be excerpted for use in other news and informational programming. When a gathering or meetings relating to public issues has been videotaped by the city for playback on the government access channel, and when the playback is a portion or excerpt of the gathering or meeting, a caption should be aired identifying the playback as an excerpt or fragment—except that in the case of a video magazine or video newsletter program where it is obvious from the format that footage of a meeting is fragmentary or excerpted, a disclaimer is not required.
12. Designated city staff shall monitor programming on WvTV and provide guidance and advice relative to technical standards, production quality, operating procedures, program scheduling and related matters, as it deems appropriate.
13. To the extent practical, it is the aim of the City of Wilsonville to make use of new cable television technologies and applications, such as interactive television and data access and retrieval, to increase opportunities of residents of Wilsonville to gain information about their government and community.
14. All videotapes supplied by the City of Wilsonville for the purpose of videotaping public meetings or other events and activities are the property of the City of Wilsonville, may be used by the City of Wilsonville and shall be treated as public records.

15. All equipment supplied by the City of Wilsonville for the purpose of operating WvTV is the property of the City of Wilsonville, may be used by the City of Wilsonville, and shall not be available for other uses.

Questions or concerns about WvTV operations or programming can be directed to the Community Liaison at 30000 SW Town Center LP. E. Wilsonville, OR 97070.

Camera Operator's Guide

Purpose: This guide has been prepared for use by camera operators televising and recording meeting of the Wilsonville City Council or other public meetings cablecast or videotaped for cable casting on the Wilsonville Government Access Cable Channel.

Before the meeting:

1. Check all microphones (Council, public, staff and/or board or committee) to be used during the meeting to ensure audio levels are correct.
2. Cue music during the time period preceding the meeting's call to order when a live signal is being cable cast. Focus rear camera on entire Council. Titling if available, shall be superimposed.
3. Videotape: Record a 30-second leader on the videotape prior to the meeting's call to order. If titling capability is available, include the title and date of the meeting being recorded on the leader. For Example:

Coming up...

Wilsonville
City Council

July 4, 2003

During the Meeting:

4. Do strive to "follow the action" by positioning the camera(s) on those who are speaking during the meeting. Do intercut between questioner and responder. Do anticipate who may be responding to speak and pre-select a shot of them.
5. Do use head-and-shoulder shots of individuals in preference to wide-angle and group shots.
6. Do televise the meeting in an objective and even-handed manner.
7. Do strive to take advantage of the production equipment provided by switching between cameras, varying focal lengths, panning and using transition techniques to maintain visual interest.
8. Do make use of live captioning/titling capabilities during the meeting by superimposing titles or crawls to identify speakers and items under discussion.
9. Don't dwell at length on a single speaker using a fixed camera position; intercut with other camera angles and shots of the audience, Council and staff in order to increase visual appeal.
10. Don't pre-select camera shots *for the purpose of editorializing or adding emphasis* such as by cutting to audience close-ups to emphasize expressions and reactions to Council, staff or public comments, discussion or testimony.
11. Don't dwell at length on the Council using a wide-angle shot. Use this as an establishing shot and occasionally for variety.
12. Don't show the overhead lights on camera.

13. Don't overuse transition or other video effects that may distract from the content of the meeting.

After the meeting:

14. Fade to black, cue music and cue closing titles/credits if an. Record 30-second trailer. Stop recording.
15. Switch off live feed and turn on Wilsonville Studio playback.
16. Prepare and affix label to video tape cassette **with title of meeting, date, and time of video recording in hours, minutes and seconds**. Example: Wilsonville City Council July 4, 2003, 2:30:00.
17. Rewind the Tape(s)