

Policies and Procedures  
for  
**Monrovia Government Affairs**

*"Connecting local government to the community."*

*Governmental Access  
Channel 17  
Monrovia*

Adopted May 2002



Community Media  
of the Foothills

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I. Monrovia Government Affairs Mission Statement

Distribute a variety of information about government, its programs, services and concerns.

II. Monrovia Government Affairs Programming Vision

Programming should;

- A. Provide information about programs and services offered by government departments, agencies, boards, commissions and government-supported agencies.
- B. Expand citizen awareness of government and its decision-making processes by exposing citizens to live and tape delayed government meetings.
- C. Enhance existing public information materials and use cable television as a public information tool.
- D. Provide and distribute programming of interest to residents that will inform, educate and enlighten, as well as encourage participation in government services, activities, and decision-making.

III. Monrovia Government Affairs Basics

- A. Community Media of the Foothills (CMF) works with the City of Monrovia through its staff, elected and appointed officials, to produce original programming of the City's choice for the channel.
- B. CMF also works with Federal, State, and local government agencies to provide additional programming, as CMF deems necessary.

IV. Production and Programming Overview

- A. Community Media of the Foothills will provide twelve (12) public service announcements (PSA's) and twelve (12) CMF produced programs per fiscal year for various departments within the City of Monrovia. Such programs shall be at the City's request upon reasonable notice complying with all CMF polices and procedures and subject to CMF's prior commitments. PSA's shall be limited to ten (10) minutes in length. Program requests are not cumulative from year to year. CMF shall not be obligated to provide more than sixty (60) hours of production time during any fiscal year.

- B. CMF also will provide staff to telecast two Monrovia City Council meetings and one Monrovia Planning Commission meeting per month.
- C. CMF will provide cameraman and production for up to four special council news conferences per year. Such programs shall be at the City's request upon reasonable notice and subject to CMF prior commitments. Program requests are not cumulative from year to year.
- D. Community Media of the Foothills alone makes determinations for the allocation of Community Media of the Foothills' resources in the production and airplay of any additional programming.

**V. Eligible Users of Monrovia Government Affairs**

- A. City of Monrovia elected officials.
- B. City of Monrovia boards and commissions.
- C. City of Monrovia special committees and task forces.
- D. City of Monrovia department heads or their designee.
- E. Outside individuals or groups (with the exception of Community Media of the Foothills) are not eligible unless sponsored by an eligible user listed above (A, B, C or D).

**VI. Programming Guidelines**

- A. Programming shall be non-commercial and shall meet all applicable Federal, State and local laws.
- B. Programming should inform, educate, enlighten and encourage citizen participation in local government.
- C. Eligible programming includes coverage of public meetings, coverage of local issues and events, promotion of City events and services, emergency information, election programming, public safety information, public service announcements and programming produced by outside sources that is consistent with the Monrovia Government Affairs channel's goals.

- D. Fund-raising or solicitations for donations, including the selling of promotional items, is only allowed for City controlled and authorized activities and organizations.
- E. The names of sponsors of a video program or city event may only be shown in the end credits of a program and must be non-commercial in nature.
- F. No obscene, indecent, libelous, slanderous, or illegal material are allowed on the channel.
- G. City sponsored events that have a cost and are open to the general public may be promoted on the channel.

## **VII. Production Guidelines**

- A. There are limited resources available to produce, at no cost to the eligible users, programs and public service announcements to air on the Monrovia Government Affairs Channel. Upon appropriate request, CMF staff can create programs, PSAs and training tapes using studios, field production equipment, editing equipment, and/or mobile production vans. Such productions will be procured and coordinated by CMF staff.
- B. All requests for production of original programming to be produced by CMF under the Monrovia City Contract will be reviewed and prioritized by CMF staff and the Monrovia City staff assigned as the CMF Liaison.
- C. Proposals with their own funding resources available for the project will be considered along with, and on the same evaluation criteria as all other requests. However, although outside funding does not automatically guarantee production, all other factors being equal, outside funding will be viewed favorably.
- D. Eligible users will be notified in writing or by phone of the decision. This process may take a few days to complete and eligible users are encouraged to submit proposals as early as possible to avoid last minute confusion and disappointment.
- E. Upon approval of a proposal CMF staff will implement and coordinate the production of all approved projects. CMF reserves the right to prioritize projects, approving some to commence immediately and others to be "wait listed" pending the availability of additional resources.

### **VIII. Monrovia Government Affairs Bulletin Board**

The Government Affairs Bulletin Board is a service by CMF and is offered to all eligible users of Monrovia Government Affairs who have non-partisan, non-advertising information that is of community-wide interest. The format for the bulletin board is at the discretion of CMF staff. Channel time is not guaranteed.

### **IX. Scheduling**

- A. On a monthly basis CMF staff will determine scheduling for individual programs completed or in production.
- B. Suggestions for similar type blocks of programming and themed programming may come from the Programming Committee.
- C. Staff must take into account equal opportunity for bona fide political candidates and ballot issues in compliance with the FCC.
- D. Priorities previously established through management level review of PSAs, programming promos and other interstitials determine their daily scheduling.

### **X. Preemption of Programming By Staff**

Staff may preempt all programming on the channel when it is necessary to use the channel to communicate immediate safety issues, or sudden news events to the Monrovia Public.

### **XI. Amendment of the Polices**

These Policies and Procedures may be amended at any meeting of the Directors of CMF where a quorum is present. Interim Policies and Procedures may be implemented at the discretion of the Station Manager subject to the approval of the full board at the next general board meeting.