SACRAMENTO METROPOLITAN
Cable Television Commission
Folsom • Sacramento • Galt
SUITE 2500, 700 'H' ST., SACRAMENTO, CA 95814 • (916) 440-6661
ROBERT E. SMITH
EXECUTIVE DIRECTOR

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October 17, 1984

APPROVED BY THE CITY COUNCIL
OCT 30 1984
OFFICE OF THE CITY CLERK

FILED
By the City Council
Office of the City Clerk
Conz. to
10-30-84
OCT 23 1984

To: Sacramento City Council

From: Bob Smith, Executive Director
Sacramento Metropolitan Cable Television Commission

Subject: MANAGEMENT OF GOVERNMENT PROGRAMMING

As part of the Franchise Resolution, Cablevision of Sacramento will be providing the County of Sacramento, the Cities of Sacramento, Folsom, and Galt (acting jointly) with one channel on the Basic Tier of cable service, a 900 sq. foot television production studio, and projected in-kind staff grants and direct operating grants totaling $3.5 million over 20 years, to produce and distribute government programs on the cable system.

There are two options of how these government programming resources could be allocated:

1. The jurisdictions could jointly agree to allocate the direct grant dollars to each individual jurisdiction to produce programming. This would be done on a population percentage formula similar to the one currently used to allocate franchise fees. In return for this allocation, each separate jurisdiction would be expected to produce a specific number of new program hours each week.

2. The jurisdictions could pool the resources in such a way that the technical and operational capacities of each jurisdiction are significantly increased. Equipment and funding would be shared so that each jurisdiction would have access to a full range of production capabilities and staff support that would not be affordable to each jurisdiction acting independently.

I feel that Option 2 allows the most flexibility for each jurisdiction, avoids duplication of resources, and ensures that the most benefit is received from the grant resources. Particularly for the smaller jurisdictions, pooling resources means greater production ability at a lesser cost. I have discussed this concept with your staff and they have tentatively agreed with the idea.

The government programming channel could accomplish the following objectives for the jurisdictions:

1. Provide comprehensive information about programs and services offered to residents by City/County Departments and agencies.

2. Expand community awareness of local government and its decision-making processes.

3. Enhance and make more cost effective existing public information material through cablecast presentations.

It is anticipated that the bulk of programming on the channel will be regular coverage of public meetings, condensed reports of meetings, alphanumeric bulletin board listings of government information, and programs produced by City and County departments about government services, activities and events for the general public.

Administration.

Attachment 1 is an Agreement relating to the administration of grants and facilities for governmental cable television programming. This Agreement between the three Cities and the County appoints the Cable Commission as the agent to administer the programming resources for the benefit of the jurisdictions. The general duties of the Commission would be:

1. Developing and implementing a program schedule for the cable channel made available for the joint use of the jurisdictions on the cable television system.

2. Scheduling of requests for equipment use by the jurisdictions.

3. Providing training and technical assistance to the jurisdictions in equipment use.

4. Producing governmental programs on behalf of any one of the jurisdictions upon its request.

5. Entering into agreements and contracts with Cablevision and third parties while acting as the agent for the jurisdictions.

6. Purchasing and holding title to all equipment acquired as a programming resource.

7. Providing Cablevision with all records and reports required by Cablevision concerning the use of the program resources.

8. Providing technical supervision of the use of equipment and emergency repair of equipment.

9. Promoting the programming on the governmental channel and the use of the channel by the jurisdictions for governmental programming.

10. Undertaking such other activities and perform such other duties as agreed upon by the jurisdictions and the Commission from time-to-time.

On an annual basis, the Cable Commission will prepare a fiscal-year budget, a proposed program schedule and an equipment utilization plan for approval by each jurisdiction. In addition, the Commission will recommend specific programming

policies and equipment use guidelines for approval by the jurisdictions. Procedures are established for reallocation of the resources should any one of the jurisdictions choose to withdraw its participation.

Implementation Plan.

Attachment 2 is a suggested six-year budget and implementation plan for government programming. This plan has been attached only for planning purposes to illustrate the increased capabilities gained by the sharing of resources. As mentioned earlier, specific expenditures would be approved by the jurisdictions on an annual basis.

The expenditures and staff listed come from the direct and in-kind operating grants for government programming provided by Cablevision. Except for existing Commission staff, there is no franchise fee or General Fund money anticipated to be used for the government programming activities outlined.

As you can see from the attached plan, Cablevision will be providing the jurisdictions with a fully equipped studio beginning in Year 5 of the franchise. This studio will allow for the origination of government programming and in-studio productions, but will not allow for remote production of programs, live cablecasting of meetings or alphanumeric programming originating from each jurisdiction.

Therefore, I am suggesting that portable character generating equipment, portable production equipment, and equipment to cablecast meetings be purchased during the first six years to enhance the ability of the local jurisdictions to produce government programming. The proposed equipment is designed to allow each jurisdiction total flexibility in determining the location and type of programs they wish to produce.

To remain within the budgetary constraints of the Cablevision grant, the equipment must be purchased over a period of time. Below is a brief explanation by phase of the types of equipment suggested and their applications:

Phase 1. Alphanumeric Programming/Tape Playback (available 1985):

Remote Character Generating keyboards will be located at each jurisdiction and County Bradshaw Center. These will allow each jurisdiction to type messages containing meeting notices, activities, and events. The messages would appear on the government channel in a rotated fashion. In addition, a videocassette player located at the headend will allow for the playback of prerecorded programs on the government channel.

Phase 2. Portable Production/Editing/Playback (available 1986):

Simple to operate, video porta-paks and an editing system to be shared among the jurisdictions will allow coverage of government events, and production of public information programs for distribution on the government channel. Each jurisdiction will have a TV and console videocassette recorder to playback videotapes and record programs from the cable system.

Phase 3. Cablecast of Public Meetings and Events (1987-1990):

Two 3-camera portable production systems will allow live coverage from Folsom and Galt City Halls, as well as other locations in the franchise service area (one system purchased in 1987, the other in 1988). These can be transported in existing government vehicles, or in the production van conversion. This van allows for taped multi-camera events such as softball games or community events (van purchased in 1988). In addition, permanent 3-camera television systems will be installed in Sacramento City Hall and the County Supervisor's Chambers to allow for live cablecast of meetings (installation started in 1989, completed by 1990).

Phase 4. Studio/Origination Facility (1989):

This fully-equipped studio provided by Cablevision will allow the production of complex public affairs and news-type programs. These programs can be live or taped. It will provide additional editing facilities to compliment the portable production capabilities already in place. The master control center will allow the government channel to be originated from this studio, instead of the cable company headend. This allows for complete independent control of the government channel by the jurisdictions.

No additional permanent staff is anticipated during the early phases of the Government Programming operation. Implementing the channel will be done initially by the Senior Coordinator currently on the Cable Commission staff. Some limited technical assistance will be provided by a contract with local production companies, through staff provided by Cablevision as part of their staff grant and through an internship program coordinated with Cablevision and the local colleges.

The staffing budget displayed on Page 1 of the Budget and Implementation Plan anticipates an increasing demand for production services by the local jurisdictions over the 6-year period. The exact funding allocations will be presented to you for approval with each year's budget and the specific staffing requests will be based on production needs.

1984-85 Budget & Utilization Plan.

On December 22, 1984, Cablevision will release the first year's grant of $25,000. Exhibit C of Attachment 1 is the Budget and Utilization Plan for fiscal year 1984-85. As outlined in Phase I, above, we are recommending this be

expended to purchase the character generators and computing equipment necessary to display written information on the cable system. Each jurisdiction will be able to remotely access the computer system at the headend. Existing Commission staff will train appropriate staff in your jurisdiction to operate this equipment.

In addition, we will purchase two video cassette machines to preview tapes and play them back over the cable system.

Recommendation.

To begin the implementation of government programming on the cable system, I recommend that you:

> Approve the execution of the attached Agreement for the Administration of Government Programming, including the expenditures outlined in Exhibit C for the first year grant of $25,000.

BOB SMITH, Executive Director
Sacramento Metropolitan Cable
Television Commission

RES:ab

Attachments:
(1) Agreement for Administration of Government Programming
(2) Six-Year Budget and Implementation Plan

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RESOLUTION NO. 84-940

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

Resolution Relating to Governmental Cable Television Programming

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO AS FOLLOWS:

That the Mayor and the City Clerk are hereby authorized and directed to execute that certain Agreement Relating to the Administration of Grants and Facilities for Governmental Cable Television Programming between the City of Sacramento, County of Sacramento, City of Folsom, City of Galt and the Sacramento Metropolitan Cable Television Commission.

Mayor

Attest:

City Clerk

APPROVED
BY THE CITY COUNCIL
C.. 3 0 1984
OFFICE OF THE
CITY CLERK

AGREEMENT RELATING TO THE ADMINISTRATION OF GRANTS AND FACILITIES FOR GOVERNMENTAL CABLE TELEVISION PROGRAMMING

THIS AGREEMENT is made and entered into effective _____ _____, 1984, by and between the COUNTY OF SACRAMENTO, ("COUNTY"), the CITY OF SACRAMENTO ("SACRAMENTO"), CITY OF FOLSOM ("FOLSOM"), CITY OF GALT ("GALT"), and the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION ("COMMISSION").

Recitals

A. COUNTY, SACRAMENTO, FOLSOM and GALT (referred to collectively as "the Jurisdictions") did on or about October 27, 1982, enter into a Joint Exercise of Powers Agreement ("the Formation Agreement") providing for the establishment of COMMISSION as an independent public entity.

B. A substantially identical ordinance relating to cable television franchises has been enacted by each of the Jurisdictions ("the Cable Television Ordinance") in which the Commission is granted certain administrative and regulatory powers in reference to franchises issued by the Jurisdictions for the provision of cable television services.

C. On November 22, 1983, the Board of Supervisors of COUNTY, and the City Council of SACRAMENTO and the Board of Directors of COMMISSION, did by the adoption of identical resolutions (the "Franchise Resolution") tentatively select Cablevision of Sacramento, a general partnership ("Cablevision") as the franchisee for the Initial CATV Franchise (as defined by the Cable Television Ordinance) to provide cable television services to the Jurisdictions.

D. The tentative selection became final and binding upon the Jurisdictions and Cablevision on December 22, 1983.

E. That pursuant to the term of the Franchise Resolution, Cablevision has agreed to provide certain cable television production facilities, a cable television channel, in-kind staff grants and direct financial grants ("the Programming Resources") to the Jurisdictions "acting jointly" for the purpose of enabling the Jurisdictions to produce government programming of the Cable Television System (as defined by the Cable Television Ordinance).

F. The Jurisdictions and the Commission desire to enter into an agreement authorizing the Commission to act as the joint agent of the Jurisdictions in reference to all matters relating to the Programming Resources.

Agreements

The parties agree as follows:

1. Appointment of Commission as Agent: Subject to the terms and conditions of this Agreement, the Jurisdictions hereby grant to the Commission the exclusive right (to the exclusion of the Jurisdictions and all claiming by or through the Jurisdiction) to act on behalf of the Jurisdictions on all matters relating to the Programming Resources.

2. Administration of Programming Resources: Commission, on behalf of the Jurisdictions acting jointly, shall administer the Programming Resources for the benefit of the Jurisdictions in the manner provided in this Agreement. The general duties of the Commission in the administration of the Programming Resources shall be those described in Exhibit "A" attached hereto.

3. Identification of Programming Resources: The programming Resources which are subject to the provisions of this Agreement are described in Exhibit "B" attached hereto.

4. Term of Agreement: The term of this Agreement shall commence on its effective date and shall continue in full force for a period ending on December 31, 2003.

5. Proposed Annual Budget and Utilization Report: Not later than June 1st of each calendar year during the term of this Agreement, (exclusive of the fiscal year 1984/85) the Commission shall prepare and shall submit to each of the Jurisdictions a report containing the following information:

(a) A proposed budget for expenditures to be made by the Commission pursuant to the terms of this Agreement during the following fiscal year (the "Proposed Budget").

(b) A detailed description of the manner in which the Commission purposes to utilize the Programming Resources in the following fiscal year for the benefit of the Jurisdictions ("the Proposed Utilization Report").

The parties acknowledge that by execution of this Agreement they approve the Budget and Utilization Report for the fiscal year 1984-85, a copy of which is attached hereto as Exhibit "C".

6. Action on Proposed Budget and Proposed Utilization Report: The Proposed Budget and Proposed Utilization Report shall be subject to the approval of each of the Jurisdictions. The Proposed Budget and Proposed Utilization Report may be modified in such manner as may be agreed upon by each of the Jurisdictions and accepted by the Commission.

7. Failure to Approve Proposed Budget and Proposed Utilization Report: The Proposed Budget and Proposed Utilization Report for the following fiscal year, as modified by the agreement of the parties, shall be approved by each of the Jurisdictions no later than June 30th and accepted by the Commission not later than September 1st of each year. Unless the parties hereto otherwise agree, if the Proposed Budget and Proposed Utilization Report has not been so approved by the Jurisdictions by June 30th, each Jurisdiction that has not approved said Report shall be deemed to have withdrawn its appointment of the Commission as its agent hereunder effective the close of business on said date. If the Commission does not accept the Proposed Budget and Proposed Utilization Report by September 1st unless the parties hereto otherwise agree, this Agreement shall terminate effective said date.

8. Allocation of Programming Resources Upon Termination of Agreement: Upon the expiration of the term of the Agreement or its earlier termination, or upon the withdrawal of appointment of agency by any Jurisdiction as provided in Paragraph 7, above, the parties shall agree upon the manner in which Programming

Resources held by the Commission as agent for the Jurisdictions shall be allocated to each of the Jurisdictions or the Jurisdictions which remain as parties to this Agreement. The Jurisdictions shall also agree upon the manner in which Programming Resources to be made available to the Jurisdictions by Cablevision pursuant to the terms of the Franchise Resolution are to be allocated between the Jurisdictions, or the remaining Jurisdictions, during the remaining term of the franchise. Allocation of the existing and future Programming Resources shall be made in a manner consistent with Paragraph 10 of the Formation Agreement. Such Agreement or Agreements shall be in writing and shall be made and entered into not later than December 1 in the calendar year in which this Agreement expires or is earlier terminated.

9. Failure to Agree Upon Allocation Resources: If the parties are unable to agree upon the allocation of Programming Resources as required by Paragraph 8, above, any party to this Agreement may request that said matter be determined by arbitration. The arbitration as provided in Paragraph 21, below.

10. Title to Property: Except as otherwise provided herein, the title to all property acquired by the Commission or the Jurisdictions through the use of Programming Resources shall be held in the name of the Commission as agent for the Jurisdictions.

11. Copyright of Program: The ownership and copyright for any programming produced by any of the Jurisdictions using Programming Resources shall be held by the Jurisdiction which produced such programming. The ownership and copyright for any programming produced by the Commission pursuant to the terms of this Agreement shall be held by the Commission as agent for the Jurisdictions and shall be subject to the provisions of this Agreement relating to the allocation of Programming Resources.

12. License For Use of Copyright Programming: The Jurisdictions, the Commission and Cablevision shall each have a nonexclusive license to use and reproduce without payment of royalties any programming produced by the Jurisdictions or the Commission through the use of the Programming Resources; provided; that the use and reproduction of such programming by the licensee shall be for noncommercial purposes.

13. Programming Requirements: All programming produced by any party through the use of the Programming Resources shall be subject to the requirements set forth in Exhibit "D" to this Agreement.

14. Financial Records: The Commission shall maintain financial records and accounts of Programming Resources received by it as agent for the Jurisdictions in a manner consistent with generally accepted accounting principles. The Commission shall provide for such fiscal control and fund accounting procedures as are necessary to assure proper disbursement and accounting for Programming Resources received by the Commission as agent for the Jurisdictions.

15. Utilization of Programming Resources: The Jurisdictions and the Commission shall use the Programming Resources solely for the purposes specified in the Approved Budget and Approved Utilization Report for the period in which said use occurs. In addition, the Programming Resources shall be used to benefit all users and shall not be used by the Jurisdictions or the Commission in such a manner as would cause all or any portion of the value of said Programming Resources to be deemed a "payment-in-kind" of franchise fees by the

Federal Communications Commission. In that respect, the use of the Programming Resources shall be consistent with all applicable laws of the United States and regulations and policies of the Federal Communications Commission relating to the use of the Programming Resources for governmental programming. In the event that any party to this Agreement is determined to be using the Programming Resources in a manner inconsistent with said laws and regulations, it shall immediately cease doing so and shall thereafter comply with said laws and regulations in all respects. The term "governmental programming" as used in this Agreement shall not include any use of the Programming Resources for purely internal governmental use or in any other manner which would benefit particular users of the Cable Television System to the exclusion of the general subscribers of the Cable Television System and Cablevision.

16. Quarterly Financial and Progress Reports: The Commission shall prepare and submit to the Jurisdictions quarterly financial and progress reports on activities undertaken by the Commission on activities it has undertaken in the preceding quarter while acting as the agent for the Jurisdictions pursuant to the terms of this Agreement.

17. Annual Financial and Activities Report: At the time it submits the Proposed Annual Budget and Utilization Report, the Commission shall prepare and submit to the Jurisdictions a financial and activities report for the previous year containing the following data relating to the use of Programming Resources:

(a) A complete accounting of all financial transactions, subject to audit;

(b) The titles of all programs produced by the Commission;

(c) The titles of all programs which are in the process of being produced by the Commission;

(d) Staff allocated for program production by the Commission;

(e) Programs acquired for the use by the Commission or the Jurisdictions;

(f) Program logs and related records.

18. Compensation for Commission: The Commission shall not be entitled to receive any compensation for the services it performs on behalf of the Jurisdictions pursuant to the terms of this Agreement.

19. Replacement of Damaged or Lost Equipment: Each party that is in possession of any equipment that constitutes a Programming Resource under this Agreement shall be responsible for damage to or loss of such equipment by reason of that party's negligence or willful abuse. Each such party shall replace all such equipment so damaged or lost at its sole expense.

20. Indemnification: Each party to this Agreement shall, at its sole expense, fully indemnify, defend and hold harmless the other parties to this Agreement (and their officers, agent and employees) for any and all claims, suits, actions, liability and judgments for damages arising from or in any way connected with that party's production, broadcasting or distribution of programming pursuant to the terms of this Agreement, including but not limited

to claims of libel, slander, invasion of privacy, infringement of copyright, misappropriation of trade secrets or breach of contract.

21. Arbitration: Any controversy between parties hereto involving the construction or application of any of the terms of this Agreement, shall on the request of one party served on the other parties be submitted to arbitration, and such arbitration shall comply with and shall be governed by the California Arbitration Act, Section 1280 through 1294.2 of the California Code of Civil Procedure.

22. Notices: Any notice to be given hereunder by any party to the other parties may be effected by personal delivery in writing or by mail upon the clerk of the governing body of that party and shall be deemed communicated as of delivery or mailing.

IN WITNESS WHEREOF the parties have executed this Agreement on the date set forth opposite its respective name.

COUNTY OF SACRAMENTO

Date: _____

BY: _____
Chairperson, Board of Supervisors

Attest:

_____
Clerk, Board of Supervisors
County of Sacramento

CITY OF SACRAMENTO

Dated: _____

BY _____
Mayor

Attest:

_____
City Clerk
City of Sacramento

CITY OF FOLSOM

Dated: _____

BY: _____
Mayor

Attest:

_____
City Clerk
City of Folsom

CITY OF GALT

Dated: _____

BY: _____
Mayor

Attest:

_____
City Clerk
City of Galt

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

Dated: _____

BY: _____
Chairman, Board of Directors

Attest:

_____
Clerk, Sacramento Metropolitan
Cable Television Commission

Approved as to Form:

_____
County Counsel
County of Sacramento

_____
City Attorney
City of Sacramento

_____
City Attorney
City of Folsom and City of Galt

_____
General Counsel
Sacramento Metropolitan Cable
Television Commission

EXHIBIT "A"

General Duties of Commission

1. Developing and implementing of a program schedule for the cable television channel made available for the joint use of the Jurisdictions on the Cable Television System.

2. Scheduling of requests for equipment use by the Jurisdictions.

3. Providing training in equipment use and technical assistance to the Jurisdictions.

4. Producing governmental programs on behalf of any one of the Jurisdictions upon its request.

5. Entering into agreements and contracts with Cablevision and third parties while acting as the agent for the Jurisdictions pursuant to the terms of this Agreement.

6. Purchasing and holding title to all equipment acquired as a Programming Resource.

7. Providing Cablevision with all records and reports required by Cablevision concerning the use of the Program Resources by the Commission and the Jurisdictions.

8. Providing technical supervision of the use of equipment and the emergency repair of such equipment.

9. Promoting the programming on the governmental channel and the use of said channel by the Jurisdictions for governmental programming.

10. Undertaking such other activities and perform such other duties as are agreed upon by the Jurisdictions and Commission from time to time.

EXHIBIT "B"

Identification of Programming Resources

1. The production studio provided for the use of the Jurisdictions in Section V-A-2 of the Franchise Resolution.

2. Channel A28 on the Basic Tier of Channels as described in Form J of Cablevision's Application for a Cable Television Franchise ("the Application").

3. All equipment listed in Form K.10(A) of the Application under the heading "Government Access Studio".

4. Grant funds and staff support made to the Jurisdictions acting jointly pursuant to Section V-E-34 of the Franchise Resolution.

EXHIBIT C

1984/85 GOVERNMENT PROPOSED BUDGET AND UTILIZATION PLAN

A. Summary.

The recommended equipment purchases will allow the jurisdictions to display written (alphanumeric) information on the government cable TV channel. Each jurisdiction will be able to create its own messages using remote keyboards and send this information to the central computer located at the headend via phone lines. Equipment for formatting, scheduling, and graphic-generation will be located at the Commission office.

Messages can be updated at any time and will be displayed on a rotated basis 24 hours/day, 7 days/week. Topics can be wide-ranging, from meeting announcements to promotion of government sponsored events.

Interspersed between the alphanumeric messages will be pre-recorded tape programs such as public service announcements and programs produced by other jurisdictions of interest to Sacramentans. A videocassette machine located at the Commission office will allow for preview and scheduling of these programs, and another videocassette machine at the headend will allow for distribution of these programs over the cable system.

B. Budget Summary.

Revenue:

Direct grant from Cablevision	$25,000

Expenditures:

Services & Supplies	$ 1,630
Fixed Assets	23,370
Total	$25,000

C. Expenditure Detail:

1. Services & Supplies.

Installation of alphanumeric system	$ 1,000	
Program materials and supplies	630	$ 1,630

2. Fixed Assets.

(4) Remote terminals located at County of Sacramento and Cities of Sacramento, Folsom and Galt (keyboard, monitor, telephone modems)	$10,400	
(1) Main terminal located at Commission office (main terminal keyboard, monitor/receiver, telephone modem)	$ 5,850	
(2) Headend modems	$ 1,970	
Videoplayback system (two videocassette recorder and equipment stand)	$ 5,150	$23,370
T O T A L.		$25,000

D. Equipment Utilization.

Each jurisdiction will select the location and appropriate personnel responsible for the writing and inputting of alphanumeric information into the central computer. Commission staff will train these staff persons on equipment use and message formatting.

Departments wishing to input messages into the system will provide their messages in writing to the contact persons within their jurisdictions, who will then input them into the system. Decisions regarding the appropriateness of any message will be the responsibility of the originating jurisdiction.

A master schedule will be prepared by the Commission staff which rotates the messages received by the jurisdictions. For example, all of the messages from one jurisdiction may be displayed during the same time frame and, for variety, all messages regarding meeting notices from all the jurisdictions may be grouped together.

The terminal at the Commission office will also have limited graphics capability, and Commission staff will work with jurisdiction staff to create graphics to highlight each jurisdiction's messages.

The prerecorded tape programs will be acquired by the Commission staff at little or no charge. These can include public service announcements produced by local, state, and federal agencies and programs produced by other jurisdictions which would be of interest here.

In addition, departments can submit pre-recorded programs they feel would be appropriate for distribution on the government channel. Any such programs submitted by individual departments must be transmitted by the appropriate Chief Executive Officer of the jurisdiction. Staff will work with the jurisdictions to implement these procedures.

E. Implementation Activities and Timetable.

The following activities will be undertaken by Commission staff to implement Phase I of the Government Programming plan:

Activities	Date Completed By
Approval of 1984/85 Budget and Utilization Plan by all jurisdictions and Commission	October 1, 1984
Approval of contract with Cablevision by Commission	November 30, 1984
Preparation of bid documents for equipment purchases	December 15, 1984
Funds received from Cablevision	December 22, 1984
Distribution of bid documents to vendors	January 4, 1985
Return of bids from vendors	January 30, 1985
Evaluation and selection of vendors	February 15, 1985
Purchase and installation of equipment	March 30, 1985
Orientation and training of jurisdictions' staff in equipment use	April 30, 1985
Discussions with City Managers and County Executive regarding 1985/86 Budget & Utilization Report	April 30, 1985
Year-end report & 1985/86 Budget submitted for approval by jurisdictions	June 1, 1985
1985/86 Budget approved by Commission	September 1, 1985

Note: Required quarterly reports will be included in regular quarterly status reports submitted to jurisdictions by the Commission.

EXHIBIT "D"

Programming Requirements

1. Each party shall obtain all rights to use all materials included in programs it produces or distributes, including, but not limited to, the required consents or license for the use of any copyright materials.

2. No party shall produce or distribute any programming containing advertising material designed to promote the sale of commercial products or services.

3. No party shall produce or distribute any programming containing advertising by or on behalf of any candidate for public office.

4. No party shall produce or distribute any programming containing or advertising any lottery.

5. No party shall knowingly produce or distribute programming containing obscene, indecent or defamatory matter.

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PROPOSED SIX-YEAR GOVERNMENT PROGRAMMING BUDGET AND IMPLEMENTATION PLAN

I. CABLEVISION'S PROJECTED GRANT ALLOCATIONS FOR GOVERNMENT PROGRAMMING

	Direct Grants	Indirect Staff Grants
Year 1	$ 25,000	$ 1,121
Year 2	33,179	8,294
Year 3	66,300	16,575
Year 4	104,502	26,125
Year 5	131,082	32,770
Year 6	139,082	34,785
Six-Year Totals:	$ 499,145	$ 119,670

II. RECOMMENDED DIRECT GRANT ALLOCATION

Year 1	TOTAL	$ 25,000	EQUIP:	$ 23,370	OPER:	$ 1,630
Year 2	TOTAL	33,179	EQUIP:	30,600	OPER:	2,579
Year 3	TOTAL	66,300	EQUIP:	41,600	OPER:	24,700
Year 4	TOTAL	104,502	EQUIP:	66,000	OPER:	38,502
Year 5	TOTAL	131,082	EQUIP:	90,000	OPER:	41,082
Year 6	TOTAL	139,082	EQUIP:	50,000	OPER:	89,082
Six-Year Totals:		$ 499,145		$ 301,570		$ 197,575

III. OPERATING BUDGET ALLOCATION

	Salary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Existing Commission Staff	N/C	N/C	N/C	N/C	N/C	N/C	N/C	$0
Cablevision Staff Grant (not added to totals)	N/C-varies	($ 1,121)	($ 8,294)	($16,575)	($26,125)	($32,770)	($34,785)	($119,670)
Interns	$ 2,000	N/C	N/C	$ 4,000	$ 4,000	$ 6,000	$ 8,000	$ 22,000
Contract Production Personnel	varies	$0	$ 1,579	$ 7,575	$ 9,550	$10,000	$ 5,000	$ 33,704
Contract Producer/Writers	$22,000	$0	$0	$11,000	$11,000	$11,000	$15,000	$ 48,000
Production Assistant	$20,000	$0	$0	$0	$10,000	$10,000	$20,000	$ 40,000
TV Coordinator	$25,000	$0	$0	$0	$0	$0	$25,000	$ 25,000
Benefits (Full-Time Only)	25%	$0	$0	$0	$0	$0	$11,250	$ 11,250
Supplies/Emergency Repair		$ 1,630	$ 1,000	$ 2,125	$ 3,952	$ 4,082	$ 4,832	$ 17,621
Totals		$ 1,630	$ 2,579	$24,700	$38,502	$41,082	$89,082	$197,575
Budgeted		$ 1,630	$ 2,579	$24,700	$38,502	$41,082	$89,082	$197,575

IV. EQUIPMENT BUDGET ALLOCATION

PHASE 1: ALPHANUMERIC PROGRAMMING/TAPE PLAYBACK

FINAL OBJECTIVE:

Individually-programmed, written information provided by each jurisdiction concerning activities and services for display on the government cable channel. Pre-recorded programs distributed at headend.

EQUIPMENT PURCHASES—$23,370—Year 1:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
(4) Remote Alphanumeric Keyboards & associated equipment to be located at: City of Folsom, City of Galt, City & County of Sacramento	$10,400						$10,400
Central Terminal & associated equipment	7,820						$ 7,820
Central Memory Unit & Interconnection Equip (Located at Headend) Provided by Cablevision							
(2) Videocassette Recorder/Players for tape playback	5,150						$ 5,150
TOTAL FOR ALPHANUMERIC/TAPE PLAYBACK	$23,370	$0	$0	$0	$0	$0	$23,370

PHASE 2: PORTABLE PRODUCTION/EDITING/PLAYBACK

FINAL OBJECTIVE:

Recording, editing, and playback of single-camera remote video productions.

EQUIPMENT PURCHASES—$63,200

Government Equipment Pool
(to be shared between jurisdictions):

(4) 3/4" Portapak Video Ensembles		$8,000	$8,000	$16,000	$0	$0	$32,000
(3) 3/4" Editing Systems		$18,000			(2 From CV)		$18,000
(4) Color TV Monitor/Receivers (4) Movable TV Stands (4) 3/4" Videocassette Recorder/Players to be located at each jurisdiction as above.		4,600	8,600				$13,200
TOTAL PRODUCTION/EDITING/PLAYBACK	$0	$30,600	$16,600	$16,000	$0	$0	$63,200

PHASE 3: CABLECAST OF PUBLIC MEETINGS AND EVENTS

FINAL OBJECTIVE:

Live Multi-camera cablecast from City Halls, County Board Chambers and locations around the franchise service area.

EQUIPMENT PURCHASES—$215,000

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Government Equipment Pool (to be shared between jurisdictions):							
(2) Three-camera portable production systems ("Studio-in-a-Suitcase")			$25,000	$25,000			$50,000
(1) Production van conversion (for use with portable systems above)				$25,000			$25,000
Purchase and installation of permanent three-camera television systems, with associated control equipment, for live cablecast of public meetings:							
Sacramento City Council Chambers system					$45,000	$30,000	$75,000
County Board Chambers system					$45,000	$20,000	$65,000
Total Meeting Cablecast	$0	$0	$25,000	$50,000	$90,000	$50,000	$215,000

PHASE 4: STUDIO/ORIGINATION FACILITY SUPPLIED BY CABLEVISION

FINAL OBJECTIVE:

Production and cablecast of live or taped government news and information programs.

EQUIPMENT PURCHASES—PROVIDED BY CABLEVISION per Resolution. (total value: $200,000)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
TOTAL YEARLY EQUIPMENT PURCHASES	$23,370	$30,600	$41,600	$66,000	$90,000	$50,000	$301,570

November 9, 1984

Bob Smith, Executive Director
Sacramento Metropolitan Cable Television Commission
700 "H" Street Suite 2500
Sacramento, CA 95814

Dear Mr. Smith:

On October 30, 1984, the Sacramento City Council took the following action(s):

1. Adopted Resolution 84-939 amending Resolution 84-920 standardization of the dates for the framchisee's reports and adopted Ordinance 84-106 amending Chapter 20 of the Sacramento City Code relating to the standardization of reporting deadlines.

2. Adopted the quarterly status report regarding the Cable Television System Build.

3. Adopted Resolution 84-940 authorizing the execution of an agreement between the County and City of Sacramento, Folsom, Galt and SMCT Commission for the Administration of Government Programming.

4. Adopted Ordinance 84-107 adding Section 20.105 to the Sacramento City Code relating to Cable Television (emergency).

Enclosed, for your records, are fully certified copies of the above referenced documents.

Sincerely,

Lorraine Magana
City Clerk

LM/dbp/38-41

Enclosure(s)

January 18, 1985

Board of Supervisors
Attn: Resolution Desk
700 H Street, Suite 2450
Sacramento, CA 95814

Dear Members of the Board of Supervisors:

On October 30, 1984, the Sacramento City Council adopted a resolution authorizing the execution of Agreement No. 84093A between the City of Sacramento, County of Sacramento, City of Folsom, City of Galt and the Sacramento Metropolitan Cable Television Commission for Administration of Grants and Facilities for Governmental Cable Television Programming.

Enclosed are five (5) copies of said agreement executed by the City as authorized by the attached certified resolution.

Upon final execution, please return (1) copy of said agreement to the Office of the City Clerk for the City's distribution.

Sincerely,

Lorraine Magana
City Clerk

Janice Beaman
Deputy City Clerk

LM/JB/dah/40

Enclosures