



ADMINISTRATIVE POLICY OF THE CITY OF ELK GROVE REGARDING THIRD PARTY USE OF CITY VIDEO EQUIPMENT AT PUBLIC MEETINGS

Purpose.

This written policy documents the City's policy regarding third party (non-City employee or agent) use of the City's computer and/or video equipment at meetings of the City Council, City Commissions, and/or City Committees. The purposes of this policy is to ensure efficient administration and presentation of materials at meetings of the City Council, City Commissions, and/or City Committees, to minimize disruption and ensure decorum and decency at such meetings, particularly in light of the wide age range of attendees at City meetings and those watching City meeting broadcasts via the internet webcasts and/or Metro Cable Broadcast (which attendees and viewers include young children), and to safeguard the health, safety, and welfare of the City residents. It is not the intent of this policy to discriminate against, or preclude the expression of, any particular viewpoint of any speaker wishing to address the City Council, a City Commission, and/or a City Committee.

Policy.

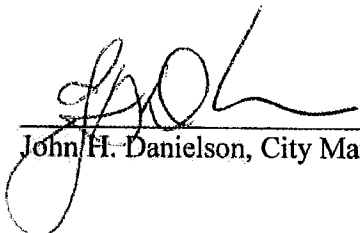
A. Use of City computer and/or video equipment to broadcast materials containing visual images within the Council chambers, other City property, the internet and/or Metro Cable during any City Council, City Commission, and/or City Committee meeting is limited to scheduled/agendized items, and such computer and/or video equipment is not for use during public comment at such meetings. During, before, or after public comment at any City Council, City Commission or City Committee meeting, members of the public may distribute hard copies of any document and other records to the City Clerk and/or members of the City Council, City Commission, or City Committee, and those documents and records will be made available to any member of the public upon request and upon payment of the cost of duplication of such materials.

B. Any materials utilizing the City's computer and/or video equipment as part of the scheduled/agendized item at a meeting of the City Council, a City Commission, and/or a City Committee must be submitted to the City Clerk during regular City business hours and at least 72 hours before the scheduled item/presentation. Any computer materials will be checked and scanned by the City for viruses before use. Submitted materials may be used, in the City's discretion, as part of the scheduled/agendized item so long as they meet the following criteria:

1. The material shall be suitable for viewing by all ages;
2. The material shall not contain nudity;
3. The material shall not contain sexual images;
4. The material shall not contain depictions of violence;
5. The material shall not contain any obscene, indecent or profane images or language, including, but not limited to, those indecent words that were the subject of the case of F.C.C. v. Pacifica Foundation, 438 U.S. 726 (1978).

Any person wishing to submit materials related to a scheduled/agendized item that do not satisfy the above criteria may distribute hard copies of any document and other records to the City Clerk and/or members of the City Council, City Commission, and/or City Committee, and those documents and records will be made available to any member of the public upon request and upon the payment of cost of duplication of such materials.

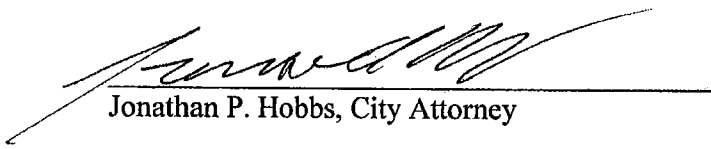
This administrative policy is declarative of existing City policy, is issued under the authority vested in the City Manager, and shall remain in place unless and until rescinded or superseded.



John H. Danielson, City Manager Date

4/09/2007

Approved as to form:



Jonathan P. Hobbs, City Attorney