

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Update on the Shoreview Park Improvement Project and the Public Review Process
DEPARTMENT: Parks, Recreation and Cultural Services
PRESENTED BY: Wendy Barry, Director
Chuck Purnell, City Engineer

EXECUTIVE / COUNCIL SUMMARY

The purpose of this report is to update your Council on the Shoreview Park Improvement project, including key design elements, budget, public process and project timelines. Staff is also requesting your Council's feedback on any items that should be excluded from the public review process. Upon completion of the public review, staff will return to your Council to ensure that the project's final design will meet your Council's expectations.

As a result of an open record hearing and the Hearing Examiner's recommendations on August 19, 1999, we have decided to move this project to the upper site near the tennis courts. Please see Attachment A: Shoreview Park Site Plan. The original alternative may have subjected the project to substantial additional mitigation or delays.

The Shoreview Park Improvement project includes the design and construction of a new Little League baseball field, parking lot, restroom facility and children's play areas. Path work will also be completed to connect the existing features in the park. Frontage improvements will be required to meet applicable permit requirements.

The budget for this project is \$2,022,500 including \$819,856 transferred from King County and a \$75,000 grant from the Seattle Mariners. This project was transferred to the City from King County when the Parks were transferred in 1997.

The public review process includes an open house that will be scheduled and advertised. Displays of key project features will be used to inform the public of the designs being proposed.

Information will be shared with the public regarding the Little League ball field and expanded parking lot layout. Public feedback will be solicited about the following improvements:

- Restroom location and architectural style
- Location and number of play areas and types of play area features
- Frontage improvement options along Innis Arden Way. (permit requirement)

The public input from the open house will be shared with the Parks, Recreation and Cultural Services Advisory Committee. Staff's goal will be to develop consensus on a preferred design package that the Parks, Recreation and Cultural Services Advisory Committee will recommend to your Council. Upon direction from your Council, staff will work with the consultant to develop the final construction documents.

Shoreview Park Improvements Estimated Project Timeline

March 20	City Council Update on Project
Mid April	Public Open House
April 27	Parks, Recreation & Cultural Services Advisory Committee
May 15	City Council Workshop
August 15	Design 90% (Permit Drawings)
August 30	Design 100% (Construction Drawings)
September 15	Ad Date
October 2	Permits
October 16	Open Bids
November 27	Bid Acceptance by Council- Award of Contract
December 11	Notice to Proceed
April 2001	Begin Ball Field Grading – Plant September 2001
July 2002	Ball Field open (Other improvements open when completed in 2001)

RECOMMENDATION

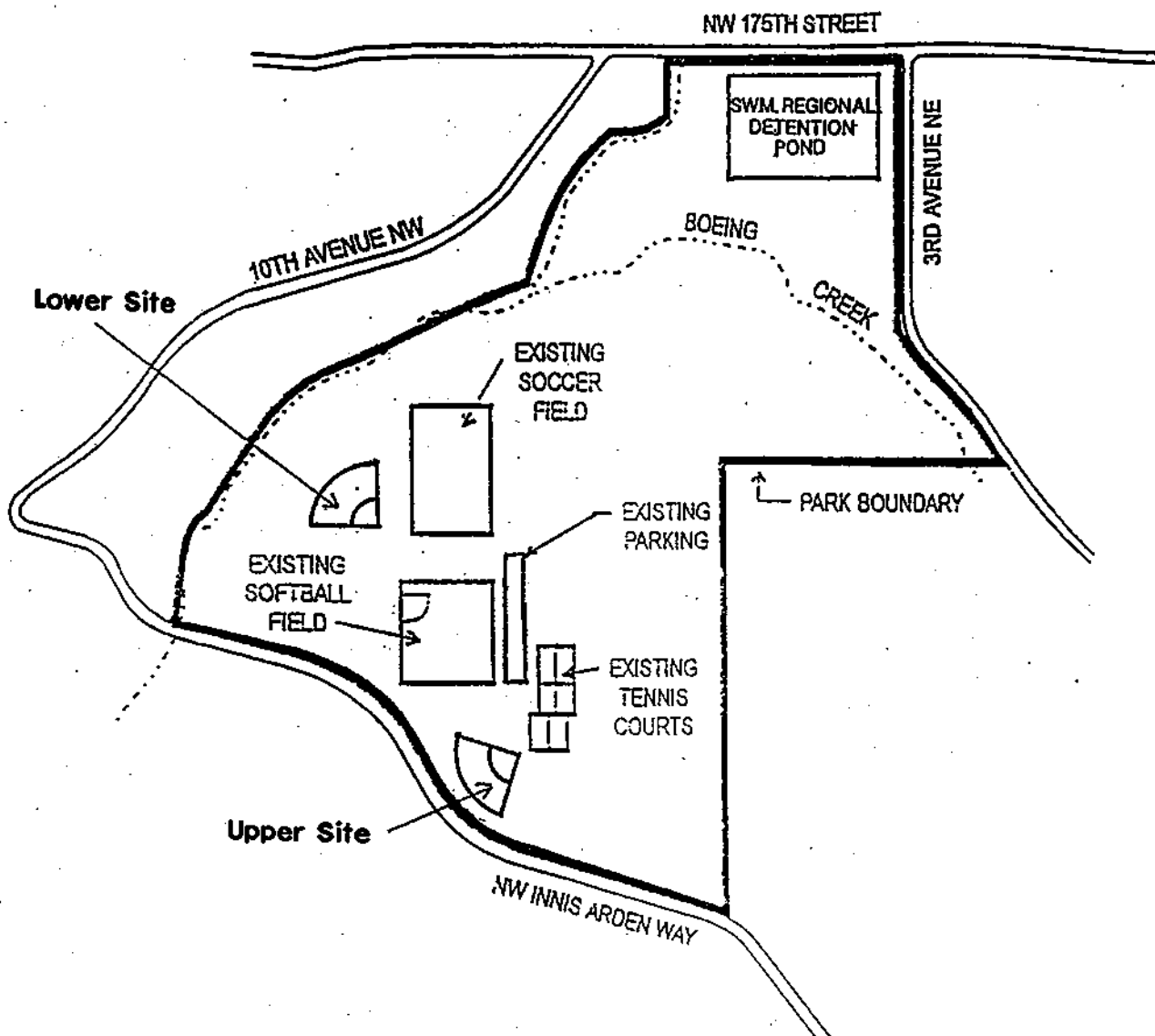
No Council action is required at this time. Staff is requesting your Council's concurrence with the proposed public review process for the Shoreview Park Improvement Project.

Approved By: City Manager LB City Attorney N/A

ATTACHMENTS:

Attachment A: Shoreview Park Site Plan

ATTACHMENT A
SHOREVIEW PARK SITE PLAN



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Government Channel Implementation and Operational Procedures
DEPARTMENT: City Managers Office
PRESENTED BY: Kristoff T. Bauer, Assistant to the City Manager

EXECUTIVE / COUNCIL SUMMARY

A basic implementation plan for the City's Government channel was one of the issues brought to your Council for consideration on February 28, 2000, as part of the proposed resolution authorizing the transfer of the Cable TV franchise from Chambers Cable to AT&T. As your Council may recall, this information was provided in response to questions raised by your Council during your February 7th workshop. With the completion of the upgrade in Chamber's cable system, the City now has a dedicated Government channel operating in both systems reaching subscribers throughout the City. The City currently lacks the equipment necessary to allow it to control or schedule the content on either channel. This report discusses resources and policies that are recommended in order to take the next step in providing an improved communication resource to City residents through the Government channels.

The specific question asked by your Council at the February 7th workshop was "What will it take to implement similar programming on the Government channel of both of the Cable TV systems operating in Shoreline?"

Answer:

The short answer is that it will take about \$45,000 and two months. The \$45,000 would pay for the equipment, software, and training necessary to make this work. It is estimated to take two months for delivery and installation of the equipment, and for the training of staff and the creation of the initial programming content.

This system would give the City the ability to control and schedule the playback of taped content (i.e. City and King County Council meetings). It would also give the City the ability to provide text and graphic content, including sound, animation, and Mpeg video, between taped video programs. This would be similar to a more flexible and dynamic Power Point with sound. The initial implementation of this capability would be very simple, but would improve over time as staff's expertise increases and new content is created. Further, the remote locations of playback equipment will still limit the City's ability to cablecast more than two or perhaps three video selections per week. Increased flexibility in video programming is dependent either on the creation of a central studio, so personnel can change tapes, or the implementation of newer digital video compression technologies still under development.

Existing staff resources have been identified for the implementation of the character generator system, but the \$45,000 is not included in the City budget. Options to cover

this cost are discussed below. All of the proposed equipment can be put to beneficial use in a future centralized studio.

Financial Alternatives:

Existing franchises give the City the option of having the service providers acquire the capital assets included in the proposed expenses, $\approx \$35,000$ ¹. The service providers would then have the right to recover the cost of those capital assets through a surcharge on subscriber rates. The impact of this expenditure on rates is estimated to be small ($\approx \$0.06$ per month or $\$0.71$ per year per subscriber), but the City Attorney has concluded that implementing this franchise provision would be subject to a public vote under Initiative-695.

If Council would like to move forward with this service improvement at this time, then staff recommends that the proposed expenditure come from the current budget. A future budget amendment may be necessary. (Note: the back franchise fee payment of just over \$30,000 provided by Chambers Cable as part of the transfer process is revenue that also was not budgeted and would offset this cost in part)

Government Access Channel Policies:

The proposed policies (Attachment A) are conservative, restricting content, including notice of community events, to that generated by City staff concerning the activities of City departments. Staff does not recommend broadening the policies beyond this point at this time, as staff will be working diligently to climb the learning curve necessary to operate this new communication medium. For this reason, coordinating content creation with external groups would be difficult to accommodate at this time with current staffing levels. The proposed policies contain provisions in anticipation that your Council may want to broaden these policies in the future to allow reference material related to other governmental agencies operating in Shoreline (the Fire Dept. for example) and/or community meetings or events sponsored by recognized neighborhood organizations to be added. This can be accomplished with a simple amendment to the policies at that time. Based on Council input, staff will bring back policies for formal adoption by your Council at a future date.

Content:

Content on the channel is expected to develop and grow over time. Initially, however, content would rely on documents and information already created for another purpose. This would include:

- Dynamic Information (changes regularly)
 - City Council Agendas
 - Hearing Notices
 - Parks Events Calendar
- Static Information (changes rarely)
 - Council Meeting Times & Location
 - Cablecast Times For City And KC Council Meetings
 - City Contact Information

Options for content are discussed further below. Static information is easy to add into the mix while available staff support resources limit the inclusion of dynamic information.

¹ \$31,488 (see table) plus sales tax.

Council input regarding priorities for providing dynamic information would be appreciated.

An expression of consensus is sufficient if your Council would like staff to move forward with implementing the proposed improvements in the operation of the government channels. Based upon that consensus staff will move forward with the acquisition and installation of proposed equipment and with staff training. Policies would be brought back to your Council at a future regular meeting for formal adoption along with a budget amendment to purchase the equipment.

RECOMMENDATION

Provide staff with consensus to implement the proposed improvements for the government channels.

Approved By: City Manager LB City Attorney N/A

BACKGROUND / ANALYSIS

Currently, the City has access to two separate cable channels for the cablecast of government programming of its choosing. Channel 42 on the AT&T system is cablecast to the area of Shoreline east of Meridian Avenue from a headend location in Lake Forest Park. This headend has no full time staff requiring AT&T staff to travel from their north end offices twice a week to change VHS tapes for the City. Once inserted, the tapes cycle continuously until they are removed. It would be a fortuitous accident if a viewer were to switch to Channel 42 and catch the beginning of a Council meeting.

Channel 47 on the Chambers system is cablecast to the area of Shoreline west of Meridian Avenue from a headend location in the City of Edmonds. This channel recently became available to the City upon Chambers' completion of its system rebuild. Chambers' headend has a full time staff and they are currently inserting the tapes in Chambers' playback equipment in accordance with the previously developed playback schedule. They have expressed concern about the City's continued utilization of their equipment in providing content for the Government channel and have not been willing to have their staff spend the additional time necessary to add the cablecast of King County Council meetings.

Government Channel Implementation

Your Council requested additional information on the resources and time necessary to equalize and improve the programming content on the Government channels within both service areas. Without a central studio location from which to create and cablecast government channel programming, content can only be cablecast from the existing headend locations of both systems. As discussed above, this is being accomplished by having a messenger deliver duplicate VHS tapes of Council meetings to these headends and cable company staff is inserting and starting the tapes at pre-arranged times. This practice is less than optimal.

Long-term it may be possible to connect the headends together, or to a central studio, by fiber optic cable allowing all of Shoreline to receive the same cablecast on the government channel. Accomplishing this today, however, will require remote programming control equipment, "Display Engines," located at each headend that can be controlled by a master scheduling system at City Hall via modem. The tapes will still need to be physically delivered to each headend and inserted in the playback decks, but staff at City Hall will be able to control when they play.

PROPOSED SYSTEM

The proposed system (Attachment B) is capable of doing far more than just turning the decks on and off. It actually has very flexible and dynamic character generation (the display of text and graphics) abilities. Staff utilized a competitive bid process to identify the recommended vendor for the proposed system. There are only two products on the market. The recommended vendor, Framerate, is relatively new to the market, offering its first system about three years ago, and is about 20% more expensive than its competitor, Scala.

The key difference between two systems is compatibility and resulting flexibility. The Scala system is a stand alone graphics and text creation and scheduling system. Almost everything that it displays has to be written or created on the Scala workstation

which has a unique user interface. The workstation itself is a proprietary computer system built specifically to run the Scala software. The result is that all content for the Scala system must be created by staff specifically trained to operate the Scala software sitting in front of the Scala workstation.

In contrast, the Framerate program accepts, organizes, and displays graphics in any standard format (jpeg, gif, bmp) from multiple graphics programs (Coral Draw, Autocad) and standard digital video and sound formats (Mpeg, wav, mp3). For this reason, text, graphics, and actual documents from programs that the City already uses (PowerPoint, Coral Draw, Word, the City web page) can quickly be imported into this system for cablecasting. In addition, it comes installed on a high end, but standard, Dell computer system. The result is that City staff, in all areas of the organization, is already creating content that can be organized and scheduled for display by the Framerate product via the City's existing network.

As your Council is probably aware, over any significant period of operation, spending a few extra capital dollars to save staff time is a good investment. More than this, however, the Framerate system's open compatibility simply gives it the flexibility to adapt to the City's changing needs.

At the City's request, 3H Cable Communications contacted a number of communities utilizing Framerate's system to confirm its functionality, usability, and the company's customer support history. While, due to the youth of this company, each community had only one or two year's experience with the product, all reported complete satisfaction with the product and Framerate's customer support.

The proposed system includes the following equipment and supporting services:

Millenium Authoring Station w/Display Engine	\$16,451
Second Display Engine	\$9,018
Misc. Support Equip.	\$475
Event Controllers (2)	\$2,170
Scan Converters (3)	\$2,349
Signal Monitor	\$335
VHS Playback Decks (2)	\$690
Equipment Sub-total	\$31,488
15 Month Tech. Support	\$3,818
Installation & Training (plus expenses)	\$2,995
Services Sub-Total	\$6,813
Tax	\$3,294
Contingency/Reserve for Expenses (10%)	\$4,159
Total	\$45,754

Once the City creates a central studio, either through a City Hall project or by developing a partnership with other public agencies, this equipment will still play a central role in developing, scheduling, and controlling channel programming. The second Display Engine can either be used to operate a second government channel or an education channel for a partner organization.

BUDGET

As mentioned in the summary, the cost for this system has not been included in the budget. Staff has been working on this project as a low priority since the Cable TV franchises were approved in June 1998 with the intent of bringing a proposal to your Council that included exercising the surcharge option provided by those agreements to cover the capital cost above. Federal law and the terms of the franchise agreements allow the City to require the franchisees to provide capital equipment only. No services or operating expenses can be included in this requirement. The cable companies would actually purchase the equipment under this scenario, so the expenditure would not flow through the City's budget. The proposed system is a small piece of the capital expenditure that will eventually be needed to fully equip a cablecast studio for the City.

Preliminary estimates of the surcharge that would result should the City require the cable companies to provide this equipment is $\approx$ \$.06 per month or \$.71 per year per subscriber². It is the opinion of the City Attorney, however, that exercising the surcharge option of the Cable TV franchises is subject to I-695 and would require a public vote. Given that the cost of a public vote is almost equal to the revenue generated by exercising this option, utilizing this financing mechanism is not recommended at this time. Council can reconsider the utilization of this funding mechanism in reference to the more significant capital expenditures that will be necessary to fully equip a centralized Public, Education, and Government (PEG) studio in the future. At that time, the expense of an election may be justified and the benefits of such an expenditure more clear to voters.

If Council would like to move forward with this service improvement at this time, then staff recommends that the proposed expenditure come from the current budget. A future budget amendment may be necessary. (Note: the back franchise fee payment of just over \$30,000 provided by Chambers Cable as part of the transfer process is revenue that also was not budgeted and would offset this cost in part)

POLICIES

Once this communication method becomes available, the City will receive requests from groups outside the City to utilize it for communicating to Shoreline cable subscribers. The terms of the franchise agreements provide some limitations to the City's use of these channels (i.e. no commercial use, public benefit). The policies implement these restrictions and others that are proposed to address operational concerns.

While staff resources exist for the implementation of this system, that resource will be taxed with efforts to climb the learning curve necessary to operate this new communication medium and to create and manage City content. Coordinating content creation and maintenance with external groups would be difficult to accommodate at this time. Further, if access is opened to external entities, that access must be provided on a non-discriminatory basis. Drawing clear lines regarding the appropriate kinds of information and the nature of participation by outside groups is difficult, but critical. For

² Estimate based upon \$35,000 financed over 5 years at 10% interest and divided among 12,500 subscribers (8,000 chambers, 4,500 AT&T).

these reasons, staff is recommending that access to this communication medium be tightly restricted at least in the beginning.

Based upon this recommendation, the proposed policies (Attachment A) are conservative, restricting content to that generated by City staff concerning the activities of City departments. City staff is already maintaining this information. Staff does not, however, recommend broadening the policies beyond this point at this time for the reasons discussed above. The proposed policies contain a number of provisions that anticipate a desire to broaden the use of this resource in the future. Your Council may want to allow reference material related to other governmental organizations operating in Shoreline (the Fire Dept. for example) and/or community meetings or events sponsored by recognized neighborhood organizations to be included on these channels at some point. The proposed policies set most of the process framework necessary to allow this to happen simplifying this future broadening when the City is ready to administer this additional content. Based on Council input, staff will bring back policies for formal adoption by your Council at a future date.

CONTENT

Content on the channel is expected to develop and grow over time. Initially, however, content would rely on documents and information already created for another purpose. There are two broad categories of information that have different operational impacts, i.e. dynamic information and static information. Dynamic information changes on a regular basis and must be maintained regularly in order to be relevant and accurate. Your Council's agenda is an example of dynamic information. Operationally, dynamic information not only needs to be initially formatted for cablecast, but must also be updated on a regular basis. Resources and procedures for the maintenance of this information must be established. Static information, in contrast, once created can be used for a long period of time without change. The City's ability to reliably maintain dynamic information is limited. A database of static information can be built up over time and drawn upon as needed.

Initially staff recommends providing the following mix of information:

- Dynamic Information
 - City Council Agendas
 - Hearing Notices
 - Parks Events Calendar
- Static Information
 - Council Meeting Times & Location
 - Cablecast Times For City And KC Council Meetings
 - City Contact Information

Other items that could be added within a few months of implementation if your Council desires include:

- Static Information
 - Contact Information For Other Government Agencies In Shoreline

Items that may be added over time as staff's ability to utilize the system improves and new content and information sharing procedures are developed:

- Dynamic Information
 - Street Closure Or Impact Information Related To City CIP Projects
 - Expanded Community Meetings And Events Information
- Static Information
 - FYI Regulatory Information
 - Public Service Messages
- Demand Information (triggered by events)
 - Emergency Reference Information

Demand information refers to a unique ability of the Framerate system to remotely trigger the display of certain information. If a significant storm is forecast, for example, the display of pre-created emergency notice information could be triggered remotely by the appropriate official with a phone call. Developing the content and the procedures for triggering its display will take time and will be folded into the City's continuing efforts to develop emergency operations procedures.

An expression of consensus is sufficient if your Council would like staff to move forward with implementing the proposed improvements in the operation of the government channels. Based upon that consensus staff will move forward with the acquisition and installation of proposed equipment and with staff training. Policies, amended if necessary to reflect Council input, will then be brought back to your Council at a future regular meeting for formal adoption along with a budget amendment to purchase the equipment.

RECOMMENDATION

Provide staff with consensus to implement the proposed improvements for the government channels.

ATTACHMENTS

Attachment A – Proposed Government Channel Utilization Policies

Attachment B – Government Channel Character Generator System Diagram

Attachment A

Proposed Government Channel Utilization Policies

CITY OF SHORELINE
GOVERNMENT ACCESS CHANNEL USE POLICIES

The City of Shoreline coordinates through the City Clerk's office, the gathering, formatting and programming of information from Governments for display on the Shoreline Government Cable Television Channels.

The Shoreline Government Cable Television Channels (channels 42 and 47) are used to distribute information concerning government activities and services. Authorized government users would be defined as federal, state and local government agencies including Fire Districts and Libraries.

Channels 42 and 47 enable communication directly to all City of Shoreline cable subscribers to keep them better informed and is displayed throughout the day, seven (7) days a week, 24 hours a day, with both alphanumeric (text) and video information.

Procedures for Use of Channel 42 and 47 for Character Generated Information

A. General Rules

1. The information is updated during the workday, Monday through Friday, as needed.
2. The Character Generators (channel 42 and 47) are available for use by City of Shoreline departments for providing information regarding City services and activities.
3. No information shall be transmitted which involves any advertising by or on behalf of candidates for public offices, lottery information, or obscene or indecent matter.
4. When requests for message space exceed availability, priority shall be given to users from the geographic area served by the Shoreline cable system.
5. Announcements of events must indicate whether they are free or there is an admission charge. An information number should be provided. Dollar figures will not be announced.
6. All applicable FCC rules apply to use of the Character Generator and are on file at the Shoreline City Clerk's office.
7. The City Clerk will make the decision whether messages comply with these rules and are to be placed on the channel with input from the Department Director of the requesting department.
8. Disputes regarding use of the Character Generator shall be resolved by the City Manager or designee. A disagreement with the findings of the City Manager or its designee can be appealed to the Shoreline City Council.

B. Procedures for Preparing Alphanumeric Information for Display on Channels 42 and 47.

1. The Request for Use of the Character Generator (CG) forms must be used when submitting messages for display. All of the required information at the top of the form must be filled in and the form signed by the director of the requesting department before the message can be displayed on channels 42 and 47. Forms are available from the City Clerk's office, City Hall.
2. Message information shall be composed in Microsoft Word, attached to the CG Form and e-mail directly to the City Clerk's office. All messages attached to a single CG form should be scheduled to begin and end display on the same dates. If events occur on various dates, a separate form should be used for each message.
3. When composing each message, it should be brief.
4. Each message should contain a headline. The headline should briefly convey the main idea of the message. It should attract attention and encourage the viewer to read the message.
5. The following examples may help in designing your messages:

**FREE CONCERT: Monday, June 7,
Downtown City Park, Noon - 1:30
Questions? Call 205-546-1700**

6. The City Clerk's office will, when necessary, conform your message to accommodate page format and style.
7. The message form must be received by the City Clerk's office at least five (5) working days before the display date.

Procedures for Submission of Video Tapes to be Aired on Channels 42 and 47

A. General Rules

1. Programming shall comply with FCC rules regulating cablecasting.
2. All users shall permit the City Clerk to preview the programs they wish to present on the cable system so that a determination may be made as to whether the program material or any part thereof is prohibited by the rules set forth.
3. If it is determined that any program, or part thereof, is prohibited by the rules or requires a viewer discretion disclaimer, the user will be given the opportunity to revise the program so as to delete the objectionable portion and comply with the City Clerk's request. If the user chooses not to do so, she/he may do one of the following:
 - a. Withdraw the program.
 - b. Appeal the staff decision to the City Manager.

4. No live programming should be cablecast on the channel in the absence of prior approval of format by the City Clerk's office.
5. Channel use operating policies, application forms, licenses, facilities and equipment are subject to change at any time.

B. Use of Pre-Recorded Material

1. A completed Pre-Recorded Cablecast Request as supplied by the City Clerk shall be submitted with the video tape recording at least two (2) weeks prior to the date requested for cablecast.
2. All material shall be delivered to the City Clerk's office and shall be subject to preview to assure conformity with rules and procedures adopted by the City of Shoreline.
3. At the discretion of the staff the two (2) week submission rule may be waived to provide the airing of coverage of bonafide newsworthy events in a timely manner.
4. The City of shoreline requires producers to sign a waiver indemnifying the City of Shoreline and the cable operator from liability for potential copyright infringement.

C. Quality Standards

1. Program Airing Procedures - All video tapes for airing on channels 42 and 47 will be evaluated according to the following criteria:
 - a. Technical Standards - Video tapes must be of a quality suitable for cablecast. Staff screens the submitted tape to see whether the tape meets minimum quality standards when aired over the cable system. For example, problems with chroma, contrast, etc. which may be cause for rejection by a broadcast TV station will not usually be rejected by the staff. However, those tapes which, in staff's opinion, will consistently tear or otherwise not carry a stable signal over the cable system will not be aired.

All video tapes supplied for airing will be on professional quality video cassettes. Audio quality of all video tapes will be constant throughout the video tapes and of sufficient level to permit adequate reproduction on the City's transmission equipment.

D. Access Priorities

1. Availability of the Channel
 - a. Such channel, or channels, shall be available for exclusive use by City Department in cablecasting pre-recorded meetings of standing City of Shoreline committees and/or regional government committees or public service announcements cablecast at the request of the City Department.
 - b. When requests for air time exceed availability, priority shall be given to the cablecast of Shoreline City Council meetings. The City reserves the right to preempt any programming scheduled to be cablecast and replace it with programming of local interest.

2. All professionally produced video content must be submitted to the City Clerk's office, with the appropriate signed forms required by the City. A signed statement releasing the cable operator and the City of Shoreline from liability and holding the same harmless from claims of third parties will be required.

Shoreline Government Access Channel
Prerecorded Cablecast Request

Department: _____

Submitted By: _____

Extension: _____ Date Submitted: _____

Department Authorization: _____

Signature _____

Date _____

Clerk's Office Use

Tape Label: _____

Tape Length: _____

Insertion Date: _____

Insertion Time: _____

Date Delivered: _____ By: _____

Date Returned: _____ By: _____

Storage Location: _____

Requested Cablecast Date: _____ Preferred Time: (Morning Noon Afternoon Evening Night)

Program Title: _____

Length (exact running time): _____ Target Audience: _____

Brief Description: _____

Two Copies of the Program must be provided and the program cannot exceed two VHS format tapes in length.

The Sponsoring department has reviewed the material to ensure that:

- The content is comprised of no material prohibited by the Federal Communications Commission Rules and is consistent with the City's Government Access Channel Use Policies
- The department has taken all necessary steps to ensure that the City has the right to cablecast the requested material

The Program is:

☐ **A one time announcement (see cablecast date above)**

☐ **A periodic announcement**

– The program should run on a specific day(s) – Circle as appropriate

❖ Monday Tuesday Wednesday Thursday Friday Saturday Sunday

❖ Beginning: _____ Ending: _____

– This program should be displayed in accordance with the following schedule

❖ _____

At the completion of its run, the tapes shall be:

☐ Returned to the Submitter (Date returned: _____ By: _____)

☐ Erased and returned to the City's tape inventory

Program Run Date(s): _____

Start Time: _____ End Time: _____

Shoreline Government Access Channel
Request For Use Of Character Generator

Department: _____

Submitted By: _____

Extension: _____ Date Submitted: _____

Department Authorization: _____

Signature _____

Date _____

Clerk's Office Use

Filename: _____

Format Assigned to: _____

Date Assigned: _____

Book Assigned To: _____

Date Activated: _____ By: _____

Date Removed: _____ By: _____

Storage Location: _____

Message content is attached and has been e-mailed or otherwise provided to the City Clerk's office in Microsoft Word format.

The Message(s) is:

☐ **A one time announcement**

- The display dates for the attached message(s) are
 - ❖ Begin _____ End _____
- **This message will be deleted after the End date above.**

☐ **A periodic announcement**

- This message should be displayed on a specific day(s) – Circle as appropriate
 - ❖ Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- This message should be displayed in accordance with the following schedule
 - ❖ _____
- This message should be displayed initially during the following period, and redisplayed upon 7 days advance notice
 - ❖ Begin _____ End _____
- **Message will be saved until replaced or an authorization to delete it is received from the requesting Department**

☐ **A replacement message for a previous periodic message**

- File name of previous message _____
- Replacement effective date _____

☐ **An emergency message to be saved for on demand notice**

- To be added to the following emergency notice packet _____
- **Message will be retained until replaced or an authorization to delete it is received from the requesting Department**

Special Instructions: _____

Attachment B

Government Channel Character Generator System Diagram

Proposed Government Channel Character Generator and Video Scheduling System

