

**AGENDA**  
**BUENA PARK CABLE FOUNDATION**  
**SPECIAL MEETING**  
**June 28, 2011**  
**3:00 p.m.**  
**COUNCIL CHAMBER**  
**6650 Beach Boulevard, Buena Park**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CONSENT CALENDAR (1-2):**

1. Minutes of May 24, 2011
2. Resolutions approving claims and demands

**RECOMMENDED ACTION**

**Approve**  
**Approve**

**OLD BUSINESS (3):**

3. Scholarship Awards  
Report by Myrna Holmquist

**Discuss/Approve**

**NEW BUSINESS (4-5)**

4. **Adoption of FY 11-12 Budget**  
Report by Aaron France

**Approve**

5. **SCAN NATOA Award for BPTV3**  
Report by Myrna Holmquist

**Receive and File**

**CITY GOVERNMENT ACCESS REPORT (6):**

Report by Myrna Holmquist

**ORAL/WRITTEN COMMUNICATION (7):**

**ADJOURNMENT:** Next meeting Tuesday, September 13, 2011 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION  
MINUTES OF MEETING  
May 24, 2011**

President Berry called the Buena Park Cable Foundation Meeting of May 24, 2011 to order at 3:00 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

**ROLL CALL:**

PRESENT: Bass, Barnet, Berry, Dow, Harbert, Night, Oh, Smith, Swift

ABSENT:

**ALSO PRESENT:**

Aaron France, Administrative Analyst; Myrna Holmquist, Communications and Marketing Manager; Dennis Varela, Accountant; and Alice Burnett, Secretary.

**PLEDGE OF ALLEGIANCE**

President Berry led the Pledge of Allegiance to the Flag.

**CONSENT CALENDAR (1-2)**

**(1) Minutes of April 12, 2011**

**(2) Registrar of Demands**

Motion: Barnett/Night moved to approve items 1-2 on the consent calendar.

MOTION CARRIED: That all actions recommended on the Consent Calendar be approved.

**NEW BUSINESS (3):**

**(3) Budget Presentation.**

Aaron France gave a brief budget presentation.

Motion: Night/Smith recommended the budget as presented.

MOTION CARRIED. Budget will be adopted at the June Directors meeting.

After discussion, the Directors chose to allocate \$5,000 between all qualified applicants. Staff was given direction to revise the Scholarship application and present the proposed language at the September meeting.

Motion: Night/Harbert moved to rescind the decision of May 11, 2010 limiting the scholarship award to a maximum amount of \$1,000.

**(4) City Government Access Report.** Myrna Holmquist reported that there were 2 applicants with the minimum qualifications for the scholarship. Interviews are scheduled for the applicants and scholarship subcommittee for June 1 at 5:30 in the Police Community Room. Scholarship presentation is scheduled for the 6/14 City Council meeting. Current programming on BPTV includes City Council replay, Senior Classes, and Adopt a Pet. Upcoming events marked for production include RSI Ribbon cutting, summer recreational programs and Memorial Day event. Ms. Holmquist reminded the directors that BPTV productions are online and on demand at the City's website.

Ms. Holmquist announced that BPTV3 has been nominated for a 2010 Southern California/Nevada chapter of the National Association of Television Operators of America (SCAN NATOA) award for Producer Ken McKinney's Station Identification presentation.

BUENA PARK CABLE FOUNDATION  
May 24, 2011  
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**ORAL COMMUNICATION (5):**

Director Night reported he is still in negotiations with the Fullerton High School District for a studio at Buena Park High School. He is awaiting response from the school district.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:39 p.m. to the next meeting on June 14, 2011 at 3:00 p.m.

**ATTEST:**

\_\_\_\_\_  
Alice Burnett, Secretary

\_\_\_\_\_  
Steve Berry, President

**BUENA PARK FOUNDATION**  
**Balance Sheet**  
**For the Period Ending May 31, 2011**

**ASSETS**

Cash	60,374.65
Accounts Receivable	-
Interest Receivable	-
Fixed Assets	<u>28,222.83</u>
Total Assets	<u><u>\$ 88,597.48</u></u>

**LIABILITIES AND FUND EQUITY**

Accounts Payable	<u>\$ 0.00</u>
Total Liabilities	<u>0.00</u>
Investment in Fixed Assets	28,222.83
Fund Balance	
Reserved	-
Unreserved	<u>60,374.65</u>
Total Fund Balance	<u>60,374.65</u>
Total Fund Equity	<u>88,597.48</u>
Total Liabilities and Fund Equity	<u><u>\$ 88,597.48</u></u>

**BUENA PARK FOUNDATION**  
**Income Statement**  
**May 31, 2011**

	Current Year			Prior Year
	Budget	Actual Period Ending May 31, 2011	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2010
<b><u>REVENUES</u></b>				
3410 Investment Income	\$ 150.00	\$ 74.02	\$ (75.98)	\$ 155.53
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	81,000.00	70,150.96	(10,849.04)	85,236.13
<b>Total Revenues</b>	<b>\$ 81,150.00</b>	<b>\$ 70,224.98</b>	<b>\$ (10,925.02)</b>	<b>\$ 85,391.66</b>
<b><u>EXPENDITURES</u></b>				
5214 Taxes and Fees	100.00	58.00	42.00	40.00
5219 Time Warner Video Services	1,200.00	729.43	470.57	-
5220 Government Access/City	70,890.00	56,250.08	14,639.92	69,384.85
5221 Government Access/Council	7,200.00	5,090.00	2,110.00	7,795.00
5223 Ministerial Series	1,000.00	-	1,000.00	2,200.00
5225 Member Salaries	5,400.00	2,500.00	2,900.00	-
5227 Miscellaneous Expenses	500.00	669.87	(169.87)	211.51
5230 Scholarships	5,000.00	-	5,000.00	4,995.00
5240 Professional Services	1,600.00	836.00	764.00	1,568.00
5245 Accounting/Staff Services	13,000.00	-	13,000.00	6,000.00
5250 Equipment Maintenance	2,000.00	-	2,000.00	1,148.00
5410 Stationery/Supplies	250.00	212.26	37.74	163.73
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	125.00	75.00	115.00
5430 Postage	100.00	47.55	52.45	88.00
5840 Capital Outlay	2,000.00	777.53	1,222.47	9,535.11
<b>Total Expenditures</b>	<b>110,590.00</b>	<b>67,295.72</b>	<b>43,294.28</b>	<b>103,244.20</b>
Revenues Over (Under) Expenditures	(29,440.00)	2,929.26	(32,369.26)	(17,852.54)
Fund Balance, Beginning of Period	57,445.39	57,445.39	-	75,297.93
Fund Balance, End of Period	<b>\$ 28,005.39</b>	<b>\$ 60,374.65</b>	<b>\$ (32,369.26)</b>	<b>57,445.39</b>

**BUENA PARK FOUNDATION**  
**Statement of Expenditures**  
**For the Period Ending May 31, 2011**

	2010/2011 Adopted Budget	Expenditures	Balance	Expended
<b><u>ADMINISTRATIVE</u></b>				
Member Salaries	\$ 5,400.00	\$ 2,500.00	\$ 2,900.00	46.30%
Time Warner Video Services	\$ 1,200.00	\$ 729.43	\$ 470.57	60.79%
Taxes and Fees	100.00	58.00	42.00	58.00%
Stationery/Supplies	250.00	212.26	37.74	84.90%
Books/Dues/Subscriptions	200.00	125.00	75.00	62.50%
Postage	100.00	47.55	52.45	47.55%
Printing	150.00	-	150.00	0.00%
Scholarships	5,000.00	-	5,000.00	0.00%
Professional Services	1,600.00	836.00	764.00	52.25%
Accounting/Staff Services	13,000.00	-	13,000.00	0.00%
Equipment Maintenance	2,000.00	-	2,000.00	0.00%
Capital Outlay	2,000.00	777.53	1,222.47	38.88%
	<u>31,000.00</u>	<u>5,285.77</u>	<u>25,714.23</u>	<u>17.05%</u>
<b><u>PROGRAMMING</u></b>				
Government Access Channel 3, 95				
City of Buena Park	70,890.00	56,250.08	14,639.92	79.35%
City Council Meetings	7,200.00	5,090.00	2,110.00	70.69%
Ministerial Series	1,000.00	-	1,000.00	0.00%
Miscellaneous Expenditures	500.00	669.87	(169.87)	133.97%
	<u>79,590.00</u>	<u>62,009.95</u>	<u>17,580.05</u>	<u>77.91%</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$110,590.00</u></u>	<u><u>\$ 67,295.72</u></u>	<u><u>\$ 43,294.28</u></u>	<u><u>60.85%</u></u>

RESOLUTION NO BPF \_\_\_\_\_

RESOLUTION OF THE BUENA PARK FOUNDATION  
 ALLOWING CERTAIN CLAIMS AND DEMANDS IN  
 THE SUM OF \$3,600.00 DEMAND NOS. 6072 THROUGH  
 6075 VOIDED NO. 6071

NOW, THEREFORE, THE BUENA PARK FOUNDATION  
 DOES HEREBY RESOLVE, DETERMINE AND ORDER  
 AS FOLLOWS:

SECTION 1: That in accordance with the by laws for the Buena Park Foundation, the Buena Park City Treasurer or his designated representative hereby certifies to the accuracy of the following demands and to the availability of funds for payment thereof.

\_\_\_\_\_  
 Treasurer

SECTION 2: That claims and demands Nos. 6072 through 6075 in the amount of \$3,600.00 have been audited as required by law and that the same are hereby allowed as set forth. Register date 05/09/11

Vendor	Description	Check #	Amount
CITY OF BUENA PARK	VOID / WRONG STAMP USED FOR	6071	\$00.00
	SIGNATURE		
JANE CAMERON	CRIMEWATCH	6072	\$200.00
CLOUD PRODUCTIONS	CHILDREN'S ART FAIRE	6073	\$850.00
	CRIMEWATCH	6073	\$700.00
	CRIMEWATCH	6073	\$700.00
	5 HRS. CITY COUNCIL MTG. 04/12/11	6073	\$200.00
VISTA MEDIA SERVICES	RECREATION #12 EGGSTRAVAGANZA	6074	\$850.00
CITY OF BUENA PARK	TO REIMB. THE CITY FOR PAYING	6075	\$100.00
	BP FOUNDATION EXPENSE WITH		
	THE CITY CREDIT CARD.		
		TOTAL	\$3,600.00

RESOLUTION NO BPF \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

I \_\_\_\_\_, do hereby certify that I am Secretary to the Buena Park Foundation, and on the \_\_\_\_\_ day of \_\_\_\_\_ 2011 the foregoing Resolution was regularly introduced, passed, approved and adopted by the Buena Park Foundation by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Secretary



RESOLUTION NO BPF \_\_\_\_\_

RESOLUTION OF THE BUENA PARK FOUNDATION  
 ALLOWING CERTAIN CLAIMS AND DEMANDS IN  
 THE SUM OF \$1,201.65 DEMAND NOS 6076 THROUGH  
 6077

NOW, THEREFORE, THE BUENA PARK FOUNDATION  
 DOES HEREBY RESOLVE, DETERMINE AND ORDER  
 AS FOLLOWS:

SECTION 1: That in accordance with the by laws for the Buena Park Foundation, the Buena Park City Treasurer or his designated representative hereby certifies to the accuracy of the following demands and to the availability of funds for payment thereof.

\_\_\_\_\_  
 Treasurer

SECTION 2: That claims and demands Nos. 6076 through 6077 in the amount of \$1,201.65 have been audited as required by law and that the same are hereby allowed as set forth. Register date 05/17/11

Vendor	Description	Check #	Amount
CITY OF BUENA PARK	TO REIMB. CITY FOR PAID LEGAL FEES	6076	\$204.00
	TO REIMB. CITY FOR SOFTWARE	6076	\$119.57
	TO REIMB. CITY FOR FED X CHARGES	6076	\$28.08
VISTA MEDIA SERVICES	PUBLIC WORKS #59 CAPITAL IMPROVEMENTS	6077	\$850.00
		TOTAL	\$1,201.65

RESOLUTION NO BPF \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

I \_\_\_\_\_, do hereby certify that I am Secretary to the Buena Park Foundation, and on the \_\_\_\_\_ day of \_\_\_\_\_ 2011 the foregoing Resolution was regularly introduced, passed, approved and adopted by the Buena Park Foundation by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Secretary

RESOLUTION NO BPF \_\_\_\_\_

RESOLUTION OF THE BUENA PARK FOUNDATION  
ALLOWING CERTAIN CLAIMS AND DEMANDS IN  
THE SUM OF \$275.07 DEMAND NO. 6078 THROUGH  
6079

NOW, THEREFORE, THE BUENA PARK FOUNDATION  
DOES HEREBY RESOLVE, DETERMINE AND ORDER  
AS FOLLOWS:

SECTION 1: That in accordance with the by laws for the Buena Park Foundation, the Buena Park City Treasurer or his designated representative hereby certifies to the accuracy of the following demands and to the availability of funds for payment thereof.

\_\_\_\_\_  
Treasurer

SECTION 2: That claims and demands Nos. 6078 through 6079 in the amount of \$275.07 have been audited as required by law and that the same are hereby allowed as set forth. Register date 05/20/11

Vendor	Description	Check #	Amount
CATHY BAEK KIM	FILM DANCING WITH THE STARS	6078	\$200.00
TIME WARNER CABLE	8448400240026539	6079	\$75.07
		TOTAL	\$275.07

RESOLUTION NO BPF \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

I \_\_\_\_\_, do hereby certify that I am Secretary to the Buena Park Foundation, and on the \_\_\_\_\_ day of \_\_\_\_\_ 2011 he foregoing Resolution was regularly introduced, passed, approved and adopted by the Buena Park Foundation by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Secretary

RESOLUTION NO BPF \_\_\_\_\_

RESOLUTION OF THE BUENA PARK FOUNDATION  
 ALLOWING CERTAIN CLAIMS AND DEMANDS IN  
 THE SUM OF \$1,600.00 DEMAND NOS 6080 THROUGH  
 6084

NOW, THEREFORE, THE BUENA PARK FOUNDATION  
 DOES HEREBY RESOLVE, DETERMINE AND ORDER  
 AS FOLLOWS:

SECTION 1: That in accordance with the by laws for the Buena Park Foundation, the Buena Park City Treasurer or his designated representative hereby certifies to the accuracy of the following demands and to the availability of funds for payment thereof.

\_\_\_\_\_  
 Treasurer

SECTION 2: That claims and demands Nos. 6080 through 6084 in the amount of \$1,600.00 have been audited as required by law and that the same are hereby allowed as set forth. Register date 05/25/11

Vendor	Description	Check #	Amount
JAMES BASS	MTG'S 02/08/11, 04/12/11, 05/24/11	6080	\$300.00
JIM DOW	MTG'S 01/11/11, 02/08/11, 04/12/11, 05/24/11	6081	\$400.00
DON HARBERT	MTG'S 02/08/11, 04/12/11, 05/24/11	6082	\$300.00
MILLER OH	MTG'S 02/08/11, 04/12/11, 05/24/11	6083	\$300.00
FRED SMITH	MTG'S 02/08/11, 04/12/11, 05/24/11	6084	\$300.00
		TOTAL	\$1,600.00

RESOLUTION NO BPF \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

I \_\_\_\_\_, do hereby certify that I am Secretary to the Buena Park Foundation, and on the \_\_\_\_\_ day of \_\_\_\_\_ 2011 the foregoing Resolution was regularly introduced, passed, approved and adopted by the Buena Park Foundation by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Secretary

RESOLUTION NO BPF \_\_\_\_\_

RESOLUTION OF THE BUENA PARK FOUNDATION  
 ALLOWING CERTAIN CLAIMS AND DEMANDS IN  
 THE SUM OF \$3,350.00 DEMAND NO. 6085

NOW, THEREFORE, THE BUENA PARK FOUNDATION  
 DOES HEREBY RESOLVE, DETERMINE AND ORDER  
 AS FOLLOWS:

SECTION 1: That in accordance with the by laws for the Buena Park Foundation, the Buena Park City Treasurer or his designated representative hereby certifies to the accuracy of the following demands and to the availability of funds for payment thereof.

\_\_\_\_\_  
 Treasurer

SECTION 2: That claims and demands No. 6085 in the amount of \$3,350.00 have been audited as required by law and that the same are hereby allowed as set forth. Register date 05/31/11

Vendor	Description	Check #	Amount
CLOUD PRODUCTIONS	POLICE RECOGNITION LUNCHEON	6085	\$700.00
	SUMMER CONCERT PROMO	6085	\$850.00
	CRIME WATCH	6085	\$700.00
	CRIME WATCH	6085	\$700.00
	4 HRS. CITY COUNCIL MTG. 04/26/11	6085	\$160.00
	4 HRS. CITY COUNTIL MTG. 05/10/11	6085	\$160.00
	2 HRS. MICROPHONE TESTING/INSTALL	6085	\$80.00
		TOTAL	\$3,350.00

RESOLUTION NO BPF \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

I \_\_\_\_\_, do hereby certify that I am Secretary to the Buena Park Foundation, and on the \_\_\_\_\_ day of \_\_\_\_\_ 2011 the foregoing Resolution was regularly introduced, passed, approved and adopted by the Buena Park Foundation by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Secretary