

AGENDA
BUENA PARK CABLE FOUNDATION
SPECIAL MEETING
FEBRUARY 8, 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 January 11, 2011
2. Resolutions approving claims and demands

RECOMMENDED ACTION

Approve
Approve

OLD BUSINESS (3)

3. **Verizon Inquiry about BPTV on FiOS**
Report by Aaron France

NEW BUSINESS (4-5)

4. **Mid-Year Budget Review**
Report by Aaron France

5. **BPHS Studio**
Report by Foundation Directors

CITY GOVERNMENT ACCESS REPORT (6):

Report by Myrna Holmquist

ORAL/WRITTEN COMMUNICATION (7):

ADJOURNMENT: Next meeting Tuesday, April 12, 2011 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
January 11, 2011**

President Harbert called the Buena Park Cable Foundation Meeting of January 11, 2011 to order at 4:04 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

ROLL CALL:

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

ABSENT: Barnet

ALSO PRESENT:

Aaron France, Administrative Analyst; Myrna Holmquist, Communications and Marketing Manager; Steve Hunt, Director of Recreation, Parks, and Community Services; Dennis Varela, Accountant; and Alice Burnett, Secretary

PLEDGE OF ALLEGIANCE

Director Smith led the Pledge of Allegiance to the Flag.

CONSENT CALENDAR (1-2)

(1) Minutes of September 14, 2010

(2) Registrar of Demands

Motion: Night/Smith moved to approve items 1-2 on the consent calendar. Berry and Dow abstained.

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

NEW BUSINESS (3-4):

(3) Welcome new Foundation members

Administrative Analyst Aaron France welcomed the new Directors. An updated directory will be distributed to the board and staff.

(4) Election of Officers for 2011

Motion: Night/Harbert moved the nomination of Director Berry as President

Motion: Night/Swift moved the nomination of Director Bass as Vice-President

Motion: Smith/Night moved the nomination of Director Swift as Treasurer

Motion: Smith/Night moved the nomination of Director Oh as Secretary

MOTION CARRIED.

(5) City Government Access Report. Myrna Holmquist reported the Adopt a Pet program will be on hiatus while Officer Denise Woodside is on maternity leave. Productions airing are latest City Council meeting, City Yard Groundbreaking, Inside Buena Park focusing on Excursions, and Crime Watch. Outside programming also running is a production on Stormdrains, and an OC Educational Production. Pre-production has started on the State of the City and Annual Elementary Art Show.

Ms. Holmquist reported the Scholarship applications were now available on the website and at public counters in city offices.

BUENA PARK CABLE FOUNDATION
January 11, 2011
PAGE TWO

ORAL COMMUNICATION (6):

Mr. France reported to the directors that the AT&T U-verse equipment approved for purchase and installation at the last meeting has been installed. BPTV is now being broadcast on AT&T U-verse. Director Night asked about the possibility of approaching Verizon FiOS. Mr. France reported that they have not approached Verizon because only a very small percentage of the city is serviced by Verizon.

Motion: Night/Berry moved to direct staff to contact Verizon regarding the possibility of adding BPTV to Verizon FiOS service.

MOTION CARRIED.

Director Night asked for the Foundation to send a letter of concern to Director Grant offering the boards condolences on the illness of his son. Mr. France will prepare a letter for President Berry's signature.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:21 p.m. to the next meeting on February 8, 2011 at 4:00 p.m.

ATTEST:

Alice Burnett, Secretary

Steve Berry, President

RESOLUTION NO BPF _____

RESOLUTION OF THE BUENA PARK FOUNDATION
ALLOWING CERTAIN CLAIMS AND DEMANDS IN
THE SUM OF \$222.40 DEMAND NO. 6038 AND
6040 VOIDED 6039

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's 6038, 6040 in the amount of \$222.40 have been audited as required by law and that the same are hereby allowed as set forth. Register date 01/06/11

Vendor	Description	Check #	Amount
JANE CAMERON	CRIMEWATCH	6040	\$200.00
TIME WARNER CABLE	#844840240026539 8150 KNOTT AVE	6038	\$22.40
	CABLE SERVICE		
		TOTAL	\$222.40

RESOLUTION NO BPF _____

RESOLUTION OF THE BUENA PARK FOUNDATION
 ALLOWING CERTAIN CLAIMS AND DEMANDS IN
 THE SUM OF \$3,120.00 DEMAND NO. 6041 THROUGH
 6045

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's 6041 through 6045 in the amount of \$3,120.00 have been audited as required by law and that the same are hereby allowed as set forth. Register date 01/20/11

Vendor	Description	Check #	Amount
CLOUD PRODUCTIONS	CRIMEWATCH	6041	\$700.00
	CRIMEWATCH	6041	\$700.00
	REC CTR GROUND BREAKING	6041	\$350.00
	3 HRS. CITY COUNCIL MTG	6041	\$120.00
	ON LINE REGISTRATION	6041	\$850.00
JAMES BASS	BP FOUNDATION MGT 01/11/11	6042	\$100.00
DON HARBERT	BP FOUNDATION MGT 01/11/11	6043	\$100.00
MILLER OH	BP FOUNDATION MGT 01/11/11	6044	\$100.00
FRED SMITH	BP FOUNDATION MTG 01/11/11	6045	\$100.00
		TOTAL	\$3,120.00

RESOLUTION NO BPF _____

RESOLUTION OF THE BUENA PARK FOUNDATION
ALLOWING CERTAIN CLAIMS AND DEMANDS IN
THE SUM OF \$382.30 DEMAND NOS. 6046 THROUGH
6047

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's 6046 through 6047 in the amount of \$382.30 have been audited as required by law and that the same are hereby allowed as set forth. Register date 01/31/11

Vendor	Description	Check #	Amount
PACIFIC VIDEO PRODUCTS INC.	RENT CAMCORDER, MINI-DV	6046	\$228.38
CITY OF BUENA PARK	REIMB CITY FOR PAYMENT TO RICHARD WATSON & GERSHON	6047	\$136.00
	REIMB CITY FOR CREDIT CARD PAYMENT FOR CARD READER	6047	\$17.92
		TOTAL	\$382.30

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

ASSETS

Cash	36,154.25
Accounts Receivable	-
Interest Receivable	-
Fixed Assets	<u>28,222.83</u>
Total Assets	<u><u>\$ 64,377.08</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>36,154.25</u>
Total Fund Balance	<u>36,154.25</u>
Total Fund Equity	<u>64,377.08</u>
Total Liabilities and Fund Equity	<u><u>\$ 64,377.08</u></u>

BUENA PARK FOUNDATION
Income Statement
January 31, 2011

	Current Year			Prior Year
	Budget	Actual Period Ending January 31, 2011	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2010
<u>REVENUES</u>				
3410 Investment Income	\$ 150.00	\$ 30.04	\$ (119.96)	\$ 155.53
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	81,000.00	22,906.43	(58,093.57)	85,236.13
Total Revenues	\$ 81,150.00	\$ 22,936.47	\$ (58,213.53)	\$ 85,391.66
<u>EXPENDITURES</u>				
5214 Taxes and Fees	100.00	58.00	42.00	40.00
5219 Time Warner Video Services	1,200.00	429.18	770.82	-
5220 Government Access/City	70,890.00	38,016.72	32,873.28	69,384.85
5221 Government Access/Council	7,200.00	2,720.00	4,480.00	7,795.00
5223 Ministerial Series	1,000.00	-	1,000.00	2,200.00
5225 Member Salaries	5,400.00	900.00	4,500.00	-
5227 Miscellaneous Expenses	500.00	246.30	253.70	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	99.41	150.59	163.73
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	125.00	75.00	115.00
5430 Postage	100.00	19.47	80.53	88.00
5840 Capital Outlay	2,000.00	777.53	1,222.47	9,535.11
Total Expenditures	110,590.00	44,227.61	66,362.39	103,244.20
Revenues Over (Under) Expenditures	(29,440.00)	(21,291.14)	(8,148.86)	(17,852.54)
Fund Balance, Beginning of Period	57,445.39	57,445.39	-	75,297.93
Fund Balance, End of Period	\$ 28,005.39	\$ 36,154.25	\$ (8,148.86)	57,445.39

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

	2010/2011 Adopted Budget	Expenditures	Balance	Expended
<u>ADMINISTRATIVE</u>				
Member Salaries	\$ 5,400.00	\$ 900.00	\$ 4,500.00	16.67%
Time Warner Video Services	\$ 1,200.00	\$ 429.18	\$ 770.82	35.77%
Taxes and Fees	100.00	58.00	42.00	58.00%
Stationery/Supplies	250.00	99.41	150.59	39.76%
Books/Dues/Subscriptions	200.00	125.00	75.00	62.50%
Postage	100.00	19.47	80.53	19.47%
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>3,244.59</u>	<u>27,755.41</u>	<u>10.47%</u>
<u>PROGRAMMING</u>				
Government Access Channel 3, 95				
City of Buena Park	70,890.00	38,016.72	32,873.28	53.63%
City Council Meetings	7,200.00	2,720.00	4,480.00	37.78%
Ministerial Series	1,000.00	-	1,000.00	0.00%
Miscellaneous Expenditures	500.00	246.30	253.70	49.26%
	<u>79,590.00</u>	<u>40,983.02</u>	<u>38,606.98</u>	<u>51.49%</u>
TOTAL EXPENDITURES	<u><u>\$110,590.00</u></u>	<u><u>\$ 44,227.61</u></u>	<u><u>\$ 66,362.39</u></u>	<u><u>39.99%</u></u>

BP CABLE FOUNDATION BUDGET

	Actuals FY 09-10	FY 10-11	Mid Year FY 10-11
Administrative Budget			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	
Taxes & Fees (Non-Profit Filing Fees)	40	100	100
Stationary & Supplies	164	250	250
Books, Dues & Subscriptions	115	200	200
Postage	88	100	100
Printing	0	150	150
Scholarship Program	4,995	5,000	5,000
Professional Services (Audit of Financial Records)	1,568	1,600	1,600
Accounting/Staff Services	6,000	13,000	13,000
Director Stipends		5,400	5,400
Time Warner Video Services		1,200	1,200
Equipment Maintenance	1,148	2,000	2,000
Capital Outlay (One-Time Playback Equip Purchase)	9,535	2,000	2,000
Total Administrative Budget	\$23,653	\$31,000	\$31,000
Programming Budget			
Govt Access BPTV Ch 3 (Production Budget on Page 2)	\$69,385	\$70,890	\$70,890
Council Meetings (24 mtgs/year; 2 staff @ \$40/hr for 2 hrs)	7,795	7,200	7,200
Ministerial Series	2,200	1,000	1,000
Miscellaneous Expenditures	212	500	500
Total Programming Budget	\$79,592	\$79,590	\$79,590
TOTAL BUDGET	\$103,245	\$110,590	\$110,590

GOVT ACCESS PRODUCTION BUDGET

	Actuals FY 09-10	FY 10-11	Mid Year FY 10-11
Productions Expenditures @ \$850 per show	\$66,251	\$65,750	\$65,750
Part-Time Production/Marketing Assistant	3134	3840	3840
Promotional/Marketing Materials	0	1000	1000
Recording Media for Production Taping	0	300	300
TOTAL GOVERNMENT ACCESS BUDGET	\$69,385	\$70,890	\$70,890