

A G E N D A

**BUENA PARK CABLE FOUNDATION
JUNE 12, 2018
2:30 p.m.
COUNCIL CHAMBER
6650 Beach Boulevard, Buena Park**

CALL TO ORDER

ROLL CALL:
PRESIDENT FRED SMITH
VICE PRESIDENT BARON NIGHT
DIRECTOR GRANT BARNET
DIRECTOR JIM BASS
DIRECTOR STEVE BERRY
DIRECTOR ART BROWN
DIRECTOR DON HARBERT
DIRECTOR BETH SWIFT
DIRECTOR VIRGINIA VAUGHN

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS (Agenda Items):

CONSENT CALENDAR:

1. Minutes of May 8, 2018
2. Resolutions approving claims and demands

RECOMMENDED ACTION

Approve

Approve

UNFINISHED BUSINESS:

NEW BUSINESS:

3. Review Scholarship Award Amount
4. 2018-2019 Budget Adoption

CITY GOVERNMENT ACCESS REPORT:

5. Report by Aaron France

PUBLIC COMMENTS (Non-agenda Items):

ANNOUNCEMENTS:

ADJOURNMENT: Next meeting is scheduled for Tuesday, September 11, 2018 at 2:30 p.m.

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
May 8, 2018**

President Fred Smith called the Buena Park Cable Foundation Meeting of May 8, 2018 to order at 2:30 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

PRESENT: Bass, Brown, Harbert, Night (entered at 2:33 PM), Smith and Vaughn
ABSENT: Barnet, Berry and Swift

ALSO PRESENT: Aaron France, Deputy City Manager and Marsha Cook, Executive Assistant.

PLEDGE OF ALLEGIANCE

Jim Bass led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

MINUTES OF April 10, 2018

RESOLUTION APPROVING CLAIMS AND DEMANDS

MOTION: Brown/Harbert to APPROVE the Consent Calendar
AYES: Bass, Brown, Harbert, Night, Smith and Vaughn
NOES: None
ABSENT: Barnet, Berry and Swift

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Budget Presentation

Aaron France reported that the Budget Sub-Committee met and discussed the proposed 2018-2019 budget and budget overview. He distributed copies of the proposed changes for the next fiscal year. He outlined the Sub-Committee recommendations based on anticipated revenues and expenses, highlighting significant changes in the programming budget for government access and the ministerial series.

Baron Night noted that there will be several major changes that will affect the FY 18-19 production schedule, such as reducing the Crime Watch series from twice to once a month, as well as reducing the number of Adopt-a-Pet, Fine Arts and other staff programs. Also being proposed is increasing What's New In Two promos to three shows a month.

Art Brown requested that the Foundation Members receive the proposed budget changes in advance of the next meeting to allow time to review.

Aaron France announced that the new Cable Foundation Budget for Fiscal Year 2018-2019 would be scheduled for consideration and adoption at the next meeting in June.

Award of Scholarships

Aaron France announced that the Scholarship Sub-Committee selected Karolina Rivas and Kaitlyn Montez as the 2018 communication scholarship recipients, with each receiving \$2,000.

Commissioner Harbert noted that the third applicant did not meet the BPCF Scholarship requirements pertaining to applicants being required to major in areas of Communication in order to be eligible.

MOTION: Brown/Vaughn to APPROVE award of the scholarships.
AYES: Bass, Brown, Harbert, Night, Smith and Vaughn
NOES: None
ABSENT: Barnet, Berry and Swift

MOTION: Bass/Night to delegate Mayor Vaughn to award the scholarships at the Council meeting.

After a brief discussion, the motion was withdrawn by Director Bass.

Proposal to rename the BPCF Communication Scholarship in honor of Myrna Holmquist

MOTION: Vaughn/Night to APPROVE renaming the Buena Park Cable Foundation Communication Scholarship in honor of Myrna Holmquist
AYES: Bass, Brown, Harbert, Night, Smith and Vaughn
NOES: None
ABSENT: Barnet, Berry and Swift

Promo for Mayor's Prayer Breakfast event

Aaron France indicated that this event sells out every year without any major publicity, so the Committee might want to take that into consideration.

MOTION: Vaughn/Brown not to promote the Mayor's Prayer Breakfast event.
AYES: Bass, Brown, Harbert, Night, Smith and Vaughn
NOES: None
ABSENT: Barnet, Berry and Swift

CITY GOVERNMENT ACCESS REPORT

Aaron France reported that BPTV is currently airing Adopt-a-Pet #49, What's New In Two, the Community Development Update, a Buena Park Open House Promo, the Mayor's Show, the Spring Library Update, OCTA "Break the Cycle," OC Vector Control "Deadliest Predator," Crime Watch and the City Council and Planning Commission meetings.

PUBLIC COMMENTS (Non-agenda Items):

There were no public comments.

ANNOUNCEMENTS

Director Night asked that a discussion of an increase in the scholarship awards be scheduled for the next meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:54 p.m. The next meeting is scheduled for June 12, 2018 at 2:30 p.m.

ATTEST:

Marsha Cook, Exec. Asst.

Fred Smith, President

BUENA PARK FOUNDATION
Income Statement
May 31, 2018

REVENUES

	Current Year			Prior Year
	Budget	Actual Period Ending May 31, 2018	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2017
3410 Investment Income	\$ 50.00	\$ 2.32	\$ (47.68)	\$ 83.34
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	100,000.00	80,047.12	(19,952.88)	104,604.72
Total Revenues	\$ 100,050.00	\$ 80,049.44	\$ (20,000.56)	\$ 104,688.06

EXPENDITURES

5214 Taxes and Fees	100.00	61.00	39.00	81.00
5219 Time Warner Video Services	1,000.00	1,060.89	(60.89)	1,019.52
5220 Government Access/City	72,000.00	66,547.32	5,452.68	83,797.32
5221 Government Access/Council	6,000.00	4,855.00	1,145.00	5,000.00
5223 Ministerial Series	3,300.00	550.00	2,750.00	1,925.00
5225 Member Salaries	3,000.00	3,200.00	(200.00)	3,300.00
5227 Misc Expenses/Add'l Programming	2,500.00	300.00	2,200.00	995.00
5230 Scholarships	10,000.00	4,000.00	6,000.00	4,000.00
5240 Professional Services	1,600.00	-	1,600.00	1,582.00
5245 Accounting/Staff Services	5,000.00	-	5,000.00	13,000.00
5250 Equipment Maintenance	2,000.00	151.46	1,848.54	1,548.85
5260 Equipment Replacement Fund	3,500.00	-	3,500.00	1,115.00
5410 Stationery/Supplies	250.00	52.47	197.53	67.58
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	108.95	91.05	80.00
5430 Postage	100.00	50.00	50.00	49.00
5840 Capital Outlay	2,000.00	-	2,000.00	2,000.00
Total Expenditures	112,700.00	80,937.09	31,762.91	119,560.27
Revenues Over (Under) Expenditures	(12,650.00)	(887.65)	11,762.35	(14,872.21)
Fund Balance, Beginning of Period	28,401.58	28,401.58	-	43,273.79
Fund Balance, End of Period	\$ 15,751.58	\$ 27,513.93	\$ 11,762.35	28,401.58

CITY OF BUENA PARK FOUNDATION

CHECK REGISTER

For FY 2017-2018

Date	Vendor	Description	Invoice #	Check #	Amount
4/10/2018	N/A	Voided Check	Voided Check	7043	-
4/10/2018	N/A	Voided Check	Voided Check	7044	-
4/10/2018	Mark Cloud	Crime Watch April - #A	9865	7045	900.00
4/10/2018	Mark Cloud	BP Library Update Spring - 2018	9865	7045	900.00
4/12/2018	James Bass	BPCF Meeting April 10, 2018	041018	7046	100.00
4/12/2018	Don Harbert	BPCF Meeting April 10, 2018	041018	7047	100.00
4/12/2018	Baron Night	BPCF Meeting April 10, 2018	041018	7048	100.00
4/12/2018	Fred Smith	BPCF Meeting April 10, 2018	041018	7049	100.00
4/12/2018	Virginia Vaughn	BPCF Meeting April 10, 2018	041018	7050	100.00
4/19/2018	Mark Cloud	Crime Watch April - #B, City Council Mtg. 04/10/15, 3 Hrs.	Jan-27	7051	1,020.00
4/19/2018	Kari Kessinger	What's New in Two Taping 03/14/18, 03/28/18, 04/11/18	Statement #100	7052	300.00
4/19/2018	Vista Media Services	What's New in Two 04/12/18 & 04/26/18, Adopt-A-Pet April/May 2018, Leisure Cls & BPPD/City Open House, Mayor's Show - Virginia Vaughn	566-18, 567-18, 568-18, 569-18	7053	3,500.00
4/27/2018	Kaitlyn Montez	2018 BPCF Communications Scholarship	042718	7054	2,000.00
4/27/2018	Karolina Rivas	2018 BPCF Communications Scholarship	042718	7055	2,000.00
5/2/2018	Jane Cameron	Crime Watch March - #B/April - #A	B1718-0331	7056	400.00
5/2/2018	Spectrum Business	Cable Services May 2018	May-18	7057	88.95
5/8/2018	Mark Cloud	Crime Watch May - #A, City Council Mtg. 04/24/18 3 Hrs., Planning Commission Recording 04/25/18 2 Hrs.	Jan-27	7058	1,100.00
5/8/2018	Vista Media Services	Historical Society 50th Anniversary Memorial Brick Unveiling	570-18	7059	900.00
5/21/2018	N/A	Voided Check	Voided Check	7060	-
5/21/2018	Art Brown	BPCF Meeting May 8, 2018	050818	7061	100.00
5/21/2018	James Bass	BPCF Meeting May 8, 2018	050818	7062	100.00
5/21/2018	Don Harbert	BPCF Meeting May 8, 2018	050818	7063	100.00
5/21/2018	N/A	Voided Check	Voided Check	7064	-
5/21/2018	Baron Night	BPCF Meeting May 8, 2018	050818	7065	100.00
5/21/2018	Fred Smith	BPCF Meeting May 8, 2018	050818	7066	100.00
5/21/2018	Virginia Vaughn	BPCF Meeting May 8, 2018	050818	7067	100.00
5/21/2018	Jane Cameron	Crime Watch April - #B/May - #A	B1718-0503	7068	400.00
5/21/2018	Mark Cloud	Crime Watch May - #B, Council Mtg. 05/08/18 5 Hrs.	Jan-27	7069	1,100.00
5/21/2018	Vista Media Services	What's New in Two 05/10/18, CWC - New Ride Coming, Community Svcs - Summer Activities, Boys & Girls Club - Summer Activities	571-18	7070	500.00
5/21/2018	Ken McKinney	Reimbursement for Scan Notoa 2018 Conference	May-18	7071	175.00
5/21/2018	United States Post Office	BPCF 100 Postage Stamps	052118	7072	50.00
5/25/2018	Gretchen Morales	Marketing Assistant BP TV Ch. 3	033118, 043018, 053118	7073	783.36
5/25/2018	Spectrum Business	Cable Services June 2018	Jun-18	7074	90.38
5/25/2018	Vista Media Services	Once Upon a Island Promo, Memorial Day, Summer Promo, Summer Concerts Promo, What's New in Two	573-18, 574-18	7075	1,900.00
			April & May 2018 Total		19,207.69

BP CABLE FOUNDATION BUDGET

	Actual FY 16-17	Mid-Year FY 17-18	Proposed FY 18-19
Administrative Budget			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	0
Taxes & Fees (Non-Profit Filing Fees)	81	100	100
Stationary & Supplies	68	250	100
Books, Dues & Subscriptions	80	200	150
Postage	49	100	100
Printing	0	150	100
Scholarship Program	4,000	10,000	10,000
Professional Services (Review of Financial Records)	1,582	1,600	1,600
Accounting/Staff Services	13,000	5,000	5,000
Director Stipends	3,300	3,000	3,000
Time Warner Video Services	1,020	1,000	1,000
Equipment Maintenance	1,549	2,000	2,000
Equipment Replacement Fund	1,115	3,500	3,500
Capital Outlay (One-Time Playback Equip Purchase)	2,000	2,000	2,000
Total Administrative Budget	\$27,844	\$28,900	\$28,650
Programming Budget			
Govt Access BPTV Ch 3 (Production Budget on Page 2)	\$83,797	\$72,000	\$55,645
Council Meetings (24 mtgs/year; 2 staff @ \$40/hr for 2 hrs)	5,000	6,000	6,000
Ministerial Series	1,925	3,300	1,925
Miscellaneous Expenditures/Add'l Programming	995	2500	0
Total Programming Budget	\$91,717	\$83,800	\$63,570
TOTAL BUDGET	\$119,561	\$112,700	\$92,220

GOVT ACCESS PRODUCTION BUDGET

	Actuals FY 12-13	Estimated FY 13-14	Proposed FY 14-15
Productions Expenditures @ \$850 per show	\$66,323	\$65,750	\$65,750
Part-Time Production/Marketing Assistant	3133	3200	3200
Promotional/Marketing Materials	0	1000	1000
Recording Media for Production Taping	0	0	0
TOTAL GOVERNMENT ACCESS BUDGET	\$69,456	\$69,950	\$69,950

BUDGET OVERVIEW

BUENA PARK CABLE FOUNDATION BUDGET BALANCES, EXPENDITURES AND PROPOSALS

<u>Fiscal Year 2017-18</u>		<u>Fiscal Year 2018-19</u>	
Ending Balance 6/30/17	\$28,402	<i>Projected</i> Balance 6/30/18	\$15,702
Income for 12 months (Estimated)	+\$ <u>100,000</u>	<i>Projected</i> Income for 12 months	+\$ <u>100,000</u>
Estimated Expenditures	-\$ <u>112,700</u>	<i>Proposed</i> Expenditures	<u>-\$92,200</u>
Ending Balance 6/30/18 (Estimated)	\$15,702	<i>Proposed</i> Balance 6/30/19	\$23,502

2018-19 Cloud Production Schedule

July

Crime Watch	\$900
Ministerial Series	\$275
Council Meeting A	\$40/hr
Council Meeting B	\$40/hr
Planning Commission A	\$40/hr
Planning Commission B	\$40/hr

August

Crime Watch	\$900
BP Library District	\$900
Council Meeting A	\$40/hr
Council Meeting B	\$40/hr
Planning Commission A	\$40/hr
Planning Commission B	\$40/hr

September

Crime Watch	\$900
Ministerial Series	\$275
Council Meeting A	\$40/hr
Council Meeting B	\$40/hr
Planning Commission A	\$40/hr
Planning Commission B	\$40/hr

October

Crime Watch	\$900
Candidates Forum	\$900
Council Meeting A	\$40/hr
Council Meeting B	\$40/hr
Planning Commission A	\$40/hr
Planning Commission B	\$40/hr

November

Crime Watch	\$900
Ministerial Series	\$275
Mayor's Prayer Breakfast	TBD
Council Meeting A	\$40/hr
Council Meeting B	\$40/hr

November Cont'd

Planning Commission A	\$40/hr
Planning Commission B	\$40/hr

December

Crime Watch	\$900
Ministerial Series	\$550
Council Meeting A	\$40/hr
Council Meeting B	dark
Planning Commission A	\$40/hr
Planning Commission B	dark

January

Crime Watch	\$900
Ministerial Series	\$275
Council Meeting A	\$40/hr
Council Meeting B	\$40/hr
Planning Commission A	\$40/hr
Planning Commission B	\$40/hr

February

Crime Watch	\$900
Council Meeting A	\$40/hr
Council Meeting B	\$40/hr
Planning Commission A	\$40/hr
Planning Commission B	\$40/hr

March

Crime Watch	\$900
Ministerial Series	\$275
Council Meeting A	\$40/hr
Council Meeting B	\$40/hr
Planning Commission A	\$40/hr
Planning Commission B	\$40/hr

April

Crime Watch	\$900
Ministerial Series	\$275
Council Meeting A	\$40/hr
Council Meeting B	\$40/hr
Planning Commission A	\$40/hr

April Cont'd

Planning Commission B \$40/hr

May

Crime Watch \$900

BP Library District \$900

Police Appreciation Luncheon \$900

Council Meeting A \$40/hr

Council Meeting B \$40/hr

Planning Commission A \$40/hr

Planning Commission B \$40/hr

June

Crime Watch \$900

Ministerial Series \$275

Council Meeting A \$40/hr

Council Meeting B \$40/hr

Planning Commission A \$40/hr

Planning Commission B \$40/hr

2018-19 Vista Media Services Schedule

July

Adopt a Pet	\$900
Mayor's Show	\$900
WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
Super Senior Saturday*	\$40/hr

August

Buena Park Today	\$900
WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
Senior Center Classes*	\$40/hr

September

WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
Silverado Days*	\$40/hr
Saturday Eve Ballroom Dances*	\$40/hr

October

Mayor's Show	\$900
Silverado Days	\$900
WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
Veterans Day*	\$40/hr

November

Adopt a Pet	\$900
Mayor's Prayer Breakfast	TBD
WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
X-Mas Tree Lighting*	\$40/hr
CandyCane Land*	\$40/hr
Holiday Decoration Awards*	\$40/hr

December

Buena Park Today	\$900
Buena Park Giving	\$900
WNIT A	\$500
WNIT B	\$500
WNIT C	\$500

January

Mayor's Show	\$900
WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
State of the City*	\$40/hr
Gymnasium Programs*	\$40/hr

February

Buena Park Today	\$900
State of the City	TBD
WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
Eggstravaganza*	\$40/hr
Track Meet*	\$40/hr
GRIP Soccer*	\$40/hr

March

WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
Volunteer Focus*	\$40/hr

April

Mayor's Show	\$900
WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
Aquatics*	\$40/hr
BPPD Open House*	\$40/hr
Police Appreciation Luncheon*	\$40/hr
Leisure Classes*	\$40/hr

May

Buena Park Today	\$900
WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
Memorial Day*	\$40/hr
Water Conservation*	\$40/hr

June

WNIT A	\$500
WNIT B	\$500
WNIT C	\$500
P-Nut Picnic*	\$40/hr

* Indicates promo video with minor updates to previous year's version