

# **A G E N D A**

**BUENA PARK CABLE FOUNDATION  
JUNE 11, 2013  
3:00 p.m.  
COUNCIL CHAMBER  
6650 Beach Boulevard, Buena Park**

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## **CALL TO ORDER**

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

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC COMMENTS (Agenda Items):**

### **CONSENT CALENDAR:**

1. Minutes of May 14, 2013
2. Resolutions approving claims and demands

### **RECOMMENDED ACTION**

**Approve  
Approve**

### **CITY GOVERNMENT ACCESS REPORT:**

3. Report by Myrna Holmquist

### **UNFINISHED BUSINESS:**

3. Public Access Channel 95  
Report by Aaron France

**Discussion**

### **NEW BUSINESS:**

4. Adoption of 2013-2014 Budget  
Report by Aaron France

**Discussion**

## **PUBLIC COMMENTS (Non-agenda Items):**

## **ANNOUNCEMENTS:**

**ADJOURNMENT:** Next meeting is scheduled for Tuesday, September 10, 2013 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION  
MINUTES OF MEETING  
May 14, 2013**

Secretary Marsha Cook called the Buena Park Cable Foundation Meeting of May 14, 2013 to order at 3:35 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

**ROLL CALL:**

PRESENT: Barnet, Bass, Berry, Brown, Harbert, Night, Oh, Swift and Smith

ABSENT:

**ALSO PRESENT:**

Myrna Holmquist, Communications and Marketing Manager, Aaron France, Asst. to the City Manager and Marsha Cook, Executive Assistant.

**PLEDGE OF ALLEGIANCE**

Asst. to the City Manager Aaron France led the Pledge of Allegiance to the flag.

**PUBLIC COMMENTS (Agenda Items):**

There were no public comments.

**CONSENT CALENDAR:**

**MINUTES OF APRIL 9, 2013**

Motion to APPROVE: Harbert  
Second: Barnet  
Ayes: Berry, Brown, Barnet, Bass, Harbert, Oh, Smith and Swift  
Abstained: Night  
Noes: None

**RESOLUTION APPROVING CLAIMS AND DEMANDS**

Motion to APPROVE: Harbert  
Second: Smith  
Ayes: Berry, Brown, Barnet, Bass, Harbert, Night, Oh, Smith and Swift  
Noes: None

**CITY GOVERNMENT ACCESS REPORT**

Myrna Holmquist reported that current programming on BPTV includes the Children's Art Festival, the City Hall Open House, Adopt-a-Pet, Curbside Recycling, a new program highlighting Senior Class Activities, the City Council meetings, Crime Watch, the Mayor's Show, Buena Park Today and the Ministerial Series. She added that the upcoming Memorial Day Services would also be covered.

**UNFINISHED BUSINESS**

**CONSIDERATION OF FUNDING A PART-TIME COORDINATOR AT THE BPHS  
PRODUCTION STUDIO**

BUENA PARK CABLE FOUNDATION

May 14, 2013

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Director Night reported that Buena Park High School has not decided what they are going to do with the studio or how to coordinate the classes. He suggested removing the item from the agenda until they determined how they wanted to proceed.

Motion to REMOVE ITEM: Harbert

Second: Barnet

Amend motion to TABLE ITEM UNTIL FURTHER NOTICE: Harbert

Second: Barnet

Ayes: Berry, Brown, Barnet, Bass, Harbert, Night, Oh, Smith and Swift

Noes: None

**NEW BUSINESS:**

**2013-2014 BUDGET PRESENTATION**

On behalf of the Budget Committee, Aaron France reviewed the budget overview, noting an increase in the programming budget for an increase in the Ministerial Series from 4 programs at \$1,100 to 8 programs at \$2,200, and an increase in Miscellaneous Expenditures from \$500 to \$1,000 for the Internship Program.

Communications and Marketing Director Myrna Holmquist explained the 2013-2014 BPTV Channel Government Access Programming.

Motion to ACCEPT the 2013-2014 Budget as presented: Night

Second: Harbert

Ayes: Berry, Brown, Barnet, Bass, Harbert, Night, Oh, Smith and Swift

Noes: None

**PUBLIC ACCESS CHANNEL UPDATE**

Aaron France reported that he has spoken with a representative from Time Warner who explained that they were going to stop supporting Public Access Channel 95, and if cities wished to continue with public access programming for material submitted from local producers, the cities will have to purchase additional capital equipment similar to that which supports BPTV, at a cost of approximately \$30,000. He added that other cities are choosing not to continue with that, since local producers have access to YouTube and other means to get their product out, and it would be quite a large capital investment.

After a brief discussion, it was the consensus of the members to continue this item for discussion to the meeting of June 11, 2013, and to get some legal input in the interim.

MOTION to continue the item to 6/11/13: Barnet

Second: Harbert

Ayes: Berry, Brown, Barnet, Bass, Harbert, Night, Oh, Smith and Swift

Noes: None

**CAPITAL OUTLAY – PURCHASE**

Aaron France asked the Directors to consider the purchase of a new camera for use by the Cable Foundation that can be checked out by either producer, thus improving production quality. He estimated the cost at between \$3,000 and \$5,000.

MOTION to allocate \$4,000 for the purchase of a new camera: Night  
Second: Harbert  
Ayes: Berry, Barnet, Bass, Harbert, Night, Oh, Smith and Swift  
Noes: Brown

**PUBLIC COMMENT (Non-agenda Items):**

There were no public comments.

**ANNOUNCEMENTS:**

There were no announcements.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:58 p.m. The next meeting is scheduled for June 11, 2013 at 3:00 p.m.

**ATTEST:**

\_\_\_\_\_  
Marsha Cook, Exec. Asst.

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

**CITY OF BUENA PARK FOUNDATION  
CHECK REGISTER  
For FY 2012-2013**

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Invoice #</b>	<b>Check #</b>	<b>Amount</b>
5/7/13	Jane Cameron	April Crime Watch Episodes 1 & 2	B1213-0429	6343	400.00
5/7/13	Cloud Productions	Crime Watch May Episodes 1 & 2, Council Meetings 04/09/13 & 04/23/13 Buena Park Library Summer 2013 Edition	9638 & 9639	6344	2,730.00
5/7/13	Vista Media Services	2013 Annual Children's Festival	284-13	6345	850.00
5/7/13	Time Warner	Cable Service For May	May-13	6346	78.52
5/17/13	Art Brown	Buena Park Cable Foundation Meeting on May 14, 2013	May-13	6347	100.00
5/17/13	James Bass	Buena Park Cable Foundation Meeting on May 14, 2013	May-13	6348	100.00
5/17/13	Don Harbert	Buena Park Cable Foundation Meeting on May 14, 2013	May-13	6349	100.00
5/17/13	Miller Oh	Buena Park Cable Foundation Meeting on May 14, 2013	May-13	6350	100.00
5/17/13	Fred Smith	Buena Park Cable Foundation Meeting on May 14, 2013	May-13	6351	100.00
5/17/2013	Federal Express	Transportation Charge to Send DVD to Granicus in San Francisco	2-268-08141	6352	35.34
5/17/2013	Vista Media Services	BPPD Open House & Senior Activity Center (Senior Classes & Activities)	285-13 & 286-13	6353	1,700.00
<b>Total for May</b>					<b>6,293.86</b>

**BUENA PARK FOUNDATION**  
**Income Statement**  
**May 31, 2013**

	Current Year			Prior Year
	Budget	Actual Period Ending May 31, 2013	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2012
<b><u>REVENUES</u></b>				
3410 Investment Income	\$ 100.00	41.21	\$ (58.79)	\$ 64.26
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	95,000.00	84,371.47	(10,628.53)	104,937.23
<b>Total Revenues</b>	<b>\$ 95,100.00</b>	<b>\$ 84,412.68</b>	<b>\$ (10,687.32)</b>	<b>\$ 105,001.49</b>
<b><u>EXPENDITURES</u></b>				
5214 Taxes and Fees	100.00	81.00	19.00	36.00
5219 Time Warner Video Services	1,200.00	604.33	595.67	901.54
5220 Government Access/City	69,950.00	57,606.12	12,343.88	70,418.51
5221 Government Access/Council	7,200.00	3,800.00	3,400.00	4,280.00
5223 Ministerial Series	1,100.00	275.00	825.00	-
5225 Member Salaries	3,000.00	2,400.00	600.00	2,500.00
5227 Miscellaneous Expenses	500.00	9.63	490.37	349.18
5230 Scholarships	5,000.00	-	5,000.00	5,000.00
5240 Professional Services	1,800.00	1,500.00	300.00	1,500.00
5245 Accounting/Staff Services	13,000.00	-	13,000.00	12,924.27
5250 Equipment Maintenance	2,000.00	-	2,000.00	-
5410 Stationery/Supplies	250.00	209.72	40.28	113.90
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	160.00	40.00	50.00
5430 Postage	100.00	81.34	18.66	108.80
5840 Capital Outlay	2,000.00	-	2,000.00	1,781.45
<b>Total Expenditures</b>	<b>107,550.00</b>	<b>66,727.14</b>	<b>40,822.86</b>	<b>99,963.65</b>
Revenues Over (Under) Expenditures	(12,450.00)	17,685.54	(30,135.54)	5,037.84
Fund Balance, Beginning of Period	57,523.86	57,523.86	-	52,486.02
Fund Balance, End of Period	<b>\$ 45,073.86</b>	<b>\$ 75,209.40</b>	<b>\$ (30,135.54)</b>	<b>57,523.86</b>

# BP CABLE FOUNDATION BUDGET

	Actuals FY 11-12	Estimated FY 12-13	Proposed FY 13-14
<b>Administrative Budget</b>			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	0
Taxes & Fees (Non-Profit Filing Fees)	36	100	100
Stationary & Supplies	114	200	250
Books, Dues & Subscriptions	50	200	200
Postage	109	100	100
Printing	0	150	150
Scholarship Program	5,000	5,000	5,000
Professional Services (Review of Financial Records)	1,500	1,600	1,600
Accounting/Staff Services	12,924	13,000	13,000
Director Stipends	2,500	3,000	3,000
Time Warner Video Services	902	1,000	1,000
Equipment Maintenance	0	2,000	2,000
Capital Outlay (One-Time Playback Equip Purchase)	1,781	0	2,000
<b>Total Administrative Budget</b>	<b>\$24,916</b>	<b>\$26,350</b>	<b>\$28,400</b>
<b>Programming Budget</b>			
Govt Access BPTV Ch 3 (Production Budget on Page 2)	\$70,419	\$69,950	\$69,950
Council Meetings (24 mtgs/year; 2 staff @ \$40/hr for 2 hrs)	4,280	6,000	6,000
Ministerial Series	0	1,100	2,200
Miscellaneous Expenditures	349	500	1,000
<b>Total Programming Budget</b>	<b>\$75,048</b>	<b>\$77,550</b>	<b>\$79,150</b>
<b>TOTAL BUDGET</b>	<b>\$99,964</b>	<b>\$103,900</b>	<b>\$107,550</b>

# GOVT ACCESS PRODUCTION BUDGET

	Actuals FY 11-12	Estimated FY 12-13	Proposed FY 13-14
Productions Expenditures @ \$850 per show	\$67,286	\$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
<b>TOTAL GOVERNMENT ACCESS BUDGET</b>	<b>\$70,419</b>	<b>\$69,950</b>	<b>\$69,950</b>



## BUDGET OVERVIEW

### BUENA PARK CABLE FOUNDATION BUDGET BALANCES, EXPENDITURES AND PROPOSALS

<u>Fiscal Year 2012-2013</u>		<u>Fiscal Year 2013-2014</u>	
Ending Balance 6/30/12	\$57,524	<i>Projected</i> Balance 6/30/13	<b>\$63,624</b>
Income for 12 months (Estimated)	+\$ <u>110,000</u>	<i>Projected</i> Income for 12 months	+\$ <u>110,000</u>
Estimated Expenditures	-\$ <u>103,900</u>	<i>Proposed</i> Expenditures	<b><u>-\$107,550</u></b>
Ending Balance 6/30/13 (Estimated)	<b>\$63,624</b>	<i>Proposed</i> Balance 6/30/14	<b>\$66,074</b>