

# **A G E N D A**

**BUENA PARK CABLE FOUNDATION  
JUNE 9, 2015  
2:30 p.m.  
COUNCIL CHAMBER  
6650 Beach Boulevard, Buena Park**

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## **CALL TO ORDER**

## **ROLL CALL:**

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

## **PLEDGE OF ALLEGIANCE**

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

### **CONSENT CALENDAR:**

1. Minutes of May 12, 2015
2. Resolutions approving claims and demands

### **RECOMMENDED ACTION**

**Approve**

**Approve**

## **UNFINISHED BUSINESS:**

3. Survey Update  
Report by Grant Barnet

## **NEW BUSINESS:**

4. 2015-2016 Budget Adoption  
Report by Aaron France

## **CITY GOVERNMENT ACCESS REPORT:**

5. Report by Myrna Holmquist

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

## **ANNOUNCEMENTS:**

**ADJOURNMENT:** Next meeting is scheduled for Tuesday, September 8, 2015 at 2:30 p.m.

**BUENA PARK CABLE FOUNDATION  
MINUTES OF MEETING  
May 12, 2015**

President Grant Barnet called the Buena Park Cable Foundation Meeting of May 12, 2015 to order at 4:04 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

PRESENT: Barnet, Bass, Berry, Brown, Harbert, Night, Smith, Swift (entered at 4:07 PM) and Vaughn

ABSENT: None

**ALSO PRESENT:**

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

**PLEDGE OF ALLEGIANCE**

Don Harbert led the Pledge of Allegiance to the flag.

**PUBLIC COMMENTS (Agenda Items):**

There were no public comments.

**CONSENT CALENDAR:**

**MINUTES OF APRIL 28, 2015**

**RESOLUTION APPROVING CLAIMS AND DEMANDS**

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

**UNFINISHED BUSINESS**

**Survey Update**

Grant Barnet reported that the survey was still in process and that when Intern Lauren Orosco is through with her finals at school, she will resume work on the survey.

**NEW BUSINESS**

**2015-2016 Budget Presentation**

Aaron France distributed a staff-proposed 2015-2016 Budget and advised Directors that because of the limited time between the last BPCF meeting and today's meeting, the Budget Committee had not had a chance to meet and review the information. He assured everyone that the Committee would convene before the June meeting to review the proposed budget.

**CITY GOVERNMENT ACCESS REPORT**

Myrna Holmquist updated Directors on the current programming line-up with the addition of a new Relay for Life promo, Coffee with a Cop, and continuing with Buena Park Today Spring 2015, Water Conservation, Relay for Life Golf Tournament, Adopt-A-Pet, Inside Buena Park Rock & Brews ground breaking, new Fitness Zone at the City parks, Crime Watch and the Wall That Heals. Coming up later in May will be the Memorial Day celebration, the Police recognition luncheon and Police Dept. open house.

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

**ANNOUNCEMENTS:**

Myrna Holmquist distributed a report with bios of the scholarship winners and reminded Directors that the awards were scheduled for the City Council meeting later in the day. Two of the three recipients will be present; Justine Banal and Karolina Rivas. Mandi Ortiz also sent a statement to be read in her absence, thanking the Foundation.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 4:12 p.m. The next meeting is scheduled for June 9, 2015 at 2:30 p.m.

**ATTEST:**

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

\_\_\_\_\_  
Grant Barnet, President

**CITY OF BUENA PARK FOUNDATION  
CHECK REGISTER  
For FY 2014-2015**

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Invoice #</b>	<b>Check #</b>	<b>Amount</b>
5/5/2015	Art Brown	Buena Park Foundation Meeting on April 28, 2015	April 28, 2015	6601	100.00
5/5/2015	James Bass	Buena Park Foundation Meeting on April 28, 2015	April 28, 2015	6602	100.00
5/5/2015	Don Harbert	Buena Park Foundation Meeting on April 28, 2015	April 28, 2015	6603	100.00
5/5/2015	Fred Smith	Buena Park Foundation Meeting on April 28, 2015	April 28, 2015	6604	100.00
5/6/2015	City of Buena Park	Reimburse City for Purchase of DVD'S and Wallets	MARCH-2015	6605	64.64
5/7/2015	Justine Banal	Communication Scholarship	May-2015	6606	1,667.00
5/7/2015	Mandolin Ortiz	Communication Scholarship	May-2015	6607	1,667.00
5/7/2015	Karolina Rivas	Communication Scholarship	May-2015	6608	1,667.00
5/14/2015	Voided Check	Voided Check	Voided Check	6609	-
5/14/2015	Jane Cameron	April Crime Watch #2, May Crime Watch #1	B1415-0509	6610	400.00
5/14/2015	Mark Cloud	May Crime Watch #1 & #2, Children's Art Festival	9732	6611	2,700.00
5/14/2015	Vista Media Services	Adopt-A-Pet (May-June 2015)	383-15	6612	900.00
5/18/2015	James Bass	Buena Park Foundation Meeting on May 12, 2015	May 12, 2015	6613	100.00
5/18/2015	Art Brown	Buena Park Foundation Meeting on May 12, 2015	May 12, 2015	6614	100.00
5/18/2015	Don Harbert	Buena Park Foundation Meeting on May 12, 2015	May 12, 2015	6615	100.00
5/18/2015	Fred Smith	Buena Park Foundation Meeting on May 12, 2015	May 12, 2015	6616	100.00
5/20/2015	Vista Media Services	New Attraction at Knott's Berry Farm - Voyage to Iron Reef	384-15	6617	900.00
5/21/2015	Vista Media Services	Police Open House, City Hall Leisure Classes and Activities	385-15, 386-15	6618	1,800.00
				<b>Total For May</b>	<b>\$12,565.64</b>

**BUENA PARK FOUNDATION**  
**Income Statement**  
**May 31, 2015**

**REVENUES**

	Current Year			Prior Year
	Budget	Actual Period Ending May 31, 2015	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2014
3410 Investment Income	\$ 50.00	34.40	\$ (15.60)	\$ 43.27
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	105,000.00	87,825.08	(17,174.92)	107,868.34
Total Revenues	<b>\$ 105,050.00</b>	<b>\$ 87,859.48</b>	<b>\$ (17,190.52)</b>	<b>\$ 107,911.61</b>

**EXPENDITURES**

5214 Taxes and Fees	100.00	81.00	19.00	61.00
5219 Time Warner Video Services	1,000.00	806.70	193.30	863.72
5220 Government Access/City	79,700.00	72,018.96	7,681.04	71,331.91
5221 Government Access/Council	6,000.00	3,400.00	2,600.00	5,605.00
5223 Ministerial Series	3,300.00	-	3,300.00	-
5225 Member Salaries	3,000.00	1,900.00	1,100.00	2,500.00
5227 Miscellaneous Expenses	1,000.00	-	1,000.00	40.51
5230 Scholarships	5,000.00	5,001.00	(1.00)	4,995.00
5240 Professional Services	1,600.00	1,492.00	108.00	1,449.00
5245 Accounting/Staff Services	13,000.00	-	13,000.00	13,000.00
5250 Equipment Maintenance	2,000.00	1,106.75	893.25	2,000.00
5410 Stationery/Supplies	250.00	97.18	152.82	103.91
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	80.00	120.00	80.00
5430 Postage	100.00	49.00	51.00	49.00
5840 Capital Outlay	8,200.00	-	8,200.00	8,000.00
Total Expenditures	<b>124,600.00</b>	<b>86,032.59</b>	<b>38,567.41</b>	<b>110,079.05</b>
Revenues Over (Under) Expenditures	(19,550.00)	1,826.89	(21,376.89)	(2,167.44)
Fund Balance, Beginning of Period	73,160.37	73,160.37	-	75,327.81
Fund Balance, End of Period	<b>\$ 53,610.37</b>	<b>\$ 74,987.26</b>	<b>\$ (21,376.89)</b>	<b>73,160.37</b>

# BP CABLE FOUNDATION BUDGET

	Actual FY 13-14	Mid-Year FY 14-15	Sub Committee Recommended FY 15-16
<b>Administrative Budget</b>			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	0
Taxes & Fees (Non-Profit Filing Fees)	61	100	100
Stationary & Supplies	104	250	250
Books, Dues & Subscriptions	80	200	200
Postage	49	100	100
Printing	0	150	150
Scholarship Program	4,995	5,000	10,000
Professional Services (Review of Financial Records)	1,450	1,600	1,600
Accounting/Staff Services	13,000	13,000	13,000
Director Stipends	2,500	3,000	3,000
Time Warner Video Services	863	1,000	1,000
Equipment Maintenance	2,000	2,000	2,000
Capital Outlay (One-Time Playback Equip Purchase)	8,000	8,200	2,000
<b>Total Administrative Budget</b>	<b>\$33,102</b>	<b>\$34,600</b>	<b>\$33,400</b>
<b>Programming Budget</b>			
Govt Access BPTV Ch 3 (Production Budget on Page 2)	\$71,332	\$79,700	\$79,700
Council Meetings (24 mtgs/year; 2 staff @ \$40/hr for 2 hrs)	5,605	6,000	6,000
Ministerial Series	0	3,300	3,300
Miscellaneous Expenditures	40	1,000	1000
<b>Total Programming Budget</b>	<b>\$76,977</b>	<b>\$90,000</b>	<b>\$90,000</b>
<b>TOTAL BUDGET</b>	<b>\$110,079</b>	<b>\$124,600</b>	<b>\$123,400</b>

# GOVT ACCESS PRODUCTION BUDGET

	Actual FY 13-14	FY 14-15	Staff Proposed FY 15-16
Productions Expenditures @ \$850 per show		\$76,500	\$76,500 (\$900 per show)
Part-Time Production/Marketing Assistant		3200	3200
Promotional/Marketing Materials		0	0
Recording Media for Production Taping		0	0
<b>TOTAL GOVERNMENT ACCESS BUDGET</b>	<b>\$71,332</b>	<b>\$79,700</b>	<b>\$79,700</b>

## BUDGET OVERVIEW

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

<u>Fiscal Year 2014-15</u>		<u>Fiscal Year 2015-16</u>	
Ending Balance 6/30/14	\$73,160	<i>Projected</i> Balance 6/30/15	<b>\$53,560</b>
Income for 12 months (Estimated)	+\$ <u>105,000</u>	<i>Projected</i> Income for 12 months	+\$ <u>105,000</u>
Estimated Expenditures	-\$ <u>124,600</u>	<i>Proposed</i> Expenditures	<b><u>-\$123,400</u></b>
Ending Balance 6/30/15 (Estimated)	<b>\$53,560</b>	<i>Proposed</i> Balance 6/30/16	<b>\$35,160</b>