

A G E N D A

**BUENA PARK CABLE FOUNDATION
JUNE 10, 2014
3:00 p.m.
COUNCIL CHAMBER
6650 Beach Boulevard, Buena Park**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS (Agenda Items):

CONSENT CALENDAR:

RECOMMENDED ACTION

- | | |
|---|----------------|
| 1. Minutes of May 27, 2014 | Approve |
| 2. Resolutions approving claims and demands | Approve |

UNFINISHED BUSINESS:

3. Proposal to produce additional historical building programs.
(Barnet, Swift, Night)

NEW BUSINESS:

4. 2014-2015 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 9, 2014 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
May 27, 2014**

President Art Brown called the Buena Park Cable Foundation Meeting of May 27, 2014 to order at 2:00 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

PRESENT: Barnet, Bass, Berry, Brown, Harbert, Night, Smith and Swift (entered at 2:05 PM)
ABSENT: Berry, Harbert & Oh (excused)

ALSO PRESENT:

Aaron France, Assistant to the City Manager, Dennis Varela, Accountant 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 8, 2014

MOTION: Smith/Barnet to APPROVE the minutes.
AYES: Barnet, Bass, Brown, Night, Smith and Swift
NOES: None
ABSENT: Berry, Harbert & Oh

RESOLUTION APPROVING CLAIMS AND DEMANDS

MOTION: Smith/Barnet to APPROVE the minutes.
AYES: Barnet, Bass, Brown, Night, Smith and Swift
NOES: None
ABSENT: Berry, Harbert & Oh

UNFINISHED BUSINESS

WRITTEN REPORT ON PROPOSALS FOR A/V UPGRADES

Aaron France detailed equipment failures in the Council Chambers where production occurs for televised meetings, and asked the Foundation members if they would be willing to assist the City in providing some of the funding for the replacements and upgrades.

MOTION: Barnet/Night to APPROVE an allocation of \$2,000 from the Equipment Maintenance Account #5250, \$2,000 from the Capital Outlay Fund # 5840 and \$6,000 from the Fund Balance for upgrades:
AYES: Barnet, Bass, Brown, Night, Smith and Swift
NOES: None
ABSENT: Berry, Harbert & Oh

NEW BUSINESS

BUDGET PRESENTATION

Aaron France reviewed the 2014-2015 Budget Overview, Cable Foundation Budget and Government Access Production Budget, noting that staff is not recommending any changes to the next fiscal year's budget.

Director Art Brown requested a report be prepared for the next meeting providing a proposed budget for review to produce additional historical building programs.

Grant Barnet advised that there were ongoing efforts to record interviews and capture sound bites and stories about Buena Park, and asked for possible funding.

Beth Swift suggested spending the Foundation reserves to produce new shows.

In response to a question from Fred Smith, Aaron France explained that the Foundation did not purchase the (2) cameras previously approved, since producers had purchased their own equipment.

Baron Night suggested buying a Foundation camera for consistency with technical images.

Aaron France reported that he would meet again with the Budget Sub-committee to provide additional direction and recommendations for the next Foundation meeting.

CITY GOVERNMENT ACCESS REPORT

Aaron France reported that programming currently running on BPTV includes the Relay for Life Fundraiser, the City Hall Open House, the Village Circle H-Mart Opening, Buena Park Today-Spring Activities, the All City Track & Field Meet, Adopt-a-Pet, the G.R.I.P. Soccer Camp, City Council meetings, Crime Watch, Spring Eggstravaganza, the Buena Park Library show, The Source Topping Off event, and a Good Friday event.

PUBLIC COMMENTS (Non-agenda Items):

There were no public comments.

ANNOUNCEMENTS:

Jim Bass reported that he had removed the trees and plants, and replaced the grass at his residence with artificial turf and suggested doing a show on drought tolerant landscape and water conservation.

President Art Brown suggested doing a Mayor's show on patriotism and flag etiquette.

ADJOURNMENT:

BUENA PARK CABLE FOUNDATION

May 27, 2014

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There being no further business, the meeting was adjourned at 2:29 p.m. The next meeting is scheduled for June 10, 2014 at 3:00 p.m.

ATTEST:

Marsha Cook, Exec. Asst.

Art Brown, President

**CITY OF BUENA PARK FOUNDATION
CHECK REGISTER
For FY 2013-2014**

Date	Vendor	Description	Invoice #	Check #	Amount
5/5/2014	Jane Cameron	April Crime Watch #2, May Crime Watch #1	B1314-0423	6478	400.00
5/5/2014	Cloud Productions	May Crime Watch Episode #1, City Council 04/08/14 & 04/22/14 Grip Soccer Camp, Children's Art Festival, Good Friday Service	9686	6479	3,075.00
5/5/2014	Time Warner	Cable Service for May	May-2014	6480	78.52
5/5/2014	Vista Media Services	Spring Eggstravaganza 2014, All City Schools Track and Field Meet	326-14/327-14	6481	1,700.00
5/6/2014	Gretchen Morales	Marketing Assistant BP TV for April	043014	6482	261.12
5/19/2014	Vista Media Services	Inside BP - H-Mart Ribbon Cutting and BPPD/City Hall Open House	329-14, 330-14, 331-14	6483	1,850.00
5/20/2014	Mark Cloud	May Crime Watch Episode #2	9689	6484	700.00
				Total For May	8,064.64

BUENA PARK FOUNDATION
Income Statement
May 31, 2014

REVENUES

3410 Investment Income	\$ 100.00	33.98	\$ (66.02)	\$ 51.29
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	110,000.00	69,114.84	(40,885.16)	112,634.08
Total Revenues	\$ 110,100.00	\$ 69,148.82	\$ (40,951.18)	\$ 112,685.37

EXPENDITURES

5214 Taxes and Fees	100.00	61.00	39.00	81.00
5219 Time Warner Video Services	1,000.00	785.20	214.80	761.37
5220 Government Access/City	69,950.00	62,176.20	7,773.80	66,323.36
5221 Government Access/Council	6,000.00	4,725.00	1,275.00	4,640.00
5223 Ministerial Series	2,200.00	-	2,200.00	275.00
5225 Member Salaries	3,000.00	1,900.00	1,100.00	2,800.00
5227 Miscellaneous Expenses	1,000.00	21.59	978.41	9.63
5230 Scholarships	5,000.00	4,995.00	5.00	5,000.00
5240 Professional Services	1,600.00	1,449.00	151.00	1,540.00
5245 Accounting/Staff Services	13,000.00	-	13,000.00	13,000.00
5250 Equipment Maintenance	2,000.00	-	2,000.00	-
5410 Stationery/Supplies	250.00	-	250.00	209.72
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	80.00	120.00	160.00
5430 Postage	100.00	49.00	51.00	81.34
5840 Capital Outlay	2,000.00	-	2,000.00	-
Total Expenditures	107,550.00	76,241.99	31,308.01	94,881.42
Revenues Over (Under) Expenditures	2,550.00	(7,093.17)	9,643.17	17,803.95
Fund Balance, Beginning of Period	75,327.81	75,327.81	-	57,523.86
Fund Balance, End of Period	\$ 77,877.81	\$ 68,234.64	\$ 9,643.17	75,327.81

BP CABLE FOUNDATION BUDGET

	Estimated FY 13-14	Proposed FY 14-15	Budget Sub Com Recommended FY 14-15
Administrative Budget			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	0
Taxes & Fees (Non-Profit Filing Fees)	100	100	100
Stationary & Supplies	250	250	250
Books, Dues & Subscriptions	200	200	200
Postage	100	100	100
Printing	150	150	150
Scholarship Program	5,000	5,000	5,000
Professional Services (Review of Financial Records)	1,600	1,600	1,600
Accounting/Staff Services	13,000	13,000	13,000
Director Stipends	3,000	3,000	3,000
Time Warner Video Services	1,000	1,000	1,000
Equipment Maintenance	2,000	2,000	2,000
Capital Outlay (One-Time Playback Equip Purchase)	2,000	2,000	2,000
Total Administrative Budget	\$28,400	\$28,400	\$28,400
Programming Budget			
Govt Access BPTV Ch 3 (Production Budget on Page 2)	\$69,950	\$69,950	\$79,700
Council Meetings (24 mtgs/year; 2 staff @ \$40/hr for 2 hrs)	6,000	6,000	6,000
Ministerial Series	2,200	2,200	3,300
Miscellaneous Expenditures	1,000	1,000	1000
Total Programming Budget	\$79,150	\$79,150	\$90,000
TOTAL BUDGET	\$107,550	\$107,550	\$118,400

GOVT ACCESS PRODUCTION BUDGET

	Estimated FY 13-14	Proposed FY 14-15	Budget Sub-Committee Recommendation FY 14-15
Productions Expenditures @ \$850 per show	\$65,750	\$65,750	\$76,500 (\$900 per show)
Part-Time Production/Marketing Assistant	3200	3200	3200
Promotional/Marketing Materials	1000	1000	0
Recording Media for Production Taping	0	0	0
TOTAL GOVERNMENT ACCESS BUDGET	\$69,950	\$69,950	\$79,700

BP CABLE FOUNDATION BUDGET

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Administrative Budget			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	0
Taxes & Fees (Non-Profit Filing Fees)	100	100	100
Stationary & Supplies	250	250	250
Books, Dues & Subscriptions	200	200	200
Postage	100	100	100
Printing	150	150	150
Scholarship Program	5,000	5,000	5,000
Professional Services (Review of Financial Records)	1,600	1,600	1,600
Accounting/Staff Services	13,000	13,000	13,000
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TOTAL GOVERNMENT ACCESS BUDGET	\$69,950	\$69,950	\$79,700

BUDGET OVERVIEW

BUENA PARK CABLE FOUNDATION BUDGET BALANCES, EXPENDITURES AND PROPOSALS

<u>Fiscal Year 2013-14</u>		<u>Fiscal Year 2014-15</u>	
Ending Balance 6/30/13	\$75,328	<i>Projected</i> Balance 6/30/14	\$72,778
Income for 12 months (Estimated)	+\$ <u>105,000</u>	<i>Projected</i> Income for 12 months	+\$ <u>105,000</u>
Estimated Expenditures	-\$ <u>107,550</u>	<i>Proposed</i> Expenditures	<u>-\$118,400</u>
Ending Balance 6/30/14 (Estimated)	\$72,778	<i>Proposed</i> Balance 6/30/15	\$59,378