

AGENDA
BUENA PARK CABLE FOUNDATION
May 24, 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 April 12, 2011
2. Resolutions approving claims and demands

RECOMMENDED ACTION

Approve

Approve

NEW BUSINESS (3)

3. **Budget Presentation FY 11-12**
Report by Aaron France

Approve

CITY GOVERNMENT ACCESS REPORT (4):

Report by Myrna Holmquist

ORAL/WRITTEN COMMUNICATION (5):

ADJOURNMENT: Next meeting Tuesday, June 14, 2011 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
April 12, 2011**

President Berry called the Buena Park Cable Foundation Meeting of April 12, 2011 to order at 3:00 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

ROLL CALL:

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

ABSENT:

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 February 8, 2011

(2) Registrar of Demands

Motion: Berry/Harbert moved to approve items 1-2 on the consent calendar.

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

OLD BUSINESS (3)

(3) Screen in City Council Chamber.

Administrative Analyst Aaron France reported that Staff consensus was the Cable Foundation is not responsible for the Screen in the Council Chamber. The screen and assembly was approximately \$5,000. Public Works staff is soliciting quotes for just the screen.

NEW BUSINESS (4-5):

(4) Budget Sub-Committee Selection.

Directors Barnett, Berry and Harbert were selected for the Budget Sub-Committee.

(5) Scholarship Sub-Committee Selection.

Directors Night, Bass and Swift were selected for the Scholarship Sub-Committee

(6) City Government Access Report. Myrna Holmquist reported that current programming includes: Senior Center Classes, High School Art Show, Crime Watch, SEACCA Adopt-a-Pet featuring our interim officer Justin Guzman, Exhibiting Artist, OC Department of Education Teacher of the Year production; AQMD – State of the Air production. In the works will be BPToday production as a quarterly magazine format show.

Director Barnet suggested we use the e-notification for programming changes on BPTV or Facebook and or Twitter.

Upcoming events marked for production are the Children's Art Festival on April 22, the Spring Eggstravaganza on April 23, and the Police Appreciation Luncheon on May 17. Ms. Holmquist reminded the directors that BPTV productions are online and on demand at the City's website.

ORAL COMMUNICATION (7):

Director night reported that he is working with Sherry Brekenfeld at Buena Park High School regarding the viability of a studio at the school.

Director Swift reported that resident Robin Russell is on the Garden Tour for a zero/minimum water required garden. Ms. Holmquist reported that she had issued a news release that day.

Director Berry asked if we can tell if there is traffic to online/on-demand. Ms. Holmquist stated that you cannot directly tell what is being watched online/demand.

Director Barnett asked if the Foundation should pursue PetSmart and or Petco to sponsor the Adopt-a-Pet show. Smith/Night moved to pursue.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:18 p.m. to the next meeting on May 10, 2011 at 3:00 p.m.

ATTEST:

Alice Burnett, Secretary

Steve Berry, President

BUENA PARK FOUNDATION
Balance Sheet
For the Period Ending April 30, 2011

ASSETS

Cash	41,724.75
Accounts Receivable	-
Interest Receivable	-
Fixed Assets	<u>28,222.83</u>
Total Assets	<u><u>\$ 69,947.58</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>41,724.75</u>
Total Fund Balance	<u>41,724.75</u>
Total Fund Equity	<u>69,947.58</u>
Total Liabilities and Fund Equity	<u><u>\$ 69,947.58</u></u>

BUENA PARK FOUNDATION
Income Statement
April 30, 2011

	Current Year			Prior Year
	Budget	Actual Period Ending April 30, 2011	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2010
<u>REVENUES</u>				
3410 Investment Income	\$ 150.00	\$ 72.43	\$ (77.57)	\$ 155.53
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	81,000.00	46,425.93	(34,574.07)	85,236.13
Total Revenues	\$ 81,150.00	\$ 46,498.36	\$ (34,651.64)	\$ 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	654.36	545.64	-
5220 Government Access/City	70,890.00	53,700.08	17,189.92	69,384.85
5221 Government Access/Council	7,200.00	4,690.00	2,510.00	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	212.26	37.74	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	62,219.00	48,371.00	103,244.20
Revenues Over (Under) Expenditures	(29,440.00)	(15,720.64)	(13,719.36)	(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	\$ 41,724.75	\$ (13,719.36)	57,445.39

BUENA PARK FOUNDATION
Statement of Expenditures
For the Period Ending April 30, 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	\$ 654.36	\$ 545.64	54.53%
Taxes and Fees	100.00	58.00	42.00	58.00%
Stationery/Supplies	250.00	212.26	37.74	84.90%
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>3,582.62</u>	<u>27,417.38</u>	<u>11.56%</u>
<u>PROGRAMMING</u>				
Government Access Channel 3, 95				
City of Buena Park	70,890.00	53,700.08	17,189.92	75.75%
City Council Meetings	7,200.00	4,690.00	2,510.00	65.14%
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>58,636.38</u>	<u>20,953.62</u>	<u>73.67%</u>
TOTAL EXPENDITURES	<u><u>\$110,590.00</u></u>	<u><u>\$ 62,219.00</u></u>	<u><u>\$ 48,371.00</u></u>	<u><u>56.26%</u></u>

RESOLUTION NO BPF _____

RESOLUTION OF THE BUENA PARK FOUNDATION
ALLOWING CERTAIN CLAIMS AND DEMANDS IN
THE SUM OF \$1,250.00 DEMAND NOS 6064 THROUGH
6065

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 Nos. 6064 through 6065 in the amount of \$1,250.00 have been audited as required by law and that the same are hereby allowed as set forth. Register date 04/13/11

Vendor	Description	Check #	Amount
JANE CAMERON	CRIMEWATCH	6064	\$200.00
CLOUD PRODUCTIONS	5 HRS. COUNCIL MTG. 03/22/11	6065	\$200.00
	TENDER WARRIORS SELF DEFENSE	6065	\$850.00
		TOTAL	\$1,250.00

RESOLUTION NO BPF _____

President

ATTEST:

Secretary

I _____, do hereby certify that I am Secretary to the Buena Park Foundation, and on the _____ day of _____ 2011 the foregoing Resolution was regularly introduced, passed, approved and adopted by the Buena Park Foundation by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

Secretary

RESOLUTION NO BPF _____

RESOLUTION OF THE BUENA PARK FOUNDATION
ALLOWING CERTAIN CLAIMS AND DEMANDS IN
THE SUM OF \$3,700.00 DEMAND NOS 6067 THROUGH
6070

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 Nos. 6067 through 6070 in the amount of \$3,700.00 have been audited as required by law and that the same are hereby allowed as set forth. Register date 04/22/11

Vendor	Description	Check #	Amount
JANE CAMERON	CRIMEWATCH	6067	\$200.00
CLOUD PRODUCTIONS	CHILDREN'S ART FAIRE	6068	\$850.00
	CRIMEWATCH	6068	\$700.00
	CRIMEWATCH	6068	\$700.00
	5 HRS. CITY COUNCIL MTG. 04/12/11	6068	\$200.00
CATHY KIM BAEK	BP TODAY SHOW #1	6069	\$200.00
VISTA MEDIA SERVICES	BUENA PARK TODAY MAGAZINE	6070	\$850.00
		TOTAL	\$3,700.00

RESOLUTION NO BPF _____

President

ATTEST:

Secretary

I _____, do hereby certify that I am Secretary to the Buena Park Foundation, and on the _____ day of _____ 2011 the foregoing Resolution was regularly introduced, passed, approved and adopted by the Buena Park Foundation by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

Secretary

RESOLUTION NO BPF _____

RESOLUTION OF THE BUENA PARK FOUNDATION
ALLOWING CERTAIN CLAIMS AND DEMANDS IN
THE SUM OF \$2,500.00 DEMAND NO 6066

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. 6066 in the amount of \$2,500.00 have been audited as required by law and that the same are hereby allowed as set forth. Register date 04/20/11

Vendor	Description	Check #	Amount
VISTA MEDIA SERVICES	CVB PROMOTIONAL VIDEO	6066	\$2,500.00
		TOTAL	\$2,500.00

RESOLUTION NO BPF _____

President

ATTEST:

Secretary

I _____, do hereby certify that I am Secretary to the Buena Park Foundation, and on the _____ day of _____ 2011 the foregoing Resolution was regularly introduced, passed, approved and adopted by the Buena Park Foundation by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

Secretary