

# **A G E N D A**

## **BUENA PARK CABLE FOUNDATION**

**June 11, 2019**

**2:30 p.m.**

**COUNCIL CHAMBER**

**6650 Beach Boulevard, Buena Park**

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### **CALL TO ORDER**

#### **ROLL CALL:**

**DIRECTOR GRANT BARNET  
DIRECTOR JIM BASS  
DIRECTOR SUNNY PARK  
DIRECTOR FRED SMITH  
DIRECTOR DON HARBERT  
DIRECTOR BETH SWIFT  
DIRECTOR CONNOR TRAUT  
VICE PRESIDENT ART BROWN  
PRESIDENT BARON NIGHT**

### **PLEDGE OF ALLEGIANCE**

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

#### **CONSENT CALENDAR:**

1. Minutes of May 14, 2019
2. Resolutions approving claims and demands

#### **RECOMMENDED ACTION**

**Approve**

**Approve**

#### **UNFINISHED BUSINESS:**

#### **NEW BUSINESS:**

3. BPTV Programming Schedule
4. 2019-2020 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 10, 2019 at 2:30 p.m.

**BUENA PARK CABLE FOUNDATION  
MINUTES OF MEETING  
May 14, 2019**

President Baron Night called the Buena Park Cable Foundation Meeting of May 14, 2019 to order at 2:31 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

PRESENT: Barnet, Bass, Park (entered at 2:36 p.m.), Smith, Harbert (departed at 2:49 p.m.), Swift, Traut, Brown (entered at 2:49 p.m.) and Night

ABSENT: None

**ALSO PRESENT:**

Aaron France, Assistant City Manager, Jane Lim, Accounting Technician and Lizzette Sandate, Executive Assistant.

**PLEDGE OF ALLEGIANCE**

Director Grant Barnet led the Pledge of Allegiance to the flag.

**PUBLIC COMMENTS (Agenda Items):**

There were no public comments.

**CONSENT CALENDAR:**

**MINUTES OF April 9, 2019**

**RESOLUTIONS APPROVING CLAIMS AND DEMANDS**

MOTION: Smith/Barnet to APPROVE the Consent Calendar.

AYES: Bass, Swift, Harbert, Traut and Night

NOES: None

ABSENT: Park and Brown

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**Budget Presentation and Sub-Committee Discussion**

Aaron France presented, reviewed, discussed and answered questions regarding the cable foundation budget. Budget to be adopted at the June 11, 2019 meeting.

Aaron France will contact Buena Park High School to find out what kind of TV/Radio/Film programming they are producing, and present to the Board for review and consideration to play in BPTV.

**Awards of Scholarships – Recommendation by Scholarship Sub-Committee**

Aaron France announced five individuals were unanimously recommended by the Sub-Committee for the \$2,000 scholarship award. Pending the Board's approval of the

recommended individuals, the checks are to be presented at tonight's 5pm City Council meeting.

MOTION: Harbert/Park to APPROVE the recommended individuals.  
AYES: Bass, Swift, Harbert, Traut and Night  
NOES: None  
ABSENT: Brown

### **Meeting Minutes and Agenda**

Aaron France announced the City Attorney advised that the Cable Foundation post meeting minutes and agendas for accessibility to the public. The Board discussed and decided for the Cable Foundation to create a separate website to use for posting.

MOTION: Smith/Trout to follow the City Attorney's advice related to the Brown Act and for City staff to create a website.  
AYES: Bass, Barnett, Swift, Brown and Night  
NOES: None  
ABSENT: Harbert

### **CITY GOVERNMENT ACCESS REPORT**

Aaron France reported that BPTV is currently airing the latest edition of What's New in Two, Buena Park Today Spring Edition, Open House promotion, Bridge Church service, the latest Council Meeting and Study Session, Planning Commission meeting, Crime Watch and PSA from Orange County Vector Control and Mosquito Control District.

Aaron France announced that Producer Kevin Ohler has been filling in for Mark Cloud. The Board approved for Kevin Ohler to continue videotaping and producing Crime Watch in Mark Cloud's absence.

Aaron France reported that the Programming Subcommittee met yesterday and discussed having a 4-6 hour consistent programming. The time blocks with specific shows will be provided to the Board members for feedback at the June 11, 2019 meeting.

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

There were no public comments.

### **ANNOUNCEMENTS**

There were no public comments.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:56 p.m. The next meeting is scheduled for June 11, 2019 at 2:30 p.m.

BUENA PARK CABLE FOUNDATION  
May 14, 2019  
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**ATTEST:**

\_\_\_\_\_  
Lizzette Sandate, Exec. Asst.

\_\_\_\_\_  
Baron Night, President

DRAFT

**BUENA PARK FOUNDATION**  
**Income Statement**  
**May 31, 2019**

	Current Year			Prior Year
	Budget	Actual Period Ending May 31, 2019	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2018
<b><u>REVENUES</u></b>				
3410 Investment Income	\$ 50.00	\$ 5.72	\$ (44.28)	\$ 4.63
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	100,000.00	82,545.44	(17,454.56)	107,625.79
<b>Total Revenues</b>	<b>\$ 100,050.00</b>	<b>\$ 82,551.16</b>	<b>\$ (17,498.84)</b>	<b>\$ 107,630.42</b>
<b><u>EXPENDITURES</u></b>				
5214 Taxes and Fees	100.00	80.00	20.00	61.00
5219 Time Warner Video Services	1,000.00	830.60	169.40	1,151.27
5220 Government Access/City	55,645.00	53,040.08	2,604.92	73,848.44
5221 Government Access/Council	9,000.00	7,020.00	1,980.00	6,077.50
5223 Ministerial Series	1,925.00	1,925.00	-	550.00
5224 Production Grants	-	-	-	-
5225 Member Salaries	3,000.00	3,500.00	(500.00)	3,700.00
5227 Misc Expenses/Add'l Programming	125.00	125.00	-	300.00
5230 Scholarships	10,000.00	10,000.00	-	4,000.00
5240 Professional Services	1,600.00	1,637.00	(37.00)	1,637.00
5245 Accounting/Staff Services	5,000.00	-	5,000.00	5,000.00
5250 Equipment Maintenance	1,000.00	-	1,000.00	151.46
5260 Equipment Replacement Fund	2,000.00	-	2,000.00	-
5410 Stationery/Supplies	100.00	22.98	77.02	74.46
5411 Printing	100.00	-	100.00	-
5420 Books/Dues/Subscriptions	100.00	-	100.00	108.95
5430 Postage	100.00	55.00	45.00	50.00
5840 Capital Outlay	1,000.00	78.81	921.19	-
<b>Total Expenditures</b>	<b>91,795.00</b>	<b>78,314.47</b>	<b>13,480.53</b>	<b>96,710.08</b>
Revenues Over (Under) Expenditures	8,255.00	4,236.69	(4,018.31)	10,920.34
Fund Balance, Beginning of Period	39,321.92	39,321.92	-	28,401.58
Fund Balance, End of Period	\$ 47,576.92	\$ 43,558.61	\$ (4,018.31)	39,321.92

**CITY OF BUENA PARK FOUNDATION**

**CHECK REGISTER**

For FY 2018-19

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Invoice #</b>	<b>Check #</b>	<b>Amount</b>
5/9/2019	Emily Grace DePoorter	BPCF Scholarship	May-19	7198	2,000.00
5/9/2019	N/A	Voided Check	Voided Check	7199	-
5/9/2019	Laura Rivas	BPCF Scholarship	May-19	7200	2,000.00
5/9/2019	Karolina Rivas	BPCF Scholarship	May-19	7201	2,000.00
5/9/2019	Kaylen Rose Weiss	BPCF Scholarship	May-19	7202	2,000.00
5/9/2019	Amanda Mae Ebreo Perez	BPCF Scholarship	May-19	7203	2,000.00
5/22/2019	Grant Barnet	BPCF Meeting 05/14/19	May-2019	7204	100.00
5/22/2019	James Bass	BPCF Meeting 05/14/19	May-2019	7205	100.00
5/22/2019	Art Brown	BPCF Meeting 05/14/19	May-2019	7206	100.00
5/22/2019	Don Harbert	BPCF Meeting 05/14/19	May-2019	7207	100.00
5/22/2019	Baron Night	BPCF Meeting 05/14/19	May-2019	7208	100.00
5/22/2019	Sunny Youngsun Park	BPCF Meeting 05/14/19	May-2019	7209	100.00
5/22/2019	Fred Smith	BPCF Meeting 05/14/19	May-2019	7210	100.00
5/22/2019	Connor Traut	BPCF Meeting 05/14/19	May-2019	7211	100.00
5/22/2019	N/A	Voided Check	Voided Check	7212	-
5/22/2019	Jane Cameron	April/May Crime Watch	B1819-0518	7213	400.00
5/22/2019	Kari Kessinger	WNIT 05/07/19, 05/14/19 EP. 1 & 2	113	7214	300.00
5/22/2019	Kevin Ohler	Video Shoot/Edit	052019	7215	1,800.00
			<b>May. 2019 Total</b>		<b>13,300.00</b>

## BUDGET OVERVIEW

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

<u>Fiscal Year 2018-19</u>		<u>Fiscal Year 2019-20</u>	
Ending Balance 6/30/18	\$39,322	<i>Projected</i> Balance 6/30/19	<b>\$46,027</b>
Income for 12 months (Estimated)	+\$ <u>100,000</u>	<i>Projected</i> Income for 12 months	+\$ <u>100,000</u>
Estimated Expenditures	-\$ <u>93,295</u>	<i>Proposed</i> Expenditures	<b>-\$100,220</b>
Ending Balance 6/30/19 (Estimated)	<b>\$46,027</b>	<i>Proposed</i> Balance 6/30/20	<b>\$45,807</b>

# BP CABLE FOUNDATION BUDGET

	Actual FY 17-18	Mid-Year FY 18-19	Proposed FY 19-20
<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	74	100	100
Books, Dues & Subscriptions	109	100	150
Postage	50	100	100
Printing	0	100	100
Scholarship Program	4,000	10,000	10,000
Professional Services (Review of Financial Records)	1,637	1,600	1,600
Accounting/Staff Services	5,000	5,000	5,000
Director Stipends	3,700	3,000	4,500
Time Warner Video Services	1,151	1,000	1,200
Equipment Maintenance	151	1,000	2,000
Equipment Replacement Fund	0	3,500	3,500
Capital Outlay (One-Time Playback Equip Purchase)	0	1,000	2,000
<b>Total Administrative Budget</b>	<b>\$15,933</b>	<b>\$26,600</b>	<b>\$30,350</b>
<b>Programming Budget</b>			
Govt Access BPTV Ch 3 (Vista Media & TBD Productions)	\$73,848	\$55,645	\$55,645
Council/PC Meetings (24 mtgs/year; 2 staff @ \$40/hr)	6,078	9,000	12,000
Ministerial Series	550	1,925	1,925
Miscellaneous Expenditures/Add'l Programming	300	125	300
<b>Total Programming Budget</b>	<b>\$80,776</b>	<b>\$66,695</b>	<b>\$69,870</b>
<b>TOTAL BUDGET</b>	<b>\$96,709</b>	<b>\$93,295</b>	<b>\$100,220</b>