

AGENDA

BUENA PARK CABLE FOUNDATION
MAY 14, 2013
3:30 p.m.
COUNCIL CHAMBER
6650 Beach Boulevard, Buena Park

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 April 9, 2013
2. Resolutions approving claims and demands

RECOMMENDED ACTION

Approve
Approve

CITY GOVERNMENT ACCESS REPORT:

3. Report by Myrna Holmquist

UNFINISHED BUSINESS:

4. Consideration of funding a part-time Coordinator at the BPHS Production Studio

Discussion

NEW BUSINESS:

5. 2013-2014 Budget Presentation
Report by Aaron France
6. Public Access Channel Update
Report by Aaron France
7. Capital Outlay – purchase
Report by Aaron France

Discussion

Discussion

Discussion

PUBLIC COMMENTS (Non-agenda Items):

ANNOUNCEMENTS:

ADJOURNMENT: Next meeting is scheduled for Tuesday, June 11, 2013 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
April 9, 2013**

President Berry called the Buena Park Cable Foundation Meeting of April 9, 2013 to order at 3:00 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

ROLL CALL:

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

ABSENT: Night

ALSO PRESENT:

Myrna Holmquist, Communications and Marketing Manager, Aaron France, Asst. to the City Manager; Dennis Varela, Accountant and Marsha Cook, Secretary.

PLEDGE OF ALLEGIANCE

Director Berry led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

(1) Minutes of February 12, 2013

APPROVED. Brown/Harbert moved to approve item 1 on the consent calendar. MOTION CARRIED (Director Night absent)

(2) Resolutions approving claims and demands.

APPROVED Brown/Barnet moved to approve item 2 on the consent calendar. MOTION CARRIED (Director Night absent)

(3) City Government Access Report.

Myrna Holmquist reported that current programming on BPTV includes the Spring Eggstravaganza, a PSA from RadiOC "Ready Freddie," Adopt-a-Pet, Crescent Avenue Church services, Buena Park Today Spring Edition featuring new field lighting at Bellis Park and the 60th Anniversary of the City of Buena Park including a tour of the Whitaker-Jaynes Estate, the State of the City event and the Mayor's Show with Beth Swift.

Upcoming in April-May and currently in preproduction are the Buena Park Open House on May 4th and the Buena Park Police Dept. Appreciation Luncheon.

Additionally, in an effort to offer new and exciting programming to Buena Park residents, and highlight community partners, plans for a quarterly program about the Buena Park Library and the many services offered there is now being developed.

Ms. Holmquist noted that stories on the Senior Center and Community Services events are ongoing throughout the year.

In response to a question from Director Barnet, Ms. Holmquist responded that she did not have specific statistics about successful adoptions resulting from the Adopt-a-pet program. Director Barnet suggested doing a story highlighting a successful Buena Park pet adoption as a human interest story.

Unfinished Business.

(4) Consideration of funding a part-time Coordinator at the BPHS Production Studio.
CONTINUED to the next meeting.

(5) Student Intern Program.

Aaron France distributed and reviewed a copy of the proposed Internship Program.

Motion: Harbert/Swift moved to approve the Internship Program and allocate funds.

ROLL CALL VOTE:

AYES: BARNET, BERRY, OH, NIGHT, SWIFT, BASS, BROWN, AND SMITH

NOES: HARBERT

ABSENT: NIGHT

MOTION CARRIED.

(6) Time Warner program quality.

Aaron France reported that he was in touch with a Time Warner's Cable Representative who reported that their Engineers have addressed the issue, and he and Myrna Holmquist have been monitoring the channel for the last month, and it appears to be resolved now.

Director Bass reported that he was still observing problems with certain programs (Songs to My Friend), and agreed to make a new DVD copy for the public access channel.

NEW BUSINESS:

(7) Scholarship Preparation (Sub-Committee Selection).

Directors Barnet, Swift and Brown volunteered to serve on the Scholarship Committee.

(8) 2013-2014 Budget Preparation (Sub-Committee Selection).

Directors Harbert, Berry, Bass volunteered to serve on the Budget Committee.

PUBLIC COMMENT (Non-agenda Items):

Paul Carrol asked members if they would be in attendance for the Grand Opening of PADNETS new studio in Long Beach on April 9th.

ANNOUNCEMENTS:

There were no announcements.

BUENA PARK CABLE FOUNDATION
April 9, 2013
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ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:38 p.m. The next meeting is scheduled for May 14, 2013 at 3:00 p.m.

ATTEST:

Marsha Cook, Secretary

Steve Berry, President

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	\$63,624
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	-\$107,550
Ending Balance 6/30/13 (Estimated)	\$63,624	<i>Proposed</i> Balance 6/30/14	\$66,074

BP CABLE FOUNDATION BUDGET

	Actuals FY 11-12	Estimated FY 12-13	Proposed FY 13-14
Administrative Budget			
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
Total Administrative Budget	\$24,916	\$26,350	\$28,400
Programming Budget			
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
Total Programming Budget	\$75,048	\$77,550	\$79,150
TOTAL BUDGET	\$99,964	\$103,900	\$107,550

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
TOTAL GOVERNMENT ACCESS BUDGET	\$70,419	\$69,950	\$69,950

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

Date	Vendor	Description	Invoice #	Check #	Amount
4/3/13	Cloud Productions	Crime Watch April Episodes 1 & 2, Council Meetings 03/12/13 & 03/26/13 Load CG Updates 03/20/13 & 03/25/13	9632	6328	1,880.00
4/3/13	Cirene Mercado	Field Reporting for BP Today & Mayor Show	0114	6329	400.00
4/3/13	Time Warner	Cable Service For April	April-13	6330	74.79
4/9/13	Jane Cameron	March Crime Watch Episodes 1 & 2	B1213-0325	6331	400.00
4/9/13	City of Buena Park	Reimburse City for Binders & Index Dividers (Used City Credit Card)	April-2013	6332	45.19
4/9/13	Vista Media Services	Adopt-A-Pet Show 21 & Park Dept. - Annual Spring Eggstravaganza	280-13, 281-13	6333	1,700.00
4/11/13	Cloud Productions	Disaster Preparedness Video & Audio Troubleshooting on 04/01/13 in Control Room	9634	6334	930.00
4/11/13	James Bass	Buena Park Cable Foundation Meeting on April 9, 2013	APR. 9, 2013	6335	100.00
4/11/13	Miller Oh	Buena Park Cable Foundation Meeting on April 9, 2013	APR. 9, 2013	6336	100.00
4/11/13	Don Harbert	Buena Park Cable Foundation Meeting on April 9, 2013	APR. 9, 2013	6337	100.00
4/11/13	Fred Smith	Buena Park Cable Foundation Meeting on April 9, 2013	APR. 9, 2013	6338	100.00
4/11/13	Art Brown	Buena Park Cable Foundation Meeting on April 9, 2013	APR. 9, 2013	6339	100.00
4/11/13	Vista Media Services	Voided	Voided	6340	Void
4/11/13	Vista Media Services	Spotlight on Community Development Show & Video Transfer	282-13	6341	890.00
4/15/13	Gretchen Morales	Marketing Assistance BP TV for March & April 2013	033013/043013	6342	522.24
Total for April					7,342.22

2013-2014 BPTV CHANNEL 3/99 GOVERNMENT ACCESS PROGRAMMING

TOTAL PRODUCTION REQUESTS

1.	City Council	Mayor's Show	
2.	City Council	Mayor's Show	
3.	City Council	Mayor's Show	
4.	City Council	Mayor's Show	
5.	City Clerk	Commission Recognition	Shalice Tilton, 562-3750
6.	City Manager	Expanded Silverado Events	Myrna Holmquist, 562-3558
7.	City Manager	State of the City Address	Aaron France, 562-3554
8.	City Manager	*Mayor's Prayer Breakfast	Myrna Holmquist, 562-3558
9.	Community Development	Neighborhood Improvement	Mario Camacho, 562-3623
10.	Economic Development	Redevelopment/ED Update	Scott Riordan, 562-3588
11.	OC Fire Authority	Drowning Prevention	Garry Layman, 527-3955
12.	Recreation (Rec. Division)	Candy Caneland & Craft Faire	Michelle VanSickle, 562-3856
13.	Recreation (Rec. Division)	Spring Eggstravaganza	Veronica Ramirez, 562-3855
14.	Recreation (Rec. Division)	P-Nut Picnic Day	Michelle VanSickle, 562-3856
15.	Recreation (Rec. Division)	Gymnasium Programs	Veronica Ramirez, 562-3855
16.	Recreation (Rec. Division)	Aquatics/Parks Programs	Michelle VanSickle, 562-3856
17.	Recreation (Senior Division)	Volunteers Focus	Mark Saucedo, 236-3872
18.	Recreation (Senior Division)	Senior Resource Fair	
19.	Recreation (Senior Division)	Veteran's Day Celebration	
20.	Recreation (Senior Division)	Senior Classes Overview	
21.	Recreation (Senior Division)	Saturday Eve. Ballroom Dances	
22.	Recreation (Parks Division)	Memorial Day Services	Mark Saucedo, 236-3872
23.	Recreation (Fine Arts Div.)	Civic Theatre Summer Prod.	Imani Tolliver, 236-3867
24.	Recreation (Fine Arts Div.)	Children's Art Festival	
25.	Recreation (Fine Arts Div.)	Youth Theatre Summer Production:	
26.	Recreation (Fine Arts Div.)	Youth Theatre Winter Production:	
27.	Recreation (Fine Arts Div.)	Summer Concert Series	
28.	Recreation (Fine Arts Div.)	Elementary Student Art Show	
29.	Recreation (Fine Arts Div.)	High School Art Show	
30.	Recreation (Fine Arts Div.)	Exhibiting Artist	
31.	Recreation (Comm. Services)	Leisure Classes	Donna Elder, 562-3853
32.	Police	Open House	
33.	Police	*Police Recognition Luncheon	
34.-57.	Police	CRIME WATCH (24 episodes)	
58.	Public Works	Capital Improvement Projects Program	Doug Brodowski, 562-3652
59.	Public Works	Water Conservation	Mike Grisso, 562-3705
60.	Public Works	Holiday Decoration Awards	Jim Biery, 562-3672
61.-64.	Quarterly	Adopt-A-Pet (x4)	
65.-68.	Quarterly	Buena Park Today (x4)	

- | | | |
|---------|-------------------------------|---|
| 69. | Quarterly | Buena Park Library (x4) |
| 70. | BPHS | BPHS Focus production |
| 71. | Boys/Girls Club | Boys and Girls Club Youth of the Year Awards |
| 72. | BPPD/OC DA/The Way Fellowship | GRIP Spring Soccer Camp |
| 73.-76. | TBD | TBD |

** These productions may be 1 hour or more in length and may require 2 producers*

BUENA PARK FOUNDATION
Income Statement
April 30, 2013

	Current Year			Prior Year
	Budget	Actual Period Ending April 30, 2013	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2012
<u>REVENUES</u>				
3410 Investment Income	\$ 100.00	40.80	\$ (59.20)	\$ 64.26
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	95,000.00	55,994.22	(39,005.78)	104,937.23
Total Revenues	\$ 95,100.00	\$ 56,035.02	\$ (39,064.98)	\$ 105,001.49
<u>EXPENDITURES</u>				
5214 Taxes and Fees	100.00	81.00	19.00	36.00
5219 Time Warner Video Services	1,200.00	525.81	674.19	901.54
5220 Government Access/City	69,950.00	52,406.12	17,543.88	70,418.51
5221 Government Access/Council	7,200.00	3,320.00	3,880.00	4,280.00
5223 Ministerial Series	1,100.00	275.00	825.00	-
5225 Member Salaries	3,000.00	1,900.00	1,100.00	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	46.00	54.00	108.80
5840 Capital Outlay	2,000.00	-	2,000.00	1,781.45
Total Expenditures	107,550.00	60,433.28	47,116.72	99,963.65
Revenues Over (Under) Expenditures	(12,450.00)	(4,398.26)	(8,051.74)	5,037.84
Fund Balance, Beginning of Period	57,523.86	57,523.86	-	52,486.02
Fund Balance, End of Period	\$ 45,073.86	\$ 53,125.60	\$ (8,051.74)	57,523.86

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