



PUBLIC CABLE TELEVISION AUTHORITY
A Joint Powers Agency of the Cities of Fountain Valley, Stanton, and Westminster
10350 Fern Avenue, Stanton, CA 90680

MEETING AGENDA

JANUARY 17, 2024
9:00 A.M.

MEETING LOCATION: Stanton City Hall, City Council Chambers
7800 Katella Avenue Stanton, CA 90680

IN ACCORDANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2, THIS AGENDA IS POSTED NOT LESS THAN 72 HOURS PRIOR TO THE MEETING DATE AND TIME ABOVE. ALL WRITTEN MATERIALS RELATING TO EACH AGENDA ITEM ARE AVAILABLE FOR PUBLIC INSPECTION IN THE OFFICE OF THE CITY CLERK OF EACH MEMBER CITY OF PCTA:

Fountain Valley City Hall, 10200 Slater Avenue, Fountain Valley, CA 92708
Stanton City Hall, 7800 Katella Avenue, Stanton, CA 90680
Westminster City Hall, 8200 Westminster Boulevard, Westminster, CA 92683

ALL AGENDAS, NOTICES, AND RELATED DOCUMENTS CAN BE ACCESSED ONLINE AT
<https://www.fountainvalley.gov/599/Public-Cable-Television-Authority>.

IN THE EVENT ANY MATTER NOT LISTED ON THIS AGENDA IS PROPOSED TO BE SUBMITTED TO THE BOARD FOR DISCUSSION AND/OR ACTION, IT WILL BE DONE IN COMPLIANCE WITH BROWN ACT REQUIREMENTS.

ORDER OF BUSINESS:

1. Call to Order
2. Pledge of Allegiance & Roll Call
3. Public Comments: Persons wishing to address the Board on PCTA matters may as determined by the Chair; comments are limited to three minutes or deferred until the specific agenda item.
4. Consent Calendar: All matters listed under the Consent Calendar are considered to be routine and will be enacted on simultaneously with one motion without discussion, unless separate action and/or discussion is requested by a board member, staff, or a member of the public.
 - A. Minute Approval of December 20, 2023, Regular Meeting: See backup to Item 4A.
 - B. Receive/File Register: See backup to Item 4B.

- C. Receive/File Treasurer's/Administrative Expenditure Reports: See backup to Item 4C.
5. Reports:
- A. Report of Board
 - B. Report of Treasurer
 - C. Report of Attorney
 - D. Report of Administration
6. New Business
- A. Interim PCTA Administrative Staff Support - December 2023 Invoices
 - i. Summary: The PCTA is currently in a transitional period as the Board determines the appropriate level of administrative staff support. During this interim period, the Board may choose to utilize the staff of the Cities of Fountain Valley, Stanton, and Westminster to provide interim PCTA administrative staff support.
 - ii. Recommended Action: Approve payment for the December 2023 invoices submitted from the Cities of Fountain Valley, Stanton, and Westminster for a total not-to-exceed amount of \$3,195.61.
 - B. PCTA Lease of Dotson Park Facility
 - i. Summary: The PCTA has leased the Dotson Park Facility in the City of Stanton for \$1,200 per month from January 1, 2023 – December 31, 2023.
 - The Dotson Park facility is located at 10350 Fern Avenue in the City of Stanton.
 - The facility is approximately 1,080 square feet.
 - The lease amount includes electricity and water costs.
 - The lease amount increases by CPI each January 1. The CPI for the Orange County area was 2.8% as of November 2023 (the last index available). The 2024 monthly lease payments will be \$1,233.60.
 - ii. Recommended action: Direct staff to either identify a new location for storage of PCTA equipment or extend the lease for another year or on a month-to-month basis.
 - C. Efforts to Determine Viewership Numbers and Demographics
 - i. Summary: The Board asked interim staff to make a recommendation to determine viewership numbers and demographics. Staff is proposing to run an opportunity drawing with three grocery gift card prizes valued at \$50 each.
 - Viewers can only get information on the drawing by watching PCTA, as the info page will only be shown on the broadcast channel. Information should not be shared via social media, newsletter, website, or any other non-broadcast format.
 - Viewers will have the option to enter the drawing via QR code, sending in an email, or calling a phone number.

- Viewers will be asked a few simple questions, including their city of residence, number of years they have lived in the city, their age, their gender, what they watch most on Channel 3, and what types of topics they would be interested in seeing more of.
 - The drawing period will be open for a period of 4 weeks.
- ii. Recommended action: Provide direction to staff on the proposed opportunity drawing.

D. PCTA Assignment of Projects

- i. Summary: At its last meeting, the Board authorized staff to assign projects independently by City based on desired scope of work, past experience, and availability. City staff has developed the following process to advance this direction.
- Issue an RFQ for desired services.
 - Based on responses, create an updated list of on-call contractors.
 - Each city will utilize the list of on-call contractors on an as-needed basis.
- ii. Recommended action:
1. Authorize staff to proceed with preparing and issuing an RFQ.
 2. Direct staff to return with the results of the RFQ at a future meeting.

E. Part-Time Employee Job Description

- i. Summary: The Board asked interim staff to make a recommendation as to job duties and responsibilities for a part-time employee. Based solely on interim staff's efforts to provide the basics to keep operations running, the following duties and responsibilities have been identified:
- Accounting (approximately 2-4 hours per month)
 - Receive invoices from contractors and receive confirmation from City clients that invoices are approved to be paid.
 - Code invoices appropriately and submit to bookkeeper for processing.
 - Receive financial reports from bookkeeper and review for any anomalies.
 - Present financial reports to the Board.
 - Quarterly management of PEG funds/franchise fees and disbursement.
 - Oversee annual audit activities.
 - Agenda (approximately 2-4 hours per month)
 - Prepare meeting agenda and associated staff reports.
 - Prepare minutes from meetings.
 - Post/notice agenda as required.
 - Broadcasting (approximately 4-8 hours per month)
 - Inventory and maintain broadcasting equipment, coordinate check out of equipment to contractors as requested.

- Maintain broadcasting server and other associated appliances.
 - Serve as a backup to the Master Control Operator.
 - Communications (level of efforts will depend on Board's direction, approximately 2 – 4 hours per month).
 - Maintain PCTA website and social media sites.
 - Membership and IT Renewals (annual renewals are a once a year effort that should take approximately 1-2 hours per year once organized).
 - Manage all annual membership renewals.
 - Manage all IT renewals related to software, hardware, and services.
- ii. Recommended action: Provide direction to staff on the proposed options for providing these services:
- **Option 1:** Develop a job description with a market-appropriate hourly rate range and return to the Board for approval for posting.
 - **Option 2:** Include the requested services as part of the RFQ issuance discussed in Item d.

7. ADJOURNMENT TO February 21, 2024, at Stanton City Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.



Regular Meeting of December 20, 2023

7800 Katella Avenue, Stanton, CA 92680

1. Call to Order: Chair David J. Shawver called the meeting to order at 9:06 A.M.

2. Roll Call:

Present: Director Glenn Grandis, City of Fountain Valley, Director Kimberly Ho, City of Westminster, Director NamQuan Nguyen, City of Westminster, Director Carol Warren, City of Stanton, Vice-Chair Kim Constantine, City of Fountain Valley, and Chair David J. Shawver, City of Stanton.

Absent: None.

Excused: None.

3. Public Comments: None

4. Consent Calendar:

Director NamQuan Nguyen motioned to approve the Consent Calendar Seconded by Director Kimberly Ho

Motion carried by the following vote:

AYES: 6 (Constantine, Grandis, Ho, Nguyen, Shawver, Warren)

NOES: None

ABSTAIN: None

ABSENT: None

Motion unanimously carried 6-0

A. Minutes Approved: Special Meeting/Study Session of November 15, 2023.

B. Received/Filed Register.

C. Received/Filed Treasurer's/Administrative Expenditure Reports.

5. Reports:

A. Report of Board – None.

B. Report of Treasurer - Financial reports will be reported on one month in arrears, the Board will re-use the same packet in January that the Board used for this month.

C. Report of Attorney - None

D. Report of Administration - None

6. New Business

A. Interim PCTA Administrative Staff Support

- i. Summary: The PCTA is currently in a transitional period as the Board determines the appropriate level of administrative staff support. During this interim period, the Board may choose to utilize the staff of the Cities of Fountain Valley, Stanton, and Westminster to provide interim PCTA administrative staff support.
- ii. Recommended Action: Authorize the staff of the Cities of Fountain Valley, Stanton, and Westminster to provide interim PCTA administrative staff support until further notice. Approve the fully burdened hourly rates as set forth below.
 - City of Fountain Valley
 - City Manager: \$157.42
 - Management Analyst: \$53.03
 - Lower level staff may be utilized based upon the City's submitted fully burdened rate.
 - City of Stanton
 - City Manager: \$173.30
 - City Clerk: \$92.01
 - Departmental Assistant: \$55.05
 - Management Analyst: \$48.68
 - Lower level staff may be utilized based upon the City's submitted fully burdened rate.
 - City of Westminster
 - City Manager: \$153.27
 - Finance Director: \$133.05
 - Admin: \$107.79
 - Finance Admin 1: \$68.88
 - Finance Admin 2: \$51.23
 - Lower level staff may be utilized based upon the City's submitted fully burdened rate.

Motion/Second: Shawver/Constantine

Motion carried by the following vote:

AYES: 6 (Constantine, Grandis, Ho, Nguyen, Shawver, Warren)
NOES: None
ABSTAIN: None
ABSENT: None

Motion unanimously carried 6-0

The Board authorized the staff of the Cities of Fountain Valley, Stanton, and Westminster to provide interim PCTA administrative staff support until further notice. The Board approved the fully burdened hourly rates as set forth above.

B. NATOA 2024 Membership Renewal Notice

- i. Summary: The 2023 National Association of Telecommunications Officers and Advisors (NATOA) membership will be expiring on 12/31/2023. The Board will consider renewing their NATOA membership for 2024. The annual dues are \$2,495.
- ii. Recommended action: Provide staff with direction on NATOA membership renewal.

Substitute Motion: Approve recommended action and assign Director Warren and Director Ho as PCTA NATOA representatives.

Motion/Second: Grandis/Nguyen

Motion carried by the following vote:

AYES: 6 (Constantine, Grandis, Ho, Nguyen, Shawver, Warren)
NOES: None
ABSTAIN: None
ABSENT: None

Motion unanimously carried 6-0

The Board approved recommended action to proceed with NATOA membership renewal and assigned Director Warren and Director Ho as PCTA NATOA representatives.

C. PCTA Assignment of Projects

- i. Summary: The former was responsible for delegating City projects to PCTA contractors. City staff would like to independently select their own contractors based on scope of work, past experience, and availability.
- ii. Recommended action: Authorize staff to assign projects independently based on scope of work, past experience, and availability.

Motion/Second: Nguyen/Ho

Motion carried by the following vote:

AYES: 6 (Constantine, Grandis, Ho, Nguyen, Shawver, Warren)
NOES: None
ABSTAIN: None
ABSENT: None

Motion unanimously carried 6-0

The Board authorized staff to assign projects independently based on scope of work, past experience, and availability.

D. Charter Transition to HD Upgrade

- i. Summary: Previously, the Board had considered upgrading Charter services to HD. Ultimately, the upgrade was not approved. The City of Fountain Valley has asked to reconsider the upgrade request. The estimated recurring monthly charge for the City of Fountain Valley across two facilities (10200 Slater Avenue and 10641 Stanford Avenue) would be \$795 or \$9,540 per year. The one-time charge would equal \$435. The City of Fountain Valley would request reimbursement for the one-time and annual charges from the PCTA PEG funds.

- ii. Recommended action: Provide direction to staff.

Substitute Motion: Table for three (3) months.

Motion/Second: Grandis/Nguyen

Motion carried by the following vote:

AYES: 6 (Constantine, Grandis, Ho, Nguyen, Shawver, Warren)
NOES: None
ABSTAIN: None
ABSENT: None

Motion unanimously carried 6-0

The Board approved substitute motion to table the charter transition to HD upgrade for three months.

E. Reorganization of Board: Discuss and identify new appointees.

Motion/Second: Shawver/Nguyen

Motion carried by the following vote:

AYES: 6 (Constantine, Grandis, Ho, Nguyen, Shawver, Warren)
NOES: None
ABSTAIN: None
ABSENT: None

Motion unanimously carried 6-0

Appointees:

- Ted Bui, City of Fountain Valley
- Glenn Grandis, City of Fountain Valley
- Kimberly Ho, City of Westminster
- NamQuan Nguyen, City of Westminster
- David J. Shawver, City of Stanton
- Carol Warren, City of Stanton

Appointment of Chair/Vice Chair:

- The Board appointed David J. Shawver as Chair.
- The Board appointed Kimberly Ho as Vice Chair.

7. Adjournment: 10:10 A.M. in memory of Ms. Loreen Berlin.

To the next regularly scheduled meeting, January 17, 2024, at 9:00 A.M. at Stanton City Hall, Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.

Public Cable Television Authority

November 30, 2023

Monthly Income Statement by Jurisdiction

Month Ended November 30, 2023

Entire Enterprise

PEG Segment

Administration Segment

**(Revenue and related franchise fee distributions estimated
pending reporting and collection from franchisees)**

Year To Date Statements

Five Months Ended November 30, 2023

Entire Enterprise

PEG Segment

Administration Segment

PUBLIC CABLE TELEVISION AUTHORITY
Income Statement by Jurisdiction
For the Month Ended November 30, 2023

	1 - FV	2 - WM	3 - ST	Unclassified	TOTAL
Income					
4000 · PCTA Franchise Fee Revenue	\$ 41,218	\$ 38,330	\$ 15,264		\$ 94,812
4001 · PEG Revenue	8,264	7,684	3,062		19,010
4004 · LAIF Investment Income	-	-	-		-
Total Income	\$ 49,483	\$ 46,013	\$ 18,326	\$ -	\$ 113,822
Expense					
6000 · PEG Payroll Expenses					
6011 · PEG Expense - Personnel Sup Mgr	\$ -	\$ -	\$ -		\$ -
6012 · PEG Expense - Senior Editor	-	-	-	-	-
6015 · PEG Expense - Health Benefits	356	331	132		818
6016 · PEG Expense - Payroll Tax Exp	-	-	-		-
Total 6000 · PEG Payroll Expenses	\$ 356	\$ 331	\$ 132	-	\$ 818
6030 · PEG Operating Expenses					
6031 · Operating Exp - PEG Video Prod	\$ 2,655	\$ 3,400	\$ 1,325		\$ 7,380
6032 · Operating Exp - PEG Eng Service	220	385			605
6033 · Operating Exp - PEG Vid Pro Ast		565		425	990
6034 · Operating Exp - PEG Video Edit	700	3,100	1,300		5,100
6037 · Operating Exp - PEG Prod Supply			550		550
6038 · Operating Exp - PEG Subs/Mbrshp					-
6039 · Operating Exp - PEG Mile/Fuel					-
6041 · Operating Exp - PEG Pro/Ofc Supp					-
6042 · Operating Exp - PEG Conf/Convention					-
6043 · Operating Exp - Truck Expense					-
6044 · Operating Exp - Misc Business	25	113	75		213
6047 · Operating Exp - PEG IT					-
6048 · Operating Exp - PEG Repairs & Maint					-
6049 · Operating Exp - PEG Vid Pro Spl		601			601
6050 · Operating Exp - PEG Tch/Ind/Spt					-
6051 · Operating Exp - PEG Vid Pro Spt		80	80		160
6052 · Operating Exp - PEG Prod/Lic					-
6053 · Operating Exp - PEG Vid Int Svc					-
6054 · Operating Exp - PEG Capital Exp					-
Total 6030 · PEG Operating Expenses	\$ 3,600	\$ 8,243	\$ 3,330	\$ 425	\$ 15,598
6100 · Administrative Expenses					
6111 · Admin - Personnel Admin Assist	\$ -	\$ -	\$ -		\$ -
6112 · Admin - Personnel Director Fees	261	242	97		600
6114 · Admin - Payroll Tax Expense	36	34	13		83
6130 · Admin - Operating Expense	633	588	234		1,455
6131 · Admin - Office Rent	522	485	193		1,200
6132 · Admin - Operating Office Supls	-	-	-		-
6133 · Admin - Operating Exp Legal Svc	-	-	-		-
6134 · Admin - Operating Exp Acctg Svcs	-	-	-		-
6137 · Admin - Operating Exp Membership/Si	-	-	-		-
6139 · Admin - Operating Exp Postage	-	-	-		-
6141 · Admin - Operating Exp Mileage	-	-	-		-
6142 · Admin - Operating Exp Insurance	-	-	-		-
6143 · Admin - Operating Info Tech	-	-	-		-
6147 · Admin - Operating Misc Business	-	-	-		-
6148 · Admin - Operating Bank Charges	35	33	13		81

PUBLIC CABLE TELEVISION AUTHORITY
Income Statement by Jurisdiction
For the Month Ended November 30, 2023

	1 - FV	2 - WM	3 - ST	Unclassified	TOTAL
Total 6100 - Administrative Expenses	\$ 1,487	\$ 1,381	\$ 550	\$ -	\$ 3,419
Total Expense	<u>\$ 5,443</u>	<u>\$ 9,955</u>	<u>\$ 4,012</u>	<u>\$ 425</u>	<u>\$ 19,835</u>
Income Before Franchise Fee Distribution	\$ 44,040	\$ 36,058	\$ 14,314	\$ (425)	\$ 93,986
Allowance for Franchise Fee Distribution (distributed quarterly)	<u>\$ 39,731</u>	<u>\$ 36,948</u>	<u>\$ 14,714</u>	<u>\$ -</u>	<u>\$ 91,393</u>
Net Income	<u>\$ 4,309</u>	<u>\$ (890)</u>	<u>\$ (400)</u>	<u>\$ (425)</u>	<u>\$ 2,593</u>

This report is an interim report. Revenues and allowance for franchise fee distributions are estimated.

Note: items in red represent estimates

PUBLIC CABLE TELEVISION AUTHORITY
Income Statement by Jurisdiction
PEG

For the Month Ended November 30, 2023

	1 - FV	2 - WM	3 - ST	Unclassified	TOTAL
Income					
4001 · PEG PEG Revenue	\$ 8,264	\$ 7,684	\$ 3,062		\$ 19,010
Total Income	\$ 8,264	\$ 7,684	\$ 3,062		\$ 19,010
Expense					
6000 · PEG Payroll Expenses					
6011 · PEG Expense - Personnel Sup Mgr	\$ -	\$ -	\$ -		\$ -
6012 · PEG Expense - Senior Editor	-	-	-		-
6015 · PEG Expense - Health Benefits	348	340	130		818
6016 · PEG Expense - Payroll Tax Exp	-	-	-		-
Total 6000 · PEG Payroll Expenses	\$ 348	\$ 340	\$ 130	\$ -	\$ 818
6030 · Operating Expenses					
6031 · Operating Exp - PEG Video Prod	\$ 2,655	\$ 3,400	\$ 1,325		\$ 7,380
6032 · Operating Exp - PEG Eng Service	220	385	-		605
6033 · Operating Exp - PEG Vid Pro Ast		565		425	990
6034 · Operating Exp - PEG Video Edit	700	3,100	1,300		5,100
6037 · Operating Exp - PEG Prod Supply			550		550
6038 · Operating Exp - PEG Subs/Mbrshp					-
6039 · Operating Exp - PEG Mile/Fuel					-
6041 · Operating Exp - PEG Pro/Ofc Supp					-
6042 · Operating Exp - PEG Conf/Convention					-
6043 · Operating Exp - Truck Expense					-
6044 · Operating Exp - Misc Business	25	113	75		213
6047 · Operating Exp - PEG IT					-
6048 · Operating Exp - PEG Repairs & Maint					-
6049 · Operating Exp - PEG Vid Pro Spl		601			601
6050 · Operating Exp - PEG Tch/Ind/Spt					-
6051 · Operating Exp - PEG Vid Pro Spt		80	80		160
6052 · Operating Exp - PEG Prod/Lic					-
6053 · Operating Exp - PEG Vid Int Svc					-
6054 · Operating Exp - PEG Capital Exp					-
Total 6030 · Operating Expenses	\$ 3,600	\$ 8,243	\$ 3,330	\$ 425	\$ 15,598
Total PEG Expense	\$ 3,948	\$ 8,584	\$ 3,460	\$ 425	\$ 16,416
Net PEG Income	\$ 4,317	\$ (900)	\$ (399)	\$ (425)	\$ 2,593

Note: items in red represent estimates

**PUBLIC CABLE TELEVISION AUTHORITY
Income Statement by Jurisdiction**

Admin

Month Ended November 30, 2023

	1 - FV	2 - WM	3 - ST	Unclassified	TOTAL
Income					
4000 · PCTA Franchise Fee Revenue	\$ 41,218	\$ 38,330	\$ 15,264		\$ 94,812
4004 · LAIF Investment Income	-	-	-		-
Total Income	<u>\$ 41,218</u>	<u>\$ 38,330</u>	<u>\$ 15,264</u>	<u>\$ -</u>	<u>\$ 94,812</u>
Expense					
6100 · Administrative Expenses					
6111 · Admin - Personnel Admin Assist	\$ -	\$ -	\$ -		\$ -
6112 · Admin - Personnel Director Fees	261	242	97		600
6114 · Admin - Payroll Tax Expense	36	34	13		83
6130 · Admin - Operating Expense	633	588	234		1,455
6131 · Admin - Office Rent	522	485	193		1,200
6132 · Admin - Operating Office Supls	-	-	-		-
6133 · Admin - Operating Exp Legal Svc	-	-	-		-
6134 · Admin - Operating Exp Acctg Svcs	-	-	-		-
6137 · Admin - Operating Exp Membership/S	-	-	-		-
6139 · Admin - Operating Exp Postage	-	-	-		-
6141 · Admin - Operating Exp Mileage	-	-	-		-
6142 · Admin - Operating Exp Insurance	-	-	-		-
6143 · Admin - Operating Info Tech	-	-	-		-
6147 · Admin - Operating Misc Business	-	-	-		-
6148 · Admin - Operating Bank Charges	35	33	13		81
Total 6100 · Administrative Expenses	<u>\$ 1,487</u>	<u>\$ 1,381</u>	<u>\$ 550</u>	<u>\$ -</u>	<u>\$ 3,419</u>
Income Before Franchise Fee Distribution	\$ 39,731	\$ 36,948	\$ 14,714	\$ -	\$ 91,393
Franchise Fee Distribution - Proposed	<u>\$ 39,731</u>	<u>\$ 36,948</u>	<u>\$ 14,714</u>		<u>\$ 91,393</u>
Net Admin Income	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Note: items in red represent estimates

PUBLIC CABLE TELEVISION AUTHORITY
Income Statement by Jurisdiction
For the Five Months Ended November 30, 2023

Note - items in RED are estimates

	<u>1 - FV</u>	<u>2 - WM</u>	<u>3 - ST</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income					
4000 · PCTA Franchise Fee Revenue	\$ 206,090	\$ 191,650	\$ 76,320		\$ 474,060
4001 · PEG Revenue	41,320	38,420	15,310		95,050
4004 · Investment Income - LAIF	4,028	3,741	1,491		9,260
Total Income	<u>\$ 251,438</u>	<u>\$ 233,811</u>	<u>\$ 93,121</u>	<u>\$ -</u>	<u>\$ 578,370</u>
Expense					
6000 · PEG Expenses Payroll					
6011 · PEG Expense - Personnel Sup Mgr	\$ 15,915	\$ 14,781	\$ 5,890		\$ 36,586
6012 · PEG Expense - Senior Editor	-	-	-		-
6015 · PEG Expense - Health Benefits	1,609	1,495	596		3,700
6016 · PEG Expense - Payroll Tax Exp	1,217	1,131	451		2,799
Total 6000 · Total PEG Payroll Expenses	<u>\$ 18,741</u>	<u>\$ 17,407</u>	<u>\$ 6,937</u>	<u>\$ -</u>	<u>\$ 43,085</u>
6030 · PEG Operating Expenses					
6031 · Operating Exp - PEG Video Prod	\$ 6,830	\$ 8,700	\$ 1,950		\$ 17,480
6032 · Operating Exp - PEG Eng Service	3,940	4,215	222	2,063	10,439
6033 · Operating Exp - PEG Vid Pro Ast	3,538	6,091	238	6,600	16,466
6034 · Operating Exp - PEG Video Edit	3,850	3,725	1,300	132	9,007
6037 · Operating Exp - PEG Prod Supply			550	104	654
6038 · Operating Exp - PEG Subs/Mbrshp				3,596	3,596
6039 · Operating Exp - PEG Mile/Fuel				532	532
6041 · Operating Exp - PEG Pro/Ofc Sup					-
60421 · Operating Exp - PEG Conf/Conv					-
6043 · Operating Exp - PEG Truck Exp				1,414	1,414
6044 · Operating Exp - PEG Misc Bus	25	113	75	36	248
6047 · Operating Exp - PEG IT				3,589	3,589
6048 · Operating Exp - PEG Repair/Maint				415	415
6049 · Operating Exp - PEG Vid Pro Spl	64	601		348	1,013
6050 · Operating Exp - PEG Tch/Ind/Spt					-
6051 · Operating Exp - PEG Vid Pro Spt		240	80		320
6052 · Operating Exp - PEG Prod/Lic					-
6053 · Operating Exp - PEG Vid Int Svc	12,637	14,867			27,504
6054 · Operating Exp - PEG Capital Exp		2,485			2,485
Total 6030 · PEG Operating Expenses	<u>\$ 30,884</u>	<u>\$ 41,037</u>	<u>\$ 4,414</u>	<u>\$ 18,828</u>	<u>\$ 95,163</u>
6100 · Administrative Expenses					
6111 · Admin - Personnel Admin Assist	\$ -	\$ -	\$ -	\$ -	-
6112 · Admin - Personnel Director Fees	870	808	322		2,000
6114 · Admin - Payroll Tax Expense	120	112	45		277
6130 · Admin - Operating Expense	3,293	3,058	1,219		7,570
6131 · Admin - Office Rent	2,610	2,424	966		6,000
6132 · Admin - Operating Office Supls	87	80	32		199
6133 · Admin - Operating Exp Legal Svc	1,315	1,221	487		3,024
6134 · Admin - Operating Exp Acctg Svcs	400	372	148		920
6135 · Admin - Operating Audit Svcs					-
6137 · Admin - Operating Exp Membership/S	148	137	55		340
6139 · Admin - Operating Exp Postage	-	-	-		-
6141 · Admin - Operating Exp Mileage	51	48	19		118
6142 · Admin - Operating Exp Insurance	-	-	-		-
6143 · Admin - Operating Info Tech	-	-	-		-
6147 · Admin - Operating Misc Business	70	65	26		160
6148 · Admin - Operating Bank Charges	207	193	77		476
Total 6100 · Administrative Expenses	<u>\$ 9,171</u>	<u>\$ 8,518</u>	<u>\$ 3,394</u>	<u>\$ -</u>	<u>\$ 21,083</u>
Total Expenses	<u>\$ 58,796</u>	<u>\$ 66,962</u>	<u>\$ 14,746</u>	<u>\$ 18,828</u>	<u>159,331</u>
Income Before Franchise Fee Distribution	\$ 192,642	\$ 166,849	\$ 78,375	\$ (18,828)	\$ 419,039
5244 · Franchise Fees					
5240 · FF Distribution	\$ 200,947	\$ 186,873	\$ 74,417		\$ 462,237
Net Income	<u>\$ (8,305)</u>	<u>\$ (20,024)</u>	<u>\$ 3,959</u>	<u>\$ (18,828)</u>	<u>\$ (43,198)</u>

PUBLIC CABLE TELEVISION AUTHORITY

Items in RED are estimates

Income Statement - PEG

For the Five Months Ended November 30, 2023

	<u>1 - FV</u>	<u>2 - WM</u>	<u>3 - ST</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income					
4001 · PEG PEG Revenue	\$ 41,320	\$ 38,420	\$ 15,310		\$ 95,050
Expense					
6000 · PEG Expenses					
6011 · PEG Expense - Personnel Sup Mgr	\$ 15,915	\$ 14,781	\$ 5,890		\$ 36,586
6012 · PEG Expense - Senior Editor	-	-	-		-
6015 · PEG Expense - Health Benefits	1,609	1,495	596		3,700
6016 · PEG Expense - Payroll Tax Exp	1,217	1,131	451		2,799
Sub-Total 6000 · PEG Payroll	\$ 18,741	\$ 17,407	\$ 6,937	\$ -	\$ 43,085
6030 · Operating Expenses					
6031 · Operating Exp - PEG Video Prod	\$ 6,830	\$ 8,700	\$ 1,950		\$ 17,480
6032 · Operating Exp - PEG Eng Service	3,940	4,215	222	2,063	10,439
6033 · Operating Exp - PEG Vid Pro Ast	3,538	6,091	238	6,600	16,466
6034 · Operating Exp - PEG Video Edit	3,850	3,725	1,300	132	9,007
6037 · Operating Exp - PEG Prod Supply			550	104	654
6038 · Operating Exp - PEG Subs/Mbrshp				3,596	3,596
6039 · Operating Exp - PEG Mile/Fuel				532	532
6041 · Operating Exp - PEG Pro/Ofc Sup					-
60421 · Operating Exp - PEG Conf/Conv					-
6043 · Operating Exp - PEG Truck Exp				1,414	1,414
6044 · Operating Exp - PEG Misc Bus	25	113	75	36	248
6047 · Operating Exp - PEG IT				3,589	3,589
6048 · Operating Exp - PEG Repair/Maint				415	415
6049 · Operating Exp - PEG Vid Pro Spl	64	601		348	1,013
6050 · Operating Exp - PEG Tch/Ind/Spt					-
6051 · Operating Exp - PEG Vid Pro Spt		240	80		320
6052 · Operating Exp - PEG Prod/Lic					-
6053 · Operating Exp - PEG Vid Int Svc	12,637	14,867			27,504
6054 · Operating Exp - PEG Capital Exp		2,485			2,485
Sub-Total PEG Operating Expenses	\$ 30,884	\$ 41,037	\$ 4,414	\$ 18,828	\$ 95,163
Total Expenses	\$ 49,625	\$ 58,444	\$ 11,351	\$ 18,828	\$ 138,248
Net Income (Loss) PEG	\$ (8,305)	\$ (20,024)	\$ 3,959	\$ (18,828)	\$ (43,198)

PUBLIC CABLE TELEVISION AUTHORITY
INCOME STATEMENT BY JURISDICTION - ADMINISTRATION
FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2023

	1-FV	2-WM	3-ST	Total
4000 · PCTA Franchise Fee Revenue	\$ 206,090	\$ 191,650	\$ 76,320	\$ 474,060
4004 · Investment Income - LAIF	4,028	3,741	1,491	9,260
Total Income	<u>\$ 210,118</u>	<u>\$ 195,391</u>	<u>\$ 77,811</u>	<u>\$ 483,320</u>
6100 · Administrative Expenses				
6111 · Admin - Personnel Admin Assist	\$ -	\$ -	\$ -	-
6112 · Admin - Personnel Director Fees	870	808	322	2,000
6114 · Admin - Payroll Tax Expense	120	112	45	277
6116 · Admin - Personnel Recruiting	3,293	3,058	1,219	7,570
6130 · Admin - Operating Expense	2,610	2,424	966	6,000
6131 · Admin - Office Rent	87	80	32	199
6132 · Admin - Operating Office Supls	1,315	1,221	487	3,024
6133 · Admin - Operating Exp Legal Svc	400	372	148	920
6134 · Admin - Operating Exp Acctg Svcs				-
6135 · Admin - Operating Audit Svcs	148	137	55	340
6137 · Admin - Operating Membership/Sub	-	-	-	-
6139 · Admin - Operating Postage	51	48	19	118
6141 · Admin - Operating Mileage	-	-	-	-
6142 · Admin - Operating Insurance	-	-	-	-
6143 · Admin - Operating Info Tech	70	65	26	160
6147 · Admin - Operating Misc Business	207	193	77	476
6148 · Admin - Operating Bank Charges				-
Total 6100 · Administrative Expenses	<u>\$ 9,171</u>	<u>\$ 8,518</u>	<u>\$ 3,394</u>	<u>\$ 21,083</u>
Income Before City Franchise Fee Distribution	\$ 200,947	\$ 186,873	\$ 74,417	\$ 462,237
City Franchise Fee Distribution	<u>200,947</u>	<u>186,873</u>	<u>74,417</u>	<u>462,237</u>
Net Income	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Public Cable Television Authority

November 30, 2023

Cash Balance Report

Bank Statement – Citizens Business Bank

Bank Reconciliation – Citizens Business Bank

Bank Statement – State of CA Local Agency Investment Fund

Not received

**Public Cable Television Authority
Cash Balance Report
As of November 30, 2023**

Cash - Citizens Business Bank	623,517.39
Cash - California LAIF	<u>1,179,247.03</u>
Total Cash, November 30, 2022	<u><u>1,802,764.42</u></u>

PUBLIC CABLE TELEVISION AUTHORITY

Reconciliation Detail

1002 - Cash - Citizens Business Bank, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						316,450.94
Cleared Transactions						
Checks and Payments - 21 items						
Bill Pmt -Check	11/01/2023	eft	Time Warner	X	-1,454.60	-1,454.60
Check	11/01/2023	eft	City of Stanton	X	-1,200.00	-2,654.60
Bill Pmt -Check	11/01/2023	eft	City of Stanton	X	-32.37	-2,686.97
Check	11/21/2023	eft	Choice Builder	X	-110.98	-2,797.95
Check	11/21/2023			X	-70.49	-2,868.44
Bill Pmt -Check	11/22/2023	eft	Old Red Eye Produc...	X	-1,405.00	-4,273.44
Bill Pmt -Check	11/22/2023	eft	Allred, Jennifer	X	-1,250.00	-5,523.44
Bill Pmt -Check	11/22/2023	eft	Toueg, Jacqueline	X	-1,250.00	-6,773.44
Check	11/22/2023	eft	Kaiser Permanente	X	-707.14	-7,480.58
Bill Pmt -Check	11/22/2023	eft	Vidiflo, LLC	X	-655.78	-8,136.36
Bill Pmt -Check	11/22/2023	eft	Starn, Valerie	X	-650.00	-8,786.36
Bill Pmt -Check	11/22/2023	eft	JR Videography Ser...	X	-575.00	-9,361.36
Bill Pmt -Check	11/22/2023	eft	Brown, Gavin	X	-400.00	-9,761.36
Bill Pmt -Check	11/22/2023	eft	Deans, Tyler	X	-120.00	-9,881.36
Bill Pmt -Check	11/27/2023	eft	Ross, Glenn	X	-600.00	-10,481.36
Liability Check	11/29/2023		QuickBooks Payroll ...	X	-559.20	-11,040.56
Bill Pmt -Check	11/30/2023	eft	Starn, Valerie	X	-780.00	-11,820.56
Bill Pmt -Check	11/30/2023	eft	Badoud, Tom	X	-550.00	-12,370.56
Bill Pmt -Check	11/30/2023	eft	Brown, Gavin	X	-400.00	-12,770.56
Bill Pmt -Check	11/30/2023	eft	Ross, Glenn	X	-337.50	-13,108.06
Bill Pmt -Check	11/30/2023	eft	Eisleben, Richard	X	-175.00	-13,283.06
Total Checks and Payments					-13,283.06	-13,283.06
Deposits and Credits - 11 items						
Deposit	11/08/2023			X	24,939.92	24,939.92
Deposit	11/15/2023			X	7,970.97	32,910.89
Deposit	11/15/2023			X	17,489.11	50,400.00
Deposit	11/15/2023			X	23,774.85	74,174.85
Deposit	11/15/2023			X	246,174.66	320,349.51
Paycheck	11/30/2023	DD1211	Kimberly Ho	X	0.00	320,349.51
Paycheck	11/30/2023	DD1207	Carol Warren	X	0.00	320,349.51
Paycheck	11/30/2023	DD1210	Kim Constantine	X	0.00	320,349.51
Paycheck	11/30/2023	DD1209	Glenn D Grandis	X	0.00	320,349.51
Paycheck	11/30/2023	DD1208	David J Shawver	X	0.00	320,349.51
Paycheck	11/30/2023	DD1212	Nam Quan T Nguyen	X	0.00	320,349.51
Total Deposits and Credits					320,349.51	320,349.51
Total Cleared Transactions					307,066.45	307,066.45
Cleared Balance					307,066.45	623,517.39
Register Balance as of 11/30/2023					307,066.45	623,517.39
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	12/01/2023	eft	Time Warner		-1,454.60	-1,454.60
Check	12/01/2023	eft	City of Stanton		-1,200.00	-2,654.60
Total Checks and Payments					-2,654.60	-2,654.60
Total New Transactions					-2,654.60	-2,654.60
Ending Balance					304,411.85	620,862.79

PUBLIC CABLE TELEVISION AUTH
10350 FERN AVE
STANTON CA 90680-1744

Managing Your Accounts

	Phone Number	888.222.5432
	Website	cbbank.com
	Email	customersupport@cbbank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
ANALYZED BUSINESS PLAN GOVERNMENT SRVCS		\$623,517.39

ANALYZED BUSINESS PLAN GOVERNMENT SRVCS- 256

Account Summary

Date	Description	Amount
11/01/2023	Beginning Balance	\$316,450.94
	5 Credit(s) This Period	\$320,349.51
	21 Debit(s) This Period	\$13,283.06
11/30/2023	Ending Balance	\$623,517.39

Electronic Credits

Date	Description	Amount
11/08/2023	Frontier Communi A100000177	\$24,939.92
11/15/2023	CHARTER COMM OP, TRADE PAY	\$7,970.97
11/15/2023	CHARTER COMM OP, TRADE PAY	\$17,489.11
11/15/2023	CHARTER COMM OP, TRADE PAY	\$23,774.85
11/15/2023	CHARTER COMM OP, TRADE PAY	\$246,174.66
		5 item(s) totaling \$320,349.51

Electronic Debits

Date	Description	Amount
11/01/2023	SPECTRUM SPECTRUM 7168376	\$1,454.60
11/01/2023	Public Cable Tel ACH Single XXXXXX1989	\$1,200.00
11/01/2023	ACH Single Public Cable Tel City of Stanton invoice 389	\$32.37
11/21/2023	CHOICE BUILDER ONLIN PMNT 69496201	\$110.98
11/22/2023	ACH Single Public Cable Tel Hitt 2023022	\$1,405.00
11/22/2023	ACH Single Public Cable Tel Toueg 83	\$1,250.00
11/22/2023	ACH Single Public Cable Tel Allred 147	\$1,250.00
11/22/2023	KAISER GROUP DUE INTERNET 043000091068374	\$707.14
11/22/2023	ACH Single Public Cable Tel Vidiflo I23110201	\$655.78
11/22/2023	ACH Single Public Cable Tel Starn 110323	\$650.00
11/22/2023	ACH Single Public Cable Tel JR 8	\$575.00
11/22/2023	ACH Single Public Cable Tel Brown 1	\$400.00
11/27/2023	ACH Single Public Cable Tel Ross 86	\$600.00
11/27/2023	ACH Single Public Cable Tel Deans 35	\$120.00
11/29/2023	INTUIT PAYROLL S QUICKBOOKS XXXXXX1989	\$559.20
11/30/2023	ACH Single Public Cable Tel Starn 11/20/23	\$780.00

OUTSTANDING CHECKS		INSTRUCTIONS	
No.	Amount	<p>PLEASE EXAMINE THIS STATEMENT AT ONCE AND IMMEDIATELY NOTIFY THE BANK OF ANY ERRORS.</p> <p>ALL ITEMS CREDITED ARE SUBJECT TO FINAL PAYMENT.</p>	
		<ol style="list-style-type: none"> 1. Compare each paid check with your check stub or register and mark as paid. 2. Bank balance shown on front of your statement..... 3. Compare any deposits shown on statement, including bank originated credits, with those entered in your check register. Add any not shown on statement..... 4. Subtotal..... 5. Subtract total of outstanding checks..... 6. Account Balance..... 7. Your check book balance..... 8. Subtract any bank charges including monthly service charge or transfers you have authorized and have been deducted on this statement..... 9. Adjusted check book balance..... 	
		<p><i>* Denotes a point at which one or more check serial numbers are unaccounted for this statement period. It may indicate outstanding checks or checks shown on previous statements.</i></p>	
TOTAL			
STATEMENTS AND IMAGES			
<p>Your account statement will include the following information with respect to each check paid against your account during the statement cycle: (1) the check number (2) the amount of the check; and (3) the date of the payment. Copies of checks can be requested by calling customer service at (888) 222-5432. Please refer to our Bank Product and Service Information for applicable fees under Research Requests.</p>			
THE FOLLOWING NOTICE CONCERNING ELECTRONIC TRANSFER APPLIES IF YOUR ACCOUNT IS MAINTAINED FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES.			
<p>IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS CONTACT US AT:</p> <p style="margin-left: 100px;">Telephone: (888) 222-5432 or write us at: Citizens Business Bank P O Box 51000, Ontario, CA 91761</p>			
<p>Contact us as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or a receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. If you have a question concerning your statement, please be prepared to:</p> <ol style="list-style-type: none"> 1. Provide your name and account number (if any). 2. Provide the dollar amount of the suspected error. 3. Describe the error or the transfer you are unsure about and clearly explain why you believe it is an error or why you need more information. <p>We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation</p>			

ANALYZED BUSINESS PLAN GOVERNMENT SRVCS-256 (continued)

Electronic Debits (continued)

Date	Description	Amount
11/30/2023	ACH Single Public Cable Tel Badoud 052	\$550.00
11/30/2023	ACH Single Public Cable Tel Brown 6	\$400.00
11/30/2023	ACH Single Public Cable Tel Ross 87	\$337.50
11/30/2023	ACH Single Public Cable Tel Eisleben 32-52-01	\$175.00
		20 item(s) totaling \$13,212.57

Other Debits

Date	Description	Amount
11/21/2023	Account Analysis Fees	\$70.49
		1 item(s) totaling \$70.49

Daily Balances

Date	Amount	Date	Amount	Date	Amount
11/01/2023	\$313,763.97	11/21/2023	\$633,932.01	11/29/2023	\$625,759.89
11/08/2023	\$338,703.89	11/22/2023	\$627,039.09	11/30/2023	\$623,517.39
11/15/2023	\$634,113.48	11/27/2023	\$626,319.09		

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City of Fountain Valley
 10200 Slater Avenue
 Fountain Valley, California 92708-4736

City of Fountain Valley Invoice

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
PUBLIC CABLE TELEVISION AUTHORITY	01/11/2024	15859	\$0.00	02/10/2024	\$541.20		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
405300 MISC OTHER INCOME DECEMBER 2023 - WISHNER CITY OF FOUNTAIN VALLEY ADMINISTRATION CHARGES. SEE ATTACHED	1.00	\$68.940000	EACH	\$68.94	\$0.00	\$0.00	\$68.94
405300 MISC OTHER INCOME DECEMBER 2023 - LE CITY OF FOUNTAIN VALLEY ADMINISTRATION CHARGES. SEE ATTACHED	1.00	\$472.260000	EACH	\$472.26	\$0.00	\$0.00	\$472.26
Invoice Total:							\$541.20

ACCOUNT	AMOUNT
---------	--------

DECEMBER 2023
 CITY OF FOUNTAIN VALLEY ADMINISTRATION CHARGES.
 SEE ATTACHED

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Fountain Valley
 10200 Slater Avenue
 Fountain Valley, California 92708-4736

City of Fountain Valley Invoice
 Remit Portion

Invoice Date	01/11/2024
Invoice Number	15859
Customer Number	103751
Amount Paid	
Due Date	02/10/2024
Invoice Total Due	\$541.20

PUBLIC CABLE TELEVISION
 AUTHORITY
 10200 SLATER AVENUE
 FOUNTAIN VALLEY, CA 92708

Please write your Invoice Number on your check and
 enclose this portion of the bill with your payment.
 Make checks payable to: City of Fountain Valley



DATE	INVOICE NO
12/20/2023	0000402

BILL TO
Public Cable Television Authority Attn: Louis Rocha, Supervising Manager 10350 Fern Avenue Stanton, CA 90680

DUE DATE
Due Upon Receipt

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS OUTSTANDING BALANCE						0.00
Monthly Meeting Agenda Copies - December 2023:						
Staff Time - Patricia A. Vazquez, City Clerk	1.00	101.21	101.21	0.00	0.00	101.21
Staff Time - Hannah Shin-Heydorn, City Manager	1.00	421.12	421.12	0.00	0.00	421.12
108 Pages @ \$0.10 per page	1.00	10.80	10.80	0.00	0.00	10.80
INVOICE TOTAL:			533.13	0.00	0.00	533.13

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (714) 379-9222

DUE DATE	INVOICE NO
Due Upon Receipt	0000402

Customer Name: Public Cable Television Authority
Customer No: 008308
Account No: 0000140 - Copies

Please remit payment by the due date to:

City of Stanton
7800 Katella Avenue
Stanton, CA 90680-3162

Previous Balance:	0.00
Invoice Total:	533.13
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	533.13

INVOICE BALANCE: \$533.13
AMOUNT PAID: _____



CITY OF WESTMINSTER
FINANCE DEPARTMENT
 8200 WESTMINSTER BLVD
 WESTMINSTER CA 92683
 714.898.3311

PAYMENT MUST BE
 RECEIVED ON OR
 BEFORE THE DUE DATE
 TO AVOID A \$10 LATE
 CHARGE

General Invoice

Customer Copy

For questions please call 714.548.3192

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
PUBLIC CABLE TELEVISION	01/04/2024	77	\$0.00	02/03/2024	\$2,121.28		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
MISCELLANEOUS DECEMBER PCTA HOURS	1.00	\$613.080000	EACH	\$613.08	\$0.00	\$0.00	\$613.08
CITY MANAGER 4.0 HOURS \$613.08							
MISCELLANEOUS DECEMBER PCTA HOURS	1.00	\$1130.930000	EACH	\$1,130.93	\$0.00	\$0.00	\$1,130.93
FINANCE DIRECTOR 8.5 HOURS \$1,130.93							
MISCELLANEOUS DECEMBER PCTA HOURS	1.00	\$377.270000	EACH	\$377.27	\$0.00	\$0.00	\$377.27
COMMUNITY SERVICES DIRECTOR 3.5 HOURS \$377.27							
Invoice Total:							\$2,121.28

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



CITY OF WESTMINSTER
FINANCE DEPARTMENT
 8200 WESTMINSTER BLVD
 WESTMINSTER CA 92683
 714.898.3311

PAYMENT MUST BE
 RECEIVED ON OR
 BEFORE THE DUE DATE
 TO AVOID A \$10 LATE
 CHARGE

General Invoice

Remit Portion

Invoice Date	01/04/2024
Invoice Number	77
Customer Number	1102
Amount Paid	
Due Date	02/03/2024
Invoice Total Due	\$2,121.28

PUBLIC CABLE TELEVISION
 10200 SLATER AVE
 FOUNTAIN VALLEY, CA 92708

MAKE CHECKS PAYABLE TO THE CITY OF WESTMINSTER