



**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***

**MARCH 20, 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 February 21, 2024, 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. Introduction of City of Stanton Employee
    - i. Summary: The City of Stanton has hired a new part-time Departmental Assistant, whose duties will include providing support to the PCTA.
    - ii. Recommended Action: Receive and file.
  
  - B. Reimbursement for City of Stanton Employee
    - i. Summary: The annual estimated reimbursement request for the City of Stanton employee related to PCTA administrative support is \$35,000 based on an hourly rate of \$32.58. It is recommended the reimbursement be funded from the franchise fees for each City. The Board may consider a percentage-based allocation or some other method to fund the reimbursement.
    - ii. Recommended action: Provide direction to staff on desired funding method.
  
  - C. Interim PCTA Administrative Staff Support – February 2024 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 has chosen 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 February 2024 invoices submitted from the Cities of Fountain Valley and Westminster for a total not-to-exceed amount of \$2,740.86 and for the City of Stanton as submitted.
  
7. ADJOURNMENT TO April 17, 2024, at Stanton City Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.



## MINUTES

Regular Meeting of February 21, 2024

7800 Katella Avenue, Stanton, CA 92680

1. **Call to Order:** Chair David J. Shawver called the meeting to order at 9:05 A.M.
2. **Roll Call:**
  - Present: Director Ted Bui, City of Fountain Valley, Director Glenn Grandis, City of Fountain Valley, Director NamQuan Nguyen, City of Westminster, Director Carol Warren, City of Stanton, and Chair David J. Shawver, City of Stanton.
  - Absent: Vice Chair Kimberly Ho, City of Westminster.
  - Excused: None.
3. **Public Comments:** None.
4. **Consent Calendar:**

Director Glenn Grandis motioned to approve the Consent Calendar Seconded by Director Carol Warren

Motion carried by the following vote:

  - AYES: 5 (Bui, Grandis, Nguyen, Shawver, Warren)
  - NOES: None
  - ABSTAIN: None
  - ABSENT: 1 (Ho)

Motion unanimously carried 5-0

  - A. Minutes Approved: Regular Meeting of January 17, 2024.
5. **Reports:**
  - A. Report of Board
    - i. Chair Shawver provided a report to the board.
  - B. Report of Treasurer
    - i. Director Grandis provided a report to the board.
  - C. Report of Attorney
    - i. Chair Shawver provided a report to the board.
  - D. Report of Administration
    - i. Interim staff reported that they met with the Cities of Seal Beach and Los Alamitos in regard to the possibility of joining the PCTA.

Vice Chair Kimberly Ho, City of Westminster arrived at 9:12 AM.

## 6. New Business

### A. Recognition of Former Board Member – Ms. Kim Constantine

- i. Summary: The Board will recognize former Board Member Kim Constantine for her dedicated service to the PCTA.
- ii. Recommended Action: Receive and file.

The Board presented Ms. Constantine with a plaque in recognition of her dedicated service to the PCTA, Ms. Constantine was in attendance to accept the plaque.

### B. Interim PCTA Administrative Staff Support – January 2024 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 has chosen 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 January 2024 invoices submitted from the Cities of Fountain Valley, Stanton, and Westminster for a total not-to-exceed amount of \$3,830.17.

The Board motioned to amend the recommended action to include provision of detailed invoice breakdown for each city.

Motion/Second: Ho/Warren

Motion carried by the following vote:

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

NOES: None

ABSTAIN: None

ABSENT: None

Motion unanimously carried 6-0

The Board approved payment for the January 2024 invoices submitted from the Cities of Fountain Valley, Stanton, and Westminster for a total not-to-exceed amount of \$3,830.17 and directed staff to include provision of detailed invoice breakdown for each city.

### C. Authorize Audit for Fiscal Year Ending June 30, 2021

- i. Summary: The PCTA is required to conduct an annual audit of all governmental activities. The last audit on file is for the fiscal year ending June 30, 2020. The objective of an audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report. The City has been working with DavisFarr since 2022 to complete the audit for the fiscal year ending June 30, 2021. The fixed fee for the proposed audit services is \$17,600.
- ii. Recommended action: Authorize the Treasurer to sign the engagement letter dated January 23, 2024 from DavisFarr to conduct an audit for PCTA's governmental activities, and each major fund, as of June 30, 2021. The fixed fee for the proposed audit services is \$17,600.

The Board motioned to change the signatory line within the DavisFarr auditor's engagement letter from Treasurer to Chair.

Motion/Second: Shawver/Ho  
Motion carried by the following vote:

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

Motion unanimously carried 6-0

The Board authorized the Chair to sign the engagement letter dated January 23, 2024 from DavisFarr to conduct an audit for PCTA's governmental activities, and each major fund, as of June 30, 2021. The fixed fee for the proposed audit services is \$17,600.

**7. Adjournment: 10:04 A.M.**

To the next regularly scheduled meeting, March 20, 2024, at 9:00 A.M. at Stanton City Hall, Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.

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

For the Seven Months Ended January 31, 2024

	1 - FV	2 - WM	3 - ST	Unclassified	TOTAL
<b>Income</b>					
4001 · PEG PEG Revenue	\$ 24,413	\$ 24,481	\$ 8,454	64,000	\$ 121,348
<b>Total Income</b>	<b>\$ 24,413</b>	<b>\$ 24,481</b>	<b>\$ 8,454</b>	<b>\$ 64,000</b>	<b>\$ 121,348</b>
<b>Expense</b>					
6000 · PEG Payroll Expenses					
6011 · PEG Expense - Personnel Sup Mgr	\$ 15,549	\$ 15,220	\$ 5,817		\$ 36,586
6012 · PEG Expense - Senior Editor	-	-	-		-
6015 · PEG Expense - Health Benefits	1,667	1,631	624		3,922
6016 · PEG Expense - Payroll Tax Exp	1,359	1,308	478		3,145
<b>Total 6000 · PEG Payroll Expenses</b>	<b>\$ 18,575</b>	<b>\$ 18,160</b>	<b>\$ 6,919</b>	<b>\$ -</b>	<b>\$ 43,653</b>
6030 · Operating Expenses					
6031 · Operating Exp - PEG Video Prod	\$ 17,849	\$ 13,200	\$ 3,900	\$ -	\$ 34,949
6032 · Operating Exp - PEG Eng Service	3,940	8,942	222	2,063	15,166
6033 · Operating Exp - PEG Vid Pro Ast	5,758	7,634	1,155	8,550	23,096
6034 · Operating Exp - PEG Video Edit	4,963	6,150	3,075	482	14,669
6037 · Operating Exp - PEG Prod Supply			3,200	104	3,304
6038 · Operating Exp - PEG Subs/Mbrshp				3,596	3,596
6039 · Operating Exp - PEG Mile/Fuel				533	533
6041 · Operating Exp - PEG Pro/Ofc Supp				364	364
6042 · Operating Exp - PEG Conf/Convention					-
6043 · Operating Exp - Truck Expense				1,414	1,414
6044 · Operating Exp - Misc Business	25	113	75	36	248
6047 · Operating Exp - PEG IT				3,589	3,589
6048 · Operating Exp - PEG Repairs & 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	80	320	160	-	560
6052 · Operating Exp - PEG Prod/Lic					-
6053 · Operating Exp - PEG Vid Int Svc	12,637	15,347	3,400	1,350	32,734
6054 · Operating Exp - PEG Capital Exp		2,485			2,485
<b>Total 6030 · Operating Expenses</b>	<b>\$ 45,315</b>	<b>\$ 54,792</b>	<b>\$ 15,187</b>	<b>\$ 22,842</b>	<b>\$ 138,136</b>
<b>Total PEG Expense</b>	<b>\$ 63,890</b>	<b>\$ 72,951</b>	<b>\$ 22,105</b>	<b>\$ 22,842</b>	<b>\$ 181,789</b>
<b>Net PEG Income</b>	<b>\$ (39,477)</b>	<b>\$ (48,470)</b>	<b>\$ (13,651)</b>	<b>\$ 41,158</b>	<b>\$ (60,440)</b>

Note: Items in red represent estimates

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

Seven Months Ended January 31, 2024

	1 - FV	2 - WM	3 - ST	Unclassified	TOTAL
<b>Income</b>					
4000 · PCTA Franchise Fee Revenue	\$ 3,190	\$ 34,960	\$ 2,417	\$ 246,175	\$ 286,742
4004 · LAIF Investment Income	4,028	3,741	1,491		9,259
<b>Total Income</b>	<b>\$ 7,218</b>	<b>\$ 38,701</b>	<b>\$ 3,907</b>	<b>\$ 246,175</b>	<b>\$ 296,000</b>
<b>Expense</b>					
6100 · Administrative Expenses					
6111 · Admin - Personnel Admin Assist	\$ -	\$ -	\$ -		\$ -
6112 · Admin - Personnel Director Fees	1,305	1,212	483		3,000
6114 · Admin - Payroll Tax Expense	30	28	11		69
6130 · Admin - Operating Expense	4,903	4,553	1,815		11,271
610 · Admin - Office Rent	3,669	3,407	1,358		8,434
6132 · Admin - Operating Office Supls	318	296	118		732
6133 · Admin - Operating Exp Legal Svc	1,995	1,853	738		4,587
6134 · Admin - Operating Exp Acctg Svcs	766	711	283		1,760
6137 · Admin - Operating Exp Membership/Si	642	596	237		1,475
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	348	323	129		800
6148 · Admin - Operating Bank Charges	232	216	86		534
<b>Total 6100 · Administrative Expenses</b>	<b>\$ 14,259</b>	<b>\$ 13,243</b>	<b>\$ 5,277</b>	<b>\$ -</b>	<b>\$ 32,779</b>
<b>Income Before Franchise Fee Distribution</b>	<b>\$ (7,041)</b>	<b>\$ 25,458</b>	<b>\$ (1,370)</b>	<b>\$ 246,175</b>	<b>\$ 263,221</b>
<b>Franchise Fees Distributed</b>	<b>\$ 115,589</b>	<b>\$ 107,348</b>	<b>\$ 42,972</b>		<b>\$ 265,909</b>
<b>Net Admin Income</b>	<b>\$ (122,630)</b>	<b>\$ (81,890)</b>	<b>\$ (44,342)</b>	<b>\$ 246,175</b>	<b>\$ (2,688)</b>

Note: items in red represent estimates

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	[REDACTED] 256	\$310,124.07

## ANALYZED BUSINESS PLAN GOVERNMENT SRVCS-[REDACTED] 256

### Account Summary

Date	Description	Amount
12/30/2023	<b>Beginning Balance</b>	<b>\$605,387.14</b>
	0 Credit(s) This Period	\$0.00
	37 Debit(s) This Period	\$295,263.07
01/31/2024	<b>Ending Balance</b>	<b>\$310,124.07</b>

### Electronic Debits

Date	Description	Amount
01/02/2024	SPECTRUM SPECTRUM 5797567	\$1,454.60
01/02/2024	Public Cable Tel ACH Single XXXXXX1989	\$1,200.00
01/04/2024	SPECTRUM SPECTRUM [REDACTED]	\$159.14
01/05/2024	ACH Single Public Cable Tel JR 10	\$1,700.00
01/05/2024	ACH Single Public Cable Tel BBK 979918	\$1,423.00
01/05/2024	ACH Single Public Cable Tel Master Janitorial Aug-Sept 2023	\$320.00
01/05/2024	ACH Single Public Cable Tel BBK976435	\$105.00
01/09/2024	ACH Single Public Cable Tel Tripepi Smith 11207	\$660.00
01/12/2024	ACH Single Public Cable Tel tripepi11531	\$5,530.00
01/12/2024	ACH Single Public Cable Tel tripepi 11532	\$1,820.00
01/12/2024	ACH Single Public Cable Tel Hitt 2023026	\$675.00
01/12/2024	ACH Single Public Cable Tel B&B1048	\$410.00
01/12/2024	ACH Single Public Cable Tel vidiflo I23122801	\$220.00
01/12/2024	ACH Single Public Cable Tel ross 90	\$187.50
01/12/2024	ACH Single Public Cable Tel bbk984090	\$35.00
01/17/2024	ACH Single Public Cable Tel VMI	\$2,920.00
01/22/2024	ACH Single Public Cable Tel Toueg 84	\$1,875.00
01/22/2024	ACH Single Public Cable Tel Tripepi 11369	\$1,422.50
01/22/2024	ACH Single Public Cable Tel Starn 011724	\$780.00
01/22/2024	ACH Single Public Cable Tel Deans 37	\$570.00
01/22/2024	ACH Single Public Cable Tel SDDC 6289	\$480.00
01/22/2024	ACH Single Public Cable Tel sdcc 61367	\$480.00
01/22/2024	ACH Single Public Cable Tel Hitt 2024001	\$450.00
01/22/2024	ACH Single Public Cable Tel SDCC 6198	\$450.00
01/22/2024	ACH Single Public Cable Tel sdcc 6563	\$450.00
01/22/2024	ACH Single Public Cable Tel sdcc 61331	\$450.00

OUTSTANDING CHECKS		INSTRUCTIONS
		<p style="text-align: center;"><b>PLEASE EXAMINE THIS STATEMENT AT ONCE AND IMMEDIATELY NOTIFY THE BANK OF ANY ERRORS.</b></p> <p style="text-align: center;"><b>ALL ITEMS CREDITED ARE SUBJECT TO FINAL PAYMENT.</b></p>
		<ol style="list-style-type: none"> <li>1. Compare each paid check with your check stub or register and mark as paid.</li> <li>2. Bank balance shown on front of your statement..... _____</li> <li>3. Compare any deposits shown on statement, including bank originated credits, with those entered in your check register. Add any not shown on statement..... _____</li> <li>4. Subtotal..... _____</li> <li>5. Subtract total of outstanding checks..... _____</li> <li>6. Account Balance..... _____</li> <li>7. Your check book balance..... _____</li> <li>8. Subtract any bank charges including monthly service charge or transfers you have authorized and have been deducted on this statement..... _____</li> <li>9. Adjusted check book balance..... _____</li> </ol>
		<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>
<b>TOTAL</b>		
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><b>IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS CONTACT US AT:</b></p> <p style="margin-left: 40px;">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"> <li>1. Provide your name and account number (if any).</li> <li>2. Provide the dollar amount of the suspected error.</li> <li>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.</li> </ol> <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-301100256 (continued)**

**Electronic Debits (continued)**

Date	Description	Amount
01/22/2024	ACH Single Public Cable Tel rent increase	\$33.60
01/23/2024	CHOICE BUILDER ONLIN PMNT	\$110.98
01/25/2024	ACH Single Public Cable Tel Allred 150	\$1,250.00
01/25/2024	ACH Single Public Cable Tel Brown 22	\$400.00
01/25/2024	ACH Single Public Cable Tel Ross 91	\$400.00
01/25/2024	INTUIT PAYROLL S QUICKBOOKS XXXXX1989	\$381.00
01/25/2024	ACH Single Public Cable Tel Vidiflo	\$341.75
01/25/2024	ACH Single Public Cable Tel Deans 38	\$210.00
34 item(s) totaling		\$29,354.07

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount	
1132	01/19/2024	\$115,589.00	1133	01/26/2024	\$107,348.00	1134	01/23/2024	\$42,972.00	
* Indicates skipped check number							3 item(s) totaling		\$265,909.00

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
01/02/2024	\$602,732.54	01/12/2024	\$589,487.90	01/23/2024	\$420,454.82
01/04/2024	\$602,573.40	01/17/2024	\$586,567.90	01/25/2024	\$417,472.07
01/05/2024	\$599,025.40	01/19/2024	\$470,978.90	01/26/2024	\$310,124.07
01/09/2024	\$598,365.40	01/22/2024	\$463,537.80		



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## PUBLIC CABLE TELEVISION AUTHORITY

## Balance Sheet

02/19/24

January 31, 2024

Accrual Basis

	<u>Jan 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash	
1002 · Cash - Citizens Business Bank	308,669
1005 · Cash - LAIF Investments	1,188,506
<b>Total 1000 · Cash</b>	<u>1,497,175</u>
<b>Total Checking/Savings</b>	<u>1,497,175</u>
<b>Other Current Assets</b>	
1200 · Receivables	
1230 · Receivables - Franchise Fees	19,784
1231 · Receivables - PEG	3,957
<b>Total 1200 · Receivables</b>	<u>23,741</u>
<b>Total Other Current Assets</b>	<u>23,741</u>
<b>Total Current Assets</b>	<u>1,520,915</u>
<b>Fixed Assets</b>	
1400 · Equipment	
1401 · Equipment - Administration	3,518
1403 · Equipment - PEG	2,112,137
1410 · Equipment - Accum Dep - Admin	-1,759
1412 · Equipment - Accum Dep PEG	-1,212,450
<b>Total 1400 · Equipment</b>	<u>901,446</u>
<b>Total Fixed Assets</b>	<u>901,446</u>
<b>TOTAL ASSETS</b>	<u><u>2,422,361</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2001 · Accounts Payable	17,948
<b>Total Accounts Payable</b>	<u>17,948</u>
<b>Other Current Liabilities</b>	
2006 · Payroll	
2105 · Payroll Tax Payable	90
<b>Total 2006 · Payroll</b>	<u>90</u>
2401 · Suspense	1,204
<b>Total Other Current Liabilities</b>	<u>1,294</u>
<b>Total Current Liabilities</b>	<u>19,242</u>
<b>Total Liabilities</b>	<u>19,242</u>
<b>Equity</b>	
3002 · Retained Earnings	819,983
3005 · Reserve for Capital Assets	720,849
3008 · Reserve for PEG Restricted	989,415
Net Income	-127,128
<b>Total Equity</b>	<u>2,403,119</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,422,361</u></u>

PCTA  
 PEG Fee Accrual Calculation  
 01/31/2024

Actual PEG Fees Collected Q1 2024

Charter/Spectrum	Charter Spectrum	Frontier	AT&T DirecTV	Total
Fountain Valley	23,774.85	329.82		24,104.67
Westminster	17,489.11	3,573.64		21,062.75
Stanton	7,970.97	253.20		8,224.17
Total	<u>49,234.93</u>	<u>4,156.66</u>	-	<u>53,391.59</u>

Average PEG Per Month	17,797.20
Months Accrued (Oct-Jan)	4
Accrual, Rounded	<u>71,189</u>
At 90%	<u>64,070</u>



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	03/13/2024	17354	\$0.00	04/12/2024	\$578.32

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
RECOVERY OF EXPENSE FEBRUARY 2024 - WISHNER	1.00	\$106.060000	EACH	\$106.06	\$0.00	\$0.00	\$106.06
RECOVERY OF EXPENSE FEBRUARY 2024 - LE	1.00	\$472.260000	EACH	\$472.26	\$0.00	\$0.00	\$472.26
<b>Invoice Total:</b>							<b>\$578.32</b>

ACCOUNT	AMOUNT
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FEBRUARY 2024  
 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	03/13/2024
Invoice Number	17354
Customer Number	103751
Amount Paid	
<b>Due Date</b>	<b>04/12/2024</b>
<b>Invoice Total Due</b>	<b>\$578.32</b>

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

Meghan Wishner Notes

Maggie Le - City Manager Notes

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0.25 Approve invoices

1 PCTA Introduction w/cities of Seal Beach and Los Alamitos

0.25 Publish Agenda on website / bulletin board

1 Assign Video Request Forms to producers / Approve invoices

0.5 Assign Video Request forms to producers / approve invoices

2 PCTA PT Interviews

Total

2

3

53.03

157.42

\$ 106.06

\$ 472.26



**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	03/13/2024	121	\$0.00	04/12/2024	\$2,162.54		
<b>PAST DUE AMOUNT</b>					<b>ACCOUNT BALANCE</b>		
\$2,121.28					\$6,471.62		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
MISCELLANEOUS FEBRUARY PCTA HOURS	1.00	\$613.080000	EACH	\$613.08	\$0.00	\$0.00	\$613.08
CITY MANAGER 4.0 HOURS \$613.08							
MISCELLANEOUS FEBRUARY PCTA HOURS	1.00	\$1064.400000	EACH	\$1,064.40	\$0.00	\$0.00	\$1,064.40
FINANCE DIRECTOR 8.0 HOURS \$1,064.40							
MISCELLANEOUS FEBRUARY PCTA HOURS	1.00	\$485.060000	EACH	\$485.06	\$0.00	\$0.00	\$485.06
COMMUNITY SERVICES DIRECTOR 4.5 HOURS \$485.06							
<b>Invoice Total:</b>						<b>\$2,162.54</b>	

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



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**FINANCE DEPARTMENT**  
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 WESTMINSTER CA 92683  
 714.898.3311

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 CHARGE

**General Invoice**

Remit Portion

Invoice Date	03/13/2024
Invoice Number	121
Customer Number	1102
Amount Paid	
Due Date	04/12/2024
Invoice Total Due	\$2,162.54

PUBLIC CABLE TELEVISION  
 10200 SLATER AVE  
 FOUNTAIN VALLEY, CA 92708

MAKE CHECKS PAYABLE TO THE CITY OF WESTMINSTER

City of Westminster – February, 2024 Staff Hours

**Christine Cordon, City Manager \$153.27/hour - 4 hours**

- Meet with other City Managers
  - Planning
  - Strategy
  - Talk with other potential agencies
- Agenda assistance
- Review invoices from vendors
- Interviews

**Erin Backs, Finance Director \$133.05/hour -8 hours**

1/30/24 2 hours

2/8/24 3 hours

2/13, 2/14, 2/15, 2/20, 2/21, 2/22/24 .5 hours each day

- Process invoices for payment:
  - Distribute to each city for review and approval.
  - Code with PCTA account numbers.
  - Send to bookkeepers for payment.
  - Answer contractor and bookkeeper questions.
  - Follow up on unpaid invoices.

**Vanessa Johnson, Community Services Director \$107.79/hour – 4.5 hours**

Tasks:

- Reviewing Westminster invoices for accuracy; clarifying when necessary
- Facilitating emails from contractors servicing Westminster regarding payments and projects
- Securing/Confirming contractors for City Council and Planning Commission meetings
- Coordinating contractors for Westminster productions
- Fielding inquiries from potential vendors for the Chambers upgrade project
- TET Parade Production coordination with production crew members