



PUBLIC CABLE TELEVISION AUTHORITY
A Joint Powers Agency of the Cities of Fountain Valley, Stanton, and Westminster
7800 Katella Avenue, Stanton, CA 90680

SPECIAL MEETING AGENDA

APRIL 24, 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 54956(a), THIS SPECIAL MEETING AGENDA IS POSTED NOT LESS THAN 24 HOURS PRIOR TO THE SPECIAL MEETING DATE AND TIME ABOVE. ALL WRITTEN MATERIALS RELATING TO EACH SPECIAL 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 March 20, 2024, Regular Meeting: See backup to Item 4A.
 - B. Receive/File Register: None received at time of posting.
 - C. Receive/File Treasurer's/Administrative Expenditure Reports: None received at time of posting.

5. Reports:

- A. Report of Board
- B. Report of Treasurer
- C. Report of Attorney
- D. Report of Administration

6. New Business

A. Selection of official PCTA Letterhead

- i. Summary: The premise of this request is to develop a consistent and centralized publication standard for dissemination of information and/or general correspondence.
- ii. Recommended Action: Provide direction to staff on which letterhead template to utilize for dissemination of information and/or general correspondence.

B. Approval to Reimburse City of Fountain Valley for Video Podcast Production Costs

- i. Summary: The City of Fountain Valley has partnered with Tripepi Smith, a third-party production company to produce a monthly video podcast called, A Nice Place to Podcast. This monthly video podcast production is designed to educate the public, and broadcasts daily on FV Channel 3. The City of Fountain Valley is requesting reimbursement from the PCTA PEG account for all prior and future production related costs. Reimbursement for prior costs is not-to-exceed \$6,916.60. Estimated ongoing costs for future productions is \$899.25 per month.
- ii. Recommended action: Authorize payment of The City of Fountain Valley Invoice #17550 in the amount of \$5,161.60, and Tripepi Smith Invoice #12052 in the amount of \$1,755.00, as well as approve future reimbursement payments related to the ongoing production of the video podcast to The City of Fountain Valley and Tripepi Smith from the PCTA PEG account.

C. PCTA Viewership Survey Update

- i. Summary: A survey to gauge city channel viewership has been completed and will be ready to launch, May 1-31. Each of the partner cities will advertise the survey link independently. A summary of responses will be brought back to the Board at a future meeting.
- ii. Recommended action: Receive and file.

- D. Interim PCTA Administrative Staff Support – No invoices submitted for March
 - 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: Receive and file.

- 7. ADJOURNMENT TO May 15, 2024, at Stanton City Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.



MINUTES

Regular Meeting of March 20, 2024

7800 Katella Avenue, Stanton, CA 92680

- 1. Call to Order:** Chair David J. Shawver called the meeting to order at 9:00 A.M.
- 2. Roll Call:**
 - Present: Director Ted Bui, City of Fountain Valley, Director Glenn Grandis, City of Fountain Valley, Director Carol Warren, City of Stanton, and Chair David J. Shawver, City of Stanton.
 - Absent: Dir. NamQuan Nguyen, 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, Ho, Shawver, Warren)
 - NOES: None
 - ABSTAIN: None
 - ABSENT: 1 (Nguyen)

Motion unanimously carried 5-0

 - A.** Minutes Approved: Regular Meeting of March 20, 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. Not present.
 - D.** Report of Administration
 - i. Reported by interim staff, Stanton City Manager, Hannah Shin-Heydorn.

6. New Business

A. Introduction of City of Stanton Employee – Danny Hitt

- i. Summary: The City of Stanton has hired a new part-time Departmental Assistant, Danny Hitt, whose duties will include providing support to the PCTA.
- ii. Recommended Action: Receive and file.

Danny Hitt introduced himself to the Board. The Board welcomed him to the new position.

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

Chair Shawver made a motion to equally divide the cost of administrative support by the number of, participating PCTA agencies. Director Ho made a substitute motion to implement a percentage-based allocation reimbursement funded from the franchise fees for each City. Director Grandis seconded the substitute motion.

Motion//Sub-Motion/Second: Shawver/Ho/Grandis
Substitute motion carried by the following vote:

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

Motion unanimously carried 5-0

The Board approved City of Stanton's reimbursement request related to PCTA administrative support in the amount of \$35,000 based on an hourly rate of \$32.58. The reimbursement will be funded from the franchise fees for each City calculated on a percentage-based allocation.

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 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.

The Board unanimously approved payment for the February, 2024 invoices submitted from all three member Cities.

Motion/Second: Grandis/Ho

Motion carried by the following vote:

AYES: 5 (Bui, Grandis, Ho, Shawver, Warren) NOES:

None

ABSTAIN: None

ABSENT: Nguyen

Motion unanimously carried 5-0

The Board approved payment for the February, 2024 invoices submitted from the Cities of Fountain Valley and Westminster for a total not to exceed the amount of \$2,740.86 and for the City of Stanton as submitted.

7. Adjournment: 9:38 A.M.

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



7800 Katella Ave., Stanton, CA. 90680
(951) 961-0633
dhitt@stantonca.gov
pcta.tv

[Recipient Name]

[Street Address, City, ST ZIP Code]

Dear Recipient,

Write the body of your letter here. To update any of the information in this letter, simply click and start typing!

Want to customize your color palette? Just go to the Design ribbon, and select Colors from the list. If you choose a color palette that you like, the colors of the header images will update, as will the text colors. Make the document yours!

Want to change the fonts that are used? That is just as easy to update. Just go to the Design ribbon and choose Fronts from the menu options. You can use a built-in font combination or choose one of your own.

Warm regards,

Name Here
Your Title



7800 Katella Ave., Stanton, CA. 90680 - (951) 961-0633 - pcta.tv

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