
**CITY OF BIG BEAR LAKE CITY COUNCIL
SPECIAL WORKSHOP MEETING MINUTES
FEBRUARY 13, 2017**

A Special Meeting of the City Council of the City of Big Bear Lake was called to order by Mayor Bill Jahn at 9:01 a.m., on Monday, February 13, 2017, in the Training Room at the Civic Center, 39707 Big Bear Boulevard, Big Bear Lake, California.

Flag Salute: Led by Councilmember Caretto

Councilmembers Present: Mayor Bill Jahn
Mayor Pro Tem Rick Herrick
Councilmember David Caretto
Councilmember Randall Putz

Councilmembers Absent: Councilmember Bob Jackowski

Others Present: Jeff Mathieu, City Manager
Kathleen Smith, COO/Acting City Clerk
Kelly Ent, Director of Administrative Services
Erica Stephenson, Finance Supervisor/HR Manager
David Lawrence, Director of PW/City Engineer
Sarah Siep, Senior Administrative Analyst

PUBLIC COMMUNICATIONS:

None.

DISCUSSION/ACTION ITEMS:

1. FISCAL YEAR 2016-2017 MID-YEAR BUDGET ADJUSTMENTS

Council consideration, discussion and possible action regarding receiving a presentation from staff, and adopting a Resolution approving the proposed mid-year adjustments to the Fiscal Year 2016-17 adopted budget.

Kelly Ent, Director of Administrative Services, gave a presentation on the Fiscal Year 2016-2017 City of Big Bear Lake approved Budget and adjustments needed.

Councilmember Putz inquired about property tax adjustments going forward.

Staff, Jeff Mathieu, City Manager, and Kathleen Smith, Chief Operations Officer/Acting City Clerk responded.

Councilmember Caretto inquired about the fiscal status of this quarter.

Staff responded.

Discussion with staff and Council regarding a delay experienced in receiving sales/property/TOT tax reports from the State and County.

Council and staff further discussion regarding how construction and building taxes have impacted building permit revenues, and in turn, how that has affected the needs of Building & Safety and Planning Departments; Council and staff then previewed Item 2 regarding the addition of a staff position.

Mayor Jahn asked about the funding status of Neighborhood and Village way-finding signs.

City Manager responded.

Councilmember Caretto commented on how impressive the budget reports are, especially considering all projects, and on the benefit of distributing information to the media to better inform the public.

Council and staff discussion of Councilmember Caretto's comment, CDBG Funds, Law Enforcement services costs, and funding reserves.

Motion by Mayor Pro Tem Herrick, seconded by Councilmember Caretto, to adopt the following Resolution entitled:

RESOLUTION NO. 2017-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIG BEAR LAKE, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING ADJUSTMENTS TO THE CITY OF BIG BEAR LAKE ADOPTED BUDGET FOR FISCAL YEAR 2016- 17

Said motion was approved by the following vote:

AYES: Herrick, Caretto, Putz, Jahn
NOES: None
ABSTAIN: None
ABSENT: Jackowski

2. DEVELOPMENT SERVICES SPECIALIST CLASS SPECIFICATION & SALARY SCHEDULE

Council consideration, discussion and possible action regarding adopting a Resolution to establish the class specification for Development Services Specialist, salary range and authorizing the position of Development Services Specialist.

Staff and Council review discussion from Item 1, no further discussion.

Motion by Councilmember Caretto, seconded by Councilmember Putz, to adopt the following Resolution entitled:

RESOLUTION NO. 2017-02


A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BIG BEAR LAKE,
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ESTABLISHING
THE CLASS SPECIFICATION OF DEVELOPMENT SERVICES SPECIALIST
AND ESTABLISHING A SALARY RANGE FOR THIS POSITION

Said motion was approved by the following vote:

AYES:	Putz, Caretto, Herrick, Jahn,
NOES:	None
ABSTAIN:	None
ABSENT:	Jackowski

ADJOURNMENT

There being no further business to come before the Council at this session, Mayor Jahn adjourned the meeting at 10:10 a.m.



Kathleen Smith, Acting City Clerk