



City of Big Bear Lake



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

To: Mayor Bill Jahn  
Mayor Pro Tem Rick Herrick  
Councilmember Dave Caretto  
Councilmember Bob Jackowski  
Councilmember Randall Putz

City Manager  
City Attorney  
Division Managers  
Local Media

NOTICE IS HEREBY GIVEN, that the City Council will conduct a Special Workshop Meeting on Monday, February 13, 2017, at 9:00 a.m., at 39707 Big Bear Boulevard, Big Bear Lake, California; said meeting being called pursuant to Section 54956 of the Government Code of the State of California for the purpose of considering the following matters:

**PUBLIC COMMUNICATIONS**

**DISCUSSION/ACTION ITEMS**

- Fiscal Year 2016-2017 Mid-Year Budget Adjustments
- Development Services Specialist Class Specification & Salary Schedule

**ADJOURNMENT**

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing notice was posted in accordance with the applicable legal requirements. Dated this 9<sup>th</sup> day of February, 2016.

Kathleen Smith COO/Acting City Clerk



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

Regular Session: 9:00 a.m.

Meeting Place: 39707 Big Bear Blvd., Big Bear Lake (Training Room)

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**OPEN SESSION**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMUNICATIONS:** Any member of the public is entitled to speak only on items listed on the agenda.

**DISCUSSION/ACTION ITEMS**

**1. Fiscal Year 2016-2017 Mid-Year Budget Adjustments**

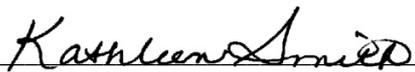
Council consideration, discussion and possible action regarding receiving a presentation from staff, and adopting a Resolution approving the proposed mid-year adjustments to the Fiscal Year 2016-17 adopted budget.

**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.

**ADJOURNMENT**

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated this 9<sup>th</sup> day of February, 2017.

  
Kathleen Smith, Acting City Clerk

*The City of Big Bear Lake wishes to make all of its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (909) 866-5831.*

*Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.*



# AGENDA REPORT

**MEETING DATE:** February 13, 2017

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jeff Mathieu, City Manager

**REVIEWED BY:** Kathleen Smith, Chief Operations Officer

**PREPARED BY:** Kelly Ent, Director of Administrative Services

**SUBJECT:** **Fiscal Year 2016-17 Mid-year Budget Review**

A general review and analysis of the Fiscal Year 2016-17 budget will be presented during the workshop session. At the conclusion of the presentation, City Council will consider approving proposed adjustments to the Fiscal Year 2016-17 adopted budget.

## **FISCAL IMPACT**

The proposed adjustments are detailed in Exhibit A to the attached resolution and will result in a change to the General Fund and Measure Y Fund Fiscal Year 2016-17 adopted budget. The net change to the General Fund adopted budget is an appropriation of \$350,000, and the net change to the Measure Y Fund is an increase in revenue of \$126,700.

## **RECOMMENDATION**

It is recommended that the City Council receive a presentation and adopt the attached resolution approving the proposed mid-year adjustments to the Fiscal Year 2016-17 adopted budget.

**RESOLUTION NO. 2017-XX**

**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**

WHEREAS, the City of Big Bear Lake was incorporated on November 28, 1980; and

WHEREAS, the City Council adopted the Budget for Fiscal Year 2016-17 on June 13, 2016; and

WHEREAS, there is a need to adjust the Budget for Fiscal Year 2016-17.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Big Bear Lake does hereby modify and adopt the adjustments to the Budget for the Fiscal Year 2016-17 as attached;

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Date

\_\_\_\_\_  
W. E. Jahn, Mayor

ATTEST:

\_\_\_\_\_  
Kathleen Smith, Acting City Clerk

## FY 2016-17 Mid-year Budget Adjustments

	Current Budget	Proposed Increase (Decrease)	Proposed Budget	
<b>General Fund</b>				
Revenue				
Transient Occupancy Tax (TOT)	3,021,500	380,500	3,402,000	
Sales Tax	2,174,200	43,500	2,217,700	
	5,195,700	424,000	5,619,700	
Expense				
Transfer Out - Capital Projects Fund 321	1,010,325	25,500	1,035,825	Installation of Electrical
Contractual Services-Law Enforcement	3,037,900	113,500	3,151,400	Safety and Management MOU
Community Sponsored Programs	58,469	35,000	93,469	Placeholder for Public Service Project Grants
Street Improvement Reserve	337,500	600,000	937,500	Reserve Contribution for Street Improvements
	4,444,194	774,000	5,218,194	
<b>Net change to General Fund</b>			<b>(350,000)</b>	
<b>Measure Y Transient Occupancy Tax (TOT)</b>				
Revenue				
Meas Y Transient Occupancy Tax	1,007,300	126,700	1,134,000	
	1,007,300	126,700	1,134,000	
Expense				
	-	-	-	
	-	-	-	
<b>Net change in Capital Budget</b>			<b>126,700</b>	
<b>Capital</b>				
Revenue				
Transfer in from General Fund Unassigned Fund Balance	1,010,325	25,500	1,035,825	Bartlett Beautification Installation of Electrical
	1,010,325	25,500	1,035,825	
Expense				
Bartlett Parking Lot Beautification	109,910	25,500	135,410	Funded from General Fund Unassigned Fund Balance
	109,910	25,500	135,410	
<b>Net change in Capital Budget</b>			<b>-</b>	



# AGENDA REPORT

**MEETING DATE:** February 13, 2017

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jeff Mathieu, City Manager

**REVIEWED BY:** Kathleen Smith, Chief Operations Officer

**PREPARED BY:** Erica Stephenson, Administrative Services Manager

**SUBJECT:** **Development Services Specialist Class Specification /Salary Schedule**

## **BACKGROUND**

The City continually looks for ways to streamline operations and/or improve customer service. Recently, staff conducted an analysis of the operating needs of the Building & Safety and Planning Departments. Our review determined that the position of Development Services Specialist should be established. This position would enhance the One Stop Permit Center by eliminating the previously contracted Counter Technician position and replacing it with an employee who can assist in the Planning and the Building & Safety Departments.

## **DISCUSSION**

Prior to the economic decline, the Building & Safety counter coverage was staffed by a City employee. In 2009, through attrition, this position was left vacant and a contract employee from a consulting firm was added to support counter coverage. The City was able to effectively meet the demands of the Building & Safety counter and control costs, by adjusting the contractor's hours based on the volume of permits and activity at the counter.

In the most recent review of City operations, we looked at the operations of the One Stop Permit Center. We found that it would be in the best interest of the City and the One Stop Permit Center if we had an employee who understood the basics of Planning and Building & Safety functions. This employee would help reduce the need for more senior staff members to complete routine assignments and reduce their interruptions at the counter.

This fiscal year, the contract Counter Technician was eliminated and a temporary employee was hired, on a trial basis, to provide counter coverage and support with special departmental projects. The trial period was very successful; therefore, we recommend that a position similar to the one in 2009 be reinstated and modified to support both the Planning and Building & Safety Departments. The Development Services Specialist will be able to perform multiple functions, such as, Building & Safety and Planning counter coverage, provide initial review of plans, process permit fees, create the daily inspection schedules, complete records requests and maintain permanent records and databases.

SUBJECT: Development Services Specialist Class Specification/Salary Schedule  
MEETING DATE: February 13, 2017  
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**FISCAL IMPACT**

There is no fiscal impact to the Fiscal Year 2016-17 budget as this position replaces the budgeted contractual services position.

**RECOMMENDATION**

Staff recommends the City Council adopt Resolution 2017-XX (Attachment A), establishing the class specification (Attachment B), salary range (Attachment C) and authorizing the Development Services Specialist position.

**Attachments:**

- A. Resolution Establishing the Development Services Specialist Class Specification and Salary Range
- B. Development Services Specialist Class Specification
- C. Development Services Specialist Salary Range

**ATTACHMENT A**

**Resolution Establishing the Development Services Specialist Class Specification  
and Salary Range**

**RESOLUTION NO. 2017-XX**

**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**

WHEREAS, the City of Big Bear Lake was incorporated on November 28, 1980; and

WHEREAS, staff has conducted an analysis of the staffing needs for the Development Services departments; and

WHEREAS, it is necessary to establish the class specification of Development Services Specialist; and

WHEREAS, it is necessary to establish a salary range for the Development Services Specialist job classification; and

WHEREAS, there is no fiscal impact to add one Development Services Specialist to the Fiscal Year 2016-17 adopted budget since funding will be provided through the savings from the consultant budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Big Bear Lake does hereby adopt the Development Services Specialist class specification and salary range as attached; and:

BE IT FURTHER RESOLVED, that the City Council of the City of Big Bear Lake does hereby authorize the addition of one full-time Development Services Specialist to the adopted budget for Fiscal Year 2016-17.

PASSED, APPROVED AND ADOPTED this        day of        , 2017.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Date

\_\_\_\_\_  
W.E. Jahn, Mayor

ATTEST:

\_\_\_\_\_  
Kathleen Smith, Acting City Clerk

**ATTACHMENT B**

**Development Services Specialist Class Specification**



## CITY OF BIG BEAR LAKE

### DEVELOPMENT SERVICES SPECIALIST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs a variety of technical and related office work associated with the building and planning permit process; calculates fees and issues permits; receives and tracks various related applications; provides information to the public and performs other related work as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Development Services Specialist** is the journey level class and is expected to perform the full range of duties assigned with only minimal instruction. The incumbent is responsible to ensure compliance with City Codes and pertinent State/Federal laws and exercise independent judgement under established departmental guidelines and procedures. This position will work with both internal staff, representatives of other agencies and members of the public.

#### **SUPERVISION RECEIVED/EXERCISED:**

General supervision is received from management staff within the Development Services Department. Incumbents of this class do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Assists the general public at the Building & Safety counter, by phone or email regarding general building permit requirement inquiries.
- Receives and reviews building permit applications from customers; assesses scope of project and relevant permit requirements; calculates plan check and permit fees specific to the building permit application; informs customers regarding necessary permits and general code compliance of proposed projects.
- Coordinates building & safety inspection scheduling with building inspectors; maintains building inspection files and records; issues and tracks building permits and their status in a computer software system.
- Assists building inspectors in retrieving and compiling inspection requests; performs support duties for building inspectors and planning staff as requested.
- Assists the general public at the Planning counter and over the phone with planning related questions by providing basic information on zoning and the City's General Plan.
- Receives planning applications and plans submitted for plan check; verifies accuracy and completeness of the documents; calculates applicable fees, receives, logs, routes, and tracks the applications and plans for processing.
- Prepares and distributes a variety of documents, including contracts, reports, letters and memos regarding building & safety inspections, zoning and permits.
- Scans and files permits and plans to ensure compliance with the City's Records Retention Policy.

- Plans, organizes, and carries out assignments from management staff with minimal supervision and direction.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, consultants and members of the public.
- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged or intermittent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and personal service. The ability to lift, drag, carry and push files, paper, documents and supplies weighing up to 25 pounds also is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

A bachelor's degree in public administration, or a related field from an accredited college/university is desirable. A high school diploma or equivalent is required; in addition to, any combination of experience that has provided the knowledge, skills and abilities for a Development Services Specialist. A typical way of obtaining the required qualifications is by having experience working at a public counter processing permits, reviewing plans and related clerical duties. Possessing experience in customer service functions in a government setting is also highly desirable. Strong attention to detail, organizational skills and the ability to multi-task is required.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Operations, and activities of a building services program; knowledge of building codes; basic housing construction methods and terminology; basic symbols and conventions found in construction plans and blueprints; zoning ordinances and principles of planning practices; organization and departmental procedures and processes; basic principles of mathematics; modern office procedures, practices, and equipment operation, including a computer and applicable software; methods and techniques for record

keeping and records management practices; report preparation and writing skills; proper English, spelling, and grammar; and standard safety practices.

**Ability to:**

Understand, explain and apply City codes, regulations and rules regarding issuing permits; follow the proper techniques to read and review building and housing blueprints and plans specifications for conformance with all applicable codes and government regulations; interact effectively with the public and employees; identify problems, evaluate alternatives and make logical decisions; acquire a working knowledge of other departmental programs; interpret and apply administrative and departmental policies and procedures; work effectively with management, staff, other governmental agencies, and the public; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable Federal/State laws, codes, and regulations; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; ability to work effectively in a fast paced environment; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; be able to plan, be well organized, work well under pressure, be proactive, discreet and able to maintain confidentiality on appropriate issues.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing, spreadsheet and various other applicable software and database applications.

**ATTACHMENT C**

**Development Services Specialist Salary Range**

**Development Services Specialist Salary Range**

<b>Development Services Specialist</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Hourly	\$25.46	\$26.73	\$28.07	\$29.47	\$30.94