

**OVERSIGHT BOARD
OF THE SUCCESSOR AGENCY TO THE BIG BEAR LAKE
IMPROVEMENT AGENCY**

**REGULAR MEETING AGENDA
JUNE 8, 2016**

BOARD MEMBERS

**Chairman David Caretto
Vice Chairman Rick Herrick
Board Member Jackie Heule
Board Member Mary Suzuki
Board Member Larry Strong
Vacant Seat
Vacant Seat**

ORDER OF BUSINESS

Open Session 11:00 a.m.

**Big Bear Lake Civic Center, Executive Conference Room
39707 BIG BEAR BOULEVARD
Big Bear Lake, California 92315**

**OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE
BIG BEAR LAKE IMPROVEMENT AGENCY
REGULAR MEETING AGENDA
June 8, 2016**

Regular Meeting: 11:00 a.m. Big Bear Lake Civic Center, 39707 Big Bear Blvd. Big Bear Lake, CA 92315, Executive Conference Room (ECR)

OPEN SESSION

CALL TO ORDER

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

ROLL CALL Herrick, Heule, Suzuki, Strong, Caretto, (Two Seats Vacant)

Please Note: Agenda items may be moved at the discretion of the Oversight Board.

PUBLIC COMMUNICATIONS (Public comment is permitted only on items not on the posted agenda that are within the subject matter jurisdiction of the Oversight Board. Please note that State law prohibits the Oversight Board from taking any action on items not listed on the agenda. There is a three minute maximum time limit when addressing the Oversight Board during the time period.)

1. DISCUSSION/ACTION ITEMS

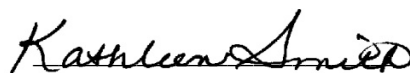
1.1 Resolution Approving Minutes of the January 26, 2016 Meeting

1.2 Resolution Approving and Adopting the Successor Agency Administrative Cost Budget for Fiscal Year 2016-17

Oversight Board consideration of adopting a Resolution to approve the administrative cost budget for Fiscal Year 2016-17 and directing staff to forward the budget to the County Auditor-Controller, State Controller and Department of Finance.

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 1st day of June, 2016.


Kathleen Smith, Board Secretary

PLEASE NOTE: Agenda related writings or documents provided to the Oversight Board are available for public inspection in the binder located at the Reception Desk in the Big Bear Lake City Hall Lobby at 39707 Big Bear Boulevard during regular business hours, 8:00 a.m. to 5:00 p.m., Monday – Friday.

The Oversight Board 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 Oversight Board to make reasonable arrangements to ensure accessibility to this meeting.

RESOLUTION NO. OB2016-XX

A RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE BIG BEAR LAKE IMPROVEMENT AGENCY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE APPROVED MINUTES FROM THE MEETING OF JANUARY 26, 2016

NOW, THEREFORE, BE IT RESOLVED, that the Oversight Board of the Successor Agency to the Big Bear Lake Improvement Agency does hereby adopt the minutes from the meeting of January 26, 2016..

PASSED, APPROVED AND ADOPTED this _____ day of June, 2016:

AYES:

NOES:

ABSENT:

ABSTAIN:

David A. Caretto, Chairman

ATTEST:

Kathleen Smith, Board Secretary

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO) ss
CITY OF BIG BEAR LAKE)

I, Kathleen Smith, Board Secretary of the Oversight Board of the Successor Agency to the Big Bear Lake Improvement Agency, do hereby certify that the whole number of the Board is seven; that the foregoing Resolution, being Resolution No. OB2016-XX was duly passed and adopted by the said Board and attested by the Board Secretary, all at a regular meeting of the said Board held on the ____ day of June, 2016 and that the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathleen Smith, Board Secretary

**OVERSIGHT BOARD OF THE SUCCESSOR AGENCY
TO THE BIG BEAR LAKE IMPROVEMENT AGENCY
MINUTES FOR MEETING
JANUARY 26, 2016**

A Meeting of the Oversight Board of the Successor Agency to the Big Bear Lake Improvement Agency was called to order by Chairman Dave Caretto at 4:01 p.m., Tuesday, January 26, 2016, in the Executive Conference Room of the Big Bear Lake Civic Center, located at, 39707 Big Bear Boulevard, Big Bear Lake, California.

Moment of Silence/Flag Salute: Vice Chairman Rick Herrick

Board Members Present: Chairman David Caretto
Vice Chairman Rick Herrick
Board Member Jackie Heule
Board Member Larry Strong
Vacant Seat
Vacant Seat

Board Members Absent: The record will reflect that Board Member Mary Suzuki was not present for the meeting.

Others Present: Kathleen Smith, Board Secretary
Kelly Ent, Director of Administrative Services for the City of Big Bear Lake
Sarah Willson, Senior Administrative Analyst for the City of Big Bear Lake

PUBLIC COMMUNICATIONS

None.

1. DISCUSSION/ACTION ITEMS

1.1 Resolution Approving Minutes of the September 22, 2015 Meeting

Motion by Board Member Heule, seconded by Board Member Strong, to approve the minutes from the meeting of September 22, 2015 and to adopt the following Resolution, entitled:

RESOLUTION NO. OB2016-01

A RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE BIG BEAR LAKE IMPROVEMENT AGENCY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING THE APPROVED MINUTES FROM THE MEETING OF SEPTEMBER 22, 2015

Said Motion was approved by the following vote:

AYES: Heule, Strong, Caretto
NOES: None
ABSTAIN: Herrick
ABSENT: Suzuki
NOTE: Two seats currently vacant

1.2 Resolution Approving and Adopting the Recognized Obligation Payment Schedule for the period from July 1, 2016 to June 30, 2017 (ROPS 16-17)

Oversight Board consideration of adopting a Resolution to approve and adopt the Recognized Obligation Payment Schedule for the period from July 1, 2016 through June 30, 2017 (ROPS 16-17) and directing that it be submitted to the Department of Finance and County Auditor-Controller/Treasurer/Tax Collector as required under HSC 34177 (o)(1).

Kelly Ent, Administrative Services Director, gave a brief presentation regarding this first annual rather than 6 month ROPS, and stated that there will be one more next fiscal year before the County will take over and the Board will be done.

Chairman Caretto asked about the status of litigation and what the County will do to take over.

Staff responded.

Motion by Vice Chairman Herrick, seconded by Board Member Heule, to adopt the following Resolution, entitled:

RESOLUTION NO. OB2016-02

A RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE BIG BEAR LAKE IMPROVEMENT AGENCY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING AND ADOPTING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE 34177 FOR THE PERIOD FROM JULY 1, 2016 THROUGH JUNE 30, 2017 (ROPS 16-17)

Said Motion was approved by the following vote:

AYES: Heule, Strong, Herrick, Caretto
NOES: None
ABSTAIN: None
ABSENT: Suzuki

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Oversight Board Minutes
January 26, 2016

NOTE: Two seats currently vacant

ADJOURNMENT

There being no further business to come before the Oversight Board at this session, Chairman Caretto adjourned the meeting at 4:06 p.m.

Kathleen Smith, Board Secretary



AGENDA REPORT

MEETING DATE: June 8, 2016

TO: Honorable Chairperson and Members of the Oversight Board of
The Successor Agency to the Big Bear Lake Improvement Agency

FROM: Jeff Mathieu, City Manager

REVIEWED BY: Kathleen Smith, Chief Operations Officer

PREPARED BY: Kelly Ent, Director of Administrative Services

SUBJECT: **Resolution Approving and Adopting the Successor Agency
Administrative Cost Budget for Fiscal Year 2016-17**

BACKGROUND

Pursuant to Health and Safety Code (HSC) section 34177(j), the Successor Agency prepared the proposed administrative cost budget for Fiscal Year 2016-17 which is before the Oversight Board for approval. The HSC requires the administrative costs to be shown for each six month operating period (i.e. July 1 through December 31 and January 1 through June 30). In addition, the proposed sources of payment are required.

Attached for your consideration is a resolution to approve the administrative cost budget for Fiscal Year 2016-17. Under the HSC, successor agencies are entitled to an "Administrative Cost Allowance" which is funded from the Redevelopment Property Tax Trust Fund (RPTTF). The minimum allowed by statute is \$250,000 annually. The total proposed budget for Fiscal Year 2016-17 is \$256,830; therefore, \$250,000 will be funded from RPTTF and \$6,830 will be funded from the residual property tax revenue to be received by the General Fund as part of the taxing entity distribution.

RECOMMENDATION

It is recommended that the Oversight Board adopt the attached resolution approving the administrative cost budget for Fiscal Year 2016-17 and direct staff to forward the budget to the County Auditor-Controller, State Controller and the Department of Finance.

Attachment: Resolution No. OB2016-XX

RESOLUTION NO. OB2016-XX

A RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE BIG BEAR LAKE IMPROVEMENT AGENCY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, APPROVING AND ADOPTING THE FISCAL YEAR 2016-17 ADMINISTRATIVE COST BUDGET PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE 34177

WHEREAS, pursuant to the Community Redevelopment Law (Health and Safety Code Sections 33000 *et seq.*) (“CRL”), the City Council of the City of Big Bear Lake (“City”) created the Big Bear Lake Improvement Agency (“Agency”); and

WHEREAS, pursuant to Health and Safety Code section 34172, the Agency was dissolved on February 1, 2012, and the City became the successor agency to the dissolved Agency (“Successor Agency”); and

WHEREAS, pursuant to Health and Safety Code section 34177(j), the Successor Agency is required to prepare a proposed administrative budget for Oversight Board for approval; and

WHEREAS, Health and Safety Code section 34177(j) requires the Successor Agency to estimate amounts for administrative costs for each six-month fiscal period and indicate the proposed funding sources to for administrative costs; and

WHEREAS, Health and Safety Code permits successor agencies to receive a minimum “Administrative Cost Allowance”, as defined in section 34171(b), of \$250,000 to be paid from the Redevelopment Property Tax Trust Fund (RPTTF); and

WHEREAS, the attached budget identifies the funding sources for administrative costs to include \$250,000 from RPTTF and balance to come from the taxing entity residual property tax apportionment; and

NOW, THEREFORE, BE IT RESOLVED, that the Oversight Board of the Successor Agency to the Big Bear Lake Improvement Agency hereby resolves as follows:

Section 1: Recitals. The Recitals set forth above are true and correct and incorporated herein by reference.

Section 2: Approval and Adoption of Administrative Cost Budget. The Oversight Board hereby approves and adopts the Fiscal Year 2016-17 Administrative Cost Budget attached hereto, as required by Health and Safety Code Section 34177(j).

Section 3: Future Action. The Oversight Board hereby authorizes the City Manager, or his or her designee, acting on behalf of the Successor Agency, to take any

action necessary to carry out the purposes of this Resolution and comply with applicable law regarding the Administrative Cost Budget, including submitting the approved budget to the County Auditor-Controller, the State Controller, and the Department of Finance.

Section 4: Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Oversight Board declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 5: Certification. The Board Secretary shall certify to the adoption of this Resolution.

Section 6: Effective Date. This Resolution shall become effective upon its adoption.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2016:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Date

David Caretto, Chairperson

ATTEST:

Kathleen Smith, Board Secretary

Fiscal Year 2016-17

Administrative Cost Budget for the Successor Agency to the Big Bear Lake Improvement Agency

Acct #	Title	2016-17 Proposed Budget	Period 16-17A July-Dec	Period 16-17B Jan - Jun
Fund	110			
Expenses				
Department	4801			
	Direct Labor Costs			
0010	Salaries	111,300	55,650	55,650
0020	Salaries - Overtime	0	0	0
0030	Wages Part-Time	0	0	0
0080	Direct Benefits	59,500	29,750	29,750
0090	Direct Benefits - Cafeteria	23,100	11,550	11,550
0091	Automobile Allowance	3,600	1,800	1,800
	Total Direct Labor Costs	197,500	98,750	98,750
	Other Services and Charges			
2120	Telephone	700	350	350
2240	Professional Services	9,500	4,750	4,750
2244	Professional Services - Legal	40,500	20,250	20,250
2660	Travel-Conferences and Meeting	1,000	500	500
2302	Cont Srvc-Bank Charges	7,630	3,815	3,815
	Total Other Services and Charges	59,330	29,665	29,665
Total Expenses		256,830	128,415	128,415
Funding Source				
	Redevelopment Property Tax Trust Fund (RPTTF)	250,000	125,000	125,000
	Residual property tax apportionment	6,830	3,415	3,415
Total Funding Sources		256,830	128,415	128,415