
**CITY OF BIG BEAR LAKE CITY COUNCIL
SPECIAL WORKSHOP MEETING MINUTES
MAY 13, 2019**

A Special Meeting of the City Council of the City of Big Bear Lake was called to order by Mayor Putz at 11:02 a.m. on Monday, May 13, 2019, in the Training Room at the Civic Center, 39707 Big Bear Boulevard, Big Bear Lake, California.

OPEN SESSION

Flag Salute: Led by Mayor Pro Tem Herrick

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

Councilmembers Excused: Councilmember Bob Jackowski
Councilmember Bill Jahn

Others Present: Jeff Mathieu, City Manager
Kelly Ent, Director of Government Services
John Harris, Director of Development Services
Erica Stephenson, City Clerk
Rebecca Cannon, Administrative Assistant

PRESENTATIONS

- Presentation from Richard Kikucki, CPA and Managing Partner from Lance, Soll & Lunghard, LLP, regarding the City's annual financial process.

Mr. Kikuchi was unable to attend the meeting.

PUBLIC COMMUNICATIONS

None.

DISCUSSION/ACTION ITEMS

1. FISCAL YEAR 2019-20 PROPOSED ANNUAL BUDGET

Council consideration, discussion and possible action regarding reviewing the Proposed Budget for Fiscal Year 2019-20 and providing direction to staff.

Kelly Ent, Director of Government Services, introduced and presented the proposed Fiscal Year 2019-20 Annual Budget beginning with a review of the City's Vision, Mission and Goals and transitioned into an overview of the City's projected major revenues; Property Tax, Sales Tax and Transient Occupancy Tax (TOT).

Council and staff discussion regarding the Tourism Business Improvement District (TBID), TOT and Sales Tax revenues.

Kelly Ent continued the presentation with a summary of investments in capital and infrastructure projects and discussed the different proposed funding sources.

John Harris, Director of Development Services, gave a brief overview of the planned street improvement projects including the scope, location and cost estimates.

Council and staff discussion regarding coordination efforts with the County for various street improvement projects and the funding associated with those projects.

John Harris continued with an overview of sanitation capital, infrastructure and future maintenance projects then discussed planned trail, parking lot and other public facility improvements.

Council and staff discussion regarding trail maintenance and expansion, proposed improvements to be made to public facilities/parks, and necessary vehicle and equipment replacements for the Public Works Department.

Kelly Ent transitioned by discussing proposed City technological upgrades including website enhancements.

At the hour of 12:31 p.m. Mayor Putz recessed the meeting, and at the hour of 12:51 p.m. Mayor Putz reconvened the meeting.

Kelly Ent and Jeff Mathieu, City Manager, continued the presentation by discussing Public Safety budgetary considerations and reviewed the City's 20-year staffing history. Kelly also presented the fiscal status of the Sanitation and Refuse funds which are both projected to be balanced in the upcoming fiscal year. The proposed budgets for these funds includes the annual inflationary adjustments and pass through charges permitted by ordinance which will expire in the coming year. Kelly discussed the significance of renewing these ordinances and indicated that this will be brought back to Council before the start of the next budget cycle.

Council and staff discussion regarding the City's planned Public Safety, Sanitation and Refuse budgets and these funds' future budgetary considerations.

In closing, Kelly Ent revisited the City's guiding principal to conservatively budget recurring expenditures below projected recurring revenue to ensure a balanced budget. Kelly Ent indicated that the items presented during the workshop have been incorporated into the proposed budget which is a balanced budget and will be presented to City Council, during a Public Hearing at the June 10th meeting, for Council consideration and possible adoption.

No formal City Council action was taken.

ADJOURNMENT

There being no further business to come before the Council at this session, Mayor Putz adjourned the meeting at 2:40 p.m.



Erica Stephenson, City Clerk