



City of Big Bear Lake



**NOTICE OF A SPECIAL WORKSHOP MEETING  
OF THE CITY OF BIG BEAR LAKE  
CITY COUNCIL  
FEBRUARY 24, 2014**

To: Mayor Jay Obernolte  
Mayor Pro Tem David Caretto  
Councilmember Rick Herrick  
Councilmember Bob Jackowski  
Councilmember Bill Jahn

City Manager  
City Attorney  
Division Managers  
Local Media

NOTICE IS HEREBY GIVEN, that the City Council of the City of Big Bear Lake will hold a Special Workshop Meeting Monday, February 24, 2014, at 10:00 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 for only items listed on the Agenda.

Discussion/Action Items

Fiscal Year 2013-2014 Mid-Year Budget Adjustments.

Lease/Purchase Agreement for the Acquisition of a Street Sweeper.

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 20<sup>th</sup> day of February, 2014.

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Cheri A. Haggerty, City Clerk



City of Big Bear Lake



**CITY OF BIG BEAR LAKE  
CITY COUNCIL  
SPECIAL WORKSHOP  
MEETING AGENDA  
FEBRUARY 24, 2014**

Meeting Time: 10:00 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 2013-2014 Mid-Year Budget Adjustments**

Council consideration of adopting a resolution related to adjustments to the Fiscal Year 2013-2014 City of Big Bear Lake approved Budget.

**2. Lease/Purchase Agreement for the Acquisition of a Street Sweeper**

Council consideration of authorizing staff to enter in to a lease/purchase agreement for the acquisition of a street sweeper, and secure with a deposit in an amount not to exceed \$35,000.

**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 20<sup>th</sup> day of February, 2014.

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Cheri A. Haggerty, 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 24, 2014

**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 2013-14 Mid-year Budget Review**

A general review and analysis of the Fiscal Year 2013-14 budget will be presented during the workshop session. At the conclusion of the presentation, City Council will consider approving proposed adjustments to the adopted budget for Fiscal Year 2013-14. The proposed adjustments must be approved by resolution and are attached to this report.

As will be presented, the proposed adjustments reflect an improved economy and operational savings as well as capital improvement coming in under budget projections. As a result, we are able to recommend funding additional capital improvements and needed equipment. In addition, the one-time money anticipated from the redevelopment dissolution has been received and can now be allocated to fund the reserve requirement as planned during our annual budget preparation last June.

## **FISCAL IMPACT**

The proposed adjustments will result in a net change in the General Fund adopted budget for Fiscal Year 2013-14 of \$870,500 and a net change in the Capital Funds adopted budget of \$60,000.

## **RECOMMENDATION**

It is recommended that the City Council

1. Adopt the attached resolution approving the proposed mid-year adjustments to the adopted budget for Fiscal Year 2013-14.
2. Authorize staff to enter into a lease/purchase agreement for the acquisition of a street sweeper as presented.

**RESOLUTION NO. 2014-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 2013-14**

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

WHEREAS, the City Council adopted the Budget for Fiscal Year 2013-14 on June 24, 2013; and

WHEREAS, there is a need to adjust the Budget for Fiscal Year 2013-14.

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 2013-14 as attached;

PASSED, APPROVED AND ADOPTED this 24<sup>th</sup> day of February, 2014.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jay Obernolte, Mayor

ATTEST:

\_\_\_\_\_  
Cheri A. Haggerty, City Clerk

## FY 2013-14 Mid-year Budget Adjustments

	Current Budget	Proposed Increase (Decrease)	Proposed Budget	
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### General Fund

#### Revenue

Sales Taxes	1,890,800	50,000	1,940,800	Based on year-to-date activity
Document Transfer Taxes	137,500	50,000	187,500	Based on year-to-date property transfers
Building Permits and Fees	260,150	100,000	360,150	Based on building permit activity
	2,288,450	200,000	2,488,450	

#### Expense

Building & Safety - Personnel Costs	475,100	(146,000)	329,100	Personnel cost savings due to vacancy
Building & Safety - Contractual Services	66,880	40,000	106,880	Contractual services filling vacant position
Theater - Personnel Costs	198,260	(97,000)	101,260	Personnel cost savings due to reorganization
Theater - Contractual Services	11,400	40,000	51,400	Contractual services for technical needs
Signature Event Sponsorship	65,000	(39,600)	25,400	Rotary club able to obtain donations for fireworks display; AMGEN event not held in current fiscal year
Contractual Services - Snow	245,000	(75,000)	170,000	One-time savings based on snowfall year-to-date
Transfer out to Capital Projects	1,487,977	66,000	1,553,977	General Fund contribution to Village artistic features & landscaping, Dock relocation
Transfer out to Street Improvements	510,263	400,000	910,263	General Fund contribution to Street Improvements
Civic Center Lease Payment	-	407,255	407,255	Previously budgeted as contribution to reserve
	3,059,880	595,655	3,655,535	

**Net change in General Fund Operating Budget**

**(395,655)**

### General Fund Reserves

Reserve Contribution - Civic Center	-	199,000	199,000	Invest one-time money from RDA dissolution; Eliminate shortfall
Reserve Contribution - Disaster	-	243,100	243,100	Invest one-time money from RDA dissolution
Reserve Contribution - General	434,510	(407,255)	27,255	Reduce contribution to reserves; RPTTF funding disallowed by DOF
Reserve Contribution - Vehicle	-	55,000	55,000	Invest one-time money from RDA dissolution; Eliminate shortfall
Reserve Contribution - Equipment	-	130,000	130,000	Invest one-time money from RDA dissolution; Eliminate shortfall
Reserve Contribution - Streets	-	255,000	255,000	Invest one-time money from RDA dissolution
	434,510	474,845	909,355	

**Net change in General Fund Reserves**

**(474,845)**

**Net change to General Fund**

**(870,500)**

## FY 2013-14 Mid-year Budget Adjustments

	<u>Current Budget</u>	<u>Proposed Increase (Decrease)</u>	<u>Proposed Budget</u>	
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### Capital

#### Revenue

Transfer in from Measure Y	371,190	(29,000)	342,190	Village Renaissance Project completed under budget
Transfer in from Measure Y	970,285	29,000	999,285	Utilize unspent funds from Village Renaissance Project to partially fund artistic features in Village; General Fund to contribute balance
Transfer in from General Fund	100,000	66,000	166,000	General Fund contribution to Village artistic features & landscaping, Dock relocation
Transfer in from General Fund	-	400,000	400,000	General Fund contribution to Street Improvements
Transfer in from Sanitation	1,325,409	(35,000)	1,290,409	Release funding from TMDL Project to fund purchase of street sweeper
Transfer in from Sanitation	1,290,409	35,000	1,325,409	Down payment for the acquisition of a street sweeper; Funded from TMDL Project
	4,057,293	466,000	4,523,293	

#### Expense

Village Renaissance Project	3,126,190	(29,000)	3,097,190	Project completed under budget
Village Art	-	40,000	40,000	Add artistic features in Village; Includes cost for sculptures, foundations and lighting
Village Landscape	-	50,000	50,000	One-time cost to finalize landscape amenities
Village Landscape	-	15,000	15,000	One-time cost for new hanging flower pots
Village Landscape	-	35,000	35,000	Annual replanting cost not included in adopted budget due to construction
Dock Relocation	-	15,000	15,000	Relocate Boulder Bay Dock
Street Improvements	-	400,000	400,000	General Fund contribution to Street Improvements
TMDL Project	50,000	(35,000)	15,000	Redeploy budget for acquisition of street sweeper
Street Sweeper	-	35,000	35,000	Down payment for the acquisition of a street sweeper; Funded from TMDL Project
	3,176,190	526,000	3,702,190	

#### Net change in Capital Budget

(60,000)

### Sanitation

#### Expense

9 Transfer out - Capital Project Fund	1,325,409	(35,000)	1,290,409	Release funding from TMDL Project to fund purchase of street sweeper
9 Transfer out - Capital Project Fund	1,290,409	35,000	1,325,409	Down payment for the acquisition of a street sweeper; Funded from TMDL Project
	2,615,818	-	2,615,818	

#### Net change in Sanitation Budget

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### Measure Y

#### Expense

4 Transfer out - Street Improvement Fund	371,190	(29,000)	342,190	
4 Transfer out - Capital Project Fund	970,285	29,000	999,285	
	1,341,475	-	1,341,475	

#### Net change in Measure Y Budget

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