



**CITY OF BIG BEAR LAKE
CITY COUNCIL
REGULAR MEETING AGENDA
OCTOBER 22, 2012**

ORDER OF BUSINESS:

Regular Session - 6:30 p.m. – Hofert Hall, 39707 Big Bear Blvd. Big Bear Lake, CA 92315

COUNCILMEMBERS

**MAYOR BILL JAHN
MAYOR PRO TEM JAY OBERNOLTE
COUNCILMEMBER DAVID CARETTO
COUNCILMEMBER LIZ HARRIS
COUNCILMEMBER RICK HERRICK**

CITY STAFF

**CITY MANAGER JEFF MATHIEU
CITY ATTORNEY STEVE DEITSCH
CHIEF OPERATIONS OFFICER KATHLEEN SMITH
DEPUTY CITY CLERK CHERI HAGGERTY**

OPEN SESSION

CALL TO ORDER

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

ROLL CALL Caretto, Harris, Herrick, Obernolte, Jahn

Please Note: Agenda items may be moved at the discretion of the City Council.

ANNOUNCEMENTS & UPCOMING EVENTS

Event Calendar for the Performing Arts Center – (For tickets please contact the box office at (909) 866-4970 or visit citybigbearlake.com unless noted otherwise)

- Dancers Anonymous presents ‘Addicted “4” Life!!!’ Friday, November 2 and Saturday, November 3
- The Community Arts Theater Society (C.A.T.S.) presents “Oliver!” November 16 through December 2

PRESENTATIONS

Presentation of a Proclamation recognizing Assemblyman Paul Cook for his outstanding service and dedication to our community as our representative in the State Legislature.

Presentation from the Southern California Chapter of the Special Olympics recognizing our community with the “Golden Plunger Award” for hosting the highest fund raising Polar Plunge Event in Southern California.

Presentation from Mandy Parkes, District Manager, Inland Empire Resource Conservation District.

Presentation of a Proclamation to the Big Bear Valley Education Trust recognizing the week of October 22 – 26, 2012 as “Education Week”.

COUNCILMEMBER GENERAL ANNOUNCEMENTS (Comments shall pertain to items not on the posted agenda and are limited to three minutes per Councilmember.)

PUBLIC COMMUNICATIONS: (Public comment is permitted only on items not on the posted agenda that are within the subject matter jurisdiction of the City. Please note that State law prohibits the City Council, Fire Protection District Board or Successor Agency from taking any action on items not listed on the agenda. There is a three minute maximum time limit when addressing the respective Board during this time period.)

1. CONSENT CALENDAR**City Council**

1.1 APPROVAL OF DEMANDS - CHECK ISSUE DATE 10/02/12 THROUGH 10/15/12 IN THE AMOUNT OF \$278,392.14

1.2 CONTINUANCE OF THE DECLARATION OF LOCAL STATE OF EMERGENCY

Council consideration of continuing the Declaration of the Local State of Emergency due to the drought and Bark Beetle infestation.

1.3 MAHANOY STREET IMPROVEMENTS - ACCEPT AS COMPLETE

Council consideration of accepting Mahanoy Street Improvements as complete; determine the final contract amount to be \$164,941.88; and direct the City Clerk’s Office to file the Notice of Completion with the County of San Bernardino; and release the final retention thirty-five (35) days following recordation, provided that no stop payment notices have been filed with the City.

1.4 ENERGY SAVING LIGHTING UPGRADES FOR STREET LIGHTS

Council consideration of authorizing the City Manager to accept a bid from South Coast Light & Design, in an amount not to exceed \$66,555, for the purchase of street lights City-wide.

1.5 COOPERATIVE PLANNING AGREEMENT WITH THE EDUCATION TRUST/PEBBLE PLAIN WILDLAND PARK

Council consideration of entering in to a Cooperative Planning Agreement with the Big Bear Valley Education Trust to develop a framework for the Trust and local participating agencies and jurisdictions to plan and implement mutually beneficial programs, projects and educational opportunities in and around the Big Bear Valley of the San Bernardino National Forest.

ITEMS REMOVED FROM THE CONSENT CALENDAR**2. DISCUSSION/ACTION ITEMS****2.1 COOPERATIVE EFFORT WITH THE US FOREST SERVICE TO ENTER IN TO A MEMORANDUM OF UNDERSTANDING FOR IMPROVEMENTS AND ONGOING MAINTENANCE TO THE ALPINE PEDAL PATH**

Council consideration of authorizing the City Manager to enter in to a Memorandum of Understanding with the US Forest Service for initial repair work and improvements to the Alpine Pedal Path, at an estimated cost of between \$25,000 and \$30,000, and ongoing maintenance, at an annual cost estimated to be between \$3,000 and \$5,000, with the understanding that labor be supplied by the City of Big Bear Lake for a duration of no more than three years with the support of the Big Bear Cycling Association as funding is available.

2.2 UPDATE ON THE SPECIAL EVENT DEVELOPMENT CODE AMENDMENT

Council consideration of receiving a presentation on changes to the Development Code being considered in regards to the approval process for Special Events, including discussion that took place at the October 17, 2012 Planning Commission meeting regarding this matter; and discuss and provide direction as needed.

CITY COUNCIL BUSINESS

Board/Committee Reports

- Mountain Area Regional Transit Authority (MARTA) Board Meeting October 15, 2012, represented by Mayor Pro Tem Obernolte and Councilmember Caretto.
- County of San Bernardino Solid Waste Advisory Task-Force Meeting October 17, 2012, represented by Councilmember David Caretto.
- San Bernardino Associated Governments (SANBAG) Mountain/Desert Committee Meeting held on October 19, 2012, represented by Mayor Jahn.

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 18th day of October, 2012.



Cheri A. Haggerty, Deputy 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.



City of Big Bear Lake

Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Date	Amount
59201	California State Dept of Conservation	10/02/12	388.00
59202	Bear Valley Electric	10/02/12	5,070.79
59206	Yeager Environmental Associates, Inc.	10/02/12	3,234.00
59219	California State Building Standards Commission	10/08/12	507.73
59220	California State Board of Equalization	10/08/12	269.52
59221	City of Big Bear Lake Dept of Water & Power	10/08/12	3,820.65
59222	Bank of America	10/08/12	3,249.63
59223	Bear Valley Electric	10/08/12	7,376.92
59225	Charter Communications	10/08/12	2,436.50
59227	Interiors	10/08/12	200.00
59228	Montoya's Wholesale Nursery	10/08/12	1,212.94
59230	Stater Bros Market No 91	10/08/12	200.00
59232	Bear Valley Electric	10/11/12	6,333.52
59236	Verizon California	10/11/12	591.59
59237	Verizon Wireless	10/11/12	21.14
59238	San Bernardino County Fire Protection District	10/15/12	4,483.25
59239	San Bernardino County Dept of Public Works	10/15/12	9,700.00
59240	San Bernardino County Vehicle Svcs Dept	10/15/12	6,887.31
59241	City of Big Bear Lake	10/15/12	6.75
59243	12 Miles Out.com	10/15/12	1,200.00
59244	AgendaPal Corporation	10/15/12	399.00
59247	Richard A Baumgartner, M.D.	10/15/12	714.00
59248	Bay City Electric Works Inc.	10/15/12	868.33
59249	Big Bear Disposal Inc	10/15/12	150,532.67
59250	Butchers Blocks & Building Materials	10/15/12	1,106.59
59251	Bear Valley Electric	10/15/12	753.23
59253	Bear Valley Tree Care, Inc.	10/15/12	1,550.00
59254	Calif Joint Powers Ins Auth	10/15/12	519.56
59255	Calolympic Glove & Safety Co	10/15/12	532.38
59256	Clean Street	10/15/12	7,000.00
59257	Conklin Paint & Supplies, Inc.	10/15/12	243.06
59259	Dapeer Rosenblit & Litvak LLP	10/15/12	1,090.65
59261	Direct Signs	10/15/12	398.00
59262	DIY Home Center	10/15/12	123.31
59263	DLT Solutions Inc	10/15/12	945.29
59264	Docu-Trust	10/15/12	22.80
59265	Fairview Ford Sales, Inc.	10/15/12	61.53
59266	Fox Farm Storage	10/15/12	208.00
59267	Fulton Distributing	10/15/12	1,083.65
59268	Geiger Supply, Inc.	10/15/12	547.04
59270	Haaker Equipment Co	10/15/12	71.94



City of Big Bear Lake

Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Date	Amount
59272	Hi-Way Safety Rentals, Inc	10/15/12	2,000.00
59273	International Code Council Inc	10/15/12	125.00
59274	Ideal Lighting Supply, Inc	10/15/12	92.03
59275	International Institute of Municipal Clerks	10/15/12	145.00
59276	Robert Jackowski	10/15/12	200.00
59281	Suzanne Kozma	10/15/12	2,543.47
59283	Ludecke's Electrical Service, Inc.	10/15/12	125.00
59285	Mission Linen Supply	10/15/12	606.30
59289	Mountain Water Co	10/15/12	29.51
59290	NAPA Auto Parts	10/15/12	1,025.19
59292	Old Miner's Association	10/15/12	500.00
59293	OnTrac	10/15/12	51.88
59294	Joseph Pacelli	10/15/12	200.00
59295	Gary Parker	10/15/12	29.52
59297	Quill Corporation	10/15/12	840.24
59298	Radio Shack Corporation	10/15/12	177.99
59299	Randazzo Construction	10/15/12	9,790.00
59300	Lynne Rayner	10/15/12	53.28
59301	Ricoh Americas Corporation	10/15/12	1,758.30
59302	Robertson's Ready Mix	10/15/12	369.15
59303	Sage Software, Inc.	10/15/12	1,785.86
59304	Seat Advisor, Inc.	10/15/12	365.10
59305	Paul Senft	10/15/12	200.00
59306	Steven Enterprises, Inc	10/15/12	131.29
59307	Sugar Pine Bake Shop	10/15/12	110.00
59308	Tom Bell's Redlands Auto Plaza	10/15/12	1,844.68
59309	Twin Bear Equipment Rental, Inc.	10/15/12	1,562.00
59310	Underground Service Alert Inc.	10/15/12	132.00
59311	Julie Van Hook	10/15/12	130.00
59313	Verizon California	10/15/12	1,805.25
59314	Verizon Wireless	10/15/12	42.41
59315	Very Barry Massage	10/15/12	40.00
59316	Vulcan Materials Company Inc.	10/15/12	979.88
59317	Waxie	10/15/12	584.35
59319	Willdan Engineering	10/15/12	290.00
59320	WW Grainger Inc	10/15/12	74.07
59321	Yeager Environmental Associates, Inc.	10/15/12	1,237.50
59322	York Risk Services Group, Inc.	10/15/12	1,338.75
	ACH Christine Bennett	10/08/12	1,080.00
	ACH Cylwik Property Management	10/15/12	17,050.87
	ACH Anne Zimmerman	10/15/12	200.00



City of Big Bear Lake

Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Date	Amount
	ACH Craig Smith	10/15/12	200.00
	ACH Charles Lindeen	10/15/12	585.00
			<u>278,392.14</u>



City of Big Bear Lake
Expenditure By Department
Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Transaction	Amount
General Fund			
110			
59201	California State Dept of Conservation	Quarterly SMIP Payment	10/02/12 408.42
59219	California State Building Standards Commission	Quarterly Revolving Fund Fee Remittance	10/08/12 507.73
59220	California State Board of Equalization	Quarterly Sales & Use Tax Remittance	10/08/12 269.30
59249	Big Bear Disposal Inc	Franchise Fees	10/15/12 (9,601.90)
59295	Gary Parker	Refund TOT Overpayment	10/15/12 29.52
59301	Ricoh Americas Corporation	Copy Charges	10/15/12 831.15
59315	Very Barry Massage	Refund Business License Overpayment	10/15/12 40.00
			General Fund Total
			(7,515.78)
City Clerk			
4130			
59275	International Institute of Municipal Clerks	Membership Dues	10/15/12 145.00
59293	OnTrac	Shipping Charges	10/15/12 26.42
			City Clerk Total
			171.42
Financial Services			
4140			
59220	California State Board of Equalization	Quarterly Sales & Use Tax Remittance	10/08/12 0.22
			Financial Services Total
			0.22
Human Resources			
4150			
59227	Interiors	Employee Recognition	10/08/12 200.00
59230	Stater Bros Market No 91	Employee Recognition	10/08/12 200.00
59247	Richard A Baumgartner, M.D.	DMV Physical/Flu Shots	10/15/12 714.00
59254	Calif Joint Powers Ins Auth	Management Academy Registration & Lodging	10/15/12 519.56
59281	Suzanne Kozma	Consulting Services	10/15/12 2,543.47
59307	Sugar Pine Bake Shop	Supplies for Employee Meeting	10/15/12 110.00
59311	Julie Van Hook	Per Diem Request - Training	10/15/12 130.00
59322	York Risk Services Group, Inc.	Administration Fee	10/15/12 1,338.75
	ACH Christine Bennett	Tuition Reimbursement	10/08/12 1,080.00
			Human Resources Total
			6,835.78
City Attorney			
4170			
59259	Dapeer Rosenblit & Litvak LLP	Municipal Code Enforcement	10/15/12 1,090.65
			City Attorney Total
			1,090.65
PW: Traffic Safety			
4230			
59232	Bear Valley Electric	Electricity Usage	10/11/12 1,344.10



City of Big Bear Lake
Expenditure By Department
Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Transaction	Amount
			PW: Traffic Safety Total
			1,344.10
Animal Regulation	4260		
59250	Butchers Blocks & Building Materials	Animal Shelter Repair	10/15/12 20.27
			Animal Regulation Total
			20.27
Engineering	4310		
59293	OnTrac	Shipping Charges	10/15/12 15.94
59306	Steven Enterprises, Inc	Bond Paper	10/15/12 131.29
59319	Willdan Engineering	Plan Check Services	10/15/12 290.00
	ACH Cylwik Property Management	Engineering Services	10/15/12 8,316.21
			Engineering Total
			8,753.44
PW: Street Maintenance	4320		
59222	Bank of America	Batteries	10/08/12 40.76
59240	San Bernardino County Vehicle Svcs Dept	Fuel Charges	10/15/12 4,176.54
59250	Butchers Blocks & Building Materials	Materials/Supplies	10/15/12 288.52
59253	Bear Valley Tree Care, Inc.	Tree Removal Services	10/15/12 1,550.00
59255	Calolympic Glove & Safety Co	Safety Supplies	10/15/12 532.38
59256	Clean Street	Street Sweeping	10/15/12 7,000.00
59266	Fox Farm Storage	Storage Rental Space	10/15/12 208.00
59270	Haaker Equipment Co	Materials/Supplies	10/15/12 71.94
59272	Hi-Way Safety Rentals, Inc	Message Boards	10/15/12 2,000.00
59285	Mission Linen Supply	Laundry Service - Uniforms	10/15/12 242.52
59290	NAPA Auto Parts	Vehicle Maintenance	10/15/12 788.79
59297	Quill Corporation	Office Supplies	10/15/12 253.51
59316	Vulcan Materials Company Inc.	Asphalt	10/15/12 979.88
			PW: Street Maintenance Total
			18,132.84
PW: Vehicle Maintenance	4325		
59202	Bear Valley Electric	Electricity Usage	10/02/12 2,535.41
59221	City of Big Bear Lake Dept of Water & Power	Water Usage	10/08/12 121.37
59232	Bear Valley Electric	Electricity Usage	10/11/12 5.58
59251	Bear Valley Electric	Electricity Usage	10/15/12 376.62
59285	Mission Linen Supply	Laundry Service - Uniforms	10/15/12 30.32
59290	NAPA Auto Parts	Vehicle Repair Parts	10/15/12 96.54



City of Big Bear Lake
Expenditure By Department
Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Transaction	Amount
			PW: Vehicle Maintenance Total 3,165.84
PW: Street Lighting	4330		
59223	Bear Valley Electric	Electricity Usage 10/08/12	6,255.17
59232	Bear Valley Electric	Electricity Usage 10/11/12	593.55
			PW: Street Lighting Total 6,848.72
PW: Parking Lots/Chamber	4335		
59221	City of Big Bear Lake Dept of Water & Power	Water Usage 10/08/12	566.18
59232	Bear Valley Electric	Electricity Usage 10/11/12	75.73
59267	Fulton Distributing	Janitorial Supplies 10/15/12	361.22
59274	Ideal Lighting Supply, Inc	Bulbs 10/15/12	92.03
59317	Waxie	Janitorial Supplies 10/15/12	194.79
			PW: Parking Lots/Chamber Total 1,289.95
Planning	4410		
59293	OnTrac	Shipping Charges 10/15/12	9.52
59297	Quill Corporation	Office Supplies 10/15/12	122.22
59300	Lynne Rayner	Mileage Reimbursement 10/15/12	53.28
			Planning Total 185.02
Planning Commission	4411		
59276	Robert Jackowski	Planning Commissioner Services 10/15/12	200.00
59294	Joseph Pacelli	Planning Commissioner Services 10/15/12	200.00
59305	Paul Senft	Planning Commissioner Services 10/15/12	200.00
	ACH Anne Zimmerman	Planning Commissioner Services 10/15/12	200.00
	ACH Craig Smith	Planning Commissioner Services 10/15/12	200.00
			Planning Commission Total 1,000.00
Code Compliance	4415		
59240	San Bernardino County Vehicle Svcs Dept	Fuel Charges 10/15/12	586.19
59273	International Code Council Inc	Membership Dues 10/15/12	125.00
59297	Quill Corporation	Office Supplies 10/15/12	464.51
	ACH Charles Lindeen	PHR Inspections 10/15/12	585.00
			Code Compliance Total 1,760.70
Intergovernmental/Community	4420		
59222	Bank of America	Flags 10/08/12	143.60



City of Big Bear Lake
Expenditure By Department
Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Transaction	Amount
Intergovernmental/Community Relations Total			143.60
PAC: Performing Arts Center		4610	
59221	City of Big Bear Lake Dept of Water & Power	Water Usage	10/08/12 4.86
59222	Bank of America	Mic Clips/Microphone/Ear sets	10/08/12 1,507.58
59250	Butchers Blocks & Building Materials	Maintenance/Repairs	10/15/12 17.34
59304	Seat Advisor, Inc.	Ticket Sales	10/15/12 365.10
PAC: Performing Arts Center Total			1,894.88
PW: City Parks		4625	
59221	City of Big Bear Lake Dept of Water & Power	Water Usage	10/08/12 1,875.07
59222	Bank of America	Batteries/Flags/Sink Valve/Hand Dryer	10/08/12 1,075.95
59232	Bear Valley Electric	Electricity Usage	10/11/12 313.94
59267	Fulton Distributing	Janitorial Supplies	10/15/12 361.22
59268	Geiger Supply, Inc.	Valves for Parks	10/15/12 547.04
59317	Waxie	Janitorial Supplies	10/15/12 194.78
PW: City Parks Total			4,368.00
General Government		4800	
59225	Charter Communications	High Speed Internet	10/08/12 2,436.50
59236	Verizon California	Telephone Service	10/11/12 40.73
59261	Direct Signs	Purchase Order Forms	10/15/12 398.00
59264	Docu-Trust	Document Storage	10/15/12 22.80
59289	Mountain Water Co	Water Dispenser Rental/Water	10/15/12 29.51
59301	Ricoh Americas Corporation	Copy Charges	10/15/12 927.15
59313	Verizon California	Telephone Service	10/15/12 1,723.40
General Government Total			5,578.09
Technology Services		4810	
59236	Verizon California	Telephone Service	10/11/12 91.28
59243	12 Miles Out.com	Video Streaming	10/15/12 1,200.00
59244	AgendaPal Corporation	Monthly Subscription	10/15/12 399.00
59263	DLT Solutions Inc	AutoCad Subscription Renewal	10/15/12 945.29
59298	Radio Shack Corporation	Video Supplies	10/15/12 145.68
59303	Sage Software, Inc.	HR Software Renewal	10/15/12 1,785.86
Technology Services Total			4,567.11



City of Big Bear Lake
Expenditure By Department
Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Transaction	Amount
Civic Center		4820	
59221	City of Big Bear Lake Dept of Water & Power	Water Usage	10/08/12 406.14
59222	Bank of America	Flags	10/08/12 481.74
59232	Bear Valley Electric	Electricity Usage	10/11/12 29.67
59240	San Bernardino County Vehicle Svcs Dept	Fuel Charges	10/15/12 361.57
59250	Butchers Blocks & Building Materials	Materials/Supplies	10/15/12 319.95
59257	Conklin Paint & Supplies, Inc.	Paint Supplies	10/15/12 243.06
59267	Fulton Distributing	Janitorial Supplies	10/15/12 361.21
59283	Ludecke's Electrical Service, Inc.	Electrical Services	10/15/12 125.00
59285	Mission Linen Supply	Laundry Service - Uniforms	10/15/12 42.44
59309	Twin Bear Equipment Rental, Inc.	Equipment Rental	10/15/12 990.00
59317	Waxie	Janitorial Supplies	10/15/12 194.78
			Civic Center Total 3,555.56
Sanitation		250	
59202	Bear Valley Electric	Electricity Usage	10/02/12 2,535.38
59221	City of Big Bear Lake Dept of Water & Power	Water Usage	10/08/12 48.12
59223	Bear Valley Electric	Electricity Usage	10/08/12 1,121.75
59232	Bear Valley Electric	Electricity Usage	10/11/12 3,424.43
59236	Verizon California	Telephone Service	10/11/12 459.58
59237	Verizon Wireless	Telemetry Line	10/11/12 21.14
59240	San Bernardino County Vehicle Svcs Dept	Fuel Charges	10/15/12 1,763.01
59248	Bay City Electric Works Inc.	Maintenance/Repairs	10/15/12 868.33
59250	Butchers Blocks & Building Materials	Materials/Supplies	10/15/12 286.78
59251	Bear Valley Electric	Electricity Usage	10/15/12 376.61
59262	DIY Home Center	Materials/Supplies	10/15/12 28.55
59265	Fairview Ford Sales, Inc.	Vehicle Repair Parts	10/15/12 61.53
59285	Mission Linen Supply	Laundry Service - Uniforms	10/15/12 242.52
59290	NAPA Auto Parts	Vehicle Repair Parts/Pump Maintenance	10/15/12 139.86
59298	Radio Shack Corporation	Office Equipment	10/15/12 32.31
59302	Robertson's Ready Mix	Sand	10/15/12 369.15
59308	Tom Bell's Redlands Auto Plaza	Vehicle Repair Parts	10/15/12 1,844.68
59309	Twin Bear Equipment Rental, Inc.	Equipment Rental	10/15/12 572.00



City of Big Bear Lake
Expenditure By Department
Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Transaction	Amount
59310	Underground Service Alert Inc.	(88) New Tickets	10/15/12 132.00
59313	Verizon California	Telephone Service	10/15/12 81.85
59314	Verizon Wireless	Test Modem	10/15/12 42.41
59320	WW Grainger Inc	Hex Bit Sockets	10/15/12 74.07
	ACH Cylwik Property Management	Engineering Services	10/15/12 5,075.00
			Sanitation Total 19,601.06
Village Streetscape		291	
59221	City of Big Bear Lake Dept of Water & Power	Water Usage	10/08/12 798.91
59228	Montoya's Wholesale Nursery	Landscaping Supplies	10/08/12 1,212.94
59232	Bear Valley Electric	Electricity Usage	10/11/12 546.52
59249	Big Bear Disposal Inc	Village Litter Containers	10/15/12 1,347.57
59250	Butchers Blocks & Building Materials	Materials/Supplies	10/15/12 84.90
59262	DIY Home Center	Materials/Supplies	10/15/12 94.76
			Village Streetscape Total 4,085.00
Capital Projects/PW & Sani		321	
59241	City of Big Bear Lake	Stakeholder Meeting Expenses	10/15/12 6.75
	ACH Cylwik Property Management	Engineering Services	10/15/12 2,200.00
			Capital Projects/PW & Sani Total 2,206.75
Capital Projects/Street Improve		350	
59299	Randazzo Construction	Drainage Improvements	10/15/12 9,790.00
			Capital Projects/Street Improvements Total 9,790.00
Refuse		550	
59206	Yeager Environmental Associates, Inc.	Environmental Consulting Services	10/02/12 3,234.00
59238	San Bernardino County Fire Protection District	Household Hazardous Waste Services	10/15/12 4,483.25
59239	San Bernardino County Dept of Public Works	NPDES Agreement #92-315 2nd Quarter	10/15/12 9,700.00
59249	Big Bear Disposal Inc	Residential Curb & Bin Service	10/15/12 158,787.00
59250	Butchers Blocks & Building Materials	Repair Fence at Trash Site #2	10/15/12 88.83
59285	Mission Linen Supply	Laundry Service - Uniforms	10/15/12 48.50
59321	Yeager Environmental Associates, Inc.	Environmental Consulting Services	10/15/12 1,237.50
	ACH Cylwik Property Management	Engineering Services	10/15/12 375.00
			Refuse Total 177,954.08
Deposits Payable		750	



City of Big Bear Lake
Expenditure By Department
Checks Issued 10/02/12 through 10/15/12

Check#	Vendor/Employee	Transaction	Amount
59201	California State Dept of Conservation	5% SMIP Hold Back for Education	10/02/12 (20.42)
59292	Old Miner's Association	Deposit Refund Old Miner's Heritage Parade	10/15/12 500.00
ACH	Cylwik Property Management	Engineering Services	10/15/12 1,084.66
Deposits Payable Total			<u>1,564.24</u>
Grand Total			<u><u>278,392.14</u></u>



AGENDA REPORT

MEETING DATE: October 22, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Mathieu, City Manager

REVIEWED BY: Kathleen Smith, Chief Operations Officer

SUBJECT: **CONTINUANCE OF THE DECLARATION OF LOCAL STATE OF EMERGENCY – BARK BEETLE**

BACKGROUND:

On March 10, 2003, the City Council adopted Resolution No. 2003-03 proclaiming a State of Emergency related to the severe threat to life and property in our mountain community due to the severe die off of trees (Bark Beetle) which are creating a significant fire and life safety hazard.

In accordance with the Government Code, the City Council must continue to declare the local State of Emergency until the local emergency is terminated. The County of San Bernardino also issued an Emergency Proclamation for the County portion of the mountains and continues the declaration each month at their Board meetings.

RECOMMENDATION:

City Council continue the Declaration of Local State of Emergency, which still exists and continues to be an emergency in accordance with Government Code Section 8630.



AGENDA REPORT

DATE: October 22, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Mathieu, City Manager

REVIEWED BY: Kathleen Smith, Chief Operations Officer

PREPARED BY: David Lawrence, P.E., Director of Public Works/City Engineer

SUBJECT: **MAHANOHY STREET IMPROVEMENTS - ACCEPT AS COMPLETE**

BACKGROUND:

During the June 13, 2011 City Council meeting, the City Council approved the Measure I Five Year Capital Improvement Plan (CIP). This plan included funds for a number of capital street projects. Two such projects were Mahanoy and Paine Court. The plan allocated \$154,100 for the street improvements on Mahanoy and \$18,000 for Paine Court.

During the November 26, 2011 City Council meeting, the City Council approved to Award a contract to Matich Corporation for the Mahanoy Street Improvements in the amount of \$148,220.00 and for the Paine Court Street Improvements in the amount of \$10,369.16.

During the January 9, 2012 City Council meeting, the City Council accepted the Paine Court Street project as complete.

On September 24, 2012 the City Council approved a revised Measure I CIP which included the allocation of \$164,941.88 for Mahanoy Street Improvements.

DISCUSSION:

On July 30, 2012, Matich Corporation pulverized, graded, compacted and paved Mahanoy Lane. The quantities had to be increased to complete the entire project based on field conditions. The work was completed on August 10, 2012, to the City's standards and specifications for the contract price of \$164,941.88. Matich Corporation performed exceptionally well and completed work in a timely manner.

FISCAL IMPACT:

Mahanoy Street Improvements were included in the FY11/12 adopted budget to be funded by Measure I.

RECOMMENDATION:

Staff recommends that the City Council take the following actions:

1. Accept the Mahanoy Street Improvements as complete; and
2. Determine the final contract cost to be \$164,941.88; and
3. Direct the City Clerk to file the Notice of Completion with the County Recorder's office; and
4. Release the remaining retention thirty-five (35) days after the recordation of the Notice of Completion provided that no stop notices are filed with the City.

Attachments:1. Notice of Completion

RECORDING REQUESTED BY:
Jeff Mathieu, City Clerk

WHEN RECORDED, PLEASE MAIL TO:

City of Big Bear Lake
City Clerk
PO Box 10000
Big Bear Lake, CA 92315

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is OWNER or agent of the OWNER of the interest or estate state below in the property hereinafter described.
2. The FULL NAME of the OWNER is City of Big Bear Lake
3. The FULL ADDRESS OF THE owner is PO Box 10000, Big Bear Lake, CA 92315
4. The NATURE of the INTEREST or ESTATE of the undersigned is:
Agent of the owner that constructed the improvements.
5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST OR ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:

NAMES

ADDRESSES

6. The full name and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was COMPLETED August 10, 2012.
8. The work of improvement completed is described as follows: Mahanoy Street Improvement Project.
9. The NAME OF THE ORIGINAL CONTRACTORS, if any, for such work of improvement is Matich Corporation.
10. The street address of said property is Mahanoy Lane.
11. The property on which said work of improvement was completed is in the City of Big Bear Lake,
County of San Bernardino, State of California.

Date: _____ Signature of Owner or agent of owner _____

Verification for INDIVIDUAL owner _____, I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice that I have read said notice, that I know and understand the contents thereof, and that the facts stated there in are true and correct.

Date and Place

(Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the _____ of the aforesaid interest or estate in the property described in the above notice that I have read said notice, that I know and understand the contents thereof, and that the facts stated there in are true and correct.

Date and Place

(Signature of person signing on behalf of owner)



AGENDA REPORT

MEETING DATE: October 22, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Mathieu, City Manager

REVIEWED BY: Kathleen Smith, Chief Operations Officer

PREPARED BY: David Lawrence, P.E., Director of Public Works/City Engineer

SUBJECT: **ACCEPT THE BID FOR ENERGY SAVING LIGHTING UPGRADES**

BACKGROUND:

On April 23, 2012 the City Council accepted the grant from the California Energy Commission for \$66,555.

DISCUSSION:

The City applied to the California Energy Commission for a second round of grants to replace the high energy usage lighting on City streets. The City has recently received notice that it was awarded the grant in the amount of \$66,555. The grant was proposed for the Village light replacement; however, the grant guidelines require purchase and installation of the lights by March 2013. Due to unforeseen and uncontrollable delays with the Village Renaissance construction, alternate light locations were needed. With that, staff proposed alternate locations throughout the City, which the California Energy Commission accepted. The City is responsible for 305, 100-watt High Pressure Sodium (HPS) street lights. Under our current agreement with Bear Valley Electric (BVE), they maintain the lights and the City pays for the energy usage. Between BVE and the City, we have identified the replacement locations based on emergency routes, lighting complaints and collector streets. BVE has recommended replacing our existing lights with 200-watt equivalent light-emitting diode (LED) lights. Based on the grant amount, staff solicited quotes from suppliers. We received three bids from qualified suppliers based on the grant guidelines. The bidders included South Coast Light & Design, Holophane and Progressive.

Below is a table of per unit cost from each company:

Company	South Coast Light & Design	Progressive	Holophane
Per Unit Cost	\$377.35	\$421.50	\$525.00
Ranking	1	2	3

Below on the grant amount, the City will be able to purchase 176 units from the low bidder South Coast Light & Design. The installation will be done by BVE at no cost to the City. The City expects to save approximately 53% of the energy cost per unit or \$23,000 total per year at current rates.

FISCAL IMPACT:

There is no fiscal impact for this proposed efficiency project as it is grant funded.

RECOMMENDATION:

It is recommended that the City Council take the following action:

1. Authorize the City Manager to accept the bid from South Coast Light & Design for the purchase of the street lights, not to exceed \$66,555.



AGENDA REPORT

MEETING DATE: October 22, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Mathieu, City Manager

REVIEWED BY: Kathleen Smith, Chief Operations Officer

PREPARED BY: James J. Miller, Community Development Director

SUBJECT: **COOPERATIVE PLANNING AGREEMENT WITH THE EDUCATION TRUST/PEBBLE PLAIN WILDLAND PARK**

BACKGROUND:

Based on the recognition that a well educated workforce strengthens the economic base, the Bear Valley Education Corporation was initially formed as a partnership between the City of Big Bear Lake and the Big Bear Chamber of Commerce. The purpose of this relationship was to improve and broaden the San Bernardino Community College class offerings and eventually move local classes away from the Big Bear High School campus to a more appropriate, dedicated facility. In keeping with the mission statement to sustain and expand opportunities for all members of the Big Bear Valley, the Education Trust has matured into a unique advisory board representing a cross section of the community. This board provides direction in regards to the Education Trust's key functions which are to address residents' educational needs pre-k through 16, including vocational and community education; highlight the importance and raise awareness of educational needs in Bear Valley; provide coordination and collaboration with education stakeholders; and financially support specific project and programs.

DISCUSSION:

Recently the Education Trust was presented with a unique opportunity to partner with the National Forest Service in developing an educational research facility and conference center in a park like setting. The National Forest Service currently holds ownership of 304 acres east of the City of Big Bear Lake and north of the High Timber Ranch subdivision that contains some of the last remaining viable pebble plain in the valley. As a result a committee of the Education Trust was formed to explore this opportunity which led to the creation of the Pebble Plain Wildland Park effort. This effort envisions the creation of a wildland park that will provide for an educational research facility and conference center. The wildland park will provide access to the National Forest land by way of eco-friendly recreational opportunities such as interpretive trails and paths to study the unique flora fauna and geology of this area. In addition an information center is planned that will inform our visitors of our unique mountain setting and the indigenous people of our mountains, the Serrano and their historical cultural connection to the pebble plain.

The purpose of this Cooperative Planning Agreement is to develop a framework for the Education Trust and local participating agencies and jurisdictions to plan and implement mutually beneficial programs, projects, and educational opportunities in and around the Big Bear Valley of the San Bernardino National Forest.

RECOMMENDATION:

It is recommended that the City of Big Bear Lake enter into a Cooperative Planning Agreement with the Education Trust to develop a framework for the Trust and local participating agencies and jurisdictions to plan and implement mutually beneficial programs, projects, and educational opportunities in and around the Big Bear Valley of the San Bernardino National Forest.

Attachment: 1. Cooperative Planning Agreement

Attachment 1

COOPERATIVE PLANNING AGREEMENT
BETWEEN
BIG BEAR EDUCATION CORPORATION
AND
(Agency)

This COOPERATIVE PLANNING AGREEMENT (CPA) is hereby made and entered into by and between the BIG BEAR EDUCATION CORPORATION, a not for profit corporation, hereinafter referred to as the EDUCATION TRUST and (NAME OF AGENCY)

A. PREAMBLE:

Based on the recognition that a well educated workforce strengthens the economic base the Bear Valley Education Corporation (Education Trust) was initially formed as a partnership between the City of Big Bear Lake and the Big Bear Chamber of Commerce. The purpose of this relationship was to improve and broaden the San Bernardino Community College class offerings and eventually move local classes away from the Big Bear High School campus to a more appropriate dedicated facility. In keeping with the mission statement to sustain and expand opportunities for all members of the Big Bear Valley, the Education Trust has matured into a unique advisory board representing a cross section of the community. This board provides direction in regards to the Education Trust's key functions which are to address resident's educational needs pre-k through 16, including vocational and community education; highlight the importance and raise awareness of educational needs in Bear Valley; provide coordination and collaboration with education stakeholders; and financially support specific project and programs.

Recently the Education Trust was presented with a unique opportunity to partner with the National Forest Service in developing an educational research facility and conference center in a park like setting. The national Forest Service currently holds ownership of 304 acres east of the City of Big Bear Lake and north of the High Timber Ranch subdivision that contains some of the last remaining viable pebble plain in the valley. As a result a committee of the Education Trust was formed to explore this opportunity, which led to the creation of the Pebble Plain Wildland Park effort. This effort envisions the creation of a Wildland Park that will provide for an educational research facility and conference center. The Wildland Park will provide access to the national forest land by way of eco-friendly recreational opportunities such as interpretive trails and paths to study the unique flora fauna and geology of this area. In addition an information center is planned that will inform our visitors of our unique mountain setting and the indigenous people of our mountains, the Serrano and their historical cultural connection to the pebble plain.

B. PURPOSE:

The purpose of this Cooperative Planning Agreement is to develop a framework for the Education Trust and local participating agencies and jurisdictions to plan and implement mutually beneficial programs, projects, and educational opportunities in and around the Big Bear Valley of the San Bernardino National Forest.

C. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The Education Trust represents a cross section of people who desire to use National Forests for educational and recreational purposes and through this CP A or subsequent agreements may provide support and funds to accomplish mutually beneficial projects and activities. The Education Trust and (Name of Agency) seek to work cooperatively to encourage responsible use of federal lands.

D. THE EDUCATION TRUST AND THE PEBBLE PLAINS WILDLANDS PARK COMMITTEE SHALL:

1. Work with the Forest Service to identify appropriate cooperative opportunities for visitors to the Park to experience eco-friendly centered activities based upon the flora, fauna and geology only found here.
2. Jointly pursue projects in conjunction with the San Bernardino National Forest to develop areas to provide recreational opportunities such as hiking, biking, birding, snow shoeing and cross country skiing and yet to be determined recreational opportunities subject to availability of funds and personnel.
3. Work with the Serrano people, represented by San Manuel Band of Mission Indians and Morongo Valley Band of Mission Indians the Forest Service and the Education Trust's Advisory Board to provide an opportunity to teach about culture of the indigenous people of our mountains, the Serrano.
4. Develop a high quality science experience for our local students Kindergarten through grade 16 utilizing current scientific and technological equipment to study the Pebble Plain.
5. Include an educational research facility and conference center for the purpose of scientific study of the sustainability of the Pebble Plains.
6. Work with Forest Service staff to ensure that written materials and other media produced for Pebble Plains Wildland Park distribution are consistent with Forest Service policies and guidelines.

7. Integrate Science Technology Engineering and Math (STEM) focused activities directed at learning environments outside the K -12 classroom, such as afterschool and summer community-based programs through universities and other higher education entities.

E. THE COOPERATING AGENCY SHALL:

1. Coordinate with the Education Trust to identify appropriate cooperative opportunities (such as educational programs, scientific studies, tourism initiatives, and special events). Contingent upon availability of funds and personnel, jointly pursue these projects in conjunction with the Trust.
2. Work with the Education Trust members to develop mutually beneficial projects, special events, and activities.
3. Utilize the technical expertise of the Education Trust members, along with other recognized experts in the educational, and scientific fields to develop Forest Service programs and projects related to the goal and vision of the Pebble Plain Wildland Park Committee and the Trust.
4. Recognized that the Pebble Plain Wildland Park is affiliated with the Education Trust and the Academy of Environmental and Sustainable Science and will support and commit financial and/or in kind services in support of the Academy's educational services.
5. Within the budget and resource capabilities of the cooperating agency, provide informative and educational literature related to preservation of the Pebble Plains.
6. The Pebble Plains Wildland Park will be under the direction of the Education Trust. The Education Trust will establish a cross-section of individuals to serve on a Board to make recommendations to the Education Trust regarding the development of the Park's educational, research, recreational and cultural programs,

F. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Trust is under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts the Cooperating Agency from participating in similar activities with other public or private agencies, organizations, and individuals.
3. COMMENCEMENT/EXPIRATION/TERMINATION. This CPA takes effect upon the signature of the Cooperating Agency and the Trust and shall remain in effect for five years from the date of execution. This CPA may be extended or amended upon written request of either the Cooperating Agency or the Trust and the

subsequent written concurrence of the other(s). Either the Cooperating Agency or the Trust may terminate this CPA with a 60-day written notice to the other(s).

- 4. RESPONSIBILITIES OF PARTIES.** The Cooperating Agency and the Trust and their respective departments and offices will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
- 5. NON-FUND OBLIGATING DOCUMENT.** Nothing in this CPA shall obligate either the Cooperating Agency or the Trust to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various departments and offices of the Cooperating Agency and the Trust will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority and this CPA does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.
- 6. ESTABLISHMENT OF RESPONSIBILITY.** This CPA is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the United States, its agencies, its officers, or any person.
- 7. AUTHORIZED REPRESENTATIVES.** By signature below, the cooperating agency certifies that the individuals and/or their designees are authorized to act in their respective areas for matters related to this agreement.

THE PARTIES HERETO have executed this instrument.

BIG BEAR EDUCATION CORPORATION

(COOPERATING AGENCY)

Elizabeth
Harris

DATE

(NAME)

DATE



AGENDA REPORT

MEETING DATE: October 22, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Mathieu, City Manager

REVIEWED BY: Kathleen Smith, Chief Operations Officer

PREPARED BY: David Lawrence, P.E., Director of Public Works/City Engineer

SUBJECT: **COOPERATIVE EFFORT WITH THE US FOREST SERVICE TO ENTER INTO A MOU FOR IMPROVEMENTS AND ONGOING MAINTENANCE TO THE ALPINE PEDAL PATH**

DISCUSSION:

The City has tried to make a priority in the past to provide for a healthy community and opportunities to bring visitors here to our valley to enjoy our natural resources. On any given day you are likely to see athletes, of many differing skill levels and discipline, enjoying this place we call home. One area that has been and will continue to be an attraction is our North Shore Alpine Peddle Path. It has been estimated that over 300 people utilize that path daily on good weather days. That being said, we have had several concerned visitors and residents inquire at the City about some maintenance issues. We have had discussions about these concerns with the District Ranger from the Forest Service. They have informed us that due to federal budget cuts and new directives, they are unable to fully maintain the path and would only be able to provide minimal support. They did, however, express that there is opportunity for an organization to adopt the path for maintenance and they would be excited to discuss this prospective with the City. The adoption of the path would require an agreement in the form of a Memorandum of Understanding to ensure that there is no liability issues for the City or any other organization. With that, staff met with the Big Bear Cycling Association to discuss the concept of adopting the path. The Big Bear Cycling Association was elated with the idea of teaming up with the City to adopt the path. The Cycling Association Board of Directors has met recently and agreed to support the project with funding, which would come from the proceeds generated from the Tour-De-Big Bear. One of the benefits of entering in to the MOU is to utilize our Public Works crew as labor for the improvements and ongoing maintenance and using the funds from the Cycling Association for materials only.

AGENDA REPORT: **COOPERATIVE EFFORT WITH THE US FOREST SERVICE TO ENTER INTO A MOU FOR IMPROVEMENTS AND ONGOING MAINTENANCE TO THE ALPINE PEDAL PATH**

October 22, 2012

Page 2

We have reviewed the path in its current condition and have put together estimates for the repair and ongoing maintenance. The path is 2.53 miles long and approximately 8 feet wide. From a survey of the path we have determined that the initial repair work would cost \$25,000 to \$30,000. The repair work includes: pothole repair, drainage, creak sealing, weed removal, slurry sealing, striping, improved signage and the installation of bike racks. The majority of these repairs would begin in the spring and continue throughout the summer and fall as fill in work. Some work (pothole and creak repairs) is being proposed this fall for safety reasons. The ongoing maintenance after the repairs would cost between \$3,000 and \$5,000 per year. The cost has been discussed with the Cycling Association and they have agreed to fund the materials; however, it would have to be phased in over a few years. Staff is recommending that the City Council consider teaming with Big Bear Cycling Association in adopting North Shore Alpine Pedal Path.

FISCAL IMPACT:

There are no fiscal impacts for this project as we would be using existing staffing.

RECOMMENDATION:

It is recommended the City Council authorize the City Manager to proceed with entering in to a Memorandum of Understanding with the US Forest Service for initial improvements to the Alpine Pedal Path, at an estimated cost of between \$25,000 and \$30,000, and ongoing maintenance, at an annual cost estimated to be between \$3,000 and \$5,000, with the understanding that labor be supplied by the City of Big Bear Lake for a duration of no more than three years with the support of the Big Bear Cycling Association as funding is available.



AGENDA REPORT

MEETING DATE: October 22, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Jeff Mathieu, City Manager

REVIEWED BY: Kathleen Smith, Chief Operations Officer

PREPARED BY: James J. Miller, Community Development Director

SUBJECT: **DEVELOPMENT CODE AMENDMENT 2012-023**
SPECIAL EVENTS

BACKGROUND:

In the fall of 2011, the City created an Ad Hoc Committee on Special events. The committee met once a month for five months. The Ad Hoc Committee made recommendations to the Planning Commission in April 2012. Between April and October 17, 2012, the Planning Commission conducted numerous public meetings to discuss amending sections of the Development Code.

DISCUSSION:

On October 17, 2012, the Planning Commission conducted a Public Hearing and took public comments on Development Code Amendment 2012-023. At the conclusion of the meeting, the Planning Commission passed Resolution PC2012-14 recommending that the City Council approved Development Code Amendment 2012-023 and adopt an associated administrative instruction with guidelines for the review and approval of special events. The item is proposed to be heard at a duly noticed public hearing by the City Council on November 26, 2012.

RECOMMENDATION:

It is recommended the City Council receive and file a presentation from Community Development Director, Jim Miller.