



# Agenda

## BUDGET REVIEW COMMITTEE

**MONDAY, FEBRUARY 27, 2017, 6:00 P.M.**

**Regular Budget Review Committee Meeting**

**San Marcos Room  
1 Civic Center Drive  
San Marcos, CA 92069**

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ITEM	DESCRIPTION	STAFF RECOMMENDATION
1.	ORAL COMMUNICATIONS: According to City policy, fifteen minutes has been established during this portion of the Agenda to allow citizens to speak on any matter NOT listed. Speakers are limited to five minutes. The Budget Review Committee is prohibited by state law to take action on items NOT listed on the Agenda.	
2.	Minutes Approval – October 3, 2016	Approve
3.	Review 6-30-16 Financial Status Report	Review and Discuss
4.	Schedule Meeting Dates for FY 17/18 Budget Cycle	Review and Discuss
5.	Miscellaneous Items for the Good of the Order	
6.	Budget Review Committee Member Comments	
7.	Adjournment	

### AFFIDAVIT OF POSTING

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO ) ss.  
CITY OF SAN MARCOS )

I, Julia Covert, Secretary for the Finance Department of the City of San Marcos, hereby certify that I caused the posting of this agenda in the glass display case at the north entrance of City Hall.

DATED: February 23, 2017

  
Julia Covert, Secretary/Finance



# MINUTES

## Regular Meeting of the Budget Review Committee

**MONDAY OCTOBER 3, 2016**

San Marcos Room

1 Civic Center Drive, San Marcos, CA 92069

**CALL TO ORDER:** Chris Carroll called the Budget Review Committee Meeting to order at 6:05 p.m.

### **ROLL CALL:**

PRESENT: COMMITTEE MEMBERS: AMADOR, CARROLL, KNOWLTON, MARTINEZ,  
ROOP, WINN, ZAHL, AND KRAMER

ABSENT: COMMITTEE MEMBERS: NONE

**ALSO PRESENT:** Finance Director ROCHA, Budget and Revenue Officer, STUTLER, Accounting Manager TANG, and Recording Secretary COVERT.

### **ORAL COMMUNICATIONS**

- 1) There were no oral communications to report.

### **CONSENT CALENDAR**

- 1) **APPROVAL OF MINUTES.** Budget Review Committee Meeting of June 6, 2016 – Approved as presented.

### **NEW BUSINESS**

- 1) **NO NEW BUSINESS.**

### **REPORTS**

- 1) **REVIEW AND DISCUSSION OF PRE-AUDIT FINANCIAL RESULTS** – Finance Director ROCHA discussed the financial audit for FY 15/16, which covers the period from July 1, 2015, through June 30, 2016. Auditors will be on site beginning October 17. She explained that staff has quite a bit of work ahead this year on the financial audit, due to intricacies of a couple of new GASB



requirements. Staff is feeling pretty confident that the audit should be wrapped up by the end of November. It will go to Council the beginning of December.

- 2) **FINANCIAL STATUS REPORT 15/16** – Finance Director ROCHA provided an overview of the Financial Status Report for FY 15/16. The report, as of June 30, 2016, is a pre-audit snapshot of what staff is projecting, 4<sup>th</sup> quarter performance, as well as how we think we're coming out for 15/16. The City had a good year. Budget estimates for revenue and expenditures were pretty accurate. We had some large one-time revenues that weren't anticipated, so the City is looking at a pretty good surplus, about 5.6 Million. We actually had a total amended expenditure budget of about 68.4 Million, and we came in under that by 1.2 Million. The departments were diligent with their budgets. That will provide a higher-than-expected Reserve Balance, over and above the 40 percent. After the audit is completed and the numbers are finalized, staff plans to take the surplus to Council and, hopefully, get some more money over into the infrastructure funds. ROCHA explained that the report is generated quarterly and is available on the City's website. A question and answer session followed.
- 3) **REVIEW AND DISCUSSION OF GENERAL FUND FIVE-YEAR FINANCIAL FORECAST FY 16/17 TO F6 20/21** – Finance Director ROCHA explained that the Five-Year Forecast is a working document which will assist with strategic planning and is useful for providing discussion points. This was staff's first attempt at doing extensive forecasting and there is always room for improvement. The Five-Year Forecast will be used as the "backbone" for the budget process for next year. The Five-Year Forecast went to Council on September 13, 2016.

#### **MISCELLANEOUS ITEMS FOR THE GOOD OF THE ORDER**

The next meeting of the Budget Review Committee will take place in February, 2017.

#### **COMMITTEE COMMENTARY**

No member comments to report.

**ADJOURNMENT:** Charles Zahl adjourned the meeting at 6:58 p.m.

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CHARLES ZAHL  
CHAIRPERSON

ATTEST:

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JULIA COVERT, RECORDING SECRETARY  
CITY OF SAN MARCOS