

## AGENDA

### Meeting of the San Marcos Budget Review Committee

**Meeting Date:** February 24, 2020 | **Meeting Time:** 6:00 PM

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

**Americans with Disabilities Act:** If you need special assistance to participate in this meeting, please contact the City Clerk Department at (760) 744-1050, ext. 3105. Notification 48 hours in advance will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired. Please see the City Clerk if you wish to use this device.

**Agendas:** Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Information Desk counter located on the first floor of City Hall, 1 Civic Center Drive, San Marcos, during normal business hours or online at [www.san-marcos.net](http://www.san-marcos.net).

Agenda-related writings or documents provided to a majority of the Commission after distribution of the agenda packet will be available for public inspection at the time of distribution at the Information Desk counter located on the first floor of City Hall, 1 Civic Center Drive, San Marcos, CA, during normal business hours.

1. **CALL TO ORDER - 6:00 P.M.**
2. **STAFF INTRODUCTIONS**
3. **ROLL CALL**
4. **SELECTION OF NEW CHAIR AND VICE CHAIR**
5. **APPROVAL OF MINUTES**  
May 22, 2019
6. **OLD BUSINESS**
  - a. None
7. **NEW BUSINESS**
  - a. None
8. **REPORTS AND INFORMATION ITEMS**
  - a. City Manager Financial Forecast

Attachments:

- Budget in Brief – FY 2019-20
- BRC Budget Cycle Schedule – FY 2020-21

## 9. BUDGET REVIEW COMMITTEE COMMENTARY

## 10. ORAL COMMUNICATIONS

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda.

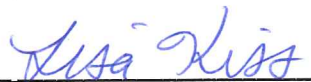
## ADJOURNMENT

## AFFIDAVIT OF POSTING

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

I, Lisa Kiss, Secretary, San Marcos Budget Review Committee, hereby certify that I caused the posting on February 19, 2020 of this agenda in the glass display case at the north entrance of City Hall.

DATED: February 19, 2020



Lisa Kiss,  
Budget Review Committee Secretary

# MINUTES

## Meeting of the San Marcos Budget Review Committee

WEDNESDAY, MAY 22, 2019 | 6:00 PM

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

1. **CALL TO ORDER:** Chairman Knowlton called the Budget Review Committee Meeting to order at 6:00 PM.

2. **ROLL CALL:**

PRESENT: RICE, KNOWLTON, LOPEZ, FREEMAN, WINN, SMITH

ABSENT: JENNINGS, ZAHL

**ALSO PRESENT:** City Manager, Jack Griffin; Deputy City Manager, Michelle Bender; Finance Director, Lisa Fowler; Fiscal Services & Budget Manager, Donna Apar; Management Analyst, Emily Law; and Budget Review Committee Secretary, Denise Avila.

3. **ORAL COMMUNICATIONS**

- a. None

4. **APPROVAL OF MINUTES: MAY 2, 2019**

Charlotte Rice made a motion to accept the minutes as written. David Lopez seconds the motion. Motion carries.

AYES: RICE, KNOWLTON, WINN, LOPEZ, ZAHL, FREEMAN

NOES:

ABSTAINS:

5. **OLD BUSINESS**

- a. None

**6. NEW BUSINESS**

- a. None

**7. REPORTS AND INFORMATION ITEMS**

- a. City Manager Recommended Operations and Capital Budget Presentation

Attachments: FY 2019/20 Operations and Capital Budget Overview

**8. BUDGET REVIEW COMMITTEE COMMENTARY**

- 9. ADJOURNMENT:** Chairman Knowlton adjourned the meeting at 7:11 PM.

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James Knowlton, Chairman  
Budget Review Committee

ATTEST:

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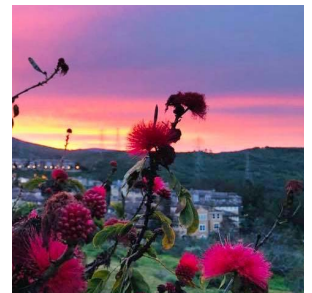
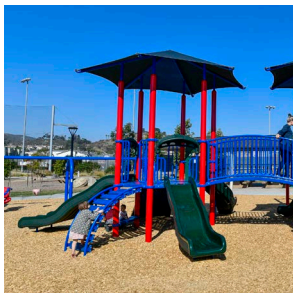
Denise Avila, Secretary  
Budget Review Committee





# BUDGET IN BRIEF

Fiscal Year 2019-20



**SAN MARCOS**  
DISCOVER LIFE'S POSSIBILITIES

# INTRODUCTION

As stewards of tax payer dollars, the City of San Marcos endeavors to provide transparency and accountability in its budget. With a conservative fiscal approach, San Marcos strives to balance service enhancements with long-term fiscal sustainability. The budget is the product of a collaborative effort to meet the challenges of increasing costs while responding to the community's service needs.

In June, the City Council passed and adopted the Operations & Maintenance budget for the Fiscal Year 2019-20 as well as a five-year Capital Improvement Program budget. The budgets fund the Council's continuing commitment to providing high levels of service to the City's residents, visitors and business community. For more information or to view the City's complete budget document, visit [www.san-marcos.net/finance](http://www.san-marcos.net/finance) or contact the City's Finance Department at (760) 744-1050, ext. 3133.

## BUDGET DEVELOPMENT

The development of the Fiscal Year 2019-20 budget is guided by the City Council's strategic priorities, budget policies, long-range fiscal sustainability, legal mandates and service level prioritization.

### CITY COUNCIL'S STRATEGIC PRIORITIES

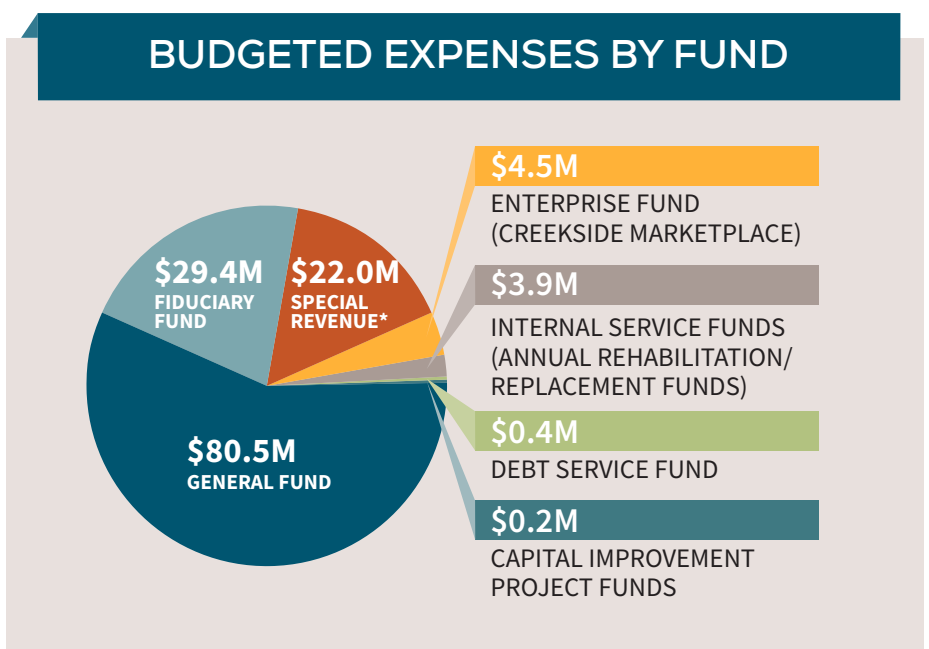


The City's Finance Department, with direction from the City Manager, works closely with each department to prepare the budget based on available resources. During this process, the Finance Department engages the Budget Review Committee, which is made up of San Marcos residents to review the budget and make recommendations to City Council throughout the budgeting process. A proposed budget is then presented to City Council for further review and input. The City Council customarily adopts the budget prior to the beginning of the fiscal year.

## CITYWIDE BUDGET

The City's accounting system is organized by funds (pictured right). These funds capture all financial transactions related to the specific purpose for which the fund was created. The General Fund, the City's primary fund, reflects discretionary or unrestricted funding.

*\$140.9 million  
in expenses are  
anticipated citywide.*



\*Special Revenue is funds to be used for a specific purpose such as gas tax, traffic safety, affordable housing and Community Facility Districts.

# SAN MARCOS AT A GLANCE

Fiscal Year 2019-20

## INCORPORATION

1963

## GOVERNMENT

Charter city operating under the City Council/City Manager form of government

## PRINCIPAL EMPLOYERS

EDUCATION



HEALTH



BUSINESS



24 SQUARE MILES

## POPULATION



96,000+

## PARKS & RECREATION



36 PARKS



6 RECREATION FACILITIES

63 MILES OF TRAILS

## HUNDREDS OF

CLASSES, SPORTS PROGRAMS, CAMPS AND ACTIVITIES OFFERED ANNUALLY



## INFRASTRUCTURE



463 MILES OF STREET LANES



325 MEDIANS & PARKWAYS



135 SIGNALIZED INTERSECTIONS



25 MILES OF FIBER OPTIC CABLE



28,849 TREES



1,892 STORM DRAINS



286 MILES OF SIDEWALKS

## PUBLIC SAFETY

22,277 = NUMBER OF SHERIFF & POLICE CALLS FOR SERVICE ANNUALLY

11,457 = NUMBER OF FIRE & AMBULANCE CALLS FOR SERVICE ANNUALLY



9-1-1 CALLS



ABOVE AVERAGE RESPONSE TIME



4,300+

ACTIVE BUSINESS LICENSES

## CITY-OWNED PROPERTY



146,989 OFFICE SQ.FT.



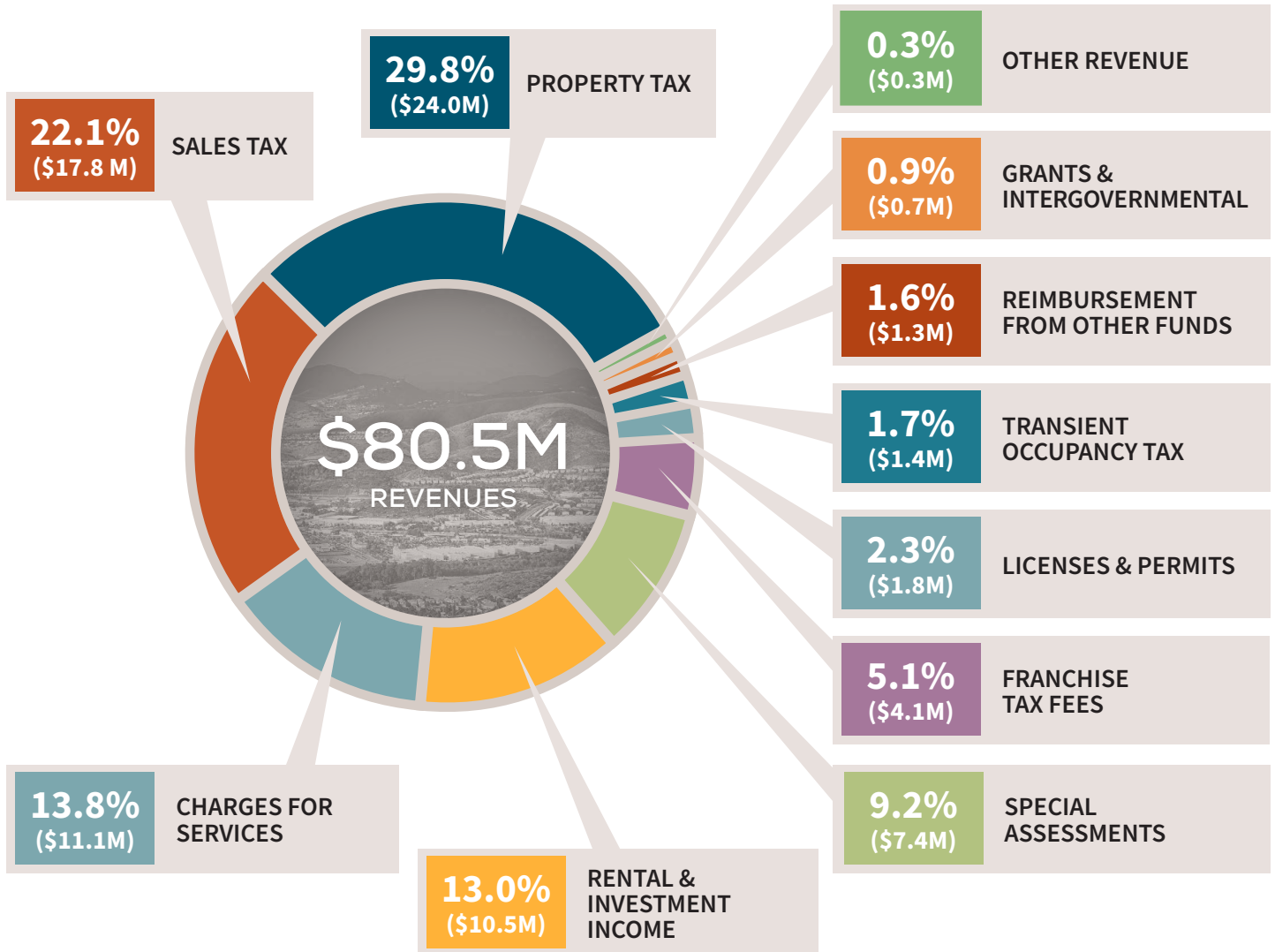
164,001 INDUSTRIAL SQ.FT.



266,059 RETAIL SQ.FT.



# GENERAL FUND REVENUES

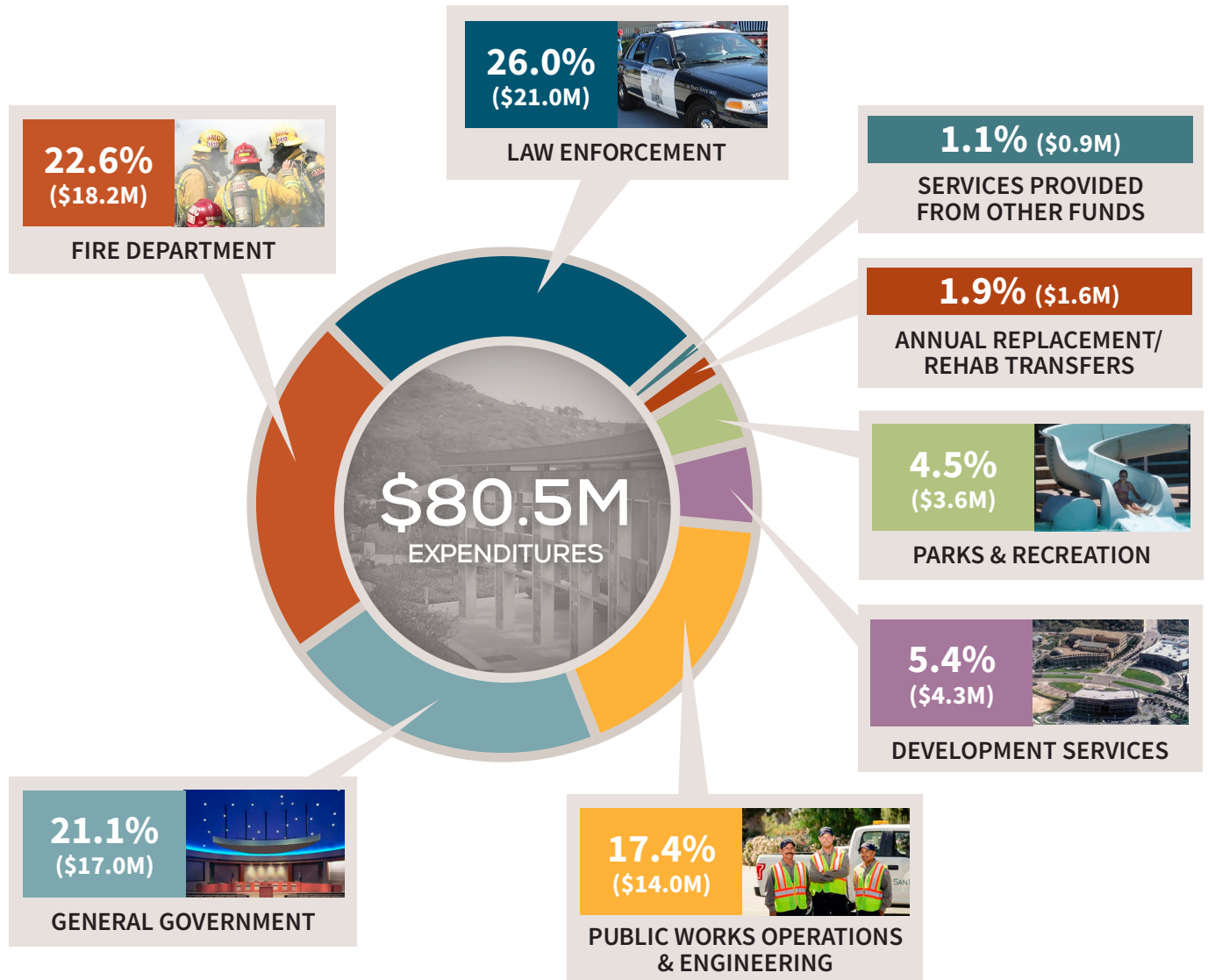


Charged with an entrepreneurial spirit, the City utilizes rental income received from city-owned property to support day-to-day operating costs.

The City's General Fund revenue portfolio is diversified with approximately 63 percent of all annual revenues generated from taxes such as Property Tax, Sales Tax, Special Assessment Tax and Transient Occupancy Tax. Sales tax is projected at \$17.8 million, which is a 0.9 percent increase from the prior year's original budget. County-assessed value of property tax growth during Fiscal Year 2019-20 is estimated at 6.24 percent.



# GENERAL FUND EXPENDITURES

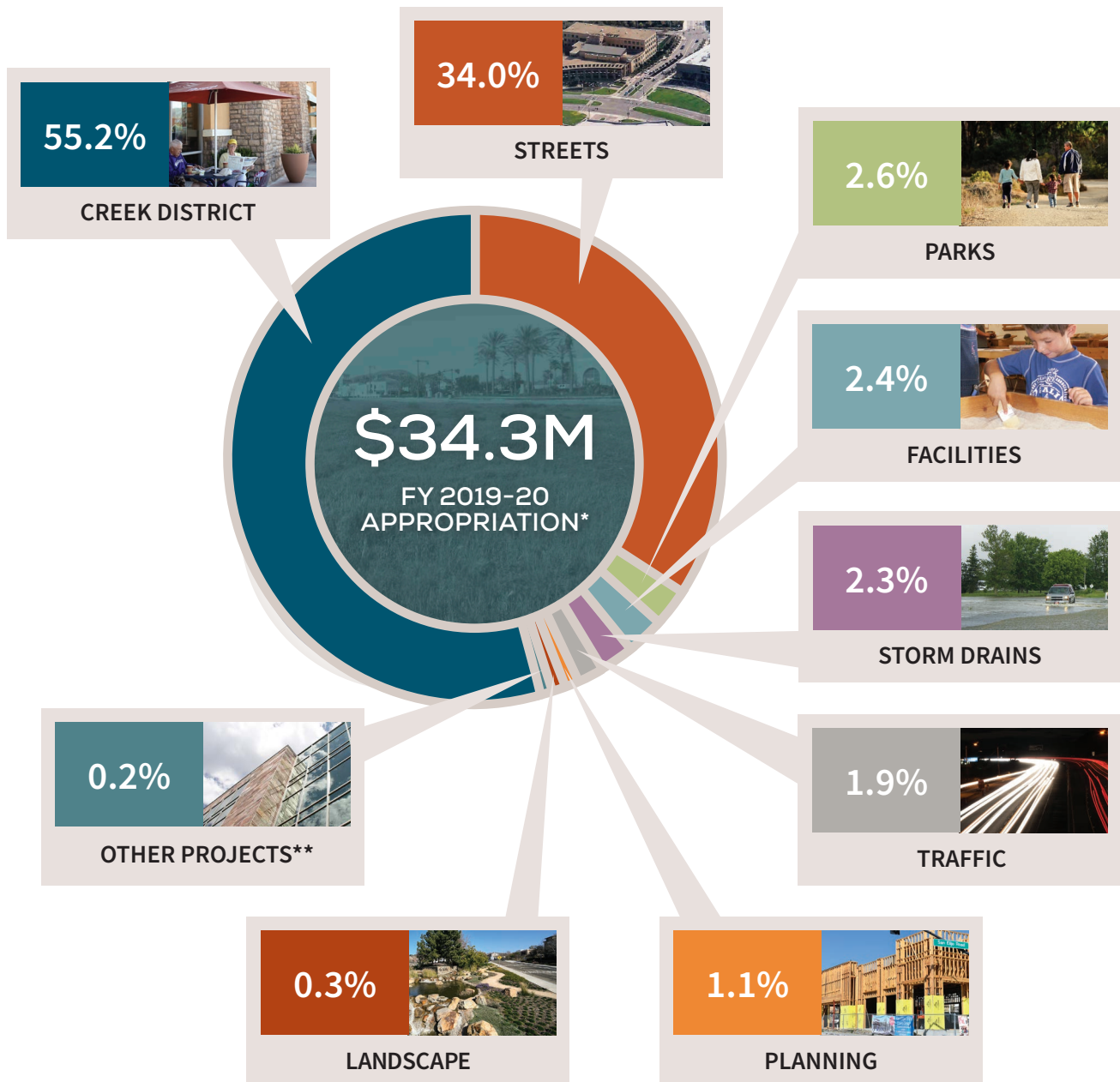


The City is focused on creating a balanced budget designed to make the best and most efficient use of the money entrusted to the City by the taxpayers.

In June, the City Council passed and adopted an \$80.5 million General Fund budget for Fiscal Year 2019-20. The General Fund pays for important services such as fire protection, law enforcement, street and park maintenance, community recreation, land use planning and general administration.

# CAPITAL IMPROVEMENT PROGRAM BUDGET

The Capital Improvement Program (CIP) is a five-year expenditure plan that provides the City with a financial strategy for major infrastructure improvements. Capital improvements can require multiple years to strategically plan, design, fund and eventually construct or execute. The CIP is updated annually to add new appropriations and/or projects while evaluating priorities, new requirements and new funding sources.



\*Total five-year CIP budget is \$188.6M. Percentages shown are percent of five year total.

\*\*Other Projects refers to Record of Survey Establishment.

# PLANNED CIP PROJECTS

The CIP includes long-term city infrastructure projects such as street improvements, traffic control devices, bridges, flood control, street lighting, development and city park facilities.

## CREEK DISTRICT PROJECTS

\$38.4M	VIA VERA CRUZ BRIDGE & IMPROVEMENTS
\$28.0M	BENT AVE. BRIDGE & IMPROVEMENTS
\$14.6M	CREEKSIDE DR. & PAD GRADING
\$12.0M	ENVIRONMENTAL HABITAT & MITIGATION
\$6.8M	DISCOVERY ST. WIDENING & FLOOD CONTROL
\$4.3M	PROMENADE CONSTRUCTION

## OTHER MAJOR PROJECTS

\$17.4M	WOODLAND PKWY. SR-78 INTERCHANGE & BARHAM DR. WIDENING
\$8.6M	DISCOVERY ST. FROM CRAVEN RD. TO TWIN OAKS VALLEY RD.
\$8.5M	TWIN OAKS VALLEY RD. & BARHAM DR. IMPROVEMENTS
\$7.2M	SOUTH SANTA FE RD.—SMILAX RD. TO BOSSTICK BLVD.
\$7.1M	SAN MARCOS BLVD. RECONSTRUCTION
\$7.1M	ANNUAL SURFACE SEAL PROJECT FY 2019-FY 2023
\$4.3M	CHANNEL WIDENING SOUTH OF GRAND AVE.
\$3.0M	SAN MARCOS BLVD. AT DISCOVERY ST. IMPROVEMENTS
\$2.2M	TENANT IMPROVEMENTS AT CITY HALL
\$2.1M	TRAFFIC MANAGEMENT SYSTEM ENHANCEMENT
\$1.9M	SAN MARCOS BLVD. SLOPE STABILIZATION
\$1.9M	MISSION RD./MULBERRY DR. DRAINAGE IMPROVEMENT
\$1.6M	SOUTHLAKE PARK
\$1.5M	RANCHO CORONADO PARK IMPROVEMENTS
\$1.2M	GENERAL PLAN AMENDMENT

# SAN MARCOS

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Find out more about the city budget by visiting,  
[www.san-marcos.net/finance](http://www.san-marcos.net/finance).

**City of San Marcos**

1 Civic Center Drive  
San Marcos, CA 92068  
(760) 744-1050

[www.san-marcos.net](http://www.san-marcos.net)





**Budget Calendar  
 FY 2020-21 Budget Cycle**

<b>Date</b>	<b>Budget Event</b>
Friday, December 6, 2019	Distribute Budget Calendar at Department Head Meeting
<b>Monday, February 24, 2020</b>	<b>BRC Kickoff Meeting</b>
<b>Tuesday, March 10, 2020</b>	<b>City Council Budget Workshop</b>
Week of March 16	Finance meetings with Departments to review and finalize budget requests.
<b>Tuesday, March 17, 2020</b>	<b>BRC Budget Review</b>
Monday, March 30, 2020	Finance to provide City Manager with Department budget requests and CIP projects.
Week of April 20, 2020	Finalize recommended budget
<b>Tuesday, April 21, 2020</b>	<b>Presentations to BRC</b>
Week of April 27, 2020	Finance to complete any budget adjustments per approved BRC recommendations.
May	Council Briefings to discuss City Manager Recommended Budget
<b>Thursday, May 21, 2020</b>	<b>City Manager Recommended Budget Presentation to BRC</b>
<b>Tuesday, June 9, 2020</b>	<b>Final Budget Presentation to City Council for Adoption</b>
Tuesday, June 30, 2020	Print and post Budget in Brief and Final Budget Book