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# AGENDA

## Meeting of the San Marcos Budget Review Committee

**Meeting Date:** April 1, 2021 | **Meeting Time:** 6:00 PM

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Pursuant to Governor Newsom's Executive Order N-29-20 dated March 17, 2020, and Executive Order N 33-20 dated March 19, 2020, issued with respect to the COVID-19 pandemic, this Budget Review Committee meeting will be conducted utilizing teleconferencing and electronic means. In the interest of reducing the spread of COVID-19, members of the public may only call in to hear the meeting. The public will dial using your phone to **1-877-309-2073** and enter **Access Code: 936-322-085**

**Public Comment:** To submit a public comment at the Budget Review Committee meeting, please email [lfowler@san-marcos.net](mailto:lfowler@san-marcos.net) and write "Public Comment – Budget Review Committee" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. Email comments on matters not on the agenda must be submitted prior to the time the Chair calls the Oral Communications item. Email comments on any agenda item must be submitted prior to the time the Chair closes public comments on the agenda item. Please be advised that all emailed comments are subject to the same rules as would otherwise apply to speaker comments at any Budget Review Committee meeting, and that electronic comments on agenda items for this meeting may only be submitted by email. Comments via text message and/or social media (Facebook, Twitter, Instagram, etc.), will not be accepted.

The Budget Review Committee Secretary will read all email comments, provided that the reading will not exceed three (3) minutes, or such other time as the Commissioners may provide, consistent with its ability to set time parameters for public comment at a Budget Review Committee meeting. If persons submitting comments do not want their comment to be read out loud at the meeting (not to exceed three minutes), they should note "Do Not Read Out Loud at Meeting" at the top of the email. All emailed comments received by 10:00 a.m. will be provided to the Budget Review Committee members and included as "Supplemental Information" on the City's website prior to the meeting. Those comments received after 10:00 a.m. and prior to close of public comment on the applicable agenda item will be added to the record and will be shared with the Budget Review Committee members at the meeting.

**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 Committee 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. ROLL CALL**

**3. 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.

**4. APPROVAL OF MINUTES**

February 24, 2021

**5. OLD BUSINESS**

- a. None

**6. NEW BUSINESS**

- a. None

**7. REPORTS AND INFORMATION ITEMS**

- a. City Manager City Council Budget Workshop Review
- b. American Rescue Plan Overview Presentation

**8. BUDGET REVIEW COMMITTEE COMMENTARY**

**9. ADJOURNMENT**

**AFFIDAVIT OF POSTING**

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

I, Cristiane Davies, Secretary, San Marcos Budget Review Committee, hereby certify that I caused the posting on March 25, 2021 of this agenda in the glass display case at the north entrance of City Hall.

DATED: March 25, 2021

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Cristiane Davies,  
Budget Review Committee Secretary

# MINUTES

## Meeting of the San Marcos Budget Review Committee

**Meeting Date:** February 24, 2021 | **Meeting Time:** 6:00PM

Pursuant to Governor Newsom's Executive Order N-29-20 dated March 17, 2020, and Executive Order N 33-20 dated March 19, 2020, issued with respect to the COVID-19 pandemic, this Budget Review Committee meeting will be conducted utilizing teleconferencing and electronic means.

1. **CALL TO ORDER:** Chairman Knowlton called the Budget Review Committee Meeting to order at 6:02 p.m.

2. **ROLL CALL**

PRESENT: SMITH, KNOWLTON, WINN, FREEMAN, TARRAC, ZAHL, JENNINGS

ABSENT:

ALSO PRESENT: City Manager, Jack Griffin; Deputy City Manager/HR/Risk Director, Michelle Bender; Finance Director, Lisa Fowler; Assistant Finance Director, Donna Apar; Management Analyst, Emily Law; Management Analyst, Cristiane Davies.

3. **ORAL COMMUNICATIONS**

None

4. **SELECTION OF NEW CHAIR AND VICE CHAIR**

James Knowlton made a motion to nominate Chris Freeman as Chairman. Glenn Winn second the motion. No other nominations were made. Motion carries.

AYES: SMITH, KNOWLTON, WINN, FREEMAN, TARRAC, ZAHL

NOES: None

ABSTAINS: JENNINGS

Chris Freeman made a motion to nominate Kathleen Smith as the new Vice Chairman. Charles Zahl second the motion. No other nominations were made. Motion carries.

AYES: SMITH, KNOWLTON, WINN, FREEMAN, TARRAC, ZAHL

NOES: None

ABSTAINS: JENNINGS

## **5. APPROVAL OF MINUTES: OCTOBER 10, 2020**

Glen Winn made a motion to accept the minutes as written. Chris Freeman approves the minutes. Motion carries.

AYES: SMITH, KNOWLTON, WINN, FREEMAN, TARRAC, ZAHL, JENNINGS

NOES: None

ABSTAINS:

## **6. OLD BUSINESS**

- a. None

## **7. NEW BUSINESS**

- a. None

## **8. REPORTS AND INFORMATION ITEMS**

- a. Staff Presentation

### Attachments:

- BRC Budget Cycle Schedule – FY 2021-22

## **9. BUDGET REVIEW COMMITTEE COMMENTARY**

Chair commended staff for efforts and for city's new podcast.

## **10. ADJOURNMENT:** Chairman Freeman adjourned the meeting at 6:50 p.m.

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Chris Freeman, Chairman  
Budget Review Committee

ATTEST:

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Cristiane Davies, Secretary  
Budget Review Committee

DRAFT