
AGENDA

Meeting of the San Marcos Budget Review Committee

Meeting Date: June 1, 2022 | **Meeting Time:** 6:00 PM

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

Public Comment: To submit a public comment at the Budget Review Committee meeting, please email 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.

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

April 20, 2022 and April 21, 2022

5. OLD BUSINESS

a. None

6. NEW BUSINESS

a. None

7. REPORTS AND INFORMATION ITEMS

a. City Manager Recommended Budget Presentation

8. BUDGET REVIEW COMMITTEE COMMENTARY

9. ADJOURNMENT

AFFIDAVIT OF POSTING

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

I, Morgan Wheeler, Secretary, San Marcos Budget Review Committee, hereby certify that I caused the posting on May 26, 2022 of this agenda in the glass display case at the north entrance of City Hall.

DATED: May 26, 2022



Morgan Wheeler,
Budget Review Committee Secretary

MINUTES

Meeting of the San Marcos Budget Review Committee

WEDNESDAY, April 20, 2022 | 5:00 PM

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

1. **CALL TO ORDER:** Chair Chris Freeman called the Budget Review Committee Meeting to order at 5:02 PM.

2. **STAFF INTRODUCTIONS:** Staff introductions were made.

3. **ROLL CALL:**

PRESENT: FREEMAN, KNOWLTON, WINN, MARTIN, MARCINKO, SMITH, JENNINGS

ABSENT: ZAHL

ALSO PRESENT: City Manager, Jack Griffin; Assistant City Manager, Michelle Bender; Finance Director, Lisa Fowler; Assistant Finance Director, Donna Apar; Senior Management Analyst, Janet Brotherton; Office Specialist, Morgan Wheeler; Human Resources/Risk Director, Janelle Laughlin; Chief Innovation Officer, John Taitano; Public Works Director, Darren Chamow; Fire Chief, Dan Barron.

4. **ORAL COMMUNICATIONS**

a. None

5. **APPROVAL OF MINUTES: March 24, 2022**

Gayle Martin made a motion to accept the minutes as written. Kathleen Smith seconds the motion. Motion carries.

AYES: FREEMAN, KNOWLTON, WINN, MARTIN, MARCINKO, SMITH, JENNINGS

NOES: None

ABSTAINS: None

6. OLD BUSINESS

a. None

7. NEW BUSINESS

a. None

8. REPORTS AND INFORMATION ITEMS

a. Budget Presentations:

- Administration (Including City Manager, City Attorney, Communications, Economic Development, and Housing)
- Human Resources/Risk
- Information Technology
- Finance
- Public Works
- Fire

Attachments: None

9. BUDGET REVIEW COMMITTEE COMMENTARY

a. Chris Freeman thanks staff and appreciates meeting in person.

10. ADJOURNMENT: Chair Chris Freeman adjourned the meeting at 6:43 PM.

Chris Freeman, Chairman
Budget Review Committee

ATTEST:

Morgan Wheeler, Secretary
Budget Review Committee

DRAFT

MINUTES

Meeting of the San Marcos Budget Review Committee

THURSDAY, April 21, 2022 | 5:00 PM

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

1. **CALL TO ORDER:** Chair Chris Freeman called the Budget Review Committee Meeting to order at 5:01 PM.
2. **STAFF INTRODUCTIONS:** Staff introductions were made.
3. **ROLL CALL:**

PRESENT:	FREEMAN, KNOWLTON, WINN, MARTIN, MARCINKO, SMITH, JENNINGS
ABSENT:	ZAHL

ALSO PRESENT: City Manager, Jack Griffin; Assistant City Manager, Michelle Bender; Finance Director, Lisa Fowler; Assistant Finance Director, Donna Apar; Senior Management Analyst, Janet Brotherton; Office Specialist, Morgan Wheeler; Business Process Director/City Clerk, Phil Scollick; Development Services Director/City Engineer, Isaac Etchamendy; Management Analyst, Evan Hoenig; San Marcos Sheriff's Captain, Kenneth Jones.
4. **ORAL COMMUNICATIONS**
 - a. None
5. **APPROVAL OF MINUTES**
 - a. None
6. **OLD BUSINESS**

- a. None

7. NEW BUSINESS

- a. None

8. REPORTS AND INFORMATION ITEMS

- a. Budget Presentations:

- City Clerk
- Real Property Services
- Development Services/Engineering
- Parks and Recreation
- Sheriff's Department

Attachments: None

9. BUDGET REVIEW COMMITTEE COMMENTARY

- a. Gayle Martin and Kathleen Smith express appreciation to city staff. Budget Review Committee members agree.
- b. Chris Freeman comments that he is very pleased to see the revenues forecasted to a level that allows the City of San Marcos to spend money on desired areas. Mr. Freeman asks how the city will specifically be impacted in the event of a recession. Jack Griffin explains that the budget for this year is impacted by the federal money that came in. He explains that the city staff is preparing for the 2023-2024 budget with inflation issues, recession possibility, and elimination of the one-time money in mind. The City of San Marcos plans to have a different approach for saving money and creating a buffer for the 2023-2024 budget. Also, the City of San Marcos has been more recession proof because it relies on sales tax from general consumer goods, rather than big ticket item purchases.
- c. Marie Marcinko asks if the budget will be impacted when the Creek Project is finished. Jack Griffin explains the Creek Project will not make a difference for the operation budget because there is no general fund to speak of in the project.

- d. Glenn Winn asks what the economic value from the California State University San Marcos is for the City of San Marcos.
Jack Griffin explains the studies focusing on the economic value for Cal State San Marcos are focused on the region, rather than the city level. While Cal State San Marcos is sales tax proof, it is a generator of employment, corresponding home buying, and retail sales.
- e. Chris Freeman comments that he is happy to see so many positions opening up throughout the city. He believes the staff has been running too lean for too long. Mr. Freeman asks if the city will be adopting the benefit of work from home options for its administrative staff. Mr. Freeman points out that many job seekers are taking this benefit into account and believes it is important to allow, even in a limited capacity. Jack Griffin explains the City of San Marcos recognizes the workforce is shifting and plans to implement a hybrid policy that will allow the ability to work from home, while balancing a sense of community. Micelle Bender mentions the prior innovative policies the City of San Marcos has had that allows flexibility for its employees. Jack Griffin explains that it is important for a city to obtain a physical workforce in case of emergency situations.
- f. Chris Freeman comments that he is looking forward to the comprehensive fee study next year. He wants to ensure the city is using every opportunity it can and continues to cover expenses.
Jack Griffin shares that the City of San Marcos is currently charging less than other surrounding cities for some fees.

10. ADJOURNMENT: Chair Chris Freeman adjourned the meeting at 6:31 PM.

Chris Freeman, Chairman
Budget Review Committee

ATTEST:

Morgan Wheeler, Secretary
Budget Review Committee