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## AGENDA

### Meeting of the San Marcos Budget Review Committee

**Meeting Date:** April 18, 2023 | **Meeting Time:** 5:00 PM

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

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**Public Comment:** To submit a public comment at the Budget Review Committee meeting, please email [JBrotherton@san-marcos.net](mailto:JBrotherton@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 - 5:00 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**

March 22, 2023

**5. OLD BUSINESS**

- a. None

**6. NEW BUSINESS**

- a. None

**7. 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

**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 April 12, 2023 of this agenda in the glass display case at the north entrance of City Hall.

DATED: April 12, 2023

**Morgan Wheeler** Digitally signed by Morgan Wheeler  
Date: 2023.04.12 11:29:52 -07'00'  
\_\_\_\_\_  
Morgan Wheeler,  
Budget Review Committee Secretary

# MINUTES

## Meeting of the San Marcos Budget Review Committee

**Meeting Date:** Wednesday, March 22, 2023 | **Meeting Time:** 6:00 PM

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

1. **CALL TO ORDER:** Vice Chair Kathleen Smith called the Budget Review Committee Meeting to order at 6:01 PM.

2. **ROLL CALL:**

PRESENT: FREEMAN, KNOWLTON, WINN, SMITH, ROMAN

ABSENT: GARCIA, MARCINKO

**ALSO PRESENT:** City Manager, Jack Griffin; Finance Director, Lisa Fowler; Assistant Finance Director, Donna Apar; Senior Management Analyst, Janet Brotherton; Office Specialist, Morgan Wheeler.

3. **ORAL COMMUNICATIONS**

- a. None

4. **APPROVAL OF MINUTES:** February 22, 2023

James Knowlton made a motion to accept the minutes as written. Salvador Roman seconds the motion. Motion carries.

AYES: FREEMAN, KNOWLTON, WINN, SMITH, ROMAN

NOES: None

ABSTAINS: None

**5. OLD BUSINESS**

- a. None

**6. NEW BUSINESS**

- a. None

**7. REPORTS AND INFORMATION ITEMS**

- a. Budget progress update

**8. BUDGET REVIEW COMMITTEE COMMENTARY**

- a. None

**9. ADJOURNMENT:** Vice Chair Kathleen Smith adjourned the meeting at 6:43 PM.

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Kathleen Smith, Vice Chair  
Budget Review Committee

ATTEST:

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Morgan Wheeler, Secretary  
Budget Review Committee