
AGENDA

Meeting of the San Marcos Budget Review Committee

Meeting Date: May 24, 2023 | **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

- a. April 18, 2023 and April 19, 2023

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 19, 2023 of this agenda in the glass display case at the north entrance of City Hall.

DATED: May 19, 2023



Morgan Wheeler,
Budget Review Committee Secretary

MINUTES

Meeting of the San Marcos Budget Review Committee

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

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

1. **CALL TO ORDER:** Chair Marie Marcinko called the Budget Review Committee meeting to order at 5:04 PM.

2. **ROLL CALL:**

PRESENT: FREEMAN, KNOWLTON, WINN, MARCINKO, SMITH, ROMAN

ABSENT: GARCIA

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; Community and Economic Development Director, Tess Sangster; Human Resources / Risk Director, Janelle Laughlin; Fire Chief, Daniel Barron; Public Works Director, Darren Chamow; Housing and Neighborhood Services Manager, Sylvia Daniels; Housing Management Analyst, Quinton Huffered; Fire/EMS Admin Services Manager, Heather Todd; Senior Management Analyst, Sona Wolfe; Senior Management Analyst, Amanda Boudreault; Deputy City Clerk/Administrative Analyst, Destiny Roig.

3. **ORAL COMMUNICATIONS**

- a. None

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

Kathleen Smith made a motion to accept the minutes as written. Glen Winn seconds the motion. Motion carries.

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**

a. None

9. **ADJOURNMENT:** Chair Marie Marcinko adjourned the meeting at 6:25 PM.

Marie Marcinko, Chair
Budget Review Committee

ATTEST:

Morgan Wheeler, Secretary
Budget Review Committee

DRAFT

MINUTES

Meeting of the San Marcos Budget Review Committee

Meeting Date: Wednesday, April 19, 2023 | **Meeting Time:** 5:00 PM

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

1. **CALL TO ORDER:** Chair Marie Marcinko called the Budget Review Committee Meeting to order at 5:03 PM.

2. **ROLL CALL:**

PRESENT: FREEMAN, KNOWLTON, WINN, MARCINKO, SMITH, ROMAN

ABSENT: GARCIA

ALSO PRESENT: 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; San Marcos Sheriff's Captain, Kenneth Ralph; Parks and Recreation Director, Buck Martin; Senior Management Analyst, Stacy Armacost; Deputy City Engineer/Principal Civil Engineer, Stephanie Kellar; Planning Division Director, Joseph Farace; Management Analyst, Rafael Cesmat.

3. **ORAL COMMUNICATIONS**

- a. None

4. **APPROVAL OF MINUTES:**

- a. None

5. **OLD BUSINESS**

- a. None

6. **NEW BUSINESS**

- a. None

7. **REPORTS AND INFORMATION ITEMS**

a. Budget Presentations:

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

Attachments: None

8. **BUDGET REVIEW COMMITTEE COMMENTARY**

- a. None

9. **ADJOURNMENT:** Chair Marie Marcinko adjourned the meeting at 6:14 PM.

Marie Marcinko, Chair
Budget Review Committee

ATTEST:

Morgan Wheeler, Secretary
Budget Review Committee