

# AGENDA

## Meeting of the San Marcos Budget Review Committee

**Meeting Date:** March 20, 2024 | **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 [DAPar@san-marcos.net](mailto:DAPar@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 28, 2024

**5. OLD BUSINESS**

a. None

**6. NEW BUSINESS**

a. None

**7. REPORTS AND INFORMATION ITEMS**

a. FY 2024-25 budget progress update.

**8. BUDGET REVIEW COMMITTEE COMMENTARY**

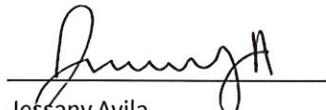
**9. ADJOURNMENT**

**AFFIDAVIT OF POSTING**

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

I, Jessany Avila, Secretary, San Marcos Budget Review Committee, hereby certify that I caused the posting on March 13, 2024 of this agenda in the glass display case at the north entrance of City Hall.

DATED: March 13, 2024



Jessany Avila,  
Budget Review Committee Secretary

# MINUTES

## Meeting of the San Marcos Budget Review Committee

**Meeting Date: WEDNESDAY, FEBRUARY 28, 2024 | Meeting Time: 6:00 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 6:01 PM.

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

**3. ROLL CALL:**

PRESENT: FREEMAN, HARRIS-MALONE, KNOWLTON, MARCINKO, SMITH,  
NEUHAUSER, ROMAN

ABSENT: GARCIA, BARLOW

**ALSO PRESENT:** City Manager, Michelle Bender; Finance Director, Donna Apar; Senior Management Analyst, Janet Brotherton; Management Analyst, Sang Duong; Office Specialist, Jessany Avila.

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

Motion made by Chris Freeman to nominate: Marie Marcinko

Seconded by: James Knowlton. Vote: 6-0

New Chair: Marie Marcinko

AYES: FREEMAN, HARRIS-MALONE, KNOWLTON, MARCINKO, SMITH, NEUHAUSER

NOES: None

ABSTAINS: None

**New Chair takes over.**

Motion made by Chris Freeman to nominate: Kathleen Smith  
Seconded by: James Knowlton. Vote: 6-0  
New Vice Chair: Kathleen Smith  
AYES: FREEMAN, HARRIS-MALONE, KNOWLTON, MARCINKO, SMITH, NEUHAUSER  
NOES: None  
ABSTAINS: None

**5. APPROVAL OF MINUTES: MAY 24, 2023**

James Knowlton made a motion to accept the minutes as written. Chris Freeman seconds the motion. Motion carries.

AYES: FREEMAN, HARRIS-MALONE, KNOWLTON, MARCINKO, SMITH, NEUHAUSER  
NOES: None  
ABSTAINS: None

**6. OLD BUSINESS**

a. None

**7. NEW BUSINESS**

a. None

**8. REPORTS AND INFORMATION ITEMS**

a. FY 2023-2024 Mid-year budget overview and FY 2024-25 Budget Overview

**9. BUDGET REVIEW COMMITTEE COMMENTARY**

- a. BRC Member Salvador Roman asked if there was any support the BRC can offer to advocate for revenue initiatives. City Manager suggested BRC Members wishing to offer input on revenue initiatives attend the public Council meeting March 12 to receive more information on possible revenue initiatives, as well as the public Council budget workshop April 11 and provide feedback to council members regarding revenue measures.
- b. BRC Member Salvador Roman commended staff for their hard decisions to cut costs within the budget, but noted that we must find a way to increase revenue. The City Manager says she is proud of city staff efforts to find efficiencies where possible, even when it resulted in difficult decisions.
- c. BRC Member Chris Freeman commends staff on the level of detail and information provided in this meeting and found the information very insightful.
- d. BRC Member Chris Freeman recognized former BRC Member Glen Winn's long service on the BRC.
- e. BRC Member Joanne Harris-Malone also wanted to commend Glen's long public service in many different organizations.

**10. ORAL COMMUNICATIONS**

- a. None

**11. ADJOURNMENT:** Chair Marie Marcinko adjourned the meeting at 7:30 PM.

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Marie Marcinko, Chair  
Budget Review Committee

ATTEST:

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Jessany Avila, Secretary  
Budget Review Committee