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## AGENDA

### Meeting of the San Marcos Budget Review Committee

**Meeting Date:** April 16, 2024 | **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 [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 - 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**

April 8, 2024

**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, and Economic Development)
- Human Resources/Risk
- Information Technology
- Finance
- Public Works
- Parks and Recreation

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, Jessany Avila, Secretary, San Marcos Budget Review Committee, hereby certify that I caused the posting on April 10, 2024 of this agenda in the glass display case at the north entrance of City Hall.

DATED: April 10, 2024

  
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Jessany Avila,  
Budget Review Committee Secretary

# MINUTES

## Meeting of the San Marcos Budget Review Committee

**Meeting Date:** Monday, April 8, 2024 | **Meeting Time:** 5:00 PM

**Location:** Microsoft Teams

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

2. **ROLL CALL:**

PRESENT: FREEMAN, GARCIA, HARRIS-MALONE, ROMAN, SMITH, NEUHAUSER,  
BARLOW

ABSENT: KNOWLTON, MARCINKO

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

3. **ORAL COMMUNICATIONS**

- a. None

4. **APPROVAL OF MINUTES:** March 20, 2023

Chris Freeman made a motion to accept the minutes as written. Salvador Roman seconds the motion. Motion carries.

AYES: FREEMAN, GARCIA, HARRIS-MALONE, ROMAN, SMITH, NEUHAUSER, BARLOW

NOES: None

ABSTAINS: None

5. **OLD BUSINESS**



- a. None

6. **NEW BUSINESS**

- a. None

7. **REPORTS AND INFORMATION ITEMS**

- a. City Council Budget Workshop Preview

8. **BUDGET REVIEW COMMITTEE COMMENTARY**

- a. Joanne Harris-Malone asked if the City were to contribute 6% of the previously adopted budget utilizing reserves, would the reserve level still meet policy? Staff said this would likely put the reserves below the 40% policy threshold.
- b. Joanne Harris-Malone asked about how the BRC members can contribute to the workshop. City Manager encouraged BRC members to attend and noted that there is a comment period before the workshop that is open to the public, should the BRC members want to make any statements on behalf of themselves or the BRC.
- c. Chris Freeman thanked staff for the presentation, noting it had a lot of good information. He noted the unfortunate situation regarding the timing of events for budget, as the budget is passed before a potential sales tax measure is put onto the ballot, and ultimately the results aren't known until November. Chris noted he hopes to at least get a better understanding how the City Council feels about a sales tax measure from Thursday's workshop, because if the BRC knew Council would back a sales tax measure, the BRC may feel better about utilizing one-time money to close the projected deficit for FY 25. If the Council is not comfortable with a sales tax measure Chris noted it would be like an individual losing their job, putting things on a credit card while not actively looking for a new job. He noted cuts required could be catastrophic.
- d. Salvador Roman noted that the analysis of fiscal conditions should also take into consideration opportunity costs related to having to delay community growth activities or cut them altogether, and noted that such reduction would likely disproportionately impact some communities. City Manager noted that, while some services for low- and moderate-income citizens that come from housing funds, CDBG funds, and other non-general funds would remain in place, potential removals of free or very low-cost community events paid from general fund would definitely be felt in the community.
- e. Benjamin Barlow echoed Chris Freeman's sentiments that without a sales tax measure, service cuts could be catastrophic. He said that the first path forward should be a sales tax measure versus service cuts.

- f. Jim Garcia and Kathleen Smith also favored a sales tax measure.
- g. Chris Freeman further added that many cities have adopted sales tax measures, and that a sales tax measure is something the City should have done years ago. At the same time, he does believe some service levels should be addressed such as General Fund contributions to Lighting and Landscape Maintenance Districts.

9. **ADJOURNMENT:** Vice Chair Kathleen Smith adjourned the meeting at 6:30 PM.

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Marie Marcinko, Chair  
Budget Review Committee

ATTEST:

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Jessany Avila, Secretary  
Budget Review Committee