
AGENDA

Meeting of the San Marcos Budget Review Committee

Meeting Date: May 28, 2025 | **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 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 29, 2025 and April 30, 2025

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, Jessany Avila, Secretary, San Marcos Budget Review Committee, hereby certify that I caused the posting on May 21, 2025 of this agenda in the glass display case at the north entrance of City Hall.

DATED: May 21, 2025



Jessany Avila,
Budget Review Committee Secretary

MINUTES

Meeting of the San Marcos Budget Review Committee

Meeting Date: TUESDAY, April 29, 2025 | Meeting Time: 5:00 PM

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

1. **CALL TO ORDER:** Vice Chair Joanne Harris-Malone called the Budget Review Committee meeting to order at 5:00 PM.

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

3. **ROLL CALL:**

PRESENT: FREEMAN, GARCIA, HARRIS-MALONE, KNOWLTON, SMITH

ABSENT: ROMAN, NEUHAUSER, BARLOW

ALSO PRESENT: City Manager, Michelle Bender; Finance Director Donna Apar; Budget & Analysis Manager, Janet Brotherton; Office Specialist, Jessany Avila; Administrative Services Director, Janelle Laughlin; Economic Development and Public Affairs Director, Tess Sangster; LEAN Government Director, Kristina Ray; HR/Risk Manager, Stacy Armacost; IT Director, John Palmer; Public Works Deputy Director, Tim Selke; Parks and Recreation Acting Director, Darren Chamow; Deputy City Clerk, Micki Olinger Chavez.

4. **ORAL COMMUNICATIONS**

a. None

5. **APPROVAL OF MINUTES: March 17, 2025**

Kathleen Smith made a motion to accept the minutes as written. Jim Garcia seconds the motion. Motion carries.

AYES: FREEMAN, GARCIA, KNOWLTON, SMITH

NOES: None

ABSTAINS: HARRIS-MALONE

6. OLD BUSINESS

a. None

7. NEW BUSINESS

a. None

8. REPORTS AND INFORMATION ITEMS

a. Budget Presentations:

- Administration (Including City Manager, Communication and Engagement, Economic Development)
- Human Resources/Risk
- Information Technology
- Finance and Real Property Services
- Public Works
- Parks and Recreation

Attachments: None

9. BUDGET REVIEW COMMITTEE COMMENTARY

- a. Joanne Harris-Malone wanted clarification on HR hiring during the year. HR reports that we have onboarded about 30 new employees who are a result of staff turnover such as separations, retirements, etc.
- b. Chris Freeman - when it comes to the bike park, are there events we can host to make such a unique offering more publicly known? City Manager noted that Public Works has

been working on looking at event types at the bike park to leverage the unique features not seen in many places. City Manager also reports we are looking at summer camps with local groups for public enjoyment as well as revenue opportunities

10. ADJOURNMENT: Vice Chair Joanne Harris-Malone adjourned the meeting at 6:53 PM.

Joanne Harris-Malone, Vice Chair
Budget Review Committee

ATTEST:

Jessany Avila, Secretary
Budget Review Committee

DRAFT

MINUTES

Meeting of the San Marcos Budget Review Committee

Meeting Date: WEDNESDAY, April 30, 2025 | Meeting Time: 5:00 PM

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

1. **CALL TO ORDER:** Chair Salvador Roman called the Budget Review Committee Meeting to order at 5:00 PM.

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

3. **ROLL CALL:**

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

ABSENT: NEUHAUSER

ALSO PRESENT: City Manager, Michelle Bender; Finance Director Donna Apar; Budget & Analysis Manager, Janet Brotherton; Office Specialist, Jessany Avila; Housing and Neighborhood Services Director, Sylvia Daniels; Deputy City Clerk, Micki Olinger Chavez; Planning Director, Joseph Farace; Deputy City Engineer, Stephanie Kellar; Fire Chief/Director of Public Safety, Daniel Barron; Administrative Services Manager, Heather Todd; Lieutenant John Spach

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:

- Housing
- City Clerk
- Development Services/Engineering
- Fire
- Sheriff's Department

Attachments: None

9. BUDGET REVIEW COMMITTEE COMMENTARY

- a. Chris Freeman asked how the city prepares for vacancies and delays in hiring in the budget. City Manager and Finance Director noted that we do account for vacancies and hiring delays into the budget each year.
- b. Kathleen noted she had a suspicious person show up to her house and called the sheriff department, who were there very fast and were very helpful, courteous, and considerate. Kathleen said she commends the hard work of the Sheriff department, which City Manager echoed.
- c. Salvador Roman apologized for not attending the prior meeting due to the opening of the Safe Parking program in Oceanside. He noted that finding ways to serve the needs of the unhoused population and other vulnerable people in the community is always a challenge but being proactive is a worthwhile endeavor. Member Chris Freeman added that if activities undertaken by other entities such as nonprofits add to the Sheriff response in the City, if costs associated with additional sheriff staffing resources could be assumed by organizations whose activities are responsible for any increases in call volume. City Manager noted the city is committed to taking a proactive approach in monitoring activities that may result in any change in Sheriff call volume.

10. ADJOURNMENT: Chair Salvador Roman adjourned the meeting at 7:10 PM.

Salvador Roman, Chair
Budget Review Committee

ATTEST:

Jessany Avila, Secretary
Budget Review Committee

DRAFT