
AGENDA

Meeting of the San Marcos Budget Review Committee

Meeting Date: April 21, 2026 | **Meeting Time:** 5:00 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 JBrotherton@SanMarcosCA.gov 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.

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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 25, 2026

5. OLD BUSINESS

- a. None

6. NEW BUSINESS

- a. None

7. REPORTS AND INFORMATION ITEMS

- a. Budget Presentations:
 - City Manager
 - Community Services
 - City Attorney
 - Communication/Engagement
 - Economic Development
 - Human Resources/Risk
 - Information Technology
 - Finance
 - Public Works
 - Parks and Recreation

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 17, 2026 of this agenda in the glass display case at the north entrance of City Hall.

DATED: April 17, 2026



Jessany Avila,
Budget Review Committee Secretary

MINUTES

Meeting of the San Marcos Budget Review Committee

Meeting Date: WEDNESDAY, MARCH 25, 2026 | **Meeting Time:** 6:00 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 6:00 PM.

2. **ROLL CALL:**

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

BADAL

ABSENT: BARLOW, ROMAN

ALSO PRESENT: City Manager, Michelle Bender; Finance Director, Donna Apar; Development Services Director/City Engineer, Isaac Etchamendy; Budget & Analysis Manager, Janet Brotherton; Principal Civil Engineer, Darra Woods; Office Specialist, Jessany Avila.

3. **ORAL COMMUNICATIONS**

a. None

4. **APPROVAL OF MINUTES:** February 18, 2026

James Knowlton made a motion to accept the minutes as written. Kathleen Smith seconds the motion. Motion carries.

AYES: FREEMAN, GARCIA, HARRIS-MALONE, KNOWLTON, SMITH, BUSSEN, BADAL

NOES: None

ABSTAINS: None

5. **OLD BUSINESS**

- a. None

6. **NEW BUSINESS**

- a. None

7. **REPORTS AND INFORMATION ITEMS**

- a. Department Budget Requests and Capital Improvement Program Overview

8. **BUDGET REVIEW COMMITTEE COMMENTARY**

- a. Committee Member James Knolton asked about future improvements to San Marcos Blvd. City Engineer Isaac Etchamendy responded that additional enhancements would be added to the road to help improve the flow of traffic.
- b. Joanne Harris-Malone asked about fiscal global uncertainty and how it impacts the City. Finance Director Donna Apar responded that the city is using recurring revenue for recurring operations, maintaining a balanced budget, and keeping reserves at approximately 40%, which is higher than other cities and maintains a conservative approach to revenue budgeting in order to better manage economic uncertainty.
- c. Stephanie Bussen noted that gas prices may impact on the current budget and asked whether the additional expense would come from reserves. Donna responded that reserves are not being used and explained that higher gas prices result in increased sales tax revenue as well, so both would be adjusted if needed due to current uncertainties around fuel prices.

9. **ADJOURNMENT:** Vice Chair Joanne Harris-Malone adjourned the meeting at 7:24 PM.

Salvador Roman, Chair
Budget Review Committee

ATTEST:

Jessany Avila, Secretary
Budget Review Committee

DRAFT