

**MINUTES OF THE CITY OF CARLSBAD BUDGET COMMITTEE
BOARD SPECIAL MEETING HELD ON
MONDAY, JANUARY 4, 2016 AT 3:30 P.M.
IN THE CITY COUNCIL CHAMBERS AT THE MUNICIPAL BUILDING,
101 N. HALAGUENO, CARLSBAD, NM**

Voting Members Present: Dick Doss Chairman/City Councilor
Wes Carter City Councilor
J.R. Doporto City Councilor (*via telephone, arrived 4:40 pm*)
Janell Whitlock City Councilor

Absent: None

Also Present: Steve McCutcheon City Administrator
Stephanie Shumsky Deputy City Administrator
Monica D. Harris Finance Director
Jeff Patterson Planning, Engineering & Regulation Director
Sandy Gonzalez Budget Manager
Jason Burns Project Engineer
John Lowe Sports & Recreation Superintendent

00:00:02 1. CALL TO ORDER

Chairman Doss called the meeting to order

00:00:06 2. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM

City Administrator, Steve McCutcheon, called roll and it was determined that there was a Quorum of the Voting Members.

Present: Chairman Dick Doss, Councilor Wes Carter, and Councilor Janell Whitlock

Absent: Councilor J.R. Doporto

00:00:20 3. APPROVAL OF AGENDA

The motion was made by Councilor Carter and seconded by Councilor Whitlock to approve the January 4, 2016 Budget Committee Special Meeting Agenda.

The Vote was as follows: Yes: Carter, Doss, and Whitlock

No: None Absent: Doporto

00:00:37 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE SPECIAL MEETING HELD ON NOVEMBER 23, 2015

The motion was made by Councilor Carter and seconded by Councilor Whitlock to approve the minutes of the Budget Committee Meeting held on November 23, 2015.

The Vote was as follows: Yes: Carter, Doss, and Whitlock

No: None, Absent: Doporto

00:01:41 5. CONSIDER APPROVAL OF BUDGET ADJUSTMENTS FY15-16

Monica Harris presented the FY15-16 Budget Adjustment requests. *(Councilor Doportto joined via telephone 00:18:32)*

- General Fund-Transfer out to increase Capital to CIEP to cover expenses for new water & sewer lines for new tennis court restrooms and existing Pro Shop \$28,310
- General Fund-Transfer out to increase Capital to CIEP to cover remaining phases and construction of the Municipal Annex Phase II & III \$120,000
- General Fund-Increase Personnel for PER department upgrade of Building Inspector III position to Building Official \$4,433
- GRT Capital Outlay-Increase to cover additional expenses for Aquatic Center design, construction and other applicable expenses \$1,500,000. At the end of this fiscal year, a cash reserve of \$3.8 million is anticipated to be in this fund. The Debt Service Bond payment is approximately \$500,000 a year, paid out of this fund. After the FY 15-16 Debt Service Bond payment is made, a cash balance of \$2.3 is anticipated to be in this fund.
- GRT Capital Outlay-Increase to cover construction cost, security fencing and apparatus parking cover for the new fire station. Includes applicable NMGRT \$287,000
- GRT Capital Outlay-Increase to cover additional expenses on the Ligon Road project from Cherry Lane to Spring Hollow \$190,000
- Sports Complex-NMFA Loan Proceeds for Sports Complex Expansion Project. \$5,710,429
Operating-\$42,829 Capital-\$5,667,600
- NMFA Loan Governmental-Transfer In from Sports Complex for loan payment for Sports Complex due May 2016 \$175,759
- Double Eagle-NMFA Loan Proceeds & WTB Grant for drilling & equipping of five (5) new wells in the North Wellfield of the Double Eagle Water System \$1,500,000
- NMFA Loan Enterprise Water & Sewer-Transfer In from Water & Sewer Fund for loan payment for Double Eagle water wells due June 2016 \$30,800

The motion was made by Councilor Carter and seconded by Councilor Whitlock to approve the FY15-16 Budget Adjustments.

The Vote was as follows: Yes: Carter, Doportto, Doss, and Whitlock

No: None, Absent: None

00:49:25 6. DISCUSS AND REVIEW INFRASTRUCTURE REIMBURSEMENTS REQUESTS FOR TIERRA DEL SOL & NEW MEXICO INTERFAITH HOUSING AUTHORITY

(Councilor Doportto arrived 00:59:10)

Mr. McCutcheon explained that both Tierra del Sol and New Mexico Interfaith Housing Authority are applying to the City for support and infrastructure reimbursement. Both entities are looking to provide low-income housing by rehabilitating existing properties.

Jeff Patterson explained that Tierra del Sol is proposing to rehabilitate Mission and La Posada Apartments on Hueco Street. New Mexico Interfaith Housing Authority is proposing to rehabilitate Colonial Hillcrest Apartments on Fifth Street. Both corporations are depending on the cooperation from the City of Carlsbad and infrastructure reimbursement commitment. Both corporations are depending on our participation and they will also rely heavily on tax credits from the state. Mr. Patterson believes that if both entities can secure the tax credits, they will move forward on their respective projects.

No action necessary

01:09:37 7. ADJOURN

The motion was made by Councilor Carter and seconded by Councilor Doporto to Adjourn.

The Vote was as follows: Yes: Carter, Doporto, Doss, and Whitlock

No: None, Absent: None


Chairman