

**MINUTES OF THE CITY OF CARLSBAD BUDGET COMMITTEE
SPECIAL BOARD MEETING HELD ON
FRIDAY, MARCH 11, 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
Janell Whitlock City Councilor *(arrived 3:40pm)*

Absent: None

Also Present: Steve McCutcheon City Administrator
Stephanie Shumsky Deputy City Administrator
LaVelta Jenkins City Treasurer
Sandy Gonzalez Budget Manager
Steve Hendley Director-Sports & Recreation
Ed Fierro Fierro & Fierro, P.A.

00:00:02 1. CALL TO ORDER

Chairman Doss called the meeting to order

00:00:05 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 J.R. Doporto

Absent: Councilor Janell Whitlock

00:00:16 3. APPROVAL OF AGENDA

The motion was made by Councilor Doporto and seconded by Councilor Carter to approve the March 11, 2016 Budget Committee Special Meeting Agenda.

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

No: None Absent: Whitlock

00:00:41 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON JANUARY 22, 2016

The motion was made by Councilor Carter and seconded by Councilor Doporto to approve the minutes of the Budget Committee Meeting held on January 22, 2016.

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

No: None Absent: Whitlock

00:00:54 **5. CONSIDER APPROVAL OF BUDGET ADJUSTMENTS FY15-16**

Steve McCutcheon and Sandy Gonzalez presented the FY15-16 Budget Adjustment requests.
(Councilor Whitlock arrived 2:45)

- General Fund-Transfer Out to Solid Waste to replace refuse body on ARC Truck \$75,000
- General Fund-Increase Personnel amount in the Fire Department for increase salaries & City share of benefits for ten (10) new Lifeguard positions for the Aquatic Center for 4 pay periods \$2,953
- General Fund-Increase to Fire Department for 2015 Legislative Grant to design, construct and equip the new fire station \$30,000
- General Fund-Increase to Personnel amount in the Facility Maintenance Department for increase salaries & City share of benefits for Seasonal Water Park Manager, Seasonal Head Recreation Attendant and two (2) Seasonal Recreation Attendant positions for the Aquatic Center for 4 pay periods \$20,314
- Fire Protection-Increase to Operating to allocate funds to equip new fire truck, ladder truck & two (2) rescue pumpers \$68,350. Remaining cash balance will go into Capital Reserve for a brush truck \$89,090
- Lodgers' Tax-Increase to Capital Amount for promotional expense for Carlsbad Community Concert Association \$9,368
- Lodgers' Tax-Increase to Capital Amount for promotional expense for Arts & Culture department \$30,000
- Lodgers' Tax-Increase to Capital Amount for promotional expense for the Main Street Cavernfest \$25,000
- Lodgers' Tax-Increase to Capital Amount for promotional expense for NM Oil & Gas Summit \$30,000
- Solid Waste- Increase from Cash Balance to replace refuse body on ARC Truck \$117,130. Transfer In from General Fund \$75,000.
- Airport-Increase to Revenue for NM Aviation Grant for general maintenance purchases \$10,000. City match \$11,111
- Cemetery-Increase to Operating Amount for Elk Club donation for recognition markers at Santa Catarina \$1,400
- Water & Sewer Fund-Increase to Operating Amount for additional repair work at Reservoir #2 \$74,600

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

The Vote was as follows: Yes: Carter, Doporto, Doss, and Whitlock
No: None, Absent: None

00:14:38 **6. DISCUSS FISCAL YEAR 2016-2017 BUDGET SCHEDULE**

Sandy Gonzalez explained that each department has begun to meet for annual budget requests.
Mrs. Gonzalez recommends that the Budget Committee hold a special meeting on April 8, 2016 to hear requests from the outside agencies.
The next regular meeting is scheduled on April 22, 2016.
No Action Required

00:18:07 **7. ADJOURN**

The motion was made by Councilor Whitlock and seconded by Councilor Carter to Adjourn.
The Vote was as follows: Yes: Carter, Doporto, Doss, and Whitlock
No: None, Absent: None


Chairman