

**MINUTES OF THE CITY OF CARLSBAD BUDGET COMMITTEE
BOARD SPECIAL MEETING HELD ON
FRIDAY, JULY 21, 2016, 2016 AT 3:30 PM
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

Absent: None

Also Present: Steve McCutcheon City Administrator
Stephanie Shumsky Deputy City Administrator
LaVelta Jenkins Acting City Treasurer
Sandy Gonzalez Budget Manager
Ed Fierro Fierro & Fierro, P.A.
Jeff Patterson Director-PERD

00:00:01 1. CALL TO ORDER

Chairman Doss called the meeting to order

00:00:03 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, Councilor J.R. Doporto, and Councilor Janell Whitlock

Absent: None

00:00:21 3. APPROVAL OF AGENDA

The motion was made by Councilor Carter and seconded by Councilor Whitlock to approve the July 21, 2016 Budget Committee Special Meeting Agenda.

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

No: None; Absent: None

00:00:54 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE SPECIAL MEETING HELD ON JUNE 10, 2016

The motion was made by Councilor Doporto and seconded by Councilor Carter to approve the minutes of the Budget Committee Special Meeting held on June 10, 2016.

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

No: None; Absent: None

00:01:22 5. CONSIDER APPROVAL OF JUNE FY 2015-2016 BUDGET ADJUSTMENT REQUESTS

Steve McCutcheon and Ed Fierro presented the budget adjustment requests for June FY 15-16.

- Water & Sewer Fund-Increase to Revenue & Operating for GRT collected and remittance to New Mexico Tax & Revenue Department \$715,000

- Water & Sewer Fund-Increase to Revenue \$115,000 & Operating \$545,000 accounts for water deposits collected & disbursed for a net decrease to the W&S Fund of \$430,000
- 2002 Sales Tax Bond-Increase to Operating Amount to reflect interest expense \$7,500
- Permanent Water & Sewer Fund-Decrease to Revenue \$22,000 to reduce interest income & Increase to Operating \$28,000 for expenditures related to investments
- Health Insurance Fund-Increase to Revenue \$188,900 & Operating \$210,000 accounts for actual expenses for a net decrease to the Health Insurance Fund of \$21,100

The motion was made by Councilor Carter and seconded by Councilor Doporto to approve the June FY 15-16 Budget Adjustment Requests.

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

No: None; Absent: None

00:17:17 6. CONSIDER APPROVAL OF FY 2016-2017 FINAL BUDGET

Mr. Fierro presented the FY 2016-2017 Final Budget and the changes made from the Interim Budget. He explained that adjustments were made in budgeted personnel, an increase for equipment and carry-over for projects. He also went over changes in the Solid Waste, Water & Street Funds.

Councilor Whitlock asked for an update on the Health Insurance Fund and the cost of the expenditures out of the fund. Mr. McCutcheon explained that we are watching the fund and costs closely. Each year has seen a slight increase and we are complying with the Affordable Care Act.

The motion was made by Councilor Doporto and seconded by Councilor Carter to approve the FY 2016-2017 Final Budget.

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

No: None; Absent: None

Mr. Fierro thanked the Finance Department Staff for their work on closing the fiscal year. He explained that the accounting record for the FY 2015-2016 was closed on July 14, 2016 and work for the final quarterly reports and DFA reports are currently underway.

00:56:28 7. ADJOURN

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

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

No: None; Absent: None


Chairman