

**MINUTES OF THE CITY OF CARLSBAD  
BUDGET COMMITTEE BOARD  
MEETING HELD ON  
FRIDAY, SEPTEMBER 23, 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  
Wendy Hammett Director of Finance  
Sandy Gonzalez Budget Manager  
Gary Perkowski Carlsbad Municipal Schools  
Desiree Kicker Boys & Girls Club of Carlsbad

**00:00:02 1. CALL TO ORDER**

Chairman Doss called the meeting to order

**00:00:09 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 Doporto to approve the September 23, 2016 Budget Committee Meeting Agenda.

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

No: None; Absent: None

**00:00:38 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE SPECIAL MEETING HELD ON JULY 21, 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 July 21, 2016.

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

No: None; Absent: None

**00:01:03      5.      CONSIDER APPROVAL OF REQUEST FOR FUNDING FROM CARLSBAD MUNICIPAL SCHOOLS**

Gary Perkowski presented the request for funding from the Carlsbad Municipal Schools. Carlsbad Municipal Schools is requesting funding in the total amount of \$80,000; \$71,196 for the Summer Academy, Youth Citizenship and Tutoring programs, the remaining \$8,804 for flashing school zone lights.

The motion was made by Councilor Carter and seconded by Councilor Whitlock to approve the Request for Funding from Carlsbad Municipal Schools.

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

No: None; Absent: None

**00:22:18      6.      CONSIDER APPROVAL OF BUDGET ADJUSTMENT REQUESTS FOR SEPTEMBER 2016**

Sandy Gonzalez presented the Budget Adjustment Requests for September 2016.

- General Fund-Transfer In to the cash balance from Federal Projects Fund to cover final payment for Wastewater Effluent Project Phase IV \$16,759
- General Fund-Increase to Capital Amount in Street Department for the carryover from FY15-16 for purchase of a trailer \$7,000
- General Fund-Increase to Operating Amount in Planning, Engineering & Regulation Department for the funds needed for demolition of condemned properties \$50,000
- Lodgers' Tax Promotional Fund-Increase to Operating Amount for year round billboard advertising by Chamber of Commerce \$24,839
- Lodgers' Tax Promotional Fund-Increase to Operating Amount for Museum advertising \$30,000
- Lodgers' Tax Non-Promotional Fund-Increase to Operating Amount for holiday lighting and decorations for Halagueno Arts Park \$10,000
- Lodgers' Tax Non-Promotional Fund-Increase to Operating Amount to cover overtime worked on the 4<sup>th</sup> of July 2016 & other Lodgers' Tax events \$40,000
- Airport Fund-Increase to Revenue Amount for the NM Aviation Grant for general maintenance purchases of \$10,000, increase to Expenditure Amount of \$11,111. City match of 10% required
- Airport Fund-Increase for FAA/NMDOT Grant for runway 8-26 pavement rehabilitation to Revenue Amount \$236,545 and Capital Amount \$206,000 for a net increase to the fund of \$30,545
- Cemetery Fund-Increase to Operating Amount \$15,000 and Capital Amount \$19,500 for herbicide & fertilizer costs and for irrigation project completed in FY15-16 but paid in FY 16-17
- Water & Sewer Fund-Increase to Operating Amount to repair to the 24" WIPP line that came in over estimate \$35,767
- Health Insurance Fund-Transfer Out for Health Insurance Rebate \$48,651
- General Fund-Transfer In to Personnel Amount to various departments for Health Insurance Rebate \$38,560
- Municipal Transit Fund-Transfer In to Personnel Amount for Health Insurance Rebate \$848
- Solid Waste Fund-Transfer In to Personnel Amount for Health Insurance Rebate \$2509
- Cemetery Fund-Transfer In to Personnel Amount for Health Insurance Rebate \$299
- Sports Complex Fund-Transfer In to Personnel Amount for Health Insurance Rebate \$689
- Water & Sewer Fund-Transfer In to Personnel Amount for Health Insurance Rebate \$5746

The motion was made by Councilor Carter and seconded by Councilor Doportto to approve the budget adjustment requests for September 2016.

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

No: None; Absent: None

**00:29:29      7.      DISCUSS SPORTS COMPLEX LOAN**

Mr. McCutcheon discussed the proposed payment plan of Sports Complex Loan. The City has asked that three loan payments in the total amount of \$114,000 be paid out of Lodgers' Tax funds. He explained that the loan was originally structured to have the payment withdrawn from the 1/8 fund the City had dedicated from the Gross Receipts Tax as well as Lodgers' Tax funds. Until now, payments have not been withdrawn from the Lodgers' Tax fund, only the 1/8 GRT. New Mexico Finance Authority has agreed to restructure the payments of the loan.

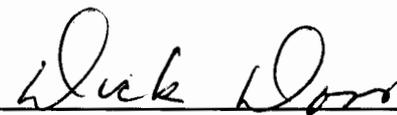
No Action Needed

**00:38:26 8. ADJOURN**

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

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

No: None; Absent: None

  
Chairman