

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
Friday, November 22, 2019 AT 3:30 PM
IN THE CITY COUNCIL CHAMBERS AT THE MUNICIPAL BUILDING,
101 N. HALAGUENO, CARLSBAD, NM**

Voting Members Present: Edward Rodriguez Chairman/City Councilor
Wes Carter City Councilor
Lisa Anaya-Flores City Councilor (via telephone)
Jason Shirley City Councilor (arrived 3:53 p.m.)

Also Present: Wendy Austin Director of Finance & Investments
Sandy Gonzalez Accountant
Mike Hernandez City Administrator
John Lowe Deputy City Administrator
Ron Myers Director of Utilities
Melissa Salcido Grant & Projects Control Manager
Shane Skinner Chief of Police

Absent: None

00:00:03 1. CALL TO ORDER

Budget Committee Chairman Edward Rodriguez called the meeting to order.

00:00:10 2. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM

City Administrator, Mike Hernandez called roll and it was determined by Chairman Edward Rodriguez that there was a Quorum of the Voting Members.

Present: Chairman Edward Rodriguez, Councilor Wes Carter, and Councilor Lisa Anaya-Flores (via telephone)

00:00:17 3. APPROVAL OF AGENDA

The motion was made by Councilor Wes Carter and seconded by Councilor Lisa Anaya-Flores (via telephone) to approve the November 22, 2019 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Carter, and Anaya-Flores (via telephone)

No: None

**00:00:23 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON
October 25, 2019**

The motion was made by Councilor Wes Carter and seconded by Councilor Lisa Anaya-Flores (via telephone) to approve the October 25, 2019 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, and Anaya-Flores (via telephone)

No: None

00:00:56 5. Consider Approval of Budget Adjustment Requests

City Administrator, Mike Hernandez, presented the following budget adjustment requests:

- General Fund – Increase Revenue and Operating \$100,000.00 for NWP donation for park improvements.
- General Fund – Parks - Increase Capital \$18,000.00 for LED lighting at the Flumes.

- General Fund – Information Tech - Increase Capital \$6,000.00 for security cameras at Heritage Park.
- General Fund – Public Safety- Increase Capital \$10,000.00 on repairs to gate around North parking lot at the Police Station.
- General Fund – Public Safety - Increase Capital \$10,000.00 for purchase of portable light tower.
- General Fund – Public Safety - Increase Operations \$110,000.00 for essential items due to an expanding workforce and obsolete equipment.
- General Fund -- Streets - Increase Capital \$27,000.00 for a new engine for street sweeper.
- General Fund – Library – Increase Revenue & Operations \$1,803.85 for Grant-In-Aid that was awarded higher than anticipated.
- General Fund – Community Development – Increase Revenue & Operations \$50,000.00 for State of NM EDD grant for the benefit of Carlsbad MainStreet.
- General Fund – N. Mesa Sr. Center – Increase Revenue & Capital \$8,400.00 for a private donation for an additional HVAC unit.
- Capital Projects – Increase Revenue & Capital for the proceeds from the sale of the Fountain property to be used for construction of the new health facility.
- Airport Improvements – Increase Revenue \$976,729.00 & Capital \$995,443.00 for amended Aviation Grant for Taxiway Improvements - \$18,714.00 City match included.
- Street Improvements – Increase Revenue \$30,000.00 and Capital/Operations \$30,000.00 for an XTO donation for a crack seal machine - \$20K and equipment maintenance - \$10K.
- Lodgers Tax – Promo - Increase Projects \$42,380.37 for Chamber of Commerce – Christmas on the Pecos – Advertising.

The motion was made by Councilor Wes Carter and seconded by Councilor Lisa Anaya-Flores (via telephone), to approve the Budget Adjustments.

The Vote was as Follows:

Yes: Rodriguez, Carter, and Anaya-Flores (via telephone)

No: None

00:09:15 6. Review of Increase & Decrease Budget Adjustments

Finance Director, Wendy Austin reviewed the increase/decrease budget adjustments to the Board. For these items, monies are simply transferred from one account to another with no change to the fund.

- General Fund: Cemetery – Increase to Capital for flooring and Decrease to Capital for surplus funding on irrigation at Ray Anaya \$6,000.00
- General Fund: Facility Maintenance – Increase to Capital for HVAC at City Hall and Decrease to Capital for surplus funding on scissor lift \$800.00 and Operating for surplus funding in maintenance for leased properties \$1,838.00
- General Fund: Airport – Increase to Capital for fencing and Decrease to Operating for surplus funding in equipment maintenance \$163.33.
- Sports Complex: Increase to Capital for splash pad and Decrease to Capital for surplus funding on shade structures \$2,000.00
- Solid Waste: Increase to Capital for ARC truck and Decrease to Capital for surplus funding on roll off truck \$51,723.00

No Vote Required

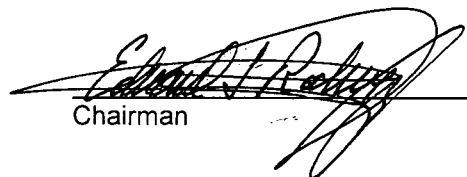
00:14:28 7. ADJOURN

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Shirley to Adjourn.

The Vote was as follows:

Yes: Rodriguez, Carter, Anaya-Flores (via telephone), and Shirley

No: None


Chairman