

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
FRIDAY, FEBRUARY 22ND, 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
	Jason Shirley	City Councilor
	Lisa Anaya-Flores	City Councilor (<i>via telephone</i>)
	Wes Carter	City Councilor

Also Present:	Mike Hernandez	City Administrator
	John Lowe	Deputy City Administrator
	Wendy Austin	Director of Finance
	Sandy Gonzalez	Accountant
	Ron Myers	Director of Utilities

Absent: None

(Recording failed)

00:00:00 1. CALL TO ORDER

Budget Committee Chairman Edward Rodriguez called the meeting to order.

00:00:00 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 Jason Shirley, Councilor Lisa Anaya-Flores (*via telephone*), and Councilor Wes Carter

Absent: None

00:00:00 3. APPROVAL OF AGENDA

The motion was made by Councilor Shirley and seconded by Councilor Carter to approve the February 22, 2019 Budget Committee Meeting Agenda.

The Vote was as follows:

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

No: None; Absent: None

00:00:00 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE SPECIAL MEETING HELD ON JANUARY 18, 2019

The motion was made by Councilor Shirley and seconded by Councilor Carter to approve the January 18, 2019 Budget Committee Special Meeting Minutes.

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

No: None; Absent: None

00:00:00 5. CONSIDER APPROVAL OF BUDGET ADJUSTMENT REQUESTS

- General Fund – Transfer-out \$5,000,000 to CIEP to reserve excess GRTR
- CIEP – increase capital \$5,000,000 to reserve excess GRTR to a capital line item for capital or other project expenditures. The \$5,000,000 is a Transfer-in from the General Fund (per above).

- General Fund -Finance - Increase operations \$876,000 for state imposed GRTR administration fees. These fees are not a new cost, but were previously netted with revenues
- GRT Capital Outlay – Increase operations \$180,000 for state imposed GRTR administration fees. These fees are not a new cost, but were previously netted with revenues
- Solid Waste Disposal – Increase operations \$96,000 for state imposed GRTR administration fees. These fees are not a new cost, but were previously netted with revenues
- Sports Complex – Increase operations \$48,000 for state imposed GRTR administration fees. These fees are not a new cost, but were previously netted with revenues

- General Fund – Public Safety – Increase operations \$81,779 for the New World Public Safety annual maintenance contract for the CAD system

- General Fund – Water Park – Increase personnel \$43,100 for the increase of the Lifeguard & Recreation Attendant salaries to stay competitive with local rates to ensure a qualified list of candidates in this safety sensitive position

- General Fund – Planning, Regulation & Engineering – Increase operations \$50,000 for continuation of condemnations for properties in violation of City building and zoning codes

- General Fund – Planning, Regulation & Engineering – Increase capital \$500,000 to refund the Infrastructure Reimbursement Program due to increased GRTR and to encourage housing development

- General Fund – Performing Arts Center – Increase capital \$350,000 for the design and installation of a fire suppression system in the Walter Gerrells Performing Arts Center

- Lodgers Tax Non-Promotional – Increase revenues \$200,000 to anticipated actuals. Increase capital \$500,000 to increase funding for completion of Phase 2 construction and Phase 3 design of the Cavern Theater.

- Lodgers Tax Non-Promotional – Increase capital \$125,000 to increase the funding for the covered shelter at Heritage Park

- Lodgers Tax Promotional – Increase operations \$80,000 to purchase advertising on various social media platforms using the growing video & photo library for promotion of City of Carlsbad Tourist & Recreational Facilities

- Lodgers Tax Promotional – Increase operations \$54,000 for Carlsbad MainStreet promotional expenses for CavernFest 2019

The motion was made by Councilor Carter and seconded by Councilor Shirley to approve the Budget Adjustment Requests with the exception of the General Fund capital increase of \$500,000 to refund the Infrastructure Reimbursement Program.

The Vote was as follows:

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

No: None; Absent: None

00:00:00 6. REVIEW OF INCREASE & DECREASE BUDGET ADJUSTMENTS

Finance Director, Wendy Austin explained the provided list of increase/decrease budget adjustments to the board. For these items, monies are simply transferred from one account to another with no change in the Fund.

- General Fund: Parks – Increase to capital for CC Cass Park improvements and Decrease to capital for the Lighting Improvement Project \$1,000
- Fire Protection – Increase operations and Decrease capital to purchase extractor washer and gear drying racks \$12,500
- Lodgers Tax Non-Promotional – Increase capital and Decrease operations to completion of the design phase for the Cave Karst Research Center \$10,000
- Street Improvement – Increase to capital for final change order for San Jose Road Project and Decrease to capital for completed Callaway Drive project \$46,717
- CIEP – Increase and Decrease capital matching funds for joint project with State & County for the East Bypass Road Project \$1,000,000

No Vote Required

00:00:00 7. FY 2019-20 INTERIM BUDGET SCHEDULE AND DEADLINES

Finance Director, Wendy Austin provided the board with a schedule and deadlines for the FY2019-20 Interim Budget in order for everyone to plan accordingly for the upcoming dates.

- March 8 – Revenue Budget keyed into Munis (Finance)
- March 8 – Department headcount & other workforce change requests to Mike Hernandez and John Lowe for prior approval
- March 15 – Department capital requests to Melissa Salcido
- March 22 – Department ops budgets entered into Munis (with assistance from Finance)
- March 25-29 – Executive Department & Finance to meet with Directors as needed
- April 1 – Labor & Capital Budgets keyed into Munis (Finance)
- April 3 – Finance Reviews Total Budget with Executive Department prior to Budget Committee
- April 5 – Administration's recommendation to Budget Committee
- April 12 – Outside Agency requests to Budget Committee
- April 19 – Lodgers' Tax Requests to Budget Committee
- April 26 – Interim Budget to Budget Committee
- May 3 – Updated Interim Budget to Budget Committee (if needed)
- May 28 – Interim Budget to Council
- May 31 – Interim Budget to DFA

No Vote Required

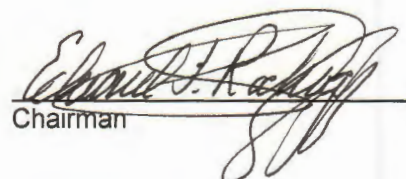
00:00:00 8. ADJOURN

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

The Vote was as follows:

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

No: None; Absent: None


Chairman