

**MINUTES OF THE CITY OF CARLSBAD  
BUDGET COMMITTEE MEETING HELD ON  
Friday, December 18, 2020 AT 3:30 PM  
IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING,  
101 N. HALAGUENO, CARLSBAD, NM**

<b>Voting Members Present:</b>	Edward Rodriguez	Chairman/City Councilor
	Wes Carter	City Councilor
	Jason Shirley	City Councilor
	Lisa Anaya-Flores	City Councilor

<b>Also Present:</b>	Sandy Gonzales	Grant Administrator
	John Lowe	City Administrator
	Melissa Salcido	Director of Finance

<b>Absent:</b>	Wendy Austin	Deputy City Administrator
	K C Cass	Deputy City Administrator

**00:00:05      1.      CALL TO ORDER**

Budget Committee Chairman Edward Rodriguez called the meeting to order.

**00:00:06      2.      ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM**

Chairman/City Councilor, Edward Rodriguez 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, Councilor Lisa Anaya-Flores, and Councilor Jason Shirley

Absent: None

**00:00:07      3.      APPROVAL OF AGENDA**

The motion was made by Councilor Wes Carter and seconded by Councilor Lisa Anaya-Flores to approve the December 18, 2020 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Carter, Anaya-Flores, and Shirley

No: None

Absent: None

**00:00:20      4.      CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON  
November 18, 2020**

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Shirley to approve the November 18, 2020 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, Anaya-Flores, and Shirley

No: None

Absent: None

**00:00:42 5. Consider Approval of Budget Adjustment Requests**

- General Fund - Fire: Increase Revenue and Operating for \$2,500 for donation from Devon for Power Cots.
- General Fund – Public Safety: Increase Revenue, Labor and Operating for \$346,625.00 from DOJ Grant – BJA’s Stop School Violence Grant Program.
- General Fund – Parks – Increase Revenue and Capital for \$100,000.00 for donation from NWP for park improvements.
- General Fund – Library – Increase Revenue and Operating for \$3,250.79 for the State Grant-In-Aid that came in higher than budget.
- Water and Sewer – Increase Transfer Out to NMFA – W&S for \$339,377.65
- NMFA – W&S – Increase Transfer In and Operating for \$339,377.65 for the cost of refinancing the WWTP loan.

The motion was made by Councilor Wes Carter and seconded by Councilor Lisa Anaya-Flores to approve Budget Adjustment Requests

The Vote was as Follows:

Yes: Rodriguez, Carter, Anaya-Flores, and Shirley

No: None

Absent: None

**00:05:47 6. Review of Increase & Decrease Budget Adjustments**

Finance Director, Melissa Salcido reviewed the FY 2020-21 increase/decrease budget adjustments with the Budget Committee. These items represent expenditure budget surpluses that are transferred from one account to another with no change in Fund. A correction was made to the amount of the EMS Budget Adjustment from \$3,400.00 to \$16,600.00

No Vote Required

**00:07:22 7. Discuss transfer of the Permanent W&S account to CNB**

Mrs. Salcido went over the benefits of transferring the permanent W&S account to CNB. Councilman Carter requested information on the amount required to be kept in each bank account and what would be the benefits if the account was transferred to another local banking institution. Finance will look into it and will discuss the findings at our next scheduled meeting.

No Vote Required

**00:14:49 8. Approval of CD Investments with James Polk Stone Community Bank**

Mr. Lowe went over details of CD Investments with James P. Stone Community Bank. The motion was made by Councilor Wes Carter and seconded by Councilor Jason Shirley for the approval of CD Investments with James Polk Stone Community Bank.

The Vote was as follows:

Yes: Rodriguez, Carter, Anaya-Flores, and Shirley

No: None

Absent: None

**00:16:05 9. Discuss Financial Review**

There was a discussion on several KPI's presented by Mrs. Salcido. This review included Gross Receipt Tax Revenue, forecasted ending fund balance for General Fund, Water & Sewer Fund, Non-Promotional Lodgers' Tax Fund, and Non-Discretionary Lodgers' Tax Revenues.

No Vote Required

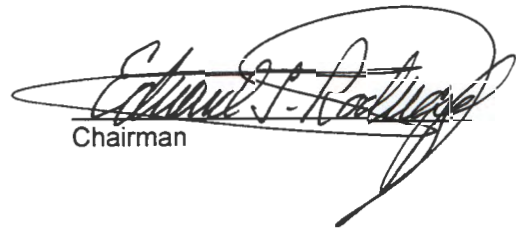
**00:20:22 9. Adjourn**

The Vote was as Follows:

Yes: Rodriguez, Carter, Anaya-Flores, and Shirley

No: None

Absent: None



Chairman