

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
Friday, February 26, 2021 AT 3:30 PM
IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING,
101 N. HALAGUENO, CARLSBAD, NM**

Voting Members Present: Edward Rodriguez Chairman/City Councilor
Wes Carter City Councilor
Jason Shirley City Councilor

Also Present: Wendy Austin Deputy City Administrator
KC Cass Deputy City Administrator
Sandy Gonzalez Grant Administrator
Melissa Salcido Director of Finance

Absent: Lisa Anaya-Flores City Councilor
John Lowe City Administrator

00:00:03 1. CALL TO ORDER

Budget Committee Chairman Edward Rodriguez called the meeting to order.

00:00:11 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 and Councilor Jason Shirley

Absent: Lisa Anaya-Flores

00:00:25 3. APPROVAL OF AGENDA

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Shirley to approve the February 26, 2021 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Carter, and Shirley

No: None

Absent: Anaya-Flores

**00:00:41 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON
January 22, 2021**

The motion was made by Councilor Jason Shirley and seconded by Councilor Wes Carter to approve the January 22, 2021 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, and Shirley

No: None

Absent: Anaya-Flores

00:00:59 5. Consider Approval of Budget Adjustment Requests

- General Fund /Library – Increase Revenue & Operating \$1,350.49 for the State Grant-In-Aid that came in higher than budget.
- General Fund/Parks – Increase Revenue \$5,000.00 for NWP donation and Increase Capital \$10,000.00 for the purchase of a flagpole and relocation of an existing flagpole.

- General Fund/Public Safety – Increase Revenue \$30,000.00 for donation from Chevron and Capital \$30,000.00 for the purchase of two traffic trailers and related materials.
- General Fund/Public Safety – Increase Revenue \$10,000.00 for donation from Mosaic and Capital \$10,000.00 for concrete work at the Shooting Range.
- Street Improvement – Transfer In \$80,555.00 from General Fund for additional needed street improvements.
- Water & Sewer/Double Eagle – Transfer in \$82,179.65 from Capital Outlay for Double Eagle Water Line Engineering Project.
- Airport Improvements – Increase Revenue \$115,000.00 for NMDOT Grant (City match required) and Increase Capital \$245,000.00 for the purchase of a TYMCO sweeper.
- Airport Improvements – Increase Capital \$50,700.00 for engineering costs for reconstruction of Taxiway C.
- Solid Waste – Increase Capital \$1,608,280.00 to purchase two commercial front-load trucks and two barrel trucks.
- Landfill Construction – Transfer In \$2,000,000.00 from Solid Waste to reserve for future cell construction.
- Local Government Corrections – Increase Revenue \$100,000.00 to reflect YTD actuals and Transfer Out \$1,000,000.00 to Disaster Preparedness for future emergency related costs.

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Shirley to approve Budget Adjustment Requests.

The Vote was as Follows:

Yes: Rodriguez, Carter, and Shirley

No: None

Absent: Anaya-Flores

00:05:35 6. Review of Increase & Decrease Budget Adjustments

Director of Finance, Melissa Salcido reviewed the FY21 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.

No Vote Required

00:07:08 7. Discuss Financial Review

Ms. Salcido presented the KPI review from July-January. 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

00:11:20 8. Discuss FY22 Budget Schedule and Deadlines

The Budget Committee reviewed the FY22 Budget Schedule and no changes were made to the schedule at this time.

No Vote Required

00:20:47 9. Adjourn

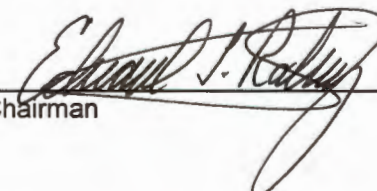
The motion was made by Councilor Jason Shirley and seconded by Councilor Wes Carter to Adjourn.

The Vote was as Follows:

Yes: Rodriguez, Carter, and Shirley

No: None

Absent: Anaya-Flores


Chairman