

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
Friday, March 25, 2022 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 Chavez City Councilor
Jeff Forrest City Councilor (via phone)

Also Present: K C Cass Deputy City Administrator
Melissa Salcido Director of Finance
Sandy Gonzalez Assistant Treasurer
Jessica Ponce Budget/Grant Analyst
Cynthia Aranda Finance Executive Secretary

Absent: John Lowe City Administrator

00:00:04 1. CALL TO ORDER

Budget Committee Chairman Edward Rodriguez called the meeting to order.

00:00:10 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 Jason Chavez, and Councilor Jeff Forrest (via phone).

Absent: None

00:00:21 3. APPROVAL OF AGENDA

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Chavez to approve the March 25, 2022 Budget Committee Meeting Agenda.

The Vote was as follows:
Yes: Rodriguez, Carter, Chavez, Forrest (via phone)
No: None
Absent: None

00:00:37 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON February 25, 2022.

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Chavez to approve the February 25, 2022 Budget Committee Meeting Minutes.

The Vote was as follows:
Yes: Rodriguez, Carter, Chavez, Forrest (via phone)
No: None
Absent: None

00:00:59 5. CONSIDER APPROVAL OF BUDGET ADJUSTMENT REQUESTS

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

- General Fund/Cemetery – Increase Revenue and Capital \$15,000.00 for private donations that will be used for cement work at the Honor Guard Cemetery.
- General Fund/Library – Increase Revenue and Operating \$500.00 for Tools-In-Action Micro-Grant for Library will be used to purchase materials and supplies.
- Lodgers’ Tax-Promo – Increase Operating \$13,000.00 for United Way – Cinco de Mayo golf tournament – Advertising Campaign.
- Lodgers’ Tax-Promo – Increase Operating \$30,000.00 for Julie Chester – City Social Media Campaign.
- Lodgers’ Tax-Promo – Increase Operating \$3,500.00 for KENW-FM-Event promotion.

The Vote was as follows:
Yes: Rodriguez, Carter, Chavez, Forrest (via phone)
No: None
Absent: None

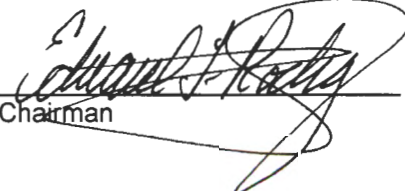
00:13:18 6. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENT REQUESTS

Director of Finance Melissa Salcido reviewed the FY22 increase /decrease budget adjustments with the Budget Committee.

No Vote Required

00:20:14 7. ADJOURN

The Vote was as follows:
Yes: Rodriguez, Carter, Chavez, Forrest (via phone)
No: None
Absent: None


Chairman