

**MINUTES OF THE CITY OF CARLSBAD
SPECIAL BUDGET COMMITTEE MEETING HELD ON
Friday, May 13, 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 (via phone)
Jason Chavez City Councilor
Jeff Forrest City Councilor

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

Absent: None

00:00:03 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 Jeff Forrest, Councilor Jason Chavez, and Councilor Wes Carter (via phone).

Absent: None

00:00:20 3. APPROVAL OF AGENDA

The motion was made by Councilor Jason Chavez and seconded by Councilor Jeff Forrest to approve the May 13, 2022 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Forrest, Chavez, Carter (via phone)

No: None

Absent: None

00:01:05 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON April 22, 2022.

The motion was made by Councilor Jason Chavez and seconded by Councilor Jeff Forrest to approve the April 22, 2022 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Forrest, Chavez, Carter (via phone)

No: None

Absent: None

00:01:29 **5. Consider Approval of Budget Adjustment Requests**

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

- General Fund – Transfer Out \$300,000.00 to Transit to supplement the cost of Operating the Transit system.
- Municipal Transit – Transfer In \$300,000.00 from the General Fund.
- General Fund – Transfer Out \$270,000.00 to Fire Protection.
- Fire Protection – Transfer In \$270,000.00 from the General Fund and Increase Capital \$450,000.00 and Revenue \$100,000.00 to purchase a Type 3 Fire Engine.
- General Fund/Judicial – Increase Operating \$40,000.00 for shortfall due to increase in court appointed attorney fees.
- Water & Sewer – Transfer In \$104,108.17 from NMFA-Governmental to close the fund.
- NMFA-Governmental – Transfer Out \$104,108.17 remaining funds after loan payoff to close fund.
- Solid Waste Disposal – Transfer In \$135,491.32 from NMFA-Solid Waste Disposal to close fund.
- NMFA-Solid Waste Disposal – Transfer Out \$135,491.32 remaining funds after loan payoff.
- Lodgers' Tax Promo – Increase Operating \$12,351.62 for Carlsbad Gem & Mineral Society-Gem & Mineral Show for advertising.
- Lodgers' Tax Promo – Increase Operating \$7,000.00 for Carlsbad LifeHouse-5k Walk/Run for advertising.
- Special Museum – Increase Operating \$2,000.00 to purchase merchandise for the Museum gift shop.

00:07:23 **6. Review Increase and Decrease Adjustment Requests**

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

No Vote Required

00:09:20 **7. Consider Approval of the FY23 Interim Budget**

Mr. Lowe presented of the FY23 Interim Budget. The presentation included discussion of the budgeted revenues, transfers and expenditures. Councilor Chavez asked to add in \$315,000.00 for the LENCO Armored Vehicle for the SWAT mission. Mr. Lowe agreed to add it to the Final Budget. The motion was made by Councilor Jason Chavez and seconded by Councilor Jeff Forrest to approve the FY23 Interim Budget.

The Vote was as follows:

Yes: Rodriguez, Forrest, Chavez, Carter (via phone)

No: None

Absent: None

00:23:23 **8. Adjourn**

The motion was made by Councilor Jeff Forrest and seconded by Councilor Jason Chavez to Adjourn.

The Vote was as follows:

Yes: Rodriguez, Forrest, Chavez, Carter (via phone)

No: None

Absent: None

Chairman