

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
Friday, December 16, 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
Jeff Forrest City Councilor
Jason Chavez City Councilor

Also Present: John Lowe City Administrator
KC Cass Deputy City Administrator
Melissa Salcido Director of Finance
Jessica Ponce Budget/Grant Analyst

Absent: Sandy Gonzalez Assistant Treasurer
Cynthia Aranda Finance Executive Secretary

00:00:03 1. CALL TO ORDER

Budget Committee Chairman Edward Rodriguez called the meeting to order.

00:00:07 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 Jason Chavez, and Councilor Jeff Forrest

Absent: None

00:00:16 3. APPROVAL OF AGENDA

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Chavez to approve the December 16, 2022 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:00:28 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON
November 18, 2022**

The motion was made by Councilor Jason Chavez and seconded by Councilor Jeff Forrest to approve the November 18, 2022 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

00:01:01 5. CONSIDER APPROVAL OF BUDGET ADJUSTMENT REQUESTS

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

- General Fund/Library – Increase Revenue, Capital & Operating \$254.72 for Library Grant-In-Aid that came in higher than budget.
- General Fund/Library – Increase Revenue & Operating \$1,000.00 for Library grant to implement the Serving Communities Action Plan Program.
- General Fund – Police/Fire – Increase Revenue & Operating \$6,000.00 for donations from Devon Energy for the purchase of supplies for the police department and bullet proof vests for the fire department.
- Cannabis Revenue Fund – Increase Operating \$10,000.00 for state imposed administration fees for the cannabis tax.
- Municipal Transit Fund – Increase Revenue & Capital \$20,924.00 for additional funds awarded by NMDOT due to increase in price of vehicles.
- Lodgers' Tax – Promotional – Increase Operating \$5,000.00 for the 4th Annual Boys & Girls Club Fishing Derby Advertising.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

00:05:55 6. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENTS

Director of Finance Melissa Salcido reviewed the FY22/23 Increase/Decrease budget adjustments with the Budget Committee.

No Vote Required

00:08:20 7. REVIEW 2023 BUDGET COMMITTEE CALENDAR

Mr. Lowe went over the dates on the 2023 Budget Committee Calendar and asked that the Councilor's review the dates and let Finance know if any changes needed to be made.

No Vote Required

00:09:24 8. ADJOURN

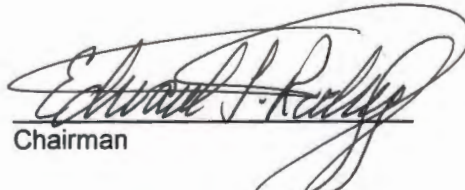
The motion was made by Councilor Jason Chavez and seconded by Councilor Jeff Forrest to Adjourn.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None


Chairman