

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
Friday, February 24, 2023 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 (via phone)
Jason Chavez City Councilor

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

Absent: Cynthia Aranda Finance Executive Secretary

00:00:05 1. CALL TO ORDER

Budget Committee Chairman Edward Rodriguez called the meeting to order.

00:00:09 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 (via phone)

Absent: None

00:00:23 3. APPROVAL OF AGENDA

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Chavez to approve the February 24, 2023 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:00:38 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON
January 27, 2023**

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Chavez to approve the January 27, 2023 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

00:01:06 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. Councilor Wes Carter requested information on actuals versus budget for Lodgers' Tax Promotional approved grants.

- General Fund/Museum – Increase Revenue & Operating \$2,000.00 for The Carlsbad Community Foundation Catalyst Grant to facilitate Carlsbad Museum Tours for Carlsbad Municipal School students.
- General Fund/Municipal Court – Increase Capital \$35,000.00 to install bullet proof glass at the municipal court front counter.
- Lodgers' Tax Discretionary – Transfer Out \$325,000.00 to General Fund for driving range upgrades.
- General Fund/Golf Course – Transfer In from Lodgers' Tax \$325,000.00 & Increase Capital \$325,000.00 for driving range upgrades at the golf course.
- Lodgers' Tax/Non-Promotional – Increase Operating \$70,000.00 to increase PRV Media upgrades project.
- Lodgers' Tax/Promotional – Increase Operating \$18,000.00 for United Way Cinco de Mayo Golf Tournament advertising.
- Lodgers' Tax/Promotional – Increase Operating \$20,000.00 for City of Carlsbad Library advertising.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

00:12:47 6. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENT REQUESTS

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

No Vote Required

00:19:05 7. DISCUSS FY24 BUDGET SCHEDULE & DEADLINES

Director of Finance Melissa Salcido reviewed the FY24 Budget Schedule & Deadlines with the Budget Committee.

No Vote Required

00:21:48 8. ADJOURN

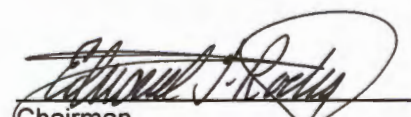
The motion was made by Councilor Wes Carter and seconded by Councilor Jason Chavez to Adjourn.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None


Chairman