

**MINUTES OF THE CITY OF CARLSBAD  
BUDGET COMMITTEE MEETING HELD ON  
Friday, August 25, 2023 AT 3:30 PM  
IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING,  
101 N. HALAGUENO, CARLSBAD, NM**

<b>Voting Members Present:</b>	Edward Rodriguez	Chairman/City Councilor
	Wes Carter	City Councilor
	Jason Chavez	City Councilor
	Jeff Forrest	City Councilor

<b>Also Present:</b>	John Lowe	City Administrator
	KC Cass	Deputy City Administrator
	Wendy Austin	Deputy City Administrator
	Jessica Ponce	Budget/Grant Analyst
	Cynthia Aranda	Finance Executive Secretary

<b>Absent:</b>	Melissa Salcido	Director of Finance
----------------	-----------------	---------------------

**00:00:03      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 determined that there was a Quorum of the Voting Members. Present: Chairman Edward Rodriguez, Councilor Wes Carter, Councilor Jeff Forrest, and Councilor Jason Chavez

Absent: None

**00:00:20      3.      APPROVAL OF AGENDA**

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Chavez to approve the August 25, 2023 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:00:27      4.      CONSIDER APPROVAL OF MINUTES OF SPECIAL BUDGET COMMITTEE MEETING HELD ON JULY 17, 2023**

The motion was made by Councilor Wes Carter and seconded by Councilor Jeff Forrest to approve the July 17, 2023 Special Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:00:36 5. CONSIDER APPROVAL OF THE BUDGET ADJUSTMENT REQUESTS**

Mr. Lowe asked Ms. Austin to present the Budget Adjustment Requests to the Budget Committee. Councilor Carter asked why the additional cost for equipment at the driving range was not being budgeted entirely in the Lodgers' Tax Non-Promotional Fund. Mr. Lowe & Ms. Austin explained that in order to make the Pro Shop Fund profitable we had to move all of their capital projects into the Lodgers' Tax Non-Promotional Fund this year; therefore, there were not enough funds to cover the full cost of the additional projects. Ms. Austin continued with her presentation of the below adjustments.

- General Fund/Public Safety – Increase Revenue & Operating by \$10,000.00 for a donation from the Carlsbad Community Anti-Drug & Gang Coalition, these funds will be used to purchase police supplies.
- General Fund/Parks – Increase Capital by \$325,000.00 for the additional cost of the installation of equipment at the Splash Pad at Friendship Park.
- Lodgers' Tax Promotional – Increase Operating by \$60,000.00 for Red Rocket for local event promotion and social ad buys.
- Lodgers' Tax Promotional – Increase Operating by \$15,000.00 for Carlsbad Mainstreet for Hutton Broadcasting advertising.
- Lodgers' Tax Non-Promotional – Increase Capital by \$300,000.00 for the additional cost of installation and equipment at the golf course driving range.
- Lodgers' Tax Discretionary – Increase Capital by \$350,000.00 for the additional cost of installation and equipment at the golf course driving range.

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

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:06:53 6. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENTS**

Ms. Austin reviewed the FY23/24 Increase/Decrease budget adjustments with the Budget Committee.

No Vote Required

**00:09:36 7. FINANCIAL REVIEW**

Ms. Austin reviewed the ending FY23 fund position for the City of Carlsbad, she also reviewed Fund 101, Fund 102 and GRT trends for the past few years with the budget committee.

No Vote Required

**00:22:46 8. ADJOURN**

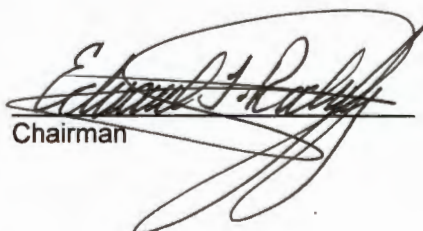
The motion was made by Councilor Wes Carter and seconded by Councilor Jeff Forrest to Adjourn.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

  
Chairman