

**MINUTES OF THE CITY OF CARLSBAD  
BUDGET COMMITTEE MEETING HELD ON  
Friday, September 22, 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
	Melissa Salcido	Director of Finance
	Cynthia Aranda	Finance Executive Secretary

<b>Absent:</b>	Jessica Ponce	Budget/Grant Analyst
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**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 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

**00:00:15      3.      APPROVAL OF AGENDA**

The motion was made by Councilor Jeff Forrest and seconded by Councilor Jason Chavez to approve the September 22, 2023 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:00:25      4.      CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON  
AUGUST 25, 2023**

The motion was made by Councilor Jason Chavez and seconded by Councilor Jeff Forrest to approve the August 25, 2023 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:00:41 5. CONSIDER APPROVAL OF THE BUDGET ADJUSTMENT REQUESTS**

Mr. Lowe asked Ms. Salcido to present the Budget Adjustment Requests to the Budget Committee. Councilor Rodriguez asked if the Chamber of Commerce Holiday Lighting will be done by Mr. Electric, Mr. Lowe informed the committee that Mr. Electric has closed and we would now be using Murrill Electric for the project.

- GRT Capital Outlay – Transfer Out by \$1,200,000.00 for funds to Water & Sewer for Old Cavern Highway project.
- Water & Sewer – Transfer In and Increase Capital by \$1,200,000.00 for funds from GRT Capital Outlay for the Old Cavern Highway Project.
- General Fund/Fire – Increase Revenue and Operating by \$10,000.00 from donations made from Crestwood Operations LLC for the purchase of EMS supplies.
- General Fund – Increase Revenue by \$50,000.00 to match PSA Agreement for Eddy County contribution.
- Health Insurance – Transfer Out by \$826,848.22 to General, Municipal Transit, Solid Waste, Sports Complex, and Water & Sewer Funds for employee health insurance rebate.
- General Fund – Transfer In and Increase Labor by \$658,576.15 for the Employee health insurance rebate.
- Sports Complex – Transfer In and Increase Labor by \$13,306.92 for the Employee health insurance rebate.
- Municipal Transit – Transfer In and Increase Labor by \$20,331.18 for the Employee health insurance rebate.
- Water & Sewer – Transfer In and Increase Labor by \$97,067.50 for the Employee health insurance rebate.
- Solid Waste – Transfer In and Increase Labor by \$32,290.31 for the Employee health insurance rebate.
- Golf Pro Shop – Transfer In and Increase Labor by \$5,276.16 for the Employee health insurance rebate.
- Lodgers' Tax -Promotional – Increase Operating by \$92,000.00 for the Christmas on the Pecos Advertising.
- Lodgers' Tax -Promotional – Increase Operating by \$20,000.00 for the Carlsbad Community Theatre Advertising.
- Lodgers' Tax -Non-Promotional – Increase Operating by \$30,000.00 for Carlsbad Chamber of Commerce-Pecos River Conference Center Holiday Lighting.
- Capital Projects – Increase Revenue by \$1,100,008.00 and Increase Capital by \$1,375,010.00 for RAISE grant awarded to the City of Carlsbad for the preliminary plan of the Dark Canyon Bridge and Bikeway Project.
- Airport Improvements – Increase Revenue and Capital by \$5,000,000.00 for NMDOT-Aviation grant for the replacement of the terminal apron from asphalt to PCCP.
- Water & Sewer - Water – Increase Capital by \$195,000.00 to replenish funds for the Well 8 Rehab project that were borrowed for another project.

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

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:06:57 6. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENTS**

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

No Vote Required

**00:08:57 7. FINANCIAL REVIEW**

Ms. Austin reviewed the ending FY23 fund position for the City of Carlsbad, she also reviewed Fund 200, Fund 201, Fund 202, and GRT trends for the past few years with the budget committee.

No Vote Required

**00:25:05 8. ADJOURN**

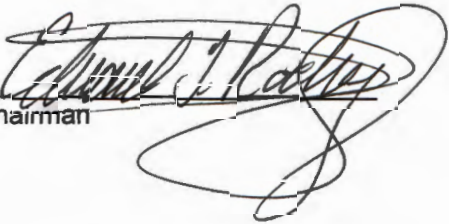
The motion was made by Councilor Wes Carter and seconded by Councilor Jason Chavez to Adjourn.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

  
Chairman