

**MINUTES OF THE CITY OF CARLSBAD  
BUDGET COMMITTEE MEETING HELD ON  
Friday, October 27, 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  
Jason Chavez City Councilor  
Jeff Forrest City Councilor

**Also Present:** John Lowe City Administrator  
KC Cass Deputy City Administrator  
Wendy Austin Deputy City Administrator  
Melissa Salcido Director of Finance  
Jessica Ponce Budget/Grant Analyst  
Cynthia Aranda Finance Executive Secretary

**Absent:** None

**00:00:02 1. CALL TO ORDER**

Budget Committee Chairman Edward Rodriguez called the meeting to order.

**00:00:04 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

**00:00:13 3. APPROVAL OF AGENDA**

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

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:00:23 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 September 22, 2023 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

**00:00:37 5. CONSIDER APPROVAL OF THE BUDGET ADJUSTMENT REQUESTS**

Mr. Lowe asked Ms. Salcido to present the Budget Adjustment Requests to the Budget Committee. Mr. Lowe requested K.C Cass to review the General Fund/Golf sewer remediation project. Councilor Rodriguez asked about the General Fund Public Safety reclassification for position from Executive Secretary to Patrol Senior Position. Councilor Rodriguez asked for specifications for the Halagueno Arts Park improvement, Mr. Lowe reviewed that further for the board.

- General Fund/Finance – Increase Capital \$185,000.00 to replenish funds for the Cashier Remodel project that we borrowed for the C-Hill Improvement project.
- General Fund/Public Safety – Increase Labor \$55,380.00 to reclassify executive secretary position to a patrol senior position.
- General Fund/Public Safety – Increase Labor & Operation \$14,734.00 for the DOJ Edward Byrne Memorial Justice Assistance Grant to support body worn camera equipment for police officers.
- General Fund/Community Development – Increase Capital \$100,000.00 for the Halagueno Arts Park improvements.
- General Fund/Golf – Increase Capital \$600,000.00 for the golf course sewer remediation project.
- General Fund/Facility Maintenance – Increase Capital \$250,000.00 for the roof and miscellaneous repairs due to rain damage.
- General Fund/Cemetery – Increase Operation \$13,014.00 to purchase 5 – 24" aluminum military emblems for the Veteran's Cemetery.
- Airport Improvements – Increase Revenue \$135,000.00 & Capital \$150,000.00 for NMDOT-Aviation grant for airfield marking, this grant has a City match of \$15,000.00.
- Landfill-Construction – Increase Capital \$645,000.00 for the City's portion of projected costs associated with the Cell 6 Construction, Sandpoint Waterline, Transfer Station, and BLM expansion at the Sandpoint Landfill.
- Sports Complex – Increase Revenue \$76,000.00 & Capital \$ 300,000.00 for the grant from the Department of Justice for LED lighting for the sports complex.

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

**00:25:27 6. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENTS**

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

No Vote Required

**00:44:51 7. FINANCIAL REVIEW**

Ms. Austin reviewed the FY24-04 July 2023 fund position – September 2023 fund position for the City of Carlsbad, she also reviewed Fund 220, Fund 230, 240, and GRT trends for the past few years with the budget committee.

No Vote Required

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

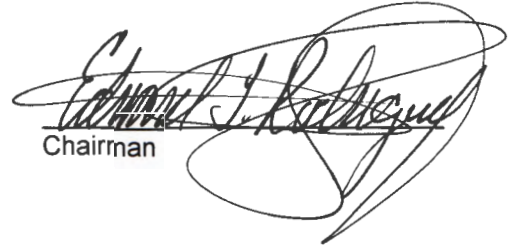
The motion was made by Councilor Wes Carter and seconded by Councilor Jeff Forrest to Adjourn.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

  
Chairman