

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
Friday, December 15, 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 (via phone)
Wes Carter City Councilor
Jeff Forrest City Councilor (via phone)
Jason Chavez City Councilor

Also Present: John Lowe City Administrator
Melissa Salcido Director of Finance
Cynthia Aranda Finance Executive Secretary

Absent: KC Cass Deputy City Administrator
Wendy Austin Deputy City Administrator
Jessica Ponce Budget/Grant Analyst

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 (via phone), Councilor Wes Carter, Councilor Jason Chavez, and Councilor Jeff Forrest (via phone)

Absent: None

00:00:29 3. APPROVAL OF AGENDA

The motion was made by Councilor Wes Carter and seconded by Councilor Jason Chavez to approve the December 15, 2023 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

00:00:47 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON OCTOBER 27, 2023 AND NOVEMBER 17, 2023

The motion was made by Councilor Jason Chavez and seconded by Councilor Wes Carter to approve the October 27, 2023 and November 17, 2023 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Rodriguez, Carter, Chavez, and Forrest

No: None

Absent: None

00:01:21 5. CONSIDER APPROVAL OF BUDGET ADJUSTMENT REQUESTS

Mr. Lowe asked Ms. Salcido to present the budget adjustment requests to the Budget Committee.

- General Fund/Library – Increase Revenue & Operating by \$10,352.38 for the Library Grant-In-Aid to be used for operational expenditures associated with the delivery of library services.
- General Fund/Parks – Increase Capital by \$45,000.00 to replenish funds for the annual park improvements project that were borrowed for the HAP art project.
- General Fund/ Public Safety – Increase Revenue & Labor by \$376,501.46 to add 5 School Resource Officer (SRO) positions and 1 Sergeant Position (February through June). The City will be reimbursed by the Carlsbad Municipal Schools for the labor cost of these positions.
- General Fund/Public Safety – Increase Operating by \$200,000.00 for costs due to the additional training and equipment needed for 4 SRO positions.
- Fire Protection Fund – Increase Revenue & Capital by \$299,483.63 for the Department of Homeland Security and Emergency Management grant to be used to purchase 32 Self Contained Breathing Apparatus (SCBA) packs for the fire department.
- Lodgers' Tax – Non-Promotional Fund – Increase Operating by \$55,000.00 for the fireworks project for a total project cost of \$120,000.00 for the recently awarded RFP. The City contribution is \$80,000.00 and the County contribution is \$40,000.00.
- Lodgers' Tax – Promotional – Increase Operating by \$80,000.00 for the Boys & Girls Club – Gus Macker Tournament Advertising.

The motion was made by Councilor Wes Carter 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

00:04:29 6. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENTS

Ms. Salcido reviewed the FY23/24 Increase/Decrease budget adjustments with the Budget Committee. Councilor Rodriguez and Councilor Carter requested more information on the transfer of operating funds to the re-use meter project. Mr. Lowe said he would follow up with Mr. Cass and provide more details.

No Vote Required

00:06:47 7. REVIEW THE 2024 BUDGET COMMITTEE CALENDAR

Mr. Lowe went over the dates on the 2024 Budget Committee Calendar and asked that the Councilors review the dates, all of the members agreed upon the dates.

No Vote Required

00:07:41 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