

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
Friday, January 26, 2024 AT 3:30 PM
IN THE PLANNING ROOM AT THE MUNICIPAL BUILDING,
101 N. HALAGUENO, CARLSBAD, NM**

Voting Members Present:

Jason Chavez	Chairman/City Councilor
Edward Rodriguez	City Councilor
Jeff Forrest	City Councilor
Mark Walterscheid	City Councilor

Also Present:

Wendy Austin	City Administrator (Interim)
KC Cass	Deputy City Administrator
Shane Skinner	Chief of Police
John Majerus	Assistant Fire Chief
Jessica Ponce	Budget/Grant Analyst
Cynthia Aranda	Executive Finance Secretary
Melissa Salcido	Director of Finance

Absent:

None

00:00:03 1. CALL TO ORDER

Budget Committee Chairman Jason Chavez called the meeting to order.

00:00:07 2. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM

Interim City Administrator Mrs. Austin called roll and it was determined by Chairman Jason Chavez that there was a Quorum of the Voting Members.
Present: Chairman Jason Chavez, Councilor Edward Rodriguez, Councilor Jeff Forrest, and Councilor Mark Walterscheid

Absent: None

00:00:18 3. APPROVAL OF AGENDA

The motion was made by Councilor Jeff Forrest and seconded by Councilor Edward Rodriguez to approve the January 26, 2024 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

**00:00:33 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON
DECEMBER 15, 2023**

The motion was made by Councilor Jeff Forrest and seconded by Councilor Edward Rodriguez to approve the December 15, 2023 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

00:00:59 5. CONSIDER APPROVAL OF BUDGET ADJUSTMENT REQUESTS

Mrs. Austin asked Ms. Salcido to present the budget adjustment requests to the Budget Committee. Mrs. Austin requested that Mr. Cass review the Cemetery, Community Service, Electrical, Executive, Garage, Parks, San Jose Senior Center, Streets, and Water & Sewer-Double Eagle projects. Mrs. Austin asked for Mr. Majerus, Assistant Fire Chief to review with the committee the Fire department projects. Mrs. Austin asked for Mr. Skinner, Police Chief to review with the committee the Public Safety projects for the police department.

- General Fund/Cemetery – Increase Capital \$700,000.00 for additional fencing at the cemetery.
- General Fund/Cemetery – Increase Capital \$100,000.00 for dirt work for the expansion of the cemetery.
- General Fund/Community Service – Increase Capital \$36,500.00 for capital costs on the Gator project to purchase a JD ProGator 2030 with a chemical sprayer.
- General Fund/Electrical – Increase Operating by \$12,200.00 for costs to repair the hydraulic boom on the electrical department's 1994 bucket truck.
- General Fund/Executive – Increase Capital \$185,000.00 for the potential purchase of BLM land for future economic development and the associated costs for preparation of documents necessary to convey 495.5 acres of public land to the City.
- General Fund/Executive – Increase Capital \$75,000.00 to purchase safety truck.
- General Fund/Finance – Increase Labor \$43,505.62 to reestablish the Fixed Assets & Inventory Accountant position in the finance department.
- General Fund/Fire – Increase Revenue and Operating \$5,000.00 for a donation from Devon Energy for the purchase of equipment for the Fire Department.
- General Fund/Fire – Increase Capital \$20,000.00 to replace two HVAC units at the Fire department.
- General Fund/Fire – Increase Operating \$70,000.00 to purchase 70 sets of PPE for the dual certified vehicle extractor for wildland fires.
- General Fund/Fire – Increase Capital \$45,000.00 to purchase a FOTOKITE tethered drone to provide aerial footage during emergency situations. This drone will not require an FAA permit.
- General Fund/Fire – Increase Capital \$250,000.00 to replace 5 aged cardiac monitors at the Fire department.
- General Fund/Fire – Increase Capital \$70,000.00 to purchase 2-2024 Ford Mavericks for the Fire department to replace 2008 F-250's with high mileage.
- General Fund/Garage – Increase Capital \$9,000.00 to purchase a New Maxx 80 tire changer with the capability to handle larger tires.
- General Fund/Museum – Increase Labor \$16,109.51 to reclassify a Museum part time attendant to full time.
- General Fund/Parks – Increase Revenue \$499,927.45 & Capital \$1,000,000.00 for Outdoor Recreation Trail+ grant awarded to the City of Carlsbad by NM EDD for the renovation of the south-western shore and various enhancements at Lower Tansill Dam. This grant has a 50% City match.
- General Fund/Parks – Increase Capital \$225,000.00 to resurface the fall zone at Friendship Park.
- General Fund/Parks – Increase Capital \$10,000.00 for the C-Hill remediation project.
- General Fund/Public Safety – Increase Capital \$65,000.00 for the additional costs of upfits to the police vehicles project.
- General Fund/Public Safety – Increase Operating \$35,000.00 in the police department to purchase additional ammunition.
- General Fund/Public Safety – Increase Operating \$150,000.00 in the police department to replace approximately 50 obsolete tasers.
- General Fund/Public Safety – Increase Labor \$34,883.38 to add a second Evidence Clerk position in the police department to assist with evidence backlog.
- General Fund/San Jose Senior Center – Increase Capital \$600,000.00 to replace the roof at the San Jose Senior Center building.
- General Fund/Streets – Increase Capital \$55,000.00 to equip the street department dump truck with salt spreader and snow plow attachments.
- General Fund – Transfer Out \$1,300,000.00 to Street Improvements Fund.
- Street Improvement Fund – Transfer In \$1,300,000.00 from the General Fund and increase Capital by \$1,300,000.00 to add sidewalks to the east side of Old Cavern Highway.
- Street Improvement Fund – Increase Capital \$500,000.00 to continue with various street improvements.
- NMFA-Water & Sewer – Increase Operating \$11,106,129.40 for the Payoff the Carlsbad 11-Double Eagle Extension loan. The funds for this payoff have already been set aside.
- Water & Sewer – Double Eagle – Increase Revenue & Capital \$1,000,000.00 for NM DFA grant awarded to the City of Carlsbad for the double eagle waterline extension project.

The motion was made by Councilor Edward Rodriguez and seconded by Councilor Jeff Forrest to approve the Budget Adjustment Requests with an increase in capital by \$150,000.00 to purchase three more cardiac monitors for the Fire Department.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

01:19:31 6. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENTS

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

No Vote Required

01:21:28 7. ADJOURN

The motion was made by Councilor Jeff Forrest and seconded by Councilor Mark Walterscheid to Adjourn.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None


Chairman