

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
Friday, February 23, 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 (via phone)
Mark Walterscheid City Councilor

Also Present: Wendy Austin City Administrator (Interim)
Shane Skinner Chief of Police
Pat Cass Director of Public Works
Angelica Barrios Testa Director of Grant Programs
Ken Britt
Jessica Ponce Budget/Grant Analyst
Cynthia Aranda Executive Finance Secretary
Melissa Salcido Director of Finance

Absent: KC Cass Deputy City Administrator

00:00:03 1. CALL TO ORDER

Budget Committee Chairman Jason Chavez called the meeting to order.

00:00:06 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 (via phone), and Councilor Mark Walterscheid

Absent: None

00:00:17 3. APPROVAL OF AGENDA

The motion was made by Councilor Jeff Forrest and seconded by Councilor Mark Walterscheid to approve the February 23, 2024 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

00:00:35 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON January 26, 2024.

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

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

00:00:56 5. FINANCIAL REVIEW

Ms. Austin reviewed the GRT's for FY24 February 2023 Fund position – February 2024 Fund position for the City of Carlsbad, she reviewed the Ending Unrestricted Cash Balance per FY with the Budget Committee.

No Vote Required

00:04:59 6. CONSIDER APPROVAL OF BUDGET ADJUSTMENT REQUESTS

Mrs. Austin requested that Ms. Salcido review the budget adjustment request. Mrs. Barrios Testa, Director of Grant Programs to review the projects for Parks, General Fund, & CDBG Fund. Mrs. Austin requested that Mr. Pat Cass, Director of Public Works review the projects for Construction Fund & Municipal Transit Fund. Mrs. Austin requested Mr. Skinner, Police Chief to review Public Safety projects for the police department. Mrs. Austin asked for Mr. Skinner, Police Chief to review with the committee the Public Safety projects for the police department. Mrs. Austin requested Ken Britt, to review the Lodgers' Tax Non-Promotional and Promotional.

1. General Fund/Executive – Increase Labor \$58,334.55 to add a Safety Specialist position to expand the safety department.
2. General Fund/Parks – Increase Capital \$100,000.00 for Shorthorn fields remediation project design.
3. General Fund/ Construction – Increase Labor \$117,751.12 to add 4 Construction Maintenance II positions to create a sidewalk crew.
4. General Fund/Construction – Increase Operating by \$15,000.00 for materials needed for the sidewalks.
5. General Fund/Museum – Increase Revenue & Operating \$2,000.00 for Carlsbad Community Foundation Catalyst Grant to facilitate Carlsbad Museum Tours for Carlsbad Municipal School students.
6. General Fund/Public Safety – Increase Capital \$100,000.00 for the Police department 4th floor remodel design.
7. General Fund/Public Safety – Increase Labor \$71,989.62 to add 2 Corporals in the Police department for community outreach.
8. DPS – Law Enforcement Retention Fund – Increase Revenue \$49,977.17 for funds received from the NM Department of Public Safety for retention disbursements for police officers who have completed 4,9,14, or 19 consecutive years of employment with the same agency.
9. DPS – Law Enforcement Retention Fund – Transfer Out \$49,977.17 received from the NM Department of Public Safety.
10. General Fund/Public Safety – Transfer In \$49,977.17 & Increase Labor \$49,977.17 for funds received from the NM Department of Public Safety to be used for retention incentive pay for eligible officers.
11. Emergency Medical Services Fund – Increase Operating \$1,674.45 to return unspent EMS funds from fiscal year 2023 to the NM Department of Health EMS Bureau.
12. Fire Protection Fund – Increase Revenue \$5,638.00 for the Fire Protection bi-annual distribution that came in higher than anticipated.
13. Lodgers' Tax – Non-Promotional – Increase Revenue \$700,000.00 to increase revenues to projected actuals.
14. Lodgers' Tax – Non-Promotional – Increase Capital \$350,000.00 to add Cavern Theatre Phase 5 project.
15. Lodgers' Tax – Promotional – Increase Revenue \$450,000.00 to increase revenues to projected actuals.
16. Lodgers' Tax – Promotional – Increase Capital \$350,000.00 to add Cavern Theatre Marquee project.
17. CDBG Fund – Increase Revenue \$750,000.00 & Capital \$825,000.00 for NM DFA CDBG grant to be used for the third phase of the Alejandro Ruize Senior Center. This grant has a \$75,000.00 city match.
18. General Fund – Transfer Out \$400,000.00 for funds to the CDBG fund for working capital.
19. CDBG Fund – Transfer In \$400,000.00 for funds from the General fund for working capital.
20. Municipal Transit Fund – Increase Labor \$26,395.69 to reinstate the Transit Assistant Manager position.
21. Local Government Correction Fund – Transfer Out \$500,000.00 for funds to General Fund to cover the cost of operating the Municipal Court.
22. General Fund – Transfer In \$500,000.00 for funds from Local Government Correction Fund.
23. Golf Pro Shop Fund – Increase Revenue \$350,000.00 to increase revenues to projected actuals.
24. Golf Pro Shop Fund – Transfer Out \$700,000.00 for funds to General Fund to cover labor costs paid out of General Fund.
25. General Fund – Transfer In \$700,000.00 for funds from the Golf Pro Shop.

The motion was made Councilor Edward Rodriguez and seconded by Councilor Mark Walterscheid to approve the Budget Adjustment Requests.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

00:39:11 7. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENTS

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

No Vote Required

00:42:19 8. ADJOURN

The motion was made by Councilor Mark Walterscheid and seconded by Councilor Edward Rodriguez to Adjourn.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None


Chairman 03-22-24