

MINUTES OF THE CITY OF CARLSBAD  
BUDGET COMMITTEE MEETING HELD ON  
Friday, March 22, 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)  
KC Cass Deputy City Administrator  
Shane Skinner Chief of Police  
Pat Cass Director of Public Works  
Trysha Ortiz Deputy Director of Planning & Regulation  
Wayne Hatfield Director of Information Technology  
Ken Ahrens Chief of Fire  
Ivan Abell Director of Utilities  
Edward Vanscotter Director of Museum  
John Majerus Assistant Chief of Fire  
Jeff Patterson Director of Planning & Regulations  
Collis Johnson Municipal Judge  
Jessica Ponce Budget/Grant Analyst  
Cynthia Aranda Executive Finance Secretary  
Sandy Gonzalez Deputy Finance Director  
Beverly Allen Chevron

**Absent:** Melissa Salcido Director of Finance  
Cynthia Aranda Finance Executive Secretary

**00:00:04 1. CALL TO ORDER**

Budget Committee Chairman Jason Chavez called the meeting to order.

**00:00:30 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

**00:00:41 3. APPROVAL OF AGENDA**

The motion was made by Councilor Mark Walterscheid and seconded by Councilor Edward Rodriguez to approve the March 22, 2024 Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

**00:00:55 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON FEBRUARY 23, 2024.**

The motion was made by Councilor Edward Rodriguez and seconded by Councilor Mark Walterscheid to approve the February 23, 2024 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

**00:01:17 5. FINANCIAL REVIEW**

Mrs. Austin reviewed the GRT's and the Ending Unrestricted Cash Balance as of March 2023 with the Budget Committee.

No Vote Required

**00:00:56 6. DIRECTOR BUDGET PRESENTATIONS**

Mrs. Austin asked that each director present their requests for labor, operating and capital for the upcoming fiscal year 2025 budget. Judge Collis Johnson reviewed the requests in the Municipal Court department. Mr. Wayne Hatfield reviewed the requests in the Information Technology department. Mrs. Sandy Gonzalez reviewed the requests in the Finance department. Mr. Shane Skinner reviewed the requests in the Police department. Mr. Ken Ahrens reviewed the requests in the Fire department. Mr. Pat Cass reviewed the requests in the Streets, Parks, Community Services, Garage, Electrical and Construction departments; he also reviewed the requests in the Municipal Transit Fund. Mr. KC Cass reviewed the requests in the Community Development, Library, Performing Arts, Airport, Riverwalk Recreation, Golf Maintenance, North Mesa Senior Center, Alejandro Ruiz Senior Center and Facility Maintenance departments; he also reviewed the requests in the Pro Shop Fund. Mr. Cass requested that Mr. Edward Vanscotter present the requests for the Museum department. Mr. Jeff Patterson reviewed the requests in the Planning & Regulations department. Mr. Ivan Abell reviewed the requests in the Water & Sewer Fund and the Solid Waste Fund.

No Vote Required

**02:18:43 7. CONSIDER APPROVAL OF BUDGET ADJUSTMENT REQUESTS**

Mrs. Austin requested that Mrs. Ponce, Budget/Grant Analyst review the Insurance Fund budget adjustment request. Mr. Skinner, Chief of Police reviewed the Public Safety projects. Mr. Ahrens, Chief of Fire reviewed the Fire department budget adjustment requests. Mr. Patterson, Director of Planning & Regulations reviewed the Municipal Court budget adjustment request. Mrs. Jessica Ponce, Budget/Grant Analyst reviewed the Emergency Medical Services Fund request. Mrs. Austin asked Ms. Beverly Allen from Chevron to review the donation made for the "Keep Carlsbad Beautiful" and the Economic Impact Study for a possible recycling center. Mrs. Austin reviewed the CDBG Fund request and Mrs. Ponce reviewed the Lodgers' Tax-Promotional Fund requests.

1. Insurance Fund – Increase Revenues by \$19,328.38 for an insurance settlement check received for an accident involving a police vehicle.
2. Insurance Fund – Transfer Out \$19,328.38 to the General Fund for the insurance settlement check received for an accident involving a police vehicle.
3. General Fund/Public Safety – Transfer In \$19,328.38 from the Insurance Fund, and Increase Capital \$19,328.38 to the police vehicles project by the settlement amount received from the insurance for a totaled vehicle.
4. General Fund/Public Safety – Increase Revenues & Capital by \$10,000.00 for donations from XTO Energy, this will be used to purchase an applicant tracking and recruiting software for the Police department.
5. General Fund/Public Safety – Increase Capital by \$930,000.00 to purchase 10 police vehicles.
6. General Fund/Public Safety – Increase Labor by \$36,574.92 to add an information systems manager in the Police department.
7. General Fund/Public Safety – Increase Capital by \$100,000.00 for a digital sign for public safety announcements, we are searching for grant/donations.
8. General Fund/Fire – Increase Revenues & Operating by \$2,500.00 for donation from Solaris to be used to purchase equipment for the Fire department.
9. General Fund/Fire – Increase Revenues & Operating by \$5,000.00 for donation from Marathon Petroleum Corporation to be used to purchase equipment for the Fire department.



10. General Fund/Fire – Increase Capital by \$90,000.00 to purchase a 2023 Chevrolet Tahoe for the Fire department, this includes the upfit.
11. General Fund/Municipal Court – Increase Capital by \$25,000.00 to add an entry vestibule to enable protected circulation of judicial staff into the courtroom.
12. General Fund – Transfer Out \$1,674.45 to the EMS fund.
13. Emergency Medical Services Fund – Transfer In \$1,674.45 from the General Fund to be able to return funds from fiscal year 2023 to the NM Department of Health EMS Bureau.
14. Beautification Fund – Increase Revenues & Operating by \$20,000.00 for a donation from Chevron to “Keep Carlsbad Beautiful” to support the youth community clean-up projects.
15. CDBG Fund – Increase Revenues by \$75,000.00 for a NM DFA grant to offset the City’s match requirement with state funding for the recently accepted Community Development Block Grant.
16. Lodgers’ Tax-Promotional Fund – Increase Operating by \$26,300.00 for the Carlsbad Automotive Restoration Society-Car-A-Fair Advertising.
17. Lodgers’ Tax-Promotional Fund – Increase Operating by \$3,000.00 for the Carlsbad Community Theatre-Tourism Campaign Advertising.
18. Lodgers’ Tax-Promotional Fund – Increase Operating by \$24,000.00 for the Carlsbad Community of Hope-Jericho Walk Advertising.
19. Lodgers’ Tax-Promotional Fund – Increase Operating by \$19,185.81 for the Carlsbad Gem & Mineral Society-Gem & Mineral Show Advertising.
20. Solid Waste Fund – Increase Revenues & Operating by \$60,000.00 for a donation from Chevron to support an economic impact study for a potential cardboard recycling center.

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

**02:41:14 8. REVIEW INCREASE AND DECREASE BUDGET ADJUSTMENTS**

Mrs. Ponce reviewed the FY23/24 Increase/Decrease budget adjustments with the Budget Committee.

No Vote Required

**02:42:46 9. ADJOURN**

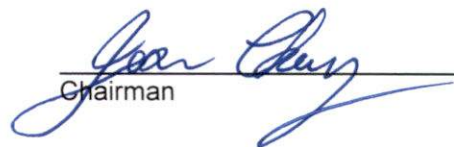
The motion was made by Councilor Mark Walterscheid and seconded by Councilor Edward Rodriguez to Adjourn.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

  
Chairman