

**MINUTES OF THE CITY OF CARLSBAD SPECIAL  
BUDGET COMMITTEE MEETING HELD ON  
Friday, April 12, 2024 AT 3:30 PM  
JANELL WHITLOCK MUNICIPAL COMPLEX, COUNCIL CHAMBERS  
114 S. 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)
Melissa Salcido	Director of Finance
Jessica Ponce	Budget/Grant Analyst
Cynthia Aranda	Executive Finance Secretary
Angela Parent	Affirming Heart Victim Services
Michelle Martinez	Boys & Girls Club
Erika Wright	Carlsbad Battered Families Shelter
Jill Barkley & JW Sutphin	Carlsbad Chamber of Commerce
JoAnna Wells & E. Hernandez	Carlsbad Community Coalition-Teen Court
Robert Jacquez	Carlsbad Community of Hope Center
Kat Davis	Carlsbad MainStreet
Levelta Jenkins	Carlsbad Transitional Homeless Shelter
B. Skinner, Chief of Police	Pecos Valley Drug Taskforce
Pansy Moffitt	SENMEDD
Belinda Lopez	Southeast NM Community Action Corporation
Dr. Gerry Washburn	Carlsbad Municipal Schools

**Absent:**

KC Cass	Deputy City Administrator
---------	---------------------------

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

Budget Committee Chairman Jason Chavez called the meeting to order.

**00:00:09 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 Mark Walterscheid to approve the April 12, 2024 Special Budget Committee Meeting Agenda.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

**00:00:30 4. CONSIDER APPROVAL OF MINUTES OF BUDGET COMMITTEE MEETING HELD ON MARCH 22, 2024**

The motion was made by Councilor Edward Rodriguez and seconded by Councilor Jeff Forrest to approve the March 22, 2024 Budget Committee Meeting Minutes.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

**00:01:04 5. PRESENTATION & DISCUSSION REGARDING ANNUAL FUNDING REQUESTS FROM OUTSIDE AGENCIES FOR FY25**

- Angela Parent presented the request from Affirming Heart Victim Services for the funding amount of \$25,000.00.
- Michelle Martinez presented the request from Boys & Girls Club for the funding amount of \$75,000.00.
- Erika Wright presented the request from Carlsbad Battered Families Shelter for funding amount of \$30,000.00.
- Jill Barkley & JW Sutphin presented the request from the Chamber of Commerce for Operational funds and for the Age Friendly Retirement Division for funding in the amount of \$110,000.00 and \$46,462.00.
- JoAnna Wells & Esther Hernandez presented the request from Carlsbad Community Coalition-Teen Court for the funding amount of \$24,000.00.
- Robert Jacquez presented the request from Carlsbad Community of Hope Center for the funding amount of \$40,000.00.
- Kat Davis presented the request from Carlsbad MainStreet for the funding amount of \$90,000.00.
- Levelta Jenkins presented the request from Carlsbad Transitional Homeless Shelter for the funding amount of \$60,000.00.
- A representative from Eddy Lea Energy Alliance was not in attendance to present the request for funding; therefore, Melissa Salcido gave a brief overview of the request for \$25,000.00.
- Brandon Skinner, Chief of Police presented the request from Pecos Valley Drug Taskforce for funding amount of \$25,000.00.
- Pansy Moffitt presented the request from SENMEDD for funding amount of \$7,641.00.
- Belinda Lopez presented the request from Southeast NM Community Action Corporation for funding amount of \$60,000.00.
- Dr. Gerry Washburn presented the request from Carlsbad Municipal Schools for the funding amount of \$65,000.00.

No Vote Required

**01:43:46 6. ADJOURN**

The motion was made by Councilor Edward Rodriguez and seconded by Councilor Jeff Forrest to Adjourn.

The Vote was as follows:

Yes: Chavez, Rodriguez, Forrest, and Walterscheid

No: None

Absent: None

---

Chairman