

**MINUTES OF THE CITY OF CARLSBAD
BUDGET COMMITTEE MEETING HELD ON
FRIDAY, APRIL 26TH, 2019 AT 3:30 PM
IN THE CITY COUNCIL CHAMBERS AT THE MUNICIPAL BUILDING,
101 N. HALAGUENO, CARLSBAD, NM**

Voting Members Present:	Edward Rodriguez Jason Shirley Wes Carter	Chairman/City Councilor City Councilor City Councilor
Also Present:	Mike Hernandez Wendy Austin Sandy Gonzalez Melissa Salcido	City Administrator Director of Finance & Investments Accountant Grant & Projects Control Manager
Absent:	Lisa Anaya-Flores John Löwe	City Councilor Deputy City Administrator

00:00:01 1. CALL TO ORDER

Budget Committee Chairman Edward Rodriguez called the meeting to order.

00:00:05 2. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM

City Administrator, Mike Hernandez called roll and it was determined by Chairman Edward Rodriguez that there was a Quorum of the Voting Members.
Present: Chairman Edward Rodriguez, Councilor Jason Shirley, and Councilor Wes Carter
Absent: Councilor Lisa Anaya-Flores

00:00:17 3. APPROVAL OF AGENDA

The motion was made by Councilor Shirley and seconded by Councilor Carter to approve the April 26, 2019 Budget Committee Meeting Agenda.

The Vote was as follows:
Yes: Rodriguez, Shirley, and Carter
No: None; Absent: Anaya-Flores

00:00:35 4. CONSIDER APPROVAL OF MINUTES OF SPECIAL BUDGET COMMITTEE MEETING HELD ON APRIL 12, 2019

The motion was made by Councilor Shirley and seconded by Councilor Carter to approve the April 12, 2019 Budget Committee Special Meeting Minutes.

The Vote was as follows:
Yes: Rodriguez, Shirley, and Carter
No: None; Absent: Anaya-Flores

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

- General Fund – Transfer out \$9,900 to Workers Comp Fund to increase contingency balance from \$100 to \$10,000 for workers comp claims
- Workers Comp – Transfer in \$9,900 from the General Fund to increase contingency balance from \$100 to \$10,000 for workers comp claims
- General Fund – Transfer out \$5,000,000 to CIEP to reserve excess GRTR to capital or other related project expenditures
- CIEP – Transfer in \$5,000,000 from the General Fund to reserve excess GRTR to capital or other related project expenditures
- General Fund – PER – Increase operations \$47,000 for the City portion of Pictometry Connect flight and photography
- General Fund – Performing Arts – Increase capital \$50,000 for the cost to complete the fire suppression sprinkler system
- Airport – Increase revenues \$20,000 (NMDOT Aviation Grant) and corresponding expenditure for airfield maintenance and consumable items \$20,000
- Local Government Correction – Increase operations \$300,000 for anticipated costs for ECDC prisoner housing for remaining fiscal year
- Water & Sewer – Water – Increase capital \$70,000 for additional funds for the increase of new water tap installations
- Water & Sewer – Double Eagle – Increase revenues \$50,000 (XTO Donation) and corresponding expenditure for the Double Eagle Phase III project \$50,000

The motion was made by Councilor Shirley and seconded by Councilor Carter to approve the Budget Adjustment Requests.

The Vote was as follows:

Yes: Rodriguez, Shirley, and Carter

No: None; Absent: Anaya-Flores

00:09:17 6. REVIEW OF INCREASE & DECREASE BUDGET ADJUSTMENTS

Director of Finance & Investments, Wendy Austin, explained the provided list of increase/decrease budget adjustments to the board. For these items, monies are simply transferred from one account to another with no change in the Fund.

- General Fund: Airport – Increase to operating to cover Airport expenses through the end of the fiscal year and Decrease to capital for surplus funding for fencing which will be used to cover operating expenses \$10,516
- Facility Maintenance: Community Development – Increase to capital to replace HVAC units at City Hall and Decrease to capital from surplus funding for storage building \$4,600
- Facility Maintenance: Community Development – Increase to operating for Halagueno Arts Park and Decrease to operating from excess Building Maintenance & Repair \$1,500
- Facility Maintenance: San Jose Sr. Rec Center – Increase to operating for Pate School and Decrease to operating from excess Building Maintenance & Repair \$2,500
- Lodgers Tax Non-Promotional – Increase to operating to repair flower beds at the PRV conference center and Decrease to capital due to covered shelter project at the PRV not being completed \$6,000
- Sports Complex – Increase to operating to cover expenses through the end of the fiscal year and Decrease to capital from excess YSC improvement funds \$32,500

- Water & Sewer: Water – Increase to capital to purchase a leased forklift and Decrease to operating from excess Equipment Maintenance & Repair \$11,364
- Water & Sewer: Lab – Increase to operating to purchase office chairs and lab supplies and Decrease to capital from surplus funding for equipment \$3,983
- Street Improvement – Increase to capital for ADA ramps at Lucky & Guadalupe and Decrease to capital from surplus funding for Calloway \$20,000

No Vote Required

00:17:10 7. CONSIDER APPROVAL OF THE FY 2019-20 INTERIM BUDGET

Mrs. Austin presented the final FY 2019-2020 Interim Budget to the board. A summary of changes resulting from the prior meeting held on April 18, 2019 was provided. The adjustments total is an increase of \$1,333,026 and Mrs. Austin stated that she has no concerns with the budget. The board was also informed that the City increased the transfer from the SWD Fund to the Debt Service Fund for the ARC Trucks to \$756,000 which essentially pays off the SWD Debt.

The motion was made by Councilor Shirley and seconded by Councilor Carter to approve the FY 2019-2020 Interim Budget.

The Vote was as follows:

Yes: Rodriguez, Shirley, and Carter

No: None; Absent: Anaya-Flores

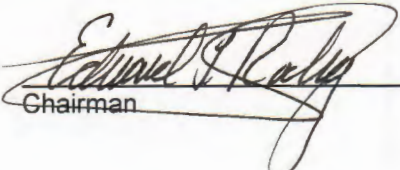
00:32:05 8. ADJOURN

The motion was made by Councilor Shirley and seconded by Councilor Carter to Adjourn.

The Vote was as follows:

Yes: Rodriguez, Shirley, and Carter

No: None; Absent: Anaya-Flores


Chairman