

**MINUTES OF THE CITY OF CARLSBAD BUDGET COMMITTEE MEETING HELD
IN THE CITY HALL PLANNING ROOM ON JANUARY 23, 2026, AT 3:30 P.M.**

Present: Jason O. Chavez Chairman/Councilor
Edward T. Rodriguez Councilor
Mark C. Walterscheid Councilor
Jeff Forrest Councilor

Absent:

Also Present: Wendy Austin City Manager
K.C Cass Chief of Operations
Nick Sullivan Projects Administrator
Jalynn Dominguez Open Meetings Act Manager
Stephan Brown Compliance Clerk
Melissa Salcido Finance Director
Jessica Ponce Budget/Grants Analyst
Tony Souza Fire Chief
Jessie Rodriguez Police Chief
Edwardo Duarte Assistant Chief of Police

Time Stamps and headings below correspond to recording of meeting and the recording is hereby made a part of the official record.

0:00:21 **1. ROLL CALL AND DETERMINATION OF QUORUM**

City Manager 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 Mark Walterscheid, Councilor Jeff Forrest

0:00:35 **2. APPROVAL OF MEETING MINUTES – DECEMBER 19, 2025**

The motion was made by Councilor Forrest and seconded by Councilor Walterscheid to approved the December 19, 2025 Budget Committee Meeting Minutes

The vote was as follows: Yes - Chavez, Rodriguez, Forrest and Walterscheid; No - None; Absent - None

0:00:50 **3. CONSIDER APPROVAL OF BUDGET ADJUSTMENT REQUESTS**

Mrs. Austin presented the budget adjustment requests to the Budget Committee. She explained that the first request is to increase labor in the General Fund for a Project Manager position at the Projects Department, in order to help with growing infrastructure. She said the next request is to increase labor for the Police department to add an additional animal control officer. **Mrs. Austin** asked Chief Rodriguez to give more details on the request. **Chief Rodriguez** stated that there is currently one animal control supervisor and two animal control officers. He said with the addition of an animal control officer it will improve weekend coverage, reduce response delays and provide staff with a safer workload. **Mrs. Austin** said next request is to increase revenue and labor for police officers who have completed 4, 9, 14 or 20 plus years with a New Mexico agency. She stated that this request would be a bonus for the officers that the state determines qualify for this disbursement. She said the next request is for the Capital Projects Fund to increase revenue and capital for \$1,455,650.00. **Mrs. Austin** asked Mr. Cass to explain more about this request. **Mr. Cass** stated that the pickleball courts will be moved to the east side of the old Pate school that will now be the Alejandro Ruiz Senior Recreation Center. He said that they are making these changes to make the trail system and pickle ball courts more accessible to the general public. **Mrs. Austin** said the next request is for Capital Projects Fund to increase revenue and capital by \$325,000.00. **Mrs. Austin** asked Chief Tony Souza to explain more about this request. **Chief Souza** stated that this request is to outfit the ambulances for Carlsbad Fire Department with the latest cardiac monitors. He said that with this grant the Fire department would have 7 of the LifePak 35 cardiac monitors all of the ambulances would be outfitted with a new cardiac monitor. **Mrs. Austin** said the next two requests are for the Kircher housing development project. She said the first request is to increase revenue and capital by \$2,000,000.00 and the second is for the water and sewer to increase revenue and capital by \$2,000,000.00. **Mrs. Austin** stated that Eddy County is providing this infrastructure money to the City of Carlsbad and the City if the one managing the project. **Mr. Cass** said that there is going to be approximately 48 lots.

- General Fund/Projects - Increase labor by \$53,713.86 to add a Project Manager position in the Projects department.
- General Fund/Public Safety - Increase labor by \$34,417.12 to add an Animal Control officer position for the Police department.
- DPS - Law Enforcement Retention Fund - Increase in revenue and labor by \$30,430.75 for police officers who have completed 4, 9, 14 or 20 plus years of employment with a New Mexico agency.
- Capital Projects Fund - Increase revenue and capital by \$1,455,650.00 for a grant from the NM department of Finance for the ARSC Outdoor Rec and Pickleball Court project.
- Capital Projects Fund - Increase revenue and capital by \$325,000.00 for a grant from Permian Strategic Partnership for the purchase of 5 LifePak 35 cardiac monitors to equip the CFD ambulances with upgraded technology.

- Capital Projects Fund – Increase revenue and capital by \$2,000,000.00 for the Kircher housing development projects by the amount of the county contribution.
- Water & Sewer Fund – Increase revenue and capital by \$2,000,000.00 for the Kircher housing development project by the amount of the county contribution for the water and sewer infrastructure.

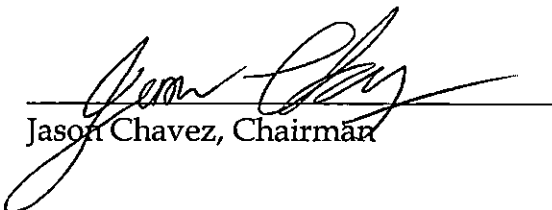
The motion was made by Councilor Forrest and seconded by Councilor Walterscheid to approve the Budget Adjustment Requests.

The vote was as follows: Yes - Chavez, Rodriguez, Forrest and Walterscheid; No - None; Absent - None

0:38:15 **4. BUDGET ADJUSTMENT INCREASE AND DECREASE**
 Mrs. Austin review the FY25/26 Increase/Decrease budget adjustments with the Budget Committee.

0:48:24 **5. FINANCIAL REVIEW**
 Ms. Salcido reviewed the Gross Receipts Tax and Cannabis Revenue reports. The updated 2026 Budget Committee meeting schedule was handed out.

1:04:46 **Adjourn**
 With no further business Chairman Chavez adjourned the meeting at 4:34 PM.



 Jason Chavez, Chairman

2-27-26

 Date