

CITY OF TRUTH OR CONSEQUENCES

LODGER'S TAX ADVISORY BOARD

WORKSHOP MINUTES

TUESDAY, APRIL 13, 2021

WORKSHOP MEETING

Workshop meeting of the Lodgers Tax Advisory Board of the City of Truth or Consequences, New Mexico to be held in the City Commission Chambers, 405 W. Third, Truth or Consequences, New Mexico, on Tuesday, April 13, 2021 at 12:00 pm.

CALL TO ORDER:

The meeting was called to order by Chairman Foerstner.

ROLL CALL:

Jake Foerstner, Chairman
Linda De Marino, Member
Teresa King, Member
Gina Kelley, Member

ALSO PRESENT:

Kristin Saavedra, Chief Procurement Officer/Administrative Assistant
Angela A. Torres, CMC City Clerk/Treasurer
Dawn C. Barclay, Deputy City Clerk

1. APPROVAL OF AGENDA:

Member King made a motion to approve the agenda.

Member De Marino seconded the motion. Motion carried unanimously.

1. DISCUSSION/ACTION: Lodgers Tax Application Changes.

The board began the Workshop by introducing sample handouts to be discuss in detail. Once the board came to an agreement on, if any, changes to the forms, it will then be presented and voted on at the LTAB SPECIAL MEETING immediately following this WORKSHOP. From there the board will recommend to the City Commission for approval.

COUNTY REPORT SAMPLE

Member Kelley presented a two page sample report that the County is currently using to report their Lodgers Tax budget, revenue, expenditures and remaining balance. She pointed out this is a quick and accurate view of the status of each recipient. She further suggested to do away with the Quarterly Reports currently being used and replace it with the County Report. Member Kelley gave credit to Member De Marino for the formula of 60/40 (40% marketing and 60% for the City to use for tourism related projects). After final review, it was decided to add a column to the "Lodgers Tax Financial Information" called "Balance Available for LTAB Awards". Keeping in mind the \$40,000 limit the LTAB is allowed to issue.

LODGERS TAX AWARD TRACKING

Board discussed and adopted a new way to help track award funding. The new form would be called the "Lodgers Tax Award Tracking Sheet". Information from this form will be inputted into a digital formatted document. This form would be for board use only as a way to help remember what was approved for funding at the last meeting and will be maintained by a board member.

2021-2022 LODGERS TAX GRANT APPLICATION

Member Kelley and Member De Marino's presented a form called "2021-2022 Lodgers' Tax Grant Application". They researched the City of Gallup and found the City's form met most of the requirements they were wanting to achieve. They discussed Part 3; combining #5 and #6, Part 5; removing the second check box and info, Part 6; remove the stated date of May 31, 2022 and replace with ...last business day of May and they made reference to line 5...evaluation report (can be created in the future).

LODGERS TAX REIMBURSEMENT REQUEST

Member De Marino presented the form called "Lodgers Tax Reimbursement Request". Suggestions were made to add the word VENDOR after the word Company, add a reminder clause addressing the due date, and add the word APPLICANT to the signature line.

2. DISCUSSION/ACTION: FY 21/22 Application Process.

CHECKLIST FOR CITY WEBSITE

Member Kelley made a suggestion to adopt the form called "Lodgers Tax Procedure for Applicants Checklist" with the following changes; make form accessible from the drop down list on the "I WANT TO..." tab located on the city home page, last bullet on form remove "City Manager's Office" and put "Chief Procurement Office", add proposed dates for LTAB meetings, wording describing pending City Commission approval, contract has to be signed upon approval by City Commission, submit to City Clerk's or Chief Procurement office.

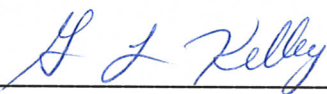
3. DISCUSSION/ACTION: Recommendations to the LTAB for proposed changes to the "Lodgers Tax Funding Guideline's Approved by the city commission 3/31/2019".

Board discussed with Ms. Saavedra revamping the layout of the existing "word.doc" for the Lodgers Tax Guidelines. The new layout will be presented at the next scheduled LTAB meeting.

4. ADJOURNMENT:

There being no further business to come before the Lodger's Tax Advisory Board, Member De Marino requested for a motion to adjourn meeting. Member King seconded the motion. Motion carried unanimously. The meeting was adjourned.

PASSED AND APPROVED ON THIS 24th DAY OF MAY 2021.



Jake Foerstner, Chairman *Gina Kelley*
Lodger's Tax Advisory Board *Vice Chairman*