

Summary Minutes of:

Lodgers Tax Advisory Board Meeting
June 16, 2010 10:00 A.M.
CITY HALL
COMMITTEE ROOM
405 N. Paseo de Oñate
Española, NM 87532

CALL TO ORDER BY THE COMMITTEE

MEETING CALLED TO ORDER AT 10:08 AM

Committee members present: Marlo Martinez, Diane Bowman, Weldon McCullough, Pete Valdez, Joann Casados

Staff members present: Ron Archuleta, Finance Director; Joyce Sandoval, Financial Specialist; Heather E. Velasquez, City Clerk

REORGANIZATION OF THE COMMITTEE TO SELECT A CHAIR AND VICE CHAIR

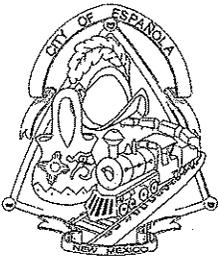
Motion was made by Pete Valdez to elect Marlo Martinez as Chairman; the motion was seconded by Joann Casados. Motion carried 5/0.

Mr. Martinez stated that he would like to utilize all services in the community to collaborate and move Lodgers Tax Forward. Mr. Weldon Mc McCullough stated that he would like to see a replacement serve in his capacity and would provide names to the Office of the City Clerk in order to provide to the Governing Body at their next City Council Meeting. Mr. Weldon McCullough made a motion to elect Ms. Joann Casados to elect as Vice-Chair, and the motion was seconded by Mr. Pete Valdez. Motion carried 5/0.

APPROVAL OF THE AGENDA

Agenda as presented

--Begin--



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CALL TO ORDER BY THE COMMITTEE

REORGANIZATION OF THE COMMITTEE TO SELECT A CHAIR AND VICE CHAIR

APPROVAL OF THE AGENDA

APPROVAL OF MINUTES FROM MEETING: October 30, 2009 and November 3, 2009

DISCUSSION ITEMS

1. Review of Lodgers Tax Fund by Finance Director
2. Presentation by City Clerk for Procedures for future Lodgers Tax Applications
3. Review pending applications and possible recommendation(s) to go to City Council on June 29, 2010.

ADJOURN

If you are an individual with a disability who is in need of an amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the City Clerk at 747-6019 at least three days prior to the meeting.

--END--

Motion made by Weldon McCullough to approve the agenda as presented, the motion was seconded by Diane Bowman. Motion carried 5/0.

APPROVAL OF MINUTES FROM MEETING: October 30, 2009 and November 3, 2009

Motion was made by Mr. Pete Valdez to approve the minutes as presented and seconded by Weldon Mc McCullough. The motion carried 5/0.

Discussion was entertained regarding previous minutes that included directives to staff and management regarding economic development. A recommendation was made to take a motion to the Governing Body to place a directive to

implement and to have a designated staff member assigned to work with the Lodgers Tax Board for Economic Development.

The formal motion was made by Pete Valdez and seconded by Weldon Mc McCullough. Motion carried 5/0.

DISCUSSION ITEMS

1. Review of Lodgers Tax Fund by Finance Director

Ms. Joyce Sandoval presented budget information and an explanation of the 214 and 215 Funds. She stated that allocation of the 214 Fund was as follows: debt service to a loan, the plaza fund, the administrative fee, the audit fees, and the distribution to the 215 fund for the allocation of grant applications. Ms. Sandoval stated that there will be a Lodger's Tax Audit and letters will be sent to entities in order to verify lodgers tax being received and allocated to the city for this purpose. She stated that the Lodgers Tax Fund has been slimmed down and allocations are being downsized. Mr. Ron Archuleta stated the current balance available was around \$3,500.00. Mr. Ron Archuleta stated that he couldn't answer why previous audits had not been completed. He stated that Lodger's Tax Audits would be completed in the future, possibly September and would keep the Lodger's Tax Board informed. Mr. Ron Archuleta also offered and supported ideas on one big event for the City in the future. The Lodger's Tax Board questioned how the allocation was originally decided upon for distributions of the 214 Fund. Ms. Diane Bowman stated that the city's website should also contain links for business in the local area. The City Clerk informed the committee that currently the city's website did include that information. Ms. Diane Bowman asked whether or not the involvement of the city had continued on the Northern Regionalization Collaboration of Economic Development.

A Motion was made by Joann Casados to coordinate a meeting with elected officials, business advisory committee and lodger's tax board in an effort to help promote and organize one big event to promote the Valley. The Lodger's Tax Board agreed to take the idea before the City Council on June 29, 2010. Mr. Weldon Mc McCullough seconded the motion. Motion carried 5/0.

2. Presentation by City Clerk for Procedures for future Lodgers Tax Applications

Heather E. Velasquez, City Clerk reviewed procedures as presented in their packets and stated the procedures for new grant applications should be followed, in accordance with State Statute Governing Lodgers Tax. It was stressed by the City Clerk, that applications reviewed by the Lodger's Tax Board were not to be approved by the board, but presented as a recommendation to the Governing Body. City Clerk, Heather Velasquez reiterated that only the Governing Body has the authority by State Statute to distribute the allocation of the Lodgers Tax Fund. The Lodger's Tax Board was all in agreement and no questions were entertained.

3. Review pending applications and possible recommendation(s) to go to City Council on June 29, 2010.

Mr. Ron Archuleta stated that the bank balance at Valley National Bank was inconsistent with the balance in the Lodger's Tax Fund Reports as listed by Caselle.

A Motion was made by Mr. Pete Valdez and seconded by Weldon Mc McCullough in order to table the applications until the next meeting. Motion carried 5/0.

ADJOURNMENT

A Motion was made by Pete Valdez to adjourn and the motion was seconded by Joann Casados. Motion carried 5/0.

Minutes taken and transcribed Heather E. Velasquez, City Clerk

APPROVED AND ADOPTED THIS 15TH DAY OF SEPTEMBER 2010.

Electronically Signed
Marlo Martinez, Chair

ATTEST:


Heather Velasquez, City Clerk



Lodger's Tax Board Meeting
June 16, 2010