

**MINUTES OF THE OCCUPANCY
TAX BOARD WORKSHOP
Tuesday, July 19, 2022 2:30 p.m.**

Committee Chair: Kerry Moore
Committee Members: Bonnie Bitzer, Justin
Jones, Sandra England, Patricia Andrade-Loranca
Staff Coordinator: Kevin Wilson

Notice of this workshop was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 22-14

A. CALL TO ORDER

The workshop was called to order at 2:30 p.m.

B. ROLL CALL

Members present: Kerry Moore, Sandra England, Patricia Andrade-Loranca.
Staff present: Kevin Wilson.
Attending virtually via GoToMeeting: Rita Kane-Doerhoefer.

C. APPROVAL OF AGENDA

Member Andrade-Loranca moved to accept the meeting agenda. Member England was the second. The vote was 3-0 in favor. The motion passed.

D. NON-ACTION ITEMS

Welcome to new members: Chair Moore welcomed members England and Andrade-Loranca, who were participating in their first board activity since their June appointments.
Meeting process review and discussion: Kevin Wilson, the city's staff representative for the board, was joined by Chair Moore in discussing the structure of board meetings, the process for motions and votes and the exact verbiage for recommending funding requests to the Finance Board.

Wilson also discussed the purpose of lodgers' tax and the board's duties in recommending funding awards. The Lodgers' Tax Fund budget allocation for fiscal year 2023 is \$100,000, and the board is scheduled in August to cover the second round of applications. The first round covered events between July and December, with the City Council approving up to \$59,000 in reimbursement on a 50% basis of eligible expenses between five events. The second round of applications are due in August for events taking place from January and June of 2023. The board will have \$41,000 in its pool for recommendations at its Aug. 16 meeting.

Wilson and Moore told members the lodgers' tax awards are for promotion of events that generate hotel stays, and not for general event expenses. Members were given a sample Lodgers' Tax Funding Request as an exercise to discern what expenses were eligible.

Reports; Lodgers' Tax, Convention Center collections: In May 2022, the city received \$123,992 in lodgers' tax payments and \$68,583 in Convention Center fee payments. Through

May, fiscal year collections were \$1,269,656 for lodgers' taxes and \$683,548 for Convention Center fees.

E. ADJOURNMENT

Member England moved to adjourn the workshop. Member Andrade-Loranca was the second. The vote was 3-0 in favor. The motion passed. The workshop was adjourned at 3:51 p.m. The next Occupancy Tax Board meeting is scheduled for 2:30 p.m. Aug. 16.