



Board of County Commissioners

Meeting Agenda San Miguel County Lodgers' Tax Advisory Board Special Meeting County Commission Chambers-County Annex 500 W. National Avenue, Suite 200 Las Vegas, NM 87701

Thursday, February 22, 2024
2:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/82143849903>

Opening Business

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Salutation of the New Mexico State Flag
 - "I salute the flag of the State of New Mexico and the Zia Symbol of perfect friendship among United Cultures."
5. Approval of the Agenda
6. Approval of Minutes – February 1, 2024

Business Items

7. Presentation from Lodgers' Tax Applicant, Shelley Oram, Chair of the Pecos Business Association to include Q&A with the Lodgers' Tax Advisory Board (*Discussion Only*)
 - Pecos Business Association was the only applicant to formally apply for the 2024 Lodgers' Tax Grant Cycle which opened on January 1, 2024 and ended on January 31, 2024
8. Review/Discussion of Grant Application for Pecos Business Association-- Amanda Salas, Planning & Zoning Director (*Discussion/Action*)
9. Discussion to Recommend Approval or Denial of Lodgers' Tax Grant Application for Pecos Business Association to the San Miguel County Board of Commissioners -- Amanda Salas, Planning & Zoning Director (*Discussion/Action*)
10. Current Lodgers' Tax Budget Review --Amanda Salas, Planning & Zoning Director (*Discussion/Action*)

Administrative

13. Next Regular Meeting Date – Tuesday April 30, 2024 at 2:00 p.m.

Adjournment

Administration Complex
500 West National Avenue, Suite 203 Las Vegas, New Mexico 87701 (505) 454-1074 phone

Harold M Garcia
Chair-District 1

Janice C. Varela
Vice-Chair-District 2

Max O Trujillo
Commissioner- District 3

Martin Sena
Commissioner-District 4

Kenneth C. Medina
Commissioner- District 5

Joy Ansley
County Manager

Jesus Romero
Deputy County Manager



Planning & Zoning Division

Amanda C. Salas, Director

San Miguel County Planning & Zoning Lodgers' Tax Advisory Board Regular Meeting Minutes

Thursday, February 1, 2024

2:00 p.m.

San Miguel County Courthouse

500 West National Ave., Las Vegas, NM 87701

Harold M Garcia
Chair-District 1

Janice C. Varela
Vice-Chair-District 2

Max O Trujillo
Commissioner- District 3

Martin Sena
Commissioner-District 4

Kenneth C. Medina
Commissioner- District 5

Joy Ansley
County Manager

Jesus Romero
Deputy County Manager

The San Miguel County Planning & Zoning Lodgers Tax Advisory Board a Special Meeting on Thursday February 1, 2024 at 2:00 p.m. The meeting convened at the San Miguel Administrative Complex located at 500 West National Avenue, Suite 200 Las Vegas New Mexico 87701

Opening Business

1. Call to Order

San Miguel County Lodgers Tax Madam Chair Kimberly Allen called the Meeting to order at 2:00 p.m.

2. Roll Call

Upon Roll Call Madam Chair Kimberly Allen-present, Vice-Chair Aubri Martinez-absent, Board Member Diane Moore-present, Board Member John Ussery-present, Board Member John Villanueva-present. A quorum was duly established

3. Pledge of Allegiance

San Miguel County Lodgers' Tax Advisory Board Chairman Kimberly Allen led the Chamber in the pledge

4. Salutation of the New Mexico State Flag



Board of County Commissioners

"I salute the flag of the State of New Mexico and the Zia Symbol of perfect friendship among the United Cultures".

5. Approval of the Agenda

Motion made by Board Member Diane Moore to approve agenda. Second by Board Member John Ussery. Motion Carried.

6. Approval of Minutes-December 6, 2023

Motion made by Board Member Diane Moore to approve minutes for December 6, 2023. Second by Madam Chair Kimberly Allen. Motion Carried.

7. Public Input

No Public Input

Business Items

8. Introduction of new Lodgers' Tax Board Member John Villanueva (Discussion Only)-Amanda Salas, Planning & Zoning Director

San Miguel County Director Amanda Salas introduced New Lodgers' Tax Board Member John Villanueva.

9. Overview of Lodgers' Tax Application Cycle for 2024(Discussion Only)- Amanda Salas, Planning & Zoning Director

San Miguel County Planning and Zoning Director Amanda Salas informed the Lodgers Tax Advisory Board that we opened up an application for grant funding cycle for the month of January 2024. The goal was to get some applicants for small projects, for infrastructure related projects and any kind of additional projects they may have going on. Our deadline for the application was yesterday January 31, 2024 at 5:00 p.m. mountain standard time and we only received one applicant. We are also in the process of administering our RFP within this next coming month. San Miguel County Planning & Zoning



Board of County Commissioners

Director Amanda Salas talked about the back ground info for an RFP. We had two separate objectives which was one just for the smaller projects like events. Then we have an RFP which is a large project and this is for destination marketing services. Amanda Salas did mention that the anticipation for this meeting was to prepare the Lodgers' Tax Advisory Board moving forward for possibly and extensive amount of applications. Amanda Salas mentioned that she advertised in the News Paper twice for the legal sections, and also placement add in the paper & a press release for the newspaper which was also put on their website and shared with other community members. Amanda Salas mentioned she did receive some inquiries from different people. Amanda Salas mentioned her projection is to leave the application up on the website for now to see if we get some more applicants.

10. Review of Lodgers' Tax Application Process (Discussion/Action)-Amanda Salas, Planning & Zoning Director

San Miguel County Director Amanda Salas went over the application process with the Lodgers' Tax Advisory Board.

1. Applicants will be placed on the Lodgers' Tax Advisory Board agenda in the order the completed application is submitted.
2. Applicants shall attend the meeting and make a brief presentation (5 minutes maximum) at which time the application will be reviewed. The board may ask questions for clarification if necessary.
3. Awards shall be made to the responsible applicant(s) whose presentations are most advantageous in promoting tourism in the San Miguel County.
4. Applications shall be evaluated on the basis of demonstrated competence and qualification for the type of service required, and based on the criteria set forth in the proposal. The Lodgers' Tax Advisory Board will evaluate all proposals along with the Planning & Zoning Director and Finance Director or designee.
5. The Lodger's Tax Advisory Board will make a recommendation to the County Commission for the recommended funding award for each applicant. We had generally set it a \$5,000 for each project.
6. The County Commission will review all recommendations and formally award amounts at their discretion at their next regular meeting. Award amounts are dependent upon available funding, the number of proposals received and the quality of the proposals.
7. Award decisions will be returned in writing to all recipients indicating approval or disapproval from the Planning & Zoning Division of the funding amount approved by the County Commission, administrative guidelines and any special conditions of funding (if applicable).



Board of County Commissioners

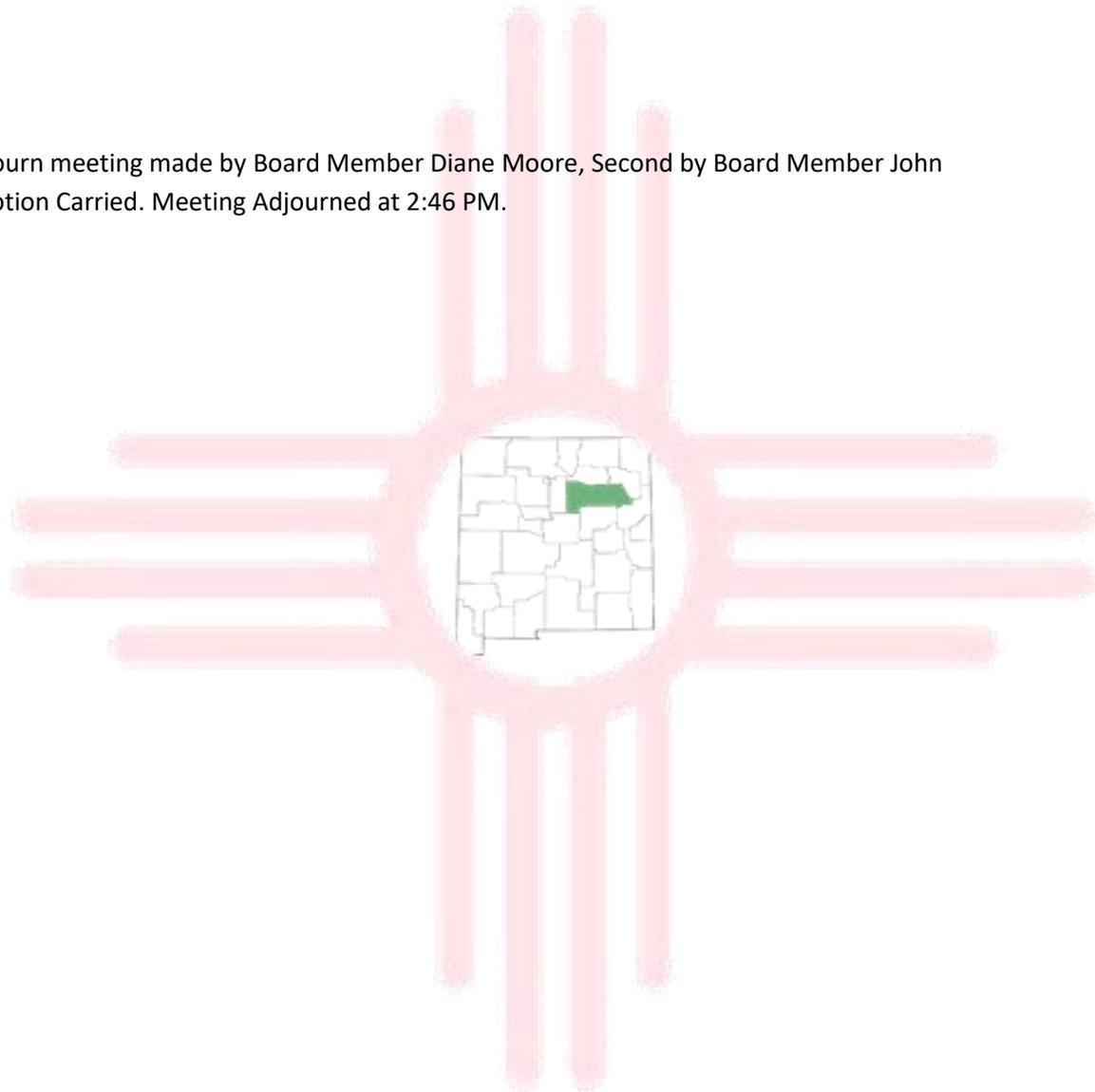
Administrative

11. Next Possible Meeting Date (Special)-Thursday, February 22, 2024 at 2:00p.m.

Discussion was made with the Board to possibly hold the next meeting on February 22, 2024 or February 29, 2024.

Adjournment

Motion to adjourn meeting made by Board Member Diane Moore, Second by Board Member John Villanueva. Motion Carried. Meeting Adjourned at 2:46 PM.





Board of County Commissioners

Chairman Kimberly Allen

Amanda Salas, Planning & Zoning Director

ATTEST

Louanna Ortega, San Miguel County Clerk

Minutes submitted by Erica Sena

