



ORDINANCE NO. 22-1262

Lodgers' Tax Ordinance

BE IT ORDAINED BY THE GOVERNING BODY OF THE MUNICIPALITY OF GRANTS, NEW MEXICO:

SECTION 1. REPEALER. This ordinance repeals and replaces Ordinance No. 98-1013 in its entirety and repeals and replaces Ordinance No. 14-1204 in its entirety and repeals all other ordinances and parts of ordinances in conflict with the provisions of this ordinance. This ordinance shall be known as and cited as the "Lodgers' Tax Ordinance."

SECTION 2. PURPOSE. The purpose of the Lodger's Tax Ordinance is to impose a tax that shall be borne by persons using commercial lodging accommodations, which tax shall provide revenues for the purpose of advertising, publicizing and promoting tourist-related attractions, facilities and events, and acquiring, establishing and operating tourist-related facilities, attractions or transportation systems, as authorized in Section 17 of this Ordinance.

SECTION 3. DEFINITIONS. As used in the Lodgers' Tax Ordinance:

- A. "Board" means the Advisory Board established herein to make recommendations to the governing body, keep minutes of its proceedings and submit its recommendations, correspondence and other pertinent documents to the Governing Body;
- B. "City Clerk" means the City Clerk of Grants, New Mexico;
- C. "Governing Body" has the meaning given in the City Charter;
- D. "gross taxable-rent" means the total amount of rent paid for lodging, not including the state gross receipts tax or local sales taxes;
- E. "Lodgers' Tax Act" means NMSA 1978, Sections 3-38-13 *et seq.*;
- F. "lodging" means the rooms or other accommodations furnished by a vendor to a vendee who for rent uses, possesses or has the right to use or possess any room or rooms or other units of accommodations in or at a taxable premises;
- G. "lodgings" means the rooms or other accommodations furnished by a vendor to a vendee by a taxable service of lodgings;

- H. "City" means the City of Grants, New Mexico;
- I. "occupancy tax" means the tax on lodging authorized by the Lodgers' Tax Act and this Lodger's Tax Ordinance;
- J. "person" means a corporation, firm, other body corporate, partnership, association or individual; person includes an executor, administrator, trustee, receiver or other representative appointed according to law and acting in a representative capacity, but does not include the United States of America, the State of New Mexico, any corporation, department, instrumentality or agency of the federal government or the state government, or any political subdivision of the state;
- K. "rent" means the consideration received by a vendor in money, credits, property or other consideration valued in money for lodgings subject to an occupancy tax authorized in the Lodgers' Tax Act;
- L. "taxable premises" means a hotel, motel, or other premises used for lodging that is not the vendee's household or primary residence
- M. "temporary lodging" means lodgings for the purpose of housing a vendee within proximity of the vendee's employment or job location;
- N. "tourist" means a person who travels for the purpose of business, pleasure or culture to a municipality or county imposing an occupancy tax;
- O. "tourist-related events" means events that are planned for, promoted to and attended by tourists;
- P. "tourist-related facilities and attractions" means facilities and attractions that are intended to be used by or visited by tourists;
- Q. "tourist-related transportation systems" means transportation systems that provide transportation for tourists to and from tourist-related facilities, attractions and events;
- R. "vendee" means a natural person to whom lodgings are furnished in the exercise of the taxable service of lodging; and
- S. "vendor" means a person or the person's agent furnishing lodgings in the exercise of the taxable service of lodging.

SECTION 4. IMPOSITION OF TAX. There is hereby imposed an occupancy tax of five percent (5%) of gross taxable rent for lodging within the City paid to vendors.

SECTION 5. LICENSING.

- A. No vendor shall engage in the business of providing lodging in the City who has first not obtained a license as provided in this section.
- B. Applicants for a vendor's license shall submit an application to the City Clerk or designee stating:
- (1) The name of the vendor, including identification of any person, as defined in this ordinance, who owns or operates, or both owns and operates a place of lodging and the name or trade names under which the vendor proposes to do business and the post office address thereof;
 - (2) A description of the facilities, including the number of rooms and the usual schedule of rates therefor;
 - (3) A description of other facilities provided by vendor or others to users of the lodgings such as restaurant, bar, cleaning, laundry, courtesy car or others, and a statement identifying the license issued, to whom issued, the authority issuing, and the period for which issued. If applicable, also the identification number provided by the State of New Mexico Taxation and Revenue Department;
 - (4) The nature of the business of the vendor and to what extent, if any, his business is exempt from the occupancy tax;
 - (5) Other information reasonably necessary to affect a determination of eligibility for such license.
- C. The City Clerk or designee shall review applications for license within ten (10) days of receipt thereof; and grant the license in due course if the applicant is doing business subject to the occupancy tax;
- D. An applicant who is dissatisfied with the decision may appeal the decision to the Governing Body by written notice to the City Clerk of such appeal to be made within fifteen (15) days of the date of the decision of the City Clerk. The matter shall be referred to the Governing Body for hearing at a regular or special meeting in the usual course of business. The decision of the Governing Body made thereof shall be expressed in writing and be communicated in the same manner as the decision of the City Clerk is transmitted. The action of the Governing Body shall be deemed final;
- E. If the Governing Body finds for the applicant, the City Clerk shall issue the appropriate license or other notice conforming to the decision made by the

Governing Body.

SECTION 6. EXEMPTIONS.

The occupancy tax shall not apply:

- A. if a vendee:
 - i. has been a permanent resident of the taxable premises for a period of at least thirty (30) consecutive days, unless those premises are temporary lodging; or
 - ii. enters into or has entered into a written agreement for lodgings at the taxable premises for a period of at least thirty (30) consecutive days, unless those premises are temporary lodging;
- B. if the rent paid by the vendee is less than two dollars (\$2.00) a day;
- C. to lodging accommodations at institutions of the federal government, the State of New Mexico or any political subdivision thereof;
- D. to lodging accommodations at religious, charitable, educational or philanthropic institutions, including without limitation such accommodations at summer camps operated by such institutions;
- E. to clinics, hospitals or other medical facilities; or
- F. to privately owned and operated convalescent homes, or homes for the aged, infirm, indigent or chronically ill.

SECTION 7. COLLECTION OF THE TAX AND REPORTING PROCEDURES.

- A. Every vendor providing lodgings shall collect the tax thereon on behalf of the City and shall act as a trustee therefor.
- B. The tax shall be collected from vendees and shall be charged separately from the rent fixed by the vendor for the lodgings.
- C. Each vendor licensed under this ordinance shall be liable to the City for the tax provided herein on the rent paid for lodging at his respective place of business.
- D. Each vendor shall make a report by the twenty-fifth (25) day of each month, on forms provided by the City Clerk, of the receipts for lodging in the preceding calendar month, and shall submit the proceeds of the occupancy tax to the City and include sufficient information to enable the City to audit the reports and shall be verified on oath by the vendor.

SECTION 8. DUTIES OF THE VENDOR. Vendor shall maintain adequate records of facilities subject to the tax and of proceeds received for the use thereof. Such records shall be maintained in City Hall, Grants, New Mexico, and shall be open to the inspection of the City during regular business hours and shall be retained for three (3) years.

SECTION 9. ENFORCEMENT.

- A. An action to enforce the Lodgers' Tax Act may be brought by;
 - (1) the attorney general or the district attorney in the district court in Cibola County of jurisdiction; or
 - (2) a vendor who is collecting the proceeds of an occupancy tax in the district court in Cibola County of jurisdiction.
- B. A district court may issue a writ of mandamus or order an injunction or other appropriate remedy to enforce the provisions of the Lodgers' Tax Act.
- C. The court shall award costs and reasonable attorneys' fees to the prevailing party in a court action to enforce the provision of the Lodgers' Tax Act.

SECTION 10. FAILURE TO MAKE RETURN; COMPUTATION, CIVIL PENALTY AND NOTICE, COLLECTION OF DELINQUENCIES; OCCUPANCY TAX IS A LIEN.

- A. Every vendor is liable for the payment of the proceeds of any occupancy tax that the vendor failed to remit to the City, whether due to his failure to collect the tax or otherwise. Every vendor shall be liable for the tax plus a civil penalty equal to the greater of 10 percent (10%) of the amount not remitted or one hundred dollars (\$100). The City Clerk shall give the delinquent vendor written notice of the delinquency, which notice shall be mailed to the vendor's local address.
- B. If payments are not received within fifteen (15) days of the mailing of the notice, the City may bring an action in law or equity in the district court for the collection of any amounts due, including without limitation penalties thereon, interest on the unpaid principal at a rate not exceeding one percent (1%) a month. If the City attempts collection through an attorney or the City attorney for any purpose with regard to this Ordinance, the vendor shall be liable to the City for all costs, fees paid to the attorney or City attorney, and all other expenses incurred in connection therewith.
- C. The occupancy tax imposed by the City constitutes a lien in favor of the City upon the personal and real property of the vendor providing lodgings. The

lien may be enforced as provided in Sections 3-36-1 through 3-36-7 NMSA 1978. Priority of the lien shall be determined from the date of filing.

- D. Under process or order of court, no person shall sell the property of a vendor without first ascertaining from the City Clerk or Treasurer the amount of any occupancy tax due the City. Any occupancy tax due the City shall be paid from the proceeds of the sale before payment is made to the judgment creditor or any other person with a claim on the proceeds of the sale.

SECTION 11. CRIMINAL PENALTIES. Any person who violates the provisions of the Lodgers' Tax Ordinance for a failure to pay the tax, to remit proceeds thereof to the City, or properly account for any lodging and tax proceeds pertaining thereto, or for violating the confidentiality provisions of Section 15 of the Lodger's Tax Ordinance shall be guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed five hundred dollars (\$500) or by imprisonment not to exceed ninety (90) days, or both.

SECTION 12. REFUNDS AND CREDITS. If any person believes he has made payment of any, Lodgers' Tax in excess of that for which he was liable, he may claim a refund thereof by directing to the City Clerk, no later than ninety (90) days from the date of payment was made, a written claim for refund. Every claim for refund shall state the nature of the person's complaint and the affirmative relief requested. The City Clerk shall allow the claim in whole or in part or may deny it. Refunds of tax and interest erroneously paid and amounting to one hundred dollars (\$100) or more may be made only with the approval of the Governing Body.

SECTION 13. VENDOR AUDITS.

- A. The City shall conduct audits to verify the amount of gross rent subject to the occupancy tax and to ensure that the full amount of occupancy tax on the rent is collected from each vendor audited
 - i. If the City collects more than \$250,000 per year in occupancy tax, the Governing Body shall randomly select one or more vendors for audit annually.
 - ii. If the City collects less than \$250,000 per year in occupancy tax, the Governing Body shall conduct random audits.
- B. The Governing Body shall determine each year the number of vendors within the City to audit.
- C. The audits may be performed by the City Clerk or by any other designee of the Governing Body. A copy of audits completed shall be filed annually with the Local Government Division of the Department of Finance and Administration.

SECTION 14. FINANCIAL REPORTING.

- A. The Governing Body shall furnish to the Advisory Board that portion of any proposed budget, report or audit filed or received by the Governing Body pursuant to either Chapter 6, Article 6 NMSA 1978 or the Audit Act that relates to expenditure of occupancy tax funds within ten (10) days of the filing or receipt of such proposed budget, report or audit by the Governing Body.
- B. The Governing Body shall report to the Local Government Division of the Department of Finance and Administration on a quarterly basis any expenditure of occupancy tax funds pursuant to Sections 3-38-15 and 3-38-21 NMSA 1978 and shall furnish a copy of this report to the Advisory Board when it is filed with the Division.

SECTION 15. CONFIDENTIALITY OF RETURN AND AUDIT.

It is unlawful for any employee of the City to reveal to any individual other than another employee of the City any information contained in the return or audit of any taxpayer, including vendors subject to the Lodgers' Tax Act, except to a court of competent jurisdiction in response to an order thereof in an action relating to taxes to which the City is a party, and in which information sought is material to the inquiry; to the taxpayer or to the taxpayer's authorized representative; and in such manner, for statistical purposes, the information revealed is not identified as applicable to any individual taxpayer.

SECTION 16. ADMINISTRATION OF LODGERS' TAX MONIES COLLECTED.

- A. The Governing Body shall administer the Lodgers' Tax monies collected.
 - B. The Mayor, subject to confirmation of the governing body, pursuant to Sections 3.02, Article III City Charter of the City of Grants, New Mexico, Amended January 2020, shall appoint a five (5) member Advisory Board. The board will consist of two (2) members who are owners or operators of lodgings subject to the occupancy tax within the City, two (2) members who are owners or operators of industries located within the City that primarily provide services or products to tourists and one (1) member who is a resident of the City and represents the general public.
 - C. The Board shall submit to the Mayor and Governing Body recommendations for the expenditure of funds as authorized pursuant to Section 17 of the Lodger's Tax Ordinance for advertising, publicizing and promoting tourist attractions, facilities and events in the City and surrounding area. The Board shall function as an advisory board only and is not authorized to expend public funds.
 - D. The Board shall advise the Mayor and Governing Body on the expenditure of funds authorized by Section 17 of the Lodger's Tax Ordinance for advertising publicizing, and promoting tourist attractions, facilities and events in the Municipality and surrounding
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area. The board shall function as an advisory board only and is not authorized to expend public funds.

- E. The Advisory Board shall review and approve all invoices and supporting documentation for eligible uses of the proceeds from the occupancy tax prior to approving payment to any person who has furnished goods or services for such eligible uses and submitted an invoice for payment. The City Finance Department shall provide the Board with assistance for this purpose. The Board's review and approval is in addition to the recommendation of the City Finance Department. In the event of a conflict concerning the approval and payment of any invoice between the Board and the City Finance Department, the Governing Body shall make the final determination.
- F. Members of the Advisory Board shall serve at the pleasure of the Governing Body and may be removed from the Board at the discretion of the Governing Body. Additionally, any member of the Advisory Board who is absent from three meetings in any fiscal year may be removed from the Board by a majority vote of the Board members present, including the member at issue. The Mayor, subject to approval by the Governing Body, shall appoint a member to serve the remainder of the term of any vacancy on the Board.

SECTION 17. ELIGIBLE USES OF LODGERS' TAX PROCEEDS.

- A. The portions of proceeds from the occupancy tax that are collected based on the first thirty days a vendee rents lodgings in taxable premises shall be used as follows:

Not less than one-half (1/2) of the proceeds from the first three percent (3%) of the tax and not less than one-fourth (1/4) of the proceeds from the tax in excess of three percent (3%) shall be used for advertising, publicizing and promoting tourist-related attractions, facilities and events of the Municipality or county and tourist facilities or attractions within the area.

- B. The proceeds from the occupancy tax that are required to be used to advertise, publicize and promote tourist-related attractions, facilities and events shall be used within two (2) years of the close of the fiscal year in which they were collected and shall not be accumulated beyond that date or used for any other purpose.
- C. With any proceeds from the occupancy tax in excess of the amount required to be used for advertising, publicizing and promoting tourist-related attractions, facilities and events within the area, the City may defray the costs of:
 - i. collecting and otherwise administering the tax, including the performance of audits required by the Lodgers' Tax Act pursuant to guidelines issued by the Department of Finance and Administration;
 - ii. establishing, operating, purchasing, constructing, otherwise acquiring, reconstructing, extending, improving, equipping, furnishing or acquiring real property or any interest in real property for the site or grounds for tourist-related facilities, attractions or transportation systems of the City

or in Cibola County;

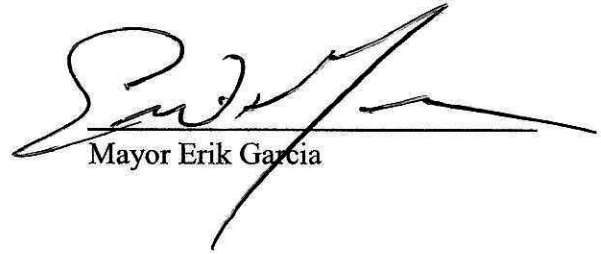
- iii. the principal of and interest on any prior redemption premiums due in connection with and any other charges pertaining to revenue bonds authorized by Section 3-38-23 or Section 3-38-2 NMSA 1978.
 - iv. advertising, publicizing and promoting tourist-related attractions, facilities and events of the City and tourist facilities or attractions within the area.
 - v. providing police and fire protection and sanitation service for tourist-related events, facilities and attractions located in the City; or
 - vi. any combination of the foregoing purposes or transactions stated in this section, but for no other City purpose.
- D. The City may use the proceeds from the occupancy tax that are collected based upon the thirty-first and subsequent days a vendee rents lodgings in taxable premises for the following purposes: [list purposes]
- E. Any person who is being paid from the proceeds of the occupancy tax for the provision of goods or services that are eligible uses of occupancy tax proceeds shall provide invoices along with supporting documentation for eligible goods or services furnished in the previous month to the City no later than five (5) business days prior to the regularly scheduled meeting of the Advisory Board if approval of payment of such invoices are on the agenda for such meeting. Failure to submit such invoices and supporting documentation as required above may result in a denial of payment.
- F. All invoices for payment from the proceeds of the occupancy tax for the provisions of goods or services within the fiscal year must be submitted to the City no later than ten (10) days prior to June 30 of the fiscal year, along with available supporting documentation, including for goods or services which have or will be provided during the month of June of said fiscal year. Failure to submit such invoices and supporting documentation as required above may result in a denial of payment.
- G. Any person who enters into a contract for the provision of goods and services for eligible uses of occupancy tax proceeds which has been approved by the Governing Body and recommended by the Board must furnish the goods or services described in the contract and may not substitute or change such goods or services unless the Governing Body has previously approved an amendment to the contract authorizing the same.

SECTION 18. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

Effective Date: This ordinance shall take effect five (5) days after publication by title and general summary.

SIGNED, PASSED, APPROVED, and ADOPTED on this 27th day of July 2022.




Mayor Erik Garcia

ATTEST:


Frances Salas, City Clerk