



# Board of County Commissioners

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

Wednesday, December 6, 2023  
2:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/81953273260>

## 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 – October 24, 2023
7. Public Input

## Business Items

8. County Map Creation for Tourism Marketing Needs- (Discussion Only)- Kenneth Abeyta, San Miguel County IT Director
9. Approval from SMC Board of Commissioners to proceed with Marketing RFP/Applications at November's Regular Meeting – (Discussion Only) - Amanda Salas, Planning & Zoning Director
10. Draft of Lodgers' Tax Guide and Application (Discussion Only)- Amanda Salas, Planning & Zoning Director

## Administrative

11. Next Meeting Date (Special) – Thursday, February 1 at 2:00 p.m.

## Adjournment

*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*

Administration Complex

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





# Planning & Zoning Division

Amanda C. Salas, Director

## San Miguel County Planning & Zoning Commission Lodgers Tax Regular Special Meeting Minutes

Tuesday, October 24, 2023

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 Tuesday October 12, 2023 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-present, Board Member Diane Moore-present, Board Member John Ussery-absent, Board Member Paul Aragon-absent. A quorum was duly established

#### **3. Pledge of Allegiance**

San Miguel County Planning & Zoning Chairman Kimberly Allen led the Chamber in the pledge

#### **4. Salutation of the New Mexico State Flag**

Administration Complex  
500 West National Avenue, Suite 201 Las Vegas, New Mexico 87701 (505) 425-9333 phone (505) 425-7019 fax



# 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 Vice-Chair Aubri Martinez to approve agenda. Second by Board Member Diane Moore. Motion Carried.

## 6. Approval of Minutes- September 26, 2023

Motion made by Vice-Chair Aubri Martinez to approve minutes for September 26, 2023 with correction to Item #13. Second by Board Member Diane Moore. Motion Carried.

## Business Items

## 7. Current Lodgers Tax Budget (Discussion Only)-Amanda Salas, Planning & Zoning Director

San Miguel County Director Amanda Salas presented a packet to the Lodgers Tax Board. Ms. Salas explained that the packet has the expenditures and what each Lodger has submitted to the County over the years. Ms. Salas mentioned that the current bank account balance as of October 18, 2023 is \$282,521.47.

## 8. Status on updated Lodgers Tax Application (Discussion Only)- Amanda Salas, Planning & Zoning Director/Joy Ansley, County Manager

San Miguel County Planning and Zoning Director Amanda Salas presented to the Lodgers Tax Board standard operating procedures for the application, general guidelines of what we discussed at the last meeting. General application process post evaluation for all of the events.

## 9. Recommended Marketing Direction (Discussion/Action)-Amanda Salas, Planning & Zoning Director/Joy Ansley, County Manager



## Board of County Commissioners

San Miguel County Director Amanda Salas requested to the Lodgers Tax Board a discussion for a County-wide RFP for advertising, marketing promotion and event/project Application. San Miguel County Manager Joy Ansley mentioned that going both directions was a great idea and really liked the idea of a marketing RFP.

Motion made to approve a County-wide proposing and putting together the wording for a County-wide RFP for Advertising and Marketing Application to propose to the commission by Vice-Chair Aubri Martinez, Second by Madam Chair Kimberly Allen. Motion Carried.

Motion made to continue to create event and project application for infrastructure and other county related grants by Vice- Chair Aubri Martinez, Second by Madam Chair Kimberly Allen. Motion Carried.

### **10. Recommended Defined Language for RFP (Discussion/Action)-Amanda Salas, Planning Zoning Director/Joy Ansley, County Manager**

San Miguel County Planning & Zoning Director Amanda Salas informed to the Lodgers Tax Board that creating an interactive digital map and also a version to print out would be a great idea. Ms. Salas mentioned that San Miguel County IT Director Kenneth Abeyta would be willing to help with this process. Ms. Salas also went over suggested Language for the RFP based on cost.

Motion made to move forward with using the suggested language with notes from the board for an RFP by Vice-Chair Aubri Martinez, Second by Madam Chair Kimberly Allen. Motion Carried.

### **11. Recommended Amounts for Allocation Based off Current Budget/Marketing Proposal (Discussion/Action) Amanda Salas, Planning & Zoning Director/Joy Ansley, County Manager**

San Miguel County Planning & Zoning Director Amanda Salas informed the Lodgers Tax Board on the approximate amount to spend.

#### **Scenario #1**

\$189,897.63 is the approximate amount to spend by June 30, 2023. Ms. Salas mentioned that she put a calculation that the DFA requires for project for Advertising and infrastructure. The amount for advertising is \$151,918.10 and the amount for Infrastructure is \$37,979.53 with a remaining balance in



# Board of County Commissioners

the account of \$92,623.84. Ms. Salas mentioned that we would have to reach out to DFA if we could utilize those monies.

## **Scenario #2**

Ms. Salas mentioned that we can safely utilize the money of \$158,117.53. Ms. Salas recommended that we can utilize \$100,000.00 for marketing and \$51,000.00-\$58,000.00 towards an application process.

Motion made to expend \$100,000.00 to be allocated for Marketing RFP and the remaining \$51,000.00 or \$58,000.00 depending on the scenario for Project & Event grants by Vice-Chair Aubri Martinez, Second by Board Member Diane Moore. Motion Carried.

## **12. Recommended Date to Open Applications (Discussion/Action)-Amanda Salas, Planning & Zoning Director/Joy Ansley, County Manager**

San Miguel County Director Amanda Salas recommended to the Lodgers Tax Board to open the application on January 1, 2024 and close it on January 31, 2024.

Motion made to Open Application for events on January 1, 2024 and Close application on January 31, 2024 by Madam Chair Kimberly Allen, Second by Vice-Chair Aubri Martinez. Motion Carried.

## **13. Present to County Commission (Discussion/Action)-Amanda Salas, Planning & Zoning Director/Joy Ansley, County Manager**

San Miguel County Director Amanda Salas recommended to the Lodgers Tax Board that we move forward and make a recommendation for a Countywide RFP and Event Application process and go over the funds in the next County Commission Meeting.

## **14. Next Lodgers Advisory Board Meeting Date-Tuesday, November 28 @ 2:00p.m.**

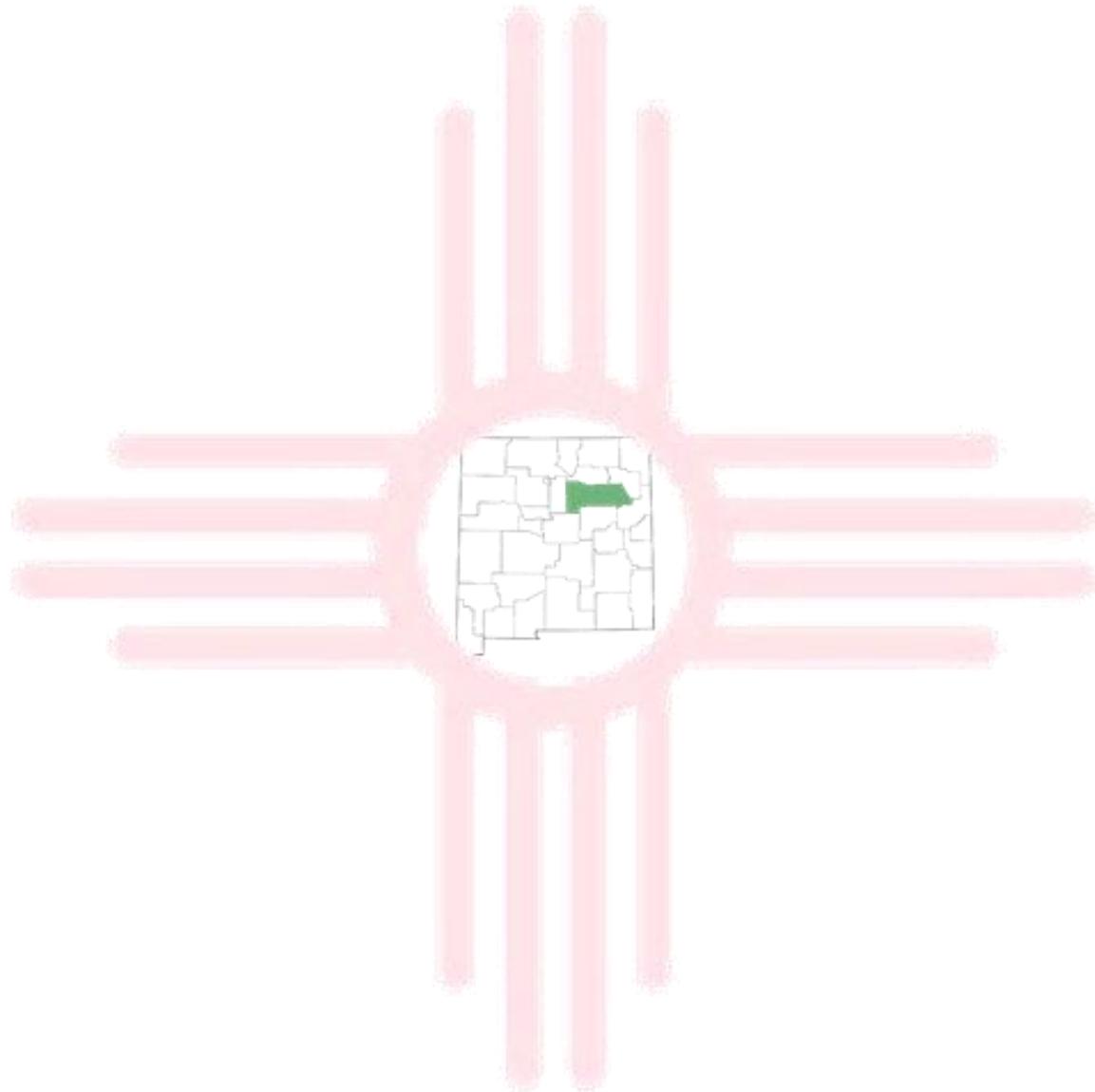
Motion made to have the next Lodgers Tax Board Meeting on Tuesday November 28, 2023 at 2:00pm by Vice-Chair Aubri Martinez, Second by Madam Chair Kimberly Allen. Motion Carried.



# *Board of County Commissioners*

## 15. Adjournment

Motion to adjourn meeting made by Board Member Diane Moore, Second by Vice-Chair Aubri Martinez. Motion Carried. Meeting Adjourned at 3:12 PM.





# Board of County Commissioners

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Chairman Kimberly Allen

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Amanda Salas, Planning & Zoning Director

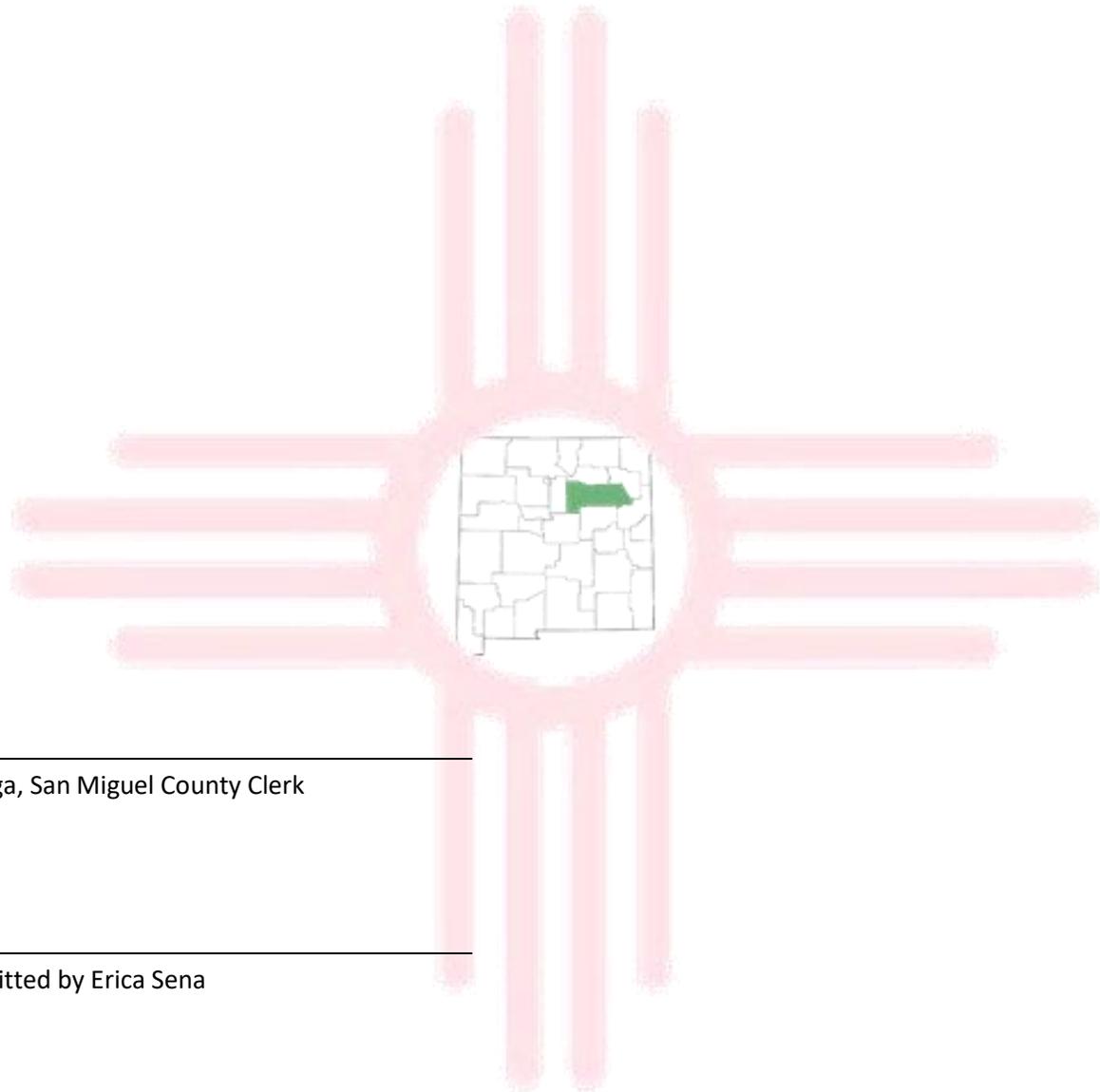
**ATTEST**

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Louanna Ortega, San Miguel County Clerk

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Minutes submitted by Erica Sena





# LODGERS' TAX APPLICATION AND GUIDE

**Contact Info for Questions:**

[pandz@co.sanmiguel.nm.us](mailto:pandz@co.sanmiguel.nm.us)

505-454-1074

**Submit completed applications to:**

San Miguel County Planning & Zoning Division

500 West National Ave., 203

Las Vegas, NM 87701

## **San Miguel County Funding Application Guide**

### **For Advertising, Publicizing and Promoting Tourist-related Facilities, Attractions and Tourist-related Events**

By state statute, the primary use of Lodgers' Tax is to advertise an event, tourist venue and/or community to attract visitors to the area for overnight stays. Lodgers' Tax funding is public money and, therefore, is given at the discretion of County Commission and is subject to all applicable state and local laws. If your organization is granted funding, you must submit proper documentation in order to be reimbursed within the same fiscal year that your event occurs, unless otherwise permitted. Lodgers' Tax funding is not guaranteed year after year, and is awarded only after recommendation by the Lodgers' Tax Advisory Board and final approval by the San Miguel County Board of Commissioners.

The purpose of these guidelines is to provide a fair, equitable and uniform funding process to organizations in San Miguel County and to provide procedures to apply for and receive funding towards groups, events, services, and programs that benefit residents in the unincorporated areas of San Miguel County. *Lodgers' Tax funds are allocated on a first-come, first-serve basis and cannot be guaranteed to any applicant.*

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#### ***Who can apply?***

- ❖ Any organization which promotes travel and tourism for the benefit of San Miguel County, has an established organization, demonstrates leadership, can accomplish the proposed project or event, and can comply with all applicable conditions. Lodgers' Tax is collected from individuals who stay in lodging facilities within the unincorporated areas of San Miguel County. An organization may have a worthy community project, however, if the project does not promote tourism or tourist attractions, the organization **will not** qualify for Lodgers' Tax Funds. The end goal should be to promote and strengthen the tourism economy of San Miguel County.

## Eligible Expenses for Lodgers' Tax Funding

The items listed below are generally ACCEPTABLE expenses related to advertising:

- ❖ Radio, television, newspaper, billboard or magazine advertisements
- ❖ Posters, brochures, flyers, postcards, or other marketing materials
- ❖ Postage for mailing of marketing materials
- ❖ Banners with ONLY the San Miguel County logo
- ❖ Website, Facebook, or other internet paid advertising placement
- ❖ Free T-shirts for registration participants or attendees
- ❖ Police, Fire and Sanitation services are recognized as eligible expenses.

## Ineligible Expenses for Lodgers' Tax Funding

The items listed below are generally NOT ACCEPTABLE expenses related to events and do not constitute an all-inclusive list:

- ❖ Administrative, operational, or event manager costs (includes marketing firm services)
- ❖ Costumes
- ❖ Payments, other than placed advertisements, for entertainment
- ❖ Equipment rental
- ❖ Food or beverages (including water) provided for entertainment, judges, contestants, workers, or as hospitality
- ❖ Gifts or in-kind expenses
- ❖ Lodging or travel
- ❖ Monetary awards
- ❖ Programs given out during the event
- ❖ Rent of facility
- ❖ Thank you advertisements after the event
- ❖ Website construction or maintenance
- ❖ Any use unable to be determined as acceptable after follow-up with finance and legal.

#### **NEEDED DOCUMENTS BY ELIGIBLE APPLICANTS:**

- ❖ Business Registration License with San Miguel County
- ❖ NM State Gross Receipts Tax ID Registration
- ❖ Internal Revenue Service form 501(C)3, proof of non-profit status (if applicable)
- ❖ New Mexico State Non-Taxable Taxation Certificate (if applicable)
- ❖ Letter from the fiscal agent (if applicable)
- ❖ Attach a page identifying the director/board members/committee chairs of the organizations with contact information for each one and a short paragraph of qualifications.

### **When and How to Apply**

- ❖ Applications must be submitted at least 90 days prior to the event/project. Entities are strongly encouraged to submit requests in advance of the three-month deadline. Requests that are submitted which do not comply with the provision of submission three months prior to the event may not be considered by County personnel.
- ❖ For Events in the Unincorporated Areas Only: If the applicant is requesting sponsorship from Lodgers' Tax funds, a Temporary Use Permit application will be a part of the event approval process. Applicant must agree to follow the submission time requirements as outlined in the Temporary Use Permit.
- ❖ As the authorized county official, the Planning & Zoning Director is responsible for accepting Lodgers' Tax funding applications, reviewing proposals, and working with applicants to ensure that the process is as efficient as possible and the events are in keeping within county ordinance, guidelines and state statute.
- ❖ San Miguel County reserves the right to request supplementary information in support of the application.
- ❖ All applications can be mailed to Attn: Planning & Zoning Division, 500 West National Ave. Suite 2023, Las Vegas, New Mexico 87701 or downloaded through the County website [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us).

### **Application Process**

- ❖ All organizations will be notified by mail when their application is received. The organization will be notified when their application will go before the Lodger's Tax Advisory Board, where a short presentation (no more than 5 minutes) will be required.
- ❖ Applicants will be placed on the Lodgers' Tax Advisory Board agenda in the order the completed application is submitted.
- ❖ 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.

- ❖ Awards shall be made to the responsible applicant(s) whose presentations are most advantageous in promoting tourism in the San Miguel County.
- ❖ 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.
- ❖ The Lodger's Tax Advisory Board will make a recommendation to the County Commission for the recommended funding award for each applicant. The County Commission will then award amount 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.
- ❖ The applicant must agree to provide 100% of the eligible costs at the application process. Eligible costs will be reimbursed by San Miguel County, pursuant to the monetary award only. No advances will be given to applicants.
- ❖ Decisions will be returned in writing to the applicant indicating approval or disapproval. Approved projects will receive notification from the Planning & Zoning Division of the funding amount, administrative guidelines and any special conditions of funding.
- ❖ **Event Dates, Cancellations and Changes-** All recipients of Lodgers' Tax funds are responsible for completing the proposed project within the approved time-period upon the application. Changes to event dates must be submitted in writing no less than 30 days prior to the event in order for consideration.

### Branding Requirements

- ❖ All recipients of Lodgers' Tax funds must include the San Miguel County, NM logo to all print and digital advertisements, brochures and other materials including the phrase: "Paid in part by the San Miguel County, NM Lodger's Tax Fund. The phrase must also be added to any verbal advertisements such radio, television etc.
- ❖ Applicant must agree to use the phrase: "Paid in part by the San Miguel County, NM Lodger's Tax Fund" and/or the San Miguel County logo in any advertisement or marketing for their event, including radio/TV advertisements.

### Photo Requirement

- ❖ After the event/project, if applicable, you are required to submit a minimum of three (3) high resolution or clearly defined photos of your event to the Lodger's Tax Office for use in promotion on the San Miguel County website and for potential tourism marketing. Please provide a letter from the photographer with permission for usage in digital and print media which states how the photographer wishes to be credited. Failure to provide the required photographs may disqualify you for future funding.

## Reporting Requirements & Timelines

**NOTE: Failure to file timely may result in denial of future requests.**

- ❖ ***No later than 90 days*** after completion of the project, each recipient of Lodgers' Tax funds will submit to the Planning & Zoning Department as per the following:
  - Evaluation Report (Appendix B of the Application):
  - Completed Expenditures Report (Appendix C of the application)
  - Receipts/invoices and proof of payment, accompanied by proof of payment such as credit card receipts, checks etc.
  - Itemized invoices which must be post-dated after issuance of Lodgers' Tax fund award
  
- ❖ Reimbursement checks will be processed and mailed within 15 days of receipt of documentation.
  
- ❖ If entities do not retrieve funds from San Miguel County during the allocated time, all approved funds shall be replaced to unencumbered status in the San Miguel County Lodgers' Tax Fund and shall be considered available funds for future requests.

**SUBMIT ALL MATERIALS TO:**

San Miguel County Planning & Zoning Division  
500 West National Ave., Suite 202  
Las Vegas, NM 87701

**In-person materials drop off at the Planning & Zoning Division.**



# San Miguel County Lodgers' Tax Application for Events, Projects and Infrastructure

<b>PART 1: PROJECT INFORMATION</b>				10 points
ORGANIZATION NAME				
ORGANIZATION ADDRESS				
EVENT NAME				
EVENT DATES		TO		
EVENT ORGANIZER				
EVENT LOCATION				
ORGANIZER TITLE				
ORGANIZER PHONE				
ORGANIZER EMAIL				
CONTACT PERSON IF DIFFERENT FROM ABOVE				
CONTACT PHONE & EMAIL FOR SECONDARY PERSON				

<b>PART 2: PROJECT COST AND FUNDING REQUEST</b>		20 points
<b>LODGERS' TAX FUNDING REQUESTED:</b>		
TOTAL ANTICIPATED PROJECT/ EVENT COST		
ADDITIONAL FUNDING SOURCES		
IN-KIND CONTRIBUTIONS		
ANTICIPATED ATTENDANCE (not including staff)		
TOTAL NUMBER OF STAFF/VOLUNTEERS		



**PART 4: LODGER’S TAX GOALS & PURPOSES**

30 points

*Lodgers' Tax Funds are allocated to meet the purposes and goals of San Miguel County regarding advertising, marketing, and promotion of tourist related events, activities and facilities.*

DESCRIBE HOW YOUR EVENT WILL INCREASE TOURISM IN THE AREA AND IMPACT LODGING:

DESCRIBE ANY PARTNERSHIPS/COLLABORATIONS YOU WILL ENGAGE IN TO SUCCESSFULLY COMPLETE YOUR EVENT/PROJECT:

BY SUBMITTING THIS APPLICATION, YOU AGREE TO THE FOLLOWING (INITIAL EACH):

\_\_\_\_\_ PROMOTE A POSITIVE IMAGE FOR SAN MIGUEL COUNTY

\_\_\_\_\_ INCREASE YOUR ORGANIZATION’S CAPACITY TO DEVELOP RESOURCES & FUNDS TO REDUCE RELIANCE ON LODGER’S TAX FUNDING

\_\_\_\_\_ SUBMIT MATERIALS ONLY RELATED TO ADVERTISING, PROMOTION, AND MARKETING OF THE EVENT/ PROJECT IN SAN MIGUEL COUNTY THAT USE THE SAN MIGUEL COUNTY LOGO/PHRASE PER BRAND GUIDELINES.

**PART 5: FINANCIAL DISCLOSURE CHECKLIST**

10 points

*AS PER SAN MIGUEL COUNTY LODGER’S TAX RULES, ALL APPLICANTS FOR LODGER’S TAX FUNDS MUST SUBMIT THE FOLLOWING INFORMATION:*

- COMPLETE BUDGET REPORT FOR EVENT/PROJECT (APPENDIX A OF APPLICATION)
- FIRST TIME APPLICANTS: A WRITTEN FUNDRAISING PLAN WITH COMPLETE LIST OF FUNDING SOURCES FOR REPEAT APPLICANTS: A WRITTEN STATEMENT EXPLAINING HOW YOUR ORGANIZATION IS CULTIVAT-ING ON-GOING SOURCES THAT REDUCES RELIANCE ON LODGERS' TAX FUNDING.

## **PART 6: ASSURANCES AND CERTIFICATIONS**

I/WE CERTIFY THAT I/WE AM/ARE AUTHORIZED TO ACT ON THE BEHALF OF THE ORGANIZATION MAKING THIS APPLICATION AND THAT THE STATEMENTS HEREIN ARE COMPLETE AND ACCURATE TO THE BEST OF MY/OUR KNOWLEDGE.

IF FUNDED, WE WILL KEEP A CLEAR AND ACCURATE ACCOUNTING OF HOW THE FUNDS WERE USED AND WILL SUBMIT COPIES OF ALL INVOICES THAT WERE PAID WITH LODGER'S TAX GRANT FUNDS. WE WILL EVALUATE THE USE OF FUNDS AS REQUIRED AND APPROVED FOR SAN MIGUEL COUNTY, AND WILL DELIVER AN ANNUAL EVALUATION REPORT TO THE COUNTY ON OR BEFORE THE ESTABLISHED DATE OF SUBMITTAL

PRINT YOUR NAME AND TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE OF SUBMISSION: \_\_\_\_\_

## LODGER'S TAX PROPOSAL LETTER OF TRANSMITTAL

THE UNDERSIGNED CERTIFIES THAT THEY HAVE READ AND UNDERSTAND THE ABOVE GENERAL CONDITIONS AND THAT THEY ACCEPT THESE CONDITIONS AND SUBMIT THE ATTACHED PROPOSAL IN FULL COMPLIANCE WITH THESE CONDITIONS AND THE APPLICABLE SPECIFICATIONS.

IN SUBMITTING THIS PROPOSAL, THE OFFEROR REPRESENTS THAT THE OFFEROR HAS FAMILIARIZED THEMSELVES WITH THE NATURE AND EXTENT OF THE REQUEST FOR PROPOSALS DEALING WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS WHICH ARE PART OF THESE REQUEST PROPOSALS. THE OFFEROR WILL COMPLY WITH ALL APPLICABLE FEDERAL AND STATE LAWS, LOCAL ORDINANCES AND THE RULES AND REGULATIONS OF ALL AUTHORITIES HAVING JURISDICTION OVER SERVICES BEING PROVIDED.

EVALUATIONS AND FINANCIAL STATEMENTS ARE A REQUIREMENT OF THE PROPOSALS AND MUST BE SUBMITTED IN A TIMELY MANNER, BUT NO LATER THAN THIRTY (30) DAYS AFTER THE EVENT/PROJECT. FAILURE TO SUBMIT FINANCIAL STATEMENTS AND EVALUATIONS WILL BE CAUSE FOR REJECTION OF FUTURE AWARDS.

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE/POSITION \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST & ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



# Appendix B

## EVALUATION FORM- Page 1 of 2

### LODGERS' TAX SUMMARY REPORT (Turn in no later than 90 days after event)

**Contact Information**

Organization Name (As listed on W9)	
Event Name	
Event Date(s)	
Event Organizer & Title within Organization	
Phone Number of Event Organizer	
Email of Event Organizer	
Event Location(s)	

**Results**

Number of participants at your event <b>(excluding volunteers and staff)</b>	
Number of volunteers/staffs at your event	

**Specify OTHER revenue sources contracted**

Name of Business/Organization	Amount Awarded	Date Funding Awarded

**EVALUATION FORM-Page 2 of 2**

**LODGERS' TAX SUMMARY REPORT  
(Turn in no later than 90 days after event)**

1. How did you calculate your event attendance?

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2. Describe your advertising/marketing/promotional plan and how you used the funds to achieve it:

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3. Describe the event's impact on businesses and residents located in San Miguel County:

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Signature of person completing evaluation: \_\_\_\_\_ Date: \_\_\_\_\_

**Failure to submit an evaluation form and post-event expense report may result in denial of future requested funding.**



# San Miguel County



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500 West National Avenue Las Vegas, NM 87701

## Lodgers' Tax Request Form

USE OF PROCEEDS: For advertising, publicizing, and promoting tourist-related facilities and attractions and tourist related events in San Miguel County. The proceeds collected by the County, pursuant to county ordinance and state statute must be expended within (2) two years of the fiscal year in which they were collected.

FACILITIES: Any organization which promotes travel and tourism for the benefit of San Miguel County.

**The Lodgers' Tax Advisory Committee has a recommendation for the San Miguel County Board of County Commissioners:**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of event \_\_\_\_\_

\$ Amount Requested \_\_\_\_\_

Non-Promotional Funding \_\_\_\_\_

Promotional Funding \_\_\_\_\_

Administrative Cost \_\_\_\_\_

<u>BUSINESS NAME &amp; ADDRESS</u>	<u>AMOUNT REQUESTED</u>	<u>RECOMMENDED FOR APPROVAL BY:</u>

APPROVED IN LODGERS' TAX ADVISORY BOARD MEETING THIS \_\_\_\_ DAY OF \_\_\_\_\_

Witness my hand and seal on this \_\_\_\_ day of \_\_\_\_\_.

**LODGERS' TAX ADVISORY BOARD SAN MIGUEL COUNTY, NEW MEXICO**

\_\_\_\_\_

This guide and application has been PASSED, APPROVED AND ADOPTED ON THE \_\_\_\_ day of \_\_\_\_\_, and SHALL TAKE EFFECT ON \_\_\_\_\_.

**BOARD OF COMMISSIONERS OF SAN MIGUEL COUNTY, NEW MEXICO**

\_\_\_\_\_  
**Chairman**

\_\_\_\_\_  
**Vice-Chairman**

\_\_\_\_\_  
**Member**

\_\_\_\_\_  
**Member**

\_\_\_\_\_  
**Member**

**ATTESTED**

\_\_\_\_\_  
**County Clerk**