

**CITY OF TRUTH OR CONSEQUENCES
LODGERS TAX ADVISORY BOARD
AGENDA
MONDAY, MAY 24, 2021**

REGULAR MEETING

Regular meeting of the Lodgers Tax Advisory Board of the City of Truth or Consequences, New Mexico to be held on Monday, May 24, 2021 at 12:00 p.m. in the City Commission Chambers, 405 W. 3rd St, Truth or Consequences, NM 87901.

CALL TO ORDER

ROLL CALL:

Jake Foerstner, Chairman
Gina Kelley, Vice-Chairman
Theresa King, Member
Linda De Marino, Member

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES:

- a. Regular Meeting of March 30, 2021
- b. Workshop Meeting of April 13, 2021
- c. Special Meeting of April 13, 2021

3. COMMENTS FROM THE PUBLIC (3 minute rule applies)

4. RESPONSE TO COMMENTS FROM THE PUBLIC

5. OLD BUSINESS:

- a. Discussion/Action: Recommendations for the proposed changes to the Lodgers Tax Funding Guideline's approved by the City Commission on 3/31/2019.

6. NEW BUSINESS:

- a. Discussion/Review: Lodgers Tax Recipients 3rd Quarter Reports. Kristin Saavedra, Chief Procurement Officer
- b. Discussion/Action: Review/adoption of Expenditure Guidelines Chart. Vice-Chairman Kelley
- c. Discussion/Action: Chamber of Commerce FY 21/22 Request for Funding. Kristin Saavedra, Chief Procurement Officer

7. REPORTS FROM THE BOARD

8. REPORTS FROM STAFF

9. ADJOURNMENT

The meeting will be available via teleconference using the information listed below. Please note that beginning July 1, 2021, we will no longer stream city meetings via teleconference.

The public is welcome to attend in person.

**Lodgers Tax Advisory Board Meeting
Mon, May 24, 2021 12:00 PM**

Please join my meeting from your computer, tablet or smartphone.

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2. APPROVAL OF MINUTES:

- a. Regular Minutes for March 30, 2021.**

CITY OF TRUTH OR CONSEQUENCES

LODGER'S TAX ADVISORY BOARD

MINUTES

TUESDAY, MARCH 30, 2021

REGULAR MEETING

Regular meeting of the Lodgers Tax Advisory Board of the City of Truth or Consequences, New Mexico to be held in the City Commission Chambers, 405 W. Third, Truth or Consequences, New Mexico, on Tuesday, March 30, 2021 at 5:30 pm.

CALL TO ORDER:

The meeting was called to order by Chairman Foerstner.

ROLL CALL:

Jake Foerstner, Chairman
Linda De Marino, Member
Teresa King, Member
Gina Kelley, Member

ALSO PRESENT:

Kristin Saavedra, Chief Procurement Officer/Administrative Assistant
Angela A. Torres, CMC City Clerk/Treasurer
Dawn C. Barclay, Deputy City Clerk

1. APPROVAL OF AGENDA:

Member King made a motion to approve the agenda. Member De Marino seconded the motion. Motion carried unanimously.

2. APPROVAL OF MINUTES:

- a. Regular Minutes from January 26, 2021

Vice-Chairman Kelley made a motion to approve the minutes with changes. Member De Marino seconded the motion. Motion carried unanimously.

3. COMMENTS FROM THE PUBLIC:

There were no comments from the public.

4. RESPONSE TO COMMENTS FROM THE PUBLIC:

There were no responses to comments from the public.

5. OLD BUSINESS:

- a. **Discussion/Action: Application Review & Allocation Recommendations for FY 2020/2021.**

- i. Chamber of Commerce

Board began to review the application, Member King noted she is recusing herself. Cary (Jagger) Gustin was present and was the representative for the Chamber of Commerce. His first request was to fund a business relocation packet with City related topics such as; electric rates, contact numbers for county office, what does a three bedroom house costs. This packet will be targeted to prospective businesses that would like to relocate to TorC. The Arts Council has donated colored paper and folders to put together approximately 40 packets as well as an electronic version of the packet would also be available and will be made accessible to the Economic group. His second request was to fund yearly maintenance for their new website. Prior website service was located out of the country and has been terminated and website dissolved. Mr. Gustin has found a local person who can provide yearly website maintenance service and has created a new website. The funding portion is for a yearly website maintenance contract and to reimburse for his time designing the new website. Ms. Saavedra advised, the application would have had to been approved first in order to fund that money. Application should have been submitted before the work was performed. Chamber stated only \$210 was paid out-of-pocket against the submitted total of \$1,650 for the design of the home page (to keep web address active). \$1,440 is what will be owed if funds are approved for the website service contract. The board did not have a problem funding the \$55 for the packet but also suggested they work with MainStreet so they can help promote the packet digitally.

Member De Marino made a motion to fund a total of \$1,495.44; \$1,440.00 for the website and \$55.44 for the business information. Member Kelley seconded the motion. Motion carried unanimously.

ii. Veterans Memorial Park & Museum

Windy Barnes and Maggie Allen were representatives for the VMPPM. Ms. Barnes began by explaining the reasoning for the new vinyl for the billboard. The board suggested replacing the wording "New Granite" with the word "Veterans". Maggie Allen explained, they were advised by Mr. Madrid that the "New Granite Memorial Wall" should be in large letters. She explained to the board that having a granite wall in the state of NM is a major attraction. The board was adamant about reversing the wording arrangement from the large wording (NEW GRANITE MEMORIAL WALL) to the smaller wording that reads (TorC Veteran's Memorial & Museum).

The board and Ms. Saavedra had some concerns regarding if the billboard qualified for the 75% funding. A reminder from the board was brought up, the packet was supposed to reflect and state that marketing was supposed to be done outside of Sierra County not spent. The way it reads now, it excludes our local's from performing any printing services. Ms. Saavedra noted that the State Statute will have to be researched. So in conclusion Ms. Saavedra confirmed the billboard, because it was designed by a company outside of the County it qualifies for the 75% funding. Ms. Barnes confirmed to the board the pamphlets are printing within the City of TorC that meets the 25% funding requirements.

Member De Marino made a motion to approve \$1,176.00 for the printing of the vinyl and to reverse the wording with "New Granite Memorial Wall" with "T or C Veteran's Memorial & Museum" and approve the printing of the pamphlet's, while the State Statue guidelines are researched so the appropriate amount can be allocated when funds are ready to be released. Member Kelley and Member King seconded. Motion carried unanimously.

Member Kelley made a motion to amend the Veteran's Memorial Park and Hamilton Museum. Lodger's Tax request to approve both the billboard sign on I-25 for \$1,176.00 and the pamphlet's at \$1,106.64. Member Kelley seconded. Motion carried unanimously.

iii. Sierra Arts Council – Funding for brochure's

Mr. Gustin presented the pamphlet handout (please find attached), it is a reprint with updates. He explained they are widely spread around our City, distributed during Art Hop, at all visitor's centers, galleries, spas, hotel, and Chamber office down town, Geronimo Museum as well as being distribute through the Sierra Arts Council mailing list to help bring funds in from out of town. Pamphlets were printed locally. They did obtained three quotes from Exacta Printing, The Copy Shop and GPK Media Sentinel. Printing will be for approx. 1,000 copies.

Member De Marino requested a copy of the State Statute be added to the Guidelines and be noted in a different color format.

Member De Marino made a motion with some exceptions, to approve \$1,130.00 for the reprint of the Muriel Brochure and Gallery Brochure. It does not include the Membership Brochure. Member King seconded. Motion carried unanimously.

b. Discussion/Action: Lodgers Tax Application Changes

Member Kelley made a motion to table 5.b, 6.a and 6.b until the workshop in April 2021. Member King seconded motion. Motion carried unanimously.

6. NEW BUSINESS:

a. Discussion/Update: FY 21/22 Application Process.

- i. Application Guideline's
- ii. Eligibility Requirement's
- iii. Application Deadline
- iv. LTAB Allocation Meeting Date
- v. City Commission Approval of Allocation Date

b. Discussion/Action: Recommendations to the LTAB for proposed changes to the "Lodgers Tax Funding Guideline's Approved by City Commission 3/31/2019".

a. LTFG Page 27

- 1. Proposed change to page 5 of the LTFG.
- 2. Proposed change to page 6 of the LTFG.
- 3. Proposed change to page 7 of the LTFG.

b. LTFG Page 28

- 1. Proposed change to page 13 of the LTFG.
- 2. Proposed change to page 20 of the LTFG.
- 3. Proposed change to page 22 of the LTFG.

c. LTFG Page 29

- 1. ...continued; Proposed change to page 22 of the LTFG.

Motion carried over from 5.b (Member Kelley made a motion to table 5.b, 6.a and 6.b until the workshop in April 2021. Member King seconded motion. Motion carried unanimously.)

1. COMMENTS FROM THE BOARD

Board Members stated they are still hoping to receive a report showing various Lodger's Tax fund information; like how much is being allocated and where remaining funds may be going. They also noted they would like to see where the Convention Center funds are being allocated to and how much is left to allocate. This information can be put in a very simple format/overview. Clerk Torres reassured she will check with Finance Department. The board noted they have asked for this information through past meetings. The board addressed another concern's with what was stated in a prior meeting with Mr. Madrid about the timing of Lodger's Tax money. It was understood that

Lodger's Tax money can be extended out for 2 years. The board is under the assumption that whatever monies are not allocated, can be rolled over to the next fiscal year. Ms. Saavedra will confirm. Chairman Foerstner stressed how important a fillable pdf. form application is needed.

2. COMMENTS FROM STAFF

Ms. Saavedra offered a date to schedule a workshop on April 13, 2021. City Clerk Torres confirmed date is available.

3. ADJOURNMENT

There being no further business to come before the Lodger's Tax Advisory Board, Chairman Foerstner made a motion to adjourn meeting. Member De Marino and Member King seconded the motion. Motion carried unanimously. The meeting was adjourned.

PASSED AND APPROVED ON THIS 24th DAY OF MAY 2021.

Jake Foerstner, Chairman
Lodger's Tax Advisory Board

2. APPROVAL OF MINUTES:

b. Workshop Minutes for April 13, 2021.

CITY OF TRUTH OR CONSEQUENCES

LODGER'S TAX ADVISORY BOARD

WORKSHOP MINUTES

TUESDAY, APRIL 13, 2021

WORKSHOP MEETING

Workshop meeting of the Lodgers Tax Advisory Board of the City of Truth or Consequences, New Mexico to be held in the City Commission Chambers, 405 W. Third, Truth or Consequences, New Mexico, on Tuesday, April 13, 2021 at 12:00 pm.

CALL TO ORDER:

The meeting was called to order by Chairman Foerstner.

ROLL CALL:

Jake Foerstner, Chairman
Linda De Marino, Member
Teresa King, Member
Gina Kelley, Member

ALSO PRESENT:

Kristin Saavedra, Chief Procurement Officer/Administrative Assistant
Angela A. Torres, CMC City Clerk/Treasurer
Dawn C. Barclay, Deputy City Clerk

1. APPROVAL OF AGENDA:

Member King made a motion to approve the agenda.

Member De Marino seconded the motion. Motion carried unanimously.

1. DISCUSSION/ACTION: Lodgers Tax Application Changes.

The board began the Workshop by introducing sample handouts to be discuss in detail. Once the board came to an agreement on, if any, changes to the forms, it will then be presented and voted on at the LTAB SPECIAL MEETING immediately following this WORKSHOP. From there the board will recommend to the City Commission for approval.

COUNTY REPORT SAMPLE

Member Kelley presented a two page sample report that the County is currently using to report their Lodgers Tax budget, revenue, expenditures and remaining balance. She pointed out this is a quick and accurate view of the status of each recipient. She further suggested to do away with the Quarterly Reports currently being used and replace it with the County Report. Member Kelley gave credit to Member De Marino for the formula of 60/40 (40% marketing and 60% for the City to use for tourism related projects). After final review, it was decided to add a column to the "Lodgers Tax Financial Information" called "Balance Available for LTAB Awards". Keeping in mind the \$40,000 limit the LTAB is allowed to issue.

LODGERS TAX AWARD TRACKING

Board discussed and adopted a new way to help track award funding. The new form would be called the "Lodgers Tax Award Tracking Sheet". Information from this form will be inputted into a digital formatted document. This form would be for board use only as a way to help remember what was approved for funding at the last meeting and will be maintained by a board member.

2021-2022 LODGERS TAX GRANT APPLICATION

Member Kelley and Member De Marino's presented a form called "2021-2022 Lodgers' Tax Grant Application". They researched the City of Gallup and found the City's form met most of the requirements they were wanting to achieve. They discussed Part 3; combining #5 and #6, Part 5; removing the second check box and info, Part 6; remove the stated date of May 31, 2022 and replace with ...last business day of May and they made reference to line 5...evaluation report (can be created in the future).

LODGERS TAX REIMBURSEMENT REQUEST

Member De Marino presented the form called "Lodgers Tax Reimbursement Request". Suggestions were made to add the word VENDOR after the word Company, add a reminder clause addressing the due date, and add the word APPLICANT to the signature line.

2. DISCUSSION/ACTION: FY 21/22 Application Process.

CHECKLIST FOR CITY WEBSITE

Member Kelley made a suggestion to adopt the form called "Lodgers Tax Procedure for Applicants Checklist" with the following changes; make form accessible from the drop down list on the "I WANT TO..." tab located on the city home page, last bullet on form remove "City Manager's Office" and put "Chief Procurement Office", add proposed dates for LTAB meetings, wording describing pending City Commission approval, contract has to be signed upon approval by City Commission, submit to City Clerk's or Chief Procurement office.

3. DISCUSSION/ACTION: Recommendations to the LTAB for proposed changes to the "Lodgers Tax Funding Guideline's Approved by the city commission 3/31/2019".

Board discussed with Ms. Saavedra revamping the layout of the existing "word.doc" for the Lodgers Tax Guidelines. The new layout will be presented at the next scheduled LTAB meeting.

4. ADJOURNMENT:

There being no further business to come before the Lodger's Tax Advisory Board, Member De Marino requested for a motion to adjourn meeting. Member King seconded the motion. Motion carried unanimously. The meeting was adjourned.

PASSED AND APPROVED ON THIS 24th DAY OF MAY 2021.

Jake Foerstner, Chairman
Lodger's Tax Advisory Board

2. APPROVAL OF MINUTES:

c. Special Minutes for April 13, 2021.

**CITY OF TRUTH OR CONSEQUENCES
LODGERS TAX ADVISORY BOARD
SPECIAL MINUTES
TUESDAY, APRIL 13, 2021**

SPECIAL MEETING

Special meeting of the Lodgers Tax Advisory Board of the City of Truth or Consequences, New Mexico to be held in the City Commission Chambers, 405 W. Third, Truth or Consequences, New Mexico, on Tuesday, April 13, 2021 at 2:00 pm.

CALL TO ORDER:

The meeting was called to order by Chairman Foerstner.

ROLL CALL:

Jake Foerstner, Chairman
Linda De Marino, Member
Teresa King, Member
Gina Kelley, Member

ALSO PRESENT:

Kristin Saavedra, Chief Procurement Officer/Administrative Assistant
Angela A. Torres, CMC City Clerk-Treasurer
Dawn C. Barclay, Deputy City Clerk

1. APPROVAL OF AGENDA:

Member King made a motion to approve the agenda. Member De Marino seconded the motion. Motion carried unanimously.

2. DISCUSSION/ACTION: Lodgers Tax Application Changes.

2021-2022 LODGERS TAX GRANT APPLICATION

Chairman Foerstner made a suggestion to adopt Member Kelley and Member De Marino's form called "2021-2022 Lodgers' Tax Grant Application" that was submitted at the LTAB WORKSHOP on 4/13/2021 to include minor changes to the form noted in the LTAB workshop minutes.

Member King made a motion to approve Chairman Foerstner's suggestion. Member De Marino seconded the motion. Motion carried unanimously.

3. DISCUSSION/ACTION: FY 21/22 Application Process.

COUNTY REPORT SAMPLE

Member Kelley made a suggestion to adopt the same format the County uses to report budget and revenue for Lodgers Tax along with the formula 60-40. It will be submitted to the board bi-monthly, with stated changes noted from the LTAB WORKSHOP on 4/13/2021.

Member De Marino made a motion to approve. Member King seconded the motion. Motion carried unanimously.

CHECKLIST FOR CITY WEBSITE

Member Kelley made a suggestion to adopt the form called "Lodgers Tax Procedure for Applicants Checklist" with additional adjustments that were stated at the LTAB WORKSHOP on 4/13/2021.

Member King made a motion to approve Member Kelley's suggestion with adjustments. Member De Marino seconded the motion. Motion carried unanimously.

LODGERS TAX REIMBURSEMENT REQUEST

Member King made a motion to adopt the form called "Lodgers Tax Reimbursement Request" with additional adjustments to the form that were stated at the LTAB WORKSHOP on 4/13/2021.

Member King made a motion to approve form called "Lodgers Tax Reimbursement Request" with changes. Member Kelley seconded the motion. Motion carried unanimously.

LODGERS TAX AWARD TRACKING SHEET

Board discussed and adopted a new way to help track award funding. The new form would be called the "Lodgers Tax Award Tracking Sheet". Information from this form will be inputted and kept in a digital formatted document.

Member De Marino made a motion to adopt form "Lodgers Tax Award Tracking Sheet" with the incorporated changes Member Kelley will make. Member King seconded the motion. Motion carried unanimously.

4. DISCUSSION/ACTION: Recommendations to the LTAB for proposed changes to the “Lodgers Tax Funding Guideline’s Approved by the city commission 3/31/2019”.

Board discussed with Chief Procurement Officer Saavedra about revamping the layout of the existing “word.doc” for the Lodgers Tax Guidelines. They decided not to rule at this time and wait for the new layout format to be presented at the next meeting.

Member De Marino made a motion to table until next meeting. Member King seconded the motion. Motion carried unanimously.

5. ADJOURNMENT:

There being no further business to come before the Lodger’s Tax Advisory Board, Chairman Foerstner requested for a motion to adjourn meeting. Member King motioned to adjourn the meeting. Member De Marino seconded the motion. Motion carried unanimously. The meeting was adjourned.

PASSED AND APPROVED ON THIS 24th DAY OF MAY 2021.

**Jake Foerstner, Chairman
Lodger’s Tax Advisory Board**

5. OLD BUSINESS:

- a. DISCUSSION/ACTION: Recommendations for the proposed changes to the “Lodgers Tax Funding Guideline’s approved by the City Commission 3/31/2019”.**



TRUTH OR NEW MEXICO CONSEQUENCES

City of Truth or Consequences Lodgers' Tax Funding Guidelines

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Overview of Lodgers' Tax

- **Sec. 7-196. Title of article.**
 - This article shall be known as and may be cited as "The Lodgers' Tax Ordinance." (Ord. No. 442, § 1, 8-12-96)
- **Sec. 7-197. Purpose of article.**
 - The purpose of this article is to impose a tax which will be borne by persons using commercial lodging accommodations which tax will 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 article.
- **Sec. 7-199. Imposition of tax.**
 - There is hereby imposed an occupancy tax of **five percent** of gross taxable rent for lodging within the municipality paid to vendors.

Overview of Lodgers' Tax

Eligible Uses

- **Sec. 7-212. Eligible uses of lodgers' tax proceeds.**
 - (a) The Municipality may use the proceeds from the tax to defray the costs of:
 - (1) 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;
 - (2) 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 Municipality, the county in which the Municipality is located or the county;
 - (3) 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 3-38-24 NMSA 1978;
 - (4) advertising, publicizing and promoting tourist-related attractions, facilities and events of the Municipality or county and tourist facilities or attractions within the area;

Overview of Lodgers' Tax

Eligible Uses (continued)

- (5) providing police and fire protection and sanitation service for tourist-related events, facilities and attractions located in the Municipality; or
- (6) any combination of the foregoing purposes or transactions stated in this section, but for no other municipal purpose.

Overview of Lodgers' Tax

Eligibility

Lodgers' Tax recipients are required to be nonprofits.

- A current certificate of this status must be submitted with the **lodgers' tax** application.
- Subsequent changes in status must be reported to the Lodgers Tax Advisory Board.

Lodgers Tax Advisory Board will consider holding back a portion of no more than 20% of the funds to be awarded later in the year.

Lodgers' Tax Application

- Applications are examined carefully as there are usually more requests for funds than are available.
- The application process normally starts in March or April by publishing notices that the City is accepting applications.
 - City Website
 - Local Newspapers
- Applications must be completely filled out and signed.
- A certificate or an online screenshot of nonprofit status must be submitted with the grant application for both the Internal Revenue Service (IRS) and the Office of the Secretary of State (SOS).
- **Applicant must submit previous year's audit report or internal/informational financial statement with application (per KS remove as this only applies to subrecipients)**
- ***Application must have all of the above to be eligible for consideration.***
- Application(s) for annual funding must be completed and submitted by the deadline. Deadline is final, no other recourse is available. Other additional applications may be considered on a case by case basis, upon request. (KS notes say "isn't this section contradictory, Gina's notes say to remove this section")

Lodgers' Tax Application (continued)

- The Lodger's Tax Advisory Board (LTAB) reviews the applications and makes recommendations to the City Commission.
- The City Commission reviews the applications and allocates the funds at a regular City Commission meeting. The City Commission may alter and/or adjust any LTAB recommendation.
 - Applicants are invited to this meeting.
 - It is recommended that recipients wait for the commission approval prior to implementing their projects.

Lodgers' Tax Agreement

- Lodgers' Tax contracts between the City and Contractor are for Advertising & Promotion.
- Section 2 of the Contract requires contractors to:
 - “Advertise, publicize and promote the City and its facilities as a tourism attraction. Such publicizing and promoting shall include but not be limited to the advertising of the Fairgrounds, Civic Center, Museums, Convention Center and other City and area resources and attractions.”
- The purpose of the Tax is to bring **OVERNIGHT** visitors to the City.
- No less than seventy-five percent (75%) of advertising budget (print, internet, billboard, TV, & radio) must be **placed** OUTSIDE of Sierra County. **We encourage you to use local vendors when feasible (i.e. graphic design, printing, web hosting, t-shirt manufacturing etc.)**
- Promotion and advertising shall be adhered to per the approved application submitted by the Contractor and attached as ‘Exhibit A’ to the Grant Agreement.
- ‘Exhibit A’ shall be known as the ‘Scope of Work’ which represents the approved manner that the allocated funds can be spent.
- The contractor shall designate a representative and an alternate to serve as the point of contact and authorized representative to spend funds.
 - The representative may be called upon to attend Lodgers' Tax meetings or meet with city staff to answer questions regarding their activities and/or submittals.

Payment Reimbursements

- Print media, television ads, billboards, radio ads, and online ads of the Contractor which are paid for from Lodgers' Tax monies shall include the following:
 - Paid in part by "Truth or Consequences Lodgers' Tax."
(remove & replace with "All recipients of lodgers' tax funds must list the City of T or C as a contributor on all advertisements and printed materials by using the adopted T or C brand logo. Logos and the guide for usage will be provided at the time of award notification")
 - Print & TV ads must include the City of Truth or Consequences logo. (don't need this if we use the above)
 - Radio ads shall include the radio advertisement script and proof of performance via a report generated by the radio station.
 - Social media and web site banner ads are eligible expenses and do not require branding.
- Please contact the City Clerk's office, torcclerk@torcnm.org for City logo.
- Exceptions may be made in regards to exclusion of City Logo on small promotional items i.e. small pens or small key rings.
- Radio ads shall include the following verbiage:
 - Paid in part by Truth or Consequences Lodgers' Tax (delete)
 - The invoice shall include the radio advertisement script.
- Websites – costs related to design and maintenance are eligible costs.
- Facebook and other Social Media – advertisements are allowable expenses.
- The City determines which expenditures are allowable and are in compliance with the purpose of this contract. (Sec. 4 a)

Payment Reimbursements (continued)

- If determined to be an eligible purchase, the City will pay the Contractor for reimbursement. (Sec. 4 b)
- Rejected payments can be submitted to the Lodgers Tax Board for consideration and recommendation for submission to the City Commission.

Payment Reimbursement Requirements

- All invoices must be presented to the City Manager's Office for review and approval. (didn't we want to change this to the Procurement Officer?)
- All funds must be spent and invoices turned into the City Manager's Office **no later than the last business day in May.**
- Invoices submitted after that date **WILL NOT BE PAID** and will be the responsibility of the Contractor.
- For advertisements and/or publications, provide an electronic or printed tear sheet. A **tear sheet** is a page cut or torn from a publication to prove to the client that the advertisement was published.
- Invoices, checks, and form amounts **that do not match, must include an explanation.** I.e. invoice is for \$525 and the allocation is \$500. The organization then pays \$25, an explanation must be included **with the invoice (delete & substitute with "on the reimbursement form)**
- Reimbursements can be submitted as frequent as needed.

Eligible Costs

- **Media placement:** cost of insertion of ads in media including print, electronic, web/Internet and outdoor; rental of billboard, **home page on the internet (delete & replace with “website development & hosting”**, information applied to Kiosks, and other automated forms of advertising.
- **Printing:** cost of printing and distribution of promotional materials including media packets, promotional brochures, posters, etc. Reprints shall meet current criteria. In the event that ad sales have been made on any brochures, vacation guides and similar publications, the **City** requires reporting of revenue generated in ad sales and cost of printing, the difference is eligible for reimbursement.
- **Registration fees and booth rental:** costs for conferences where representation by the Organization is clearly a part of the marketing plan.
- **Video/CD-ROM/DVD's (can we just change this to video?):** Production of a community, partnership, or statewide promotional video/CD-ROM/DVD that is part of the organization's marketing effort for use in various broadcast media. **(The video/CD-ROM cannot be offered for sale. (maybe change to “produced videos on flash drives, dvd's, cd-rom etc cannot be offered for sale))**
- **Mailing lists:** Cost for purchase of targeted marketing mailing lists.

Eligible Costs (continued)

- **New Mexico Tourism Department (NMTD) Sales & Media Outreach Missions, Trade Show:** Costs for NMTD sponsored registration and booth space through the NMTD's tourism promotion programs when space is available and NMTD opens participation.
- **Production costs:** Costs of producing an advertisement, brochure, internet data and graphics, website development (including hosting), typesetting, photography, rendered art, purchase of trade show booth.
- **Fulfillment costs:** Shipping as it applies to fulfilling requests for visitor information.
- **Public Relations:** Public relation services related to tourism promotion.
- **Promotional Items:** T-shirts, Key rings, pins, calendars, litter bags, posters, and similar items not to exceed 20% of the total amount funded.

Ineligible Costs

- **Commissions:** Advertising agency commissions
- **Fulfillment costs:** Envelopes and supplies
- **Communications:** Telephone expenses
- **Travel Expenses:** Any expenses related to travel including lodging, meals, airfare, and gas. An exception may be made for the cost of gas incurred while distributing printed materials outside of Sierra County. (per Gina's notes)
- **Administration:** Salaries, over-run, overhead, entertainment, meals, beverages, supplies, taxes and other categories, not specifically allowed in eligible costs.
- **Items for sale:** Promotional items produced for sale such as Videos/CD's/DVD's, brochures, t-shirts, posters, calendars, etc.
- **Equipment:** Any purchase of equipment and/or furnishings.

Contractor Responsibilities

It is the responsibility of the Contractor:

- To keep a running total of their unused and available Lodgers' Tax award.
- To report all advertising revenues for projects funded in part by lodgers' tax.
- To assign a signatory authority and responsible financial representative.
- To sign all reimbursement forms or requests for payment.
 - Requests must be submitted in writing using the City's form.
- To notify the City their "remit to" address where they want the check sent.

Reimbursement Request Form

Insert New Reimbursement Request Form

LODGERS' TAX REIMBURSEMENT REQUEST

Insert new form

(technologically challenged Gina could not delete this form)

CATEGORY	Budget	Current Expenditures Requested for Reimbursement from Grant Funds	Cumulative Expenditures Total Current Request + Previous Grant Fund Expenditures	Remaining Project Balance
	Grant Funds			
Print	\$1,000.00			\$1,000.00
Publish	\$500.00			\$500.00
Advertise	\$1,500.00			\$1,500.00
TV	\$500.00			\$500.00
Radio	\$500.00			\$500.00
Website	\$1,000.00			\$1,000.00
Other Costs (Specify)				\$0.00
(Use these add'l 3 spaces to list special events.)				\$0.00
				\$0.00
TOTALS	\$5,000.00	\$0.00	\$0.00	\$5,000.00

Under penalty of law, I certify that all the above expenditures are true and correct and are for appropriate purposes in

DELETE THIS SECTION

LODGERS' TAX QUARTERLY WORK/SPENDING REPORT

NAME OF GRANTEE: _____

THREE MONTH PERIOD OF REPORT: _____ TO _____
(mm/dd/yy) (mm/dd/yy)

PLEASE PROVIDE A DETAILED STATUS OF ACTIVITY FOR REPORTING PERIOD.
(If no work has been done, explain why work has not begun.)

ITEMS AND AMOUNTS FOR WHICH REIMBURSEMENT FUNDS WERE REQUESTED DURING PERIOD:

ITEMS(S)	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
NM GRT	\$ _____ (if applicable)
TOTAL	\$ 0.00

ANTICIPATED COMPLETION DATES OF TASKS NOTED ABOVE:

TASK	ANTICIPATED COMPLETION DATE
_____	_____
_____	_____
_____	_____
_____	_____

SIGNATURE _____

CONTACT PHONE NUMBER _____

DATE _____

Rev. 3/2015

Quarterly Work/Spending Report (Per Gina's notes replace with 60 Day Follow Up Report – but no notes tell us what to replace it with)

Most or All of this to be deleted if we are doing away with quarterly reports.

- Reports are due by the 15th of the month following the quarter. First quarter (July, August, September) ends September 30th. Second quarter (October, November, December) ends December 31st. Third quarter (January, February, March) ends March 31st. Fourth quarter (April, May, June) ends June 30th.
- **Must submit a report even if no work has been done with an explanation of why work has not begun.**
- Reports are used to gauge activity and ensure grant compliance with agreement. (keep this for the 60 day follow up report bit)
- **Failure to report can affect future (deleted grant) funding requests, including reports with no activity. (keep this bit too)**
- The Contractor shall be subject to losing 50% of a quarterly draw if the invoice is not submitted by the due date. (per KS delete as it only applies to subrecipients)

Contractor Amendments To Approved Lodgers' Tax Funding Requests

CAN

- Budget Categories*
 - Funds may be moved from one category to another category.
- Scope of Work*

CANNOT

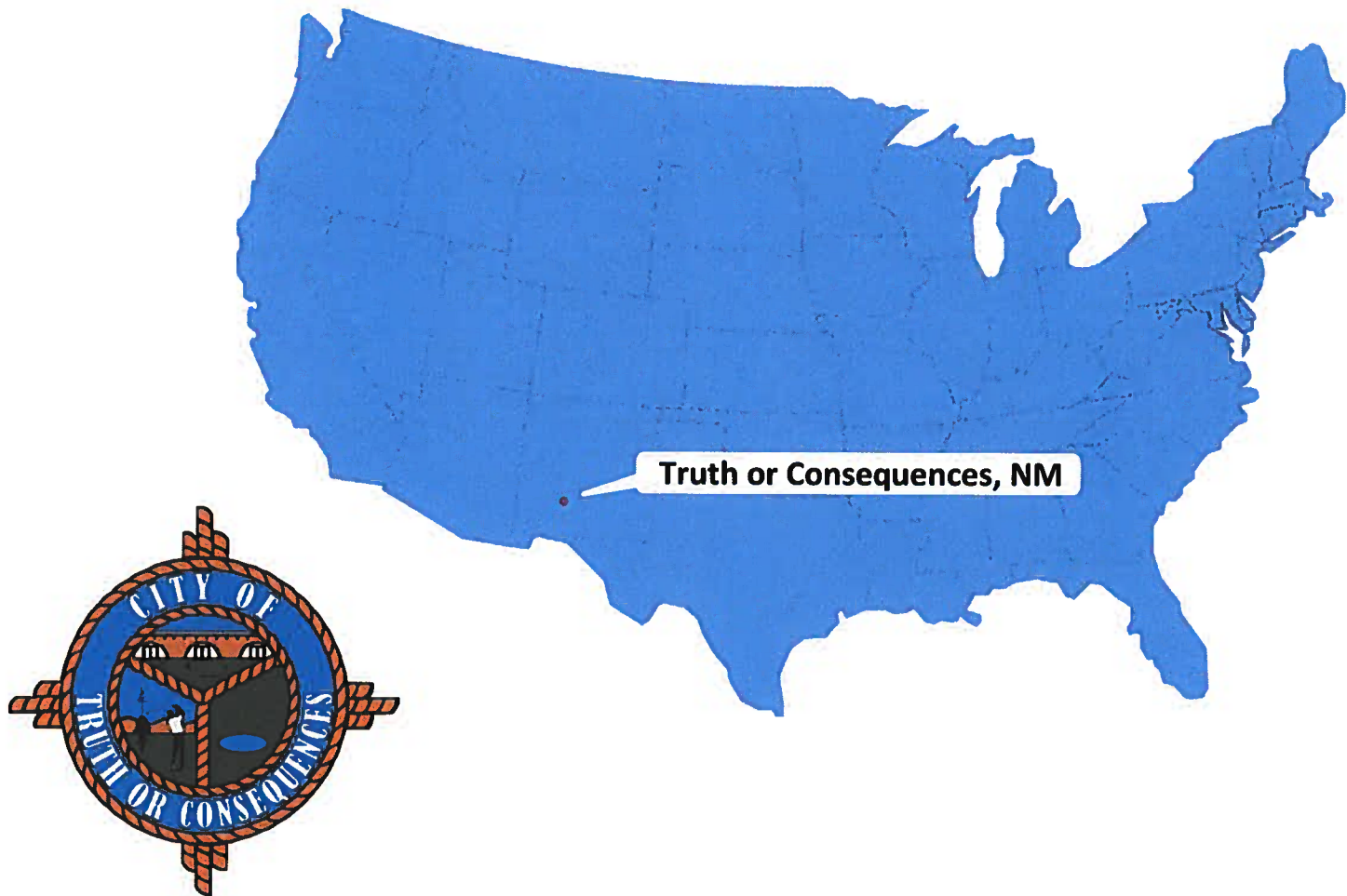
- Request an extension of time.
- Request transfer of funds to another organization

*** Must have prior approval from the Lodgers' Tax Advisory Board and/or City Manager's Office.**

Contacts

- Kristin Saavedra, kristin@torcnm.org, 894-6673 Ext. 309
 - Review payment requests for compliance with agreements and process compliant payments.
 - Submit copies of quarterly reports to City Hall. (change to submit copies of 60 Day Follow Up Report?)
 - (any other duties requested by the LT board)
- Angela Torres, atorres@torcnm.org, 894-6673 Ext. 302
- Dawn Barclay, dbarclay@torcnm.org, 894-6673 Ext. 304
 - Prepare meeting Agendas & Minutes
 - Forward quarterly and grant balance report (change to “reports” rather than specify which reports?) to Lodgers’ Tax Advisory Board.
- Place on the LTAB calendar request for changes to grant agreement and/or use of funds.

Why do we need this page???



These are the 2019 recommendations

Lodgers Tax Board Fund

Recommendations:

- Removed stipulation in the “cannot” section that states the organization cannot request an increase in funds

Lodgers Tax Board Fund

Recommendations 01/31/2019 to be sent for Commission approval on 02/27/2019:

GRANT APPLICATION (pages 6 & 7):

- ADDED GRANT APPLICATION INFORMATION FROM SUBRECIPIENT GRANTS
- Application(s) for annual funding must be completed and submitted by the deadline. Deadline is final, no other recourse is available. Other additional applications may be considered on a case by case basis, upon request.
- The Lodger’s Tax Advisory Board reviews the applications and makes recommendations to the City Commission for allocations.
 - Applicants are invited to this meeting.

- THE LODGER'S TAX ADVISORY BOARD REVIEWS THE APPLICATIONS AND MAKES RECOMMENDATIONS TO THE CITY COMMISSION FOR ALLOCATIONS.
 - APPLICANTS ARE INVITED TO THIS MEETING

GRANT AGREEMENT (page 8):

- THE PURPOSE OF THE TAX IS TO BRING OVERNIGHT VISITORS TO THE CITY

PAYMENT REIMBURSEMENT REQUIREMENTS (PAGE 13):

- All funds must be spent and invoices turned into the City Manager's Office **no later than the last business day in May.**
- Invoices submitted after that date **WILL NOT BE PAID** and will be the responsibility of the Contractor.

QUARTERLY WORK / SPENDING REPORT (page 20):

- FAILURE TO REPORT, CAN AFFECT FUTURE GRANT FUNDING REQUESTS, INCLUDING REPORTS WITH NO ACTIVITY.
- THE CONTRACTOR SHALL BE SUBJECT TO LOSING 50% OF A QUARTERLY DRAW IF THE INVOICE IS NOT SUBMITTED BY THE DUE DATE.

CONTACTS (page 22):

- Tammy Gardner, tgardner@torcnm.org, 894-6673 Ext. 320
- Lisa Gabaldon, Secretary lgabaldon@torcnm.org 894-6673 Ext. 301

6. NEW BUSINESS:

- a. DISCUSSION/REVIEW: Lodgers Tax Recipients 3rd Quarter Reports.
Kristin Saavedra, Chief Procurement Officer**

LODGERS' TAX RECIPIENTS**FISCAL YEAR: 2020/2021***Updated: 05/18/21*

Reports due by 15th of month following quarter.

NAME OF ORGANIZATION	ALLOTMENT	1ST QTR. REPORT		2ND QTR. REPORT		3RD QTR. REPORT		4TH QTR. REPORT	
		YES	NO	YES	NO	YES	NO	YES	NO
Chamber of Commerce	\$1,495.44								
Geronimo Springs Museum	\$1,350.00	X	09/28	X	01/04	X	04/05		
MainStreet Truth or Consequences	\$3,540.00	X	09/29	X	01/04	X	04/09		
Sierra County Arts Council	\$1,130.00	X	11/02	X	01/13				
Veterans Memorial Pk/Museum	\$1,106.64	X	10/26			X	04/30		
Geronimo Trail Scenic Byway	Coop Grant	X	10/09						
Sierra County Recreation & Tourism Board	Coop Grant	X	10/13	X	01/12	X	04/07		

1ST QTR:	JUL, AUG, SEP
2ND QTR:	OCT, NOV, DEC
3RD QTR:	JAN, FEB, MAR
4TH QTR:	APR, MAY, JUN

Copies to LTAB 11/12/20

Copies to LTAB 01/20/21

Copies to LTAB 05/24/21

Copies to LTAB

Copies to CC

Copies to CC

Copies to CC

Copies to CC


RECEIVED
APR 30 2021
BY: King

THREE MONTH PERIOD OF REPORT: 01/01/21 TO 03/30/21
(mm/dd/yy) (mm/dd/yy)

[illegible]

<u>ITEMS(S)</u>	<u>AMOUNT</u>
<i>Billboard advertisimgom I25</i>	\$ <u>579.24</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
NM GRT	\$ _____ (if applicable)
TOTAL	\$ <u>579.24</u>

<u>TASK</u>	<u>ANTICIPATED COMPLETION DATE</u>
<i>getting new brochures</i>	<i>05/30/21</i>

	575-952-0484	04/20/21
SIGNATURE	CONTACT PHONE NUMBER	DATE

**LODGERS' TAX
QUARTERLY WORK/SPENDING REPORT**

RECEIVED APR 09 2021

kms

NAME OF GRANTEE: MainStreet Truth or Consequences

THREE MONTH PERIOD OF REPORT: 01/01/21 TO 03/31/21
(mm/dd/yy) (mm/dd/yy)

PLEASE PROVIDE A DETAILED STATUS OF ACTIVITY FOR REPORTING PERIOD.

(If no work has been done, explain why work has not begun.)

As the development of the City brand is required to completing our project, we have not yet begun.

Depending on the web designers schedule, we may have to revert these funds and ask in the next fiscal

ITEMS AND AMOUNTS FOR WHICH REIMBURSEMENT FUNDS WERE REQUESTED
DURING PERIOD:

<u>ITEMS(S)</u>	<u>AMOUNT</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
NM GRT	\$ _____ (if applicable)
TOTAL	\$ 0.00

ANTICIPATED COMPLETION DATES OF TASKS NOTED ABOVE:

<u>TASK</u>	<u>ANTICIPATED COMPLETION DATE</u>
_____	_____
_____	_____
_____	_____
_____	_____

Janet Wetters
SIGNATURE

575-740-6180
CONTACT PHONE NUMBER

04/09/21
DATE

RECEIVED
APR 07 2021
BY: *KWS*

6. NEW BUSINESS:

**b. DISCUSSION/ACTION: Review/adoption of Expenditure Guidelines
Chart. Vice-Chairman Kelley**

**2017-2018 LODGER'S TAX GRANT AWARD
EXPENDITURE GUIDELINES CHART**

Ad/Promotions Medium	What is recommended	Why/Who it reaches	What to turn in for reimbursement
Social media	Advertising targeting audiences NOT in Gallup (four corners and bigger) as well as by specific interests	Largest range, cheapest most accessible to the audience	Receipts from the individual platforms and the email report that tells the engagement
Video Production	The production of a video for a digital ad campaign	Really engages people in the experience of your event; we recommend you use text overlay- you want people to learn something even if the volume is off	Receipt from company, link or thumb drive of final product. written consent for us to share your video
Print Ad Design	Graphic design and layout of an ad	Higher quality visual images/info	Copy of receipt that includes hours billed for design
Newspapers	Papers in the four corners region outside of the Gallup area- especially Farmington, Albuquerque, Durango, Flagstaff	Reaches people outside the community with something they can hang onto. Tends to hit an older demographic.	Copy of print ad, receipt
Magazines	Demographic specific- based on the interest groups who like your kind of event, not in Gallup	You're narrowing who you're trying to access- they already have an interest in your kind of event	Copy of print ad, receipt
Digital Radio (app based- Pandora, Spotify, iHeart online)	Any ads; Can target specific ages, races, zip codes. 15 seconds or less is idea and video is most effective. Recommended text overlay and voice over.	Customizable engagement and you pay for a specific number of engagements instead of a splatter of them. (If the app is opened by the user then it counts)	Link to ad proof (emailed) OR copy of ad on a thumb drive, receipt from specific platform

Ad/Promotions Medium	What is recommended	Why/Who it reaches	What to turn in for reimbursement
Google	All of the services regarding advertising, website boosts, etc	Boosts of websites, sidebar ads, paying to get your website to show up higher in a search or as a sponsored ad	Receipt from Google
Billboards	Any billboards qualify for the award.	Travelers look up and catch people's interest	The spec sheet that has the map location of the billboard (make sure its facing toward coming into Gallup, not going away from us), image of the billboard AFTER it's installed. Receipt OR copy of contract.
T-Shirts, Tote Bags, Duffle Bags, bandanas, pens, keychains, lanyards or other promotional items	Any (MUST have Gallup Real True & Lodger's Tax logos)	People take them home and wear them in their communities	Copy of product design on paper, receipt
Trophies	Any (MUST say City of Gallup, even custom Native pottery)	The custom stuff makes people talk- the more artistic the better	Photograph/image of the trophies and what is on them, receipt
Radio	Creative exposure that extends beyond Gallup, particularly in the four corners region.	Wide spread of hits, with no way to track who exactly catches it. Effective for more rural areas (reservations, areas along highways)	Copy of radio ad draft (can be the text transcript), history of when the ad ran, receipt from station
Television	Any, preferred not in our market, short and sweet recommended (no more than 15 seconds)	See notes about different types of tv ads- it depends on when your ad plays.	Link or thumb drive copy of ad, receipt
Hotel TV channels	Any, preferably along Rte 66 or I-40 coming toward Gallup	Hitting people already traveling	Copy of final ad, receipt

Ad/Promotions Medium	What is recommended	Why/Who it reaches	What to turn in for reimbursement
Banners (Print)	Large placement on major roads or areas that get public attention for a few days before the event.	Large visibility areas	Copy of what is on the banner, receipt
Posters & Flyers (Print)	Take the time to distribute in the four corners region and at all the visitors center in the area.	Unless you're traveling the 4 corners region this isn't effective in attracting tourism related visitation	Copy of poster/flyer, receipt
Event Booklet/Brochure (given at event)	Covered, must have appropriate branding	Some people collect brochures and flyers regularly and these often travel home.	Copy of brochure/Booklet, receipt

6. NEW BUSINESS:

c. DISCUSSION/ACTION: Chamber of Commerce FY 21/22 Request for Funding. Kristin Saavedra, Chief Procurement Officer

207 S. Foch
Truth or Consequences
New Mexico 87901



(575) 894-3536
<http://torcchamber.org>
info@torcchamber.org

May 18th, 2021

Jake Foerstner, Chairman
City of T or C, NM
Lodgers Tax Advisory Board
City Hall 505 Sims St.
Truth or Consequences, NM 87901

RECEIVED
MAY 19 2021
BY: *[Signature]*

RE: Chamber Funding Request

Dear Jake:

The enclosed request for Lodgers Tax funding is for a 1 year Contract with Certified Folder Co. for Distribution of the Chamber Visitor guide in El Paso, Tx at the International Airport, Major Hotel lobbies and The Fort Bliss Army Station Recreation Center. Additionally it covers Albuquerque, NM Sun-Port Airport Major hotel lobbies and the Albuquerque Convention and Visitor Center downtown Albuquerque.

The contract would start June 1st 2021.

Thank you in advance on behalf of the Chamber Board and Business membership.

[Signature]
Cary "Jagger" Gustin
Chamber Lodgers Tax Committee

LODGERS TAX ADVISORY BOARD
CITY OF TRUTH OR CONSEQUENCES, NEW MEXICO
CITY CLERK'S OFFICE
505 SIMS STREET

FY: ~~2020/2021~~ 2021/2022 APPLICATION FOR FUNDS

FORM IS DUE IN THE OFFICE OF
THE CITY MANAGER'S NO LATER THAN
July 17, 2020 by 5:00 PM

HELP SESSION: THURSDAY JUNE 25TH
4:00 PM IN THE CITY COMMISSION CHAMBERS
405 W. 3rd Street, Truth or Consequences, NM

EIN # 85-0034905

(NON-PROFIT CORPORATION COMMISSION) AUTHORITY NUMBER: 0280529

TORRE/Sierra County CHAMBER of COMMERCE
NAME OF NON-PROFIT ORGANIZATION

207 South Focht St
P.O. BOX OR STREET ADDRESS

TORRE, NM 87901
CITY, STATE & ZIP

109 5-18-2021
NO. OF MEMBERS DATE

CARY "JAGGER" GUSTIN
CONTACT PERSON (Print or Type)

Cary Jagger
SIGNATURE

575-312-2050
TELEPHONE NUMBER

AMOUNT REQUESTED: \$3,059.92

AMOUNT AWARDED: _____ (For Board Use Only) tailornans3@yahoo.com
E-MAIL

NAME OF EVENTS/PROJECTS: 1 yr contract to distribute the chamber
visitors guide to EL PASO, TX and ALBUQUERQUE, NM

DATES OF EVENTS/PROJECTS: start date: 6-1-2021

7-1-2021 end

LOCATION OF EVENTS: EL PASO, TX and ALBUQUERQUE, NM

HOW MANY PEOPLE ATTEND: _____
(Total)

target audience is all outside Sierra City
(Outside Sierra County)

WHAT ARE YOUR METHODS FOR TRACKING YOUR EVENTS: the company certified folder
display service will provide tracking data

DESCRIBE THE EVENTS/PROJECTS: Distribute for 1 year the torre chamber visitor
guide to EL PASO, TX and ALBUQUERQUE, NM.

HOW WILL THE FUNDS BE USED? GIVE A PROPOSED BUDGET FOR YOUR ADVERTISING.
(EXAMPLE: RADIO, TELEVISION, NEWSPAPERS, BROCHURES, MAGAZINES, POSTERS, ETC.)

TYPE OF ADVERTISING: (Attach additional sheets if needed.)

ESTIMATED EXPENSE

PRINT:	_____	\$ _____
PUBLISH:	_____	\$ _____
RADIO:	_____	\$ _____
TELEVISION:	_____	\$ _____
WEBSITE:	_____	\$ _____
OTHER COSTS:	<u>1 year contract to distribute TORC</u>	<u>\$</u>
	<u>CHANDLER visitor guide</u>	<u>3,059.92</u>

HOW WILL YOU PROMOTE T. OR C. AND THE AREA IN CONJUNCTION WITH YOUR EVENT/PROJECT?

the TORC CHANDLER visitor guide will be distributed for 1 year
to EL PASO INTERNATIONAL Airport, major Hotel lobbies and Fort Bliss Army
Recreation center ALBUQUERQUE Sunport Airport, major Hotel lobbies
and ALBUQUERQUE convention and visitor center Downtown
ALBUQUERQUE

HAS YOUR ORGANIZATION APPLIED FOR FUNDING FROM ANOTHER SOURCE? ☐ YES ☒ NO
If so, please provide a copy of the funding application.

HOW MUCH WAS YOUR ORGANIZATION FUNDED? _____

DESCRIBE THE ACTIVITIES YOUR ORGANIZATION SOUGHT FUNDING FOR: _____

ATTACH A SEPARATE SHEET IF ADDITIONAL SPACE IS NEEDED FOR ANSWERS. THANK YOU.

ALL PRINTED MATERIALS OF THE ORGANIZATIONS WHICH ARE PAID FOR FROM LODGERS TAX MONIES, SHALL INCLUDE THE WORDING "PAID IN PART BY TRUTH OR CONSEQUENCES LODGERS TAX", THE CITY OF TRUTH OR CONSEQUENCES LOGO IF APPLICABLE, AND THE NEW MEXICO TOURISM DEPARTMENT LOGO. THE LOGO MAY BE OBTAINED BY VISITING WWW.NMTOURISM.ORG.

FOR BOARD USE ONLY:

PRIORITY NO. _____

AMOUNT TO BE RECOMMENDED TO CITY COMMISSION \$ _____

ANY SPECIAL INSTRUCTION OR ADDITIONAL COMMENTS:



DISTRIBUTION SERVICE AGREEMENT

RENEWAL

SALESPERSON: 061300 - Jay Anderson
ADVERTISER ID: 127625
FEDERAL TAX ID: 85-0034905
REF: 19-0115770
PO NUMBER:
SHIP TO:
ADVERTISER: Chamber of Commerce T or C
CONTACT: Theresa King, President
EMAIL: Theresa.King@SierraGrandeLodge.com
ADDRESS1: 207 S. Foch Street
ADDRESS2: ☒ NEW ADDRESS: 207 S. Foch Street
CITY: Truth or Consequence
STATE: NM ZIP: 87901
PHONE: (575) 894-3536 FAX:
DISTRIBUTION PROGRAM AREA
1-VM-12-SW/EP El Paso Area - Magazines
1-VM-12-SW/AL Albuquerque/I-40 - Magazines

DATE: 05/06/2021
CONTRACT: 20-0120138
START DATE: 07/01/21
END DATE: 01/31/22
REV: 00001

NAME OF BROCHURE / PUBLICATION:
Sierra County Visitor Guide

INVENTORY ID NUMBER: 011600

We will distribute the above named item in the area or areas set forth below. Display shall be on a single pocket basis. Minimum distribution period is 3 consecutive months.

CODE	#SITES	START DATE	END DATE	MONTHLY FEE	#MONTH	GROSS FEE	NET FEE
1-VM-12-SW/EP	113	06/01/21	09/30/21	400.00	4	1,600.00	1,600.00
1-VM-12-SW/AL	152	10/01/21	01/31/22	400.00	4	1,600.00	1,600.00

COMMENTS/SPECIAL INSTRUCTIONS:

APPROVED BY ADVERTISER

AGREEMENT TO TERMS. Advertiser hereby acknowledges that Advertiser has read all the terms and provisions set forth on the front and backside of this Agreement, and agrees that all such terms and provisions are a part of this Agreement.

Your Signature: _____

Name (print): _____

Title: _____ Date: _____

Signature: _____

Name (print): _____

Title: _____ Date: _____

Print Date: May 06 2021 at 12:38 PM

MONTHLY BILLING SCHEDULE (including applicable sales tax)

Fees are normally billed 30 days in advance of service. Monthly Billing Schedule details actual billing for the month indicated, not for the month service is provided.

Month	May	Jun	Jul	Aug	Sept	Oct
Amount	400.00	400.00	400.00	400.00	431.50	431.50
Month	Nov	Dec	Jan	Feb	Mar	Apr
Amount	431.50	431.50	0.00	0.00	0.00	0.00

PREPAYMENT OPTION

Yes ☒ No ☐

TOTAL PREPAID FEE

All fees billed 30 days in advance of service

SUB TOTAL: 3,200.00
APPLICABLE SALES TAX: 126.00
TOTAL NET FEE: 3,326.00

TOTAL NET FEE: 3,200.00

(8.00% on all applicable programs) : (256.00)

SUBTOTAL: 2,944.00

APPLICABLE SALES TAX: 115.92

3,059.92

Search Information**Entity Details**Business ID#: **280529**Status: **Active**Entity Name: **CHAMBER OF COMMERCE OF
TRUTH OR CONSEQUENCES
AND SIERRA COUNTY**Standing: **Good Standing**DBA Name: **Not Applicable****Entity Type and State of Domicile**Entity Type: **Domestic Nonprofit
Corporation**State of Incorporation: **New Mexico**Benefit Corporation: **No**Statute Law Code: **53-8-1 to 53-8-99****Information Dates****Reporting Information****Period of Existence and Purpose and Character of Affairs****Outstanding Items****Reports:**

o Pending Reports.

Registered Agent:

o Records Found.

License:

o Records Found.

Contact InformationMailing Address: **207 S FOCH ST, Truth or Consequences, NM 87901**Principal Place of Business in New Mexico: **207 S FOCH ST, Truth or Consequences, NM 87901**

Secondary Principal Place of Business in New Mexico:

Principal Office Outside of New Mexico: **Not Applicable**

Registered Office in State of Incorporation:

Principal Place of Business in Domestic State/ Country: **Not Applicable**Principal Office Location in NM: **Not Applicable**

Provide Your Information

Pick a Password

Done

Congratulations **chamber of commerce**

Your Account has been created successfully, Please note the information below

Username: **the big bank**

Email Address: **INFO@CHAMBER.ORG**

[Print the Login Details](#)

[Login](#)

Registered Agent Information

Name: **SUE JACKSON**

Geographical Location Address:

Physical Address: **207 S FOCH STREET, TRUTH OR
CONSEQ, NM 87901**

Mailing Address: **NONE**

Date of Appointment: **05/29/2013**

Effective Date of Resignation:

Director Information

Title	Name	Address
Director	EDWARD TOWNSEND	906 N DATE STREET, TRUTH OR CONSEQUENCES, NM 87901
Director	SID BRYAN	108 MAIN, TRUTH OR CONSEQUENCES, NM 87901
Director	MIKE POTIA	614 MCADOO, TRUTH OR CONSEQUENCES, NM 87901

Officer Information

Title	Name	Address
President	ED TOWNSEND	906 N DATE, TRUTH OR CONSEQUENCES, NM 87901
Secretary	ANN SWANSON	103 N BROADWAY, TRUTH OR CONSEQUENCES, NM 87901

Organizer Information

Not Applicable

Incorporator Information

0 Records to View.

Trustee Information

Not Applicable

Filing History

License History

[Back](#)

[Entity Name History](#)

[Return to Search](#)



HELP ⓘ

MENU ≡

[Home](#) > [Tax Exempt Organization Search](#) > Chamber Of Commerce Of Truth Or Conseq & Sierra County

[Back to Search Results](#)

Chamber Of Commerce Of Truth Or Conseq & Sierra County

EIN: 85-0034905 | Truth Or Consequences, NM, United States

> [Other Names](#)

Form 990-N (e-Postcard) ⓘ

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

> [Tax Year 2019 Form 990-N \(e-Postcard\)](#)

Tax Period:

2019 (07/01/2019 - 06/30/2020)

EIN:

85-0034905

Legal Name (Doing Business as):

Chamber Of Commerce Of Truth Or Conseq & Sierra County

Mailing Address:

207 S Foch Street
Truth or Consequences, NM 87901
United States

Principal Officer's Name and Address:

Edward Townsend

207 S Foch Street
Truth or Consequences, NM 87901
United States

Gross receipts not greater than:

Organization has terminated:

No

Website URL:

- > **Tax Year 2018 Form 990-N (e-Postcard)**
- > **Tax Year 2017 Form 990-N (e-Postcard)**
- > **Tax Year 2016 Form 990-N (e-Postcard)**
- > **Tax Year 2015 Form 990-N (e-Postcard)**
- > **Tax Year 2014 Form 990-N (e-Postcard)**
- > **Tax Year 2013 Form 990-N (e-Postcard)**
- > **Tax Year 2012 Form 990-N (e-Postcard)**
- > **Tax Year 2011 Form 990-N (e-Postcard)**
- > **Tax Year 2010 Form 990-N (e-Postcard)**
- > **Tax Year 2008 Form 990-N (e-Postcard)**
- > **Tax Year 2007 Form 990-N (e-Postcard)**